

University of North Texas at Dallas	Chapter 05
05.044 Remote Working and Flexible Work Schedule	Human Resources

Policy Statement. The University of North Texas at Dallas (UNT Dallas or University) endeavors to foster a work environment that maximizes productivity and flexibility for supervisors and employees. A Flexible Work Arrangement may be implemented as a means of enhancing administrative efficiency, improving productivity and job performance, supporting business continuity plans, as an accommodation under the Americans with Disabilities Act, 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 a Flexible Work Arrangement is not intended to modify regular hours of operation within a unit, nor does it alter the responsibility or diminish the authority of supervisors to establish and adjust work schedules.

Application of Policy. This policy applies to 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.

Definitions.

1. **Alternate Work Location.** An "Alternate Work Location" means an approved physical worksite other than the Regularly Assigned Place of Employment of an employee. Such locations may include, but are not limited to, the home of an employee.

2. **Compressed Workweek.** A "Compressed Workweek" means an arrangement that enables an employee 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:
 - The "4-10" (or "4-40") work week (4 days at 10 hours per day including a 30- to 60-minute lunch); or
 - 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).

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

4. **Flexible Work Arrangement.** A "Flexible Work Arrangement" means an arrangement that allows an employee to work hours other than between 8:00 a.m. and 5:00 p.m., on days other than Monday through Friday, or from an Alternate Work Location.

5. **Flexible Work Schedule.** A "Flexible Work Schedule" means a work schedule that allows an employee to work hours other than the normal operating hours of the University. For example:
 - 7:00 a.m.-3:30 p.m. Monday-Friday (with a 30-minute lunch)
 - 9:00 a.m.-6:00 p.m. Monday-Friday (with a 60-minute lunch)
 - 7:00 a.m.-4:00 p.m. Monday-Friday (with a 60-minute lunch)

6. **Non-Student Hourly Employee.** A “Non-Student Hourly Employee” 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.
7. **Regularly Assigned Place of Employment.** A "Regularly Assigned Place of Employment" means the location where an employee usually and customarily reports for work.
8. **Remote Working.** "Remote Working" means the performance of normal job duties by an employee at an Alternate Work Location.
9. **Staff Employee.** A “Staff Employee” 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.
10. **Work Day.** A "Work Day" means Monday, Tuesday, Wednesday, Thursday, or Friday during regular business hours (8:00 a.m. to 5:00 p.m.) at UNT Dallas. These five “Work Days” are referred to as a work week.

Responsibilities and Requirements.

1. Policy Scope.

- A. This policy is not intended to address the occasional or sporadic scheduling request within a work week, but to address a long-term arrangement in which a Flexible Work Schedule or Alternate Work Location is required or requested and approved in accordance with this policy.
- B. A supervisor can require an employee to perform their job duties at an Alternate Work Location ensuring that they continue to work standard hours with or without a Flexible Work Schedule.

2. In General.

- A. Participation in a Flexible Work Arrangement does not alter the employee’s work relationship nor does it relieve the employee of their obligation to abide by all Regents Rules, System Regulations, and University policies and procedures, unless expressly modified by this policy.
- B. All employees and their supervisors participating in a Flexible Work Arrangement are required to complete related training to ensure an understanding of their respective responsibilities. This training is required whether the Flexible Work Arrangement is requested by the employee or at the direction of their supervisor. The training must be completed within five (5) days of submitting the request or upon the direction of the supervisor.
- C. All Flexible Work Arrangements must comply with the Flexible Work Arrangement Guidelines.

3. Employee Responsibilities and Conditions.

- A. All existing terms and conditions of employment, including but not limited to the position description, salary, 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. An employee requesting a Flexible Work Arrangement must complete a Flexible Work Arrangement Form. An employee who is required to work remotely does not need to complete a Flexible Work Arrangement Form but is required to complete the related training.
- C. A request submitted by an employee requires approval by their immediate supervisor and, as applicable, their second level supervisor, via the Flexible Work Arrangement Form required by Human Resources, prior to engaging in any Flexible Work Arrangement. A supervisor has the discretion to approve or deny a submitted request and must consider the impact on the effectiveness of unit operations.
- D. When an employee is performing their job duties from an Alternate Work Location, they are expected to perform their job duties during the Work Day or per their regularly scheduled hours, unless a Flexible Work Schedule has been approved. Overtime must be approved in advance. Each supervisor must ensure there is adequate coverage of unit operations during the Work Day.
- E. 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.
- F. Remote Working is not intended to serve as a substitute for child or adult care. However, an employee may request approval from their supervisor to perform their job duties at a location that allows them to address caregiving responsibilities, provided their productivity and quality of work are not compromised.
- G. Remote Working is not a substitute for taking time off from work, including absences protected by the Family and Medical Leave Act (FMLA).
- H. An employee may submit a request to their supervisor to terminate the approved Flexible Work Arrangement at any time.
- I. Employees must properly secure all information and materials related to University business from unauthorized access and disclosure regardless of the location where they work.

