



Standard Administrative Procedure (SAP)

33.06.01.L0.01 Flexible Work Arrangements

First Approved: January 3, 2014 *(formerly numbered as 33.06.01.L1.01)*
Revised: November 2, 2017
Next Scheduled Review: November 2, 2022

Procedure Statement and Reason for Procedure

The purpose of this SAP is to establish guidelines for requesting and approving flexible work arrangements for employees of Texas A&M International University (TAMIU).

TAMIU supports department heads and supervisors in implementing flexible work arrangements when such arrangements respond to the needs of the position, department, and/or employee, and increase productivity and enhance the service capabilities of TAMIU.

The department head will ensure that his/her principal administrative office is open for business during regular office hours. Adequate staff coverage and supervision, sufficient to meet the operating requirements of the department and ensure quality service, are required at all times. The needs of both internal and external customers must be considered to determine adequate staffing. Work that requires regular supervision or essential interactions with other staff must be scheduled when such supervisors and interacting staff are available.

All regular employees of TAMIU are eligible to request a flexible work arrangement.

Procedures and Responsibilities

1. PROCEDURES AND RESPONSIBILITIES

TAMIU allows flexible work arrangements that include **Alternate Work Location**, **Job Sharing**, **Flexible Work Schedule**, and **Temporary Work Schedule Adjustment**. Requests for flexible work arrangements must be submitted as described in the respective sections below. All flexible work arrangements must comply with [System Policy 33.06, Hours of Work for Full-Time Salaried Employees](#) and [System Regulation 33.06.01, Flexible Work Arrangements](#).

Approvals for all flexible work arrangements must be obtained in advance, prior to the commencement of the flexible work arrangement.

1.1 Alternate Work Location

A request to work from home or another location not on the TAMIU campus in Laredo, Texas must be submitted using the “Alternate Work Location Request” form available at the end of this SAP and ultimately approved by the President. Approvers must consider the benefit to TAMIU, the employee’s job duties and responsibilities, communication, supervision, equipment needs and maintenance, employee safety, and adherence to state and federal laws. If approved, the employee and supervisor/department head must agree to the job duties, employee responsibilities, and other related issues. Alternate Work Location arrangements may be long-term or temporary.

1.2 Job Sharing

A request for two or more employees to share a single job must be submitted in writing (i.e., memo from supervisor, through department head/dean, appropriate VP) and ultimately approved by the President. Each employee in a job sharing arrangement will be treated as a part-time employee entitled to the benefits and subject to the policies, regulations, and rules that apply to other part-time employees based on the percentage of full-time worked (percent effort).

1.3 Flexible Work Schedule

1.3.1 A Flexible Work Schedule is permanent or semi-permanent in nature, permits an employee to work a pre-determined and approved variation of the employee’s standard work schedule, and involves a minimum timeframe of two months. The minimum timeframe does not restrict the supervisor’s right to require or allow variations to the Flexible Work Schedule as needed.

1.3.2 A Flexible Work Schedule does not permit an employee to work a random variation of hours to accomplish a 40 hour week and is not to be used to address temporary situations such as illness of the employee or dependents or lack of dependent day care (for such situations, please refer to Temporary Work Schedule Adjustment.)

1.3.3 Under a Flexible Work Schedule, non-exempt, full-time employees must maintain a 40-hour workweek but may not schedule more than 40 work hours during the workweek. Supervisors must ensure the schedule does not incur unnecessary overtime. Under a Flexible Work Schedule, exempt employees are not limited to the number of hours they must work to complete the job requirements. Further, exempt, full-time employees must maintain a 40-hour workweek or an 80-hour schedule over 2 consecutive weeks.

1.3.4 A supervisor may determine that some positions require performance during standard hours for maximum effectiveness or efficiency. Approval of Flexible Work Schedule requests from employees in such positions is at the discretion of the supervisor, in consultation with the department head.

- 1.3.5 The approval, continuance, discontinuance, or modification of a Flexible Work Schedule is at the discretion of the supervisor, in consultation with the department head.
- 1.3.6 Flexible Work Schedules may be recommended by department heads and deans and require approval by the appropriate VP.
- 1.3.7 A request for a Flexible Work Schedule must be done in writing using the "Flexible Work Schedule Request" form available at the end of this SAP. Authorization for a Flexible Work Schedule must be renewed each fiscal year. Employees wishing to continue on a Flexible Work Schedule, make a change to an existing Flexible Work Schedule, or cancel an existing Flexible Work Schedule prior to the end date, must initiate a new "Flexible Work Schedule Request" form. The supervisor or department head is required to promptly provide the Office of Human Resources the completed "Flexible Work Schedule Request" form with all necessary approvals for filing in the employee's personnel file.

1.4 Temporary Work Schedule Adjustment

- 1.4.1 A Temporary Work Schedule Adjustment is short-term in nature and permits an employee to adjust hours within a workday or workweek, with prior approval by the supervisor and department head and, in the case of a non-exempt employee, as long as a 40-hour workweek is maintained and hours are properly accounted for on the timesheet. A Temporary Work Schedule Adjustment must be for a justifiable reason and does not represent a Flexible Work Schedule.
- 1.4.2 Department heads (including academic department chairs) are authorized to approve Temporary Work Schedule Adjustments. Due to the temporary and short-term nature, requests for a Temporary Work Schedule Adjustment are not required to be in writing.

1.5 Responsibilities

- 1.5.1 Supervisor: The supervisor will ensure that flexible work arrangements are administered consistently and equitably and that procedures and coverage requirements are understood. The supervisor will plan and schedule flexible work arrangements that will ensure sufficient staff to meet the operating requirements of the department.
- 1.5.2 Employee: The employee will plan and organize his/her time to meet the job requirements established by the supervisor. The employee will participate in the resolution of conflicts between the job and the flexible work arrangement. The employee will inform the supervisor if a change of schedule is required and find substitute coverage that is acceptable to the supervisor (one or more employees may assume coverage responsibility, with the supervisor's approval).

