**FLEXIBLE WORK ARRANGEMENTS: Guidance and Considerations**

**General Considerations:**

1. The University of North Texas Enterprise (Enterprise) normally requires that work be performed on Enterprise property. To promote general work efficiencies and operational effectiveness, the Enterprise may permit or direct designated eligible employees to work alternate work schedules and/or at alternate work locations for all or part of the workweek.
2. A Flexible Work Arrangement is a privilege which may be granted under appropriate circumstances for employees whose job responsibilities are suited to such arrangements. Flexible working arrangements do not change the conditions of employment or required compliance with policies. These arrangements do not constitute an employment contract, and they do not create a property interest in employment. While a job description should not require revisions to support the arrangement, it is prudent to review it to ensure the flexibility is applicable to the job. There may be a portion of the job which requires onsite presence, and this should be addressed as part of the Flexible Work Arrangement, prior to signature.
3. Human Resources provides consultation, training, and online resources to assist supervisors and employees with best practices in proposing and managing Flexible Work Arrangements. Human Resources will review all submitted Flexible Work Arrangement Forms after the arrangement is approved by management. The employee and their direct supervisor must have completed the Flexible Work Arrangement training, prior to Human Resources approving the submitted form.
4. Generally, requests for Flexible Work Arrangements may be considered when:
- the employee has demonstrated sustained satisfactory performance, and when the manager
 believes that the employee can maintain the expected quantity and quality of work;
- quality of service can be maintained for the customers (i.e., staff, students, faculty, and other
 members of the Enterprise community);
- they are appropriate considering the nature of the employee’s job;
- they are needed to support the strategic objectives of the Enterprise.
5. Supervisors may require employees to report as needed for work-related meetings or other events. Supervisors may meet with employees in an alternate work location to discuss work progress, or other work-related issues. Meetings may be via videoconference with a camera-enabled phone or face-to-face at the Regularly Assigned Place of Employment, or other appropriate designated location. It is important to note that working at a remote location does not excuse the employee from attending in-person meetings, as required by management.
6. Employees injured while working remotely must notify their supervisor immediately and complete all requested documents regarding any injury, in accordance with UNT Enterprise Policy 03.115 (Workers’ Compensation Insurance). The Enterprise is not responsible for injury at the alternate work location to any other person who would not be in the work area if the duties were being performed at the Regular Assigned Place of Employment.
7. In general, Flexible Work Arrangements are a privilege, which may be granted under appropriate circumstances for employees whose job responsibilities are suited to such arrangements. Each request to deviate from the normal schedule and/or location will be evaluated individually.
8. A Flexible Work Arrangement should be reviewed each year, at any role or position change, as part of disciplinary action(s), or at any other time when the employee’s ability to work remotely may be impacted.

**Departmental Considerations:**

1. Leaders should complete the Flexible Work Decision tool to determine if the position and employee are suitable for a Flexible Work Arrangement (remote, hybrid, or alternate schedule/flex work).
2. The department manager should ensure that the jobs chosen for Flexible Work Arrangements are adapted easily to an alternative arrangement, especially working remotely. Positions that may be eligible to work remotely include jobs that consist of writing, reading, editing, and working with data. The supervisor should evaluate both the characteristics of the position and the incumbent or applicant.
Ideal employees for Flexible Work Arrangements are:
 - self-motivated and responsible;
 - results-oriented and comfortable setting priorities and deadlines;
 - able to work independently;
 - those that require minimal supervision;
 - successful in current position;
 - knowledgeable about office procedures;
 - an effective communicator who takes initiative;
 - adaptable to changing routines and environments; and
 - committed to the flexible arrangement.
3. Supervisors should consider hybrid workspace allocations at the applicable campus, and ensure the employee is aware of their responsibilities regarding reserving hoteling spaces at the specific campus. Consult with your campus space allocation committee for information on space.
4. As with any employee, performance expectations and goals must be established and met. Leaders may use any productivity tools offered such as a task tracker, Gantt Chart, or Microsoft Tasks lists, to maintain supervision of production.
5. Leaders should consider any cost savings to the employee working onsite, or remotely. Be prepared to determine the cost/benefit ratio of perform an analysis to determine feasibility of remote work for their department.
6. Supervisors may approve, deny, or present an alternative to any arrangement that the employee proposes. If the supervisor and the employee do not agree on the schedule, they will continue to work their standard hours at the Regularly Assigned Place of Employment.

**Employee Considerations:**

1. Employees participating in a Flexible Work Arrangement are responsible for adhering to all terms of the arrangement.
2. Employees that have been approved for remote work shall provide and maintain a healthy and safe environment at the remote worksite; use only Enterprise approved software for connecting with the Enterprise network from the remote worksite; always run current anti-virus software, and follow all Enterprise information security rules, copyright laws and manufacturer licensing agreements; and comply with the Enterprise property administration procedures.
3. Employees participating in a Flexible Work Arrangement must maintain accurate time and accounting documentation to support and substantiate work hours and work products.
4. Employees working remotely should ensure they are fully prepared with knowledge of the job's expectations and equipment needed to meet the position's demands, prior to accepting the responsibility of a Flexible Work Arrangement.
5. It is important that the employee maintains open communication with their management via the supervisor's identified resources.

