IDENTIFYING ALTERNATE WORK ARRANGEMENTS

1. REMOTE/TELECOMMUTING
   - Can some or all of the job duties be performed remotely?
   - Can critical functions be performed?
   - Is the employee exempt or non-exempt? If non-exempt, please review FLSA guidelines.
   - Does the employee have the required equipment (e.g., laptop, access, etc.) for telecommuting?
   - Can we establish effective communication (e.g., check-ins)?
   - Will there be a need to come onto campus at all?
   - How can the work schedule be tracked for non-exempt staff?

2. COMPRESSED WORKWEEK
   - Can the work schedule be adjusted for a less than typical five-day workweek? (e.g., work 10 hour days or 9 hours a day and one 1/2 day)
   - When considering the entire team, can employees alternate in a way that does not cause too much disruption in operations and/or services?

3. REDUCED SCHEDULE (PART-TIME)
   - Is there an opportunity (temporarily) for a reduction in schedule (mutual agreement between employee and supervisor)?

4. PTO OR UNPAID LEAVE OF ABSENCE
   - If an employee is unable to work remotely (due to the job duties OR personal issues) can an employee take PTO only or take PTO in conjunction with a reduced schedule?
   - If employee do not want to exhaust PTO can an employee consider an unpaid leave of absence (employee’s choice)?

Considerations:
1. Exempt or non-exempt status will play a factor in options available for each scenario
2. Any reduction in hours worked may impact benefits-eligibility