

STANDARD ADMINISTRATIVE PROCEDURE

33.06.01.M0.01 Alternate Work Location for Non-Faculty Employees

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Standard Administrative Procedure Statement

Texas A&M University is a highly interactive workplace dedicated to the discovery, development, communication, and application of knowledge in a wide range of academic and professional fields and provides dynamic on-campus experiences that are critical to the maintenance of freedom of inquiry and an intellectual environment nurturing the human mind and spirit fostering a vibrant environment for students, faculty, staff, and administrators. Texas A&M University supports the use of flexible work arrangements in certain circumstances where it benefits employees, is consistent with the efficient operation of university campuses and the effective delivery of services to students, campus clientele and the public. Flexible work arrangements include *partially remote* or *fully remote* alternate work location arrangements (AWL) and flexible work schedules. While any university employee may request an AWL arrangement, not all positions may be suited for partially or fully remote work.

This procedure outlines and explains the specific terms and conditions that must be followed if an alternate work location is approved. This procedure does not apply when Texas A&M requires employees to work at an alternate work location for special circumstances. This procedure is governed by System Regulation 33.06.01, *Flexible Work Arrangements*.

Reason for Standard Administrative Procedure

Texas A&M University is a highly collaborative workplace with a mission that values face-to-face interactions. To stay market competitive, enhance employee recruitment and retention, and capitalize on operational efficiencies, the University offers flexibility for eligible employees to

work at an AWL provided it does not compromise their work performance, productivity, or the collaborative pursuit of our mission.

Employees in good standing and whose job duties and responsibilities are suitable for AWL arrangements are afforded the opportunity to perform assigned duties through a *partially* or *fully remote* work arrangement.

Definitions

Alternate Work Location (AWL): a location apart from the traditional primary duty station (ie. office, laboratory, etc.) affiliated with the geographic location/facility associated with any Texas A&M University property.

Designated Work Location: A fully remote work assignment where work duties are regularly performed as specified by employer and suitable to an AWL arrangement because of the nature of the functions and business need associated with the location of the position. Serves as the primary work location on file.

Fully Remote Work: A designation of an AWL which allows for employees to fulfill all their job duties from an AWL. This AWL arrangement does not require the employee to report to the primary duty station and allows them to fully function in their role leveraging technology to work and communicate.

Partially Remote Work: A designation of an AWL which allows an employee to fulfill their on-site responsibilities at the assigned primary duty station while also providing flexibility to perform assigned functions from an AWL. In this AWL arrangement, employees may be in an AWL some, most or all the work week.

Primary Duty Station: The place of employment associated with a traditional university campus facility or university owned/leased property/space serving as the worksite or physical location where employees actually perform work.

Official Procedure

1. GENERAL

- 1.1 Condition of Employment - a partially or fully remote AWL arrangement must not have the effect of changing the employee's duties, obligations, responsibilities, and conditions of employment or required compliance with relevant policies and procedures, or any other federal or state laws, policies, and procedures while working at the AWL. Job responsibilities, standards of performance, and performance appraisals remain the same as when working at the primary duty station.

- 1.2 Hours of Work - the employee must have an approved work schedule adopted in accordance with University and departmental policy. Management must ensure proper compliance and documentation of work hours, in particular ensuring compliance with the Fair Labor Standards Act (FLSA) and overtime policies and procedures. The employee is expected to maintain the same level of availability, levels of production, and quality of work as though the employee were working out of the primary duty station and may need to report to the primary duty station for meetings or special events as deemed necessary. Working hours cannot coincide or overlap with any other type of employment.
- 1.3 Use of Leave - a partially or fully remote AWL arrangement may not be used in place of paid or unpaid leave. If at any time an employee is unable to perform official duties, the employee must utilize the appropriate leave category to record the absence. A request to use leave must be approved in accordance with TAMU rules/SAPs.
- 1.4 Workspace, Equipment and Expenses
 - 1.4.1 Partially or fully remote work employees must maintain a safe, secure, and ergonomic workspace and ensure that they have a designated workspace conducive to a professional environment. All remote work should be done utilizing University or Agency owned equipment. To the extent possible and at the discretion of the department, the University will provide the necessary equipment and supplies that are needed for the specific AWL arrangement. The use of equipment provided by the University is limited to authorized persons and for purposes relating to University business. No personally owned computers should be used and any computer or information-technology equipment used in the performance of University business must be used in compliance with all applicable University policies, including with respect to computer and network security and data security. Employees are personally liable for lost, stolen, or damaged equipment. Employees are responsible to maintain access to networking and/or internet capabilities at the AWL with sufficient bandwidth as necessary to perform the position's duties.
 - 1.4.2 Texas A&M University will not provide office furniture to facilitate the partially or fully remote AWL arrangement. The University will not be responsible for home maintenance, utilities, or any other operating or incidental costs associated with the use of a residence as an AWL. Employees at a designated work location may request reimbursement for authorized expenses (such as business travel) specifically incurred in connection with the remote work in accordance with applicable policies.
- 1.5 Tax and Other Legal Implications - income taxes for employees will generally be withheld as required by the state where the employee is physically located when

performing the work associated with the income. The employee is responsible for personal tax consequences, if any, resulting from the AWL arrangement. The employee should seek independent professional advice for any questions or concerns regarding tax issues. Additionally, if an AWL arrangement is proposed in a state/country other than the State of Texas, the employing unit shall notify HROE Employee Relations to coordinate a legal review prior to approval which may include tax reporting, export control, immigration sponsorships, and other employment implications for the University. Requests for AWL arrangements outside of the U.S. will route to the Export Control Partner for review and approval.

