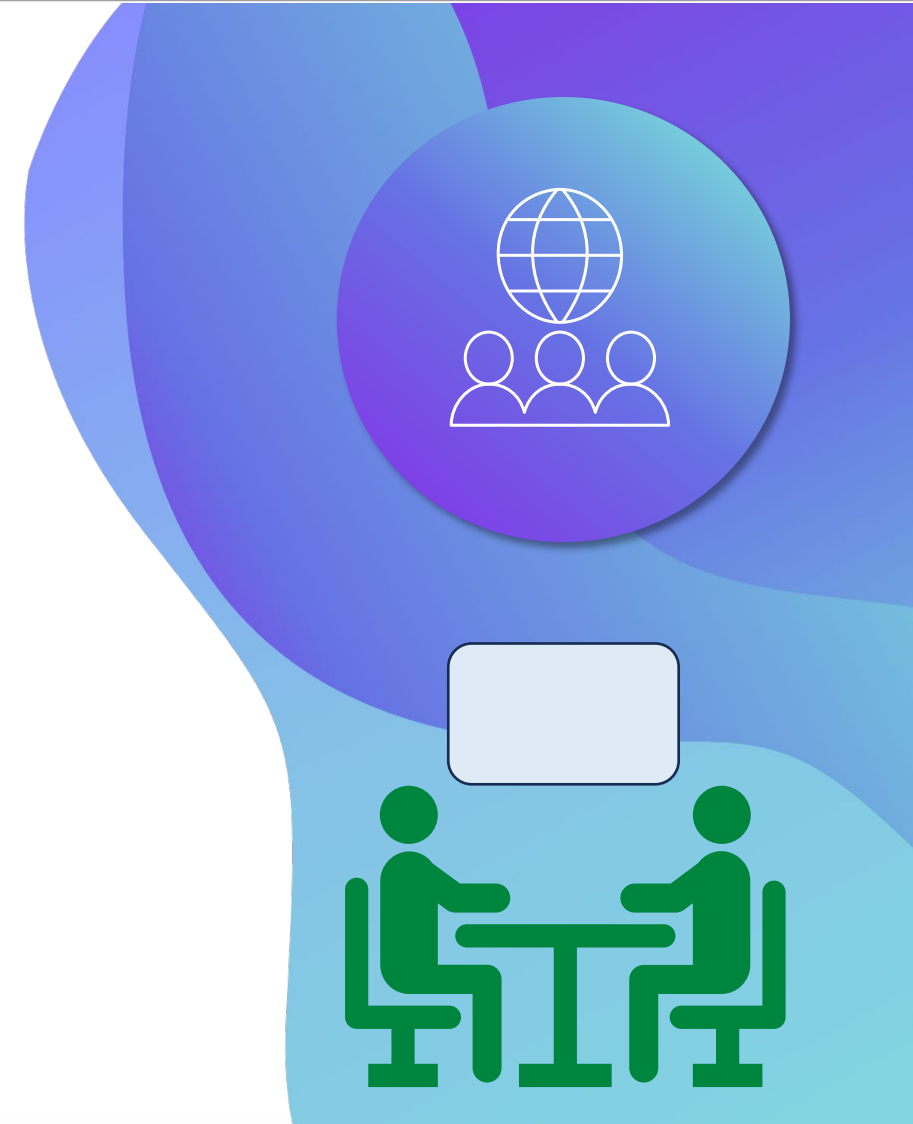




UNT System Enterprise Flexible Work Arrangements Program

*AN OVERVIEW OF REMOTE
WORK AGREEMENTS
For Employees & Supervisors*



REMOTE WORK OBJECTIVES:



Our **purpose** is to implement a system-wide standard approach to remote work that **aligns** with our UNT mission and values.



We Care



Better Together



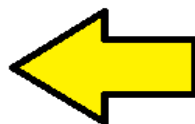
**Show Your
Fire**

NOTE: Remote work guidelines are applicable any time an employee works remote for any amount of time (e.g. fully remote, hybrid, or on an ad hoc basis)

PREREQUISITES for Remote/Hybrid Work Agreements:



- Position and work duties are conducive to remote work [as documented using the *Flexible Work Decision Sheet tool under “Resources”* – <https://hr.untsystem.edu/employee-resources/flexible-work-arrangement/index.php>]
- Supervisor and employee can complete [Flexible Work Arrangements training](#) in Bridge (Required) to establish clear performance expectations and best practices *before* a remote work start date.
- Supervisors ensure their FWA employees have an overall satisfactory performance, have adequate equipment and FWA environment, productivity tools, and regular check-ins to ensure success.



