



UCCS CAMPUS POLICY

Policy Title: Alternative Work Schedules/ Locations

Policy Number: 300-004

Policy Functional Area: HUMAN RESOURCES

Effective: December 1, 2016

Approved by: Pam Shockley-Zalabak, Chancellor

Responsible Vice Chancellor: Vice Chancellor of Administration and Finance

Office of Primary Responsibility: Human Resources

Policy Primary Contact: Human Resources, 719-255-3372

Supersedes: May 10, 2010; January 2, 2013; April 22, 2013

Last Reviewed/Updated: February 5, 2016

Applies to: Staff

Reason for Policy: To establish a standardized framework when developing flexible work arrangements for UCCS staff while maintaining our high service standards.

I. INTRODUCTION

The University of Colorado Colorado Springs is committed to working smarter and providing efficient and effective services to our students, staff and the public. This includes recognizing our employees' need for a work/life balance, and our commitment to improving morale, productivity and retention, job satisfaction and job ownership in a highly competitive work environment.

II. POLICY STATEMENT

A. Purpose:

To establish a standardized framework when developing flexible work arrangements for UCCS staff while maintaining our high service standards. Extending this option may also have an important environmental impact reducing our carbon footprint, gas emissions, and traffic congestion.

B. Procedures:

1. Flexible work arrangements are voluntary, and do not affect a supervisor's ability to change work expectations or the work schedule. Flexible work arrangements may be discontinued or

modified by either the supervisor or employee at any time.

The following factors should be considered by supervisors and directors prior to implementing a flexible work arrangement:

- The extent that coverage or services to students and other customers may be expanded or diminished;
- The impact on productivity, individually and departmentally;
- The need for uninterrupted work time for creative or highly detailed tasks;
- The ability to conduct personal business without impacting business operations;
- Employee performance levels; employees must be performing at a satisfactory level;
- The extent that workload requirements are met; and,
- Communication expectations with internal and external customers

Some departments will not be able to implement flexible work arrangements due to the structure, size, or priorities of the department. All flexible work arrangements must be documented in writing and reviewed each year when conducting performance evaluations.

2. Alternative Work Schedules/Compressed Work Week (AWS/CWW)

- a. The basic requirement for a full-time employee is 40 hours a week. Henceforth, a 4 day a week, 10 hours a day work scheduled shall be referred to as 4-10's. Continuation of services must be available Monday through Friday and should be considered when establishing the 'off' day.
- b. All department heads and their employees should consider AWS/CWW in their department.

Seasonal schedules may be considered an option if a department head determines that conditions exist that will impact services or business operations. Generally, there are two reasons for seasonal implementation:

- i. The department's mission and functions are seasonal in nature,
 - ii. The department head determines that an AWS/CWW program for the entire year would not be feasible, but it would be possible from the perspective of the department's mission, and of substantial benefit to its employees, to implement such a schedule for certain periods of the year.
- c. Time Reporting:
- i. The requirements for time reporting continue to apply. Supervisors and employees must know and apply time reporting responsibilities.
 - ii. Employees receive 10 holidays that are 8 hours each based on the standard 8 hour work week. In the week that one or more holidays fall, 4-10 employees are required to make up the 2 hour per holiday difference by either taking annual leave or working the additional 2 hours during the workweek. The supervisor must approve the process in advance and the hours must be appropriately documented.

- iii. When an employee takes a full day of sick leave or annual leave it is to be charged in 10 hour increments

3. Alternative Work Locations

a. Requirements:

- i. Classified staff who are eligible for overtime are not allowed to work at an alternative work location.
- ii. Staff who are exempt from overtime are required to work no less than 40 hours per week.
- iii. Supervisors are encouraged to consider a one day a week Alternative Work Location (AWL) for their employee(s), when the work is appropriate. This, in turn, limits the number of days a week the employee must commute to work.
- iv. Supervisors must consider continuity of services when determining the alternative work location day for employees in the AWL program. (e.g., requests to work at home on Fridays)
- v. Workers' Compensation, FMLA, and other laws apply when working at an alternative work location.
- vi. In order to participate in this program, the staff must identify for their supervisor the AWL address and have available at the AWL the following:
 - a) Cell phone or land line that the staff member will answer while at the AWL.
 - b) Staff are expected to check messages on their office phone throughout the day or forward their office phone to the above referenced cell phone or land line.
 - c) Computer and high speed internet connection (the University will not pay for the high speed internet connection). Under certain conditions and with appropriate approvals, the University will provide a laptop computer in lieu of a desktop computer for the employee. The employee must agree to abide by the University of Colorado's information technology policies as regards confidentiality, protection of sensitive information and encryption of computers.
 - d) Employees must certify that the AWL is safe and that they practice safe work habits.
- vii. If participating in the AWL, staff must agree to abide by/agree to the following:
 - a) Answer incoming calls.
 - b) Consistently check e-mail.
 - c) Cancel the AWL day and work on campus as events may dictate.
 - d) AWL is not a substitution for child or adult care

Supervisors may require employees to maintain a log of work accomplished when employee is at the alternative work site.

4. Responsibility

- a. The Human Resources Department is responsible for providing guidance and direction in implementing the provisions of this policy.
- b. All supervisors and employees are responsible for reviewing the policy and ensuring agreements are in place and reviewed annually.

III. KEY WORDS

- A. Alternative Work Location
- B. Alternative Work Schedule
- C. Fair Labor Standards
- D. Standard Work Week

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- A. Administrative Policy Statements (APS) and Other Policies
 - *The Laws of the Regents, 2007, Article 3 Section B.5(A)*
 - APS 5026
- B. Procedures
- C. Forms
 - [Alternative Work Agreement](#)
- D. Guidelines
- E. Other Resources (i.e. training, secondary contact information)
- F. Frequently Asked Questions (FAQs)

V. HISTORY

Initial policy approval	May 10, 2010
Revised	January 2, 2013
Revised	April 22, 2013

Note: New Policy, Reuse of Policy number 300-004 – Classified Staff Grievance Policies which was rescinded on January 22, 2008