

STANDARD ADMINISTRATIVE PROCEDURE

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

Approved December 8, 2000

Revised December 2, 2010

Revised April 10, 2014

Revised August 4, 2020

Next scheduled review: August 4, 2025

Standard Administrative Procedure Statement

This procedure must be followed when employees *request* approval to work at an Alternate Work Location (AWL). This procedure outlines 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. However, it may be used by the department as an administrative process guide to document such an arrangement in which case routing and signatures are not required. This procedure is required by System Regulation 33.06.01, *Flexible Work Arrangements*.

Reason for Standard Administrative Procedure

The objective of the provision of an 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.

Definitions

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.

Procedures and Responsibilities

1. GENERAL

- 1.1. Texas Government Code §658.010 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 AWL 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 agreement and may with reasonable notice 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. 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. Students holding positions for which student status is a requirement for employment are excluded.
- 2.2. Employee must be able to perform the duties of their position 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 an AWL by submitting an *Alternate Work Location Request* to their immediate supervisor.
- 3.2. The supervisor will determine if the employee meets the minimum eligibility requirements listed in Section 2 of this SAP. 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* will be forwarded through normal administrative channels through Employee Relations (ER) or TAMUG HR for review with 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 [*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-approval by the immediate supervisor and department/unit head.
- 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 ER or TAMUG HR for review with 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 Employee Relations at (979) 862-4027, or by email at employee-relations@tamu.edu. For TAMUG, contact TAMUG HR at (409) 740-4532 or hr@tamug.edu.

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

[Alternate Work Location Request](#)

[Inventory of Equipment](#)

[Alternate Work Location Safety Checklist](#)

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 Employee Relations