

Flexwork Definitions

➤ What is Flexwork?

The term "flexwork" includes any combination of telecommuting, compressed workweeks, and flexible start/end times.

➤ Standard Schedule:

In the University community, a standard schedule is considered 8:00 a.m.-5:00 p.m. with a one hour unpaid lunch. In some departments, however, this may vary due to the nature of work performed (e.g. a standard schedule for a custodian may be 3:00 a.m.-12:00 p.m.)

➤ Flexible Start/End Times:

Flexible start/end times allow employees to adjust the arrival and departure times of their standard work schedule to meet their transportation or other work/life needs, while still maintaining an 8 hour work day. For example, the work schedule may be adjusted to match a vanpool, bus or carpool schedule, to avoid peak hour commute times, or to attend to dependent care needs. A common example is an employee with an 8 to 5 standard schedule who arrives at 7:00 a.m. and leaves at 4:00 p.m. on specific days. Flexible start/end times typically fall within "core" department operating hours (e.g. 9:00 a.m.-3:00 p.m.) and do not conflict with department needs.

➤ Compressed Workweek:

The two most common compressed workweeks are:

9/80: Employees on a 9/80 schedule work 80 hours in a two-week period, but in 9 working days instead of 10. For example, an employee on a 9/80 schedule would work 9 hours per day for 4 days and 8 hours on their "9/80" day. The following week, they would work 9 hours per day for 4 days and take the "9/80" day off. Typically, employees choose Friday as their 9/80 day, but this day can be any day of the week as long as it doesn't interfere with their department needs.

4/10: Employees on a "4/10" schedule work 10 hours per day for 4 days. The standard workweek becomes 4 days per week, instead of the standard workweek of 5 days per week.

➤ Telecommuting:

Telecommuting is a work arrangement which involves performing normal work duties at a location away from the conventional office. This off-site location can be the employee's home, a satellite office closer to home, or a "virtual office" while traveling.

Telecommuting can occur in many different forms. Most telecommuting arrangements involve working from an off-site location once or twice a week. Some employees telecommute nearly every day, while others just telecommute occasionally in order to meet an important deadline without office interruptions, or while traveling.