Flexible Work Arrangement

FAQ

Flexible Work Arrangement

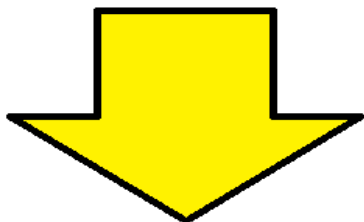
At the UNT System, we believe that work is what you do, not necessarily where you go each day. In support of that philosophy, UNT System offers Flexible Work Arrangements (FWA).

What are Flexible Work Arrangements?

Flexible Work Arrangements allow staff to have different work schedules and/or work from a location other than their office or cubicle, when appropriate and as approved by their supervisor(s).

There are three types of Flexible Work Arrangements:

- Flex Time: Work 40 hours a week, but not necessarily Monday-Friday 8 a.m.-5 p.m. This may look like coming in early, leaving early, etc. Flex time also applies to part-time employees.
- Compressed Workweek: Work extending daily hours to take a portion of a day or a full day off during the work period. This may look like four 10-hour days per week, 9-hour days for one day off every other week, etc.
- Remote Work: Working remotely from a pre-approved location other than your office.



Flexible Work Arrangement Training (REQUIRED)

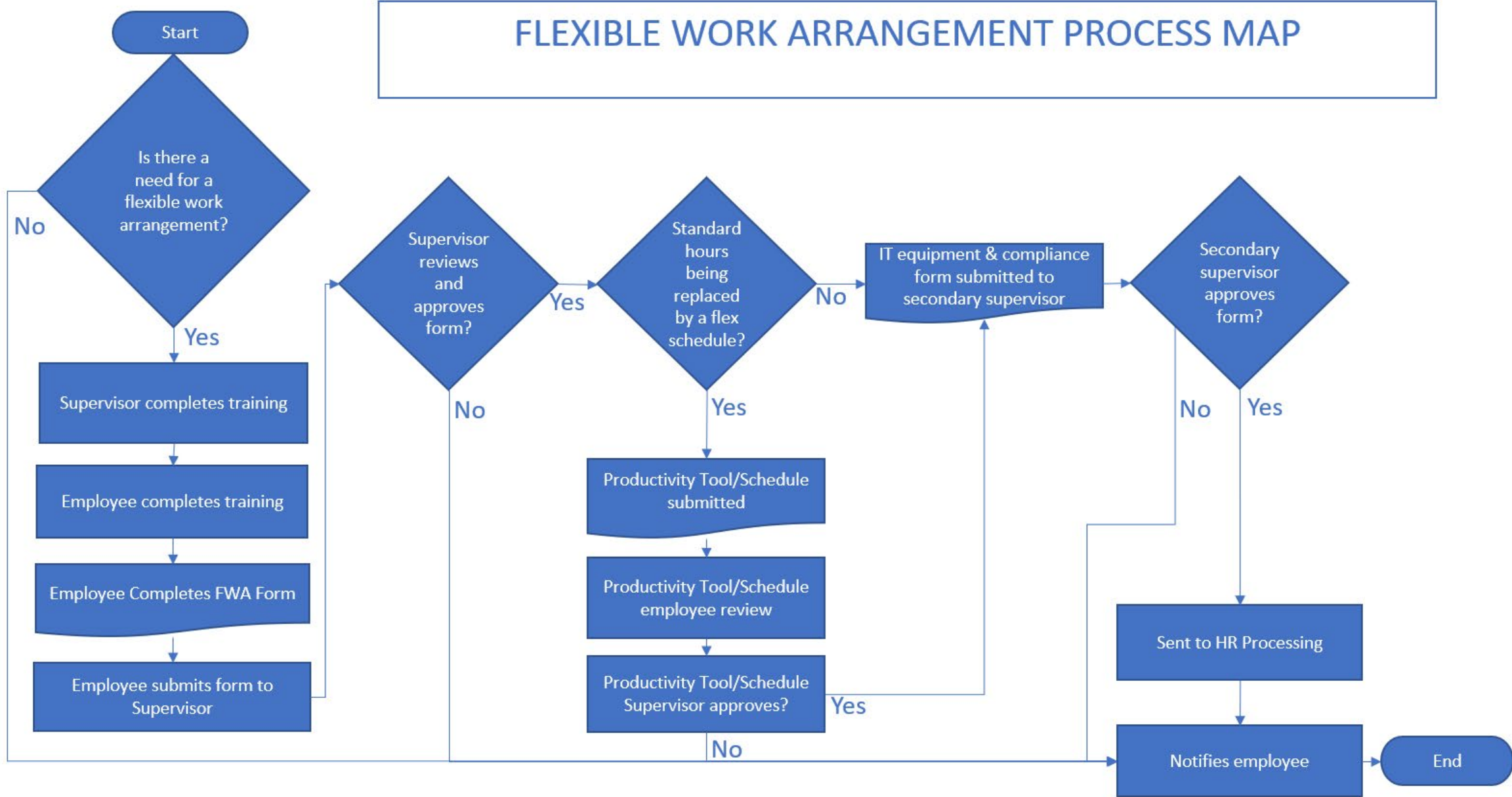
Employees are required to complete ONE training course related to developing flexible work arrangements specific to remote work to ensure understanding of mutual responsibilities before employees can submit a flexible work arrangement schedule for review and approval. Supervisors are required to complete ONE training course related to developing flexible work arrangements specific to remote work before supervisors can approve any positions for consideration of such arrangements.

