



## Policy for Flexible Work Arrangements

**Effective Date:** 08/24/2010

**Scope:** The Western State College of Colorado ("College") Policy for Flexible Work Arrangements ("policy") applies to all Administrative exempt and State Classified employees who desire a flexible work arrangement.

**Purpose:** Flexible work arrangements are a means for accomplishing work that has value both to the College and to the employee. In certain circumstances, flexible work arrangements have the potential to provide any or all of the following benefits: to increase the efficiency of College resources, extend hours of customer service, improve employee productivity, improve the ability of the College to competitively recruit and retain employees, and promote a progressive work environment.

### **Definitions:**

**Flextime:** A work arrangement where an employee of the College works a pre-approved non-traditional work schedule that enables the completion of forty (40) hours per week by allowing any of the following: varying start and end times, varying days within the work week, or a compressed work schedule.

**Flexplace:** A pre-approved work arrangement where an employee spends some or all of their working hours outside the traditional place of work at an alternate work site.

**Alternate work site:** A site outside the traditional College work setting, acceptable to the College, where an employee is pre-approved to perform job duties and official state business.

**Compressed work schedule:** A flextime schedule, agreed to in advance, that enables completion of forty (40) hours per week in fewer than five (5) work days.

**Flexible work agreement:** The written agreement between the College and the employee that specifies the details of the employee's flexible work arrangement.

### **Policy Statement:**

This Policy allows the College to approve flexible work arrangements for certain employees under circumstances that meet the business needs of the College.

1. General provisions
  - A. Proposed flexible work arrangements must meet the College's business needs.
  - B. Offices and departments must be open during regular business hours. Regular business hours are normally 8:00 am to 5:00 pm, Monday through Friday (exceptions exist such as the Library, Facilities Services and Security Services).
  - C. The College permits flexible work arrangements only upon written approval of the President's Cabinet.

- D. The conditions of employment under flexible work arrangements must comply with all applicable federal and state laws and all College policies.
  - E. Off site work performed on behalf of the College is official state business.
  - F. While working under flexible work arrangements, all employee work products remain the property of the College.
  - G. The College reserves the right to revoke previously approved flexible work arrangements at any time.
  - H. The approval of an employee's request for a flexible work arrangement does not mean that any future employee who subsequently fills the same position is automatically authorized for a flexible work arrangement.
  - I. An employee's classification, compensation and benefits will not change upon acceptance of a flexible work agreement.
  - J. Individual flexible work agreements must be executed between the College and the employee before the flexible work arrangement may begin.
2. Business Considerations
- A. Flexible work duties must be arranged so as neither to alter the essential job duties, nor to compromise the level of service provided to the customer, either by the subject employee or the department.
  - B. Flexible work arrangement proposals must maintain or increase:
    - (1) Customer satisfaction
    - (2) Employee productivity
    - (3) Employee morale, also considering the morale of co-workers
    - (4) Employee recruitment and retention
  - C. Flexible work arrangements should be cost neutral or provide cost savings.
  - D. Flexible work arrangement proposals with potential to reduce energy consumption and/or to reduce utilization of certain College assets will be considered in light of the college's environmental charter.
3. Additional Considerations
- A. Annual Performance Evaluations: The ratings of employees who propose and engage in flexible work arrangements must be at the Satisfactory or higher level on all performance factors. The supervisor must specifically evaluate the flexible work arrangement as part of the employee's annual performance evaluation.
  - B. Supervision: For flexible work arrangements where the employee is either working at an alternate work site, or has less than 50% of scheduled work time on the same schedule as the supervisor, the subject position must have a majority of job duties capable of independent execution and require minimal direct supervision. The subject employee must have demonstrated work habits and performance suited to successful independent flexible work.
  - C. Customer Service: When a flextime schedule results in a significant number of hours worked outside the department's expected customer service hours, the subject position should have few job duties that require customer contact, unless the flextime schedule has the effect of extending customer service hours in a meaningful way.
  - D. Location: When a flexplace arrangement is proposed, the alternate work location must be suitable for accomplishment of position duties and the College may inspect the location

periodically to verify its suitability, to ensure it is a safe work environment and to ensure it provides adequate security for state property.

**Responsibilities:**

1. The President's Cabinet is responsible for administration of the Policy.
2. Department Head Responsibilities:
  - A. To forward written flexible work arrangement proposals, along with the department's recommendation, to the Vice President of their division for consideration
  - B. To ensure an approved written flexible work agreement is executed before the flexible work arrangement begins
  - C. To ensure supervisors produce written work objectives, task lists, goals and/or work plans that are clearly defined and for which results can be easily measured
  - D. To ensure supervisors conduct flexible work arrangement evaluations on the date prescribed in the individual flexible work agreement
  - E. To monitor the overall productivity and effectiveness of the flexible work arrangement and evaluate whether or not it should continue
  - F. To ensure that the flexible work arrangement does not directly result in overtime
  - G. To ensure all employees under flexible work arrangements adhere to College policies and state and federal laws
  - H. To recommend changes to the individual flexible work agreement to their divisional Vice President, as needed
3. Human Resources Personnel Responsibilities:
  - A. To maintain forms and records of flexible work arrangement proposals, approvals and agreements
  - B. To provide guidance on the administration of the Policy and related procedures
4. Employee Responsibilities:
  - A. To comply with all College and state policies and procedures
  - B. To comply with all provisions of their individual flexible work agreement
  - C. To notify their supervisor immediately of any situation that interferes with their ability to perform their job under the flexible work agreement
  - D. To notify their supervisor of any request to modify the agreement