**Personal and Professional Development:**

1. The supervisor and the employee should research and identify what resources are needed for the employee and schedule regular meetings (e.g., 1:1 format) to assess needs, give feedback, discuss problems, etc. The supervisor should review the Flexible Work Arrangement no less than annually and make necessary adjustments to address any changing business demands.
2. It is important that the supervisor foster campus culture, department team building and work relationships with employees, regardless of their onsite presence. This includes creating an appropriate atmosphere for new employees to be successful in their Flexible Working Arrangements.
3. Managers approving participation in Flexible Work Arrangements should ensure they fully prepare their employees with both knowledge of the expectations of the job, along with equipment needed to meet the demands of the position, prior to approving the Flexible Work Arrangement.
4. Managers should be diligent in fostering, maintaining, and expecting open communication with all employees, to include remote workers.
5. Job performance is a strong indicator of an employee’s potential success with working remotely. It is important to monitor the employees’ annual performance changes to ensure their success.

**Compensation and Benefits:**

1. An employee’s compensation and benefits will not change because of implementing a flexible working arrangement of a compressed workweek, flextime, or working remotely, including holidays. Enterprise holidays are based on an 8-hour day. For this reason, if an employee is approved for a compressed workweek and a holiday falls on a 10-hour workday, only 8 of those hours will be charged as a holiday. The remaining two hours must be taken as a vacation and/or compensatory time or worked on another day during that workweek. The employee could revert to a 5-day/8-hour schedule for the holiday workweek to avoid using accrued leave or making up the time on another workday.
2. Hours of Work when working remotely, are expected to be their regularly scheduled hours. If the employee is unable to do so, they must contact their supervisor in advance. Overtime must be approved in advance.
3. Employees may be required to submit weekly regular time reports as specified by the supervisor and in accordance with Enterprise policies and practices. Departments shall maintain time records for the employees. Pursuant to established Enterprise policies, employees must obtain supervisory approval before taking leave. It is important to address hourly employees’ time-keeping expectations to ensure the employee records any breaks from work (meal breaks, etc.), as they would if they were at their Regularly Assigned Place of Employment.

**Equipment and Security:**

1. Each employee is responsible for adhering to Information Security policies, and Information Security Handbook, regarding ensuring the confidentiality, integrity, and availability of data, information, and information resources while working remotely. Employees are required to ensure that personal or Enterprise-owned technology or equipment used during Flexible Work Arrangements and remote work arrangements adhere to the protection requirements noted in the Information Security Handbook and does not allow unauthorized party access to Enterprise-owned data, information, or information resources. Employees are required to adhere to Enterprise policies regarding copyright laws, intellectual property, and other policies related to the use of information resources and equipment.
2. To ensure proper protection and backup of data, the employee agrees to periodically save files to locations properly maintained by the Enterprise rather than keeping the only copy of data on the local hard drive of the remote computer. In addition, data must be protected in accordance with the Information Security Handbook based on its data categorization (i.e., public, proprietary, or confidential). Confidential data must be encrypted if stored on a portable device, removeable media, or on a non-Enterprise-owned device.
3. All computers connecting to the Enterprise network via digital subscriber line (DSL), cable modem service, or through an internet service provider (ISP) are required to use properly configured virtual private network (VPN) or remote terminal service software, personal firewall software, remote control software provided by the Enterprise and to be running current virus protection software. Computers not properly configured and/or secured for remote work will be disconnected from the Enterprise network until corrected.
4. Products or programs the employee develops while working remotely remain the property of the Enterprise. A remote worker must use only approved communication software when connecting with the Enterprise network. The Enterprise will not be liable for damages to employee-owned equipment resulting from participation in the remote work program. Likewise, the Enterprise will not be responsible for operation costs, home maintenance, or any other incidental costs (e.g., utilities, basic telephone service, insurance) associated with the use of the employee’s residence for remote work, unless specifically provided otherwise in advance in writing by the head of the employee’s department.

**Supplies:**

1. The Enterprise will not provide office supplies for the alternate workspace. Out-of-pocket expenses for materials and supplies normally available at the regular work location (e.g., paper, pens, printer cartridges, etc.) will not be reimbursed.

**Termination of Arrangement:**

1. Flexible Work Arrangements may be terminated by either the employee, supervisor, or the Enterprise at any time for:
 - failure to comply with the terms of the Flexible Work Arrangement Guidelines or policies, or
 - diminished performance while participating in a Flexible Work Arrangement, even if the
 diminishment does not warrant corrective or disciplinary action,
 - meeting departmental operational needs, or
 - the termination of the employee’s employment.
2. All notes, data, reference materials, sketches, drawings, memoranda, reports, records, equipment, software, supplies, and any other property issues to the employee is considered Enterprise property and must be returned upon termination of the agreement.

Should the return of the above-mentioned items be due to the employee’s termination of employment, the employee may elect to return the equipment in person at a designated campus location, or they may ship the items to a designated address. Should the employee opt to ship the items, it will be done at their own risk and expense.

**UNT Policies, training & resources:** <https://hr.untsystem.edu/employee-resources/flexible-work-arrangement/index.php>

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