

# STANDARD ADMINISTRATIVE PROCEDURE

## 33.06.01.M0.02 Alternate Work Location - Faculty

*Approved November 22, 2010*

*Next scheduled review: November 22, 2015*

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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.

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### Procedures and Responsibilities

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#### 1. GENERAL

- 1.1. An alternate work location is defined as a location apart from the employee's primary duty station, the physical location listed under Position Information in the employee's Texas A&M University Position Description, typically located on Texas A&M University property.
- 1.2. 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.
- 1.3. 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 head.
- 1.4. 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. An AWL agreement can be terminated at anytime

by either the department head or the participating employee.

- 1.5. Employees working in an AWL remain accountable for adherence 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 not be subject to current formal disciplinary action.
- 2.3. Employee must be able to perform the duties of their job description while working at the alternate work location.

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

- 3.1. An employee initiates a request for AWL by submitting a memorandum to the department head.
- 3.2. The department head will determine if the employee meets the minimum eligibility requirements listed in Section 2 above. The department head will also consider the operational impact of the AWL agreement on the department (e.g. staffing, service and research commitments).
- 3.3. If, after review and department head recommends approval, the *memorandum* and a copy of the employee's current job description will be forwarded through normal administrative channels from the department head to the Dean of Faculties through the college dean, (research professor positions will also route through the Vice President for Research). The department head will need to submit a memorandum justifying the request for final approval by the Dean of Faculties.
- 3.4. If the AWL request is not approved, the department head will notify the employee in writing by returning the original of the *memorandum*. No further action is required.
- 3.5. Following approval of the AWL request, the employee and department head 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 department head and employee.

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

- 4.1 The initial AWL agreement should be evaluated as needed by the department head 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 either be continued "as is", continued with modifications, or terminated.
- 4.2 If the AWL agreement is determined to be mutually beneficial and the department head's recommendation is to continue the agreement "as is", no further action is required.
- 4.3 If the AWL agreement is modified at any point, the department head will review the modifications with the faculty member and route the modified AWL agreement to the Dean of Faculties through the college dean for approval. Once approved, a copy will be provided to the employee and the original will be placed in the employee's personnel file.
- 4.4 If, after the department head's recommendation, the AWL agreement is terminated, the department head will notify the faculty member and route the termination notice to the Dean of Faculties through the college dean. A copy of the notice to employee will be placed in the employee's personnel file and a copy forwarded to Human Resources.
- 4.5 When completing the annual performance review for the employee, it is recommended that comments as to the nature of the AWL agreement be noted in the "Supervisor's Overall Comments" section of the performance review instrument, in addition to the standard performance factors.

#### 5. CONTINUING THE ALTERNATE WORK LOCATION

- 5.1 Upon expiration of the original time period, an AWL may be continued.
- 5.2 Continuations, with or without modifications, will be submitted for approval by the Dean of Faculties through the department head and College Dean 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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[\*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 the Dean of Faculties.

**OFFICE OF RESPONSIBILITY:** [Dean of Faculties and Associate Provost](#)