



**Policy Chapter:** Chapter 5 Human Resources

**Policy Number and Title:** 05.022 Flexible Work Arrangements

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## **I. Policy Statement**

The University of North Texas 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. 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**

Staff and non-student hourly employees. This policy does not apply to faculty positions or positions that require student status as a condition of employment.

## **III. Policy Definitions**

### ***A. Alternate Work Location***

"Alternate Work Location," in this policy, means an approved physical 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.

### ***B. Compressed Workweek***

"Compressed Workweek," in this policy, 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 week. For example:

1. The "4-10" (or "4-40") work week (4 days at 10 hours per day including a 30- to 60-minute lunch)
2. The "4-9-4" work week (4 days at 9 hours per day including a 30- to 60- minute lunch, and one 4-hour day)

### ***C. Computer Equipment***

"Computer Equipment," in this policy, means laptops, desktop computers, docking stations, monitors, printers, scanners, and cables assigned to an employee.

### ***D. Flexible Work Arrangement***

"Flexible Work Arrangement," in this policy, means an arrangement that allows an employee

to work hours other than 8:00 to 5:00, on days other than Monday through Friday, or from a location other than the employee's regularly assigned place of employment at a university work location.

**E. Flexible Work Schedule**

"Flexible Work Schedule," in this policy, means a work schedule that allows employees to work hours other than the normal operating hours of the university. For example:

1. 7:00 a.m. to 3:30 p.m. Monday-Friday (with a 30-minute lunch)
2. 9:00 a.m. to 6:00 p.m. Monday-Friday (with an hour lunch)
3. 7:00 a.m. to 4:00 p.m. Monday-Friday (with an hour lunch)

**F. Non-student Hourly Employee**

"Non-student Hourly Employee," in this policy, means an employee, other than a staff or faculty employee, who is employed on a temporary basis and is not employed in a position for which the employee is required to be a student as a condition of employment.

**G. Regularly Assigned Place of Employment**

"Regularly Assigned Place of Employment," in this policy, means the location where an employee usually and customarily reports for work.

**H. Remote Working**

"Remote Working," in this policy, means the performance of normal work duties at an alternate work location from an employee's regularly assigned place of employment.

**I. Required Flexible Work Arrangement**

"Required Flexible Work Arrangement," in this policy, means an assignment directed by an employee's supervisor requiring the employee to follow a Flexible Work Arrangement, usually for remote working.

**J. Staff Employee**

"Staff Employee," in this policy, 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 4.5 months and is not employed in a position for which the employee is required to be a student as a condition of the employment.

**K. Voluntary Flexible Work Arrangement**

"Voluntary Flexible Work Arrangement," in this policy, means a Flexible Work Arrangement requested by an employee.

## **IV. Policy Responsibilities**

### **A. Scope**

This policy is not intended to address the occasional or sporadic scheduling incidences within a workweek, but to address long-term arrangements where a flexible schedule or working from a remote location is either required or requested and approved according to policy.

### **B. Requirements and Responsibilities**

#### **1. General**

- a. **Office Hours.** A normal workweek begins at 12:01 a.m. Sunday and ends at midnight the following Saturday. State law sets the minimum workweek for regular full-time salaried employees at 40 hours. The workday of personnel may be staggered; however, administrative offices will be open from 8:00 a.m. to 5:00 p.m. each weekday, Monday through Friday, except on designated holidays. Offices shall remain open during the noon hours each working day with at least one person on duty to accept calls, receive visitors, or transact business. Departments must ensure office coverage during normal office hours.

Certain department groups and personnel may have different office hours and schedules, including standby schedules, due to the nature of their work.

- b. Participation in a flexible work arrangement does not alter the employee's work relationship nor does it relieve an employee from the obligation to abide by all Regents Rules, System Regulations and university policies and procedures, unless expressly altered by this policy.
- c. All flexible work arrangements must comply with the Flexible Work Arrangement Guidelines.

#### **2. Required Flexible Work Arrangements**

- a. Supervisors can require an employee to work remotely ensuring that the employee continues to work standard hours with or without a flexible work schedule.
- b. Employees required to work remotely and their supervisors are required to complete training related to flexible work arrangements to ensure understanding of mutual responsibilities. The training must be completed within five business days after the requirement to work remotely begins.
- c. Employees required to work remotely are not required to complete the Flexible Work Arrangement Form. Supervisors are responsible for notifying Human Resources of required Flexible Work Arrangements.

#### **3. Voluntary Flexible Work Arrangements**

- a. Employees may request a Flexible Work Arrangement, including Remote Working

with or without a flexible work schedule.

