



## **Guidelines and Considerations for Alternate or Flexible Work Schedules**

### **Business Issues**

- Consider providing a detailed description of the responsibilities and projects to be worked on when the employee would be working without supervision.
- Determine in advance what to do if a work-related injury occurs when others are not present in the workplace.
- Consider and document the business reasons for considering an alternative work schedule as well as the business requirements and obligations that may conflict with a successful flextime arrangement.

### **Logistics**

- A flextime schedule is a privilege and not an entitlement.
- Consideration for alternative scheduling might be given to employees who demonstrate work habits and performance that confirms they are able to work independently and are self-motivated, disciplined, manage distractions and meet deadlines. Consideration for alternative scheduling might be given when the work in question requires minimum direct supervision, customer contact or interaction with co-workers, the job content will not be significantly altered by the alternate work schedule, and any costs incurred from supporting the alternate work schedule are reasonable in comparison to savings realized.
- Alternate work schedules must comply with the Fair Labor Standards Act and University of Arizona policies concerning payroll reporting and hours worked.
- A non-exempt employee working a flextime schedule must obtain his/her supervisor's approval to work overtime.
- The alternate work schedule must provide for time at the University of Arizona work site for meetings, access to facilities and supplies, and provide for communication with employees, clients and others.
- An alternate work schedule may not adversely affect the delivery of customer service, employee productivity, or the progress of individual or team assignments.

## **Performance and Evaluation**

- Evaluating performance will require reliance in part on the employee's work results rather than the supervisor's observations of the employee at work.
- The alternate work schedule agreement will be reviewed by the employee and supervisor during the performance review (and whenever necessary or indicated).
- Alternate work schedule arrangements may be temporarily or permanently discontinued due to short- or long-term needs of the department.
- The employee shall attend any job-related meetings, training sessions and conferences as requested by the supervisor. In addition, the employee may be requested to attend "short notice" meetings that may occur during non-work time. Non-exempt employees attending such meetings will be compensated appropriately.