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## PROCEDURE SUMMARY

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Texas A&M AgriLife Research (AgriLife Research) supports supervisors and managers in implementing flexible work schedules to meet the needs of the unit while helping to meet the employee's needs and preferences as long as such schedules do not diminish the productivity or quality of services provided by the workforce. The unit head will ensure that the unit is open for business from 8:00 a.m. to 5:00 p.m., Monday through Friday.

This procedure is required by System Regulation 33.06.01, *Flexible Work Arrangements*.

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## PROCEDURES AND RESPONSIBILITIES

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### 1.0 GUIDELINES

- 1.1 AgriLife Research units may use flexible work schedules (flextime) subject to the following conditions:
- A. The normal hours of operation for the main administrative offices are 8:00 a.m. to 5:00 p.m., Monday through Friday. Offices will be open for business and adequately staffed during this period to meet the needs of the internal and external customer(s).
  - B. Flexible work schedules are intended to be permanent or semi-permanent in nature. The flexible work schedule does not permit an individual to work a random variation of hours to accomplish a 40-hour week. The authorization of flextime, including any changes, is at the discretion of the immediate supervisor with approval by the unit head, and must be requested and approved in advance and in writing.
  - C. Work that requires regular supervision or essential interaction with other staff or with internal and external customer(s) must be scheduled when such supervisors, interacting staff, and customer(s) are available.
  - D. The flexible schedule may be terminated if, in the judgment of the supervisor, it leads to diminished work quality, is disruptive to the work flow, is not in the best interest of AgriLife Research, or, in general, is not suitable to an individual or office.
- 1.2 All regular employees of AgriLife Research are eligible to apply for flextime.
- 1.3 Responsibilities
- A. Supervisors will:
    - 1. plan and schedule job assignments, ensuring that there is sufficient staff to meet the operating requirements of the department/unit, and
    - 2. approve flextime schedules in advance and in writing.
  - B. An employee will:
    - 1. plan and organize his/her time to meet the job requirements established by the supervisor;

2. submit form [AG-430](#), *Flexible Work Schedule Request*, and obtain approval from his/her supervisor and unit/department head;
3. participate in the resolution of conflicts between the job and the flextime schedule, and inform the supervisor when coverage is not adequate;
4. inform the supervisor if a change of schedule is required and find substitute coverage that is acceptable to the supervisor (one or more employees may assume, with the supervisor's approval, coverage responsibility); and
5. follow standard procedures for requesting hours away from work for sick leave/vacation.

#### 1.4 Administration

- A. All non-exempt employees participating in flextime must prepare time sheets recording total hours worked each day and exceptions to the normal work day (e.g., approved overtime, vacation, or other absence).
- B. The computation of benefits is the same for the employees working flextime as for those working a standard schedule.

### 2.0 HOLIDAYS

Each employee using a flexible work schedule shall receive regular holiday hours based on the position percent effort. If additional hours are normally scheduled to be worked, the employee must either take additional hours of vacation or work additional hours during the work week to make up the difference. If fewer hours are normally scheduled to be worked, the employee will be allowed to use the remaining holiday time at a later date.

### 3.0 BREAK TIME FOR NURSING MOTHERS

Reasonable accommodations will be made for employees who wish to express breast milk for a nursing child during work hours. For additional guidelines, refer to System Regulation 33.06.01, *Flexible Work Arrangements*.

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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 concerning this procedure should be referred to AgriLife Human Resources at 979-845-2423.

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## REVISION HISTORY

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Approved: September 27, 2000  
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July 19, 2012  
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