Working Flexible Hours – Is it for you?

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http://hra.iupui.edu/FWA/site_map.asp

Gas prices are on the rise again. Finding a parking space can be challenging. Summer is right around the corner. What to do? Have you considered asking your supervisor about working flex hours, a shorter, compacted workweek, or job sharing? Each of these options were discussed at the March 16 Staff Council meeting by a panel composed of staff and supervisors who have experience in making each of them work.

According to the report, “Measuring the Impact of Workplace Flexibility,” Maggie Stimming shared that, “70% of managers report that flexible work arrangements have positive effects on productivity and 76% of managers report that flexible work arrangements have positive effects on retention.” This and other research supports the business case for flexibility and Maggie is happy to talk to managers, share the research, and help allay concerns that managers may have.

**Flextime** is the easiest to use and most affordable flexible work arrangement (FWA). Flextime offers flexibility in arrival, departure and/or lunch times, often with a designated core time during which the staff member must be present. It can be fixed or variable, full-time or part-time. A set number of hours may still be required but when those hours are worked this is where the flexibility comes in.

**Compressed workweek scheduling** is the standard forty-hour workweek condensed into fewer than five full days of work. Working four ten-hour days or working four nine-hour days and one four-hour day followed by a half day off are typical examples. Overtime and premium pay and their related costs need to be closely examined before implementing this arrangement.

Robin Waldron, a staff member in the School of Liberal Arts, was a panelist who spoke about her compressed workweek schedule of four ten-hour days. When her department was reconfigured, she moved to a flex schedule of 7 a.m. to 4 p.m. since her department chair wants someone working a half hour before classes begin and a half hour after they end, to better serve students. Someone needed to be on duty from 7 a.m. to 6 p.m. so she shares the work hours with a part-time staff member who works from noon to 6 p.m. The key to making a flex schedule work is communication with your supervisor and with all persons responsible for work flow to be sure everything associated with the job is covered.

Article continued [here](http://www.iupui.edu/~scouncil).