Alternative (Flexible) Work Schedule  
Considerations

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| Select the arrangement that will work best: |
| Compressed work week  4/10 Schedule  9/80 Schedule  Other  Flextime schedule  Telecommuting |
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| Anticipate potential challenges for the department and potential solutions to address them: |
| Staffing patterns, coverage, service hours  Communication with supervisor, co-workers and clients (e.g., day-to-day interactions, workload updates)  Access to building (during alternate hours)  Access to materials (for employee, supervisor, co-workers and clients)  Security of University materials and equipment  Availability of technical support  Availability for standing meetings, special events, committee work  Emergencies or unexpected department events (e.g., how to respond)  Personal health and safety at the alternate site so as to minimize the likelihood of injury  Feasibility of a longer work day (stamina, accuracy, productivity) |
| Consider additional modifications: |
| Stagger hours (some employees may prefer 9:00 a.m. - 6:00 p.m. which coupled with a 7:00 a.m. - 4:00 p.m. colleague actually extends business hours)  Stagger and/or black out days off (e.g., no Mondays)  Stagger schedules for compressed workweeks  Establish required core work hours onsite (e.g., 10:00 a.m. - 4:00 p.m.)  Establish a standing meeting day  Rotate periods of flextime among requesting employees (take turns)  Limit telecommuting to one or two days per week  Require employee to be available to come in on short notice  Require employee to be prepared to work on a regularly-scheduled day off  Suspend telecommuting during busiest times of the year |
| Identify potential benefits the department should realize: |
| Improved morale, commitment and productivity  Improved coverage and scheduling for the department  Potential for more office space  Quiet environment resulting in higher concentration for highly detailed work |
| Develop, implement and monitor the schedule: |
| Supervisor/department head and employee meet to discuss expectations and to develop the agreement  Define and communicate a pilot period  Be specific in completing the written workplace flexibility agreement  Obtain appropriate notification and approval, sign and file  Monitor performance and effectiveness of the arrangement  Review and reconsider arrangements regularly |