

**Notice to Non- Exempt Employees  
Assigned to "Alternate" Work Schedules**

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To: \_\_\_\_\_ From: \_\_\_\_\_ Date: \_\_\_\_\_

You are receiving this notice because our records indicate that you may have a deficit balance as of December 31, \_\_\_\_\_.

When an employee's work schedule differs from the State's standard shift of Monday through Friday, eight hours per day, the total number of hours worked may be different than those prescribed by the State. In compliance with Fair Labor Standards and your Collective Bargaining Agreement, when the hours worked are in excess of the standard hours for the month, an excess (plus) balance is created. When the hours are less than the standard month, it results in an excess (minus) balance.

At the end of any month that a plus balance exists, the Human Resources Office will process payment for those hours in the following month. If a deficit balance exists at the end of a month, it will be carried forward each month and will be offset by any excess hours worked in subsequent pay periods in that calendar year. We are required, however, to reconcile all deficit balances at the end of each year. Employees may use vacation, compensatory time off (CTO) or personal holiday (full day) to offset the deficit balance, be docked or an accounts receivable can be established for repayment if no balance exists. Excess balances at a month's end may not be "banked" to cover *subsequent* deficit hours.

If a minus balance exists, the equivalent hours will be deducted from your leave balances as indicated above. Please notify your supervisor/manager by close of business on (date) \_\_\_\_\_ to specify which leave balance account you prefer it to be deducted, if applicable. If no available balance exists, an accounts receivable will be established.

DEFICIT MINUS HOURS: \_\_\_\_\_