The UCSD Human Resources Department issues the following UCSD Guide to Flexible Work Arrangements for Staff (the Guide). If anything in the Guide is perceived to conflict with existing University of California policies and UCSD implementing procedures, the latter will take precedence over the Guide.

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Appendix A – Alternative Work Schedule Agreement

Appendix B – Telecommuting Agreement

Appendix C – UCSD Safety Checklist for Home Offices

To download additional copies of this guide, visit http://blink.ucsd.edu/go/fwa
I. UCSD Implementing Procedures for Flexible Work Arrangements

A. Relevant University of California Personnel Policies for Staff Members (UCPPSM)

- 12 - Nondiscrimination in Employment
- 14 - Affirmative Action
- 20 - Recruitment
- 21 - Appointment
- 30 - Compensation
- 2.210 - Absence from Work
- 81 - Reasonable Accommodation

B. Responsibilities

UCSD endorses flexible work arrangements for employees if they are appropriate for the position, person, environment and work situation, meet business needs and objectives, and the overall performance level of the employee is “solid” or above. Flexible work arrangements include alternative work schedules (flextime and compressed work weeks) and telecommuting. UCSD policies and procedures apply to all flexible work arrangements.

These arrangements do not change the basic terms and conditions of employment with UCSD. Flexible work arrangements are not entitlements or benefits. With notice, the department head or supervisor may change a flexible work arrangement. Employees may also request a change in the flexible work arrangement.

The UCSD Guide to Flexible Work Arrangements for Staff provides supporting materials for employees and supervisors.

C. Policy

The following flexible work arrangement policy statements include excerpts from UC Personnel Policies for Staff Members (UCPPSM), UCSD Implementing Procedures 30: Compensation (http://www-hr.ucsd.edu/qwl/PPSM30ImpPro.pdf). For employees covered by a collective bargaining agreement, the University endorses flexible work arrangements in accordance with the applicable collective bargaining agreement.

1. **Standard Workweek** – For non-exempt employees, the standard workweek is midnight Sunday morning (12:00:01 a.m.) to midnight the following Saturday. For exempt employees, the standard workweek is from 12:01 am Monday to midnight the following Sunday. (UCSD Implementing Procedures PPSM 30: Compensation, Section III.C.1.)
2. **Standard Work Schedule** – The standard work schedule for full-time employees shall be eight (8) hours per day on five (5) consecutive days, from 8:00 a.m. to 4:30 p.m., with 1/2 hour for a meal period. (UCSD Implementing Procedures PPSM 30: Compensation, Section III.C.2.)

3. **Alternative Work Schedules** – The department head may approve an alternative work schedule for the entire department, or for individual employees. (UCSD Implementing Procedures PPSM 30: Compensation, Section III.C.3.). The department head should establish core work hours, e.g., 9:30 a.m. to 3:00 p.m., for the department to provide a basic framework for any alternative work schedules.

Alternative work schedules include:

a. **Flextime** – The employee works hours that differ from the standard work schedule. For example, the employee works 7:00 a.m. to 3:30 p.m. or 9:00 a.m. to 5:30 p.m., with one-half hour for lunch.

b. **Compressed Work Weeks** – Employees must work 40 hours per week; however, they may work fewer days per week and more hours per day to ensure the same total number of hours worked. For example, the employee works four 10-hour days Monday through Thursday with Friday off.

*Please note:* In compliance with the Fair Labor Standards Act overtime regulations, only exempt employees are eligible for 9/80 work schedules.

All alternative work schedules must be preapproved in writing via the Alternative Work Schedule Agreement by the supervisor and department head (see Appendix A).

Alternative work schedules must comply with all applicable UCPPPSM and collective bargaining agreements regarding overtime, holidays, vacation leave and sick time.

4. **Telecommuting** –

   As a general rule, to be eligible to telecommute, the employee must have satisfactorily completed the probationary period. Exceptions may be granted for compelling reasons.

   a. The following policy applies to telecommuting arrangements that have stable, established days and hours of work.

      1. Employees residing within normal daily commuting distance to the University may be eligible to telecommute. To be eligible to telecommute, employees must be able to attend meetings at the
employer’s location. Telecommuting is not intended for employees living beyond normal daily commuting distance to the University, including individuals living out of state who may be subject to different laws governing conditions of employment and taxes.

2. Employees may request approval to work off site at an approved location for a portion or all of their work hours for a defined duration not to exceed one year. All telecommuting arrangements must be:
   
   - preapproved in writing via the Telecommuting Agreement by the supervisor and department head and accompanied by the completed UCSD Safety Checklist for Home Offices (see appendices B and C)
   
   - subject to regular review and renewal.

3. Any telecommuting arrangement that does not comply with the above parameters must be approved in advance by the respective vice chancellor and forwarded to the UCSD Human Resources Department for concurrence to determine whether there can be compliance with applicable laws, policies and procedures.

