



## REQUESTING ARRANGEMENTS

Flexible work arrangements require supervisor approval and depend on a partnership between the supervisor and staff member to ensure that the needs of faculty, staff, students, and the university are being met.

Staff members and their supervisors are encouraged to discuss their needs and to work together to develop the best possible arrangement for their situation. Here are the steps for introducing a flexible work arrangement:

1. Review the options
2. Prepare a written proposal
3. Supervisor or unit head formalizes arrangement
4. Option is piloted



## BALANCING WORK AND LIFE

For further questions, contact your  
**Human Resources  
Representative**  
(616) 331-2215  
hro@gvsu.edu

Step-by-step instructions  
and guidelines for FWA success at:

[www.gvsu.edu/fwa](http://www.gvsu.edu/fwa)

# FLEXIBLE WORK ARRANGEMENTS



## **WHAT IS A FLEXIBLE WORK ARRANGEMENT?**

A flexible work arrangement (FWA) allows employees greater scheduling freedom in how they fulfill the obligations of their positions.

These guidelines offer faculty and staff members suggestions that may help them manage their work schedules while continuing to meet the needs of the students and GVSU community. Not all options will work in all departments or for all positions and the impact of services must be carefully considered.

Initially, all FWAs start on a trial basis. A trial period of one to three months is suggested to determine if the FWA is feasible as a permanent arrangement.



## **FLEXTIME**

Flextime is a variable work schedule, in contrast to traditional work arrangements that require staff members to work a standard 8am to 5pm day.

Flextime usually involves alteration of the start or end time of the workday. It is the easiest to manage and the most cost-effective flexible work option. It offers flexibility in arrival, departure, and/or meal times, typically within normal business hours.

## **9-10 MONTH ARRANGEMENTS**

This arrangement allows staff members reduce their 12-month schedule to a 9- or 10-month schedule. Typically, this is changing to an academic year appointment to meet university needs with the summer off. Staff members remain eligible for benefits.

## **TELECOMMUTING**

Telecommuting is the practice of using telecommunication technologies to facilitate work at a site away from the traditional office location and environment.

## **COMPRESSED WORK SCHEDULES**

With a compressed work schedule, staff members work their traditional work week in less than five workdays. For example, a full time staff member might work four 10 hour days instead of five 8 hour days.

## **ABBREVIATED SCHEDULE OR PART-TIME**

Abbreviated schedule or part-time work is a regular arrangement consisting of a work week that is less than the standard 40 hours per week.

Job sharing and part-time work can attract and retain trained and experienced staff who cannot work full-time due to personal commitments.