

### **Flexible Work Arrangement (FWA) Guidelines**

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### A. Overview

The University of North Texas System endeavors to foster a work environment that maximizes productivity and flexibility for employees. All work arrangements enable employees to serve customers and meet institutional and departmental goals, and balance personal and professional responsibilities. Flexible Work Arrangements (FWAs) are a privilege, not a right, and are not intended to change a department's regular hours of operation, nor alter the responsibility or diminish the authority of supervisors to establish and adjust work schedules. A Flexible Work Arrangement, including Telework, cannot be a condition of employment.

These guidelines refer to how an employee conducts "System Business", which means all transactions and communications related to the operation of the UNT System or a Component (institution), including accessing any System-owned data, applications, email accounts, or internal communications.

Each campus within the UNT System may also provide additional guidance, requirements, or restrictions for FWAs tailored to their operational needs.

FWA approval is at the discretion of the supervisor, who must take into consideration employee job responsibilities, job performance, and impact of the FWA on team dynamics, departmental operations, and whether the arrangement enhances the UNT System component institution's ability to achieve its mission.

These guidelines shall serve as the official handbook to outline the FWA procedures and practices for which all employees must comply, in accordance with UNT System Regulation 03.4000 Place of Work and Flexible Work Arrangement.

#### 1. Types of Flexible Work Arrangements

- **Alternate Work Schedule:** Adjusted start/end times or compressed workweeks, in which an employee's established work hours are completed in fewer days
- **Assigned Temporary Place of Employment:** A physical work site other than the employee's regular place of employment where official business is performed, which may include, but is not limited to, an employee's home and must be approved by the employee's immediate and second-level supervisors.
- **Telework:** Working on a regular basis from a location other than the employee's regular or assigned temporary place of employment during all or a portion of the employee's established work hours.

#### 2. Eligibility

You may be eligible for an FWA if:

- The nature of your role and type of work performed allows for flexible hours or an Assigned Temporary Place of Employment or Telework arrangement.

- Departmental operational needs allow for flexible work, and the FWA enhances the institution's ability to achieve its mission.
- You have demonstrated the ability to meet performance expectations and Employee Responsibilities.
- An employee may be approved for a Telework arrangement in order to:
  - a. Address a lack of available office space for the institution or
  - b. Provide reasonable flexibility that enhances the System's ability to achieve its mission.
- You are eligible to request a Telework arrangement if you:
  - a. Have a temporary illness;
  - b. Have a temporary or permanent medical condition or disability requiring an accommodation;
  - c. Are employed in a non-teaching position and:
    - i. Have demonstrated the ability to work well with minimal supervision;
    - ii. Have a deep understanding of your duties and responsibilities;
    - iii. Have demonstrated the ability to manage your time;
    - iv. Have a record of thoroughly and efficiently accomplishing your duties; and
    - v. Are employed in a position that does not require your day-to-day physical presence at the institution or in-person interaction with students, administration, or other employees;
  - d. Are employed in a teaching position but are not a faculty member of the institution;
  - e. Are employed in a teaching position and are currently assigned to teach only a course or program that the institution has:
    - i. Approved for remote instruction in accordance with the institution's academic oversight or faculty governance procedures; and
    - ii. Designated as:
      - a. Distance education; or
      - b. A dual credit course or program provided by the institution;
  - f. Are employed as a faculty member and are on a temporary research assignment located off the institution's campus; or
  - g. Are employed as a faculty member who provides telehealth services as part of your assigned clinical, research, or instructional duties.

### 3. Work Location Restrictions

Employees shall, during their established work hours, conduct System Business (only at the employee's regular or Assigned Temporary Place of Employment unless the employee: 1) is travelling; or 2) has an approved Telework arrangement.

A Flexible Work Arrangement, including Telework, cannot be a condition of employment.

An employee's personal residence may be approved in writing and in advance by the employee's immediate and second-level supervisors following the FWA procedures as an Assigned Temporary Place of Employment or for Telework.

An employee's personal residence does not constitute the employee's Regular Place of Employment.

Requests to designate a location other than the UNT System location where an employee would usually and customarily report onsite for work as the Regular Place of Employment require approval by the employee's immediate and second-level supervisor, Human Resources, and the institution President or Chancellor.

In-person System Business at a personal residence is prohibited.

**Non-exempt employees may only be approved to work in the state of Texas.** Only exempt employees may be approved to work from an Assigned Temporary Place of Employment or participate in Telework outside the state of Texas. Work from a location outside the state of Texas requires additional approval by Human Resources.

Requests to engage in work outside of the United States require additional review and approval by Human Resources, and the institution President or Chancellor.

## B. Employee Process Steps and Responsibilities

### 1. Request Process

To request an FWA:

1. Complete the required FWA training.
2. Complete the FWA request form.
3. Await immediate supervisor's review based on job duties, performance, and operational impact.
4. Await confirmation of approval by all required parties prior to engaging in FWA.

All FWAs must:

- Be documented in writing using the official forms designed by Human Resources.
- Include justification, terms and duration of the requested FWA.
- Be reviewed and renewed annually (per fiscal year) or upon modification of the FWA.
- Be subject to modification or termination at the supervisor's discretion.

- Be approved by all required parties prior to implementation.