2. FLEXIBLE WORK ARRANGEMENT REQUIRED BY JOB DUTIES

TAMIU may require an employee to work a flexible work arrangement when required by the job duties (i.e., shift work, work on weekends, other schedules required by the job duties).

3. HOLIDAYS

All regular employees are entitled to paid holidays as provided by [System Regulation 31.04.01, System Holidays](#). If an employee's work schedule deviates from TAMIU's regular work and holiday schedule, adjustments may be necessary. The employee and supervisor must plan ahead for necessary adjustments in anticipation of a holiday or holidays.

4. LEAVE REQUESTS

Employees working under an approved flexible work arrangement will submit a leave request for the number of hours scheduled to work but not worked. EXAMPLE: An employee working under an approved flexible work arrangement works 10 hours on Tuesdays. The employee must submit a leave request for 10 hours if they had an absence on Tuesday.

Related Statutes, Policies, Regulations, or Rules

[System Regulation 33.06.01, Flexible Work Arrangements](#)

Contact Office

Office of Human Resources, 956-326-2365

Alternate Work Location Request

Office of Human Resources

With few exceptions, you have the right to request, receive, review, and correct information about yourself using this form.



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An Alternate Work Location means working from home or another location not on the Texas A&M International University (TAMIU) campus in Laredo, Texas. An Alternate Work Location may be long-term or temporary. This form is required for an Alternate Work Location request, which allows the employee to justify travel and other expenses from the Alternate Work Location. All Alternate Work Location requests will be reviewed in accordance with *System Regulation 33.06.01, Flexible Work Arrangements* and *TAMIU SAP 33.06.01.L0.01, Flexible Work Arrangements*.

EMPLOYEE NAME: _____ UIN: _____

TITLE: _____ DEPARTMENT: _____

ALTERNATE WORK LOCATION:

Name of Location/Company/Institution

Street (Physical) Address

City

State

ZIP Code

DURATION OF REQUEST:

Start Date (mm/dd/yyyy)

End Date (mm/dd/yyyy)

JUSTIFICATION: On a separate sheet attached to this form, provide details to justify this request. Explain the reason for the request, including: (1) the benefit to TAMIU; (2) the job duties; (3) the employee responsibilities; (4) the focus of the work; (5) the interactions with locations that are to be visited (if any); (6) how work and initiatives will be monitored and supervised; (7) how and how often communication will occur between the employee and supervisor; (8) what the equipment needs are; (9) how equipment maintenance will be addressed; and (10) how employee safety will be ensured.

CERTIFICATION: I request permission to work the Alternate Work Location outlined above. I believe that my work can be accomplished with no loss of effectiveness, efficiency, customer service, or disruption to the operations and others in my department. I understand that all approvals must be obtained in advance, prior to the commencement of this request. **I understand that my supervisor may require me at any time and for any reason to return to the regular work location, and I agree to do so upon request.** I concur with the arrangements described above under "Justification." I understand that I must initiate a new request if I wish to continue on an Alternate Work Location, make a change to an existing Alternate Work Location, or cancel an existing Alternate Work Location prior to the end date.

X _____
Employee Signature *Date*

X _____
Supervisor Signature *Date*

X _____
Department Head/Dean Signature *Date*

X _____
Appropriate VP Signature *Date*

X _____
President Signature *Date*

Submit completed form with all approvals to the HR Office.

Flexible Work Schedule Request

Office of Human Resources

With few exceptions, you have the right to request, receive, review, and correct information about yourself using this form.



Check one of the following. Note that authorization for a Flexible Work Schedule must be renewed each fiscal year.

- New Flexible Work Schedule Request
- Continuation of a Flexible Work Schedule into the new fiscal year
- Change to an existing Flexible Work Schedule
- Cancellation of an existing Flexible Work Schedule prior to the end date

EMPLOYEE NAME: _____ UIN: _____

TITLE: _____ DEPARTMENT: _____

INSTRUCTIONS: In the "Work Times" column, enter the specific hours you propose to work each day (e.g., 8am-12noon, 1pm-5pm). In the "Work Hours" column, enter the number of work hours for each day. In the last row called "Total Work Hours in the Workweek," enter the total work hours for the workweek. Non-exempt, full-time employees may not schedule more than 40 work hours during the workweek.

DAY	WORK TIMES	WORK HOURS
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
TOTAL WORK HOURS IN THE WORKWEEK →		

Provide reason for/purpose of request: _____

Explain possible variations to above schedule, if any: _____

Provide precise duration dates (from/through) of this Flexible Work Schedule Request: _____

CERTIFICATION: I request permission to work the Flexible Work Schedule outlined above. I believe that my work can be accomplished within the above schedule with no loss of effectiveness, efficiency, customer service, or disruption to the operations and others in my department. I understand that all approvals must be obtained in advance, prior to the commencement of this request. I understand that my supervisor may require me at any time and for any reason to return to the regular departmental work schedule, and I agree to do so upon request. I understand that Flexible Work Schedules expire at the end of each fiscal year, and that I must initiate a new request if I wish to continue on a Flexible Work Schedule, make a change to an existing Flexible Work Schedule, or cancel an existing Flexible Work Schedule prior to the end date.

X _____
Employee Signature Date

X _____
Supervisor Signature Date

X _____
Department Head/Dean Signature Date

X _____
Appropriate VP Signature Date

Submit completed form with all approvals to the HR Office.