

## **FLEXIBLE WORK ARRANGEMENT GUIDELINES - UNT**

For UNT Policy 05.022 – Flexible Work Arrangements

### **I. General Guidelines.**

- A. Individual work schedules must meet departmental operating and service needs. Specifically, flexible work arrangements shall be developed and administered in a way that allows the department to remain open during normal university hours.
- B. The appropriate secondary supervisor will make the final decision to approve or deny a Flexible Work Arrangement.
- C. The employee has not received a written disciplinary actions for the last six months.
- D. Consideration of a remote Work Arrangement must be accompanied by supervisor approval with supporting documentation evidencing the employee's ability to fully meet job responsibilities and performance expectations, work history, and measurable outcomes to evaluate work performance in the alternate arrangement.
- E. All work schedules must be documented in accordance with the Flexible Work Arrangement Guidelines.
- F. Supervisors may make temporary adjustments to an employee's agreed upon flexible work schedule or work location to meet departmental needs at any time.
- G. Attendance at Meetings - Supervisors may require employees to report as needed for work-related meetings or other work-related events or may meet with employees in an alternate work location as needed to discuss work progress or other work related issues. Advanced notice should be provided when possible.
- H. The supervisor, along with the employee should research and identify what resources are needed for the employee and should schedule regular meetings to assess needs, provide feedback, discuss problems, etc. The supervisor should review the flexible work arrangement at least once every three months and make necessary adjustments in order to address any changing business needs.
- I. Working remotely is not intended to serve as a substitute for child or adult care. If children or adults in need of daily, primary care are in the alternative work location during the employee's work hours, another individual should be present to provide the care.
- J. Supplies required to complete assigned work at the remote workplace should be obtained from the department. Out-of-pocket expenses for materials and supplies normally available at the University such as paper, pens, etc., will not be reimbursed.

- K. Flexible work arrangements can end at any time and can be initiated by the supervisor or the employee. The University reserves the option to terminate the arrangement immediately without notice.
- L. Supervisors and employees should attend training on the Flexible Work Arrangement policy before the work arrangement is approved.
- M. Supervisors are responsible for reviewing all flexible work arrangements every three months to ensure it continues to meet the terms of the policy.
- N. The Flexible Work Arrangements policy will be reviewed every twenty-four months to ensure it continues to meet the overall objectives of UNT.
- O. Human Resources provides consultation, training, and online resources to assist supervisors and employees with best practices in proposing and managing flexible work arrangements. Human Resources will review all submitted Flexible Work Arrangement Forms before the arrangement is approved.

## **II. Guidelines for Worktime, Leave, and Safety.**

- A. Overtime/Compensatory Time – All non-exempt employees are covered by the Fair Labor Standards Act and will continue to be compensated for overtime in accordance with the provisions of the Act. When working remotely, employees are expected to work their regularly scheduled hours. All overtime and compensatory time must be approved by the supervisor prior to working any additional hours.
- B. Employees may be required to submit weekly regular time reports as specified by the supervisor and in accordance with university policy and any other records related to work hours agreed upon with the supervisor. Departments shall maintain time records for the employee.
- C. Pursuant to established university policies, employees must obtain supervisory approval before taking any leave.
- D. Vacation and sick leave will reflect the hours scheduled for the workday. (For example, if an employee is scheduled for 9 hours on Monday and requests vacation for the day, 9 hours of vacation will be recorded on the timesheet).
- E. During weeks in which paid holidays occur, the flexible work schedule should be adjusted so that the 8 hours of holiday pay does not increase or decrease the total hours scheduled in the workweek or result in an overtime situation.
- F. Working Remotely While on Leave – 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.
- G. Safety/Workers' Compensation Responsibility - The University of North Texas may be responsible for job-related injuries or occupational illness or disease that

occur during employees' established work hours in their alternate work locations. Due to this, it is critical that the employee understand that they are responsible for maintaining a designated workspace in a clean, professional and safe condition at the alternate work location. The University retains the right to pre-arranged on-site inspections of this work area during work hours. Worker's Compensation benefits will apply to injuries arising out of and in the course of employment. A remote worker employee who sustains a work-related injury must notify the supervisor immediately and complete all requested documents regarding the injury. Employees should follow UNT Policy 15.005, Workers' Compensation Insurance.

