

University of Central Arkansas

Alternate Work Arrangement Policy

SCOPE:

This policy applies to all University of Central Arkansas (UCA) staff members and administrators.

PURPOSE:

UCA recognizes that in today's world many of us may be juggling the competing demands of our work and personal lives. UCA, as a result, supports alternate work arrangements where possible while understanding that these types of arrangements may not be allowable in all work areas. Although personal needs are a factor in any such arrangement, university and departmental requirements remain the primary consideration in setting up an alternative work arrangement.

This policy does not apply to ad hoc, flextime requests that occur intermittently. Examples include, but are not limited to, the following: (a) an employee works ten hours on a Thursday and credits the extra two hours worked by working six hours on Friday or (b) an employee comes in early one day and leaves early the same day.

Remote work may be appropriate on occasion, but a flex schedule may not have remote work incorporated as a regular part of the employee's schedule.

PROCEDURE:

An employee may initiate an alternative work arrangement by submitting the attached form to his or her department head. The department head, based on the needs of the department, will recommend approval or denial of the request. The department head will then provide the form to the appropriate vice president who will either approve or deny the alternate work arrangement request. Requests should be approved for no longer than one semester, though shorter time periods are allowable. Should an employee want to continue with an alternative work schedule, a new request must be submitted once the approved period ends.

TYPES OF ALTERNATE WORK ARRANGEMENTS:

- **Flextime:** A work schedule that permits flexibility in starting and quitting times without changing the total hours worked in a work week. Most flextime arrangements specify a core period of time during the day in which employees are scheduled to work. For example, an employee works 9:00 a.m. – 5:30 p.m. five days a week.
- **Compressed Workweek:** A full-time work schedule compressed into less than the traditional five-day workweek. For example, an employee works four 10-hour days from 7:00 a.m. – 5:30 p.m. and takes a normal work day off.

Alternative Work Arrangement Request

Name: _____ **Date Submitted:** _____
UCA email: _____ **UCA Phone:** _____
Title: _____ **Department:** _____
Department Head: _____ **Requested Start Date:** _____
Requested end date: _____

Type of Alt. Work Arrangement: _____ Compressed Workweek _____ Flextime
FLSA Status: _____ Exempt _____ Non-Exempt

Proposed Work Schedule

	Start Time	End Time	Lunch Time	Total Hours Worked
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Employee should initial next to each statement:

_____ The employee understands that any additional hours which might involve overtime must be approved in advance.

_____ The employee agrees that all obligations, responsibilities, terms and conditions of employment with the university remain unchanged, except those obligations and responsibilities specifically addressed in this agreement.

_____ The employee agrees that the university reserves the right to modify or to suspend immediately this agreement if it is determined to be in the best interest of the university's operations.

I hereby affirm by my signature that I have read this Agreement and understand and agree to all of its provisions.

Employee Signature: _____

Date: _____

Recommendation: Approve Deny

Date: _____

Signature of Department Head: _____

Recommendation: Approve Deny

Date: _____

Signature of Dean: _____

Recommendation: Approve Deny

Date: _____

Signature of Vice President: _____

A copy of this Agreement must be archived in the department personnel file.