UAP Purpose

In accordance with System Regulation 33.06.01 Flexible Work Arrangements, Prairie View A&M University (PVAMU) can authorize flexible work arrangements for employees when such arrangements respond to the needs of employees, increase productivity and/or enhance the service capabilities of the organization. This procedure governs flexible work arrangements, which may involve, but are not limited to, alternate locations, work schedules or job types.

Definitions

Flexible Work Schedule - permits or requires an employee to work a predetermined and approved variation of the employee’s standard work schedule. This may include working in an alternate location, job sharing, or adjustments to scheduled working hours.

Principle Location – all Prairie View A&M University campuses.

Regularly Assigned Place of Employment – the location on the University campus where an employee usually and customarily reports for work or where work is performed.

Alternate Location – an authorized work arrangement that involves an employee routinely working one or more days per week at a location that is not the regularly assigned place of employment.

Official Procedures and Responsibilities

1. WORKING IN AN ALTERNATE LOCATION

   1.1 An alternate working location is available to employees whose job duties are appropriate for such assignments. The decision to authorize these options is within management’s discretion based on the nature of the work being performed and other business considerations. In addition, this agreement does not alter an employee’s work relationship with the University nor does it relieve an employee from the obligation to observe all applicable System Policies and Regulations and University Rules and Administrative Procedures. All existing terms and conditions of employment, including but not limited to the position description, salary,
benefits, vacation and sick leave and overtime remain the same as if the employee worked only at his or her regularly assigned place of employment.

1.2 The Alternate Work Location (AWL) Agreement for Employees, Alternate Work Location Inventory Form, and Alternate Work Location Safety Checklist Form, to work from home or another location other than the University, must be completed and signed by the employee and the employee’s supervisor and must be approved, in writing by the President or their designee. This agreement must be approved by the President or their designee, prior to the employee working in an alternate location. The agreement may be long-term or temporary and may be discontinued at any time for any reason. The agreement must be reviewed by the department head periodically to determine if it is feasible to continue the AWL. This agreement must be maintained in the employee’s personnel file as in accordance with the University’s Records Retention Schedule.

2. JOB SHARING

2.1 The University may allow two or more employees to share a single job. However, each employee must be treated as a part-time employee entitled to the benefits and subject to the System Policies and Regulations and University Rules and Administrative Procedures that apply to other part-time employees based on the percentage of full-time hours worked.

3. FLEXIBLE WORK SCHEDULES

3.1 The University may offer an employee other flexible work arrangements that benefit the employee and the component. The University can also require an employee to work a flexible schedule when required by the job duties. This includes requiring shift work, work on weekends and other schedules as required by the job duties and responsibilities. University supervisors may implement flexible work schedules if approved by his/her vice president. If the supervisor does not report through a vice president, the proposed flexible work schedule must be approved by the President.

3.1.1 The minimum timeframe for a flexible schedule is two months. The standard work schedule will consist of eight (8) work hours, five days per week with one hour off for lunch. Major offices of the University, as designated by the President, shall remain open during designated office hours with at least one person on duty to accept calls, receive visitors, or transact business.

3.1.2 The flexible work schedule does not permit an individual to work a random variation of hours to accomplish a 40-hour week. An employee who is exempt under the Fair Labor Standards Act (FLSA) must maintain either a 40-hour workweek or an 80-hour schedule over two consecutive workweeks. A flexible schedule does not limit the hours that an exempt employee must work to complete the job requirements.

3.1.3 Staff coverage and supervision must remain sufficient to meet the operational requirements of the department and ensure quality service. Customer needs must be considered in determining adequate staffing.
3.1.4 Work that requires regular supervision or essential interaction with other staff must be scheduled when supervisors and staff are available.

3.1.5 All regular employees, both exempt and non-exempt, are eligible to apply for a flexible work schedule that constitutes a 40-hour workweek.

3.1.6 Employees requesting a flexible work schedule or revision to an existing flexible work schedule must complete and sign a written request. The request must be approved by the individual’s immediate supervisor and applicable vice president (if the supervisor does not fall under the direction of a vice president, the President must approve the request in writing) before the employee may begin the new flexible work schedule.

3.1.7 The request must be specific as to the alternate hours.

3.1.8 The alternate schedule will be reviewed for continued feasibility at the end of the term specified in the request.

4. RESPONSIBILITIES

4.1 Employees requesting a flexible work schedule will:

4.1.1 Prepare a written request for the flexible schedule or revision of the schedule to the employee’s supervisor; and,

4.1.2 Communicate approved schedules to applicable employees and customers.

4.2 Supervisors will:

4.2.1 Ensure flexible work schedules are administered consistently and equitably;

4.2.2 Ensure flexible work schedules meet the operating requirements of the department;

4.2.3 Ensure all necessary approvals for flexible work schedules are obtained;

4.2.4 Provide feedback to the employee when a flexible work schedule is approved, disapproved, or revoked; and,

4.2.5 Provide a copy of all approved or rescinded work schedules to the Office of Human Resources and the Office of Payroll Services prior to beginning the alternate schedule or work location.

5 TEMPORARY ADJUSTMENT OF WORK SCHEDULES

5.1 An employee may adjust hours within a workday or workweek as long as a 40-hour workweek is maintained. This schedule adjustment requires the appropriate supervisor’s approval, is for a justifiable reason and does not represent a flexible work schedule as defined in Section 3 above.
6. **HOLIDAYS**

6.1 An employee in a FLSA exempt or nonexempt position who works on a scheduled holiday will be entitled to equivalent time off with pay to be taken during the twelve (12) month period following the end of the workweek in which the holiday occurred and on such day(s) as may be mutually agreed to by the employee and his/her supervisor.

6.2 Each holiday is equivalent to eight hours. Consequently, if an employee works a flexible work schedule that includes more than eight (8) hours per day, and the holiday falls on one of those days, the employee is only entitled to eight (8) hours of holiday pay for that day.

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**Related Statutes, Policies, Regulations and Rules**

- System Policy 33.06 Hours of Work for Full-time Salaried Employees
- System Regulation 33.06.01 Flexible Work Arrangements

**Forms**

- Alternate Work Location (AWL) Agreement for Employees
- Alternate Work Location Inventory Form
- Alternate Work Location Safety Checklist

**Contact Office**

Office of Human Resources 936-261-1730