

Administrative Policy Guidelines

Subject: Alternative Working Arrangements
Effective Date: July 1, 2007
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INTRODUCTION

The College of Engineering recognizes that alternative work arrangements may prove to be an effective management tool, can provide needed flexibility for employees and in general, promote a more modern and efficient organization. Alternative working arrangements have been a successful tool for the College in the past and the College leadership supports continuing practices. The College also recognizes that without policy coordination and adequate disclosure, unique work arrangements can lead to a perception of favoritism and potentially be a negative impact on employee morale. The intent of this policy guideline therefore, is to affirm the College administrative support of flexible work arrangements while identifying the boundaries that must exist for their approval.

DEFINITIONS

Alternative work arrangements; Any arrangement that allows the employee to have work hours, working conditions or work locations different from the normal hours and locations established by the university.

Flexplace; An arrangement whereby the employee works from a non-traditional workplace. The most common type of Flexplace is known as telecommuting from a home-based office.

Flexitime; Is a way to redesign or restructure traditional work schedules so the employee works daily hours different from regular office hours or works a full schedule in fewer days.

Job Sharing; Is a flexible means of pooling the talents and energies of two part-time employees to perform the work of one full-time position.

POLICY STATEMENT

Alternative working arrangements may be put into place when it can be documented that the specific arrangement promotes the business interest of the College. Participation in alternative work arrangements is voluntary and is at management's discretion. Flexible work arrangements are management tools – not an employee right or benefit. Many college positions are simply not appropriate candidates for a flexible working arrangement. Full disclosure of the proposed alternative work arrangement must be made in advance of implementing alternative plans. This disclosure must identify the advantages for both the employer and employee that result from the arrangement in order to justify approval. The disclosure should also identify additional costs associated with the proposal and indicate a funding source for the costs.

PROCEDURE REFERENCE

College policy is modeled after the State of Colorado policy that can be found at <http://www.colorado.gov/dpa/dhr/WL/altwork.htm>. All regulations contained in the State of Colorado policy are hereby incorporated into this College policy by reference. Any alternative work arrangements should be devised to minimize negative impacts on co-workers and should be communicated in sufficient detail to explain how existing services will be continued.

Alternative work arrangements must be signed by the individual employee, have approval of the immediate supervisor and department head or Director, and should be routed through the Assistant Dean for Administration for central college review and overall coordination. The original agreements will be archived in the Assistant Dean office with reference copies retained by the individual offices making the request.

Agreements should be reviewed and renewed on at least an annual basis, but can be reviewed and renegotiated at any time by the parties to the agreement.

Flextime

Flexible work schedules are by nature very unique to the individual units, depending on workplace and customer service requirements. This policy does not require a specific form, but individuals requesting flexible work schedules should adequately disclose in writing how the schedule benefits the unit and the employee.

Flexplace

Any unit requesting an alternate work location should complete the "Flexplace Participation Agreement" found in the State of Colorado Policy. Along with the employee and supervisor signatures, the form should also be approved at the department head level before routing to the college central administration.