

Alternate Work Schedules and Location for Non-Faculty Employees



Approved: August 12, 2010

Revised: March 5, 2018

April 28, 2017

Next Scheduled Review: March 5, 2021

Procedure Summary

The standard workweek for all full-time, non-faculty, Texas A&M University-Central Texas (A&M-Central Texas) employees is from 8:00 a.m. to 5:00 p.m. with a one-hour lunch break, Monday through Friday. The alternate work schedule and location program permits variations on the standard workweek to create a working environment that will respond to the needs of full-time budgeted employees, increase productivity and/or enhance the service capabilities of the university. Breaks during the work day may be given according to department mission and practice.

Procedure

1. GENERAL

- 1.1 This procedure is intended to supplement system Policy 33.06 Hours of Work for Full time salaried employees and system Regulation 33.06.01 Flexible Work Arrangements.
- 1.2 The alternate work schedule and location program at A&M-Central Texas permits variation on the standard workweek and location to create a working environment that will respond to the needs of full-time budgeted employees, increase productivity, and/or enhance the service capabilities of the organization.
- 1.3 The President of A&M-Central Texas delegates authority to approve employee requests for alternate work schedules to the employee's respective vice president. The President retains sole authority to authorize changes in a department's or unit's normal operating hours.
- 1.4 Vice Presidents may approve job sharing according to the policy stated in System Regulation 33.06.01.
- 1.5 A nonexempt employee must maintain a 40-hour work week and cannot be scheduled for more than a 40 hour work week. An employee who is exempt under the FLSA must maintain the work week prescribed in system Regulation 33.01.01. A flexible

schedule does not limit the hours that an exempt employee must work to complete the job requirements.

2. PROCEDURE GUIDELINES

- 2.1 Regular full-time employees of A&M-Central Texas are eligible to apply for an alternate work schedule and location.
- 2.2 Alternate work schedules and locations are intended to be long term or temporary and flexible as to hours worked during the week provided the provisions of paragraph 1.4 are met.
- 2.3 Only when clearly to the advantage of the office or unit, without sacrificing quality or quantity of service, will an employee's alternate work schedule allow for a work day of greater than ten (10) hours or a work week of less than five (5) days.
- 2.4 Requesting an alternate work schedule to obtain an additional employment position at the university (i.e. staff employees teaching class during normal business hours) will not be approved.
- 2.5 If an alternate work schedule or location is approved because the employee is unable to perform his or her duties at their normal schedule and location due to a temporary illness or injury the employee is expected to submit sick leave and/or vacation for time spent at medical appointments or hospital stays.
- 2.6 A new request for an alternate work schedule must be submitted for approval any time the work schedule changes, including a request to return to regular work hours. When practicable, requests should be submitted at least three (3) business days in advance of the new schedule.
- 2.7 All use and/or granting of paid leave must comply with applicable System policies and regulations. Use and/or granting of paid leave must also comply with applicable university rules, standard administrative procedures, and the Fair Labor Standards Act.
- 2.8 An alternate work schedule and location for one or more employees within an administrative unit may be approved provided the following conditions are met:
 - 2.8.1 Each A&M-Central Texas office must be open for business and sufficiently staffed to meet the needs of customers and provide all respective services during the office's normal workday.
 - 2.8.2 Work that requires regular supervision or essential interaction with other staff must be scheduled when such supervisors and interacting staff are available.

3. APPROVAL AND WORKING IN AN ALTERNATE LOCATION

- 3.1 The President or designee must approve, in writing, each request for an employee to work from home or another location other than the place of business. Before approving this arrangement, the President or designee should consider equipment needs and

maintenance, employee safety, communication and supervision, and adherence to state and federal laws. When the President or designee approves the arrangement, the employee and department head must agree in writing the time frame, if there are any changes to the job duties, employee's responsibilities and other related issues and forward those changes to the Office of Human Resources.

4. REQUEST PROCEDURES FOR ALTERNATE WORK SCHEDULES AND LOCATION

- 4.1 Employees must complete an Alternate Work Schedule or Location Form and submit it to the employee's immediate supervisor, who will forward it to the Office of Human Resources for review and approval. The Office of Human Resources will then forward it to the employee's respective vice president for final approval and return to the Office of Human Resources.
- 4.2 Requests for three (3) days or less are approved by the employee's vice president but may be submitted via email to expedite the approval process. A copy of the approval email must be forwarded to the Office of Human Resources.
- 4.3 Requests to change the work hours for an entire department or unit should be forwarded by the appropriate vice president and then to the President for approval.
- 4.4 Employees within a department or unit must work the approved schedule.
- 4.5 The authorized request forms for alternate work location and/or alternate work schedule are from the Office of Human Resources' Community page in Canvas.

5. RECORD KEEPING

- 5.1 Each department will provide the Office of Human Resources with copies of written approvals or emails for alternate work schedules or location.
- 5.2 The Office of Human Resources will retain requests for alternate work schedules and alternate locations the employee's personnel file.

Related Statutes, Policies, or Requirements (Required)

System Policy [*33.06 Hours of Work for Full-time Salaried Employees*](#)
System Regulation [*33.06.01 Flexible Work Arrangements*](#)

Contact Office

Office of Human Resources
254-519-8015