4. Supervisors are required to appraise and manage performance of telecommuting employees in accordance with established policies – UC PPSM-23: Performance Management.

b. Supervisors and employees may also initiate ad hoc telecommuting arrangements, e.g., a one-day project, without formalized telecommuting agreements.
II. When to Consider a Flexible Work Arrangement

UCSD endorses flexible work arrangements for employees if they are appropriate for the position, person, environment and work situation, and meet business needs and objectives. A flexible work arrangement should sustain or enhance the level of job performance and provide other benefits such as improved employee morale.

Following are some key considerations that employees and supervisors may evaluate depending on the type of flexible work arrangement proposed.

A. About the Position

1. Can the job be fully and satisfactorily performed during the proposed days and hours or in the proposed location?

2. What is the level of supervision required and will this be possible under the flexible work arrangement?

3. What is the level of face-to-face contact required with customers, colleagues, etc. and will this be possible under the flexible work arrangement?

4. Can security and privacy concerns be adequately addressed?

B. About the Employee

1. Is the employee’s performance level “solid” or above?

2. Does the employee demonstrate the following:
   - strong organizational and time-management skills?
   - ability to set tasks and priorities, and to work independently?
   - self-discipline, self-motivation?
   - dependability and completion of work on time?
   - initiative to seek direction/clarification as needed?
   - understanding of University privacy and security standards?

3. Is the employee able to attend meetings on site given reasonable notice by the supervisor or department?

4. Is there a satisfactory plan to meet the required hours of work and performance requirements?

5. Is there a high level of trust and respect between the employee and supervisor?

6. Is the employee capable of working for periods of time without face-to-face contact with coworkers, customers, etc.?
7. Is the employee able to document work hours and deliverables?

8. For telecommuting, are the employee and supervisor able to communicate effectively using telecommunications and electronic systems?

9. For telecommuting, is the supervisor able to effectively manage the employee’s performance using telecommunications and electronic systems?

C. About the Business Needs

1. Will the arrangement sustain productivity, work quality and cost effectiveness?

2. Will the quality of service to internal and external customers be sustained?

3. Will the employee’s job satisfaction and morale be sustained?

4. Will the work unit’s job satisfaction and morale be sustained?

5. Is the department or employee prepared to pay for set-up or ongoing expenses related to the flexible work arrangement?

D. About the Workforce

1. Will flexible work arrangements benefit retention efforts?

2. Will flexible work arrangements benefit recruitment efforts?

3. Will the arrangement help increase workforce diversity by widening the labor pool?
III. Contacts

A. Copies of the Guide are available online at [http://blink.ucsd.edu/go/fwa](http://blink.ucsd.edu/go/fwa). The Guide is produced and updated by:

Employee Relations, Policy Development and Work/Life
Human Resources Department
T. (858) 534-4115
E. worklife@ucsd.edu

B. For questions regarding flexible work arrangements policy or whether a request for flexible work arrangements meets the criteria outlined in the Guide, contact:

Employee Relations, Policy Development and Work/Life
Human Resources Department
T. (858) 534-4115
E. employeerelations@ucsd.edu
IV. Resources

For telecommuting arrangements, consult with your department’s information systems staff regarding how you will be setting up your telephone, Internet connection and access to the UCSD network.

A. Telephone

Information regarding phone features is available on Blink:
http://blink.ucsd.edu/go/deskphone

For step-by-step instructions regarding call forwarding to an external line, visit:
http://blink.ucsd.edu/go/callforward

B. Internet Connections

Blink outlines various alternatives to connect to the Internet from home:
http://blink.ucsd.edu/technology/network/connections/off-campus/index.html

It is recommended that employees who will access campus services from a home Internet connection make use of the virtual private network (VPN). Use of this service by an authorized UCSD employee from any Internet provider (cable modem connections, DSL, etc.) will allow access of databases and servers normally restricted to campus users. It provides a private, encrypted connection over public networks to ensure that transmissions cannot be intercepted.

Information on setting up a VPN:
http://blink.ucsd.edu/go/vpn

Employees using the VPN or UCSD dial-in service to connect to campus must comply with the Minimum Security Standards for Network Connections. More information about these standards, which include running anti-virus and firewall software on your home computer, is available at:
http://blink.ucsd.edu/technology/security/index.html

Employees working from home are also subject to other policies regarding data and network security, and must comply with departmental standards for data storage and security. Telecommuters should be aware of what University data is being stored on the home machine and should secure it in a responsible manner, including ensuring physical security of the computer and backups.
C. **Ergonomics**

Information on how to set up an ergonomic workstation is available on Blink:  
[http://blink.ucsd.edu/go/ergoworkstation](http://blink.ucsd.edu/go/ergoworkstation)

Additional ergonomic information is available on Blink:  
[http://blink.ucsd.edu/go/ergo](http://blink.ucsd.edu/go/ergo)