

Workplace Flexibility at UNH

Overview

April 2013

Introduction

- Why is UNH offering Flexible Work Arrangements?
 - Employer of Choice
 - Sustainability
 - Consistency
- Eligibility
- Types
 - Informal
 - Formal

Recognition & Thanks

- UNH Women's Commission
- Flexible Work Task Force
- USNH Board of Trustees

Eligibility

- Does the flexible workplace arrangement meet the business needs of the University?
- Sustained successful performance required.
- Note that not all jobs lend themselves to flexible workplace arrangements and the final decision in each case is that of the immediate supervisor and unit/area final approver.

What are Flexible Work Arrangements?

- Compressed Work Week
- Part Time/Reduced Time
- Flex Year
- Flex Time
- Teleworking or Remote Work



Compressed Work Week

- An employee works a full week's schedule in fewer days



EXAMPLE: Compressed Work Week

- Rather than working 8 hours per day, 5 days a week, an employee could work 10 hours per day, 4 days a week



Part Time / Reduced Time

An employee works less than a full-time work schedule.

EXAMPLE: Part Time/Reduced Time

Employee hired at 100% requests a change to reduce their work schedule to 75% - 99%

This is considering less than full-time but still USNH benefits eligible

Flex Year

Specific work and non-work periods during the fiscal year, resulting in a less than full-time appointment, but at least 75%



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EXAMPLE: Flex Year

Sally was working as a full-time (100%) non-exempt employee, currently working 8 hours/day, 5 days a week. Sally would like summers off.

If approved, she would not work May 21st to August 19th each year and be 75% time employee.

Flex Time

A change to a regular work schedule without changing the percent-time of the appointment



EXAMPLE: Flex Time

A change is made to your start and stop time that differs from your original work schedule.

You may have been hired to work 8am - 4:30pm, but now request to work from 7am - 3:30pm or 9am - 5:30pm Monday through Friday.

Teleworking/Remote Work

Performing tasks outside the normal work location* for some portion of the employee's schedule



*Keep in mind that not all positions are able to be performed in a telework environment.

EXAMPLE: Teleworking or Remote Work

Tom is a full-time (100%) exempt employee. He currently works 5 days a week at his UNH department location.

Tom would like to telework and the work he performs allows for this flexibility.

Tom will work 4 days at his UNH office and 1 day at his home address.

Teleworking/Remote Work and IT Security Standards

- Federal – HIPAA, Privacy awareness
- USNH and UNH Policies
- Equipment
- Budget
- Access instructions and resources
- Troubleshooting – internet access/system access

Benefits of a Flexible Work Arrangement



FOR EMPLOYEE:

- Maintains pay & benefits*
- Commuting time
- Productivity
- Expenses
- Campus parking demands
- Extended hours of service
- Autonomy

FOR EMPLOYER:

- “Employer of choice”
- Increased morale
- Increased retention
- Increased job satisfaction
- Increased productivity
- Decreased absenteeism
- Reduced overhead expenses

Challenges...

- Fewer networking opportunities for employee
- Hidden expenses for employee
- Productivity
- Some jobs not easily performed off-site
- Supervising and evaluating
- Scheduling meetings, coordinating projects
- Confidentiality and security of data
- Purchase of equipment and software by department



Considerations

- Successful performance REQUIRED
 - Sustained successful performance
 - Changes in performance may result in a change in flexible work arrangement
- Reflect on roles and functions
- Meeting business needs
 - Staffing
 - Customer service
 - Workflow or distribution of work

Legal Concerns

- FLSA (Fair Labor Standards Act)
 - Definition
- Workers Compensation
 - Definition
 - Workplace injury/illness and teleworking
- Unemployment
- Taxes
- Discrimination



Process - Employee

- Complete Flexible Work Arrangements form
- Meet with supervisor to discuss/gain approval, and forwarding for final decision
- You will receive feedback on your proposal



Process - Supervisor

- Meet with requesting employee to determine flexible work arrangement options
- Determine impacts on staff, budget, service, and workflow
- If approved - sign proposal and forward to unit/area head for final decision. Final copies distributed to employee, BSC and HR for review
- If denied - provide copies of proposal, indicating business reasons for denial to employee, BSC and HR

Review of Arrangements

- Frequency
 - Introductory, first 90 days
 - Annual
 - Change in supervisor (will require updated/approved proposal form)
- Modifications – changes in formal arrangements
 - Update proposal and new approval
 - Arrangements may change as business needs require

FAQs

- How do I request flexible work arrangements?
- I already have flexible work arrangements and have for a number of years. Do I need to do anything?
- Another employee in my department works a flexible schedule but I am not allowed to. What do I do?
- I am a manager and my staff has requested flexible work arrangements but I can't accommodate them. What do I do?

<http://www.unh.edu/hr/workplace-flexibility-faqs>

Resources

- Documentation – *A Guide to Workplace Flexibility at UNH* (available in PDF)
- HR Website – Workplace Flexibility section
<http://www.unh.edu/hr/workplace-flexibility>
- Your HR Partner