

Workplace Flexibility Arrangements

A flexible work arrangement can be a useful tool for managers and for exempt and non-exempt employees. It can improve productivity, recruitment and retention; lower use of sick and family sick leave; expand service hours; and reduce traffic jams. Some common types of flexible work arrangements are:

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. There are core hours during which the employee must be present, but the employee decides the start and end times each day.

Telework. A change of work site either to home or to a location closer to home. Often involves some type of electronic communication with the main work site.

UCD PROCEDURE 31.1-- FLEXIBLE WORK ARRANGEMENTS

- a. An employee or a supervisor proposes a flexible work arrangement. The proposal should describe the schedule or location changes and the benefit to the department and to the employee. The Checklist for Developing a Workplace Flexibility Agreement, which is on the Web at <http://www.hr.ucdavis.edu/Elr/workplace-flexibility/>, should be used.
- b. The supervisor considers the functions of the job, departmental staffing needs, and space and budgetary issues.
- c. Employee & Labor Relations can advise the supervisor on issues such as overtime pay, Workers' Compensation, performance standards, and collective bargaining. Some contracts require 30 days notice prior to changing a work schedule.
- 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 UCD Policy & Procedure Manual Section 350-70.
- g. The new arrangement begins. The supervisor should review it after three months, and annually as long as it continues.
- h. Exempt employees continue to report vacation and sick leave in one-day increments. A "one-day increment" is the number of hours the employee was scheduled to work on the day the leave was used. Holidays are reported as described in Policy and UCD Procedure 40.
- i. A copy of the agreement is kept in the department personnel file for the period listed in the Records Disposition Manual under "Supporting Department Daily Attendance Records."