- 1.6 Termination of the AWL arrangement – AWL arrangement provisions are contingent upon approval in accordance with this procedure. Management reserves the right to end the AWL work arrangement at any time. Employees should be given reasonable notice of the termination of the agreement. Failure to comply with provisions of this procedure and associated guidelines may result in the termination of the AWL arrangement and/or disciplinary action, up to and including termination of employment in accordance with A&M System Regulation.
- 1.7 Training - training relative to operational effectiveness, coordinating team dynamics, performance expectations and success monitoring is available for managers and employees. These recommended training courses can aid in establishing a successful AWL arrangement. These courses are available via the AWL Guidelines found on the HROE website and completion of these courses may be noted in the individual's TrainTraq transcript.
- 1.8 Special Circumstances

The University will announce campus closings, delayed openings, or modification of operations due to a serious and/or unexpected event or situation requiring an immediate need for fully or partially remote work often in response to a campus crisis or inclement weather. In these instances, employees functioning at an approved AWL will continue to work at the designated AWL, while employees that typically work on campus will enact arrangements with their managers to perform their duties at an AWL, if possible. Such arrangements are for special circumstances and do not supersede requisite AWL evaluation and approval processes.

2. ELIGIBILITY REQUIREMENTS

- 2.1 Eligible Employees. The minimum eligibility requires an employee to be in a regular budgeted position as defined in System Regulation 31.01.01: *Compensation Administration*, who is employed at 50 percent effort (20 hours a week) 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.

2.2 Eligible Positions. A position can be considered suitable for an AWL arrangement if some or most of its responsibilities can be performed away from the primary duty station. These positions are typically, computer-based, not dependent on continual physical presence or face-to-face customer interactions, and largely self-directed. Therefore, the following types of positions are ineligible for partially or fully remote AWL: positions that are not computer based; positions that are dependent on continual physical presence; positions that require face-to-face customer interactions; and/or positions that are not largely self-directed. Each position will be considered individually, based on the responsibilities and area in which the role is located, to determine if the work can be done outside of the primary duty station. Position descriptions will contain a designation of eligible for partially or fully remote AWL arrangements where applicable, indicating which positions are eligible for either partially or fully remote work. The change in work location should not impact productivity, customer service, operational efficiency, or team collaboration. The determination should be first based on the type of work, not just on employee performance. Faculty positions and positions that require student status as a condition of employment are addressed in separate procedures or guidelines.

3. PROCEDURE FOR REQUESTING AN AWL

- 3.1 The AWL Guidelines found on the HROE website are available for review and consideration prior to submitting a request for a partially or fully remote AWL arrangement. These guidelines are provided for the benefit of employees and managers who are considering requesting/authorizing an AWL arrangement.
- 3.2 Following review of the AWL guidelines, a qualified employee initiates a *Request for Flexible Work Arrangement* → *Alternate Work Location* in Workday which routes to their manager. The manager verifies the employee's eligibility and considers 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 commitments).
- 3.3 The AWL arrangement approval or denial determination is made by the employee's manager on a case-by-case basis. This determination should be made from an employee's individualized request based on their assessment of their suitability for an AWL arrangement.
- 3.4 Once the manager recommends approval, the request for an AWL arrangement routes through appropriate administrative channels including the department head and executive approver in Workday.
- 3.5 Following approval of the AWL arrangement, all original correspondence and documentation related to the AWL arrangement will be maintained in Workday.

4. ADMINISTERING AN AWL

- 4.1 The AWL arrangement must be evaluated at least annually (each fiscal year) by the manager and the employee to determine if continuation of the AWL is mutually beneficial to both the employer and the employee.
- 4.2 No AWL agreement may extend beyond one fiscal year without evaluation and reapproval.
- 4.3 Any changes in the conditions of the AWL arrangement, other than the end date will require a new request for *Flexible Work Arrangement* → *Alternate Work Location* processed through established channels.
- 4.4 Ongoing permission to continue with the AWL arrangement will be evaluated on an ongoing basis to ensure employee is meeting the essential functions of the job and that work quality and productivity are not compromised.
- 4.5 If the manager needs to terminate the AWL arrangement, the manager will notify the employee in writing and initiate a request to end the *Flexible Work Arrangement* → *Alternate Work Location* in Workday. Documentation related to the termination of the AWL arrangement will be maintained in Workday.
- 4.6 If an AWL arrangement is being requested as a reasonable accommodation under the Americans with Disabilities Act Amendment Act (ADAAA), the employee will need to follow the TAMUS ADA policy and associated TAMU guidance.

Related Statutes Policies, Regulations and Rules

[Texas Government Code §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](#)

Forms/Guides

[Alternate Work Location \(AWL\) Guidelines](#)

Contact Office

For more information or clarification on this SAP, contact Employee Relations, (979) 862-4027, or by email at employee-relations@tamu.edu.

OFFICE OF RESPONSIBILITY: Human Resources and Organizational Effectiveness