



Human Resources and Payroll

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Types of Flexible Work:

Compressed Work Schedule: An acceptable schedule, agreed to by supervisor and employee, that enables completion of the traditional forty (40) hours per week in fewer than five (5) full workdays.

Flextime: A work arrangement where an employee of George Mason University works an approved Alternate Work Schedule that enables completion of the traditional forty (40) hours per week in fewer or more than five (5) full workdays. Flextime may include varying the time of day an employee works, the days of the week an employee works, or both.

Job Sharing: A work arrangement where two staff members share the responsibilities of one full-time position, in which each staff member shares a specific proportion of a full-time position. Employees who job share must be considered part-time employees.

Remote Work: A work arrangement where an employee spends most or all of their working hours outside of the traditional place of work. Remote workers differ from teleworkers in that they work from their home located far enough away from a Mason campus that commuting on a daily basis is not possible, or their position is designed for off-site work. Visits to the campus are infrequent but can be regularly scheduled.

Telework: A work arrangement where an employee of the university works at an approved alternate work site for an agreed period of time, with most of the work week spent at a university work site.