

33.06.01.R0.01 Flexible Work Arrangements

Reviewed February 14, 2024

Next Scheduled for Review: February 14, 2029



Procedure Summary

East Texas A&M University may authorize flexible work arrangements for employees when such arrangements respond to the needs of employees, increase productivity, and/or enhance the service capabilities of the University.

This procedure outlines the approval process and the parameters of flexible work arrangements

Procedures and Responsibilities

1 GENERAL

The President may approve requests for flexible work arrangements from direct reports and has designated the Provost and Vice President for Academic Affairs, the Vice President for Finance and Administration, the Vice President for Research and Economic Development, the Vice President for Philanthropy and Engagement, the Vice President for Enrollment Management, the Vice President for Student Affairs/Dean of Students, and the Director of Athletics official designees for approval of requests within each respective division.

2 WORKING IN AN ALTERNATE LOCATION

See University Procedure [33.06.01.R0.02 Alternate Work Location](#)

3 JOB SHARING

The University may allow two or more employees to share a single job. The part-time employee is entitled to the benefits and subject to the policies, regulations, and rules that apply to other part-time employees.

4 FLEXIBLE WORK SCHEDULES

4.1 A flexible work schedule permits an employee to work a predetermined and approved variation of the employee's standard work schedule. The minimum timeframe for a flexible schedule is two months.

4.2 A nonexempt employee must maintain a 40-hour workweek. An employee who is exempt under the FLSA must maintain either a 40-hour workweek or an 80-hour schedule over

two consecutive workweeks. A flexible schedule does not limit the hours that an exempt employee must work to complete the job requirements.

- 4.3 Employee initiates the Flexible Work Schedule request in Workday to their immediate supervisor. The supervisor verifies the employee's eligibility and considers the operational impact of the agreement on the department (e.g. staffing, customer service, timely handling of tasks, phone coverage, team responsibilities, and service commitments)

5 TEMPORARY ADJUSTMENT OF WORK SCHEDULES

An employee may be allowed to adjust hours or be scheduled different hours within a workday or workweek as long as a 40-hour workweek is maintained. This schedule adjustment requires the appropriate supervisor's advance approval, is for a justifiable reason, and does not represent a flexible work schedule as defined in Section 4.

6 OTHER

The University may offer an employee other flexible work arrangements that benefit the employee and the university. The University also may require an employee to work a flexible schedule when required by the job duties. This includes requiring shift work, work on weekends, and other schedules required by the job duties and responsibilities.

7 DOCUMENTATION

Documentation of requests and approvals must be retained in Workday for audit functions, to provide information and guidelines necessary for accountability, and to demonstrate proper reporting of hours worked within the authority of this procedure and system regulation.

Related Statutes, Policies, or Requirements

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

System Regulation [33.06.01 Flexible Work Arrangements](#)

University Procedure [33.06.01.R0.02 Alternate Work Location](#)

Revision History

Approved April 5, 2012

Reviewed August 31, 2017

Revised November 7, 2024 (University Name Update)

Contact Office

Human Resources Office
903.886.5080