



Alternate Work Location Policy Update

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Guardrails

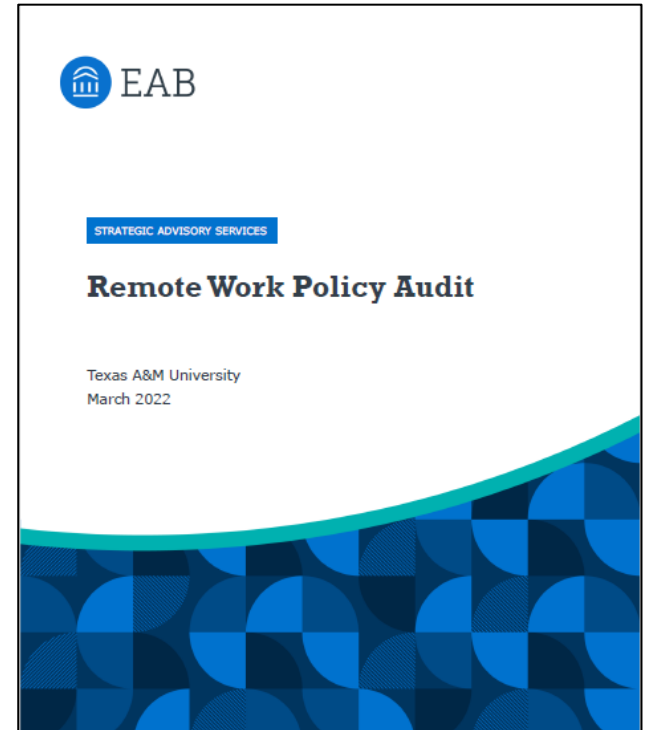
- Define Eligibility
- Simplify Process
- “Trust-based” Approach
- Clear Expectations:

Performance

Reimbursement

Workday Boundaries

Tools/Resources



Clear Definition for Every Job

Location:

1. Remote (100% off-site)
2. Flex-work (on-site/off-site)
3. Essential on-site

Role:

- ✓ Computer-based?
- ✓ Physical presence needed?
- ✓ Face-to-face customer service?
- ✓ Largely self-directed?

TYPICAL ROLES MAY INCLUDE, BUT ARE NOT LIMITED TO:

- Accountant or Bookkeeper
- Software Developer, Engineer or Computer Programmer
- Graphic Designer or Illustrator
- Secretarial or Administrative Assistant
- Web Training or Web Design


TYPICAL TASKS MAY INCLUDE, BUT ARE NOT LIMITED TO:

- Auditing
- Analyzing Data
- Budgeting
- Calculating
- Computer Programming
- Data Analysis and Entry
- Editing
- Graphics work



Simplified Approval Process

- Remove duplicate language and check lists from request/approval form
- Reference web-based guidelines
- Delegate to Department Head

 Division of Human Resources
& Organizational Effectiveness

Alternate Work Location Request for Nonfaculty Employees (AWL)

INSTRUCTIONS This form is used to request approval to establish an alternate work location (AWL) and to document the terms and conditions of the AWL agreement if approved. The form is initiated by the employee and routed through appropriate chain of authority to the final approver. *Please do not abbreviate information on any fields.*

I. To Be Completed by Employee

Employee Name	Title	UIN
Department	Date of Hire	

Proposed Duration and Location of AWL

Start Date	End Date
Location (Physical Address & Preferred Phone)	
Remote Work <input type="checkbox"/> Flex Work (designate AWL day(s) below) <input type="checkbox"/>	
<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	

Terms and Conditions of Participating in the Alternate Work Location Agreement (AWL)

☐ By checking this box, I acknowledge that I have read, understand and accept the terms and conditions of the TAMU AWL SAP and associated guideline ("Agreement"). Continued participation in the agreement is subject to continued department approval, business and operational needs and employee need. I further acknowledge that the agreement does not modify the "at will" status of any A&M University employee and that my failure to comply with this agreement may result in termination of the agreement and may also result in disciplinary action up to and including termination.

Employee Signature: _____ Date: _____

II. To Be Completed by Supervisor

Job Description (attached) has been reviewed with employee and is suitable for an AWL arrangement. ☐ Yes ☐ No

☐ By checking this box, I acknowledge that I have read, understand and accept the terms and conditions of the TAMU AWL SAP and associated guideline ("Agreement"). Further, I have reviewed the agreement with the employee named above and will hold the employee accountable to the terms and conditions of the agreement.

Supervisor's Name/Signature: _____

III. To Be Completed by Department/Unit Head

☐ By checking this box, I acknowledge that I have read, understand and accept the terms and conditions of the TAMU AWL SAP and associated guideline ("Agreement"). Further, I certify there are no research, security, business continuity or compliance issues that preclude approval of this AWL request.

Select one: ☐ Request meets AWL requirements OR ☐ Request does NOT meet AWL requirements

Department/Unit Head Name/Signature	Date
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Trust Based Approach

Standard Administrative Procedure Statement

Texas A&M University is a highly interactive workplace dedicated to the discovery, development, communication, and application of knowledge in a wide range of academic and professional fields and provides dynamic on-campus experiences that are critical to the maintenance of freedom of inquiry and an intellectual environment nurturing the human mind and spirit fostering a vibrant environment for students, faculty, staff, and administrators. **Texas A&M University supports the use of remote and flexible work arrangements in certain circumstances where it benefits employees, is consistent with the efficient operation of university campuses and the effective delivery of services to students, campus clientele and the public.** While any university employee may request an alternate work arrangement, not all positions may lend themselves to remote or flex work.

Reason for Standard Administrative Procedure

Texas A&M University is a highly collaborative workplace with a mission that values face-to-face interactions. **To stay market competitive, enhance employee recruitment and retention, and capitalize on operational efficiencies, the university offers flexibility for eligible employees to work at an alternate work location provided it does not compromise their work performance, productivity, or the collaborative pursuit of our mission.**

Next Steps

Phase I

- Finalize SAP, Web-based Guide & Request Form
- Distribute and socialize
- Training
- Develop framework for other System Member use

Phase II

- Evaluate financial impact, including real estate savings
 - Establish productivity measures
 - Employee/customer satisfaction
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Questions?

Thank you!