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PROCEDURE SUMMARY

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.

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

PROCEDURES AND RESPONSIBILITIES

1.0 GENERAL

- 1.1 Unit operational requirements take precedence over an employee's request for an alternate work location. In addition, this procedure does not apply when AgriLife Extension requires employees to work at an AWL.
- 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 any time by either the supervisor or the participating employee. Employees working under an approved AWL agreement must comply with all System Policies and Regulations, as well as AgriLife Extension Rules and Procedures (e.g., FLSA, sick leave, vacation, FMLA, etc.).

2.0 ELIGIBILITY

To be eligible for an AWL an employee must:

- 2.1 Not currently be the subject of a formal disciplinary action and have satisfactory job performance.
- 2.2 Be able to perform the duties of their job description while working at the AWL.

Exceptions to 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 and Approval*](#), to his/her supervisor.
- 3.2 The supervisor will determine if the employee meets the minimum eligibility requirements listed in Section 2.0 above. The supervisor will consider the impact of the AWL agreement on the department/unit (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 exceeding 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 Approval](#), and providing 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, he/she will sign form [AG-438, Alternate Work Location Request and Approval](#), and forward to the unit head, who will route through AgriLife Human Resources for review. After reviewing, AgriLife Human Resources will forward to the Director or designee for final approval.
- 3.6 Upon approval of the request, the employee and supervisor will complete form [AG-311, Property Used Away from Assigned Location](#) (if applicable) and form [AG- 441, Alternate Work Location Safety Checklist](#) (if applicable). [Form AG-438, Alternate Work Location Agreement and Approval](#), 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 provided to the supervisor and employee.
- 3.7 AWLs will be approved for only one fiscal year. Approval for another fiscal year requires completion of a new form [AG-438, Alternate Work Location Request and Approval](#). The employee's performance under the AWL agreement will be reviewed at the end of each fiscal year by the supervisor and the employee to determine if continuation of the AWL is mutually beneficial. Based on this review, the AWL may be modified, terminated, or continued.
 - A. If the AWL agreement is modified, the supervisor will review the modifications with the employee and forward the modified AG-438 AWL agreement to the unit head for approval. The modified AG-438 AWL agreement will be placed in the employee's personnel file, with copies provided to the supervisor and employee.
 - B. If the AWL agreement is terminated, the supervisor will notify the employee and unit head. A copy of the terminated AWL agreement will be placed in the employee's personnel file, with copies to the supervisor and employee.
 - C. If the AWL agreement is determined to be mutually beneficial, the supervisor's recommendation to continue the AWL will be forwarded to the unit head. A copy of the extended AWL agreement will be placed in the employee's personnel file, with copies to the supervisor and employee.
- 3.8 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 modified, terminated, or continued, following the procedures in paragraph 3.7, 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 Approval](#) must be submitted annually for approval of an 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 AgriLife Human Resources at 979-845-2423 for guidance.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

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

[AG-311, Property Used Away From Assigned Location](#)

[AG-438, Alternate Work Location Request and Approval \(revised July 15, 2020\)](#)

CONTACT OFFICE

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

REVISION HISTORY

Approved: June 20, 2001
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