Flexible Work Arrangement Policy

1. Purpose  Define eligibility, parameters, and procedures for BFS staff and management to request, administer, and operate under an individualized flexible work arrangement (FWA).

2. Responsibilities  Participating staff and their direct supervisors are responsible for documenting the FWA, and following UT and BFS procedure for reporting and monitoring the effectiveness of the FWA to achieve results that support the success of Business and Financial Services in serving its clients.

3. Eligibility

   a. Position - Flexible Work Arrangements are available for BFS positions that are compatible with the arrangement being requested. Not all positions avail themselves equally to either compressed work schedules or remote/telework options, and eligibility for an FWA for a given position will be determined by the department Manager, AD or Financial Officer, or the BFS Director.

   b. Staff - If a position is deemed eligible for a compressed schedule, remote work, or both, BFS Staff are eligible if the following is met:

      i. Have worked for BFS for at least 12 continuous months and received “satisfactory” or better on their most recent evaluation
      ii. Have no pending disciplinary actions
      iii. Have access to reliable, high speed internet
      iv. Can provide their own peripherals and related equipment to ensure productivity will not be reduced at the remote location as compared to productivity in office at UT.
4. Restrictions/Limitations

a. Telecommuting or Remote Work Arrangement will not be made to exceed one workday per week per employee.
b. Each FWA will be considered to be probationary for the first three months.
c. Employee initiated schedule changes relating to the FWA must have prior manager approval to ensure office coverage is adequate.
d. Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee’s schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members and their supervisor prior to entering into an agreement.

5. Additional Guidelines

a. The employee must submit a detailed task list of work completed throughout the day while working remotely.
b. The employee must be available for communication during UT business hours, for both internal BFS as well as client or external communications.
c. The employee must ensure calls to their direct UT phone line are either forwarded to a mobile or personal phone at the remote work location, or to have voice messages forwarded to their mobile phone or email for prompt reply.
d. The employee is responsible for protecting UT laptops or other UT issued equipment from damage, theft, or other loss.
e. The employee must post notice at their desk or office location that they are working remotely, and are available via phone or email.
f. All FWA’s are subject to review at three months, six months, and annually thereafter, for performance assessment and to ensure BFS objectives are being met by the FWA. More frequent reviews may be requested at the manager’s discretion.
g. In case of inclement weather, please contact your supervisor and work with HR representative for use of Emergency Leave.
6. Procedures

a. To request a modified/compressed work schedule, BFS staff must complete and submit a Flexible Work Arrangement/Work From Home Request Form.

b. To request the option of working from a remote site such as from home, whether on a regular schedule, or on an ad hoc basis, BFS staff must complete and submit the Telecommuting Agreement in addition to the Flexible Work Arrangement/Work From Home Request Form. In addition, a list of peripheral equipment including your high-speed internet plan must accompany the application along with the requested workspace floor plan. Employees must read the UT HOP for Telecommuting before submitting an FWA Application.

7. Additional References

- Create a Balanced Workplace
- Telecommuting for Current Employees
- UT Handbook of Operating Procedures for Telecommuting
- Flexible Work Arrangements for Current Employees
- Flexible Work Arrangements for Managers