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%
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](http://www.unh.edu/hr/workplace-flexibility)

• Your HR Partner