



Vice President for Research, Scholarship and Creative Endeavors

Flexible Work Arrangement (FWA) Guidelines

Flexible Work Arrangements (FWA) can offer many benefits to both employers and employees, from improved work-life balance and job performance to remaining competitive when attracting and retaining staff. In support of these goals, the Office of the Vice President for Research, Scholarship and Creative Endeavors (OVPR) has established the following guidelines that apply to all staff within the OVPR portfolio.

FWA Eligibility:

FWA eligibility will be based on the responsibilities of each position and business needs of the unit, as determined by the employee's supervisor and unit head. Based on these criteria, certain positions may not be eligible for a flexible work arrangement. Supervisors have the discretion to approve or modify an FWA based on business needs. Employees are not guaranteed an FWA.

General Guidelines:

- Employees must determine a consistent work schedule. An FWA agreement will be required for employees requesting work schedules beyond a standard schedule between 7 am - 6 pm, Monday through Friday. [Per HOP 5-2110 Work Schedule.](#)
- All employees voluntarily requesting an FWA are required to complete an FWA agreement. The FWA agreement must include their FWA work schedule, work locations, and predetermined onsite and off-site work requirements.
- A current approved FWA must be uploaded in Workday for all employees.

Technology Resources:

- A University issued computer must be used to conduct University business.
- All University-owned property located off-campus should be logged on an inventory form, approved by the employee's supervisor, and submitted to the person managing the unit's inventory.
- Employees must have reliable internet service at remote work locations.
- Employees must be able to provide a phone number to receive phone calls.
 - By adding MS Teams Phone service to existing Basic or Business VoIP subscriptions, users will be able to place and receive calls to and from their UT telephone numbers through MS Teams software installed on a desktop, laptop, or mobile device.

Performance:

- Employees not meeting performance expectations during the last appraisal period are not eligible for an FWA.
- Transferring and new probationary employees are eligible for an FWA. However, special consideration should be taken to ensure adequate training and team building.

FWA Assessment:

- An FWA may be revised or cancelled if there is a substantive change in job responsibilities or the unit's business needs. Supervisors are encouraged to give employees up to 30 days' notice before a new schedule goes into effect.
- Supervisors are encouraged to give employees a minimum of 3 days' advance notice if a meeting or event requires an employee to come in on an off-site day, but all employees recognize that performance of job duties, including attending in-person meetings on an off-site day, will take priority over FWA.

Things to consider when determining an FWA:

- In-person interactions: Does the unit require some level of onsite coverage? Does the unit require periodic and/or regular in-person engagement? In-person interactions provide significant benefits that may not be fully replicated through exclusively online and remote experiences.
- An employee's scope of work: Would visitors, students, or constituents be best served by onsite support and interactions? More generally, how important is onsite work to achieving the institution's goals? Does the position require onsite interaction with visitors, students, or colleagues? Does the work require onsite equipment, labs, or technologies?
- Team/Project requirements: Do teams need to meet onsite on a recurring basis? Do projects require collaborative work with other individuals or units that are best facilitated through onsite work? Do projects require regular or periodic onsite work or require such work to be accomplished at a high level?
- Data privacy protections: Is the FWA plan conducive for work requiring sensitive data and/or privacy protections? Is it possible to assess performance when the work is performed remotely? Does the employee have a demonstrated history of sufficient productivity while teleworking?
- Facilities and Equipment: Employees should have no more than one primary onsite workplace and one unit-issued computer unless approved by the OVPR. Units should replace desktop computers with laptops to facilitate onsite and remote telework and enhanced business continuity preparedness. Units may consider providing hoteling offices to optimize space on campus.

FWA Approval Process:

Direct reports to the VPR may final approve hybrid or permanent telework requests for employees within their unit. Please note the exceptions below that still require OVPR approval.

Direct reports to the VPR must obtain approval from the OVPR for the following:

- To request permanent telework for all-staff.
- To request permanent telework for an entire team(s). Requests must include a plan for on-campus designated hoteling office space.
- To request permanent telework for supervisors with staff working on campus or a hybrid telework schedule. The request must include a strong business justification.

Outside of Texas and within the US Telework:

Direct reports must request approval from the HR Central-Payroll committee.

- Pre-approval from the HR Central-Payroll committee is required prior to making an offer to a candidate.

International Telework:

Direct reports must request approval from the OVPR as well as the consent of, and coordination with, Texas Global, UT Legal Affairs, the Provost's Office, and Central HR.

- Requests must include a strong business justification.
- Additional costs or considerations resulting from country or regional taxes or employment laws are the responsibility of the employing unit.

Telework requests due to a medical condition or disability:

A request from the employee must be submitted to the University's Americans with Disabilities Act (ADA) coordinator to initiate the [ADA interactive process](#).

Definitions:

Work Location

- **Telework:** Work performed at a location that is not on campus.
- **Hybrid Telework:** Working a preset schedule on campus and off campus (i.e., work on campus Monday/Wednesday/Friday; telework on Tuesday/Thursday).

Work Schedule

- **Standard Schedule:** Designated hours with standardized start and stop times. An OVPR standard work schedule is traditionally between 7a – 6p, with employees working 8 hours/day within that time window.
- **Fixed Flexible Schedule:** Designated hours that deviate from the standard schedule.

I have read, and understand, the University and OVPR guidelines for an FWA and agree to abide by them.

Employee:

Signature

Date

Printed Name and Title

Approvals:

Supervisor:

Signature

Date

Printed Name and Title

Unit Head:

Signature

Date

Printed Name and Title