

Policies of the University of North Texas Health Science Center	Chapter 05
<b>05.617 Flexible Work Arrangement</b>	Human Resources

**Policy Statement.** The University of North Texas Health Science Center (UNTHSC) endeavors to foster a work environment that maximizes productivity and flexibility for supervisors and staff. The UNTHSC 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 UNTHSC 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 a.m. to 5:00 p.m., on days other than Monday through Friday, or work from a location other than a UNTHSC 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 UNTHSC. 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. Hours Worked. “Hours worked” means all time spent by a staff member that is primarily for the benefit of UNTHSC and is controlled or directed by UNTHSC. Such time includes:
- a. Required “on duty” time
  - b. Time which an employee is “permitted” to work, even if not requested or required
  - c. Waiting, “idle” time, rest periods, or other breaks of short duration (from five minutes to about twenty minutes)
  - d. Time spent traveling on official business
  - e. Time spent in training directed or approved by the supervisor
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 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. Office Hours. A normal workweek begins at 12:01 a.m. Sunday and ends at midnight the following Saturday. State law sets the minimum workweek for regular full-time salaried employees at forty (40) hours. The workday of personnel may be staggered,

however, provided that administrative offices will be open from 8:00 a.m. to 5:00 p.m. each weekday, Monday through Friday, except on designated holidays. Offices shall remain open during the noon hours each working day with at least one person on duty to accept calls, receive visitors, or transact business.

### 3. Requirements

- a. The flexible work arrangement shall not alter the employee's obligation to observe all UNTHSC 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 this 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 UNTHSC hours.
- e. All work schedules must be documented in accordance with the Flexible Work Arrangement Guidelines.
- f. Flexible Work Arrangement requests must be approved by the employee's supervisor and the appropriate second level supervisor. The 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 UNTHSC and is not subject to the grievance procedure.
- g. When working remotely, employees are expected to work their regularly scheduled hours. Overtime or adjusted work time must be approved in advance. Departments must ensure office coverage during normal office hours.
- h. When working remotely, the employee and supervisor should agree on how productivity and output will be measured for the time the employee is permitted to work at an alternate work location, and agree on regular productivity reviews to ensure the effectiveness of the arrangement.
- 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 required to complete training related to developing and managing flexible work arrangements specific to remote work to ensure understanding of mutual responsibilities before supervisors can approve any positions for consideration of such arrangements, and employees can submit a flexible work arrangement schedule for review and approval.

#### 4. Timekeeping

- a. All employees who have a flexible work arrangement may be required to submit weekly time reports as well as any other records related to hours worked as required by the supervisor. Failure to provide records in a timely manner, when requested, may result in withdrawal of the FWA or disciplinary action.
- b. Lunch Periods. Employees are entitled to a maximum of one hour for a lunch period, depending on their assigned work schedule. Lunch periods are to be scheduled by supervisors to ensure that work requirements are effectively continued.
- c. Rest Periods. Workload permitting, full-time staff members are entitled a rest period of not more than 15 minutes during the first half of a regular workday and not more than 15 minutes during the second half of a regular workday. Part-time employees who are scheduled to work four hours or more, but less than a full day, are entitled to one fifteen-minute rest period. Rest periods cannot be accumulated for use at a later date nor used to shorten the regular workday. In all instances, the utilization of rest periods is subject to the workload demands of the organizational unit.
- d. Each staff member must observe the regular work schedule for the designated work location. Any individual who is consistently late for work, or who does not return from rest periods or lunch periods promptly, is subject to disciplinary action. The staff member is responsible for notifying the supervisor if he/she will be late or absent from work. When it is necessary to leave work early, the staff member is to make necessary arrangements with the supervisor.

#### 5. Infrastructure Support

Computing devices and resources will be provided to employees working remotely at the budgetary discretion of the employing department. The ability of the employing department to provide adequate computing resources, meeting the information security and supportability requirements of system and institutional policies, shall be a requirement in the employee's ability to work remotely. Remote technical support will not be provided for computing devices not institutionally owned. Hardware and software support requiring technician assistance will require the device to be presented physically to UNTHSC support staff on UNTHSC premises. The employee's

use of computing devices and information resources must meet standards set forth in UNT System and UNTHSC Information Security policies.

6. Workplace Injury and Property Damage

- a. Injuries at Alternate Work Location. The UNTHSC 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 UNTHSC Policy 05.803 (Workers' Compensation Insurance).
- b. Damages to Personal Property and Operating Costs. The UNTHSC is not responsible for damages to employee-owned property that is used while working remotely. The UNTHSC will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g. utilities, insurance, etc.) for working remotely.

7. Termination of Flexible Work Arrangements

Flexible work arrangements may be terminated by either the employee or the UNTHSC at any time for failure to comply with the terms of the Flexible Work Arrangement Guidelines or UNTHSC 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 UNTHSC property and must be returned upon termination of agreement.

**References and Cross-references.**

Texas Government Code Chapter 658

Texas Government Code Chapter 662

University of North Texas Regents Rule 05.1200

UNT Health Science Center Policy 05.803 (Workers' Compensation)

UNT Health Science Center Policy 04.301 (Acceptable Electronic Communications Use Policy)

UNT System Policy 08.100, Information Security

**Forms and Tools:**

Flexible Work Arrangement Guidelines

Flexible Work Arrangement Form

Approved:  
04/09/2018

Effective:  
04/16/2018

Revised: