

Flexible Work Arrangements

Embracing evolving workforce trends positions the University of Arizona as a great place to work and ensures we remain competitive in the current labor market. One key workforce trend that has gained significant attention is flexible work arrangements. These arrangements offer employees an opportunity to strive for better work/life balance.

There are various types of flexible work arrangements that you may want to consider offering your applicants and employees. Including information about these arrangements in your job postings can help set your position apart from competitors and allow you to attract a wider set of applicants.

Types of Flexible Work Arrangements:

<p>Hybrid Work Week</p> <p>An employee completes some, but not all, of their scheduled hours from home or another off-site location.</p>	<p>Summer Remote Periods</p> <p>Refers to 1-4 weeks of time during the summer when an employee completes all work from home or another off-site location.</p>	<p>Fully Remote</p> <p>An employee completes all of their scheduled hours from home or another off-site location.</p>
<p>Flexible Schedule</p> <p>An employee is allowed variations in start and end times but does not change the total number of hours in a work week.</p>	<p>Compressed Work Week</p> <p>An employee completes their scheduled hours each week in less than five full workdays.</p>	<p>Core Business Hours</p> <p>Refers to set times when all employees within an area, unit, or team must be working. Time outside of core business hours are flexible.</p>

Why should flexible work arrangements be listed in a job posting?

There are various benefits to including flexible work arrangement information in your job postings.

Employer Benefits Include

- Larger & more diverse applicant pools
- Increased productivity from employees
- Increased employee retention and morale
- Reduced turnover resulting in potential cost savings

Employee Benefits Include

- Assistance in maintaining better work/life balance
- Increased flexibility in performance of duties
- Convenient work arrangements that other employers may not be able to offer

What language should be included in the job posting to illustrate the possibility of flexible work arrangements?

The following table provides sample language that you can use in your job postings to illustrate the types of flexible work arrangements you offer.

Sample 1:

The [insert “University of Arizona” or department/college] recognizes that flexible work arrangements can provide employees with many benefits. As such, we are happy to offer [insert type of work arrangement, for example “a hybrid work week”] for this position. This type of arrangement would allow the selected candidate to [insert description of the arrangement, for example “work remotely from home twice a week” or “work four ten-hour days, Monday through Thursday, with Fridays off”].

Sample 2:

This position allows for flexible work arrangements. Below is a description of the available arrangements.

- [insert available arrangement and description]
- [insert available arrangement and description]

Where should flexible work arrangement language be placed in a job posting?

To help the information stand out to applicants, hiring departments should include verbiage about flexible work options, **in bold**, within the ‘Position Highlights’ section of the requisition.

Additionally, it may be advantageous for the hiring department to include keywords such “flexible”, “remote”, “hybrid”, etc. in the ‘Keywords’ field of the requisition. This will allow applicants to find the posting more easily when using these keyword searches in Talent.

You should also consider displaying one of these keywords in the ‘Display Title’ field of the posting to help make the flexible work arrangement aspect of the position even more visible.

For more information on the University’s Flexible Work Guidelines and Resources, please visit <https://hr.arizona.edu/content/Flexible-Work-Guidelines>