

# The Right Fit – Flexible Work: Models & Policy Options

The following flexible work models are applicable to any type of company. The key is to identify the right type of flexible work policy that both addresses an individual's needs while supporting the business case for a company.

The work models provided are divided into three sections:

1. WHEN people work (Page 1)
2. WHERE people work (Page 2)
3. HOW MUCH people work (Page 3)

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## 1. WHEN people work: Flexible Schedule

- **Option A: Staggered hours with a fixed schedule**
  - Employees establish starting and ending times that differ from the department's norm, but keep the same schedule each day (e.g., Monday-Friday, (9:30-6 or 7-3:30))
- **Option B: Core hours within a variable schedule**
  - Employees must be present during specified core hours determined by the supervisor/manager but may adjust their arrival and departure times each day (e.g., set coverage 10-2 every day, but the other four and a half hours per day vary). It is expected that the employee will work a set number of hours each week.
- **Option C: Variable Day**
  - Employees may work a consistent schedule of a different number of hours each day if they achieve the expected number of hours within the week (e.g., Monday, Wednesday /10 hours; Tuesday, Friday /8 hours; Thursday /6.5 hours).
- **Option D: Mid-Day Flex Time**
  - Employees may take a longer scheduled break than usual if they make up the extra time by starting work earlier or staying later (e.g., work 8-12; break, 12-2; work 2-6:30)
- **Option E: Short-Term Flex Time**
  - A flextime schedule is implemented for a finite period of time (e.g., Summer Flex).
- **Option F: Compressed Work Week**
  - A compressed work week allows employees to work full-time hours in fewer than five days per week (e.g., 4 days/10 hours, 9 days/80 hours, etc.)

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## **2. WHERE people work: Flexible Office Location**

- **Option A: Telecommuting**
  - Work is performed remotely only part of the time; workers come into the office semi-regularly and are local. According to Gallup, the telecommuting schedule that offers the most productivity is when an employee comes into the office two or three days per week (in a five-day work week).
- **Option B: Remote Working**
  - Work is performed entirely away from the office. Workers can be located anywhere.
- **Option C: Alternating Location**
  - Worker works part-year in one location, part-year in second location

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## **3. HOW MUCH people work: Reduced Hours**

- **Option A: Part-Time/Reduced Hours Schedule**
  - Person works less than 35 hours per week. Benefits typically not offered.
  - Examples include:
    - Three or four days a week, 8-hour days
    - Five days a week, 4-7 hour days
    - Two days a week, 10 hour days
- **Option B: Transition Period Part-Time**
  - Workers gradually return to work after a major life event (e.g., birth or adoption of a child) by working part time for a set period and eventually returning to full time work.
  - Examples include:
    - Following a six-week maternity leave, a worker returns to work three days a week for six months, four days a week for the next six months, and then to full time work thereafter.
    - A worker's spouse dies unexpectedly, and the worker takes off a full month from work. The worker returns to part-time work for two years and then returns to working full time when her children have adjusted to the changed circumstances.
- **Option C: Job Sharing**
  - Two or more part-time workers sharing a full-time job, with each person working on a part-time basis.
  - Examples include:
    - One worker works Tuesday/Thursday, and the other worker works Monday/Wednesday/Friday. Per the employer's direction, they share some tasks of the job and split the others in a way that ensures that the work gets done.
    - Two workers split the work of a single position 60%/40%, share the salary accordingly, and are in the office 2 days per week at the same time.
    - Two workers share a single position and decide together when each will work and which tasks each will perform.
    - Two workers have unrelated part time assignments but share the same budget line.