



[Policies](#)

Jon.Rush@colorado.edu

CIREs Policy on Alternative Work Schedules

Alternative work schedules (flextime, flexplace) are an acceptable and appropriate option for CIREs managers and employees at the discretion of management. Alternative work schedule arrangements must be approved by the affected employee, his or her CIREs Supervisor, Science Advisor (where one exists) and the CIREs Director.

A CIREs employee may request an alternative work schedule (e.g., flextime, flexplace) as follows:

The CIREs employee, CIREs Supervisor, and Science Advisor (if applicable) must agree on terms and objectives of the alternative work schedule. Employee will write a formal request (paper or email) addressed to CIREs Human Relations (Karen Dempsey) clearly stating the alternative work schedule requested and justification for it. If paper, it must be signed by employee, CIREs Supervisor and Science Advisor. If by email, employee should copy the CIREs Supervisor and Science Advisor. Supervisor and Science Advisor will independently forward their approval of the alternative work schedule. The CIREs Director will review the request and notify involved persons of approval or questions.

The alternative work schedule request will specify a trial period of no more than six months after which the schedule must be reviewed by employee, Supervisor and Science Advisor to determine whether to continue the arrangement with or without modification. Continuation of alternative work schedule is contingent on a positive assessment by all parties. An assessment of the continued suitability of an alternative work schedule shall be a part of the employee's annual performance review.

Alternative work arrangements are a management tool and employee privilege, not a right. Alternative work schedules may be revoked or modified at any time by management upon reasonable notice.

Flexplace, which usually refers to arrangements for an employee to work at home on a regular, defined schedule, requires particular attention due to the application of workplace laws to the home environment. Refer to State of Colorado Work Life advisory memorandum, [FLEXPLACE: Maximizing Efficiency by Working Smarter](#), for useful guidelines and considerations, including the following reminders:

- Flexplace is not an employee right or benefit. It is a discretionary management tool.
- Flexplace may be long-term, lasting the duration of the flexplace agreement, or temporary to accommodate an injury, illness, pregnancy, natural disasters, or planned events such as moving the office or a special project.
- Participant's benefits, status and salary do not change due to flexplace.
- Workers Compensation, FLSA, FMLA and other laws apply when working at an alternate office location.
- The employer is responsible to ensure safe working conditions within the home workplace.

The CIREs Facilities Manager and/or Supervisor may physically survey the alternative (home) work environment for compliance with workplace safety requirements at the employee's request or upon reasonable notice arranged with the employee.

Flexplace employees must consult with their computer systems administrator for compliance with local systems access and security considerations. CIREs Supervisors must ensure that such consultation takes place.

Any state-owned property moved to an employees' home as part of a flexplace arrangement must be recorded and approved on the appropriate property loan form available from CIREs Property Manager, Ted DeMaria.

Questions/Comments?
Jon.Rush@colorado.edu