Examples of Different Flexible Work Arrangements

1: Flexible Schedule

Flex time allows employees to begin and end work at nonstandard times within limits set by management.

Examples

- Staggered hours within a fixed schedule: Employees establish starting and ending times that differ from the department’s norm, but keep the same schedule each day (e.g., Monday-Friday, 9:30-6 or 7:30-3).
- Core hours within a variable schedule: Employees must be present during specified core hours determined by the supervisor/manager, but may adjust their arrival and departure times each day (e.g., set coverage 10-2 every day, but the other four and a half hours per day vary). It is expected that the employee will work a set number of hours each week.
- Variable day: Employees may work a consistent schedule of a different number of hours each day as long as they achieve the expected number of hours within the week (e.g., Monday, Wednesday ten hours; Tuesday, Friday eight hours; Thursday six and a half hours).
- Mid-Day Flextime: Employees may take a longer scheduled break than usual if they make up the extra time by starting work earlier or staying later (e.g., work 8-12; break 12-2; work 2-6:30)

Flexible schedule proposals need to address:

- How customer service will be maintained
- How effective channels of communication will be established
- How work hours will be tracked
- How will success be measured?

2. Compressed Work Week

A compressed work week allows employees to work full-time hours in fewer than five days per week.

Examples (for a 40-hour-per-week employee):

- A full-time schedule of work is accomplished by working four 10 hour days
- A full-time schedule of work is accomplished over two weeks by working 80 hours in nine days (eight 9 hour days plus one 8 hour day, for example).

Compressed work week proposals need to address:

- How customer service will be maintained
- How to coordinate schedules
- How effective channels of communication will be established
- For non-exempt staff, the need to be careful not to incur overtime
- How will success be measured?

3. Alternative Work Site

Alternative work site means part or all work is done from home or another location that is not owned or operated by UMMS and the employee is connected by computer, fax, and/or telephone to the office

Examples

- Regularly work at home part of week, as negotiated with supervisor/manager

Alternative Work Site Proposals Need to Address:

- How will meetings and joint projects will be handled
- How communication with co-workers and supervisors will occur
- What equipment is needed and who will provide it
- How arrangement will be supervised and evaluated
- What technical support is needed

4. Part-Time Hours

Reduced work hours increase employee free time and can increase flexibility. It is important to carefully analyze the requirements of the job to determine if it can be accomplished in fewer hours. Additionally, employees need to understand that their original hours may no longer be available if they wish to return to the original schedule.

Examples

- Three or four days a week, 8-hour days
- Five days a week, 4-7 hour days
- Two days a week, 10 hour days

Part-Time Work Proposals Need to Address:

- What work will be accomplished in the employee’s reduced hours and how it will be measured
- How the rest of the employee’s work will be delegated
- The impact on the employee’s income, benefits, career advancement, future hours, etc.