Definitions of Flexible Work Options
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Flexible work options are comprised of two categories: location and time. Location flexibility is the ability to alter the location of your workplace in some manner. Time flexibility is the ability to adjust your work hours in some manner. These types of work can be used separately or combined to create a flexible work request. Flexible work arrangements may have an impact on your pay and benefits. ¹

Location Flexibility

**Telework:** Performing some or all job duties off-site, while being connected to the workplace. When performing telework in any capacity, you may still be required to come on site on an as needed basis, as directed by a supervisor. The frequency of these occasions and the logistics of travel are discussed when creating the flexible work agreement. There are two types of telework recommended by Human Resources.

- **Remote Work**: Performing 100% of your job duties off site.
- **Hybrid Work**: Performing some percentage of your job duties off site, while performing on site for the remainder of the time.

Time Flexibility

**Flexible Schedule**: Work hours with start and end times and days of work that are not typical for your position within your unit.

**Compressed Work Week**: Reducing your normal hours of work into fewer days than your typical work week.

**Job Share**: An arrangement under which two or more individuals share the duties of one full time position.

**Change of FTE**: Adjusting the number of hours worked per week to be more than or less than your current position.

¹ See the [Flexible Workplace Policy](#)