

**ADMINISTRATIVE PROCEDURES**

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| **10.29 Flexible Work Arrangements** | **Revised: December 2, 2022** |

1. GOVERNING REGULATIONS

This procedure is governed by System Policy [31.01](http://policies.tamus.edu/31-01.pdf) Compensation and System Regulation [33.06.01](http://policies.tamus.edu/33-06-01.pdf) Flexible Work Arrangements.

1. PURPOSE

This procedure establishes guidelines for ensuring a flexible and supportive work environment for Texas A&M Forest Service employees. Flexible work arrangements for employees are not a right, but may be implemented when such arrangements respond to the needs of employees while continuing to meet the needs of the agency. Operational requirements of the agency take precedence over an employee’s request for flexible work arrangements.

1. BREAK TIME FOR NURSING MOTHERS

The agency will make reasonable accommodations for employees who wish to express milk during work hours. A reasonable amount of break time will be provided for a nursing mother to express breast milk for her nursing child. Employees may use a designated room to express milk at work. Designated rooms cannot be a multiple user bathroom and must be a room that is shielded from view and free from intrusion from other employees and the public.

1. TEMPORARY ADJUSTMENT OF WORK SCHEDULE

An employee may request to adjust hours within a workday or workweek as long as a 40-hour workweek is maintained. The supervisor may approve the temporary adjustment if it is reasonable and does not adversely affect the work performance of the administrative unit. However, the supervisor may not approve a request that represents a flexible work schedule as defined in Section 5.

1. FLEXIBLE WORK SCHEDULE
   1. A flexible work schedule permits an employee to work a predetermined and approved variation of the employee's standard work schedule for an extended period of time. Flexible work schedules may be modified, continued, or discontinued at the discretion of management at any time. Flexible work schedules must maintain a 40-hour workweek, but this does not limit the hours that an exempt employee must work to complete the job requirements.
   2. When an employee has an event or temporary circumstance (e.g. teaching a course at Texas A&M University, recovering from a health event, assisting family member receiving medical treatments, etc.) where a flexible work schedule is needed, the employee may submit a request using the [FlexWork Schedule Request](https://tfsfinance.tamu.edu/modules/finance/admin/procedures/Flex%20Work%20Schedule%20Request.docx) form. This request must be approved through the chain of command by the Director.
2. TEMPORARY REMOTE WORKING

From time to time an employee may have a need to work remotely for a short period of time (a week or less) to accommodate home repair contractor, a sick child, or similar circumstance. Such request may be approved by the employee’s supervisor and need not be formally requested.

1. ALTERNATE WORK LOCATION

7.1 When an employee has a situation or event (such as a short-term health event) where they have a need to work remotely for an extended period of time (more than a week), the employee may submit a request using the [Alternate Work Location Request](https://tfsfinance.tamu.edu/modules/finance/admin/procedures/Alternate%20Work%20Location%20Request.docx) form. This request must be approved through the chain of command by the Director.

7.2 Working at an alternate work location is considered only for regular budgeted employees, as defined by System Policy 31.01, who are satisfactorily performing their duties.

7.3 Alternate arrangements to work outside the United States must not be for more than 60 days. Exceptions may be granted after consultation with the office of General Counsel.

7.4 Employees are expected to follow all system policies, regulations, and member rules and administrative procedures while at the alternate work location.

1. REQUESTS FOR FLEXIBLE WORK SCHEDULE OR ALTERNATE WORK LOCATION

8.1 Prior to making a formal request for a flexible work schedule or an alternate work location, the employee should discuss the matter with their immediate supervisor, who must evaluate and determine whether the employee will be able to perform assigned duties under the flexible work schedule or at the alternate work location.

8.2 If the employee’s supervisor determines that the employee will be able to perform assigned duties under the flexible work schedule or at the alternative work location, the employee may submit a [FlexWork Schedule Request](https://tfsfinance.tamu.edu/modules/finance/admin/procedures/Flex%20Work%20Schedule%20Request.docx) or [Alternate Work Location Request](https://tfsfinance.tamu.edu/modules/finance/admin/procedures/Alternate%20Work%20Location%20Request.docx) through the chain of command to the Director for approval.

8.3 Approvals by the agency are based upon the following:

1. The employee’s performance is at an acceptable level, based upon written performance evaluations.
2. The employee is able to perform all assigned duties under the flexible work schedule or at the alternative work location, as determined by the immediate supervisor.
3. The circumstances warrant the use of a flexible work schedule or an alternate work location.

8.4 All requests are routed to Employee Development (ED) for compliance review by the AgriLife Human Resources (HR) Manager and Associate Director for Finance and Administration prior to submission to the Director.

8.5 ED notifies the chain of command of the Director’s decision. The chain of command is responsible for notifying the employee. A copy of the approved request is sent to the payroll office.

8.6 For approved requests, the immediate supervisor is responsible for monitoring work of the employee and ensuring that assigned duties are fulfilled. If the employee fails to fulfill their duties, the immediate supervisor notifies the chain of command and the HR Manager. Generally, such circumstances result in immediate cancelation of the approved flexible work schedule or alternative work location. The HR Manager works with the supervisor, chain of command, and the Associate Director for Finance and Administration to ensure that all appropriate actions are taken and documented.

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