

## Flexible Work Arrangements: Benefits and Payroll Chart

*Note: In cases where the staff member is requesting to work a flexible work schedule and the majority of hours fall within a shift other than that normally scheduled, the staff member is not eligible for shift premium.*

OPTION	BENEFITS	OVERTIME CODE	TIME OFF ACCRUAL	PAYROLL CODE
<u>Flextime</u> : Offers flexibility in arrival, departure and/or meal times, typically with a designated core-time mid-day during which all staff members are present.	Normally, there would be no benefits changes unless the staff member's regular hours worked decreased. If so, the staff member should contact the Benefits Office at 684-5600 to confirm his/her benefits.	As currently designated by school, department or unit.	No adjustment required as long as regular hours worked remains the same.	No adjustment required as long as regular hours worked remains the same.
<u>Telecommuting</u> : A portion of the job to be performed off-site, on a regular, recurring basis.	Normally, there would be no benefits changes unless the staff member's regular hours worked decreased. If so, the staff member should contact the Benefits Office at 684-5600 to confirm his/her benefits.	As currently designated by school, department or unit.	No adjustment required as long as regular hours worked remains the same.	No adjustment required as long as regular hours worked remains the same.
<u>Compressed Work Week</u> : A traditional 40 hour work week is condensed into fewer than five days of work.	Normally, there would be no benefits changes unless the staff member's regular hours worked decreased. If so, the staff member should contact the Benefits Office at 684-5600 to confirm his/her benefits.	Requires change to Overtime Option #3: Over 40 hours in a work week.	No adjustment required as long as regular hours worked remains the same.	No adjustment required as long as regular hours worked remains the same.
<u>Abbreviated Work Schedule</u> : All staff members hired in regularly established classifications for a period of at least nine months or the academic year that are regularly scheduled to work at least 20 hours per week but less than 40 hours per week.	Will participate (generally on a pro rata basis determined by the number of hours paid or worked as applicable) in all benefits and work premiums except that Duke will not make contributions of Health Care Insurance premiums for those staff members scheduled to work less than thirty (30) hours per week.	As currently designated by school, department or unit.	Will accrue (generally on a pro rata basis determined by the number of hours paid or worked as applicable) vacation, sick leave or PTO for those staff members scheduled to work less than 30 hours per week.	Must submit Staff Change Form to designate change in work schedule.  <a href="http://www.hr.duke.edu/forms/staff-change.html">http://www.hr.duke.edu/forms/staff-change.html</a>

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<p><u>Part-Time Work Schedule:</u> All staff members hired to regularly established classifications that are regularly scheduled to work less than 20 hour per week.</p>	<p>All staff members hired to regularly established classifications that are regularly scheduled to work less than twenty (20) hour per week. These staff members are not eligible for benefits or work premiums other than Military Leave, Family Medical Leave, Workers' Compensation, Social Security (FICA) and Overtime as worked.</p>	<p>As currently designated by school, department or unit.</p>	<p>Not eligible to accrue vacation, sick leave or PTO.</p>	<p>Must submit Staff Change Form to designate change in work schedule.</p> <p><a href="http://www.hr.duke.edu/forms/staff-change.html">http://www.hr.duke.edu/forms/staff-change.html</a></p>
<p><u>9- or 10-Month Work Arrangement:</u> Duke offers a 10- or 9-month work arrangement where operational requirements, job duties and responsibilities permit. Where the work design permits, and with the concurrence of the supervisor and the respective dean or equivalent, full-time status can be retained, providing the individual works at least 75% full-time equivalency.</p> <p><i>Proposal submitted annually by January 15.</i></p>	<p>Normally, there would be no benefits changes unless the staff member's regular hours worked decreased. If so, the staff member should contact the Benefits Office at 684-5600 to confirm his/her benefits.</p>	<p>As currently designated by school, department or unit.</p>	<p>No adjustment required as long as regular hours worked remains the same.</p>	<p><u>Non-Exempt:</u> complete time report during working period and do not send time report during non-working period unless the staff member is using accrued and unused vacation, sick leave, holidays or PTO.</p> <p><u>Exempt:</u> Send completed Pay Exception form to Corporate Payroll Services to stop monthly paycheck during non-working period.</p>

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<p><u>Job Sharing:</u> Allows two staff members to share the responsibilities of one full-time position, typically with a prorated salary and paid time off. This is not the same as a part-time job. Each staff member shares a specific proportion of a full-time position. Creative and innovative schedules can be designed to meet the needs of the job sharers and the office.</p>	<p>Normally, there would be no benefits changes unless the staff member's regular hours worked decreased. If so, the staff member should contact the Benefits Office at 684-5600 to confirm his/her benefits.</p>	<p>Requires change to Overtime Option #3: Over 40 hours in a work week.</p>	<p>Eligible for accrual and usage of vacation, sick leave or PTO based on regularly scheduled hours of work  Scheduled &gt;20 hours and &lt;40 hours per week at a pro-rated adjustment  Scheduled &lt;20 hours per week, no accrual.</p>	<p>Must submit Staff Change Form to designate change in work schedule.   <a href="http://www.hr.duke.edu/forms/staff-change.html">http://www.hr.duke.edu/forms/staff-change.html</a></p>