

## 33.06.01.C0.01 Flexible Work Arrangements for Non-Faculty Employees



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### Procedure Statement

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Texas A&M University-Corpus Christi may authorize flexible work arrangements for units and employees when such arrangements respond to the compelling needs of units, increase productivity, and/or enhance the service capabilities of the organization, and do not create an unreasonable hardship for the university. Units that have a business need can deviate from the regular work schedule with approval from the appropriate vice president or the CEO for units not reporting to a vice president. Work arrangement requests made due to a medical condition are addressed in University Procedure *08.01.01.C1.01, Reasonable Accommodation Request for Employee and Applicants Under the Americans with Disabilities Act, as amended* and System Regulation *31.03.05, Family and Medical Leave*.

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### Reason for Procedure

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This procedure defines and provides guidance on implementing flexible work arrangements for Texas A&M University-Corpus Christi non-faculty employees.

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### Procedures and Responsibilities

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#### 1. FLEXIBLE WORKING ARRANGEMENTS

Flexible work 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, Hours of Work for Full-time Salaried Employees* 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 System 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. The arrangement shall be evaluated initially after six (6) months and reevaluated annually thereafter.

## 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, rules, and procedures 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 (2) months. The arrangement shall be initially evaluated after six (6) months and reevaluated annually thereafter. Deans and directors are authorized to approve flexible work schedules.

## 1.5 Temporary Adjustments of Work Schedules

With the approval of the unit head, an employee may adjust hours within a workday or workweek. The temporary adjustment must be for a justifiable reason. Such arrangements are not considered flexible work schedules as described in section 1.4 of this procedure.

## 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.

## 1.7 Break Time for Nursing Mothers

The university is committed to supporting employees who choose to breastfeed. Employees may seek reasonable accommodations to include break time by

contacting Human Resources. Discrimination against an employee for exercising her right to express milk in the workplace is prohibited.

## 2. LEAVE AND HOLIDAYS

- 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.

Example: An employee has an approved flex schedule and works ten (10) hours on Tuesdays. An absence on a Tuesday would require a leave form for ten (10) hours.

- 2.2 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, for the number of hours scheduled and not worked. 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 ten (10) hours on Tuesdays. There is an approved holiday for a Tuesday for eight (8) hours. The employee can only receive eight (8) hours of holiday time for that day. Therefore, to complete a 40-hour work week, the employee must request leave for the two (2) hours or work an additional two (2) hours during the workweek.

- 2.3 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 six (6) hours on Fridays. There is an approved holiday for a Friday for eight (8) hours. The employee is entitled to eight (8) hours of holiday time. The employee will receive compensatory time for two (2) hours.

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## Related Statutes, Policies or Requirements

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

System Regulation [\*31.03.05, Family and Medical Leave\*](#)

System Regulation [\*31.04.01, System Holidays\*](#)

System Regulation [\*33.06.01, Flexible Work Arrangements\*](#)

University Procedure [\*08.01.01.C1.01, Reasonable Accommodation Request for Employee and Applicants Under the Americans with Disabilities Act, as amended\*](#)

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## Contact Office

Contact for clarification and interpretation: Director of Human Resources  
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