

## **TAMUG FLEXIBLE WORK ARRANGEMENT REQUESTS (Staff)**

### **General Information:**

- Flexible Work Arrangement requests are initiated by employees.
- To meet the minimum eligibility requirements, an employee must be a regular budgeted employee.
- Flexible work schedules are intended to last at least two consecutive months; however, requests of shorter duration should also follow the process listed below.
- Work that requires regular supervision or essential interaction with other staff must be scheduled when such supervisors and interacting staff are available.
- The Department/Unit Head will ensure adequate coverage during the individual work unit's normal hours of operation. Open office hours are expected to be between 8:00 a.m. and 5:00 p.m., Monday through Friday, including the noon hour.
- A nonexempt employee must maintain a 40-hour workweek. Department/Unit Heads must ensure each non-exempt (paid hourly and eligible for over-time) participant in a flexible work schedule arrangement records total hours worked each day and documents exceptions to the normal workday (e.g., approved overtime, vacation, or other absences).
- 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.
- Flexible schedules do not permit employees to work a random schedule to accomplish their required number of hours worked.
- Daily work schedule adjustments that do not reduce the amount of time worked in a given day are at the Department/Unit Heads discretion. Operational needs must be taken into consideration when approving this type of schedule adjustment.

### **Process:**

- An employee initiates a request for a Flexible Work Schedule by submitting a Flexible Work Schedule Request for Bi-Weekly (hourly) Employees or Flexible Work Schedule Request for Monthly Employees Form to their immediate supervisor.
- If the supervisor recommends approval, the Flexible Work Schedule Request and a copy of the employee's current job description must be routed through normal administrative (supervisory) channels to Human Resources for review, then to the Chief Operating Officer (COO) for final approval. (Note: The COO must approve, in writing, each request for an employee to work a flexible schedule)

### **Resources:**

- [System Regulation 33.06.01 - Flexible Work Arrangements](#)
- [University SAP 33.06.01.M0.03 - Flexible Work Schedule Procedures](#)
- [Flexible Work Schedule Request for Bi-Weekly \(hourly\) Employees](#)
- [Flexible Work Schedule Request for Monthly Employees](#)