TO: College Executive Committee

FROM: Engineering Staff Council

SUBJECT: Alternative Work Arrangements

After much discussion and fact finding research, the Engineering Staff Council is requesting the College Executive Committee consider approval of the following proposal. The ESC proposes that discretionary use of Flexplace (Telework) and Flextime as an alternative management tool within the College of Engineering would be beneficial to employees and to the college.

The Staff Council met with Sylvia Cramer, from the City of Fort Collins SmartTrips, to give a presentation on Flexplace. Here are some key points about Flexplace:

Defining Flexplace
- It is not an employee right or benefit. It is a discretionary management tool
- Participants’ benefits, status, and salary do not change
- Workers’ Compensation, FLSA, FMLA and other laws apply when working at an alternate office location
- Replaces a commute trip

Flexplace Advantages
- Increased efficiency and productivity
- Cost efficiency
- Attracting and retaining employees
- Quality of life
- Reduced absenteeism
- Reduced turnover

The Council also learned that the State of Colorado already endorses what they call “Alternative Work Arrangements” which includes Flexplace and Flextime. The URL for this information can be found below:

http://www.colorado.gov/dpa/dhr/WL/altwork.htm

The Council realizes that not all employees in Engineering would be able to participate in the Flexplace program. For example, jobs based primarily on direct, in-person contacts are not good candidates for Flexplace. It would fall to the discretion of the Supervisor whether Flexplace would work considering the employee’s job function.

Flextime is a way of providing an employee flexible time to arrive and leave from work outside the traditional 8 to 5 time frame. Employee’s can use this flexible time to fulfill personal needs, including family responsibilities, routine health appointments and volunteer work.

The most common form of flextime is a fixed schedule where the employee works the same hours but varies from the regular business core hours. The other most popular form of flextime is where the
employee, for example, goes to a personal appointment for two hours and then makes up that time later in the week.

The Council learned that CIRA has already implemented the flextme schedule to it's employee's. Below is an excerpt from the memo that was sent out to all CIRA employees defining the flextme core hours. The Council feels that this would be a good model to follow if flextme is to be adopted.

"The core business hours of 9:00 a.m. to 3:00 p.m. are the hours that all CIRA employees are expected to be at the work site. These hours are established so meeting attendance and collaborative activities can be conducted with everyone's participation. The only reason not to honor these hours is if the individual is authorized to work a different schedule. In that case, the individual's hours and justification should be clearly outlined in a memo signed by the individual's supervisor. CIRA also expects its employees to take a lunch break (one half hour minimum). Routinely working at your desk over the lunch period does not qualify as a work time."

Summary
Again, further explanation of Flexplace and Flextme can be found at the URL stated above. The Council also feels that this could be directly linked to any future decision made in regards to Disaster Planning being looked into by the CSU PD. The Council would like the Engineering Executive Committee to formally approve the Flexplace and Flextme as an additional management tool for Supervisors' in Engineering.

Respectfully submitted,

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