- H. The University of North Texas specifically assumes no responsibility for injury to any other person who would not be in the work area if the duties were being performed at the regular place of employment.

### III. Guidelines for Computer, Software, and Data.

- A. University security policies, procedures, and practices must be followed when accessing institutional resources remotely via University owned computers or personally owned computers or other types of devices. The following resources should be read and followed:
- [UNT System Information Security Regulation 6.100](#)
  - [UNT System Information Security Handbook](#)
  - [UNT System Information Security Policy 8.1000](#)
  - [UNT Dallas Information Security Policy, 14.012](#)
  - [UNT Information Security Policy 14.002](#)
  - [Texas Administrative Code 202](#)
- B. Equipment and Security: Each employee is responsible for adhering to the [UNT System Information Security Policy](#) and [UNT System Information Security Handbook](#) in regard to ensuring the confidentiality, integrity, and availability of data, information, and information resources while working remotely. Employees are required to ensure that personal or university owned technology or equipment used during flexible work arrangements and remote work arrangements adhere to the protection requirements noted in the UNT System Information Security Handbook, and does not allow an unauthorized party access to University owned data, information, or information resources. Employees are required to adhere to University policies regarding copyright laws, intellectual property, and other policies related to use of information resources and equipment.
- C. Supervisors/departments are required to develop remote access procedures that ensure the security of the resources and data that are utilized during remote connections. Procedures must include the following at minimum:
- Restrictions on the jobs and activities that can be carried out while working remotely (e.g., processing financial transactions, processing sensitive or confidential data, keep abreast of communications sent to employee regarding University activities, etc.).

- The types of activities that are not authorized while working remotely (e.g., actions that violate University policy, accessing non-work related websites, etc.).
  - Procedures for securely storing and protecting data while in use.
  - Procedures for connecting to the University network securely.
  - Procedures and practices for physically protecting computers and other devices used by the employee.
  - Procedures for notifying the University if data or equipment is lost, stolen, or accessed in violation of University policies.
  - Procedures on how to obtain IT support when necessary.
- D. All work performed at alternative locations; including products, programs and projects, is the property of the University of North Texas. Therefore, each employee is responsible for ensuring the safety and integrity of data and software used at the remote worksite.
- E. All computers connecting to the University's network are required to adhere to the requirements of the UNT System Information Security Handbook regarding network and access controls, media handling, secure exchange of information, mobile computing and teleworking, and other applicable sections of the Handbook based on the type work performed by the employee. For additional guidance on secure methods for connecting to the University network, employees should refer to the UNT System Information Security Users Guide. Computers not properly configured and/or secured for remote working will be disconnected from the University's network until corrected. A remote worker must use only approved communication software when connecting with The University network.
- F. To ensure UNT's obligation to preserve public files, the employee will backup data, and save files to a server properly maintained by The University of North Texas on a daily basis. The employee must periodically save files to locations properly maintained by the University of North Texas rather than keeping the only copy of data on the local hard drive of the remote computer. In addition, data must be protected in accordance with the [UNT System Information Security Handbook](#) based on its data categorization, i.e., public, proprietary, or confidential. Confidential data must be encrypted if stored on a portable device, removable media, or on a non-university owned device.
- G. The University will not be responsible for damages to employee-owned equipment resulting from participation in the remote working program; not responsible for operation costs, home maintenance, or any other incidental costs (e.g. utilities, basic telephone service, insurance) associated with the use of the employee's residence for remote working, unless specifically provided otherwise in advance in writing by the head of the employee's department.
- H. Employees must run current anti-virus software at all times.

- I. The employee agrees to prevent unauthorized viewing or use of all information resources by non-employees.
- J. A password protected screen saver must be used at all times on the remote computer.
- K. Employees are required to follow all information security rules, copyright laws and manufacturer licensing agreements of The University of North Texas.
- L. Software may not be duplicated except as allowed under law or licensing agreements.

#### **IV. Termination of Flexible Work Arrangements**

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