balancing work and life

GRAND VALLEY STATE UNIVERSITY
HUMAN RESOURCES

ARRANGEMENTS

There is an array of
FLEXIBLE WORK ARRANGEMENTS
available at GVSU.

- **Flextime** (flexible work hours)
- **Telecommuting** (flexible work location)
- **Compressed Work Schedules**
- **Abbreviated Work Assignments**
  - Job sharing
  - Abbreviated schedule or part-time work
- **9 - 10 Month Arrangements**

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 the 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 flexible work arrangements start on a trial basis. A trial period of one-three months is suggested, to determine if the flexible work arrangement is feasible as a more permanent arrangement.

GVSU recognizes the importance of faculty and staff members maintaining balance to retain a healthy lifestyle.

FLEXTIME

Flextime is a variable work schedule, in contrast to traditional work arrangements, requiring staff members to work a standard 8 a.m. to 5 p.m. day.

Flextime usually involves alteration of the start or end time of the work day. Flextime 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

A 9 - 10 month flexible work arrangement lets staff members reduce their 12 month schedule to a 9 - 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.

These arrangements work well when the position is needed mostly to support the activities during the academic year, but may work with other calendar peaks and valleys.

GVSU strives to provide flexible work arrangements, in appropriate areas, that mutually benefit the individual, campus and society.

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.

Requesting Arrangements

How to Introduce a Flexible Work Arrangement

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, student, 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:

- Review the Options
- Prepare a Written Proposal
- Unit Head/Supervisor Formalizes Arrangement
- Option is Piloted

balancing work and life

Step by Step Instructions & Guidelines for FWA Success at:
www.gvsu.edu/healthwellness

For further questions, contact

Sue Sloop
Work Life Consultant
Phone: (616) 331-2215
FAX: (616) 331-3216
sloops@gvsu.edu

Grand Valley State University
Human Resources

We would like to thank Duke University Human Resources for allowing GVSU to model its workplace flexibility Web site and brochure.

Grand Valley State University
Human Resources

FLEXIBLE WORK ARRANGEMENTS

FWA

A guide to planning and managing flexible work arrangements