



Handbook of Operating Procedures **Draft Policy** **Staff Work Arrangements**

The Staff Work Arrangement Policy is a draft policy that is undergoing the University's official policy review and approval process. While this policy is anticipated to be approved, it is important to note the policy could undergo revisions prior to official publication.

Executive Sponsor: Vice President of People and Talent
Policy Owner: Director of People and Talent

I. Policy Statement

The University of Texas at Austin (University) is primarily an in-person university and it is important that our staff generally work where students come to work, learn, and live.

II. Reason for Policy

The purpose of this policy is to provide guidelines for establishing and managing work arrangements and Flexible Work Arrangements (FWA) for staff, which include: (1) a flexible work schedule, and (2) working in a location other than an employee's primary work location.

III. Scope & Audience

This policy applies to University staff, both classified and administrative and professional positions. It does not apply to faculty positions or positions that require student status as a condition of employment.

IV. Definitions (specific to this policy)

For the purpose of this policy, employees are defined as staff in both classified and administrative professional positions.

Flexible Work Arrangement (FWA):

An approved ongoing variation regarding where or when a job is performed.

Flexible Work Agreement:

The agreement signed by both the employee and the manager, and approved under the direction of the Dean, Vice President, or other unit head that reports directly to the President or Provost ("FWA Authority"). The agreement outlines the approved FWA (location and/or schedule) and the employee's agreement to demonstrate a level of performance that is equal to or better than on-campus work, and to meet the same expectations in regard to attendance, availability, and other responsibilities associated with their position.

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FWA Authority:

The Dean or Vice President of a college, school, or unit (CSU), or another appointed leader, who serves as the decision-making authority regarding staff work arrangements at the CSU level.

Remote Hybrid Arrangement:

Employee is authorized to perform their regular job duties from both an on-campus and approved off-campus location.

Remote Full Arrangement:

Employee is authorized to perform their regular job duties from an approved remote work location 100% of the time.

Flexible Work Schedule:

An ongoing adjustment to an employee's regular schedule which may vary the days or times that an employee fulfills their work requirements.

Primary Work Location:

A traditional on-site work location, typically on Main Campus.

Main Campus:

The University's primary campus location in central Austin, Texas.

Other University Location:

A University location other than Main Campus, including but not limited to the J.J. Pickle Research Campus, McDonald Observatory, Marine Sciences Institute, UT Los Angeles, and UT New York.

V. Website (for policy)

<https://secure2.compliancebridge.com/utexas/public/getdoc.php?file=X-XXXX> (link TBD)

VI. Contacts

CONTACT	DETAILS	WEB
Strategic Workforce Solutions	Phone: 512-475-7200	Website: https://hr.utexas.edu/current/services/consultation-services

VII. Responsibilities & Procedures

The University of Texas at Austin is committed to fostering a work environment that reinforces consistent standards for a world-class teaching and research university built on collaboration and innovation. We thrive as a university community by connecting our students, faculty, and staff to the vibrance, energy,

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and power of being together on campus and in person. To build and maintain these strong connections to our community and purpose, it is important that our staff generally work where students come to work, learn, and live.

Under certain circumstances as deemed appropriate by the Dean or Vice President of a college, school, or unit, or another appointed leader ("FWA Authority"), FWAs may be used as a business strategy that can help recruit and retain employees and may lead to enhanced individual performance and increased productivity.

I. For employees assigned to work at Main Campus and Other University Locations

- A. As a residential institution, the University generally conducts its regular business on campus, including, for example, teaching, research, and meetings with faculty, staff, and students, except when not feasible due to unforeseen forces of nature, circumstances outside of University control, or when required by law. Employees whose primary work location is on the University's Main Campus or Other University Location are expected to maintain a significant in-person presence at their designated work location to fulfill their in-person obligations to students, faculty, and staff. Employees are expected to reside in an area where they can reasonably maintain a daily in-person schedule at the assigned work location.

II. Work Arrangements

- A. Under certain circumstances determined appropriate by the FWA Authority, FWAs may be considered a business strategy that can help recruit and retain employees and may lead to enhanced individual performance and increased productivity.
- B. UT Austin permits FWAs as long as they are in the best interest of the University, the team, and the individual. FWAs will be designed to enhance the productivity of the employee, and employees will follow University rules, procedures, and policies. FWAs must be reviewed and approved by the FWA Authority.
- C. Not all positions and employees are eligible for an FWA. Positions that require regular in-person interactions with students, faculty, staff, and other stakeholders, that have on-campus service responsibilities, or are dependent on continual physical presence, will generally not be considered for FWAs. It is expected that people leaders will be on site to lead, manage and inspire their teams.

III. Decision-Making Authority

- A. The University generally conducts its regular business on campus, except when not feasible due to unforeseen forces of nature, other circumstances outside of University control, or when required by law. FWA Authorities will consider this expectation when reviewing FWA requests, standards, and practice, and will have the sole discretion to approve or deny an FWA request at the CSU level. FWA Authorities may delegate this responsibility to another member of the leadership team. Approved FWAs may be modified or terminated at the discretion of the FWA Authority (or other designee) at any time according to the needs of the college, school, or unit. The employee may also request to terminate the FWA, unless it was a condition of employment, with sufficient notice.
- B. New employees may be required to work a standard schedule in the assigned on-campus location for a specified period before being considered eligible to request an FWA. These

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arrangements are voluntary and should support a level of performance that is equal to or better than on-campus work. The decision-making authority of the FWA Authority is final.

IV. Eligibility

A. Managers should evaluate college, school, and unit (CSU) needs, as appropriate or requested, in addition to the position, person making the request, and the place where work may be performed. Final review by leadership up to the FWA Authority may be required. Managers and FWA Authorities will determine if any positions are eligible for flexible work based on the type of work, the employee, and the type of arrangement. Other factors include, but are not limited to:

- 1) Student, faculty, staff, and/or stakeholder collaboration and service required of the position.
- 2) Position responsibilities and required skillset.
- 3) Employee's ability to work independently and effectively manage time.
- 4) Employee conduct and performance.
- 5) The employee's most recent appraisal rating is "Meets Expectations" or higher.
- 6) Proximity to the regularly assigned work location.
- 7) Manager's ability to supervise the employee effectively.
- 8) On-campus presence and staffing needs.
- 9) Operational constraints (e.g., use of equipment or tools, access to documents, etc.).
- 10) Compliance with applicable state and federal laws, University policy, and operational practices for the college, school, or unit.

V. Flexible Work Arrangements

A. Flexible Work Schedule. A flexible work schedule is an ongoing adjustment to an employee's regular schedule and may vary the days or times that an employee fulfills their schedule requirements. These changes should match the operational needs of the position and unit, ensuring proper oversight of work assignments. A Flexible Work Agreement must be completed and should include planning for holidays, events, meetings, and other workplace commitments. Employees with approved flexible schedules may be asked to work a more standard schedule when needed.

B. Flexible Work Location. A flexible work location allows an employee to work one or more days per week at a location that is not their regularly assigned place of employment. Employees working from a flexible work location may be required to come to their assigned work location or other University location for events, meetings, and other commitments, and should be available promptly during regular work hours when needed. Employees may also be required to reside in the area where the work is to be performed. Types of flexible work locations include:

1. Remote Hybrid. Employee is authorized to perform their regular job duties from both an on-campus and approved off-campus location.
2. Remote Full. Employee is authorized to perform their regular job duties from an approved remote work location 100% of the time.

C. A Flexible Work Agreement must be completed for any FWA. All employment agreements

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that employees have with the University, including those concerning proprietary information and intellectual property, remain in effect while working remotely. The FWA Agreement Process includes:

1. The UT Flexible Work Arrangement Form must be signed electronically by the employee and manager. Individual CSUs may also require additional approvals, so employees should consult their local HR representative to determine if additional approvals are required.
2. Employees must review and sign the appropriate FWA expectations document.
3. Employee FWAs must be entered in Workday according to the defined business process.

VI. Conditions for a Flexible Work Arrangement

- A. The conditions to participate in an FWA include, but are not limited to, the below conditions. The FWA Authority, or other designee, may require additional conditions as they relate to the expectations of the position, the person requesting the FWA, or the place where work is to be performed.
 1. Location. FWAs authorizing an employee to work from a location outside of Texas, even for a short period of time, are disfavored and require extended review. FWAs authorizing an employee to work from a location outside of Texas typically occur under extenuating or other business-specific circumstances. If the regularly assigned place of employment is within the United States but outside the state of Texas, remote and hybrid employees may be subject to state and local income tax withholding, which will be applied based on the employee's residence location reflected in Workday. Remote and hybrid employees may also be subject to other laws and rules in that state, and benefits may be affected. For example, health benefits may be out of network. Managers who receive a request for an out-of-state FWA should contact Human Resources to ensure that the University complies with appropriate work rules and state laws regarding employment in that state. All employees need to follow the University's policies related to travel, including travel time and travel reimbursement.
 2. Workspace. Employees are responsible for providing space, telephone, and internet capabilities at their remote workplace, and will not be reimbursed by the University for these or related expenses. Employees will transact all University business on the University's network and voicemail systems that belong to, or are approved by, the University. Employees will use a University-owned or -managed computing device if protected UT data is in use and will not store or process confidential University data on a personal device. An employee's remote workspace must be compliant and secure as described in the University's Telecommuting Policy (HOP 5-2130). If something occurs that causes an employee's remote workplace to become non-compliant or unsecure, or that threatens such a result, the employee must notify their manager immediately.
 3. Performance. Employee job responsibilities and standards of performance remain the same as when working a traditional schedule in a traditional location, and employees will continue to be evaluated for performance on a regular basis. The quantity, quality, and timeliness of employees' work are expected to be maintained or enhanced. Employees who are approved for an FWA are expected

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to meet the same standards of performance as employees in the same job classifications who do not have an FWA. Managers will continue to conduct performance evaluations for employees on a regular basis.

4. Evaluation. Every FWA will be evaluated at least annually to ensure that employee work quality, efficiency, and productivity are not compromised. Employees who are granted an FWA may be requested to provide more frequent and more detailed reports of their work and progress.
5. Timekeeping and Attendance. Employees working under an FWA must accurately and promptly record all hours worked. Employee must request manager approval in advance of working any overtime hours and will request manager approval to use vacation, sick, or other leave in the same manner as employees who are not in an FWA.
6. Work Schedule. Employees will remain accessible during the approved work schedule, be available for teleconferences scheduled on an as needed basis, and be available to come into the office if a business need arises. Employees will be reachable at all times during their scheduled work hours by phone, video call, chat, text, or email, using University-approved devices and services, to the same extent as if they were working in the office. Any changes to employee working hours must be approved by their manager in writing. Managers may, from time to time as needed, vary employees' working hours to meet the University's needs and other requirements.
7. Distraction-Free Workplace. Employees will maintain a safe, secure, ergonomic, distraction-free and appropriate work environment. Flexible work is not a replacement for appropriate dependent care or other responsibilities of employees' personal lives. Employees must provide the same undivided attention to their work as if they were working on campus. Employees' dependent-care arrangements should be separate from their workplace so that dependents will not interfere with work. If personal circumstances prevent employees from avoiding distractions or interruptions at the telework site (for example, inability to obtain dependent care or attending to family medical needs), the employee will notify their manager and Human Resources immediately. Any alteration in schedule to accommodate dependent-care needs must be approved by the employee's manager and Human Resources. Employees will keep personal disruptions, such as non-business telephone calls and visitors, to a minimum during regularly scheduled work hours.

VIII. Forms & Tools

HR Staff Work Arrangement Webpage – <https://hr.utexas.edu/current/staff-work-arrangements>

Faculty Residency Policy (HOP 2-2030) -
<https://secure2.compliancebridge.com/utexas/public/getdoc.php?file=2-2030>

Work Schedule Policy (HOP 5-2110) -
<https://secure2.compliancebridge.com/utexas/public/getdoc.php?file=5-2110>

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Telecommuting Policy (HOP 5-2130) -

<https://secure2.compliancebridge.com/utexas/public/getdoc.php?file=5-2130>

Flexible Work Agreement -

https://hr.utexas.edu/sites/default/files/documents/flexible_work_arrangement_request.pdf

IX. Frequently Asked Questions

None

X. Related Information

None

XI. History

Origination Date: (mm, dd, yyyy)

Next scheduled review date: (mm, yyyy)