Flexible work arrangements can be a useful tool for both management and employees. They can increase productivity; lower use of sick and family sick leave; improve morale; expand service hours; reduce traffic and parking pressures; and improve recruitment and retention. More information about flexible work arrangements is available in “Alternate Work Arrangements: A Manager’s Guide,” available on the Web at [http://hr.ucdavis.edu/Pubs/All/Altwork](http://hr.ucdavis.edu/Pubs/All/Altwork). Some common types of flexible work arrangements include:

1. **ALTERNATE WORK SCHEDULE**: Alternate work schedules have a fixed arrival and departure time, (for example 9am to 6pm) other than the traditional 8am to 5 pm. They may have a different number of days per week, for example, four workdays of 10 hours each (4/40) or eight workdays of nine hours each and one workday of eight hours over a two week period of time (9/80).

2. **FLEXTIME**: Flextime work hours are usually based on an 8 hour work day, but with a starting and ending time other than 8am to 5pm. Usually there is a core period of time in which the employee is required to be present at the work site, but the employee determines, in consultation with their supervisor, the starting and ending times.

3. **TELECOMMUTING**: Telecommuting is the changing of an employee’s work site either to home, or to a work site closer to home. Telecommuting often involves some type of electronic communication with the primary work site.

**PROCEDURE FOR ALTERNATE WORK ARRANGEMENTS**

a. The employee or the supervisor proposes an alternate work arrangement.

b. The supervisor reviews the functions of the job, departmental staffing needs, and space and budgetary considerations. The supervisor assesses peak service or demand times, determines the number of staff needed, and ensures that core hours are developed and maintained to meet the demand. The supervisor may permit two hours of flexibility at the start and/or stop times.

c. Labor Relations advises the supervisor on overtime pay, workers’ compensation, performance standards, and collective bargaining requirements. Some contracts require 30 days notice prior to changing work schedules. Department consults with Michael Tyler (4-3389) in Labor Relations about these matters.

d. The supervisor seeks the Department Head’s approval of the alternate work arrangement.
after consideration and identification of supervision requirements for flextime and the goals and expectations of the employee in the alternate schedule. In considering flextime, the supervisor should also identify days that flextime is not permitted and define the reasons why; identify appropriate methods of communication between staff and shifts; identify the need for possible cross-training or coverage. After consideration of the above, the supervisor notifies the employee of the Department Head’s decision.

e. The supervisor and employee should review the work schedule, communication patterns to be maintained, plan for regularly scheduled meetings during the core hours, when possible, equipment to be used, objectives to be met, and the ending or review date. The supervisor documents the agreement with the Telecommuting/Flexible Work Agreement form [http://www.ucdavis.edu/hr/hrdepts/forms/flextimelistchecklist.PDF](http://www.ucdavis.edu/hr/hrdepts/forms/flextimelistchecklist.PDF).

f. The supervisor submits the Telecommuting/Flexible Work Agreement to Labor Relations (Attn: Michael Tyler) at 734-8646. Labor Relations reviews agreement and returns signal agreement or communicates with the department why agreement was not approved. If University equipment is being taken off campus, the department follows the requirements in P&P Manual Section 350-70, Movement of University Property [http://manuals.ucdavis.edu/PPM/350/350-70.htm](http://manuals.ucdavis.edu/PPM/350/350-70.htm).

g. The new flexible work arrangement begins. The flexible arrangement may be tried on a three to six month trial basis. The supervisor develops an evaluation tool to measure productivity and management and staff satisfaction. The supervisor should review the arrangement after three months, and then review it at the end of the arrangement, or annually if there is no end date.