

## 33.06.01.R0.01 Flexible Work Arrangements

Approved April 5, 2012  
Reviewed August 31, 2017  
Next Scheduled for Review: August 31, 2022



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### Procedure Statement

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Texas A&M University-Commerce 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

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### Procedures and Responsibilities

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#### 1 GENERAL

The President of Texas A&M University-Commerce may approve requests for flexible work arrangements from direct reports and has designated the Provost and Vice President for Academic Affairs, the Vice President of Business Administration, the Vice President for Research and Economic Development, the Vice President for Institutional Advancement, the Vice President for Enrollment Management, and the Director of Athletics official designees for approval of requests within each respective division.

#### 2 WORKING IN AN ALTERNATE LOCATION

- 2.1 The President or designee must approve, in writing, each request for an employee to work from home or another location other than the official place of business. Consideration will be given to equipment needs and maintenance, employee safety, communication and supervision, and adherence to state and federal laws.
- 2.2 When the President or designee approves the arrangement, the employee and Department Head must agree in, writing, to the job duties, employee's responsibilities, and other related issues. This arrangement may be long-term or temporary. Hours of work must conform to a minimum of forty (40) hours a week for full-time employment; however, exceptions may be approved to the minimum length of the workweek and the maximum length of a workday to achieve and maintain efficiency but within the limitations of applicable law.

### 3 JOB SHARING

A&M-Commerce 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.

### 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

A&M-Commerce 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

7.1 Documentation of requests and approvals must be retained at the department level 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.

7.2 [Flexible Work Schedule Request for Monthly Employees](#)

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

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

System Regulation [33.06.01 Flexible Work Arrangements](#)

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## **Contact Office**

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Human Resources Office  
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