

## Texas A&M AgriLife Extension Service Procedures

### 33.06.01.X0.02 | Alternate Work Locations

Approved: June 20, 2001

Revised: September 13, 2007

July 19, 2012



Next Scheduled Review: July 19, 2017

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#### PROCEDURE STATEMENT

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Texas A&M AgriLife Extension Service (AgriLife Extension) supports supervisors and managers in implementing alternate work locations to meet the needs of the unit while helping to meet the employee's needs and preferences, as long as such agreements serve to maintain or enhance the productivity or quality of services provided by the unit.

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#### REASON FOR PROCEDURE

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This procedure is required by System Regulation 33.06.01, *Flexible Work Arrangements*, and gives employees the opportunity to request an alternate work location (AWL), as well as explains the specific terms and conditions that must be followed if an AWL is approved.

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#### PROCEDURES AND RESPONSIBILITIES

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##### 1.0 GENERAL

- 1.1 Unit operational requirements take precedence over an employee's request for an AWL. In addition, this procedure does not apply when AgriLife Extension requires employees to work at an alternate work location.
- 1.2 AWL provisions are contingent upon approval in accordance with this procedure, and are not an employee entitlement. An AWL agreement can be terminated at anytime by either the supervisor or the participating employee. Employees working under an approved AWL agreement must comply with all Texas A&M University System Policies and Regulations, as well as AgriLife Extension Rules and Procedures (e.g. FLSA, sick leave, FMLA, etc.).

##### 2.0 ELIGIBILITY

To be eligible for an AWL, an employee must:

- Be a regular employee. As defined in System Regulation 31.01.01, *Compensation Administration*, a regular employee is one who is employed for fifty percent or more time for at least period of four and one-half months, excluding students employed in positions that require student status as a condition for employment.
- Not currently be the subject of a formal disciplinary action and have satisfactory job performance.
- Be able to perform the duties of their job description while working at the AWL.
- Exceptions to any of the above eligibility requirements must be requested in writing through normal administrative channels and approved by the Director or designee.

##### 3.0 REQUEST AND APPROVAL PROCEDURES

- 3.1 An employee may request an AWL by submitting a completed AgriLife Form [AG-438](#), *Alternate Work Location Request*, to his/her supervisor.

- 3.2 The supervisor will determine if the employee meets the minimum eligibility requirements listed in Section 2.00 above. 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).
- 3.3 If the AWL request follows medical leave in excess of three continuous working days, the usual procedure of providing documentation from a physician, as stated in System Regulation 31.03.02, *Sick Leave*, will apply.
- 3.4 If the supervisor does not approve the AWL request, he/she will notify the employee in writing by completing form [AG-438](#), *Alternate Work Location Request*, and provide copies to the next level supervisor and to the employee. The original application will be maintained in the requesting employee's personnel file. No further action is required.
- 3.5 If the supervisor recommends approval, attach form [AG-438](#), *Alternate Work Location Request*, and a copy of the employee's current job description, and forward to the Director or designee through the AgriLife Human Resources Office.
- 3.6 Upon approval of the request, the employee and supervisor will complete an [AG-439](#), *Alternate Work Location Agreement*, [AG-311](#), *Property Used Away from Assigned Location* (if applicable), and an [AG-441](#), *Alternate Work Location Safety Checklist* (if applicable). Form [AG-439](#), *Alternate Work Location Agreement*, must be reviewed and signed by the unit head. All correspondence and forms related to the agreement will be maintained in the employee's personnel file, with copies to the supervisor and employee.
- 3.7 AWLs will be approved only for one fiscal year. Approval for another fiscal year requires completion of a new form [AG-439](#), *Alternate Work Location Agreement*. Performance of the employee under the AWL agreement will be reviewed at the end of each fiscal year by the supervisor to determine if continuation of the AWL is mutually beneficial to both the employer and the employee. Based on this review, the agreement may be continued, modified, or terminated.
- 3.8 If the AWL agreement is modified, the supervisor will review the modifications with the employee and forward the modified AWL agreement to the next level supervisor for approval. The modified AWL agreement will be placed in the employee's personnel file, with copies to the supervisor and employee.
- 3.9 If the AWL agreement is terminated, the supervisor will notify the employee and next level supervisor. A copy of the terminated AWL agreement will be placed in the employee's personnel file, with copies to the supervisor and employee.
- 3.10 If the AWL agreement is determined to be mutually beneficial, the supervisor's recommendation to continue the agreement will be forwarded to the next level supervisor for approval. The extended AWL agreement will be placed in the employee's personnel file, with copies to the supervisor and employee.
- 3.11 The AWL agreement will be evaluated annually during the employee's performance review and at other times as needed. The AWL will then either be continued, modified, or terminated following the procedures in paragraphs 3.08, 3.09, and 3.10 as applicable.

#### 4.0 CONTINUING AN ALTERNATE WORK LOCATION

Upon expiration of the original time period approved by the Director or designee, a new form [AG-438](#), *Alternate Work Location Request*, and memorandum must be submitted to approve the additional time period.

#### 5.0 AMERICANS WITH DISABILITIES ACT

In situations where employees have special needs such as those that merit consideration under the Americans with Disabilities Act (ADA) as amended, employees and/or supervisors should contact the AgriLife Human Resources Office at 979-845-2423 for guidance.

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**RELATED STATUTES, POLICIES, OR REQUIREMENTS**

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[System Regulation 33.06.01](#), *Flexible Work Arrangements*

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**CONTACT OFFICE**

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Questions regarding this procedure should be directed to the AgriLife Human Resources Office at 979-845-2423.