

CMMAP and Randall Group Policy on Alternative Working Arrangements

The College of Engineering, which governs our department, has administrative policy guidelines in place for Alternative Working Arrangements (attached). Note in the policy statement that alternative working arrangements may be put into place when it can be documented that the specific arrangement promotes the business interest of the College (and therefore CMMAP, and the Randall Group); and that participation in these alternative working arrangements is voluntary, at management's discretion, and are a management tool - not an employee right or benefit. Full disclosure of the proposed alternative working 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.

CMMAP supports Flextime and Flexplace arrangements, within reason and with full disclosure. The purpose of CMMAP's policy is to provide common boundaries for everyone. Those boundaries are defined here:

- Flextime schedules are negotiated with and agreed upon by your supervisor in advance, and are then consistently followed. Note that occasionally the employee may need to rearrange their flextime schedule to accommodate team meetings and other necessary job tasks. Any changes in flextime schedules requested by the employee must be approved in advance by the supervisor.
- Flexplace arrangements are negotiated with and agreed upon by your supervisor in advance, and are then consistently followed. Unless very special circumstances arise, one workday per week can be granted. Employee should be prepared to come into the office if they are needed, as determined by the supervisor. Note that Flexplace does not allow for the employee to provide primary care during work hours for a child, disabled individual or elder who would otherwise require a provider's care (per the State of Colorado guidelines).

Both Flextime and Flexplace arrangements require that you fill out a departmental form (attached), which must be signed by the employee, supervisor, and department head. These agreements will be reviewed on an annual basis, or more often if necessary.

Employee actions that violate these policies and Flextime/Flexplace signed agreements will result in an immediate review of the agreement, with possible termination of the agreement.