



Unit Heads and Business Contacts are recipients of this communication.

Please share with managers/supervisors and others as appropriate.

With the start of the new fiscal year, we want to make you aware of recent developments related to flexible work arrangements in AgriLife, including Alternate Work Location (AWL) procedures and approvals for FY23. Texas A&M has been working on an initiative to assess practices related to AWL administration and has proposed modifications to their process based on the assessment outcomes. In the coming weeks we expect to receive guidance for all Texas A&M System members. The AgriLife Alternate Work Location forms and processes are being revised in conjunction with these developments, with final communications forthcoming once we have received System guidance for all members and considered the impact on AgriLife employees both on-campus and in our locations around Texas.

In addition to the revised process, AgriLife HR will provide manager resources to help identify which positions and employees will be eligible for an AWL and include important factors for leadership to consider relating to performance expectations, schedules and service delivery. Individuals who had an approved AWL that expired August 31, 2022, may continue temporarily under current circumstances if such arrangements have been requested and supported by unit leadership to continue in FY23. Once final direction is provided to leadership and employees, which should be no later than October 1, 2022, flexible work arrangements including AWL may be requested under the new process. Current AWL forms for FY23 that have already been submitted to HR, and are pending approval, will be reviewed once the new process is finalized, with further direction provided at that time about any action needed.

We are excited about the opportunity to consider flexible work arrangements that enhance employee satisfaction, recruitment and retention efforts, while employing best practices for performance management, productivity and accountability.

Contact AgriLifeHR@ag.tamu.edu if you have any questions.

Texas A&M AgriLife Human Resources | <http://agrilifeas.tamu.edu/hr/> | p. 979-845-2423

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