

# THE TEXAS A&M UNIVERSITY SYSTEM HEALTH SCIENCE CENTER RULES

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## **33.06.01.Z2 Alternate Work Location**

*Approved April 22, 2009*

Supplements System Policy 33.06 and System Regulation 33.06.01

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### **1. GENERAL**

- 1.1. This rule is to be followed when employees *request* approval to work at an alternate work location (AWL). It does not apply when The Texas A&M University System Health Science Center (HSC) *requires* employees to work at an alternate work location.
- 1.2. This rule informs employees of the opportunity to request an AWL and explains the specific terms and conditions that must be followed, if an AWL is approved. State law prohibits employees from using alternate work locations as their regular place of work without the approval of the President or appropriate Vice President.

### **2. ALTERNATE WORK LOCATION GUIDELINES**

- 2.1. The HSC, as a state institution, stipulates departmental and HSC operational requirements take precedence over an employee's request for an AWL. The objective of the provision of an AWL is to create a flexible and supportive work environment for HSC employees.
- 2.2. An AWL is intended to be semi-permanent in nature. The minimum timeframe for an AWL agreement is one month.
- 2.3. Supervisor and employee, to the extent possible, will define measurable projects, timelines and/or standards so work output can be measured.
- 2.4. AWL provisions are contingent upon approval in accordance with this procedure and should not be considered an employee entitlement. An AWL agreement can be terminated at anytime by either the supervisor or the participating employee.
- 2.5. AWL agreements will automatically expire at the end of each fiscal year. A new request and agreement must be completed to continue the arrangement.

### **3. ELIGIBILITY REQUIREMENTS**

To meet the minimum eligibility requirements, an employee must:

- 3.1. Have a current annual performance review with an overall rating of "meets expectation" or above, or equivalent language in modified performance evaluation forms approved by Human Resources.

- 3.2. Not currently be the subject of a formal disciplinary action.
- 3.3. Be able to perform the duties of their job description while working at the alternate work location.

#### **4. PROCEDURE FOR REQUESTING AN AWL**

- 4.1. An employee may request an AWL by submitting a completed [Alternate Work Location Request Form](#) to his/her supervisor.
- 4.2. The supervisor will determine if the employee meets the minimum eligibility requirements by reviewing the employee's current job description, current annual performance review, and other relevant documents. The supervisor will consider the impact of the AWL agreement on the department (e.g., staffing, customer service, timely handling of routine tasks, phone coverage, team responsibilities, and other operational considerations).
- 4.3. If the AWL request follows medical leave in excess of three continuous working days, the usual procedure of providing a physician's statement of release to work, as stated in System Regulation 31.03.02: Sick Leave, will apply.
- 4.4. If the AWL request is not approved, the supervisor will notify the employee in writing by completing the Alternate Work Location Request Form and providing copies to the next level supervisor and to the employee. The original application will be maintained in the employees personnel file requesting the AWL. No further action is required.
- 4.5. If the supervisor recommends approval, a memorandum requesting approval will be forwarded through normal administrative channels (Unit/Department head, Dean or Director/IBT) to the HSC President or designee with the Alternate Work Location Request Form and the current job description of the employee.
- 4.6. Following approval of the AWL request, the employee and supervisor will complete the [Alternate Work Location Agreement](#), and, if applicable, the [Inventory of Equipment Form](#) and the [Alternate Work Location Safety Checklist](#). All correspondence and forms related to the AWL agreement will be maintained in the employee's official personnel file with copies provided to the supervisor and employee.

#### **5. CONTINUING THE AWL**

Upon expiration of the original time period, a new AWL Request and memorandum must be submitted to approve an additional time period.

#### **6. AMERICANS WITH DISABILITIES ACT**

In situations where employees have special needs that merit consideration under the Americans with Disabilities Act (ADA), employees and/or supervisors should contact HSC Human Resources at [hr@tamhsc.edu](mailto:hr@tamhsc.edu) for guidance.

## **7. ADDITIONAL REFERENCE MATERIAL**

Alternate Work Location packet (sample memorandum, forms) may be viewed at <http://www.tamhsc.edu/departments/finance-admin/payroll-hr/hr-forms.html>.

## **OFFICE OF RESPONSIBILITY**

Vice President for Finance and Administration