



Policy Chapter: Chapter 5 Human Resources

Policy Number and Title: 05.022 Flexible Work Arrangements

I. Policy Statement

The University of North Texas endeavors to foster a work environment that maximizes productivity and flexibility for employees. All work arrangements should enable employees to serve customers and meet institutional and departmental goals and balance professional and personal responsibilities. A flexible work arrangement is a privilege and not a right. The availability of flexible work arrangements is not intended to change university office hours or 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.

II. Application of Policy

All Employees.

III. Policy Definitions

None.

IV. Policy Responsibilities

A. General

This policy adopts and implements [UNT System Regulation 03.4000 Place of Work and Flexible Work Arrangements](#). The [Flexible Work Arrangements Guidelines \(Guidelines\)](#), which are maintained by UNT System Human Resources, shall serve as the official handbook to outline the procedures and practices for which all employees must comply.

V. Resources/Forms/Tools

[Flexible Work Arrangements Guidelines](#)

VI. References and Cross-References

[Texas Government Code, Chapter 658](#)

[Texas Government Code, Chapter 662](#)

[Texas Education Code § 51.992](#)

[UNT System Board of Regents Rule 05.900, Equal Employment Opportunity](#)

[UNT System Board of Regents Rule 05.1000, Compliant and Grievance Process](#)

[UNT System Board of Regents Rule 05.1200, Hours of Work](#)

[UNT System Regulation 03.400, Place of Work and Flexible Work Arrangements](#)

[UNT Policy 05.008, Dual Employment and Other Activities](#)

[UNT Policy 05.064, Family and Medical Leave](#)

[UNT Policy 10.048, Asset Management](#)

[UNT Policy 14.002, Information Security](#)

[UNT Policy 15.005, Workers' Compensation Program](#)

VII. Revision History

Policy Contact:	Asst VC & Chief HR Officer
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