Alternative Work Approaches for Exempt Staff

Overview

To help you better balance your work and home life, you may be able to arrange an Alternative Work Approach and begin working flex-time, a compressed work week, part-time or job sharing. Learn more about each option below:

- **Flex-time**
- **Part-time Employment**
- **Compressed Work Week**
- **Job-Sharing**
Flex-time Overview for Exempt Staff

Flex-time is a work schedule that provides flexibility in your start or end times. You still work the same number of hours per day as with a standard schedule. Flex-time is a full-time alternative work approach and has no impact on salary and benefits.

Examples of flex-time schedules include the following:

- Start work early and leave early
- Start work late and leave late
- Start work early and take a longer lunch
- Start work late and take a shorter lunch

Following are some guidelines for working a flex-time schedule:

- Your department will establish core hours when all employees are required to be at work.
- To recognize the short Fridays summer hours program, you must adjust your work schedules to start a half hour earlier than your regularly scheduled flex start time or work a half hour later than your regularly scheduled flex end time.

Flex-time schedules are successful when you:

- Maintain consistent hours (your hours should not change daily or weekly)
- Realistically assess whether job responsibilities can be met during the desired flex hours
- Consider any circumstances that require you to be on site at specific times
Part-time Employment for Exempt Staff

A part-time schedule allows you to work less than a full-time schedule on a regular basis. Schedules can vary in the number of hours and days worked per week. Benefits are impacted due to working less than full-time hours.

Following are some examples of part-time schedules:

- Reduce a standard schedule to three or four days a week
- Work five shorter days each week
- Work two or three ten-hour days weekly

You should use the following guidelines when working a part-time schedule:

- You may be required to work more hours than your scheduled number of hours (without an adjustment in pay) in order to fulfill your job responsibilities
- If you are regularly scheduled and working at least 20 hours per week, you will be eligible for benefits as described in the benefits booklets

Part-time schedules are most successful when you:

- Determine if you need to redefine your workload to meet your job responsibilities while working part-time
- Continue to participate in ongoing career development and training opportunities
- Let your customers know when you are available and offer alternative assistance during periods when you are not in the office

U.S.-based staff employees working part-time hours (regularly scheduled and working 20 or more hours per week) are eligible for benefits.
Compressed Work Week for Exempt Staff

A compressed work week allows you to work the number of hours required for full-time employment in less than five scheduled work days. Since a compressed work week is a full-time alternative work approach, there is no impact to salary and benefits. A compressed schedule may affect holiday pay.

Examples of compressed work weeks include the following:

- Four-day work week: You work a full schedule in four days.
- Nine-day biweekly schedule: You work the equivalent of two full work weeks in nine consecutive business days with the tenth day off. For example, every other Friday is an off day.
- Short day: You work longer hours on four days and shorter hours on the fifth day.
- Summer hours flexible Fridays: During the summer, you schedule your hours such that you work one full Friday and take the next Friday off (this is a temporary version of the nine day schedule).

Guidelines for a compressed work week are:

- Compressed work week schedules will vary according to your job requirements and the range of flexibility you and your supervisor agree is appropriate.
- Schedules may be traded with someone, but only with approval from your supervisor in advance.

Compressed work week schedules are successful when you:

- Anticipate monthly, quarterly or other peak periods and how other members of your work group are affected by the new schedule.
- Determine how responsibilities and urgent requests will be handled when you are not present and let your customers know when you are available.
- Offer alternative assistance for those periods when you are not available.
Job Sharing for Exempt Staff

In a job sharing arrangement, you and a co-worker perform the responsibilities of one position. Each person works a reduced work schedule to perform one job together. Benefits are impacted due to working less than full-time hours.

Examples of a job sharing schedules include:

- Divide hours with your co-worker on a daily basis
- Divide workdays during a week with your co-worker

Following are some guidelines for a job sharing arrangement:

- Job sharing requires a team approach, so the job sharing partners must cooperate and communicate well.
- Both partners are responsible to internal and external customers.
- Each job share partner is responsible for the duties of the entire position.
- If one job sharing partner leaves the arrangement, the other partner may not be able to continue the arrangement.
- You and your job share partner are each eligible for benefits as long as you are both regularly scheduled and working at least 20 hours per week.

Job sharing arrangements are successful when you:

- Identify a partner and explore the feasibility of working together in a specific position before proposing a plan to your manager.
- Clearly define and allocate the responsibilities of the position.
- While you and your partner are jointly responsible for meeting the position's objectives, each of you should have individual goals defined, be evaluated individually as well as jointly and be rewarded appropriately.
- Your schedules should overlap periodically to promote teamwork and communication.