**FLEXIBLE WORKPLACE ARRANGEMENT SCENARIOS**

**COMPRESSED WORK WEEK** – A work schedule that condenses one or more standard workweeks into fewer, longer days.

Following completion of the process, copies of the completed proposal form and any attachments would be provided to the employee, Human Resources and the appropriate Business Services Center (BSC). *In these scenarios, the BSC would not need to take any action.*

This arrangement is considered a trial period. If a more permanent arrangement is needed, the trial arrangement will need to be reviewed.

***Scenario 1*** – Sally is a full-time (100%) non-exempt employee. She currently works 8 hours/day, 40 hours/week. Between 7/1 – 8/15, Sally would like to work 10 hours/day, 4 days/week and the work she performs allows for this flexibility. Because the work being performed is equal to 100%, the arrangement for this work schedule does not require any changes to Sally’s position.

***Scenario 2*** – Joe is a flex-time (80%) non-exempt employee. He currently works 8 hours/day, 32 hours/week. Between 2/6 – 4/2, Joe would like to work 9 hours/day, 3 days/week and 5 hours/day, 1 day week and the work he performs allows for this flexibility. Because the work being performed is equal to 100%, the arrangement for this work schedule does not require any changes to Joe’s position.

If an exempt employee who has been working 5 days a week wants to work 4 more compressed days this can be done for a very short period of time only to remain compliant with the Fair Labor Standards Act (about 2 months maximum). Otherwise this employee should be 80% FTE. Exempt staff should think of their work commitment in whole days and not hours. If an exempt staff member treats their position like one paid by the hour it will not be compliant with the Fair Labor Standards Act and their exempt status is at risk.

**FLEX-TIME** – Flextime is a change to regular work schedule hours or days without changing the percent-time of the appointment.

Following completion of the process, copies of the completed proposal form and any attachments would be provided to the employee, Human Resources and the appropriate Business Services Center (BSC). *In these scenarios, the BSC would not need to take any action.*

This arrangement is considered a trial period. If a more permanent arrangement is needed, the trial arrangement will need to be reviewed.

***Scenario 1*** – Sally is a full-time (100%) non-exempt employee. She currently works 8 hours/day, 40 hours/week, Monday - Friday. Between 7/1 – 8/15, Sally would like to work flex-time and the work she performs allows for this flexibility. She will work 8 hours/day Tuesday - Saturday. Because the work being performed is equal to 100%, the arrangement for this work schedule does not require any changes to Sally’s position.

***Scenario 2*** – Joe is a flex-time (80%) non-exempt employee. He currently works 8 hours/day, 32 hours/week, Wednesday - Saturday. Between 2/6 – 4/2, Joe would like to work flex-time and the work he performs allows for this flexibility. He will work 8 hours/day Monday - Thursday. Because the work being performed is equal to 100%, the arrangement for this work schedule does not require any changes to Joe’s position.

***Scenario 3*** – Tom is a full-time (100%) exempt employee. Tom currently works 5 days/week, Monday - Friday. Between 6/18 – 9/18, Tom would like to work flex-time and the work he performs allows for this flexibility. He will work Tuesday – Saturday. Because the work being performed is equal to 100%, the arrangement for this work schedule does not require any changes to Tom’s position.

***Scenario 4*** – Donna is a flex-time (80%) exempt employee. She currently works 4 days/week, Tuesday - Friday. Between 6/25 – 8/17, Donna would like to work flex-time and the work she performs allows for this flexibility. She will work Monday – Thursday. Because the work being performed is equal to 80%, the arrangement for this work schedule does not require any changes to Donna’s position.

**PART-TIME/REDUCED TIME** – A work schedule that is less than full-time but is at least half of the regularly scheduled full-time work week. If a schedule is reduced to half-time, the employee would not be eligible for benefits. The minimum time for full benefits is 75% time.

Following completion of the process, copies of the completed proposal form and any attachments would be provided to the employee, Human Resources and the appropriate Business Services Center (BSC). *In these scenarios, the BSC would need to take any action.*

This arrangement is considered a trial period. If a more permanent arrangement is needed, the trial arrangement will need to be reviewed.

When an Operating Staff member is temporarily placed on part-time/reduced time (total leave period not to exceed one year), it requires that the employee be placed on leave from their current position and placed into two positions – UA\*\*\*A which processes pay and UA\*\*\*B which processes benefits to make the employee whole. Please refer to <http://usnh.edu/banner/cheat-sheets/active/PartiaLeaveFlowChart-OS.pdf>.

