


**HUMAN RESOURCES**

## WorkLife at SU

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### WorkLife at SU

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#### Flexible Work Arrangements (FWA)

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Flexible Work Arrangements (FWAs) are work conditions or schedules that are modified from the traditional SU work day and/or week. Proposals for a FWA are initiated by employees to address personal work/life needs while continuing to meet the needs of the job, the department, and the University. Each arrangement must satisfy the general University requirements that apply as described in the [Flexible Work Arrangements Policy](#).

The following defines the most widely used flexible work arrangements:

<b>Flextime</b>	The easiest to implement and most widely used arrangement, flextime allows for flexibility in arrival, departure and/or lunch times.
<b>Telecommuting</b>	Telecommuting allows eligible staff to work from remote work sites, either full or part-time.
<b>Compressed Work Schedules</b>	This FWA allows eligible staff members to work longer hours each day in order to have time off during another normal work day. The most common compressed workweek is a four-day, 10-hour schedule (4/40 or 4/37.5).
<b>Job-Sharing</b>	Job-sharing allows two eligible staff to do the work of one full-time worker by sharing hours and responsibilities.

Review the [Flexible Work Policy](#) on the Syracuse University Policies website as well as the [procedures](#) on the Human Resources website. Then, initiate discussion with your supervisor. The most effective FWAs are those in which both the supervisor and staff member engage in a discussion and give careful consideration to the demands of the job, performance expectations, and the staff member's work style. Follow the "Quick Links" on this page to access information necessary to understand the process for defining and formalizing your FWA, and to learn about possible pay and benefit implications.

The role of HR's department of WorkLife and Organizational Developments is to assist supervisors and staff in facilitating this process.

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