

## 33.06.01.C0.01 Flexible Work Arrangements

Revised: September 11, 2023

Next Scheduled Review: February 27, 2028

[Revision History](#)



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### Procedure Summary

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Texas A&M University-Corpus Christi (TAMU-CC) may authorize flexible work arrangements for units and employees when such arrangements respond to the compelling needs of units, increase productivity, and/or enhance the service capabilities of the organization, and do not create an unreasonable hardship for the university. Units that have a business need can deviate from the regular work schedule with approval from the appropriate vice president or the President for units not reporting to a vice president. This procedure defines and provides guidance on implementing flexible work arrangements for TAMU-CC employees. Work arrangement requests made due to a medical condition are addressed in university procedure *08.01.02.C0.01, Employee/Applicant Requests for Reasonable Accommodation Under the ADA* and system regulation *31.03.05, Family and Medical Leave*. Break time for nursing is covered in university procedure *31.03.05.C0.01, Parental Leave*.

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### Procedure

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1. FLEXIBLE WORKING ARRANGEMENTS
  - 1.1. Flexible work arrangements may involve, but are not limited to, alternate work locations, types of jobs, or work schedules. All required approvals must be obtained in writing and in advance of the commencement of the flexible work arrangements.
  - 1.2. All flexible working arrangements must comply with system policy *33.06, Hours of Work for Full-time Salaried Employees* and system regulation *33.06.01, Flexible Work Arrangements*.
  - 1.3. Alternate Work Location
    - 1.3.1. The President and vice presidents may designate positions as partially or fully remote. A request from an employee to work from home or another location away from the campus must be approved by the President or their designee. Deans/Directors of academic units (e.g., college, school, library) and department heads are authorized designees for requests that do not exceed two (2) weeks. Information on required forms and processes are available on the Human Resources website.

1.3.2. Approvers must consider equipment needs and maintenance, employee safety, communication and supervision, and adherence to system policies and regulation and state and federal laws when reviewing requests for alternate work locations. When the President 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 and must be reviewed at least annually by the supervisor and employee. Any alternate arrangements to work outside of the United States must be reviewed by the TAMU-CC Export Control Officer and not be for more than 60 days unless the system Office of General Counsel has been consulted.

#### 1.4. Job Sharing

Two (2) or more employees may share a single job. Such employees will be treated as part-time employees entitled to the benefits and subject to the policies, regulations, rules, and procedures that apply to other part-time employees based on the percentage of full-time worked. Job sharing arrangements must be approved in writing by the appropriate vice president, or the President for units not reporting to a vice president.

#### 1.5. Flexible Work Schedules

A flexible work schedule permits an employee to work a predetermined and approved variation of their standard work schedule. Deans/Directors are authorized to approve flexible work schedules.

#### 1.6. Temporary Adjustments of Work Schedules

Upon approval of the unit head, an employee may adjust hours within a workday or workweek. The temporary adjustment must be for a justifiable reason. Such arrangements are not considered flexible work schedules as described in section 1.5 of this procedure.

#### 1.7. Flexible Work Schedule Required by Job Duties

The university may require an employee to work a flexible schedule when required by the job duties. Examples include shift work, work on weekends, and other schedules required by the job duties and responsibilities.

## 2. LEAVE AND HOLIDAYS

2.1. When using leave, employees whose work schedule deviates from the regular university schedule will submit a leave request for the number of hours scheduled and not worked. For example, if an employee has an approved flex schedule and

works ten (10) hours on Tuesdays, then an absence on a Tuesday would require a leave request for ten (10) hours.

- 2.2. Employees who are scheduled to work more hours than what is approved on the holiday schedule must use other available leave (i.e., vacation leave) for the number of hours scheduled and not worked. Alternatively, the employee may work additional hours within the work week to make up the difference with supervisor approval. For example, if an employee has an approved flex schedule and works ten (10) hours on Tuesdays and there is an approved holiday for a Tuesday for eight (8) hours, then the employee can only receive eight (8) hours of holiday time for that day. To complete a 40-hour workweek, the employee must request leave for the two (2) hours or work an additional two (2) hours during the workweek.
- 2.3. Full-time employees who are scheduled to work fewer hours than what is approved for the holiday will receive compensatory time to use at a later date with supervisor approval. For example, if an employee has an approved flex schedule and works six (6) hours on Fridays and there is an approved holiday for a Friday for eight (8) hours, then the employee is entitled to eight (8) hours of holiday time. The employee will receive compensatory time for two (2) hours.

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## Related Statutes, Policies, or Requirements

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System Policy [33.06, Hours of Work for Full-time Salaried Employees](#)

System Regulation [31.03.05, Family and Medical Leave](#)

System Regulation [31.04.01, System Holidays](#)

System Regulation [33.06.01, Flexible Work Arrangements](#)

University Procedure [08.01.02.C0.01, Employee/Applicant Requests for Reasonable Accommodations Under the ADA](#)

University Procedure [31.03.05.C0.01, Parental Leave](#)

This procedure supersedes:

- *33.06.01.C0.01, Flexible Work Arrangements for Non-Faculty Employees*
- *33.06.01.C1.01, Flexible Work Arrangements*

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## Contact Office

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Contact for clarification and interpretation: Human Resources  
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