

Policies of the University of North Texas System Administration	Chapter 03
03.120 Flexible Work Arrangement	Human Resources

Policy Statement. The University of North Texas System Administration endeavors to foster a work environment that maximizes productivity and flexibility for supervisors and staff. The System Administration allows flexible work arrangements, at the discretion of supervisors, to enable employees to serve customers, meet institutional and departmental goals, and balance professional and personal responsibilities. Flexible work arrangements may be implemented as a means of achieving administrative efficiency, improving productivity and job performance, supporting business continuity plans, and supporting the hiring and retention of a highly competent workforce through work/life balance. A flexible work arrangement is a privilege and not a right. The availability of flexible work arrangements is not intended to change a department’s regular hours of operation, nor does it alter the responsibility or diminish the authority of supervisors to establish and adjust work schedules.

Application of Policy. Regular Staff

Definitions

1. **Alternate Work Location.** “Alternate Work Location” means an approved work site other than the employee’s regularly assigned place of employment where official System Administration business is performed. Such locations may include, but are not limited to, an employee’s home.
2. **Compressed Workweek.** “Compressed Workweek” means an arrangement that enables employees to work extended daily hours in order to take a portion of a day or a full day off during the work period. For example:
 - a. The "4-10" (or "4-40") work week (4 days at 10 hours per day after a 30- to 60-minute lunch)
 - b. The "4-9-4" work week (4 days at 9 hours per day after a 30- to 60-minute lunch, and one 4-hour day)
3. **Flexible Work Arrangement.** “Flexible Work Arrangement” means an arrangement that allows an employee to work hours other than 8:00-5:00, on days other than Monday through Friday, or work from a location other than a System Administration location.
4. **Flexible Work Schedule.** “Flexible Work Schedule” means a work schedule that allows

employees to work hours other than the normal operating hours of the System Administration. For example:

- a. 7:00 a.m. to 3:30 p.m. Monday-Friday (with a 30-minute lunch)
 - b. 9:00 a.m. to 6:00 p.m. Monday-Friday (with an hour lunch)
 - c. 7:00 a.m. to 4:00 p.m. Monday-Friday (with an hour lunch)
5. Regular Staff. "Regular Staff" means an employee who is scheduled to work at least 20 hours per week for a period of at least 4 ½ months and is not employed in a position for which the employee is required to be a student as a condition of the employment.
 6. Regularly Assigned Place of Employment. "Regularly Assigned Place of Employment" means the location where an employee usually and customarily reports for work.
 7. Remote Working. "Remote Working" means the performance of normal work duties at a location away from an employee's regularly assigned place of employment. This off-site location is most often the employee's home.

Procedures and Responsibilities

1. This policy is not intended to address the occasional or sporadic scheduling incidences within a workweek, but to address long-term arrangements where a flexible schedule or working from a remote location is requested and approved according to policy.
2. Requirements
 - a. The flexible work arrangement shall not alter the employee's obligation to observe all System Administration rules, policies (including but not limited to the outside employment policy), and procedures, unless expressly altered by this policy.
 - b. All requests require approval as specified in the Flexible Work Arrangement Policy.
 - c. Flexible work arrangements may be changed at any time at the discretion of the supervisor. Supervisors should, but are not required to provide five business days' notice of changes in flexible work arrangements.
 - d. Individual work schedules must meet departmental operating and service needs. Specifically, flexible work arrangements and schedules shall be developed and administered in a way that allows the department to remain open during normal System Administration hours.

- e. All work schedules must be documented in accordance with the Flexible Work Arrangement Guidelines.
- f. The appropriate second level supervisor will make the final decision to approve or deny a Flexible Work Arrangement request. This decision is at the sole discretion of the System Administration and is not subject to the grievance procedure.
- g. When working remotely, employees are expected to work their regularly scheduled hours. Overtime must be approved in advance. Departments must ensure office coverage during normal office hours.
- h. Working remotely is not intended to serve as a substitute for child or adult care. However, in an effort to be an employer of choice, working remotely could be a valuable tool to individuals with caregiving responsibilities, provided that their productivity or quality of work is not compromised.
- i. Remote work should not be a substitute for taking time off as protected by the Family and Medical Leave Act (FMLA). Under the FMLA, an employee will not be permitted to work from home unless approved for intermittent or a reduced work schedule as indicated in the employee's medical certification.
- j. Supervisors and employees are encouraged to complete training related to developing and managing flexible work arrangements to ensure understanding of mutual responsibilities before employees submit a flexible work arrangement schedule for review and approval.
- k. All flexible work arrangements must comply with the Flexible Work Arrangement Guidelines.

3. Timekeeping

All employees who have a flexible work arrangement may be required to submit weekly time reports as well as any other records related to work hours required by the supervisor. Failure to provide records in a timely manner, when requested, may result in disciplinary action.

4. Infrastructure Support

The System Administration is not obligated to provide any infrastructure to support the remote working effort, i.e. PCs or laptops for home use, reimbursement for internet connectivity at home, or reimbursement for home telephone expenses. All remote work must comply with UNT System Administration information security requirements.

5. Workplace Injury and Property Damage

a. Injuries at Alternate Work Location

The System Administration is not responsible for injury at the alternate work location to any other person who would not be in the work area if the duties were being performed at the regular place of employment. Employees injured while working remotely must notify their supervisor immediately and complete all requested documents regarding any injury in accordance with UNT System Administration Policy 03.115 (Workers' Compensation Insurance).

b. Damages to Personal Property and Operating Costs

The System Administration is not responsible for damages to employee-owned property that is used while working remotely. The System Administration will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g. utilities, telephone, insurance) for working remotely.

6. Termination of Flexible Work Arrangements

Flexible work arrangements may be terminated by either the employee or the System Administration at any time for failure to comply with the terms of the Flexible Work Arrangement Guidelines or System Administration policies, or for diminishment in performance while participating in a flexible work arrangement, even if the diminishment does not warrant disciplinary or corrective action. All notes, data, reference materials, sketches, drawings, memoranda, reports, records, equipment, software, supplies, and any other property issued to the employee is considered System Administration property and must be returned upon termination of agreement.

References and Cross-references.

University of North Texas Regents Rule 05.1200
System Administration Policy 03.115, Workers' Compensation Insurance
System Administration Policy 08.100, Information Security
System Administration Policy 03.101, Office and Working Hours

Forms and Tools:

Flexible Work Arrangement Agreement
Flexible Work Arrangement Guidelines
Remote Worker Request Form

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