



## FLEXIBLE WORK ARRANGEMENTS

Simply put, flexible work arrangements are alternate arrangements or schedules from the traditional working day and week. It's becoming more common in today's workplace for employers to offer flexible working arrangements. Whether employees work remotely or share job duties with a coworker, having a flexible working arrangement provides many benefits. Here we define flexible working arrangements that are common at UD.

### Remote Work/Alternate Location

A remote work arrangement allows an employee to work at home or another off-site location for a specified number of hours per week.

- Fully remote, from anywhere in the U.S.
- Fully remote, but local—Allows for 100% remote work but requires the employee to be local for “on demand” and “on call” access to campus.
- Hybrid—Allows for a flexible work location and schedule.

### Alternative arrival/departure times

A flexible work schedule can be provided by altering arrival and departure times while preserving availability during defined core hours and maintaining a normal number of hours worked each week.

FLSA guidance: The employee works a standard number of hours each day. Non-exempt employees are required to be at work during their defined “scheduled hours” during the day and they must work a standard 7.5 or 8 hour day.

Example:

Options for full-time (40 hours per week) employee with a one hour lunch break.

- Employee arrives between 8 a.m. and 8:30 a.m. each day, takes a one hour lunch, and leaves nine hours after arrival (between 5 p.m. and 5:30 p.m.)

### Compressed schedules

A compressed schedule will consist of longer or shorter workdays to fill a full-time work schedule.

FLSA guidance: Full-time, non-exempt employees are required to work either 37.5 or 40 hours per week. This schedule must be fixed and the day off should not vary week to week or month to month.

Examples:

- Full-time employee working 37.5 hours per week, works 9.4 hour days for four days (9.4 x 4) with one hour lunch (7 a.m. - 5:35 p.m.)
- Full-time employee working 40 hours per week, works nine hour days for four days plus one four hour day (9 x 4 + 4) with one hour lunch
- Part-time employee working 20 hours per week, works two eight-hour days and one four-hour day per week (.50% FTE). Two 8 a.m.-5 p.m. days plus one 8 a.m.-12 p.m. shift per week.

### Job Share

In a job share arrangement, two individuals share the responsibilities of one regular full-time position.

### Reduction in Time Commitment

An employee may seek to reduce their time commitment to the University on a permanent or temporary basis to accommodate personal life transitions.

## WORK MODES

Work modes define a person's normal work environment, including expectations about the location where work is performed and what the responsibilities are for both the employee and UD. Work modes align with the [Information Technology Leadership Council standards](#).

- Fully Remote
- Hoteling (3-4 days remote)
- Assigned (1-2 days remote)
- Fully on-site