



Operational Area:	Employment
Responsible Executive:	Vice President of Administration
Responsible Office:	Human Resources
Effective:	April 1, 2022

Staff Alternative Work Arrangements

Employment

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I. INTRODUCTION

- A. **Authority:** C.R.S. § 23-54-102, *et seq.* (2022) authorizes the Trustees of Metropolitan State University of Denver (“MSU Denver” or “University”) to establish rules and regulations to govern and to operate the University and its programs. The MSU Denver Trustees retain authority to approve, to administer, and to interpret policies pertaining to University governance. The MSU Denver Trustees authorize the MSU Denver President to approve, to administer, and to interpret policies pertaining to University operations.
- B. **Purpose:** This policy provides guidance for MSU Denver employees and supervisors as they implement alternative work arrangements. The policy should contribute to recruitment, retention, employee engagement and well-being and help MSU Denver become an employer of choice.
- C. **Scope:** This policy applies to all MSU Denver staff, including full-time, part-time, and student employees. For guidance on alternative work arrangements for faculty, please refer to the faculty employment handbook.



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II. ROLES AND RESPONSIBILITIES

- A. **Responsible Executive:** Chief Operating Officer
- B. **Responsible Administrator:** Chief Human Resources Officer
- C. **Responsible Office:** Office of Human Resources
- D. **Policy Contact:** HR Employment Manager, 303-615-0999

III. DEFINITIONS

- A. **Alternative Work Arrangements:** Work arrangements that vary from the standard workday, workweek, and/or work location.
- B. **Flextime:** Working the equivalent of a full-time week with alternate start and end times during the workday or workweek.
- C. **Reduced Schedule (Part-time):** Working less than 40 hours in a work week.
- D. **Remote Location (eCommuting):** Working remotely outside the office full- or part-time via internet, phone, or other electronic communication method.
- E. **Compressed Workweek:** Working the equivalent of a full-time week in fewer than five days per week or fewer than 10 days in two weeks.
- F. **Partial Work Year:** Working less than 12 months in a calendar year.



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IV. POLICY STATEMENT

A. Philosophy

1. The Staff Alternative Work Arrangements policy is intended to give employees and their supervisors the context and guidance to craft alternative work arrangements that enhance the work environment for the individual, the team, and the University. The policy seeks to contribute to an innovative and transformative workplace that advances the University Mission and Strategic Plan by fostering agility and flexibility to meet educational and workplace needs in the 21st century. The future of work involves a collaborative approach to achieve excellence in academic programs and wrap-around services. Alternative work arrangements should support an inclusive leadership environment that enhances employee engagement and inspires sustainable life-work fit. Supervisors and employees engage in solutions-focused conversations to achieve alternative work arrangements that contribute to University effectiveness while meeting the needs of the employee and the team.
2. The Staff Alternative Work Arrangements policy is intended to position MSU Denver as a most desired place to work by serving as a tool for recruitment and retention; contributing to consistent expectations and practices across departments to foster a more equitable environment; and providing flexibility for solutions in workspace management.

B. Alternative Work Arrangements

1. MSU Denver staff may request alternative work arrangements to balance work and personal commitments while ensuring that the educational and operational needs of the University and department are met. Alternative work arrangements can stand alone or be combined for long- or short-term/*ad hoc* arrangements.



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2. Staff alternative work arrangements may include but are not limited to:
 - a. Compressed Workweek
 - b. Reduced Schedule (Part-time)
 - c. Remote Location (eCommuting)
 - d. Flexible Work Schedule (Flextime)
 - e. Partial Work Year

C. Approval of Staff Alternative Work Arrangements

1. **Creating Alternative Work Arrangements:** The supervisor and the employee will work collaboratively, engaging others on the work team as appropriate, to discuss and develop any potential alternative work arrangements that achieve University goals and meet the needs of the employee and the team. Supervisors shall make decisions regarding alternative work arrangements for their respective teams. The final decision to approve or deny any alternative work arrangement shall be made at the sole discretion of the employee's supervisor.
2. **Partial Work Year and Reduced Work Schedule:** If an alternative work arrangement impacts an employee's contract or compensation, the employee must consult Human Resources.
3. **Modifying Alternative Work Arrangements:** Employees and supervisors will engage in on-going conversations to assess whether the alternative work arrangement is meeting the needs of the employee and the team. A supervisor, in consultation with the employee, may modify an employee's alternative work arrangement at any time based on departmental or operational needs, staffing requirements, or the employee's performance. When possible, the employee should be given a reasonable amount of time to make any required adjustments.



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D. Performance and Conduct

Employees will be held to the same performance standards as they would working a standard schedule. Supervisors and employees must ensure that the expected standards with respect to productivity and collaboration are met.

E. Information Security and Privacy

In accordance with Information Security policies, supervisors and employees should consider information security needs as part of the alternative work arrangements process. There may be some positions, or responsibilities within positions, that cannot be done from a remote location due to the nature of information with which they must work. Employees must be able to perform their work in a manner consistent with University information security and privacy standards.

F. Verification of Safety

In executing a remote location agreement, the employee certifies that the approved alternative worksite provides a workspace that is free of safety and fire hazards. MSU Denver assumes no liability for injuries occurring at the remote work location outside of the employee's work hours or injuries that do not arise out of employment. MSU Denver is not responsible for injuries to third parties, including family members, at the remote work location, or for damages to the employee's personal property.

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V. RELATED INFORMATION

- A. Staff Alternative Work Arrangements Guide
- B. Overtime Guidance for Non-exempt Employees who work over 40 hours
- C. Compensation Philosophy Policy
- D. Leaves of Absence for Administrators and Staff Policy
- E. Evaluation of Administrators and Staff
- F. Americans with Disabilities Act
- G. Worker's Compensation Form
- H. Occupational Safety and Health Administration: Home-Based Worksites
- I. Acceptable Use of Computing Systems Policy
- J. Data Classification Policy
- K. Device Security Policy
- L. Email and Electronic Communications Security Policy
- M. Information Security Awareness Training Policy
- N. Remote Access to Computing Systems Policy
- O. User Account (NetID) Management Policy

VII. POLICY HISTORY

- A. **Effective:** April 1, 2022
- B. **Review Schedule:** This policy is to be reviewed every five years or as necessary to conduct University operations.
- C. **Previous Versions:** This policy supersedes and replaces previous versions of University policies and procedures on flextime and other alternative work arrangements.



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VII. APPROVAL

A handwritten signature in black ink that reads "Janine Davidson".

Janine Davidson, Ph.D.
President, Metropolitan State University of Denver

N/A

Chair, Board of Trustees, if applicable