Both employee and supervisor must complete the training before the flexible work arrangement can be negotiated.

[Flexible Work Arrangement Training](#) 

If you have any questions, contact your Campus HR Team.

FLEXIBLE WORK ARRANGEMENT PROCESS MAP



EMPLOYEE EXPECTATIONS:



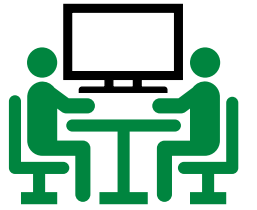
- Be reachable during business hours, with reasonable breaks.
- Be productive and accomplish their assigned responsibilities by deadlines.
- Come to an office if unable to effectively work remotely.
- Take leave if sick or unable to work.
- Have camera on to enable collaboration, engagement, and communication with professional attire.
- Be onsite when a business need arises.
- Have calendars up-to-date and show accurate availability.

SUPERVISOR EXPECTATIONS:



- Ensure sound business rationale for remote work.
- Set productivity measures/standards and monitor regularly with tracking tools.
- Revoke flexible work if employee is repeatedly unproductive or ineffective.
- Review all work arrangements when a supervisor, who has approved a flexible work arrangement, terminates or at least annually, whichever comes first

SPACE ALLOCATION: Considerations



- Employees working remotely *less than 40%* (2 days remote) shall be assigned a permanent space
- Employees working remotely *more than 40%* (2 days onsite) shall use hoteling space as needed
- Hoteling spaces will not be assigned to a department but will be part of a pool in a shared location
- Maintain a ratio of up to 5:1 for hoteling spaces based on the employees assigned to the specific location



NEXT STEPS:

1. Managers utilize the **Flexible Work Decision Sheet** to determine whether a job is suitable for remote work, taking inventory of how many & to what extent those employees will work remote. [[listed under "Resources"](#)]
2. Both Supervisor and Employee must complete the module **Flexible Work Arrangement Training** for Supervisors or Employees **within Bridge**. [below]
3. Establish technology standards and guide to include in your **Manager Toolkit** with Outlook or Teams productivity and tracking tools (resources available at [HR Employee Resources](#) webpage **and** [ODE Working Remote Support recommendations](#))

Flexible Work Arrangement Training for UNT/UNTS/UNTD Staff
<https://unt.bridgeapp.com/learner/courses/b076c55e/enroll>

Additional Resources:



- *LinkedIn Learning Courses* – These courses are available in our UNT Bridge platform to help you *learn strategies, tips and techniques for working and managing remotely*. There are courses and learning paths on balancing your work and home life, organization, managing and leading virtually using online technology, etc.
- [Flexible Work Arrangement: Toolkit for Success](#)-a valuable guide to understanding key points of our flexible work arrangement guidelines [2020]
- [Guide to Managing Remote Workers](#)-a detailed guide on best practices for keeping a remote team focused, productive and engaged [2018]
- [GALLUP: Engagement at Work: Working Hours, FlexTime, Vacation Time, and Wellbeing \[2023\]](#)

Remote Work Productivity Tracking Toolkit:



“Using MS Teams and Outlook Together”

<https://unt.bridgeapp.com/learner/courses/811c02b0/enroll>

“Outlook: Time Management with Calendar and Tasks”

<https://unt.bridgeapp.com/learner/courses/f87b5c2c/enroll>

“Microsoft Teams: Working with Apps” -- *Sign into UNT Bridge to quickly access the section on productivity apps, integrating Outlook planner & to-do lists:*

<https://unt.bridgeapp.com/learner/courses/fc9c1346/enroll>

Try [Task Tracker and Gantt Chart](#) tools on our HR webpage!



STEP 1: Review and discuss FWA overview & resources/tools with expectations/policies located on our [UNT System HR webpage](#)

STEP 2: BRIDGE for mandatory training [FWA Training required for both manager and employee]
<https://unt.bridgeapp.com/learner/courses/b076c55e/enroll>

STEP 3: [Log-in to E.I.S.](#) for dynamic form and formal FWA request [renewable at beginning of every calendar year]