### GENERAL CONSIDERATIONS ACROSS ALL FLEXIBLE WORK ARRANGEMENTS (FWAs)

**Employee must be able to:**
- Maintain the safety and security of university data.
- Access information and tools needed to do job effectively.
- Control workflow and meet business deadlines.
- Attend meetings in person or virtually as required.
- Travel to the primary worksite as needed.

**Employee must have:**
- Adequate technology to perform the functions of the job away from the primary worksite.
- The ability to access materials and tools needed while working remotely.
- Training and support needed to perform the job while working remotely.
- Appropriate caregiver arrangements during work time (e.g., child care, elder care).

### CONSIDERATIONS FOR SUCCESSFUL FWAs

<table>
<thead>
<tr>
<th>FLEXTIME</th>
<th>REDUCED HOURS</th>
<th>JOB SHARING</th>
<th>COMPRESSED WORK WEEK</th>
<th>TELEWORK</th>
</tr>
</thead>
</table>
| • Work can be shifted to earlier or later hours and still meet objectives and customer needs. | • Job requirements can be scoped to fit within a shorter work week. | • Work can be scoped to fit within a shorter work week and job share partners can still meet business objectives and customer needs. | • Hours can be increased each day in a reduced work week and still meet objectives and customer needs while complying with overtime policies and law. | • Job has tasks and responsibilities that can be done away from the primary worksite one to four days a week, e.g.,
  - Speaking on telephone,
  - Reading reports,
  - Analyzing documents,
  - Preparing letters, memos, and reports,
  - Setting conference calls,
  - Research. |
| • Job requirements involve independent, task-focused work. | • An appropriate schedule can be set that will serve customer and other stakeholder needs. | | | |

The University of Texas at Austin
Human Resources
### CONSIDERATIONS THAT MAY RULE OUT FWAs OR REQUIRE ADAPTATIONS

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<td>• Flextime may not work for most positions when core hours are established for the entire team.</td>
<td>• Reduced hours may not work for jobs that have frequent critical deadlines requiring additional work hours or significant travel.</td>
<td>• Job sharing may not work for jobs that have critical deadlines requiring additional work hours, significant travel, or job responsibilities that cannot be shared by two people.</td>
<td>• A compressed workweek may not work for jobs that cannot allow for being away from work one or more days a week.</td>
<td>• Telework is not feasible for specific on-site positions (e.g., reception, food service)</td>
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