

UNIVERSITY of HOUSTON  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Human Resources  
AREA: Employee Relations

Number: 02.04.10

**SUBJECT: Flexible Workplace Initiative ~~(Interim)~~**

I. PURPOSE AND SCOPE

The purpose of this document is to describe the University of Houston's policy and procedure for a flexible workplace in accordance with Vernon's Texas Statutes and Codes Annotated Government Code [§ 658.010](#) and [§ 659.018](#).

II. POLICY STATEMENT

An employee of the university shall, during normal office hours, conduct agency business only at the employee's regular or assigned temporary place of employment unless the employee:

- is traveling.
- received prior written authorization from the administrative head of the employing state agency to perform work elsewhere.

An eligible employee seeking a flexible workplace arrangement must submit to his/her immediate supervisor a written request. The request must include a discussion of the employee's eligibility to participate, a proposal of a flexible workplace arrangement, proposed methods for the completion of all assigned tasks and job responsibilities from a flexible workplace, and a means of conducting job-related communications with required individuals.

Approval of a flexible workplace arrangement will be considered by the employee's immediate supervisor and department/unit head, department head, and division vice president on a case-by-case basis.

Arrangements for a flexible workplace must not cause or contribute to the need for additional staff or for existing staff to perform additional duties or work additional overtime hours. Such arrangements must not adversely affect the services that are provided to students, or internal or external customers of the department. The quality, quantity, and timeliness of a participating employee's work must be enhanced or maintained.

Arrangements for a flexible workplace must be reviewed annually to assess continued feasibility in light of any changes in work needs or service to students or internal or external customers.

~~The employee's personal residence may not be considered the employee's regular or assigned temporary place of employment without prior written authorization from the employee's division vice president.~~ The immediate supervisor and/or, department/unit head and/or division vice president can discontinue the employee's participation in the flexible workplace initiative at any time.

III. DEFINITIONS

A. Alternate work locations are approved work sites other than the employee's regularly assigned place of employment where official university business is performed. Such locations may include, but are not limited to employee's homes and satellite offices.

- B. **Compressed workweek** is the scheduling of a traditional 40-hour week into fewer than five full days by adjusting the number of hours worked per day. An example of a compressed schedule is working four ten-hour days with one full day off each week.
- C. **Flextime** is a work schedule with variable arrival, departure and/or lunch times. It is typically designed to enable employees to come in earlier or leave later than the organization's normal hours of operation. This approach enables the department to ensure necessary office coverage; customer service and staff interactions are maintained during the core hours.
- D. **Job sharing** is when two people share the responsibilities of one regular full-time position within a unit by each working part-time.
- E. **Regularly assigned place of employment** is the location on the University campus where an employee usually and customarily reports for work. The regularly assigned place of employment is considered an employee's workstation for all pay, leave and travel purposes.
- F. **Telecommuting** is the performance of normal work duties at a location away from the conventional or main office. This off-site location is most often the employee's home, but can also be a satellite office or, if traveling, a virtual office.
- G. **Work schedule** is the employee's hours of work in the regularly assigned place of employment or alternate work location. |

[EM1]

#### IV.H. EMPLOYEE ELIGIBILITY

To be eligible for participation in a flexible workplace arrangement, an employee must:

- A. Have been employed at the University of Houston (Main Campus) for at least one year.
- B. Hold a position which, according to their supervisor, lends itself to flexibility in location or schedule.
- C. Be under no disciplinary action.
- D. Have ~~demonstrated to their supervisor's satisfaction the ability to work independently of their supervisor and peers.~~ received an ePerformance rating of meets or exceeds expectations.

A non-exempt 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.[EM2]

#### IV. EMPLOYEE RESPONSIBILITIES

Where employees are working pursuant to a flexible workplace arrangement, **employees must:**

- A. Be responsible for making sure they have access to any resources necessary to perform any assigned activity when working from an alternative location.

- B. Have access to a computer and telephone that they are willing to use for university business.
- C. Be able to complete any task assigned in a location at which any sensitive information or data can be kept secure.
- D. Be willing and able to securely dispose of any secure information.
- E. Discuss with their supervisor any change to the work schedule once it is established, including termination of participation in the program.
- F. Understand that all Human Resources policies apply whether the employee is working from home or an alternative location or on an alternative work schedule.

#### VI. SUPERVISOR/DEPARTMENTAL RESPONSIBILITIES

- A. Upon receipt of an employee's written request for a flexible workplace arrangement, the immediate supervisor must review the request with the ~~next level supervisor and/or~~ department head ~~request~~ to determine the employee's eligibility, and evaluate department issues/needs that may be impacted by flexible work scheduling.

~~B. Where the immediate supervisor and the next level supervisor or department head approve an eligible employee's written flexible workplace request, the flexible workplace request must be forwarded to the division vice president for review and approval.~~

- ~~B. It is within the discretion of the immediate supervisor and, ~~next level supervisor,~~ department/unit head ~~and/or division vice president~~ to deny the employee's flexible workplace request in its entirety.~~

~~C. If the request is denied, an explanation indicating the business reasons for denial must be provided in writing to the employee and the department.~~

~~C.~~

Where an employee is working pursuant to an approved flexible workplace arrangement, the **Managers/Supervisors must:**

- A. Develop a system for assessing work done by any employee off-site or under an alternative work schedule.
- B. Be responsible for demonstrating employee and department productivity.
- C. Be responsible for determining and monitoring eligibility for employee participation in the program.
- D. Be responsible for maintaining optimal services and operation of their departments.
- E. Understand that all human resources policies apply whether the employee is working from home or an alternative location or on an alternative work schedule.

#### VII. PROCEDURE

- A. Employees shall submit a flexible workplace request via the *Flexible Work Arrangement Agreement (Form pending)*.
- B. The agreement should be in writing and shall comply with the requirements of this procedure, be completed and signed by the employee and the employee's supervisor and must have the approval of the employee's department/unit head before it can be implemented.

VIII. REVIEW AND RESPONSIBILITIES:

Responsible Party: Senior Associate Vice President for Finance

Review: Every three years on or before August 1

~~IX.VII.~~ APPROVAL

\_\_\_\_\_  
Senior Vice President for Administration and Finance

\_\_\_\_\_  
President

Date of President's Approval: \_\_\_\_\_

~~VII.X.~~ REFERENCES

Vernon's Texas Statutes and Codes Annotated Government Code [§ 658.010](#) and [§ 659.018](#)

### REVISION LOG

Revision Number	Approved Date	Description of Changes
1	04/07/2008	Initial version
Interim	09/07/2011	Interim designation based on Texas Workforce Commission audit in 04/2011. Applied revised MAPP template and added new Revision Log. Added a new Section III on Employee Eligibility. Rewrote entire procedure to reflect current operating requirements
2	TBD	This MAPP is being submitted for review and approval to remove interim designation. No additional changes were submitted by the Subject Matter Expert (SME)