When an Exempt Staff member (PAT, EE, AA) member is temporarily placed on part-time/reduced time (total leave period not to exceed one year), it requires that the employee be placed on leave from their current position and placed into two positions – UA\*\*\*A which processes pay and UA\*\*\*B which processes benefits to make the employee whole. Please refer to <http://usnh.edu/banner/cheat-sheets/active/PartialLeaveFlowChart-Exempt.pdf>.

When an Exempt Staff member (PAT, EE, AA) is temporarily placed on part-time/reduced time (leave period is less than 90 days and/or pro-rated salary less than $23,660 – total leave period not to exceed one year), it requires that the employee be placed on leave from their current position and placed into two positions - UA\*\*\*A which process pay at an hourly rate and UA\*\*\*B which processes benefits at a hourly rate to make the employee whole. Please refer to <http://usnh.edu/banner/cheat-sheets/active/PartialLeaveFlowChart-ExemptConverttoNon-Exempt.pdf>.

**FLEX-YEAR** – Flex-year is the assignment of a non-exempt or exempt position to specific work and non-work periods during the fiscal year. The work periods may be fewer work hours/days for the fiscal year, or specific work and non-work periods during the fiscal year. In both cases, they may result in appointments that are less than a full-time appointment, but at least 75%.

Following completion of the process, copies of the completed proposal form and any attachments would be provided to the employee, Human Resources and the appropriate Business Services Center (BSC). *In these scenarios, the BSC would need to take any action.*

This arrangement is considered a trial period. If a more permanent arrangement is needed, the trial arrangement will need to be reviewed.

***Scenario 1*** – Sally is a full-time (100%) non-exempt employee. She currently works 8 hours/day, 40 hours/week. Sally would like the summers off. As a result, she will not work between 5/21 – 8/19. Instead of Sally working 26.1 pays, she will work19.6 pays or 1568 hours/year (75%).

***Scenario 2*** – Joe is a full-time (100%) non-exempt employee. He currently works 8 hours/day, 40 hours/week. Joe would like to work 8 hours/day, 4 days/week. Instead of working 2088 hours/year, he will work 1670.40 hours/year (80%).

***Scenario 3*** – Tom is a full-time (100%) exempt employee. Tom currently works 5 days/week. Tom would like the summers off. As a result, he will not work between 6/4 – 8/19. Instead of Tom working 261 days/year, he will work 206 days/year (79%).

***Scenario 4*** – Donna is a full-time (100%) exempt employee. She currently works 5 days/week. Donna would like to work Monday – Thursday, 4 days/week. Instead of working 261 days/year, she will work 208 day/s year (80%).

**TELEWORKING** – Teleworking is an alternative work arrangement in which staff members use electronic media to interact with others inside and outside of the institution and to perform tasks outside the normal work location for some portion of their work schedule. It is not applicable to all jobs. The number of work hours or days assigned to the position does not change due to a teleworking arrangement.

Following completion of the process, copies of the completed proposal form, IT Security Standards form and any attachments would be provided to the employee, Human Resources and the appropriate Business Services Center (BSC). *In these scenarios, the BSC would not need to take any action.*

This arrangement is considered a trial period. If a more permanent arrangement is needed, the trial arrangement will need to be reviewed.

***Scenario 1*** – Sally is a full-time (100%) non-exempt employee. She currently works 8 hours/day, 40 hours/week at her UNH department address. Between 7/1 – 8/15, Sally would like to telecommute and the work she performs allows for this flexibility. She will work 8 hours/day for 4 days/week at her UNH campus address and 8 hours for 1 day/week at her home address. Because the work being performed is equal to 100%, the arrangement for this work schedule does not require any changes to Sally’s position.

***Scenario 2*** – Joe is a flex-time (80%) non-exempt employee. He currently works 8 hours/day, 4 days/week at his UNH department address. Between 2/6 – 4/2, Joe would like to telecommute and the work he performs allows for this flexibility. He will work 3 days a week, 8 hours/day at his UNH campus address and 1 day/week for 8 hours at his home address. Because the work being performed is equal to 100%, the arrangement for this work schedule does not require any changes to Joe’s position.

***Scenario 3*** – Tom is a full-time (100%) exempt employee. Tom currently works 5 days/week at his UNH department address. Between 6/18 – 9/18, Tom would like to telecommute and the work he performs allows for this flexibility. He will work 4 days/week at his UNH department address and 1 day/week at his home address. Because the work being performed is equal to 100%, the arrangement for this work schedule does not require any changes to Tom’s position.

***Scenario 4*** – Donna is a flex-time (80%) exempt employee. She currently works 4 days/week at her UNH department address. Between 6/25 – 8/17, Donna would like to telecommute and the work she performs allows for this flexibility. She will work 3 days/week at her UNH department address and 1 day/week at her home address. Because the work being performed is equal to 80%, the arrangement for this work schedule does not require any changes to Donna’s position.