

FINANCE & ADMINISTRATIVE AFFAIRS

Flexible Work Options

Option:	Flexible Schedule/Alternate Schedule	Telecommuting	Ad Hoc Telecommuting
Definition:	<p>May provide for flexibility in arrival, departure, and/or lunch times, typically with a designated core midday schedule during which staff are consistently present, and/or establish a set schedule with start and end times that are different than the standard work hours for the department. This option may include a schedule that enables completion of the full 40-hour work week in fewer than 5 work days.</p>	<p>Allows employees to perform job responsibilities away from the campus work site/office, based on an established work schedule that includes a remote work location. Telecommuting is a formal scheduled work location alternative.</p>	<p>Allows employees to perform job responsibilities away from the campus work site/office in response to unplanned and/or infrequent events or circumstances.</p>
Forms:	<p>Flexible Schedule/Alternate Schedule Request Form & Agreement</p>	<p>Telecommuting - Remote Work Request Form & Agreement</p>	<p>Supervisor establishes method of making request</p>
Procedure:	<ol style="list-style-type: none"> 1. Employee submits request form to supervisor. 2. Supervisor evaluates request, discusses with employee, approves or denies request, routes form. 	<ol style="list-style-type: none"> 1. Employee submits request form and agreement to supervisor. 2. Supervisor evaluates request, discusses with employee, approves or denies request, routes forms. 	<ol style="list-style-type: none"> 1. Employee requests Ad Hoc Telecommuting per departmental policy. 2. Supervisor evaluates request, discusses with employee, approves or denies request. 3. Requests and decisions should be documented (most likely via email)