

## UP 33.06.01.H1.02: Alternative Work Location for Non-faculty

Approved: October 29, 2012  
Next Scheduled Review: March 2014



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### Procedure Statement

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This procedure must be followed when employees *request* approval to work at an Alternate Work Location (AWL). In addition, this procedure informs employees of the opportunity to request an AWL and explains the specific terms and conditions that must be followed if an AWL is approved. This procedure does not apply when Texas A&M University-Texarkana (A&M-Texarkana) *requires* employees to work at an alternate work location but may be used as an administrative process guide by the department to document such an arrangement in which case routing and signatures are not required.

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### Reason for Procedure

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As required by System Regulation 33.06.01 to establish the requirements for Alternative Work Location (AWL) by A&M-Texarkana.

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### Procedures

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#### 1. GENERAL

- 1.1. An alternate work location is defined as a location apart from the employee's primary duty station, the physical location listed under Position Information in the employee's Texas A&M University Position Description, typically located on Texas A&M University property.
- 1.2. Texas State law Chapter 658, Section 010, prohibits employees from using alternate work locations (including personal residence) as their regular place of work without the approval of the President. The President has delegated authority to approve an Alternate Work Location to department or equivalent unit heads.
- 1.3. The objective of the provision of an Alternate Work Location (AWL) is to create a flexible and supportive work environment for A&M-Texarkana employees. However, departmental and A&M-Texarkana operational requirements take precedence over an employee's request for an AWL as determined by the department or equivalent unit head.
- 1.4. AWL provisions are contingent upon approval in accordance with this procedure and should not be considered an employee entitlement. An approved AWL request is an AWL agreement. An AWL agreement can be terminated at anytime by either the supervisor or the participating employee.
- 1.5. Employees working in an AWL remain accountable for adherence to all applicable university rules and system regulations.

## 2. ELIGIBILITY REQUIREMENTS

- 2.1. To meet the minimum eligibility requirements, an employee must be a regular budgeted employee defined in *System Regulation 31.01.01: Compensation Administration*, as one who is employed for fifty percent or more time for an employment period which is expected to reach four and one-half months or more or for a semester of more than four months, excluding students holding positions for which student status is a requirement for employment.
- 2.2. Employee must not be subject to current formal disciplinary action.
- 2.3. Employee must be able to perform the duties of their job description while working at the alternate work location.

## 3. PROCEDURE FOR REQUESTING AN ALTERNATE WORK LOCATION (AWL)

- 3.1. An employee initiates a request for AWL by submitting an Alternate Work Location Request (See Forms Section below) to the immediate supervisor.
- 3.2. The supervisor will determine if the employee meets the minimum eligibility requirements listed in Section 2 above. The supervisor will also consider the operational impact of the AWL agreement on the department (e.g. staffing, customer service, timely handling of tasks, phone coverage, team responsibilities, and service and research commitments).
- 3.3. If, after review and the supervisory authority recommends approval, the Alternate Work Location Request and a copy of the employee's current job description will be forwarded through normal administrative channels through Human Resources for review to the appropriate department/unit head for final approval.
- 3.4. If the AWL request is not approved, the supervisor will notify the employee in writing by returning the original of the Alternate Work Location Request to the employee. No further action is required.
- 3.5. Following approval of the AWL request, the employee and supervisor will complete the Inventory of Equipment form (if applicable) and the Alternate Work Location Safety Checklist (if applicable). All original correspondence and forms related to the AWL agreement will be maintained in the employee's official personnel file with copies provided to the supervisor and employee.

## 4. PROCEDURE FOR ADMINISTERING AN ALTERNATE WORK LOCATION

- 4.1. The initial AWL agreement should be evaluated as needed by the supervisor and the employee to determine if continuation of the AWL is mutually beneficial to both the employer and the employee. Based on this review, the agreement may be continued "as is", continued with modifications, or terminated.
- 4.2. If the AWL agreement is determined to be mutually beneficial and the supervisor's recommendation is to continue the agreement "as is", no further action is required.
- 4.3. If the AWL agreement is modified at any point, the supervisor will review the modifications with the employee and forward the modified AWL agreement, through Human Resources, with explanation to the department/unit head for approval. Once approved, a copy will be provided to the employee and the original will be placed in the employee's personnel file.

- 4.4. If, after the supervisor's recommendation and concurrence with the department/unit head, the AWL agreement is terminated, the supervisor will notify the employee in writing. A copy of the notice to employee will be placed in the employee's personnel file and a copy forwarded to Human Resources.
- 4.5. When completing the annual performance review for the employee, it is recommended that comments as to the nature of the AWL agreement be noted in the "Supervisor's Overall Comments" section of the performance review instrument, in addition to the standard performance factors.

## 5. CONTINUING THE ALTERNATE WORK LOCATION

- 5.1 Upon expiration of the original time period, an AWL may be continued.
- 5.2 Continuations of time only, with no other modifications, will be submitted for approval to the department/unit head by memorandum with the original AWL agreement.
- 5.3 Substantive changes in the conditions of the AWL with the continuance will require a new Alternate Work Location Request forwarded through normal administrative channels through Human Resources for review to the appropriate department/unit head for final approval.

## 6. AMERICANS WITH DISABILITIES ACT

In situations where employees have special needs that merit consideration under the Americans with Disabilities Act (ADA), as amended, and/or the Early Return to Work Program, employees and/or supervisors should contact the Director of Human Resources at 903-223-3012.

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## **Related Statutes, Policies, or Requirements**

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[Texas Government Code, Chapter 658, Section 658.010: Hours of Labor, Place Where Work Performed](#)

[System Policy 33.06: Hours of Work for Full-time Salaried Employees](#)

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

[System Regulation 31.01.01: Compensation Administration](#)

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## **Contact Office**

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Office of Human Resources  
903.223.3012