33.06.01 Flexible Work Arrangements

Revised May 6, 2016
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Regulation Statement

Flexible work arrangements within The Texas A&M University System (system) will be administered in accordance with this regulation.

Reason for Regulation

This regulation provides guidance regarding the administration of flexible work arrangements for member employees.

Procedures and Responsibilities

1. GENERAL

   Members may authorize flexible work arrangements for employees when such arrangements respond to the needs of employees, increase productivity and/or enhance the service capabilities of the organization. A member must develop guidelines to govern flexible work arrangements, which may involve, but are not limited to, alternate locations, work schedules or types of jobs.

2. WORKING IN AN ALTERNATE LOCATION

   The member chief executive officer (CEO) or designee must approve, in writing, each request for an employee to work from home or another location other than the place of business. Before approving this arrangement, the CEO or designee should consider equipment needs and maintenance, employee safety, communication and supervision, and adherence to state and federal laws. When the CEO or designee approves the arrangement, the employee and department head must agree in writing to the job duties, employee's responsibilities and other related issues. This arrangement may be long-term or temporary.

3. JOB SHARING

   A member may allow two or more employees to share a single job. The member will treat each employee as a part-time employee entitled to the benefits and subject to the policies,

regulations and rules that apply to other part-time employees based on the percentage of full-time worked.

4. FLEXIBLE WORK SCHEDULES

   A flexible work schedule permits an employee to work a predetermined and approved variation of the employee's standard work schedule. The minimum timeframe for a flexible schedule is two months. A nonexempt employee must maintain a 40-hour workweek. An employee who is exempt under the FLSA must maintain either a 40-hour workweek or an 80-hour schedule over two consecutive workweeks. A flexible schedule does not limit the hours that an exempt employee must work to complete the job requirements.

5. TEMPORARY ADJUSTMENT OF WORK SCHEDULES

   An employee may adjust hours within a workday or workweek as long as a 40-hour workweek is maintained. This schedule adjustment requires the appropriate supervisor's approval, is for a justifiable reason and does not represent a flexible work schedule as defined in Section 4.

6. BREAK TIME FOR NURSING MOTHERS

   The system is committed to supporting employees who choose to breastfeed. Members will make reasonable accommodations for employees who wish to express milk during work hours. A reasonable amount of break time will be provided for a nursing mother to express breast milk for her nursing child. Employees may use a designated room as determined by each member to express milk at work. Member-designated rooms cannot be a multiple user bathroom and must be a room that is shielded from view and free from intrusion from other employees and the public. Discrimination against an employee for exercising her right to express milk in the workplace is prohibited.

7. OTHER

   The member may offer an employee other flexible work arrangements that benefit the employee and the member. The member also may require an employee to work a flexible schedule when required by the job duties. This includes requiring shift work, work on weekends and other schedules required by the job duties and responsibilities.

Member Rule Requirements

A rule is not required to supplement this regulation.

Contact Office

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