

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 (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, as an accommodation under the Americans with Disabilities Act, 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 physical 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 week. For example:
 - a. The "4-10" (or "4-40") work week (4 days at 10 hours per day including a 30- to 60- minute lunch)
 - b. The "4-9-4" work week (4 days at 9 hours per day including a 30- to 60- minute lunch, and one 4-hour day)
3. **Computer Equipment.** "Computer Equipment" means laptops, desktop computers, docking stations, monitors, printers, scanners, and cables assigned to an employee.

4. 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 from a location other than the employee’s regularly assigned place of employment at a System Administration work location.
5. 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)
6. 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.
7. Regularly Assigned Place of Employment. “Regularly Assigned Place of Employment” means the location where an employee usually and customarily reports for work.
8. Remote Working. “Remote Working” means the performance of normal work duties at an alternate work location 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. Supervisors can require an employee to work remotely ensuring that the employee continues to work standard hours with or without a flexible work schedule.
3. Requirements and Responsibilities.
 - a. General
 - i. Participation in a Flexible Work Arrangement does not alter the

employee's work relationship nor does it relieve an employee from the obligation to abide by all Regents Rules, System Regulations and System Administration policies and procedures, unless expressly altered by this policy.

- ii. All supervisors and employees participating in a Flexible Work Arrangement are required to complete training related to flexible work arrangements to ensure understanding of mutual responsibilities whether the remote work arrangement is at the employee's request or supervisor's direction. The training must be completed within five days either of the request or after the requirement to work remotely began.
- iii. All flexible work arrangements must comply with the Flexible Work Arrangement Guidelines.

b. Employee Responsibilities and Conditions.

- i. All existing terms and conditions of employment, including but not limited to the position description, salary, benefits, vacation, sick leave and overtime remain the same as if the employee worked only at his or her regularly assigned place of employment.
- ii. Employees requesting to work remotely must complete the Flexible Work Arrangement Form. Employees who are required to work remotely do not need to complete a Flexible Work Arrangement Form.
- iii. All requests require approval by the immediate supervisor and second level supervisor through the form required by Human Resources prior to engaging in any type of flexible work arrangement. Supervisors have the discretion to approve or deny an employee's request based on job or business related criteria.
- iv. When working remotely, employees are expected to work their regularly scheduled hours unless a flexible work schedule has been approved. Overtime must be approved in advance. Departments must ensure office coverage during normal office hours.
- v. Employees must adhere to any meeting requirements established by their supervisor. The attendance requirements may be via videoconference (with or without the camera enabled), phone or face-to-face at the Regularly Assigned Place of Employment or other appropriate designated location.

- vi. Working remotely is not intended to serve as a substitute for child or adult care. However, working remotely may be utilized by individuals with caregiving responsibilities, provided that their productivity and quality of work is not compromised.
 - vii. Remote work is not a substitute for taking time off from work, including absences protected by the Family and Medical Leave Act (FMLA).
 - viii. Employees may request to terminate a Flexible Work Arrangement at any time.
 - ix. All information and materials related to System Administration business shall be properly secured from unauthorized access and disclosure regardless of the employee's work location.
- c. Supervisor responsibilities.
- i. Flexible work arrangements may be changed or terminated at any time at the discretion of the supervisor, unless the flexible work arrangement is a condition of a workplace accommodation agreement.. Supervisors are encouraged to review the flexible work arrangement annually. Supervisors should, but are not required to, provide the employee five business days' notice of changes in flexible work arrangements.
 - ii. Flexible work arrangements that are a workplace accommodation under the Americans with Disabilities Act cannot be changed or terminated without consulting Human Resources.
 - iii. The appropriate second level supervisor will make the final decision to approve or deny the request, change or termination of a Flexible Work Arrangement agreement.
 - iv. 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.
 - v. All work schedules must be documented in accordance with and comply with the Flexible Work Arrangement Guidelines.

4. Timekeeping.

All employees who have a flexible work arrangement are required to comply with timekeeping procedures and may be required to establish recurring meetings with supervisors or other employees, schedule brief period check-ins (e.g. daily, weekly, etc.) and submit work productivity reports or emails as well as other supportive documentation regarding productivity as requested by the supervisor. Supervisors are encouraged to identify any reporting expectations in advance.

5. Infrastructure and Materials Support.

- a. Employees voluntarily working remotely. The System Administration is not obligated to provide any infrastructure, materials, or assigned computer equipment to support the remote working effort (e.g., computer/laptop, printer, office supplies, furniture reimbursement for internet connectivity at home, or reimbursement for home telephone expenses), but supervisors may, for good business reason, allow employees to transfer portable computing equipment to and from the remote work location.
- b. Employees required to work remotely. Employees who are required to work remotely may, with supervisor and IT services approval for good business reason, transfer or arrange to have transferred assigned computer equipment to their remote work location. The System Administration is not obligated to provide any other infrastructure or any materials to support the remote working effort (e.g., office supplies, furniture, reimbursement for internet connectivity at home, or reimbursement for home telephone expenses), and may not do so unless a good business reason to accomplish a public purpose is demonstrated and approved by the second level supervisor.
- c. Employees with equipment that serves as an accommodation under the Americans with Disabilities Act may transfer or arrange to have transferred such equipment to their remote work location.
- d. All remote work must comply with System Administration information security requirements.
- e. All assets (e.g. equipment) transferred from the Regularly Assigned Place of Employment must adhere to the Asset Management policy (04.701).

6. 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 non-employee 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.

7. Termination of Flexible Work Arrangement

Flexible work arrangements whether voluntary or required, may be terminated by either the System Administration at any time, requiring the employee or the System Administration at any time to physically report to the Regularly Assigned Place of Employment. All notes, data, reference materials, sketches, drawings, memoranda, reports, records, equipment, software, supplies, and any other property issued to the employee in connection with the flexible work arrangement is considered System Administration property and must be returned upon termination of the arrangement.

References and Cross-references.

University of North Texas System Board of Regents Rule 05.1200
System Administration Policy 03.101, Office and Working Hours
System Administration Policy 03.115, Workers' Compensation Insurance
System Administration Policy 03.621, Family and Medical Leave
System Administration Policy 03.702, Dual Employment with other Texas State Agencies or Public Institutions of Higher Education
System Administration Policy 03.801 Outside Activities
System Administration Policy 03.902, Employment of People with Disabilities
System Administration Policy 04.701, Asset Management
System Administration Policy 08.100, Information Security

Forms and Tools.

[Flexible Work Arrangement Guidelines](#)

[Flexible Work Arrangement Form](#)

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