## 2. Employee Responsibilities

- **Training:** Complete FWA training before approval.
- **Work Environment:** Ensure a productive, secure, and connected workspace, which includes necessary technology and internet access.
- **Performance:** Maintain productivity, meet deadlines, provide quality work, and fulfill all job duties.
- **Availability:** Be accessible and responsive to communications during established work and/or office hours, attend required in-person or virtual meetings, participate in committees, and fulfill other responsibilities as required.
- **Renewal:** Review and submit a request to renew an FWA at least annually. If an immediate supervisor change occurs, the employee is responsible for initiating a review of the FWA with the new supervisor.
- **Security:** Regardless of work location, employees must implement physical and information security controls to secure and protect System-issued devices and information from unauthorized access and disclosure in accordance with System Regulation 06.1000 (Information Security) and the UNT System Information Security Handbook.

## 3. Compliance

Failure to comply with FWA terms may result in revocation of the arrangement and disciplinary action.

## C. Supervisor Process Steps and Responsibilities

### 1. Role of the Supervisor

Supervisors play a critical role in evaluating, approving, and managing FWAs to ensure alignment with departmental operations and institutional goals. FWAs are discretionary and must be based on business needs and require the review and approval of the employee's immediate and second-level supervisors. Prior to approving an FWA request, supervisors must take into consideration employee job responsibilities, job performance, and impact of the FWA on team dynamics, departmental operations, and whether the arrangement enhances the UNT System component institution's ability to achieve its mission.

### 2. Approval & Evaluation

Immediate Supervisors must:

- Review formal FWA requests submitted by employees.
- Assess feasibility based on the following criteria, utilizing appropriate resources:

- a. Job responsibilities
- b. Employee performance
- c. Team dynamics
- d. Departmental operations
- Ensure an employee requesting an FWA has completed training.
- Complete FWA training for supervisors.
- Approve FWAs in writing, stating:
  - a. The reason(s) an FWA is being authorized
  - b. Terms for revocation
  - c. Duration and renewal timeline

Second-Level Supervisors must:

- Complete FWA training for supervisors.
- Review and approve formal FWA requests submitted by employees.

### **3. Annual Review & Renewal**

- Conduct annual reviews of all approved FWAs.
- Reassess alignment with business and operational needs.
- Ensure annual renewal of employee requests and authorization for FWAs.
- Review FWAs upon changes in supervisory roles.

### **4. Office Coverage & Scheduling**

- Ensure coverage during normal office hours (8 a.m.–5 p.m., Monday–Friday).
- Guarantee at least one staff member is available during the noon hour for the department.
- Maintain flexibility while ensuring service continuity.

### **5. Training Requirements**

- All employees are required to complete FWA training before requesting an FWA.
- All supervisors are required to complete FWA training before approving any requests.
- Stay updated on regulation, guidelines, and compliance requirements.

### **6. Monitoring & Accountability**

- Monitor employee performance and productivity to ensure employees meet deadlines, provide quality work, and fulfill all job responsibilities.
- Monitor compliance with attendance requirements for meetings or events (in-person or virtual), including participation in committees.
- Ensure employees remain accessible and responsive during established work or office hours.

- Ensure FWAs are not treated as a condition of employment, including advertising a job guaranteeing flexible work.
- Ensure compliance with all applicable regulations and guidelines.

### 7. Modifications & Terminations

- FWAs may be modified or revoked by supervisors at any time based on business needs. Supervisors are encouraged, but not required, to provide five (5) business days' notice to an employee prior to revoking an FWA.
- Employees may request modification or revocation of an FWA at any time, subject to normal approval requirements.
- All changes must be documented and approved utilizing the Remote Work Revocation Form.

### 8. Security & Compliance

- Ensure employees secure system-issued devices and data from unauthorized access and disclosure per UNT System Regulation 06.1000, Information Security.
- All changes must be documented and approved. Modification to an existing FWA requires completion of a new FWA request form. Revocation of an existing FWA must be documented and approved utilizing the Remote Work Revocation Form.

## D. Human Resources Responsibilities

### 1. Policy Oversight & Implementation

- Maintain and update the official Flexible Work Arrangements Guidelines as the procedural handbook for all UNT System institutions.
- Ensure institutional policies align with the regulation and reflect statutory requirements (e.g., Texas Government Code § 658.010 and Education Code § 51.992).

### 2. Training & Communication

- Develop and maintain FWA training for:
  - a. All employees (prior to FWA approval)
  - b. Supervisors (prior to approving FWAs)
- Ensure training content reflects current regulations, procedures, and expectations.
- Communicate updates and changes to the regulation or guidelines to stakeholders.

### 3. Review & Approval Support

- Provide guidance to supervisors and departments on:

- a. Evaluating FWA requests
- b. Documenting approvals and renewals
- c. Managing performance and compliance
- Review and approval:
  - a. Requests to work outside the State of Texas
- Requests to work outside the United States require additional review and approval by the Component President or Chancellor

### 4. Compliance & Monitoring

- Monitor institutional compliance with the regulation and associated guidelines.
- Ensure documentation of FWAs is maintained in accordance with record retention requirements.
- Support supervisors in addressing non-compliance or performance issues related to FWAs.

#### References and Cross-references.

UNT System Regulation 6.1000 (Information Security)

UNT System Regulation 3.4000 (Place of Work and Flexible Work Arrangements)

UNT Policy 5.022 (Flexible Work Arrangements)

UNT Health Policy 5.112 (Flexible and Remote Work)

UNT Dallas Policy 5.044 (Remote Working and Flexible Work Arrangement)

UNT System Administration Policy 3.120 (Flexible Work Arrangements)

#### Forms and Tools.

[FWA Training and Forms](#)

[UNT System Information Security Handbook](#)

[All Regulations and Policies](#)

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