

TYPES OF FLEXIBLE WORK ARRANGEMENTS

Flexible Work Arrangement	Description	Examples	Benefits	What the Employee's FWA Proposal Should Address
Flextime /Flexible Schedule	Varying an employee's schedule on a regular or non-regular basis while still completing the required 40 hours per week	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • An employee works 10 hours per day Monday – Thursday • An employee works 9-hour days for 9 workdays and takes every other Monday off 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • An employee works 30 hours per week instead of 40 • An employee works 20 hours one week and 30 hours the next week 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • An employee swaps a shift with a coworker 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Allows employee to transition slowly back to full-time work • May facilitate recruiting and retention 	<ul style="list-style-type: none"> • Work that will be accomplished in the employee's reduced hours • How the rest of the employee's work will be handled