



## **33.06.01.N0.01 - Flexible Work Arrangements**

Approved September 1, 2005

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### **Summary**

TEEX strives to provide various programs to improve employee's work / life blending. Our goal is to create a flexible and supportive work environment for all employees while continuing to make a difference for our customers. To support this initiative, TEEX provides the following flexible work arrangement options: A Flexible Work Schedule and Teleworking.

### **Definitions**

**Flexible work schedule:** a predetermined variation to the employee's standard work schedule.

**Telework:** a work arrangement that allows an employee to perform work, during any part of regular, paid hours, at an approved alternative worksite (e.g., home, telework center, etc).

### **Requirements**

#### **1. Flexible Work Schedules**

- 1.1. Normal working hours are 8 am – 5 pm, Monday through Friday. Employees who are interested in working different working hours may do so by requesting a flexible work schedule. For employees who are required to work on a shift as designated on their position description, there is no need to submit a request.
- 1.2. The minimum timeframe for a flexible schedule is two months.
- 1.3. A flexible work schedule is not to be confused with "shifting" the work schedule to meet the agency's need. For example, an employee may be required to work on a Saturday. The supervisor may adjust hours within a **workday** and/or **workweek** if a 40-hour workweek is maintained. Any change must be preapproved by the supervisor. Shifting a schedule does not need to be documented in Workday.
- 1.4. Flexible work schedules will be designed to ensure adequate coverage during normal hours of operation.
- 1.5. Supervisors should keep in mind the following when considering an alternate work schedule:
  - 1.5.1. Ensure flexible work schedules are administered consistently and equitably.
  - 1.5.2. Ensure that the regulations/rules and coverage requirements are understood and followed.
  - 1.5.3. Coordinate the effective begin date with the first day of a pay period.

- 1.5.4. Ensure that entries in Workday are entered correctly based on the number of hours the employee is scheduled to work.
- 1.5.5. Plan and schedule job assignments, ensuring that there is sufficient staff to meet the operating requirements of the division/department.
- 1.6. A nonexempt (bi-weekly paid), employee must maintain a 40-hour workweek. An employee who is exempt under the FLSA (monthly paid) must maintain either a 40-hour workweek or an 80-hour schedule over two consecutive workweeks. Keep in mind, a flexible schedule does not limit the hours that an exempt employee must work to complete the job requirements.
- 1.7. Employees who are on a flexible work schedule will receive the same number of holiday hours off per day as those employees not on a flexible work schedule. If these hours are less than those worked on the flexible schedule the employee must either use additional hours of vacation leave or work additional hours during the workweek to make up the difference.
- 1.8. All approved flexible work schedules will need to be renewed at the start of each fiscal year.
  - 1.8.1. HR will contact the employee's supervisor to obtain email confirmation that the Flexible Work Schedule is still needed and approved. No additional forms will be required.

## **2. Telework**

- 2.1. All employees will be assigned a work location. The work location is used to assist with travel reimbursements, network access, compensation reviews, and other reporting needs. The employee's work location will be determined by one of the following:
  - 2.1.1. All budgeted and student employees will be assigned to a specific TEEX facility unless their position description requires them to work in an alternate location.
    - 2.1.1.1. Budgeted employees whose position description requires them to work at an alternate site are not considered as a teleworker for this SAP.
  - 2.1.2. Wage employees' work location will be determined by the division/department and reported on the Request for Payroll Change form ([HR-1](#)) submitted to HR.
- 2.2. The objective of teleworking is to create a flexible and supportive work environment; however, the agency's operational needs take priority over an employee's request for teleworking.
- 2.3. Eligibility for teleworking will be based on the following:
  - 2.3.1. Budgeted Employees
    - 2.3.1.1. Must have an acceptable evaluation on file with TEEX HR.
    - 2.3.1.2. Not currently on a formal disciplinary action.
    - 2.3.1.3. Be and remain current on all State of Texas, TAMUS and agency mandatory training.
- 2.4. Student employees are not eligible for teleworking.
  - 2.4.1. An exception may be granted with the recommendation of the employee's division director/HQ department head. Reasons for an exception may include: the need to be closer to the assignment, they are a student at another university, or a documented business need.

