

Alternative Work Schedules

The university encourages the exploration and use of alternative work schedules that enhance the balance of work, family, and personal responsibilities.

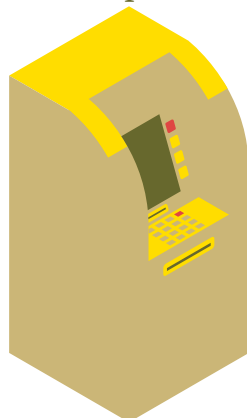
Alternative work schedule options include adjusted work hours, compressed workweek, telework, and less than 12-month schedules. It is the supervisor's discretion to approve, deny, modify, or terminate an alternative work schedule. When granting an alternative work schedule, consideration should be given to relevant business needs and employee capabilities, such as:

- Customer needs and service hours
- Communication, staffing and security concerns
- Employee self-motivation, productivity, performance and dependability

All alternative work schedules must conform to the overtime and recordkeeping provisions of the Fair Labor Standards Act. Alternative schedules need to be specified on the ePAR for all hire, transfer or separation transactions.

See Policy 1310: Alternative Work Schedules for additional options, considerations and information. Contact your HR Consultant if you have any questions.

Compensation Corner: Budget Implications & Long-term Impact Budget Implications



These are two of the thirteen pay factors used in making compensation-related decisions. *Budget Implications* consider the short and long-term financial consequences of pay decisions and how salary dollars are managed by an agency. *Long-term Impact* considers the strategic and financial effect of anticipated future salary costs, staffing changes, salary alignment among employees, career growth and salary reference data changes.