



Flextime Work Schedule / Flexplace Work Schedule Tips for Managers

These tips have been developed to accompany the Administrative Procedure and Guidelines for Flextime Work Schedule / Flexplace Work Schedule Administrative Procedure and Guidelines, referred to as Flexible Work Arrangements (FWA). They are designed to assist Colorado Mesa University Vice Presidents, Departments Heads, Directors, Managers and Supervisors with the management of employees on Flexible Work Arrangements (FWA).

Educate yourself about FWA

Be familiar with the guidance provided by the Administrative Procedure and Guidelines and by your Department of Human Resources. Know the benefits and challenges of FWA. Without proper planning and selection processes, FWA are likely to exacerbate pre-existing employee productivity or time management issues. Talk to others who manage employees on FWA and discuss best practices.

Choose participants wisely

FWA are not for everyone. Not every job, employee or operating unit is appropriate for Flextime and/or Flexplace schedules. Some employees are not appropriate candidates for FWA. It is best to select employees that want FWA to succeed and also have the personal traits needed for success.

Managers may have the need to exclude an employee whose presence is critical during the standard business hours.

Employee with an identified, documented performance concern may not be eligible for FWA. Managers should use discretion.

Start small

If starting a new FWA program in your department, it may be more effective to start with a small number of employees or work units and build from there. This can also help in identifying if the program will work for your unit and employees as well as help you, as a supervisor in identifying improvements in the way the program can be managed.

Complete a request for each employee

A Flextime Work Schedule Request or Flexplace Work Schedule request should be submitted by all employees and routed through the approval process when an employee is requesting an FWA schedule. An employee requesting a “one-off” need not complete the request, however nothing prohibits the department from asking employees to complete the form for such a request.

Schedule and complete check-ins

This is a great tool for any employee, but especially for employees on FWA. Make sure everyone understands project schedules, deadlines, and communication expectations.

Overtime and Flextime

Due to the requirements to pay overtime to FLSA non-exempt (hourly) employees, flextime schedules for these employees should be developed carefully. Hourly employees must maintain 40 hour per week within the standard workweek. Flextime schedules must not result in an employee working overtime.

Overtime and Flexplace

It is not recommended to allow flexplace arrangements for hourly employees. Approval may be granted by the Executive Director or Vice President on a limited basis. If approved, hourly employees must adhere to a strict work schedule and ensure that all hours worked are recorded accurately. The employee must maintain 40 hours per week within the standard workweek and such schedule must not result in working overtime.

Consider the implications relating to technology needs

Before approving an FWA, the manager should consider the technology needs. The manager may need to consult the Information Technology office for recommendations and guidance regarding your specific technological needs in accordance with the procedure.

Keep communication free flowing and regular

Possibly the biggest key to successful FWA is effective and regular communication. Schedule check-in times and communicate regularly through email, telephone, or other mediums. Don't forget about others in the work unit and keep them involved in the communication flow.

Promptly address issues that arise

If some aspect of FWA is not working, address it promptly. Putting it off will only make the situation worse. The University has the right to amend, cancel or suspend the use of an FWA by any employee at the University's discretion on a case-by-case basis.

Evaluation of the FWA and individual performance is key

Good performance goals and standards are critical for all employees, especially those on FWA.