DEFINITIONS - FLEXIBLE WORK ARRANGEMENTS

Given the current economic conditions, many employers are considering the implementation of flexible work arrangements. Not only does this address the rising gas prices, but it can also lead to better productivity in a regimen other than 8-to-5, higher employee morale, and a more balanced work/family life.

The three most common forms of flexible work arrangements are: **telework, compressed work week, and flex time.**

**Telework** – also known as telecommuting, remote work, virtual work, and mobile work - are the most commonly used terms to refer to work done outside of the traditional on-site work environment. These terms are defined in different ways and used in different contexts to refer to anything from jobs that are completely virtual or mobile, to arrangements that enable employees to work from home a few days per week or per month.

**Compressed work week**, a form of flexible scheduling, gives you the benefit of an extra day off by allowing you to finish your usual number of working hours in fewer days per pay period. The most common practice would be the “4/40 schedule,” where the employee would work four 10-hour days with one day off each week.

**Flex time** refers to allowing employees to adjust the arrival and departure times of their standard work schedule to meet their transportation or other work/life needs, while still maintaining an 8-hour work day. Flexible start/end times typically fall within “core” department operating hours (i.e. 9 a.m.-3 p.m.) and must not conflict with the department’s needs.