33.06.01.C0.01 Flexible Work Arrangements for Nonfaculty Employees

Approved July 23, 2009
Revised June 13, 2013
Supplements System Policy 33.06 and System Regulation 33.06.01 and

1. FLEXIBLE WORKING ARRANGEMENTS

The university may authorize flexible work arrangements for employees when such arrangements respond to the needs of employees, increase productivity and/or enhance the service capabilities of the organization. These arrangements may involve, but are not limited to, alternate locations, work schedules or types of jobs. All required approvals must be obtained in writing and in advance of the commencement of the flexible work arrangements.

1.1 Compliance with Related System Regulation

All flexible working arrangements must comply with System Policy 33.06 and System Regulation 33.06.01, Flexible Work Arrangements.

1.2 Working in an Alternate Location

A request for an individual to work from home or another location away from the campus must be approved in writing by the appropriate Vice President, or the CEO for units not reporting to a Vice President. Per TAMUS Regulations, approvers must consider equipment needs and maintenance, employee safety, communication and supervision, and adherence to state and federal laws. When the CEO or designee approves the arrangement, the employee and department head must agree in writing to the job duties, employee’s responsibilities and other related issues. This arrangement may be long-term or temporary.

1.3 Job Sharing

Two or more employees may share a single job. Such employees will be treated as part-time employees entitled to the benefits and subject to the policies, regulations and rules that apply to other part-time employees based on the percentage of full-time worked. Job sharing arrangements must be approved in writing by the appropriate Vice President, or the CEO for units not reporting to a Vice President.

1.4 Flexible Work Schedules

A flexible work schedule permits an employee to work a predetermined and approved variation of his or her standard work schedule. The minimum time for flexible work schedules is two months. Deans and Directors are authorized to approve flexible work schedules.
1.5 Temporary Adjustments of Work Schedules

With the approval of the unit head, full-time employee may adjust hours within a workday or workweek as long as a 40-hour workweek is maintained. The temporary adjustment must be for a justifiable reason. Such arrangements are not considered flexible work schedules as described in section 1.4.

1.6 Flexible Work Schedule Required by Job Duties

The university may require an employee to work a flexible schedule when required by the job duties. Examples include shift work, work on weekends and other schedules required by the job duties and responsibilities.

2. LEAVE REQUESTS

2.1 Employees whose work schedule deviates from the regular university schedule will submit a leave request for the number of hours scheduled and not worked. For example, an employee has an approved flex schedule and works 10 hours on Tuesdays. An absence on a Tuesday would require a leave form for 10 hours.

2.2 Faculty members and academic administrators should refer to University Procedure 31.03.02.C1.02, Faculty Sick Leave Usage.

3. HOLIDAYS

3.1 All regular employees will be entitled to paid holidays as provided by System Regulation 31.04.01, System Holidays.

3.2 If an employee’s work schedule deviates from the regular University work schedule, additional actions and approvals by the supervisor and/or unit head may be necessary.

3.3 Employees who are scheduled to work more hours than what is approved on the holiday schedule must use other available leave, such as vacation leave. Alternatively, the employee may work additional hours within the work week to make up the difference with supervisor approval.

Example: An employee has an approved flex schedule and works 10 hours on Tuesdays. There is an approved holiday for a Tuesday for 8 hours. The employee can only receive 8 hours of holiday time for that day. Therefore, to complete a 40 hour work week, the employee must request leave for the 2 hours or work an additional 2 hours during the workweek.
3.4 Employees who are scheduled to work fewer hours than what is approved for the holiday will receive compensatory time to use at a later date with supervisor approval.

Example: An employee’s has an approved flex schedule and works 6 hours on Fridays. There is an approved holiday for a Friday for 8 hours. The employee is entitled to 8 hours of holiday time. The employee will receive compensatory time for 2 hours.

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