Policy Title:  Alternate Work Arrangements for Classified Staff and University Staff

Brief Description:  Affirms the availability of alternate work arrangements, which includes alternate work schedules, compressed work weeks, alternate work locations and job sharing.

Effective: 7/1/2010

Approved by: President Bruce D. Benson

Responsible University Officer: Vice President, Employee and Information Services

Responsible Office: Vice President, Employee and Information Services

Policy Contact: Vice President, Employee and Information Services

Supersedes: N/A

Last Reviewed/Updated: 7/1/2010

Applies to: Classified Staff and University Staff

Reason for Policy: To affirm the availability of alternate work arrangements, which includes alternate work schedules, compressed work weeks, alternate work locations and job sharing.

I. INTRODUCTION

This administrative policy statement (APS) affirms the availability of alternate work arrangements, which includes alternate work schedules, compressed work weeks, alternate work locations and job sharing. The University of Colorado permits the development of creative and innovative workforce management solutions, including the use of alternate work arrangements, which will allow the workforce to fulfill the mission of the university and meet the higher education needs of our communities.

II. POLICY STATEMENT

The University of Colorado allows the use of alternate work arrangements. There are many possible mechanisms available to modify work arrangements; however not every job is well-suited for each of these options. The decision to implement an alternate work arrangement is at the discretion of the appointing authority. Once the decision to provide an alternate work arrangement is made, the terms must be discussed and documented between the supervisor and employee.

Each campus may develop guidelines on alternate work arrangements based on the needs of their employee community. Alternate work arrangements may include, but are not limited to: flex schedules, compressed work weeks, flexplaces, and job sharing.

III. DEFINITIONS
A. **Regular flex schedule** – employee works the same set of hours each day but it varies from the regular core business hours of the office. (example: Monday through Friday from 6:00 am – 3:00 pm)

B. **Daily flex schedule** – employee is allowed to set his or her own work hours within the parameters set by management. (example: Must work 8 hours Monday through Friday anytime between 7:30 am – 5:30 pm and can vary day to day)

C. **Compressed work week** – a full work week is completed in fewer than five days by increasing the number of hours worked per day. (example: Monday through Thursday from 6:00 am – 5:00 pm)

D. **9/80 work week** – four days are worked in one week and five days are worked in the next week for a total of 80 hours. The arrangements may require re-defining the employee’s workweek for those eligible for overtime.

E. **Flexplace** – employees are allowed to work from home or another “remote work location” to complete work duties as necessary.

F. **Job sharing** – two employees share the duties of one full-time position and received prorated salaries based on the percent of time assigned.

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

A. Forms

   **UCD Flexplace Agreement**

B. Guidelines

   UCB - [Alternate Schedule Guidelines](#)

C. **DPA Technical Guidance**

   **Flextime**

   **Flexplace**

   **Job Sharing**

D. Frequently Asked Questions

   **System Employees**

V. HISTORY

   Initial policy – July 1, 2010
   The term “exempt professional” was replaced with the term “university staff” effective November 1, 2014.

VI. KEY WORDS

   Flextime, flexplace, flexible schedules, job sharing