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Policy Profile

Policy Title:	Alternate Work Arrangements for Classified Staff and University Staff
APS Number:	5026
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

Policy Snapshot

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

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

Groups audience:

Office of Policy and Efficiency (OPE)

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