



ALTERNATIVE WORK ARRANGEMENT GUIDELINES

I. Introduction

The university is committed to providing extraordinary service to University of Colorado Denver | Anschutz Medical Campus faculty and staff -- in support of their mission to provide exceptional teaching, research, community service and clinical care.

University work is achieved through the efforts of a professional, skilled and dedicated workforce. Staff are expected to be available to their constituents on a regular and consistent basis. To this end, all units are expected to have employees scheduled for availability during core office hours to support customers.

Since each employee's job responsibilities are different, the essential consideration in authorizing an alternative work arrangement will be that all parties are better off based on the arrangement (the employee, the customers and the unit). Examples of benefits could include: increased productivity, completion of projects requiring long-term focus, reduced commute time, cost avoidance, or greater employee availability. The objective of any flexible work arrangement is to continue to ensure full coverage during core service hours – to maintain the highest level of customer support, and to ensure there are no negative consequences/perceptions of the unit or department should such arrangements be authorized.

II. Guidelines

- A. **Office Hours:** All employees are required to work daily (generally consisting of 8 hours in a day and a minimum of 40 hours within a week, excluding lunch.) Core hours are Monday – Friday from 8:00 a.m. to 5:00 p.m. Departments or units may have different core hours.
- B. **Flex Schedule:** Employees may work directly with their supervisor to request flexible schedules around core service hours. These schedules are individually approved, are to be documented in the My.Leave system or work record, and may be discontinued by the supervisor for any reason and at any time.
- C. **Flexplace:** Flexplace is a remote work arrangement in which employees work from a location other than the Denver campus, Anschutz Medical Campus, CU South location, hospitals, or other campus work locations.

Eligibility for Flexplace Arrangements

Flexplace arrangements may only be authorized for employees who:

- Are satisfactorily meeting the expectations of their position as evidenced by a "Meets Expectations" or better rating on their most recent performance evaluation or supervisor observation.
- Have been continuously employed with the department for a minimum of 3 months.

- Are able to work independently and productively and provide regular/continual and as-requested reports on work activities.
- Have job duties that are portable and can be accomplished remotely from the physical locations of the university.
- Provide, or have access to, a physical work location including a laptop or personal computer (equal to or better than that available to the employee in the workplace) that the employee acknowledges may be used for official university business. This includes, but is not limited to, adequate internet connectivity, telephone access, supplies and physical workstation arrangements. All university requirements with respect to maintaining computer security and updates must be met. The university will not reimburse for the cost of cell phones or home phones or cell/land line services. Calls may be forwarded to the employee's personal cell phone or home phone while working from a remote location. If voicemails come in via e-mail, they may be returned using the employee's personal cell phone or home phone.
- Have and maintain access to an alternative communication method, as determined with their supervisor (i.e., *Skype for Business, Slack, Microsoft Teams, etc.*).
- Maintain a weekly work schedule that equals the number of hours dictated by the employee's FTE (*1.0 FTE = 40 hours a week, excluding lunch*) which align with the business needs and normal operating schedule of the unit.
- Attend all mandatory university, department and constituent meetings in person, which may include, but are not limited to staff meetings and other key meetings.

Other Flexplace stipulations:

- If the employee has a dependent at home, the employee must have and maintain formal dependent care arrangements during the work from remote location day. Care arrangements may not include the employee providing primary care to any individual during the work from remote location day. Dependents receiving care from a third party in the same location from which the employee is telecommuting must be receiving this care in a separate area of the work area.
- The employee must maintain a schedule that does not negatively impact the workload or productivity of coworkers either by shifting burdens or by creating delays or additional steps in work flow and processes.
- The employee must follow the same leave reporting requirements that apply to leave taken on days otherwise scheduled to work at a remote location (i.e. sick leave, doctor's appointments, half-day vacation, etc.); unplanned absences must

be recorded in My.Leave or work record as sick leave or vacation leave based on the reason for the absence.

- The employee must update their schedule on their Outlook calendar as an all-day “free” (i.e. “not busy”) event that describes their non-campus location (e.g., Work from remote location), as well as the best phone number to reach them.
- Agree to (complete and sign) the university Flexplace Participation Agreement, Remote Location Approval form, and all other departmental required forms.
- If work obligations require an employee to be in the office on their scheduled work from remote location day, an alternate day during the week or at a later time to work from remote location will not be scheduled.

D. Compressed Workweek: A compressed workweek is an authorized schedule where the number of days worked over a one- or two-week period is reduced, with extended hours during the days worked:

- 4/10 schedule: A full-time employee works ten hours per day (excluding lunch) for four days per week.
- 4 ½ day schedule: A full-time employee works four nine hour days (excluding lunch) and one four hour day per week.
- 9/80 schedule: A full-time employee works four nine hour days (excluding lunch) and one eight hour day (excluding lunch) in one week, and works four nine hour days (excluding lunch) the following week. ***For FLSA purposes, a 9/80 schedule requires an adjustment of the defined workweek if the position is eligible for overtime. This adjustment must be reviewed in advance and approved by central HR compensation.***

III. Exceptions

Exceptions to these guidelines must be approved by the Chancellor, Provost, and cognizant vice chancellor or dean.