

Policies of the University of North Texas at Dallas	Chapter 05
5.044 Remote Working and Flexible Work Schedule	Human Resources

Policy Statement. The University of North Texas at Dallas endeavors to foster a work environment that maximizes productivity and flexibility for supervisors and staff. The University allows flexible work arrangements, at the discretion of supervisors, to enable employees to serve customers, meet institutional and departmental goals, and balance professional and personal responsibilities. Flexible work arrangements may be implemented as a means of achieving administrative efficiency, improving productivity and job performance, supporting business continuity plans, and supporting the hiring and retention of a highly competent workforce through work/life balance. The availability of flexible work arrangements is not intended to change a department's regular hours of operation, nor does it alter the responsibility or diminish the authority of supervisors to establish and adjust work schedules.

Application of Policy. Regular Staff

Definitions.

1. **Alternate Work Location.** "Alternate work location" means an approved work site other than the employee's regularly assigned place of employment where official University business is performed. Such locations may include, but are not limited to, an employee's home.

2. **Flexible Work Arrangement.** "Flexible work arrangement" means a work schedule that allows a full-time employee to work hours other than 8:00-5:00 on days other than Monday through Friday, or work from a location other than a University location. For example:
 - a. 7:00a.m. to 3:30 p.m. Monday-Friday (with a 30-minute lunch)
 - b. 9:00a.m. to 6:00p.m. Monday-Friday (with an hour lunch)
 - c. 7:00a.m. to 4:00 p.m. Monday-Friday (with an hour lunch)

3. **Regular Staff.** "Regular staff" means an employee, other than a faculty employee, who is scheduled to work at least 20 hours per week for a period of at least 4 ½ months and is not employed in a position for which the employee is required to be a student as a condition of the employment.

4. **Regularly Assigned Place of Employment.** "Regularly assigned place of employment" means the location where an employee usually and customarily reports for work.

5. Remote working. "Remote working" means the performance of normal work duties at a location away from an employee's regularly assigned place of employment. This off- site location is most often the employee's home.

6. Compressed Workweek. "Compressed Workweek" means an arrangement that enables employees to work extended daily hours in order to take a portion of a day or a full day off during the work period. For example:
 - a. The "4-10" (or "4-40") work week (4 days at 10 hours per day after a 30- 60-minute lunch)

 - b. The "4-9-4" work week (4 days at 9 hours per day after a 30- 60-minute lunch, and one 4-hour day)

Procedures and Responsibilities.

1. Requirements.
 - a. The flexible work arrangement shall not alter an individual's employment relationship with the University or the employee's obligation to observe all University rules, policies, and procedures, unless expressly altered by this policy.

 - b. All requests require approval as specified in the Flexible Work Arrangement Guidelines.

 - c. Flexible work arrangements may be changed at any time at the discretion of the supervisor. Supervisors generally should provide 5 business day notice of changes in flexible work arrangements.

 - d. A flexible work arrangement is considered a privilege and not a right. Department heads may establish guidelines which are more restrictive than the requirements in this policy in order to meet the operational needs of their departments.

 - e. Individual work schedules must meet departmental operating and service needs. Specifically, flexible work arrangements and schedules shall be developed and administered in a way that allows the department to remain open during normal University hours.

 - f. All work schedules must be documented in accordance with the Flexible Work Arrangement Guidelines.

 - g. Full time employees shall work no fewer than 40 hours per workweek. Departments must ensure office coverage during normal office hours.

- h. No workday should be more than 10 hours.
- i. Supervisors may make temporary adjustments to an employee's work schedule or work location to meet departmental needs at any time.
- j. Supervisors and employees must complete training related to developing and managing flexible work arrangements before employees in the department may submit a flexible work arrangement schedule for review and approval.
- k. All flexible work arrangements must comply with the Flexible Work Arrangement Guidelines.

2. Timekeeping

Timekeeping. Employees who work remotely are required to submit weekly time reports as well as any other records related to work hours required by the supervisor. Failure to timely provide records may result in disciplinary action.

3. Infrastructure Support

The University will not provide any infrastructure to support the remote working effort, i.e. PCs for home use, reimbursement for internet connectivity at home, or reimbursement for home telephone expenses. All remote work must comply with University information security requirements.

4. Liability

a. Injuries at Alternate Work Location.

The University assumes no liability for injury at the alternate work location to any other person who would not be in the work area if the duties were being performed at the regular place of employment. Employees injured while working remotely must notify their supervisor immediately and complete all requested documents regarding any injury.

b. Damages to Personal Property and Operating Costs.

The University will not be liable for damages to employee-owned equipment resulting from working remotely. The University will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g. utilities, telephone, insurance) associated with the use of the employee's residence for working remotely, unless specifically provided otherwise in advance in writing by the department head and outlined in the Flexible Work Arrangement Agreement.

5. Termination of Flexible Work Arrangements

Flexible work arrangements may be terminated 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.

References and Cross-references.

Forms and Tools.

Flexible Work Arrangement Guidelines

Approved:4/18/2018

Effective: 4/18/2018

Revised: