



## **POLICY & PROCEDURE DOCUMENT**

NUMBER: 4.2502

DIVISION: Finance and Administration

TITLE: Alternative Work Arrangements – Flextime, Flex-place, Compressed Workweek

DATE: January 3, 2000

REVISED: June 3, 2009; May 2, 2024

Policy for: All Full Time Non-Faculty Positions

Authorized by: Department of Human Resources

### **I. Purpose and Scope**

Recognizing the increasing demands and necessary balancing between employees' personal lives and the workplace, alternative work arrangements may assist a unit/department in recruiting and retaining of employees and in maximizing employee potential. Employees may benefit from alternative arrangements through more concentrated time off, a decrease in the number of commute days and by working a schedule that allows for increased productivity because of work flow changes.

In seeking to make workplace expectations and employee needs as compatible as possible, supervisors/department heads are permitted to consider and approve alternative work arrangements when requested by employees and when unit/departmental needs can accommodate such. Supervisors/department heads are accountable for ensuring continued efficient operations.

### **II. Policy**

#### **A. Flextime**

Flextime is a generic term referring to flexible work schedules during a 37.5 hour workweek which permit variable daily starting and ending times. Flexible scheduling options include: 1) fixed starting and ending times that are agreed to for a specific period of time; 2) starting and ending times that vary daily; and 3) variations in workday length. Both exempt and non-exempt employees are eligible for flextime arrangements.

#### **B. Flex-place**

A flex-place work arrangement is made when there is a mutual agreement between a supervisor and employee that some component(s) of an employee's work may be performed at home or some location other than the traditional work setting. This arrangement, which may be utilized by exempt and non-exempt employees, is most appropriate for work that has clearly defined tasks and measurable accomplishments.

Details of flex-place working arrangements must be documented in writing and must remain within the following guidelines:

- The employee's work location and hours are to be specified
- Any overtime to be performed by non-exempt employees must be approved in advance by the supervisor/department head
- For non-exempt employees, a record of hours worked must be maintained just as if the employee were working on-site
- The supervisor may authorize University equipment to be used in performing work. The employee is responsible for protecting the equipment against damage and unauthorized use
- The University will not be liable for any damages to the employee's property resulting from a flex-place work arrangement
- The University will not be responsible for operating costs, maintenance, or other incidental expenses associated with use of the employee's residence
- The employee may be covered by workers' compensation if injured in the course of performing official duties. The results of an incident investigation will determine if workers' compensation benefits apply to a specific situation
- The employee shall be responsible for the security and confidentiality of all records, documents, files, including electronic files

### C. Compressed Workweek

A compressed workweek refers to a workweek (totaling 37.5 hours) that is condensed into fewer than five (5) days. Under this arrangement, employees may work longer days for part of a given week in exchange for shorter days or days off during the remainder of the week.

When implementing flexible working arrangements (flextime or compressed workweek), care must be taken to remain in compliance with the University's overtime and other compensation policies.

### **III. Procedure**

All alternative work arrangements must be authorized by the supervisor/department head and may be terminated at anytime. Such arrangements are to be considered a privilege of employment and not a guaranteed right of employment. Supervisors/department heads are

encouraged to periodically review for effectiveness any approved alternative working arrangements.

#### **IV. Exclusions**

#### **V. Related Policies**

See also:

#### **VI. Reason for Revision**

May 2, 2024 – Replaced outdated title with department name.

Appendices: