Alternative (Flexible) Work Schedule
Considerations

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| Select the arrangement that will work best: |
| [ ]  Compressed work week4/10 Schedule9/80 ScheduleOther[ ]  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 |