



FLEXWORK ARRANGEMENTS



FlexWork

- Describes a wide range of work styles and employment practices which differ from the traditional 8:00am-5:00pm full time job.
- FlexWork offers creative approaches for completing work while promoting balance between work life and personal life commitments.



FlexWork Arrangements

- FlexTime
- Compressed Work Week Schedules
- Partial Year Employment
- Telecommuting



Standard Work Schedule

- Monday through Friday
- 8 a.m. to 5 p.m.
- All changes require management approval



FlexTime

- Change daily work start/end times.
- FlexTime offers flexibility in arrival, departure and/or lunch times, typically with a designate core-time during which all staff are present.



FlexTime

- Office open during regular business hours
- Hours other than 8-5
- Firm work schedules
- Compressed time
- Management Approval



FlexTime: Benefits

- Ability to balance work and family life
- Schedule appointments without missing work
- Attend children's school activities
- Decreased absenteeism
- Attend classes



FlexTime: Special Considerations

- Core periods of work most beneficial (i.e. 10:00am-4:00pm)
- Must decide if employees will be able to change starting and ending hours frequently?
- Environment with strong coordination and dependency issues may not be conducive to flextime



Compressed Work Week

40 hour work week is condensed into fewer than 5 days of work by adjusting the hours worked per day.

Two options most commonly used are four 10-hour days per week (four day work week) for hourly staff and nine 9-hour days (one work day off every two weeks) for exempt staff.



Compressed Work Week

- Four ten hour days
- Three days off each week
- Non-exempt overtime concerns
- Management Approval



Compressed Work Week: Benefits

- Tuesday – Friday is recommended due to parking issues
- Generally, more beneficial for young employees without children who value long weekends and are able to work longer days

Compressed Work Week: Special Considerations

- May not be ideal for stressful jobs
- Employees with children may not be able to work 10 hour days due to family commitments
- Some employees may tire and not work at their best for 10 hours





Partial Year Employment

Employees work 9 to 11 months
and are paid for all hours worked



Employees work 9 months
Academic Year





Partial Year Employment

- Position Classified as Partial Year
- Personal Leave of Absence
- Benefits continue
TRS 9 months = 1yr
Vac/Sick pro rated
- Management Approval



Partial Year

- Reduce costs during non core seasons
- Concentrate staff during periods of peak demand
- Reduces the number of staff during periods of low demand
- Some employees may enjoy the block of time off to pursue other interests or phase in retirement



Part Time Employment: **Full Time Benefits for 30hrs or more**

- May work any number of hours per day and up to 40 hrs/wk
- Staff for coverage as needed
- May retain employees who need or value time off
- Family friendly



Telecommuting

Allows eligible employees to work at remote locations one or more days per week. This arrangement allows for a portion of the job to be performed off-site, on a regular, recurring basis.



Telecommuting

- Work from a a remote location
- Determined by the job/needs of department
- Jobs approved by HR
- Usually no more than three days per week
- Management Approval



Telecommuting Benefits:

- Attract and retain employees
- Saves office space
- Saves parking spaces
- Saves gas and commuting time
- Helps employees to balance work/family life



Telecommuting: Special Considerations

- Some work/workers unsuitable for telecommuting
- Employees need to have or establish a remote infrastructure
- Data security
- Employees may feel isolated
- Management frustration, as employee is not available in person
- IM is a useful tool for telework
- Fairness issues

Questions???

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