

Some Work-Life Supports Universities Can Consider

Option	Brief Description
Workplace Flexibility	
Education, Awareness, & Support	provide information, normalize use, & support flexibility needs of workers
Flextime	periodically changing starting/quitting times w/in some range of hours
- Expanded work hours	extended hours of operation, allowing for early or later shifts
- Alternating Schedules	daily or periodic
- Seasonal Flexibility	coordinated with rhythms of institutions and families
- Compressed Work Weeks	working longer hours for fewer days
Part-time	flexibility in the number of hours worked
Job Sharing	two people share one job
Split (joint) Appointments	One person works 2 part-time jobs (dual career strategy)
Full-time Modified Duties	full time work with duties modified to meet temporary needs
Telecommuting	flexibility in the location of where work is performed
ROWE (Results Only Work Environment)	eval. based on what workers produce rather than number of hours
Phased Retirement	gradual reduction of hours/responsibilities during transition to full retire.
Reserved Time	maintaining regular, meeting-free times (e.g., no early meetings)
Shift Bidding	requesting changes in scheduled shift work for upcoming needs
Tenure Clock Stops	postponing tenure decision due to leave taken
Cross-training	training in another activity related to current work ("culture of coverage")
Caregiving	
Education, Awareness, & Support	provide information, normalize use, & support caregiving needs of workers
Parental Leave	paid and/or unpaid leave taken at the birth or adoption of a child
Family Leave	paid and/or unpaid leave for family care
Child Care	on- and off-site; subsidized and unsubsidized; community resources
Elder Care	on- and off-site; subsidized and unsubsidized; community resources
Lactation Support	policy, program, and facilities - provide reasonable break times
Care giving/parenting assistance	support groups, brown bag lunches, etc.
Sick Leave Bank	community fund of sick days for those in need of extra coverage
Expanded "Opt Out" Options	normalize use of policies by automatically providing them
Dual Career Assistance	
Education, Awareness, & Support	providing employment assistance to new hire's partner
Culture and Community	
Education, Awareness, & Support	promote the workplace as a community citizen
Civility and Respect	life cycle perspective, honoring diverse needs
Assisting Community Connections	promote connections for new hires, members of underrepresented groups
Community Service	time for projects that reflect dept/division strategic plan
Financial Planning & Retirement	
Education, Awareness, & Support	share University offerings; provide time
Health & Wellness	
Education, Awareness, & Support	share University offerings; provide time
Professional Development	
Education, Awareness, & Support	share University offerings; provide time
Transitional Support	resources to make careers less stressful during times of transitions
Mentoring	provide guidance and support from assigned experienced co-worker