



## **Flexible Work Arrangement Policy Pilot Program for Academic Affairs Staff**

This policy is a pilot program. Input is welcome as we test it for final implementation. Please provide feedback to [AApilotprograms@tcu.edu](mailto:AApilotprograms@tcu.edu).

This pilot program applies only to Academic Affairs staff and temporary employees (full-time and part-time) who request a flexible work arrangement. It does not apply to faculty.

### **A. Explanation of Terms and Application to Academic Affairs**

1. Flexible Work Arrangement details the terms and conditions to successfully complete essential job functions on campus and off.
2. Primary Workplace is the employee's office location on campus.
3. Alternative Workplace is an approved location off campus.
4. Customized Work Hours allow flexibility to accommodate different arrival and departure times.
5. Remote Work Arrangement is 100% remote. This does not apply to Academic Affairs employees.

### **B. Details of a Flexible Work Arrangement in Academic Affairs**

1. Academic Affairs will support a **4/1 Model** upon approval:
  - i. Employees may be permitted to work from an Alternative Workplace one day per week if they work on campus in their Primary Workplace for four days of the week.
  - ii. Requests must be made to the direct supervisor.
  - iii. Approval is required by the direct supervisor, with the additional approval of the appropriate dean, associate provost or vice provost.
2. Supervisors have the discretion to work with their team to determine the best Flexible Work Arrangement to ensure that the office is staffed appropriately at all times for interaction with visitors and to provide services, especially to students.
  - i. Supervisors should create a calendar that clearly depicts who is working where and on what days.
  - ii. The arrangement should not cause the need for additional staff nor for existing staff to perform additional duties or work additional hours.
  - iii. The arrangement should not reduce the high quality of services or outcomes; for example, too much use of student employees to fill gaps.

3. Certain restrictions apply.
  - i. Employees may not use the alternative workplace day to be the primary care-giver for a child or adult, for sick days, nor during vacation days.
  - ii. The alternative workplace day does not rollover if not used in a given week.
  - iii. The alternative workplace day does not apply to weeks that include a holiday, university closing, vacation or sick day.
  - iv. Employees may not change their alternative workplace days without prior approval.
4. Staff members must be in good standing to take part in the Flexible Work Arrangement. A Flexible Work Arrangement is not an entitlement nor an employee benefit, and can be revoked or denied due to the needs of the unit as well as the performance of the employee.
5. When working from an alternative workplace, employees are expected to work their specific office hours and be available for timely interaction, communication and contact.
6. Supervisors may temporarily suspend the Flexible Work Arrangement during times with a high volume of work or low human resources.
7. The Flexible Work Arrangement may be for any duration, but must be reviewed annually.
8. TCU may terminate a Flexible Work Arrangement at any time. Employees may request to terminate their Flexible Work Arrangement at any time.

### **C. Steps for Requesting a Flexible Work Arrangement for Academic Affairs**

1. Step One: Employees must first discuss the possibility of a 4/1 Flexible Work Arrangement with their supervisor.
2. Step Two: Supervisors evaluate requests to ensure that the office is covered appropriately at all times. Supervisors have the discretion to approve, deny or modify a request based on their sole discretion as well as job-related criteria, including the importance of on-campus presence, demonstrated abilities, employment history, and availability of the appropriate alternative workplace site.
3. Step Three: Once an arrangement is tentatively agreed upon by the supervisor and employee,
  - i. Employees log on to my.tcu.edu
  - ii. Select My Employee Center
  - iii. Select Flexible Work Arrangement
  - iv. Complete the form with details about the specific arrangement.
4. Step Four: Requests are routed by the system to the supervisor.
5. Step Five: The supervisor will forward the request via email, with their approval, to the dean, associate provost or vice provost for final approval.

6. Step Six: Once approved by the dean, associate provost or vice provost, the Flexible Work Arrangement can commence.

#### **D. Customized Work Hours**

1. Academic Affairs supports supervisors to have the discretion to allow different arrival and departure times for their staff.
2. No further action, forms or approval process is needed.

#### **E. Remote Work Arrangement**

1. Academic Affairs does not support a full 100% remote work arrangement.

#### **F. Equipment and Supplies**

1. TCU does not provide equipment for employees working at an alternative work location. TCU will not reimburse employees for costs associated with Flexible Work Arrangements or alternative work locations.
2. Employees will use their home computer to access the TCU VPN and use Remote Desktop to connect to their TCU desktop in their TCU office, or the generic virtual desktop ([windows.tcu.edu](http://windows.tcu.edu)).
3. TCU IT can assist with installing VPN software and instructions for how to use Remote Desktop ([available here](#)), but cannot make house calls, troubleshoot home routers, etc.
4. Employees are responsible for ensuring their data plan is adequate to support work at an alternative location and are responsible for any costs associated with such a data plan.
5. TCU is not responsible for operating costs, home or technology maintenance, or any other incidental costs (e.g. utilities, telephone including cellular, insurance, internet/wireless services) associated with the use of the employee's residence for work as an alternative location.
6. In the case of a power outage on campus, the on-campus computer may shut down, which means employees cannot access VPN. TCU IT cannot enter offices to restart computers. Supervisors may want to create a plan for someone to be on campus and have the ability to enter any office to restart a computer.