4. Supervisor Responsibilities.

- A. A supervisor may, at any time, modify or terminate the Flexible Work Arrangement of an employee in their unit, unless the Flexible Work Arrangement is a condition of a workplace accommodation agreement.

- B. A supervisor should notify the employee five business days prior to implementing any change to the employee's Flexible Work Arrangement.
- C. A supervisor should review each active Flexible Work Arrangement at least annually.
- D. A supervisor may not modify or terminate a Flexible Work Arrangement that is a workplace accommodation under the Americans with Disabilities Act without consulting with Human Resources.
- E. The appropriate second level supervisor will make the final decision to approve or deny a request, modification, or termination of a Flexible Work Arrangement.
- F. Individual work schedules must meet the operational needs of the unit. Specifically, Flexible Work Arrangements and schedules shall be developed and administered in a manner that allows the unit to remain open during normal University hours.
- G. All work schedules must be documented in accordance with and comply with the Flexible Work Arrangement Guidelines.

5. 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 their supervisor or other employees, schedule 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 their supervisor. Supervisors are expected to advise employees who have a Flexible Work Arrangement of their reporting expectations in advance.

6. Infrastructure and Materials Support.

- A. Employees voluntarily working remotely. The University is not obligated to provide any infrastructure, materials, or Computer Equipment to support the Remote Working effort. However, a supervisor may, for good business reason, allow an employee to transfer portable Computer Equipment to and from an Alternate Work Location.
- B. Employees required to work remotely. An employee who is Remote Working because of operational requirements may, with supervisor and IT Support Services (ITSS) approval for good business reason, transfer or arrange to have transferred Computer Equipment to an Alternate Work Location. The University is not obligated to provide any other infrastructure or 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.
- C. An employee who is provided equipment as an accommodation under the Americans with Disabilities Act may transfer or arrange to have transferred such equipment to an Alternate

Work Location.

- D. All Remote Working must comply with University ITSS requirements and security protocols as outlined by University ITSS, UNTD Policy 14.005 Network Access, UNTD Policy 14.012 Information Security, and the UNT System Administration Security Handbook.
- E. All assets transferred from the Regularly Assigned Place of Employment must comply with [UNT Dallas Policy 11.005; Physical Asset Management](#).

7. Workplace Injury and Property Damage.

A. Injuries at Alternate Work Location.

The University is not responsible for injury at an Alternate Work Location to any non-employee who would not be in the work area if the job duties of the employee were being performed at the Regularly Assigned Place of Employment. An employee injured while Remote Working must notify their supervisor immediately and complete all requested documents regarding any injury in accordance with guidance provided by Risk Management.

B. Damages to Personal Property and Operating Costs.

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

8. Termination of Flexible Work Arrangement.

A Flexible Work Arrangement, whether voluntary or required, may be terminated by the University at any time. A Flexible Work Arrangement that the employee requested may be terminated by either the University or the employee. Upon the termination of a Flexible Work Arrangement that designated an Alternate Work Location, the employee shall report to their 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.

9. Prior Written Approval.

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

References and Cross-References.

- Texas Government Code Chapter 658; *Hours of Labor*
- Texas Government Code Chapter 662; *Holidays and Recognition Days, Weeks, and Months*
- UNT System Board of Regents Rule 05.1200; *Hours of Work*
- UNT System Regulation 03.101; *Office and Working Hours*
- UNT Dallas Policy 05.017.2; *Sick Leave*

- UNT Dallas Policy 05.017.4; *Vacation Leave*
- UNT Dallas Policy 05.018; *Compensatory Leave and Overtime*
- UNT Dallas Policy 11.005; *Physical Asset Management*
- UNTD Policy 14.005; *Network Access*
- UNTD Policy 14.012; *Information Security*
- UNT System Information Security Handbook

Forms and Tools.

- [Flexible Work Arrangement Guidelines](#)

Revision History.

Responsible Office:	Human Resources
Responsible Officer:	Executive Director of Human Resources
Initial Approval Date:	04/08/2018
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