



**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.

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## 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

**ALTERNATIVE WORK SCHEDULE/LOCATION  
REQUEST AND AGREEMENT**  
In accordance with [APS 5026](#) and [UCCS Policy 300-004](#)

**I. Employee**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Class/Title: \_\_\_\_\_ Exempt \_\_\_\_ Non-Exempt \_\_\_\_  
 College/Department: \_\_\_\_\_ Work unit/section: \_\_\_\_\_

Flexible work option requested:

- Compressed Work Week (four 10s) or Alternative Work Schedule
- Alternative Work Location – not available to overtime eligible Classified Staff  
 (In the schedule below document the day that you are requesting to work at an alternative location)

<b>II. Current Schedule</b>	<b>Start/Stop Times</b>	<b>Proposed Schedule</b>	<b>Start/Stop Times</b>
Sunday		Sunday	
Monday		Monday	
Tuesday		Tuesday	
Wednesday		Wednesday	
Thursday		Thursday	
Friday		Friday	
Saturday		Saturday	
<b>Total work hours</b>		<b>Total work hours</b>	

**III. Employee Completes**

1. How will the proposed arrangement enhance, or sustain, your ability to get your job done?
  
2. Describe any additional benefits to the University that might result from this flexible work option.
  
3. What potential problems could the new arrangement raise with:
  - a) external customers/students?
  - b) internal customers/students?
  - c) your team or co-workers?
  - d) your manager?

4. How do you suggest overcoming potential problems with each of the above?

5. What would be one or more early warning signs that the arrangement isn't working?

**For employees requesting an alternative work location:**

6. Document alternative work location office requirements (e.g., phone number, computer and internet connection, VSP connection, review and knowledge of the University of Colorado's information technology policies regarding confidentiality, protection of sensitive information and encryption of computers.)

**IV. Approvals**

*Flextime is a management tool and the primary consideration is always business need. Approval of an alternative work schedule/location is at the sole discretion of the appointing authority. It is a privilege, not a right or benefit, and an approved schedule may be discontinued or modified at any time.*

*This agreement will be reviewed each year to ensure it is effective and continues to meet the department's business need. Generally this review occurs as part of the annual performance evaluation process.*

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved    Effective date: \_\_\_\_\_    End date (if temporary): \_\_\_\_\_

Declined Reason: \_\_\_\_\_

*Please submit a copy of this document to the Office of Human Resources for inclusion in your official personnel file.*