- b. Employees requesting a Flexible Work Arrangement and their supervisors are required to complete training related to flexible work arrangements to ensure understanding of mutual responsibilities. The training must be completed within five business days of the request for the Flexible Work Arrangement and prior to beginning the Flexible Work Arrangement.
  - c. Employees requesting to work remotely must complete the Flexible Work Arrangement Form.
  - d. All requests require approval by the immediate supervisor and second level supervisor through the form designated by Human Resources prior to engaging in any type of flexible work arrangement. Supervisors have the discretion to approve or deny an employee's request based on job- or business-related criteria.
  - e. Employees may request to terminate a Flexible Work Arrangement at any time.
4. Employee Responsibilities and Conditions
- a. All existing terms and conditions of employment, including but not limited to the position description, salaried benefits, vacation, sick leave and overtime remain the same as if the employee worked only at the employee's regularly assigned place of employment.
  - b. When working remotely, employees are expected to work their regularly scheduled hours unless a flexible work schedule has been approved. Overtime must be approved in advance. Departments must ensure office coverage during normal office hours.
  - c. Employees must adhere to any meeting requirements established by their supervisor. The attendance requirements may be via videoconference (with or without the camera enabled), phone or face-to-face at the Regularly Assigned Place of Employment or other appropriate designated location.
  - d. Working remotely is not intended to serve as a substitute for child or adult care. However, working remotely may be utilized by individuals with caregiving responsibilities, provided that their productivity and quality of work is not compromised.
  - e. Remote work is not a substitute for taking time off from work, including absences protected by the Family and Medical Leave Act (FMLA).
  - f. All information and materials related to university business shall be properly secured from unauthorized access and disclosure regardless of the employee's work location.

## 5. Supervisor responsibilities

- a. Flexible work arrangements may be changed or terminated at any time at the discretion of the supervisor. Supervisors are encouraged to review the flexible work arrangement annually. Supervisors should, but are not required to, provide the employee five business days' notice of changes in flexible work arrangements.
- b. The appropriate second level supervisor will make the final decision to approve or deny the request, change, or termination of a Flexible Work Arrangement.
- c. 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 office hours.
- d. All work schedules must be documented in accordance with and comply with the Flexible Work Arrangement Guidelines.

### ***C. Timekeeping***

All employees who have a flexible work arrangement are required to comply with timekeeping procedures and may be required to establish recurring meetings with supervisors or other employees, scheduled brief period check-ins (e.g. daily, weekly, etc.) and submit work productivity reports or emails as well as other supportive documentation regarding productivity as requested by the supervisor. Supervisors are encouraged to identify any reporting expectations in advance.

### ***D. Infrastructure and Materials Support***

#### 1. Employees voluntarily working remotely

The University is not obligated to provide any infrastructure, materials, or assigned computer equipment to support the remote working effort (e.g., computer/laptop, printer, office supplies, furniture, reimbursement for internet connectivity at home, or reimbursement for home telephone expenses), but supervisors may, for good business reason, allow employees to transfer portable computing equipment to and from the remote work location.

#### 2. Employees required to work remotely

Employees who are required to work remotely may, with supervisor and IT services approval for good business reason, transfer or arrange to have transferred assigned computer equipment to their remote work location. The university is not obligated to provide any other infrastructure or any materials to support the remote working effort (e.g., office supplies, furniture, reimbursement for internet connectivity at home, or reimbursement for home telephone expenses), and may not do so unless a good business reason to accomplish a public purpose is demonstrated and approved by the second level supervisor.

3. Employees with equipment that serves as an accommodation under the Americans with Disabilities Act may transfer or arrange to have transferred such equipment to their remote work location.
4. All remote work must comply with university information security requirements.
5. All assets (e.g., equipment) transferred from the Regularly Assigned Place of Employment must adhere to the Asset Management policy (10.048).

#### ***E. Workplace Injury and Property Damage***

1. Injuries at Alternate Work Location

The University is not responsible for injury at the alternate work location to any non-employee 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 in accordance with UNT Policy 15.005, Workers' Compensation Insurance.

2. Damages to Personal Property and Operating Costs.

The University is not responsible for damages to employee-owned property that is used while working remotely. The University will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g., utilities, telephone, insurance) for working remotely.

#### ***F. Termination of Flexible Work Arrangement***

Flexible work arrangements whether voluntary or required may be terminated by the university at any time, requiring the employee to physically report to the Regularly Assigned Place of Employment. All notes, data, reference materials, sketches, drawings, memoranda, reports, records, equipment, software, supplies, and any other property issued to the employee in connection with the flexible work arrangement is considered university property and must be returned to the Regularly Assigned Place of Employment upon termination of the Flexible Work Arrangement.

#### ***G. Prior Written Approval***

The President has the authority to designate an employee's personal residence as their regular or assigned temporary place of employment.

### **V. Resources/Forms/Tools**

Flexible Work Arrangement Guidelines

Flexible Work Arrangement Form

**VI. References and Cross-References**

- [Texas Government Code, Chapter 658](#)
- [Texas Government Code, Chapter 662](#)
- [UNT System Board of Regents Rule 05.1200, Hours of Work](#)
- [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**

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