

JOB CONSIDERATIONS CHART

Consideration	Flextime	Reduced Hours	Job Sharing	Compressed Work Week	Telework
<p>General Considerations Across All Flexible Work Arrangements (FWAs)</p>	<p>Employee must be able to:</p> <ul style="list-style-type: none"> • Maintain the safety and security of university data. • Access information and tools needed to do job effectively. • Control workflow and meet business deadlines. • Attend meetings in person or virtually as required. • Travel to the primary worksite as needed. <p>Employee must have:</p> <ul style="list-style-type: none"> • Adequate technology to perform the functions of the job away from the primary worksite. • The ability to access materials and tools needed while working remotely. • Training and support needed to perform the job while working remotely. • Appropriate caregiver arrangements during work time (e.g., child care, elder care). 				
<p>Considerations for Successful FWAs</p>	<ul style="list-style-type: none"> • Work can be shifted to earlier or later hours and still meet objectives and customer needs. • Job requirements involve independent, task-focused work. 	<ul style="list-style-type: none"> • Job requirements can be scoped to fit within a shorter work week. • An appropriate schedule can be set that will serve customer and other stakeholder needs. 	<ul style="list-style-type: none"> • Work can be scoped to fit within a shorter workweek and job share partners can still meet business objectives and customer needs. 	<ul style="list-style-type: none"> • Hours can be increased each day in a reduced work week and still meet objectives and customer needs while complying with overtime policies and law. • Job does not require onsite customer or team contact five days a week. 	<ul style="list-style-type: none"> • Job has tasks and responsibilities that can be done away from the primary worksite one to four days a week, e.g., <ul style="list-style-type: none"> - speaking on telephone, - reading reports, - analyzing documents, - preparing letters, memos, and reports, - setting conference calls, - research.

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Considerations that May Rule out FWAs or Require Adaptations	<ul style="list-style-type: none">• Flextime may not work for most positions when core hours are established for the entire team.• In shift roles, flextime may involve shifting coworkers' work hours to the prior or following shift.	<ul style="list-style-type: none">• Reduced hours may not work for jobs that have frequent critical deadlines requiring additional work hours or significant travel.	<ul style="list-style-type: none">• Job sharing may not work for jobs that have critical deadlines requiring additional work hours, significant travel, or job responsibilities that cannot be shared by two people.	<ul style="list-style-type: none">• A compressed workweek may not work for jobs that cannot allow for being away from work one or more days a week.	<ul style="list-style-type: none">• Telework is not feasible for specific on-site positions (e.g., reception, food service)
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