

## **Flexible Work Arrangements - Definitions**

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

**Telework** – also known as telecommuting, remote work, virtual work, and mobile work are the most commonly used terms to refer to work done outside 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 the employee to work from home a few days per week or per month.

**Compressed work week** is a form of flexible scheduling that gives the employee the benefit of an extra day off by allowing the employee to finish the 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 the employee to adjust the arrival and departure times of his/her 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 (e.g. 9:00 a.m.-3:00 p.m.) and must not conflict with the department’s needs.

**Job share** – Job sharing occurs when two or more employees share one or more positions or set of duties. It should be clear before starting how these arrangements affect pay, benefits, and holidays. It is very important that those in a job sharing arrangement work effectively as a team and communicate well. Job sharing may be an option when few part-time positions are available within the University.

### **Other:**

**Employment less than 12 months.** While current employment status for clerical and service staff is 12 months, our current policies will allow employment for less than 12 months. The employing department must be certain that manpower requirements can be reduced. To establish a nine, ten, or eleven-month regular position please see [Memorandum No. 154](#).

### ***How we can help***

WorkLife Programs has developed a user-friendly guideline for those who are considering the use of a flexible work arrangement. Our staff is available to assist as a resource in creating a “win-win” situation for both the employee and supervisor.