

Flexible Work Arrangement Types

Strategy	Definition	Example	Benefits
Flex Hours	<p>Flex hours allows staff members to have a flexible scheduling arrangement that permits variations in starting and departure times, but does not alter the total number of hours worked in a workweek.</p> <ul style="list-style-type: none"> • Expanded work hours: extended hours of operation, allowing for early or later shifts. • Alternating Schedules: daily or periodic • Seasonal flexibility: coordinated with rhythms of institution and families. 	<p>A staff member works a Monday – Thursday 9:00am until 5:30pm schedule and a 7:30am until 4:00pm Friday schedule.</p>	<ul style="list-style-type: none"> • Improved efficiency by matching to employee’s most productive hours. • Gives employees more control over scheduling personal responsibilities to not interfere with work responsibilities. • Allows commute outside of peak rush hours. • Provides improved work-life balance. • Fewer unscheduled absences.
Compressed Work Week	<p>The Compressed Work Week allows a staff member to work a traditional 40-hour workweek in less than the traditional number of workdays.</p> <ul style="list-style-type: none"> • The length of the work day could vary, but the majority of the work hours must remain within the core hours of the operation. • Also, at no time should the workweek result in a schedule that is in excess of the normal 40-hour workweek or require the use of overtime. 	<p>Instead of working five days, a full-time employee may choose to work four 10-hour days. Or four 9-hour days and one 4-hour day.</p>	<ul style="list-style-type: none"> • Improved productivity from longer periods of time devoted to task. • Provides more days off. • Decreases the number of workday commutes. • Allows commuting outside of peak rush hours. • Provides improved work-life balance. • Fewer unscheduled absences.
Flexplace	<p>Flexplace allows staff members to work remotely, allowing for flexibility in the location of where work is performed.</p>	<p>A staff member is allowed to work from his or her home for a certain number of days each week.</p>	<ul style="list-style-type: none"> • Allows more control over scheduling personal responsibilities to not interfere with work responsibilities. • Decreases number of days of commuting. • Maintains productivity during inclement weather. • Provides improved work-life balance.