



33.06.01.O0.01 Flexible Work Schedules and Alternate Work Locations

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Next Scheduled Review: February 13, 2031

Procedure Statement

Texas A&M University – San Antonio recognizes that remote work, include partially remote or fully remote alternate work location arrangements (AWL) and flexible work schedules can be an effective approach to fulfilling organizational objectives and providing employees with a flexible, productive work environment. We support the use of flexible work arrangements in certain circumstances where these arrangements benefit employees, follow all applicable federal or state laws and TAMU System regulations, and are consistent with the efficient operation of the university campus and the effective delivery of services to students, campus clientele and the public.

Reason for Procedure

The intent of this SAP is to define procedures for the implementation of System Regulation 33.06.01, as revised August 7, 2025, and to support Texas A&M-University-San Antonio in achieving its mission and upholding its values.

Guiding Principles

1. Working at an alternate work location is an option and not a right. This agreement is based on the benefit to the university and not convenience to the employee.
2. Employees in good standing and whose job duties and responsibilities are suitable for an alternate work location (AWL) arrangement are afforded the opportunity to perform assigned duties through a partially or fully remote AWL arrangement.
3. There is no official waiting period that must be met to be eligible for an AWL arrangement; however, individual college, departments or divisions may determine establishing a waiting period in a new position (ie. 30 days) is necessary for business reasons. Eligibility for an AWL arrangement is connected to the nature of the work and the level of onsite presence required.

4. The number of days/hours that an employee may perform work at an AWL is determined by the assigned duties of the position and the manager's assessment of several key elements involving the organizational/business needs and availability of employees. Managers will determine the work schedule that is suitable for ensuring business continuity and employee productivity.
5. The change in work location should not impact on productivity, customer service, operational efficiency, or team collaboration. Performance standards for remote employees must be the same as performance standards for non- remote employees.
 - 5.1 Management expectations for performance should be clearly addressed in the employee's performance plan, and the performance plan should be reviewed to ensure the standards do not create inequities or inconsistencies between remote and non- remote employees.
 - 5.2 Like non- remote employees, remote employees are held accountable for the results they produce. Good performance management techniques practiced by the manager will mean a smoother, easier transition to an AWL arrangement.
6. During the implementation of the AWL plans, Department/Division Heads should seek concurrence of AWL arrangements consistent with dean or vice president guidance to help ensure similarly situated employees are being handled equitably and uniformly.
7. On occasion, the employee may be required to report to the primary workstation (location) to attend meetings or tend to other responsibilities regardless of the alternate work location agreement unless formally medically contraindicated.
8. Unless the position is advertised as fully remote, university-wide and/or divisional blackout dates will be established during critical periods. Moreover, the start of each fall and spring semesters are considered blackout dates and AWL arrangements and vacation requests may be suspended. This may be altered due to mitigating circumstances approved by the department and division head.
9. The AWL work schedule and the number of days/hours that an employee may perform work at an AWL is determined by the assigned duties of the position and the manager's assessment of several key elements involving the organizational/business needs and availability of employees. Managers will determine the work schedule that is suitable for ensuring business continuity and employee productivity.
10. The work schedule and hours should be discussed with and approved by a manager. Unless a flexible work schedule has been approved, employees are expected to work their regularly scheduled hours, which is typically defined as 8am to 5pm Monday through Friday. Any alternative schedule should be approved as a Flexible Work Schedule. Divisions can set extended work hours to best meet the needs of students.
11. AWL arrangements may be terminated by the manager or the employee at any time. Reasons for

termination may include circumstances where the arrangement is no longer conducive to the business needs of the organization, the employee's performance diminishes, or the employee no longer wants to work from the approved AWL.

