STANDARD ADMINISTRATIVE PROCEDURE

33.06.01.M0.03 Flexible Work Schedules
Approved February 5, 2002
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Standard Administrative Procedure Statement

Texas A&M University (TAMU) supports managers implementing flexible work schedules when such schedules do not diminish the productivity or quality of services provided. The following procedure is designed to assist managers with the implementation of flexible work schedules to meet the needs of the position/organization and the employee. This SAP also addresses Texas A&M University at Galveston (TAMUG) and Texas A&M Health Science Center (TAMH) and should be read in conjunction with System Regulation 33.06.01, Flexible Work Arrangements.

Procedures and Responsibilities

1. GENERAL

1.1 All budgeted employees are eligible to request a flexible work schedule. TAMU departments may allow employees to use flexible work schedules subject to the following conditions:

1.1.1 The manager sets the employees working schedule. The work week at TAMU is Sunday through Saturday.

1.1.2 The manager will ensure adequate coverage during the individual work unit’s normal hours of operation. The Department Head will ensure that the office is open for operation during the established business hours for their campus.
1.1.3 Flexible work schedules are intended to last at least two consecutive months; however, an approved flexible schedule arrangement may be modified, continued, or discontinued at the discretion of management at any time. All flexible work schedules must be approved by the manager and Department Head before being implemented.

1.1.3.1 TAMUG Positions: Flexible work schedule requests including a copy of the employee’s current position description must be routed through normal administrative (supervisory) channels to TAMUG Human Resources for review, then to the Chief Operating Officer at TAMUG for final approval.

1.1.4 Adequate staff coverage and supervision, sufficient to meet the operating requirements of the department and ensure quality service, are required at all times. Both internal and external customer needs must be considered to determine adequate staffing. One or more employees may assume, with the managers approval, coverage responsibility.

1.1.5 Work that requires regular supervision or essential interaction with other staff must be scheduled when managers and interacting staff are available.

1.2 Responsibilities

1.2.1 Managers will:

1.2.1.1 ensure flexible work schedules are administered consistently and equitably;

1.2.1.2 ensure that the regulations/rules and coverage requirements are understood and adhered to;

1.2.1.3 plan and schedule job assignments, ensuring that there is sufficient coverage to meet the operating requirements of the department; and

1.2.1.4 provide written approval when authorizing a flexible work schedule and include a copy of the approved schedule as part of the employee’s personnel records.

1.2.1.4.1 TAMU and TAMH Positions: Human Resources does not need to receive a copy of the flexible work schedule.

1.2.1.5 TAMUG Positions: TAMUG HR maintains a copy of the flexible work schedule.
1.2.2 Employees will:

1.2.2.1 plan and organize their time to meet the requirements established by the manager,

1.2.2.2 provide a written copy of their flexible work schedule request to the manager (for guidance, refer to the hourly or monthly request forms for employees), and

1.2.2.3 participate in the resolution of conflicts between the job and the flexible work schedule and inform the manager when coverage is not adequate.

1.3 Administration

1.3.1 The computation of benefits is the same for employees with a flexible work schedule as for those working a standard schedule.

1.3.2 Departments must ensure each non-exempt (paid hourly and eligible for over-time) employee in a flexible work schedule arrangement records total hours worked each day and documents exceptions to the normal workday (such as approved overtime, vacation, or other absences) in Workday through the Workday Time Worklet or in Kronos. Texas A&M at Qatar (TAMUQ) utilizes an alternative leave tracking system.

1.3.3 A flexible work schedule does not limit the hours that an exempt employee must work to complete job requirements.

2. HOLIDAYS

2.1 Each employee using a flexible work schedule shall receive their allotted holiday hours based on the employee’s position percent effort. If additional hours are normally scheduled to be worked, the employee must either take additional hours of vacation or work additional hours during the workweek to make up the difference. If fewer hours are normally scheduled to be worked, the employee may adjust their schedule that work week to ensure the total hours for the week are consistent with the employee’s position percent effort.

3. LEAVE REQUEST

3.1 Leave requests must be submitted for hours missed during the employee’s flexible work schedule in Workday through the Workday Time Worklet or in Kronos. TAMUQ utilizes an alternate leave tracking system. For example, an employee
whose flexible work schedule includes a 10-hour workday, must submit a request for 10 hours of leave if that workday is missed due to illness or vacation.

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**Related Statutes, Policies, Regulations and Rules**

- **System Policy 33.06, Hours of Work for Full-time Salaried Employees**
- **System Regulation 31.01.02, Fair Labor Standards**
- **System Regulation 31.01.09, Overtime**
- **System Regulation 33.06.01, Flexible Work Arrangements**

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**Contact Office**

For information or clarification on this Standard Administrative Procedure, contact: Human Resources and Organizational Effectiveness, Classification & Compensation at (979) 845-4170 or by email at hrcomp@tamu.edu.

For information regarding Texas A&M Health Science Center positions, contact: Human Resources by email at hschr@tamu.edu.

For information regarding Texas A&M at Galveston positions, contact: Human Resources at (409) 740-4532 or by email at hr@tamug.edu.

**OFFICE OF RESPONSIBILITY:** Human Resources and Organizational Effectiveness