

QUICK REFERENCE GUIDE

ALTERNATE WORK LOCATION REQUEST



1 FILL OUT REQUIRED FORMS

Employee discusses with supervisor to ensure the alternate work location meets the [AgriLife Flexible Work Arrangement Guidelines](#). The request is initiated by completing the [AG-438: Alternate Work Location Schedule](#) form that will be attached to the request submitted in Workday.

2 SUBMIT REQUEST IN WORKDAY

The employee will submit the request for approval in Workday using the [Request Flexible Work Arrangement](#) business process. The completed AG-438 will be attached at the time of submission in Workday. The employee will receive related inbox tasks to complete before it routes to the Manager.

3 ROUTING AND APPROVAL

The request will be routed to the Manager, HR Partner, Department Head, Executive Approver and Chief Executive Approver for approval.

AgriLife Human Resources (HR Partner) will review in Workday and make recommendations to the Department Head and agency leadership (Executive Approver/Chief Executive Approver) for approval, or denial. HR Partner will follow up with Manager and employee as needed for clarification

Employee and Manager will receive an email notification when the Flexible Work Arrangement is approved. Form [AG-311: Property Used Away from Assigned Location](#) and [AG-441: Alternate Work Location – Safety Checklist](#) need to be completed and included in the personnel file. Training will be assigned to the employee and Manager.

* IMPORTANT INFORMATION

The request must comply with [System Regulation 33.06.01 Flexible Work Arrangements](#), agency guidelines and procedures.

There are two types of Flexible Work Arrangements, Alternate Work Location and Flexible Work Schedule.

- **Alternate Work Location.** Use this type when you would like to request remote work, either partially or fully remote.
- **Flexible Work Schedule.** Use this type when you would like to request adjusted hours and days that differ from your original schedule.

Managers should **not** use this process to request reasonable accommodation under the Americans with Disabilities Act Amendment Act. Reasonable accommodations must be initiated through the AgriLife Human Resources office and follow the rules and/or standard administrative procedures.

ADDITIONAL RESOURCES

WEBSITE

[Alternate Work Arrangements](#)

AGRILIFE GUIDELINES

[Flexible Work Arrangement Guidelines](#)

FORMS

[AG-311](#)

[AG-438](#)

[AG-441](#)

WORKDAY JOB AIDS

[Request Flexible Work Arrangement \(Employee\)](#)

[Add Flexible Work Arrangement for Worker \(Manager or HR Partner\)](#)

Main HR Phone Line:

979.845.2423

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