



33.06.01.W1.98 Flexible Work Arrangements at Alternate Locations

Approved April 1, 2017
Current Revision September 11, 2023
Next Scheduled Review September 11, 2028

Procedure Summary

The purpose of this procedure is to assist with guidelines for flexible work schedules at alternate locations. The minimum timeframe for a flexible schedule is two months. A full-time, nonexempt employee must maintain a 40-hour workweek, by ensuring that the time worked is documented and complies with the Fair Labor Standards Act (FLSA) overtime rules. A full-time employee who is exempt under the FLSA must maintain either a 40-hour workweek or an 80-hour schedule over two consecutive workweeks. A flexible schedule at an alternate location does not limit the hours that an exempt employee must work to complete the job requirements.

Procedure

1. Responsibilities

- 1.1. Flexible work arrangements at alternate locations at West Texas A&M University (WTAMU) will be administered in accordance with this procedure and A&M System regulation 33.06.01. These flexible work arrangements do not reduce the actual number of hours worked. Not all positions and situations are appropriate for a flexible arrangement.
- 1.2. Supervisors may authorize flexible work arrangements at alternate locations for employees when such arrangements correspond to the needs of employees, increase productivity and/or enhance the service capabilities of WTAMU. The supervisor must document the start date, work-shift schedule, measurable goals, and a date to renew the arrangement if it is meeting the business needs of WTAMU.

- 1.2.1. Any request to begin flexible work arrangements must be made with sufficient notice to allow management adequate time to plan for any accommodations, peak work periods, scheduling conflicts, overtime rule compliance, or other consequences resulting from the flexible work arrangement.
 - 1.2.2. Flexible work arrangements at alternate locations must be documented on the position description for the position.
 - 1.2.3. The University President or designee must approve, in writing, each request for an employee to work from home or another location.
 - 1.3. Requests can be made by completing the Alternate Work Location Request form (Contact Human Resources for the request form).
 - 1.3.1. Before approving this arrangement, all parties should consider equipment needs and maintenance, employee safety, communication and supervision, and adherence to state and federal laws.
 - 1.4. Employees cannot be reimbursed for office supplies or expenses that would be available to them on campus, i.e. home utilities, internet service, etc. are not reimbursable expenses.
 - 1.5. When the President or designee approves the arrangement, the employee and department head must agree in writing to the job duties, employee's responsibilities, work-shift schedule, expenses, and other related issues.
 - 1.5.1. The arrangement may be long-term or temporary.
 - 1.5.2. All flexible work arrangements should be reviewed annually to verify they are still in line with the department needs.
 - 1.5.2.1. A new request should be submitted for review in May of each year.
 - 1.6. The flexible work arrangement at an alternate location may be terminated if, in the judgment of the supervisor, it leads to diminished work quality, is disruptive to the workflow, is not in the best interest of WTAMU, or, in general, is not suitable to an individual or office.
 - 1.7. Employees with a flexible work arrangement must still prepare time sheets (if applicable) and follow standard procedures for time worked, requesting hours away from work for sick leave, vacation, compensatory time, etc.
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Related Statutes, Policies, or Requirements

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

Definitions

None

Appendix

None

Revision History

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Approval Office

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Approval Signature



President/CEO

10.04.2023

Date