

# FLEXIBLE WORK ARRANGEMENT NON-TELEWORK

Flexible Work Arrangements (FWA) are a powerful business strategy that helps our university recruit and retain talented employees in an effort to both aid in greater work-life balance while encouraging productivity. Flexible Work Arrangements can lead to greater employee satisfaction, fewer unscheduled absences, increased retention, and enhanced individual performance while also increasing business productivity.

As an employee of The University of Texas at Austin who will have a Flexible Work Arrangement (FWA) I understand and agree to the following:

## GENERAL EXPECTATIONS

- The ability to participate in an FWA is not an entitlement and is granted on a case-by-case basis by the supervisor, following CSU specific approval guidelines. Ongoing permission to participate in flexible work arrangement is based on job function, work group, internal and external customer need, past and future performance, and permission from management.
- Employee job responsibilities and standards of performance remain the same as when working a traditional schedule 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 given a flexible work arrangement are expected to meet the same standards of performance as employees in the same job classifications who do not have a flexible work arrangement.
- The FWA will be evaluated on an ongoing basis to ensure that employee work quality, efficiency, and productivity are not compromised.
- Employees will follow the agreed-upon work schedule and accurately document their hours worked. The intentional falsification of time records violates university policy and is subject to corrective action, which may include termination.
- Employees should consult with their department's Human Resources personnel as appropriate to discuss any potential change to benefits eligibility prior to signing.
- Managers will continue to conduct performance evaluations for employees on a regular basis.
- 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 a flexible work arrangement
- If the FWA is being requested as an accommodation under the provisions of the Americans with Disabilities Act Amendments Act (ADAAA), it must first be reviewed and approved by The Office of Inclusion and Equity. Their office may be reached at 512-471-1849 or [equity@utexas.edu](mailto:equity@utexas.edu).
- Eight hours is the maximum number of holiday hours that may be applied to a scheduled workday. If the employee's scheduled workday is longer than eight hours (e.g., 10- or 12-hour shifts), the employee must use other paid leave to account for the difference in hours. If the holiday falls on an employee's scheduled day off, the holiday hours will count toward the calculation of state compensatory time. The employee may use earned state compensatory time pursuant to compensatory time off guidelines.
- These expectations may be temporarily adjusted to have employees meet critical deadlines, attend important meetings or complete assigned functions on campus.
- Flexible work arrangements are not considered permanent and may end at any time for any reason, including performance concerns, organizational needs, or team structural changes. Employees who desire to end or change their flexible work status make their request to their manager, in writing, and 30 days in advance of the desired change's implementation, or as much as the circumstances reasonably allow.

- These expectations are subject to the Rules and Regulations of the UT System Board of Regents and all of the policies and rules of UT System and UT Austin, including the UT Austin Handbook of Operating Procedures.
- These expectations are not an employment contract and do not guarantee or imply continuing or permanent employment with the University. A flexible work arrangement does not change the at-will nature of the employment relationship. The University reserves the right to temporarily suspend, alter or terminate the flexible work arrangement agreement without prior notice for any reason, including a violation of University policy; a violation of the agreed-upon expectations; a relevant change in university policy or law; a change in the University's business needs; or any impairment of the employee's work performance.
- Employees may be requested to provide more frequent and more detailed reports of their work and progress under a flexible work arrangement.

## **HOURS**

- Employees are expected to be available during normal working hours, and any change to those working hours must be approved by their supervisor in writing. Supervisors may, from time to time as needed, vary employees' working hours in order to meet the University's needs and other requirements.
- For non-exempt employees (employees eligible for overtime pay):
- Employees must have their manager's approval to work hours in excess of or other than their scheduled hours.
- Employees who work in excess of their described schedule must take additional meal and rest periods in accordance with the applicable policy.
- Employees must accurately and promptly record all hours worked and the start and end times of all work periods and meal periods, regardless of whether that work was pre-approved or consistent with the employee's assigned work schedule (including off-the-clock work described below).
- For exempt employees (employees not eligible for overtime pay), the employee's described schedule is the baseline work timetable and they are expected to work any additional hours necessary to timely and appropriately perform their duties.
- Employees will work and be accessible during their regularly scheduled hours, regardless of the location at which they work.
- Employees must put an out-of-office notice in their email and calendar software if they do not work their scheduled hours for any reason.

I have read and reviewed with my manager all of the above expectations.  
I understand and agree to all of the expectations described above.

**Employee Signature**

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**Employee Printed Name**

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**Employee Title**

**Date**

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**Manager Signature**

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**Manager Printed Name**

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**Manager Title**

**Date**

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\*CSUs may have additional required approvals. Please consult with your departmental HR person.

**Optional Signature**

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**Optional Printed Name**

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**Optional Title**

**Date**

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