

33.06.01.E0.01 Flexible Work Arrangement

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Next Scheduled Review: November 3, 2020

Supplements System Policy 33.06, System Regulation 33.06.01

Standard Administrative Procedure Statement

The Texas A&M Engineering Experiment Station (TEES) has implemented the option of flexible working arrangements for employees where such an arrangement will not adversely affect the delivery of services. The purpose is to allow offices to respond to employee needs while increasing productivity and ensuring that organizational goals are being met in accordance with System Policy 33.06, Hours of Work for Full-time Salaried Employees and System Regulation 33.06.01, Flexible Work Arrangements.

Reason for Standard Administrative Procedure

As required by System Regulation 33.06.01, a procedure to govern flexible work arrangements is documented by this Standard Administrative Procedure (SAP).

Procedures and Responsibilities

1. General
 - 1.1 The flexible work arrangement is not an employee entitlement and should be based in the best interest of TEES and the division. Implementation is at the discretion of the employee's supervisor.
 - 1.2 The flexible work arrangement may be discontinued at the discretion of the employee's supervisor and/or higher administration for business reasons.
2. Flexible Work Schedule
 - 2.1 The employee will be expected to complete no less than the required number of hours in a workweek (i.e. 40 hours for a full-time employee).
 - 2.2 The minimum timeframe for a flexible schedule is two months.
 - 2.3 Work that requires regular supervision or essential interaction with other staff must be scheduled when such supervisors and interacting staff are available.

- 2.4 Employees in a flextime status shall receive regular holiday hours based on the position percent effort.
 - 2.5 If a holiday falls during the period in which the employee is not scheduled to work, the employee will be granted equivalent time off if hours worked equal 40 for that workweek.
 - 2.6 If a holiday falls during a period in which the employee is scheduled to work and the employee has worked less than 40 hours during that workweek (actual time worked plus holiday time), the employee would either need to make up the hours during the workweek or utilize available leave to account for the time worked less than 40 hours for that workweek.
 - 2.7 Approval of the employee's supervisor and division head is required.
3. Alternate Work Location (AWL)
 - 3.1 The request to work in an alternate location (off-site) must include the justification for the alternate location, duration of the request (start and end date), location the employee will be working and contact information.
 - 3.2 Before the request is approved the following must be considered: equipment needs and maintenance, employee safety, communication between employee and supervisor, supervision and adherence to state and federal laws.
 - 3.3 The employee and division head must agree in writing on job duties, employee responsibilities and other related work issues.
 - 3.4 The details of the alternate work location, as obtained and documented from sections 3.1, 3.2 and 3.3, require approval of the CEO or Deputy Director prior to execution.
 - 3.4.1 The request is to be submitted to Engineering Human Resources from the employee's supervisor, through the division head to the CEO or Deputy Director.
 - 3.4.2 Documentation of this approval is to be maintained in the employee's personnel file.

Related Statutes, Policies, or Requirements

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

[Regulation 33.06.01, Flexible Work Arrangements](#)

Definitions

Flexible Work Schedule – an alteration to the normal work schedule of Monday – Friday, 8:00 a.m. – 5:00 p.m. with a one-hour break for lunch.

Alternate Work Location – also referred to an “Off-site Work Location” is defined as a workplace other than the primary headquarters of the division. Example: a satellite location of the division that includes all employees at that location or an isolated location for a specific employee. The arrangement may be long term or temporary as dictated by a project with industry, government or another institution of higher education at a location other than the primary headquarters.

Contact Office

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