- 2.5. Telework provisions are contingent upon approval in accordance with this procedure and are not to be considered an entitlement.
- 2.6. A telework agreement may be terminated at any time by either the supervisor or the participating employee.
- 2.7. Employees are prohibited from using teleworking as their regular place of work without the approval of the agency director. The director has delegated that approval authority to the deputy director.
  - 2.7.1. All Telework approvals will need to be renewed at the start of each fiscal year.
    - 2.7.1.1. HR will contact the employee's supervisor to obtain email confirmation that the teleworking is still approved.
    - 2.7.1.2. If approved, the employee will need to resubmit the TEEX Telework Safety Checklist ([HR-28](#)). No other forms are needed.
- 2.8. If the employee has any changes to the approved telework location (i.e., moved to a new address or changed the office location in the home) the employee will need to resubmit the TEEX Telework Safety Checklist ([HR-28](#)).
  - 2.8.1. If the address has changed, the employee will need to update Workday.

### **3. Procedures**

#### **3.1. Flexible Work Schedules**

- 3.1.1. The employee will discuss their desire to work a flexible work schedule with their supervisor.
- 3.1.2. The employee will submit the Bi-Weekly (Hourly) Employee Alternate Work Schedule Request ([HR- 25](#)) or Monthly Employee Alternate Work Schedule Request ([HR-26](#)) form to their supervisor for consideration.
- 3.1.3. If the flexible work schedule is requested for a medical reason, the employee will be required to submit the medical certification form to Human Resources.
- 3.1.4. The supervisor will review the request and:
  - 3.1.4.1. If recommending for approval will sign and submit the form to their division director/HQ department head.
  - 3.1.4.2. If not recommending will return the form to the employee with the reasons why they are not recommending.
- 3.1.5. The division director/HQ department head will review the request and:
  - 3.1.5.1. If recommending for approval will sign and submit the form to TEEX Human Resources.
  - 3.1.5.2. If not recommending will return the form to the employee with the reasons why they are not recommending.
- 3.1.6. Human Resources will update the appropriate log, disseminate as needed, and place the schedule in the employee's personnel file.

#### **3.2. Teleworking**

- 3.2.1. The employee must complete the TEEX Telework for Employees training course on TEEXTrain.
- 3.2.2. Discuss the possibility for teleworking with your supervisor before submitting a written request.

- 3.2.3. After discussing it with the supervisor, submit the TEEEX Telework Request form ([HR-27](#)) and TEEEX Telework Safety Checklist ([HR-28](#)) to the supervisor.
  - 3.2.3.1. If the telework location is requested for a medical reason, the employee will be required to submit the medical certification form to Human Resources.
  - 3.2.3.2. If the telework location is requested as an accommodation under the American Disabilities Act, appropriate medical information must be submitted.
- 3.2.4. The supervisor must complete the TEEEX Telework for Managers training course on TEEEXTrain.
- 3.2.5. Upon receipt of the written telework request from the employee, the supervisor will consider the impact of the telework agreement on the department (e.g., staffing, customer service, timely handling of routine tasks, phone coverage, team responsibilities, and other operational considerations).
- 3.2.6. The supervisor should consider completing the [TEEX Telework Feasibility Assessment](#) for all teleworking requests.
  - 3.2.6.1. This form does not need to be submitted to HR with the teleworking request and related documents, however, it is encouraged the supervisor keep a copy for their records.
- 3.2.7. If the supervisor is recommending for approval, complete Section II of the TEEEX Telework Request ([HR-27](#)), sign and submit to the division director/HQ department head.
- 3.2.8. If the supervisor is not recommending for approval, return the form to the employee with the reasons why they are not recommending.
- 3.2.9. The division director/HQ department head will review the request and:
  - 3.2.9.1. If recommending for approval will sign and submit the form to TEEEX Human Resources.
  - 3.2.9.2. If not recommending will return the form to the employee with the reasons why they are not recommending.
- 3.2.10. Upon receipt, Human Resources will:
  - 3.2.10.1. Review the request to determine if the employee is eligible for teleworking and submit to the deputy director as applicable.
  - 3.2.10.2. Contact the supervisor and division director/HQ department head of approval/nonapproval and the supervisor in turn will notify the employee.
  - 3.2.10.3. Update the agency's teleworking log.
  - 3.2.10.4. File the approved request in the employee's personnel file.

## Quality Assurance Measures

Human Resources continuously monitors, with support from OGC, the implementation of this SAP.

## Related Statutes, Policies, or Requirements

TAMUS Regulation 33.06.01 - Flexible Work Arrangements

## **Appendix**

TEEX Telework Guidelines

TEEX Form HR 25 - Bi-Weekly (Hourly) Employee Alternate Work Schedule Request

TEEX Form HR 26 - Monthly Employee Alternate Work Schedule Request

TEEX Form HR 27 - TEEX Telework Request Form

TEEX Form HR 28 - TEEX Telework Safety Checklist

TEEX Telework Feasibility Assessment

## **Office of Responsibility**

Human Resources

979-458-6801