



## **33.06.01.W0.01**

### **Flexible Work Arrangements at Alternate Locations**

Approved April 1, 2017

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#### **Procedure Statement**

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.

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#### **Responsibilities**

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.

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, measureable goals, and a date to renew the arrangement if it is meeting the business needs of WTAMU. 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.

The University President or designee must approve, in writing, each request for an employee to work from home or another location. Before approving this arrangement, all parties should consider equipment needs and maintenance,

employee safety, communication and supervision, and adherence to state and federal laws. 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.

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. This arrangement may be long-term or temporary.

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 work flow, is not in the best interest of WTAMU, or, in general, is not suitable to an individual or office.

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](#)

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### **Contact Office**

Human Resources  
(806) 651-2114

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### **Approval**



04.28.17

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President/CEO

Date