



Types of Flexible Work Arrangements

Supervisors and staff employees can explore a number of options to address organizational business needs and the need for employees to be successful at work and outside of work: flex time (or alternative work schedule), flex place (also called remote work or telecommuting), compressed work weeks, and job sharing. Each type of flexible work arrangement has its benefits for employees and for their departments.

Flex Time	Flex Place	Compressed Work Week	Job Share
<ol style="list-style-type: none"> 1. Less “bunching” of travel on roads because schedules are more spread out. 2. Reduction of tardiness and absenteeism because of employee’s ability to better manage their personal life. 3. Increased productivity by allowing an employee to work during their “peak times.” 4. Potential for increased office coverage. 	<ol style="list-style-type: none"> 1. Reduction of carbon footprint and parking concerns with fewer cars on the road for less number of days. 2. Increased potential for productivity as employee has “quiet time” to complete projects uninterrupted. 	<ol style="list-style-type: none"> 1. Energy savings for the university. 2. Alleviation of traffic concerns and reduction of road use for the. 3. Better customer service for the unit through extended hours of coverage community. 4. Additional day off for employees while preserving full time income. 	<ol style="list-style-type: none"> 1. Improved recruitment and retention potential for employees who do not want full time employment. 2. Increased breadth of skills and experience.

What are challenges of each of the flexible work arrangements?

Each type of flexible work arrangements has its challenges for employees and supervisors/departments. Please view the pages that detail these arrangements for suggestions on how to address these challenges.

Flex Time	Flex Place	Compressed Work Week	Job Share
<ol style="list-style-type: none"> 1. Access to public transportation and dependent care options. 2. Scheduling various flex requests to ensure office coverage. 3. Supervision of employee during scheduled non-core hours work time. 	<ol style="list-style-type: none"> 1. Additional effort needs to be made for the employee to be “connected” to their colleagues and supervisor. 2. Coverage of responsibilities during the offsite hours of the employee. 	<ol style="list-style-type: none"> 1. Access to public transportation and dependent care options during longer days. 2. Extended work days can be physically/mentally draining for some employees. 3. Coverage of responsibilities during the off hours of the employee. 	<ol style="list-style-type: none"> 1. Communication between the job share individuals, colleagues, and supervisor must be very clear so all are aware of the division of responsibilities. 2. Additional cost to the department to have two individuals on benefits for one position.