



Standard Administrative Procedure (SAP)

33.06.01.L0.01 Flexible Work Arrangements and Alternate Work Location

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Procedure Statement and Reason for Procedure

The purpose of this SAP is to establish guidelines for requesting and approving flexible work arrangements, that include Alternate Work Location, Flexible Work Schedule, and Temporary Work Schedule Adjustment, for employees of Texas A&M International University (TAMIU).

TAMIU supports department heads and supervisors in implementing flexible work arrangements when such arrangements respond to the needs of the position, department, operations of the campus and employee, and increase productivity and enhance the service capabilities of TAMIU.

The department head will ensure that his/her principal administrative office is open for business during regular office hours. Adequate staff coverage and supervision, sufficient to meet the operating requirements of the department and ensure quality service, are required at all times. The needs of both internal and external customers must be considered to determine adequate staffing. Work that requires regular supervision or essential interactions with other staff must be scheduled when such supervisors and interacting staff are available.

All regular employees of TAMIU are eligible to request a flexible work arrangement.

Procedures and Responsibilities

1. PROCEDURES AND RESPONSIBILITIES

TAMIU allows flexible work arrangements that include **Alternate Work Location**, **Flexible Work Schedule**, and **Temporary Work Schedule Adjustment**. Requests for flexible work arrangements must be submitted as described in the respective sections below. All flexible work arrangements must comply with [System Policy 33.06, Hours of Work for Full-Time Salaried Employees](#) and [System Regulation 33.06.01, Flexible Work Arrangements](#).

Approvals for all flexible work arrangements, including approval from the President, must be obtained in advance, prior to the commencement of the flexible work arrangement.

1.1 Alternate Work Location

- 1.1.1 A request to work from home or another location not on the TAMIU campus in Laredo, Texas must be submitted using the *Alternate Work Location Request* form (available on the [Office of Human Resources \(HR\) website](#) under the “Forms” tab) and ultimately approved by the President. Approvers must consider the benefit to TAMIU, the employee’s job duties and responsibilities, communication, supervision, equipment needs and maintenance, employee safety, and adherence to state and federal laws. If approved, the employee and supervisor/department head must agree to the job duties, employee responsibilities, and other related issues. Alternate Work Location arrangements may be long-term or temporary.
- 1.1.2 Requests to work from outside the United States are generally not allowed. If approved by the President, the System Office of General Counsel must be consulted for any Alternate Work Location outside the country for longer than 60 days.
- 1.1.3 An Alternate Work Location arrangement is not intended to accommodate medical appointments, treatment programs, or the care of family members which are covered by and should be filed under the Family Medical Leave Act (FMLA).
- 1.1.4 TAMIU may designate Alternate Work Location arrangements for employees during a natural disaster, pandemic, state or local lockdowns, or other emergencies that impact the ongoing operation of the campus.

1.2 Flexible Work Schedule

- 1.2.1 A Flexible Work Schedule is semi-permanent in nature, permits an employee to work a pre-determined and approved variation of the employee’s standard work schedule, and involves a minimum timeframe of 2 months. The minimum timeframe does not restrict the supervisor’s right to require or allow variations to the Flexible Work Schedule as needed.

- 1.2.2 A Flexible Work Schedule does not permit an employee to work a random variation of hours to accomplish a 40-hour workweek and is not to be used to address temporary situations such as illness of the employee or dependents or lack of dependent day care (for such situations, please refer to Temporary Work Schedule Adjustment).
- 1.2.3 Under a Flexible Work Schedule, non-exempt, full-time employees must maintain a 40-hour workweek but may not schedule more than 40 work hours during the workweek. Supervisors must ensure the schedule does not incur unnecessary overtime. Under a Flexible Work Schedule, exempt employees are not limited to the number of hours they must work to complete the job requirements. Further, exempt, full-time employees must maintain a 40-hour workweek or an 80-hour schedule over 2 consecutive workweeks.
- 1.2.4 A supervisor may determine that some positions require performance during standard hours for maximum effectiveness or efficiency. Approval of Flexible Work Schedule requests from employees in such positions is at the discretion of the supervisor, in consultation with the department head.
- 1.2.5 The approval, continuance, discontinuance, or modification of a Flexible Work Schedule is at the discretion of the supervisor, in consultation with the department head.
- 1.2.6 Flexible Work Schedules may be recommended by department heads and deans and require approval by the appropriate VP.
- 1.2.7 A request for a Flexible Work Schedule must be done in writing using the *Flexible Work Schedule Request* form (available on the [HR website](#) under the "Forms" tab). Authorization for a Flexible Work Schedule must be renewed each fiscal year. Employees wishing to continue on a Flexible Work Schedule, make a change to an existing Flexible Work Schedule, or cancel an existing Flexible Work Schedule prior to the end date, must initiate a new *Flexible Work Schedule Request* form. The supervisor or department head is required to promptly provide HR the completed *Flexible Work Schedule Request* form with all necessary approvals for filing in the employee's personnel file.

1.3 Temporary Work Schedule Adjustment

- 1.3.1 A Temporary Work Schedule Adjustment is short-term in nature and permits an employee to adjust hours within a workday or workweek, with prior approval by the supervisor and department head and, in the case of a non-exempt employee, as long as a 40-hour workweek is maintained and hours are properly accounted for on the timesheet. A Temporary Work Schedule Adjustment must be for a justifiable reason and does not represent a Flexible Work Schedule. Temporary Work Schedule Adjustments of greater than one workweek must be documented in writing using the *Flexible Work Schedule Request* form (see Section 1.3.7).

1.3.2 Department heads (including academic department chairs) are authorized to approve Temporary Work Schedule Adjustments. Due to the temporary and short-term nature, requests for a Temporary Work Schedule Adjustment are not required to be in writing.

1.4 Responsibilities

1.4.1 Supervisor: The supervisor will ensure that flexible work arrangements are administered consistently and equitably and that procedures and coverage requirements are understood. The supervisor will plan and schedule flexible work arrangements that will ensure sufficient staff to meet the operating requirements of the department.

1.4.2 Employee: The employee will plan and organize his/her time to meet the job requirements established by the supervisor. The employee will participate in the resolution of conflicts between the job and the flexible work arrangement. The employee will inform the supervisor if a change of schedule is required and find substitute coverage that is acceptable to the supervisor (one or more employees may assume coverage responsibility, with the supervisor's approval).

2. FLEXIBLE WORK ARRANGEMENT REQUIRED BY JOB DUTIES

TAMIU may require an employee to work a flexible work arrangement when required by the job duties (i.e., shift work, work on weekends, other schedules required by the job duties).

3. HOLIDAYS

All regular employees are entitled to paid holidays as provided by [System Regulation 31.04.01, System Holidays](#). If an employee's work schedule deviates from TAMIU's regular work and holiday schedule, adjustments may be necessary. The employee and supervisor must plan ahead for necessary adjustments in anticipation of a holiday or holidays.

4. LEAVE REQUESTS

Employees working under an approved flexible work arrangement will submit a leave request for the number of hours scheduled to work but not worked. For example, an employee working under an approved flexible work arrangement works 10 hours on Tuesdays. The employee must submit a leave request for 10 hours if they had an absence on Tuesday.

Related Statutes, Policies, Regulations, or Rules

[System Policy 33.06, Hours of Work for Full-Time Salaried Employees](#)
[System Regulation 33.06.01, Flexible Work Arrangements](#)

Contact Office

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