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| **Flextime /Flexible Schedule** | Varying an employee’s schedule on a regular or non-regular basis while still completing the required 40 hours per week | • Rather than working a typical 8:00 a.m. - 5:00 p.m. schedule, an employee works 7:00 a.m. – 4:00 p.m.  
• An employee works 8:00 a.m. – 5:00 p.m. on Monday and Tuesday, and 6:30 a.m. – 3:30 pm. Wednesday to Friday | • Employee retains full pay and benefits  
• Gives employee time for personal interests and/or family obligations  
• Employee works hours that align with personal needs  
• Allows employees to commute outside of peak hours  
• Improves efficiency if employee works the hours they are most productive  
• Provides a low cost employee benefit  
• May facilitate recruiting and retention | • How office coverage will be maintained  
• How hours will be tracked  
• Definition of tasks when supervisor is absent |
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| Telework / Flexplace      | Routinely working one or more days per week at a location that is not the regularly assigned place of employment. | • An employee works every Tuesday from home  
• An employee permanently works from home in another city  
• An employee comes into the office only once a week, on an alternating schedule | • Employee retains full pay and benefits  
• Provides campus coverage, while also keeping employees safe  
• Reduces or eliminates commute  
• Limits office-based distractions  
• Can enhance productivity  
• Provides a low cost employee benefit  
• May facilitate recruiting and retention | • How communication with coworkers and supervisor will continue  
• How much time will be spent in the office and when  
• What equipment is needed and who will provide it  
• Elements of the job that cannot be completed off-site and how they will be handled  
• How security and privacy requirements will be met |
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| Compressed Work Week      | Working more hours on some days of the week to complete the required 40 hours per week in fewer than five 8-hour days | • An employee works 10 hours per day Monday – Thursday  
• An employee works 9-hour days for 9 workdays and takes every other Monday off | • Employee retains full pay and benefits  
• May reduce commuting time and costs  
• May reduce vacation time or sick time use due to having time off to take care of personal business  
• Can enhance productivity  
• Provides a low cost employee benefit  
• May facilitate recruiting and retention | • How the office will maintain coverage  
• Definition of tasks when supervisor is absent  
• How to coordinate schedules and communication |
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| Reduced Hours / Part Time | Decreasing the number of regular hours worked to less than a full-time position | • An employee works 30 hours per week instead of 40  
• An employee works 20 hours one week and 30 hours the next week | • Gives employee time for personal interests and/or family obligations  
• Allows employees to contribute to the university, but also gives flexibility in work hours  
• May reduce absenteeism and tardiness  
• Retains employees who need to scale back hours to manage personal needs or family situations  
• Can expand department’s labor pool  
• May facilitate recruiting and retention | • Work that will be accomplished in the employee’s reduced hours  
• How the rest of the employee’s work will be handled  
• How and when the employee can be reached |
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| Job Sharing               | Sharing a full-time position by two part-time employees | - Two employees each work 20 hours a week as the department’s office administrative assistant  
- Two employees trade off working every other workday as a departmental recruiter | - Gives employee time for personal interests and/or family obligations  
- Creates part-time opportunities in a full-time position  
- Brings broader experience and skills to the position  
- Can expand department’s labor pool  
- May facilitate recruiting and retention | - How to coordinate schedules and communication  
- Division of responsibilities between partners  
- Hours of work for each partner  
- How and when the employees can be reached |
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| Occasional Flex           | Ability to flex hours occasionally as needed and make time up during the week | • An employee comes into the office early or stays late due to an appointment  
  • An employee changes their schedule on short notice due to a personal need | • Employee retains full pay and benefits  
  • Gives employee time for personal interests or family obligations  
  • May reduce vacation time or sick time use due to having time off to take care of personal business  
  • Reduces use of leave time or exchanging sick time for comp time  
  • Gives employees more control over their time  
  • Provides a low cost employee benefit  
  • May facilitate recruiting and retention | • How office coverage will be maintained  
  • How hours will be tracked  
  • How others who depend on the employee will receive what they need to accomplish their work  
  • How and when the employee can be reached |
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| Shift Flexibility         | Allows employees to work with co-workers to adjust their schedules | • An employee swaps a shift with a coworker | • Gives employee time for personal interests or family obligations  
  • Gives employees more control over their time  
  • Builds team morale  
  • Provides a low-cost employee benefit  
  • May facilitate recruiting and retention | • How the frequency of swaps will be tracked  
  • Who will approve the swaps  
  • How duties will be handed off when swap happens  
  • Is there a limit to the number of swaps that can be requested |
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| Gradual Return to Work    | Working less than a full-time schedule following an extended leave | • An employee works fewer days after a leave and gradually returns to a full-time schedule  
• An employee returns to work at 20 hours/week for two weeks, then 25 hours for two weeks, then 30 hours for 6 months | • Allows employee to transition slowly back to full-time work  
• May facilitate recruiting and retention | • Work that will be accomplished in the employee’s reduced hours  
• How the rest of the employee’s work will be handled |