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Flexible Work Arrangements



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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., Monday through Friday, with one-hour off for lunch. The flexible work arrangements program permits variations on the standard workweek to create a working environment that will respond to the needs of employees, increase productivity and/or enhance the service capabilities of the university. Breaks during the workday may be allowed according to department mission and practice. Per system policy, major offices, as designated by the chief executive officer (CEO), must be open during the noon hour with at least one person on duty to accept calls, receive visitors, or transact business.

Definitions

Alternate Work Location (AWL): a location apart from the traditional primary workstation (i.e., office, laboratory, etc.) affiliated with the geographic location/facility associated with any Texas A&M-Central Texas university property.

Designated Work Location: A fully remote assignment where work duties are regularly performed as specified by employer and suitable to an AWL arrangement because of the nature of the functions and business need associated with the location of the position. Serves as the primary work location on file.

Fully Remote Work: A designation of an ALW which allows for an employee to fulfill all their job duties from an AWL. This AWL arrangement does not require the employee to report to the primary workstation and allows them to fully function in their role leveraging technology to work and communicate.

Partially Remote Work: A designation of an AWL which allows an employee to fulfill their on-site responsibilities at the assigned primary duty station while also providing flexibility to perform assigned functions from an AWL. In this AWL arrangement, employees may be in an AWL some,

or most of the work week.

Primary Workstation: The place of employment associated with a traditional university campus facility or university owned/leased property/space serving as the worksite or physical location where employees actually perform work.

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 flexible work arrangements program at A&M-Central Texas permits variations 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 university.
- 1.3. The President of A&M-Central Texas delegates authority to approve employee requests for flexible work arrangements to the employee's respective vice president. The President retains sole authority to authorize changes in a departments 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 full-time non-exempt employee must maintain a 40-hour work week. An employee who is exempt under the Fair Labor Standards Act must maintain either a 40-hour work week or, if approved, an 80-hour schedule over two consecutive work weeks. Some full-time salaried positions require a greater number of actual working hours than others, and the acceptance of such a requirement is a condition of employment for employees in these positions. A flexible schedule does not limit the hours that an exempt employee must work to complete the job requirements.
- 1.6. Workspace, Equipment and Expenses
 - (a) Partially or fully remote employees must maintain a safe, secure, and ergonomic workspace and ensure that they have a designated workspace conducive to a professional environment. All remote work should be done utilizing university or agency owned equipment. To the extent possible and at the discretion of the department, the university will provide the necessary equipment and supplies that are needed for the specific AWL arrangement. The use of equipment provided by the university is limited to authorized persons and for purposes of relating to university business. No personally owned computers should be used, and any computer or information-technology equipment used in the performance of university business must be in compliance with all applicable university policies, including with respect to computer and network

security and data security. Employees are personally liable for lost, stolen, or damaged equipment. Employees are responsible for maintaining access to networking and/or internet capabilities at the AWL with sufficient bandwidth as necessary to perform the position's duties.

- (b) A&M-Central Texas will not provide office furniture to facilitate the partially or fully remote AWL arrangement. The university will not be responsible for home maintenance, utilities, or any other operating or incidental costs associated with the use of a residence as an AWL. Employees at a designated work location may request reimbursement for authorized expenses (such as business travel) specifically incurred in connection with the remote work in accordance with applicable policies.

1.7. Tax and Other Legal Implications

Income taxes for employees will generally be withheld as required by the state where the employee is physically located when performing the work associated with the income. The employee is responsible for personal tax requirements set by the state/country in which they are physically located or claim as their primary residence. The employee should see independent professional advice for any questions or concerns regarding tax issues. Additionally, if an AWL arrangement is proposed in a location other than the state of Texas, the Supervisor shall notify the Office of Human Resources to coordinate a legal review prior to approval which may include tax reporting, export control, immigration sponsorships, and other employment implications for the university. Requests for AWL arrangements outside of the U.S. cannot exceed sixty (60) days unless System Office of General Counsel has been consulted. AWL arrangements outside of the U.S. will also route to the local Export Control Partner for review and approval.

2. PROCEDURE GUIDELINES

- 2.1. Regular employees of A&M-Central Texas are eligible to apply for a flexible work arrangement via Workday.
- 2.2. Flexible work schedules and alternate location arrangements are intended to be long term and flexible as to hours worked during the week provided the provisions of paragraph 1.5 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 flexible work schedule arrangement allow for a workday of greater than eight (8) hours or a work week of less than five (5) days.
- 2.4. Requesting a flexible 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 a flexible work schedule or alternate work location arrangement 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, hospital stays or during any time they are unable to perform their duties.

- 2.6. A new request for a flexible work schedule must be submitted for approval any time the work schedule changes, excluding a request to return to regular work hours if those hours are 8am-5pm. When practicable, requests should be submitted at least five (5) 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. A flexible work schedule and alternate work location arrangement for one or more employees within an administrative unit may be approved provided the following if conditions are met:
 - (a) 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.
 - (b) 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 Workday each request for an employee to work remotely. Before approving this arrangement, the President or designee should consider equipment needs and maintenance, employee safety, communication and supervision, and adherence to Texas state and federal laws. When the President or designee approves the arrangement in Workday, the employee and department head must agree on Workday the time frame, 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 FLEXIBLE WORK ARRANGEMENTS

- 4.1. Employees must complete a flexible work arrangement request in Workday and submit it for approval. It will route to the immediate supervisor, Vice President, Executive Approval Officer, and Human Resources for approval. Employees must also complete the Alternate Work Location Safety and Security Checklist.
- 4.2. Requests for three (3) weeks or less are approved by the employee's supervisor and vice president and may be submitted via email. 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. An alternate work location agreement must be evaluated at least annually by the supervisor and the employee to determine if continuation of the arrangement is mutually beneficial to both the university and the employee. No alternate work location arrangement may extend

beyond one year without evaluation and reapproval.

5. OTHER

5.1. A record of the approved flexible work arrangement will exist in Workday. A supervisor may offer an employee other flexible work arrangements that benefit the employee and the university. The department may require an employee to work a flexible schedule when required by the job duties. This includes requiring shift work, work on weekends and other schedules required by the job duties and responsibilities.

Related Statutes, Policies, or Requirements

[Tex. Gov't 658.010](#)

System Policy [33.06 Hours of Work for Full-time Salaried Employees](#)

System Regulation [33.06.01 Flexible Work Arrangements](#)

Contact Office

Human Resources
254-519-8015