

Alternate Work Schedules/Flexible Work Arrangements

Alternate work schedules or flexible work arrangements can be of value to management and to exempt and non-exempt employees. Offering such arrangements may be of benefit to the organization as important recruitment and retention tools. Allowing employees such flexibility may result in improved productivity and attendance, and may allow the organization to expand service hours. Some common types of flexible work arrangements are listed below:

Compressed Work Week. Fewer work days per week, such as four days of 10 hours each.

Flextime. Work hours are based on an 8-hour day, but the start and end times are flexible. Core working hours are established during which the employee must be present at the work site. The employee participates in deciding the start and end times of the work day.

Telecommute. A change of work site either to the employee's residence or to an alternate location.

UCD PROCEDURE 30 III.C.3. ALTERNATE WORK SCHEDULES

- a. An employee or a supervisor proposes a flexible work arrangement. The proposal should describe the schedule or location changes and include a justification statement. The [Checklist for Developing a Workplace Flexibility Agreement](#) should be used.
- b. The supervisor considers the functions of the job, departmental staffing needs, and space and budgetary issues.
- c. The Employee Relations Specialist may advise the supervisor on issues such as overtime pay, Workers' Compensation, performance standards, and notice requirements under the collective bargaining agreements.
- d. The supervisor decides whether to approve the arrangement and notifies the employee. At UCDHS, the supervisor must consult with an Employee & Labor Relations Analyst prior to approval.
- e. The agreement shall be confirmed in writing.
- f. If UC equipment is being taken off campus, see UC Davis Policy & Procedure Manual [Section 350-70, Movement of University Property](#).
- g. The supervisor should review the arrangement after three months, and thereafter on an annual basis.
- h. A copy of the agreement is archived in the department personnel file pursuant to policy.