12. All remote work associated with the AWL program should be done utilizing university or agency owned computer equipment. Personal cell phones and other devices may be used for validating credentials with TAMUS multi-factor security systems and authorized web-based systems such as Email. Personal devices may be subject to TAMUS policies and procedures if used to remotely operate authorized University assets and web systems.
13. The employee is responsible for utilizing VPN for connection for remote computing when working away from the primary workstation. The employee is responsible for securing and maintaining reliable internet access with the capability to connect and operate and work remotely in an efficient and effective manner. If there is a loss of connectivity, the employee may be required to report to the primary workstation, take vacation or unpaid leave until the employee's connectivity issue is resolved.
14. An AWL arrangement is not a substitute for dependent care. Employees may not work remotely with the intent of or for the sole purpose of meeting their dependent care responsibilities while performing official duties. While performing official duties, employees are expected to arrange for dependent care just as they would if they were working at the primary duty station.
15. All medically related AWL arrangement requests must go through the ADA accommodation process.
16. Requests for out-of-state (outside the State of Texas) AWLs will be evaluated on a case-by-case basis and will require written approval prior to the employee working outside of the state.
17. Work hours, use of annual leave, sick leave, and all other types of leave will conform to current Texas A&M University System Policies and Regulations. The employee will maintain their work schedule and submit appropriate documentation requesting sick leave, annual leave or other types of leave (when applicable).
18. The designated alternate work location is considered an extension of the department's workspace and is governed by the provisions of Worker's Compensation during the agreed upon work hours while performing work-related duties. The employee will immediately submit an online report via the university's employee injury reporting process and notify their supervisor via email of any job-related accident/illness which occur at the alternate work location during the agreed upon work hours while performing work-related duties.

19. Faculty members on approved AWL must maintain a regular campus presence to fulfill their teaching, research, and service responsibilities. These responsibilities include but are not limited to:
- Posting and following normal workday office hours for in-person and hybrid/on-line classes
 - Attending all committee, department, and college faculty meetings
 - Attending thesis and dissertation defenses and other teaching-related duties
 - Supervising and performing research or scholarship
 - Participating in departmental, college, and university activities
 - Being available for student consultations and collaborations with colleagues during normal workday office hours

Procedures

1. The university may allow an AWL arrangement for an employee on a temporary or permanent basis if the employee, as follows
 - a) has a temporary illness;
 - b) has a temporary or permanent medical condition or disability requiring the institution to make a reasonable accommodation under state or federal law for fully remote work;
 - c) is employed in a nonteaching position and:
 1. has demonstrated the ability to work well with minimal supervision;
 2. has a deep understanding of the employee's duties and responsibilities;
 3. has demonstrated the ability to manage the employee's time;
 4. has a record of thoroughly and efficiently accomplishing the employee's duties; and
 5. is employed in a position that does not require the employee's day-to-day physical presence at the institution or in-person interaction with students, administration, or other employees;
 - d. is employed in a teaching position but is not a faculty member of the institution;
 - e. is employed in a teaching position and is currently assigned to teach only a course or program that the institution has:
 1. approved for remote instruction in accordance with the institution's academic oversight or faculty governance procedures; and
 2. designated as distance education or as a dual credit course or program provided by the institution;

This eligibility determination will be the first step in the approval process. First-line managers must then obtain concurrence from their department head and chief executive approver, which is typically the vice president.

2. An alternate work location arrangement must be evaluated on a semesterly basis by the supervisor and the employee to determine if continuation of the arrangement is mutually beneficial to both the member and the employee. Per System regulation no alternate work location arrangement may extend beyond one year without evaluation and reapproval.
3. The AWL arrangement is initiated by the employee and routed through appropriate chain of authority to the final approver (Employee > Manager > Department Head > Vice President or Dean > President).

Approved Remote Work

1. Each direct manager will identify the data or information and processes that are needed to meet the expected performance standards and monitor performance. This will be shared and approved by the appropriate Vice President.
2. Management expectations for performance should be clearly addressed with the employee and measured or reviewed on a regular basis.
3. Performance standards for remote employees must be the same as performance standards for non- remote employees. Managers will provide a mutually agreed upon reporting method to report employee performance with their Vice President.

Review by President's Office

1. All requests for remote work require review and approval by the President's office.
2. The President's office will review all Vice Presidents' remote work approvals to ensure initial compliance with guidelines and approval procedures. Each respective Vice President is then responsible for ensuring follow-up monitoring practices for their remote workers are in place.
3. Any changes to the remote work approvals should be submitted to the President's office for review.

Related Statutes, Policies, or Requirements

Tex. Education Code 51.101

Tex. Education Code § 51.992, Restrictions on Telework for Higher Education Employees

System Policy [33.06 Hours of Work for Full-Time Salaried Employees](#)

System Regulation [31.03.01 Vacation](#)

System Regulation [31.03.02 Sick Leave](#)

System Regulation [31.04.01 System Holidays](#)

System Regulation [33.06.01 Flexible Work Arrangements](#)

NOTE: this rule supersedes Texas A&M University-San Antonio Procedure *33.06.01.00.01 Flexible Work Schedules*

Contact Office

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