

FLEXIBLE WORK ARRANGEMENT GUIDELINES

UNT System Administration

General Considerations

1. The University of North Texas System Administration (System Administration) normally requires that work be performed on university property. In order to promote general work efficiencies, the System Administration may permit or direct designated eligible employees to work alternative work schedules and/or at alternate work locations for all or part of the workweek.
2. A flexible work arrangement is a privilege and not a right. Flexible work arrangements do not change the conditions of employment or required compliance with policies. These arrangements do not constitute an employment contract and they do not create a property interest in employment.
3. Human Resources provides consultation, training and online resources to assist supervisors and employees with best practices in proposing and managing flexible work arrangements. Human Resources will review all submitted Flexible Work Arrangement Forms before the arrangement is approved.
4. **Compensation and Benefits**—An employee's compensation and benefits will not change as a result of implementing a flexible working arrangement of compressed workweek, flextime or working remotely, including holidays. System Administration holidays are based on an 8-hour day. For this reason, if an employee is approved for a compressed workweek, and a holiday falls on a 10-hour workday, only 8 of those hours will be charged as holiday. The remaining two hours must be taken as a vacation and/or compensatory time or worked on another day during that workweek. The employee could elect to revert to a 5-day/8 hour schedule for the holiday workweek to avoid having to use accrued leave or making up the time on another workday.
5. **Hours of Work** - When working remotely, employees are expected to work their regularly scheduled hours. Overtime must be approved in advance.
6. **Attendance at Meetings** - Supervisors may require employees to report as needed for work-related meetings or other events or may meet with employees in an alternate work location as needed to discuss work progress or other work related issues. Advanced notice should be provided when possible.
7. **Workplace Injury and Property Damage** - The System Administration may be liable for employee's job-related injuries or occupational illness or disease that occur during employees' established work hours in their alternate work locations. Due to this, it is critical that the employee understand that they are responsible for maintaining a designated workspace in a clean, professional and safe condition at the 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. The System Administration retains the right to pre-arranged on-site inspections of this work area during work hours. Employees injured while working remotely must notify their supervisor immediately and complete all requested documents regarding any injury in

accordance with UNT System Policy 03.115 (Workers' Compensation Insurance).

8. **Timekeeping and Leave Criteria** - *Timekeeping*: employees may be required to submit weekly regular time reports as specified by the supervisor and in accordance with university policy and any other records related to work hours agreed upon with the supervisor. Departments shall maintain time records for the employee. *Leave*: pursuant to established university policies, employees must obtain supervisory approval before taking leave.
9. **Equipment and Security** - Each employee is responsible for adhering to UNT System Policy 08.100: Information Security and UNT System Information Security Handbook in regard to ensuring the confidentiality, integrity, and availability of data, information, and information resources while working remotely. Employees are required to ensure that personal or university owned technology or equipment used during flexible work arrangements and remote work arrangements adhere to the protection requirements noted in the UNT System Information Security Handbook, and does not allow an unauthorized party access to University owned data, information, or information resources. Employees are required to adhere to University policies regarding copyright laws, intellectual property, and other policies related to use of information resources and equipment.
10. **Data Backup while working remotely** - To ensure proper protection and backup of data, the employee agrees to periodically save files to locations properly maintained by the System Administration rather than keeping the only copy of data on the local hard drive of the remote computer. In addition, data must be protected in accordance with the UNT System Information Security Handbook based on its data categorization (i.e., public, proprietary, or confidential). Confidential data must be encrypted if stored on a portable device, removable media, or on a non-university owned device.
11. **Employee-owned Hardware and Software Used while working remotely** - All computers connecting to the University's network via digital subscriber line (DSL), cable modem service, or through an internet service provider (ISP) are required to use properly configured virtual private network (VPN) or remote terminal services software, personal firewall software, remote control software provided by the University and to be running current virus protection software. Computers not properly configured and/or secured for remote work will be disconnected from the University's network until corrected. Products or programs the employee develops while working remotely remain the property of the System Administration. A remote worker must use only approved communication software when connecting with The University network. The University will not be liable for damages to employee-owned equipment resulting from participation in the remote work program. Likewise, the University will not be responsible for operation costs, home maintenance, or any other incidental costs (e.g. utilities, basic telephone service, insurance) associated with the use of the employee's residence for remote work, unless specifically provided otherwise in advance in writing by the head of the employee's department.
12. **Supplies** - Office supplies for the alternate workspace will not be provided by System Administration. Out-of-pocket expenses for materials and supplies normally available at the regular work location (e.g. paper, pens, printer cartridges, etc.) will not be reimbursed.

Departmental Considerations

The department manager should assure that the jobs chosen for flexible work arrangements are adapted easily to an alternative arrangement, especially in working remotely. Jobs that may be eligible to work remotely include jobs that consist of writing, reading, editing and working with data. The supervisor should evaluate both the characteristics of the position and of the incumbent or applicant. Ideal employees for flexible work arrangements are self-motivated and responsible; results-oriented and comfortable setting priorities and deadlines; able to work independently; need minimal supervision; successful in current position; knowledgeable about office procedures; an effective communicator who takes initiative; adaptable to changing routines and environments; and committed to the flexible arrangement.

As with any employee, performance expectations and goals for each workweek must be established and met.

The supervisor, along with the employee should research and identify what resources are needed for the employee and should schedule regular meetings to assess needs, give feedback, discuss problems, etc. The supervisor should review the flexible work arrangement periodically and make necessary adjustments in order to address any changing business demands.

The supervisor may approve, deny or present an alternative flexible work arrangement that is proposed by the employee. If the supervisor and the employee do not agree on the aspects of the schedule, then the employee will continue to work his or her standard hours at the regularly assigned place of employment. In general, flexible work arrangements are a privilege, which may be granted under appropriate circumstances for high performing employees whose job responsibilities are suited to such arrangements and each request to deviate from the normal schedule and/or location will be evaluated on an individual basis.

Generally, requests for flexible work arrangements may be considered when:

- The employee has demonstrated sustained high performance and when the manager believes that the employee can maintain the expected quantity and quality of work;
- Quality of service can be maintained for students, faculty and other members of the campus community; and when
- Flexible work arrangements are appropriate considering the nature of the employee's job.
- Flexible Work Arrangements need to support the strategic objectives of System Administration.
- The employee has not received a written disciplinary action for the last six months.
- Supervisors are responsible for reviewing all flexible work arrangements every three months to ensure it continues to meet the terms of the policy.
- The Flexible Work Arrangement Policy will be reviewed every twenty-four months to make

sure it meets the overall objectives of UNT System.

Employee Considerations

Employees participating in a flexible work arrangement are responsible for adhering to all terms of the arrangement. Employees that have been approved for remote work shall provide and maintain a healthy and safe environment at the remote worksite; use only university approved software for connecting with the University's network from the remote worksite; run current anti-virus software at all times and follow all university information security rules, copyright laws and manufacturer licensing agreements; comply with the University's property administration procedures, and maintain accurate time and accounting documentation to support and substantiate his or her work hours and work products.

Termination of Arrangement

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.