

FLEXIBLE WORK ARRANGEMENT GUIDELINES – UNT DALLAS

For UNT Dallas Policy 5.044 Remote Working and Flexible Work Schedule

I. General Guidelines

- A. The University of North Texas at Dallas normally requires that work be performed on university property. In order to promote general work efficiencies, UNT Dallas may permit or direct designated eligible employees to work alternative work schedules and/or at alternate work locations for all or part of the workweek.
- B. A flexible work arrangement is a privilege and not a right. Flexible work 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.
- C. 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 before the arrangement is approved.
- D. Supervisors and employees should attend Flexible Work Arrangement training before the work arrangement is approved and commences.
- E. Individual work schedules must meet departmental operating and service needs. Specifically, flexible work arrangements shall be developed and administered in a way that allows the department to remain open during normal university hours.
- F. The appropriate second-level supervisor will make the final decision to approve or deny a request, modification or termination of a Flexible Work Arrangement.
- G. Compensation and Benefits – An employee's compensation and benefits will not change as a result of implementing a flexible working arrangement of compressed workweek, flextime or working remotely, including holidays.
- H. Hours of Work – When working remotely, employees are expected to work their scheduled hours. If they are unable to do so, they must contact their supervisor in advance.
- I. Attendance at Meetings – Supervisors may require employees to report as needed for work-related meetings or other events or may meet with employees in an alternate work location as needed to discuss work progress or other work-related issues. Advanced notice should be provided when possible.
- J. All Remote Working must comply with requirements and security protocols as outlined by UNT System and UNT Dallas ITSS, UNTD Policy 14.005 Network Access, UNTD Policy 14.012 Information Security, and the UNT System Administration Security Handbook.
- K. Supplies – Office supplies for the alternate workspace will not be provided by UNT Dallas. 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.

II. **Guidelines for Worktime and Leave**

- A. Overtime/Compensatory Time – All non-exempt employees are covered by the Fair Labor Standards Act and will continue to be compensated for overtime in accordance with the provisions of the Act. When working remotely, employees are expected to work their regularly scheduled hours. All overtime and compensatory time must be approved by the supervisor prior to working any additional hours.
- B. Timekeeping – Employees may be required to submit weekly regular time reports as specified by the supervisor and in accordance with university policy and any other records related to work hours agreed upon with the supervisor. Departments shall maintain time records for the employee.
- C. Leave – Pursuant to established university policies, employees must obtain supervisory approval before taking any leave.
- D. Vacation and sick leave will reflect the hours scheduled for the workday. (For example, if an employee is scheduled for 9 hours on Monday and requests vacation for the day, 9 hours of vacation will be recorded on the timesheet).
- E. UNT Dallas 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 holiday. The remaining two hours must be taken as vacation and/or compensatory time or worked on another day during that work week. The employee could elect to revert to a 5-day/8-hour schedule for the holiday work week to avoid having to use accrued leave or making up the time on another workday.
- F. Working Remotely While on Leave – Remote work should not be a substitute for taking time off as protected by the Family and Medical Leave Act (FMLA). Under the FMLA, an employee will not be permitted to work from home unless approved for intermittent or a reduced work schedule as indicated in the employee's medical certification.

III. **Guidelines for Safety and Workplace Injury**

- A. The University of North Texas at Dallas may be responsible for job-related injuries or occupational illness or disease that occur during employees' established work hours in their alternate work locations. Due to this, it is critical that the employee understand that they are responsible for maintaining a designated workspace in a clean, professional and safe condition at the alternate work location. UNT Dallas retains the right to pre-arranged on-site inspections of this work area during work hours. Worker's Compensation benefits will apply to injuries arising out of and in the course of employment. A remote worker employee who sustains a work-related injury must notify the supervisor immediately and complete all requested documents regarding the injury. Employees should follow UNT System Policy 03.115 (Workers' Compensation Insurance).

- B. UNT Dallas 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 place of employment.

IV. **Guidelines for Computer, Software, and Data**

- A. University security policies, procedures, and practices must be followed when accessing institutional resources remotely via University owned computers or personally owned computers or other types of devices. The following resources should be read and followed:
- [UNT System Information Security Handbook](#)
 - [UNT System Information Security Policy, 08.100](#)
 - [UNT Dallas Information Security Policy, 14.012](#)
 - [UNT Dallas Network Access Policy, 14.005](#)
 - [Texas Administrative Code 202](#)
- B. All work performed at alternative locations, including products and programs the employee develops while working remotely, remain the property of UNT Dallas.
- C. Equipment and Security - Each employee is responsible for adhering to UNT System Policy 08.100: Information Security and UNT System Information Security Handbook in regard to ensuring the confidentiality, integrity, and availability of data, information, and information resources while working remotely. Employees are required to ensure that personal or university owned technology or equipment used during flexible work arrangements and remote work arrangements adhere to the protection requirements noted in the UNT System Information Security Handbook, and does not allow an unauthorized party access to University owned data, information, or information resources. Employees are required to adhere to University policies regarding copyright laws, intellectual property, and other policies related to use of information resources and equipment.
- D. All computers connecting to the University's network are required to adhere to the requirements of the UNT System Information Security Handbook regarding network and access controls, media handling, secure exchange of information, mobile computing and teleworking, and other applicable sections of the Handbook based on the type work performed by the employee. For additional guidance on secure methods for connecting to the University network, employees should refer to the UNT System Information Security Users Guide and UNT Dallas Network Access Policy, 14.005.
- E. Data Backup – To ensure proper protection and backup of data, the employee agrees to frequently save files to locations properly maintained by UNT Dallas 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 UNT System 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, removable media, or on a non-university owned device.
- F. Employee-Owned Hardware and Software Used While Working Remotely – All computers connecting to the University's 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 services software, personal firewall software, remote control software provided by the University and to be running current virus protection software. Computers not properly configured and/or secured for remote work will be disconnected from the University's network until corrected. A remote worker must use only approved communication software when connecting with the University network.

- G. The University will not be liable for damages to employee-owned equipment resulting from participation in the remote work program. Likewise, the University 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.
- H. Employees must run current anti-virus software at all times.
- I. The employee agrees to prevent unauthorized viewing or use of all information resources by non-employees.
- J. Employees are required to follow all information security rules, copyright laws and manufacturer licensing agreements of UNT Dallas.

V. **Departmental Guidelines**

- A. The department manager should assure that the jobs chosen for flexible work arrangements are adapted easily to an alternative arrangement, especially in working remotely. Jobs that may be eligible to work remotely include jobs that consist of writing, reading, editing and working with data.
- B. The supervisor should evaluate both the characteristics of the position and of 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; need 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.
- C. As with any employee, performance expectations and goals for each work week must be established and met.
- D. The supervisor, along with the employee should research and identify what resources are needed for the employee and should schedule regular meetings to assess needs, give feedback, discuss problems, etc.
- E. The supervisor should review the flexible work arrangement at least annually and make necessary adjustments in order to address any changing business demands.
- F. The supervisor may approve, deny or present an alternative flexible work arrangement that is proposed by the employee. If the supervisor and the employee do not agree on the aspects of the schedule, then the employee will continue to work his or her standard hours at the

regularly assigned place of employment.

- G. 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 on an individual basis.

Generally, requests for flexible work arrangements may be considered when:

- The employee has demonstrated sustained high 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 students, staff, faculty and other members of the campus community;
- Flexible work arrangements are appropriate considering the nature of the employee's job;
- Flexible work arrangements need to support the strategic objectives of UNT Dallas.

VI. **Employee Guidelines**

- A. Employees participating in a flexible work arrangement are responsible for adhering to all terms of the arrangement.
- B. Employees that have been approved for remote work shall provide and maintain a healthy and safe environment at the remote worksite.
- C. Comply with UNT Dallas property administration procedures and guidelines for computer, software and data protection.
- D. Maintain accurate time and accounting documentation to support and substantiate their work hours and work products.

VII. **Termination of Arrangement**

Flexible work arrangements may be terminated by either the employee or UNT Dallas at any time for failure to comply with the terms of the Flexible Work Arrangement Guidelines, System Administration policies, UNT Dallas policies, or for diminishment in performance while participating in a flexible work arrangement, even if the diminishment does not warrant disciplinary or corrective action. All notes, data, reference materials, sketches, drawings, memoranda, reports, records, equipment, software, supplies, and any other property issued to the employee is considered UNT Dallas property and must be returned upon termination of agreement.