WORK-LIFE LUNCH & LEARN:
FLEXIBLE WORK OPTIONS 101

Facilitator: Azetta Beatty, HR Work-Life Manager

Panelists: Gail Carbol, HR Benefits Manager
Chris Dudley, HR Leave Administration Manager
Dan Gier, HR Compensation Consultant
Ward Suthon, HR Business Officer

WHAT IS THE
HR OFFICE OF WORK-LIFE?

• Provide strategies, support, services and resources that assist employees in managing work, family, and personal responsibilities.

• Improve employee engagement (UK@Work Survey)

• Make a positive impact on productivity and morale for both employees and the University.

uky.edu/hr/worklife
THE OFFICE OF WORK-LIFE CAN ASSIST YOU!

- Flexible Work Arrangements
  - Seasonal Reduced Hours, Telework, Compressed Work Week, Reduced Hours
- Childcare and Parenting Resources
  - Big Blue Family Care program
  - Lactations Spaces
- Elder Care Resources & Consultations
- Counseling (Work+Life Connections)
  - One-on-one and family counseling; group workshops

worklife@uky.edu                859-257-2648                 uky.edu/hr/worklife

WHY FLEXIBLE WORK ARRANGEMENTS?

- Family
- Career
- Life Balance
- Health
- Friends
WHAT DO YOU THINK ABOUT WORK-LIFE BALANCE, HARMONY, ETC?

Work-life harmony means fitting in your work as a complement to living your life.

There is no such thing as WORK LIFE BALANCE.

The Work-Life Harmony Roadmap

Your Natural Flow
What You Value
What Others Value

valbserve.com
FLEXIBLE WORK OPTIONS

Full-time Options

- Flex time
  - Working the same hours, but different schedule
  - Early or late arrival
  - Adjusted time for appt., activities

- Telework
  - Partial or full time from home

- Compressed Work Week
  - Ex: Four 10-hours days

Reduced Hours Options

- Reduced Seasonal Hours
  - .75 hours (37.5 a week)
  - Full week off unpaid

- Part-time

- Phased return from leave

- Phased retirement

CREATING A TELEWORK AGREEMENT

Terms & Conditions

- Duration
- Pay & Attendance
- Leave
- UK Owned Equipment
- Liability
- Reimbursement
- Workers’ Compensation
- Work Assignment

- Employee Evaluation
- Records
- Dependent Care (child, elder, etc.)
- Performance location
- Curtailment of the Agreement
SUPERVISORS & EMPLOYEES:
THINGS TO CONSIDER

• **Consider:**
  • Your job functions
  • Team impact
  • Your job performance
  • Potential barriers to success
  • Productivity- time & project management
  • Communication with team and supervisor
  • Tracking of projects and work-time
  • *Be responsible, self-manager, and accountable

• **Who approves the request?**
• **Determine if you are eligible?**
• **Any office equipment if telework?**
• **Can I have a trial period?**
• **Do I need to provide a reason for requesting flexible work?**
• **What if my request is denied?**
• **Does the business officer know about my arrangement?**

BENEFITS

UK Supervisors who have implemented flexible work solutions have found there are many benefits:

- **Job satisfaction:**
  - Offer FWA: 83%
  - Do Not Offer FWA: 72%
- **Individual morale:**
  - Offer FWA: 83%
  - Do Not Offer FWA: 71%
- **Work-life fit:**
  - Offer FWA: 80%
  - Do Not Offer FWA: 71%
- **Health & well-being:**
  - Offer FWA: 70%
  - Do Not Offer FWA: 66%
- **Retaining best workers:**
  - Offer FWA: 66%
  - Do Not Offer FWA: 53%
- **Productivity:**
  - Offer FWA: 61%
  - Do Not Offer FWA: 45%
- **Department morale:**
  - Offer FWA: 55%
  - Do Not Offer FWA: 46%
- **Reducing burnout:**
  - Offer FWA: 53%
  - Do Not Offer FWA: 50%
HELPFUL TIPS

LEAVE TIPS

• OSHA General Duty Clause 5(a)(1) states:
• Define in writing job responsibilities, hours of work, established lunch/break times
• General Safety of workspace
• Photo of workspace
• Emergency contacts
COMPENSATION TIPS

- Supervision oversight
  - Scheduling needs
  - Volumes
  - Exempt/Non Exempt

- Potential Change in Pay
  - If reducing scheduling salary will decrease
  - Still need to follow FLSA guidelines

- Unemployment

PAY & BENEFITS TIPS

- Contact HR Benefits if you plan on reducing your hours to ensure your paycheck will cover your portion of benefits if your earnings are reduced.

  - Call 859-257-9519, option 3, or
  - email Benefits@uky.edu

Arrangement can be made to “catch up” premiums.

We will work with you to ensure you continue to receive the benefits you deserve!
BUSINESS OFFICER TIPS

• Does the business officer know about my new work arrangement?
  • No. You need to schedule time for you and supervisor to meet to discuss:
    • Effect on Work Schedule Rule
    • Effect on pay rate
    • Effects on Leave quotas
    • Date range for this event

• Yes, make sure changes are entered into SAP and enjoy your new schedule. When your schedule changes back (reduced hours), make sure SAP is updated.

10 TIPS FOR WORKING FROM HOME

• Dedicate a work space and stay organized
• Stick to a routine
• Integrate your family’s rhythms into your routine
• Don’t expect to do it all
• Establish expectations with your employers

• Celebrate rewards together
• Be a role model
• Evaluate, adjust, and monitor
• Do something for yourself every day
• Stay Healthy