

ANNUALIZED HOURS PART-TIME PAYROLL AGREEMENT

Part-Time Employment Contract Addendum

1. PARTIES & CONTRACT REFERENCE

Employer Name:

Employee Name:

Employee ID:

Effective Date:

Department / Role:

2. ANNUALIZED HOURS CALCULATION

This agreement structures the pay of the Employee based on a flat monthly average of annualized part-time hours, regardless of the seasonal fluctuations in hours worked per pay period.

Calculation Metric	Agreed Value / Amount
A. Total Annualized Hours	
B. Core Hours (Scheduled)	
C. Flexible/Reserve Hours (As-Needed)	
D. Hourly Pay Rate	
E. Total Annual Gross Salary (A × D)	
F. Equalized Monthly Gross Pay (E / 12 Months)	

3. PAYROLL & RECONCILIATION TERMS

Monthly Pay Schedule:

Reconciliation Period (e.g., Annual, Bi-Annual):

Overtime Rate (For hours exceeding annualized cap):

4. DECLARATIONS & SIGNATURES

We, the undersigned, agree to the annualized hours structure and corresponding monthly payroll distribution as detailed in this agreement. Any deviations from the annualized hours limit will be reconciled in accordance with company policy at the specified reconciliation period.

Employee Signature

Date:

Authorized Employer Signature

Date: