

Flexible Work Arrangements Terminology

Work Locations

- **On-campus Work:** Job functions that must be completed or are most effectively completed at an on-campus Texas location. Employees have an assigned workspace at an on-campus site.
 - Examples of on-campus Texas locations include but are not limited to: main campus in Austin, Pickle Research Campus, McDonald Observatory, Marine Science Institute, charter school locations, etc.
- **Hybrid Work:** Job functions that are performed effectively in a combination of on and off-campus locations. This may involve one or more days on campus and the remainder of the work effort performed at a personal residence. Employees typically have a personal or shared workspace assigned or available to them at an on-campus site.
- **Local Telework:** Job functions are performed effectively entirely off campus at a personal residence within 75 miles of a university owned/leased property. Employees typically will not have a personal workspace assigned at an on-campus site. At this distance, an employee could travel to a primary campus location same day, if required.
- **Texas Telework:** Job functions are performed effectively entirely off campus at a personal residence greater than 75 miles from a university owned/leased property but the employee remains residing in Texas. Employees typically will not have a personal workspace assigned at an on-campus site.
- **Remote Telework:** Job functions are performed effectively entirely off campus at a personal residence outside of Texas but within the United States or U.S. Territories. Employees typically will not have a personal workspace assigned at an on-campus site.
- **International Telework:** Job functions are performed effectively entirely off campus at a personal residence outside the United States or U.S. Territories. Employees typically will not have a personal workspace assigned at an on-campus site.
- **Remote Work:** Job functions performed outside of Texas but within the United States or U.S. Territories and performed at a university owned/leased property and/or a physical location arranged by the university other than a personal residence, i.e. collaboration with another institution of higher education or research facility.
 - Examples of remote work locations include but are not limited to: UT in LA, UT in NY, LBJ Washington Center, etc.
- **International Work:** Job functions performed outside of the United States at a university owned/leased property and/or a physical location arranged by the university other than a personal residence, i.e. collaboration with another institution of higher education or research facility. The university may or may not have official entity status in the country.

Work Scheduling

- **Standard schedule:** Monday – Friday, 8a-5p
- **Fixed schedule:** Designated work hours that set typical start, stop times for a unit's employees, and are designed to support the unit and the unit's customer base. Fixed schedules may occur during day, evening or night shift hours and may involve compressed workweeks. Employees are hired into fixed schedules and as an essential function of the position, permanent deviation from the fixed schedule is generally not permitted. A fixed schedule may apply on or off campus.
 - Examples of fixed schedules may include but are not limited to:
 - Monday – Friday, 8a-5p (university's standard schedule)

- Sunday – Thursday, 3p-12a
 - Tuesday – Friday, 7a-6p (compressed workweek)
- **Flexible schedule:** Designated work hours that differ from the standard or fixed unit start, stop times, and are permitted to accommodate an employee’s request to deviate from the standard or fixed schedule. A flexible schedule may apply on or off-campus and may be permanent, temporary or intermittently used.
 - Examples of flexible schedules include but are not limited to:
 - Compressed workweek, i.e. four 10-hour shifts
 - Reduced hour workweek, i.e. thirty-two (32) hour workweeks
 - Flexible work hours on an intermittent basis to accommodate project timelines and/or work-life balance needs