

# STANDARD ADMINISTRATIVE PROCEDURE

## 33.06.01.M0.01 **Alternate Work Location for Nonfaculty Employees**

*Approved December 8, 2000*

*Revised December 2, 2010*

*Revised April 10, 2014*

*Next scheduled review: April 10, 2017*

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### Standard Administrative Procedure Statement

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This procedure must be followed when employees *request* approval to work at an Alternate Work Location (AWL). In addition, this procedure informs employees of the opportunity to request an AWL and explains the specific terms and conditions that must be followed if an AWL is approved. This procedure does not apply when Texas A&M *requires* employees to work at an alternate work location but may be used as an administrative process guide by the department to document such an arrangement in which case routing and signatures are not required. This procedure is required by System Regulation 33.06.01.

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### Reason for Standard Administrative Procedure

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The objective of the provision of an Alternate Work Location (AWL) is to create a flexible and supportive work environment for Texas A&M employees. However, departmental and Texas A&M operational requirements take precedence over an employee's request for an AWL as determined by the department or equivalent unit head.

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### Definitions

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Alternate Work Location: An alternate work location is defined as a location apart from the employee's primary duty station. The primary duty station is the geographic location listed under Position Information in the employee's Texas A&M University Position Description and is typically located on Texas A&M University property.

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### Procedures and Responsibilities

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## 1. GENERAL

- 1.1. Texas State law Chapter 658, Section 010, prohibits employees from using alternate work locations (including personal residence) as their regular place of work without the approval of the President. The President has delegated authority to approve an Alternate Work Location to department or equivalent unit heads.
- 1.2. AWL provisions are contingent upon approval in accordance with this procedure and should not be considered an employee entitlement. An approved AWL request is an AWL agreement. With reasonable notice, an AWL agreement can be terminated at any time by either the supervisor or the participating employee.
- 1.3. Employees working in an AWL remain subject to all applicable university rules and system regulations.

## 2. ELIGIBILITY REQUIREMENTS

- 2.1. To meet the minimum eligibility requirements, an employee must be a regular budgeted employee defined in [System Regulation 31.01.01: Compensation Administration](#), as one who is employed for fifty percent or more time for an employment period which is expected to reach four and one-half months or more or for a semester of more than four months, excluding students holding positions for which student status is a requirement for employment.
- 2.2. Employee must be able to perform the duties of their job description while working at the alternate work location.
  - 2.2.1. Where applicable, medical documentation releasing the employee to work may be required.

## 3. PROCEDURE FOR REQUESTING AN ALTERNATE WORK LOCATION (AWL)

- 3.1. An employee initiates a request for AWL by submitting an *Alternate Work Location Request* to the immediate supervisor.
- 3.2. The supervisor will determine if the employee meets the minimum eligibility requirements listed in Section 2 above. The supervisor will also consider the operational impact of the AWL agreement on the department (e.g. staffing, customer service, timely handling of tasks, phone coverage, team responsibilities, and service and research commitments).
- 3.3. If the supervisor recommends approval, the *Alternate Work Location Request* and

a copy of the employee's current job description will be forwarded through normal administrative channels through Human Resources for review to the appropriate department/unit head for final approval. Routing for research personnel will also include the Vice President for Research.

- 3.4 If the AWL request is not approved, the supervisor will notify the employee in writing by returning the original of the [Alternate Work Location Request](#) to the employee. No further action is required.
- 3.5 Following approval of the AWL request, the employee and supervisor will complete the *Inventory of Equipment* form (if applicable) and the *Alternate Work Location Safety Checklist* (if applicable). All original correspondence and forms related to the AWL agreement will be maintained in the employee's official personnel file with copies provided to the supervisor and employee.

#### 4. PROCEDURE FOR ADMINISTERING AN ALTERNATE WORK LOCATION

- 4.1 The initial AWL agreement should be evaluated as needed by the supervisor and the employee to determine if continuation of the AWL is mutually beneficial to both the employer and the employee. Based on this review, the agreement may be continued "as is", continued with modifications, or terminated.
- 4.2 If the AWL agreement is determined to be mutually beneficial and the supervisor's recommendation is to continue the agreement "as is", no further action is required.
- 4.3 No AWL agreement may extend beyond one year without evaluation and re-application.
- 4.4 Substantive changes in the conditions of the AWL with the continuance will require a new *Alternate Work Location Request* forwarded through normal administrative channels through Human Resources for review to the appropriate department/unit head for final approval.
- 4.5 If, after the supervisor's recommendation and concurrence with the department/unit head, the AWL agreement is terminated, the supervisor will notify the employee in writing. A copy of the notice to employee will be placed in the employee's personnel file.

#### 5. CONTINUING THE ALTERNATE WORK LOCATION

- 5.1. Upon expiration of the original time period, an AWL may be continued.

5.2. Continuations of time only, with no other modifications, will be submitted for approval to the department/unit head by memorandum with the original AWL agreement.

6. AMERICANS WITH DISABILITIES ACT

In situations where employees have special needs that merit consideration under the Americans with Disabilities Act (ADA), as amended, and/or the Early Return to Work Program, employees and/or supervisors should contact Policy & Practice Review at 979/862-3331 or [hrpolicy@tamu.edu](mailto:hrpolicy@tamu.edu) for guidance.

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**Related Statutes Policies, Regulations and Rules**

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[Texas Government Code, Chapter 658, Section 658.010: Hours of Labor, Place Where Work Performed](#)

[Policy 33.06: Hours of Work for Full-time Salaried Employees](#)

[Regulation 33.06.01: Flexible Work Arrangements](#)

[Regulation 31.01.01: Compensation Administration](#)

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**Forms**

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[\*Alternate Work Location Request\*](#)

[\*Inventory of Equipment\*](#)

[\*Alternate Work Location Safety Checklist\*](#)

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**Contact Office**

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For more information or clarification on this standard administrative procedure, contact [Human Resources, Employee Relations](#), (979) 862-4027, or by email at [employee-relations@tamu.edu](mailto:employee-relations@tamu.edu).

**OFFICE OF RESPONSIBILITY** [Human Resources](#)