University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

ADMINISTRATIVE POLICY STATEMENT

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

APS Number: 5026 **APS Functional Area:** **HUMAN RESOURCES**

Brief Description:	Affirms the availability of alternate work arrangements, which includes alternate work schedules, compressed work weeks, alternate work locations, alternate modality (including in-person, hybrid, remote), and job sharing.
Effective:	January 1, 2026
Approved by:	President Todd Saliman
Responsible University Officer:	Vice President and Chief Human Resources Officer
Responsible Office:	Office of Vice President and Chief Human Resources Officer
Policy Contact:	Office of Vice President and Chief Human Resources Officer
Supersedes:	Alternate Work Arrangements for Classified Staff and University Staff, January 1, 2018
Last Reviewed/Updated:	January 1, 2026
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, alternate modality (including in-person, hybrid, remote), 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, alternate modality (including in-person, *hybrid*, *remote*), 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 classified staff appointing authority or university staff department head. 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*, alternate modality (including in-person, *hybrid*, *remote*), and *job sharing*.

Employee understands that some information used in their work may be deemed confidential by the university and shall apply all university-required security safeguards and policies at the same level as in the regular office in order to protect such information from unauthorized disclosure, loss or damage.

III. DEFINITIONS

Italicized terms used in this APS are defined below.

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 their 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 redefining the employee's workweek for those eligible for overtime.
E. *Job sharing* – two employees share the duties of one full-time position and received prorated salaries based on the percent of time assigned.
F. *Hybrid* – a set work schedule that allows for working in the office and at an alternate location.
G. *Remote* – a set work schedule that allows for working full time at an alternate location.

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

A. Flexible Work Guidelines (University and Classified Staff)

1. CU Boulder – Alternate Work Schedule Guidelines
2. CU Colorado Springs – Policy 300-004 Alternate Work Schedules & Locations
3. CU Denver – Alternative Work Schedules and Remote Work Arrangements Policy
4. CU Anschutz – Alternate Work Schedules and Remote Work Arrangements Policy
5. CU System Administration – Flexible Work Schedule Guidelines

B. Forms

1. CU Boulder – Remote Work Agreement
2. CU Colorado Springs – Agreement Alternate Work Schedule/Location Request
3. CU Denver – Remote Work Participation Agreement
4. CU Anschutz – Remote Work Agreement Forms
5. CU System Administration – Flextime Approval Form

C. Frequently Asked Questions

1. CU Boulder – FAQ's
2. CU Denver | CU Anschutz – FAQs
3. System Administration – FAQs

V. HISTORY

- Adopted: July 1, 2010.
- Revised: November 1, 2014 (The term "exempt professional" was replaced with the term "university staff"); January 1, 2018; May 1, 2022 (non-substantive changes were made to clarify related information provided in section IV and fix broken links); November 10, 2025 (non-substantive changes were made in section IV.B to update links and split CU Denver and CU Anschutz); January 1, 2026.
- Last Reviewed: January 1, 2026.