

### D.2.5.1 Flexible and Alternate Work Arrangements

Responsible Department: Human Resources

Based on Board Policy: [DIA FLEXIBLE AND ALTERNATE WORK ARRANGEMENTS - STAFF](#)

Effective: 09-01-2021

Reviewed/Revised:

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#### Purpose:

Provide guidelines and criteria to be used to determine, review, and manage flexible and alternate work arrangements for non-faculty employees.

#### Job Eligibility:

The College will designate a job's suitability for flexible and alternate work arrangements by using a combination of the [Suitability Matrix](#) score, interviews with the department head, and feedback from the President's Cabinet. The list of flexible/alternate-suitable positions can be found [here](#) and is subject to change at the College's discretion.

*Amarillo College recognizes the work of the faculty is unique to the mission of the College and as a result work flexibility is necessary in their roles. While faculty are not covered in the scope of this policy and procedure, Chairs and Deans have the discretion to use the guidelines and resources to assist in supporting the academic endeavors of the faculty by setting forth appropriate expectations for faculty members.*

#### Employee Eligibility:

Full-time exempt and non-exempt staff (1.0 FTE) are eligible to be considered for flexible or alternate work arrangements if they are in a College job position designated as suitable for flexible work. (See the list of currently eligible positions [here](#).) Part-time positions may be considered on a case-by-case basis. Staff must be in good standing and have a satisfactory performance record, including attendance, punctuality, conduct and productivity. The College reserves the right to determine whether an employee will be granted permission for new or continuing flexible/alternate work.

#### Procedure:

Flexible and alternate work options include:

1. **Flexible Working Schedule (Flextime)** – Fluctuating starting and ending times during the workday or workweek.
2. **Compressed Workweek** – Working the equivalent of a full-time week in less than five (5) days.
3. **Telework – Regular:** Working from home or another location off campus with a regular schedule. **Occasional:** Working from home or another location off campus on an as-needed basis (such as during a project).

## 1. Flexible Working Schedule (Flextime)

A flextime work schedule allows staff to adjust their arrival and departure times, subject to manager approval and the operational/business needs of the department. There is no formal request form for flextime. These discussions and agreements are made between the manager and the employee. The manager is responsible for fairly and effectively managing permission to work in flextime arrangements among employees.

### Types of Flextime:

- **Scheduled** – Allowing staff to alter their daily starting and ending hours within certain limits. Examples include variable arrival times such as: 7:00 a.m. through 9:00 a.m. Staff are required to be at work during their defined “core” hours during the day and they must work their scheduled number of hours each day (i.e. 8 hours for full-time employees). Scheduled flextime must meet department operational/business needs.
- **Occasional** – Working extra on one day in order to work a shorter day on another day.

For non-exempt staff, the flextime must occur in the same workweek.

Flextime may not be feasible for some departments and job positions; the College retains the right to approve or deny flextime requests.

## 2. Compressed Workweek

A compressed workweek allows full-time staff to work longer days for part of the week in exchange for one day off that week. Compressed workweeks are most appropriate in situations in which staff do not have to keep pace with incoming work or customers daily or where there are several staff members that perform the same job.

The most common compressed workweek model is four 10-hour days per week, but departments may implement other schedules as appropriate for their business unit needs.

### Requesting Compressed Workweek

Managers and department heads retain the right to determine whether compressed workweeks will be an option in their departments. Full-time employees interested in a compressed workweek should discuss the request with their manager and complete a [Compressed Workweek/Telework Agreement form](#). The manager and/or department head will assess the request along with the requests of other employees in the department to determine a trial period schedule. At the end of 90 days, the manager and employee will assess the success of the arrangement to determine whether it should be continued, modified or terminated. The manager reserves the right to end the trial period early in the event of the employee’s performance, attendance or conduct issues, or other staffing issues which adversely affects the operations of the department.

*Note: This procedure may not be applicable for individual employees in certain student-facing service departments, which due to the nature of the services they offer, will require employees to work variations of compressed workweeks or flexible work in order to provide services on evenings and weekends.*

### 3. Telework

A telework arrangement allows staff to work at an alternate location. Telework is not a substitute for child or other dependent care. Teleworkers are required to maintain childcare, adult care or similar personal arrangement to permit concentration on work assignments during agreed upon work hours. Decreases in productivity or instances of behaviors that detract value from the College may result in the loss of teleworking status and/or may result in corrective action. Staff approved for teleworking may be required to be available to report to campus on short notice if necessary for business operations. Requests for telework will be reviewed and determined on an individual basis. Telework is not to be used in lieu of sick leave when an employee is ill and should be taking time off work to recuperate.

#### Types of Telework

- **Regular telework** – Staff have an established predictable schedule. Regular telework requires a three-month trial period, and the primary alternate location must be located in the State of Texas. The maximum number of telework days per week is four (4). The business needs of an individual department may result in a maximum number of telework days fewer than four.
- **Occasional telework** – Sporadic requests on an as-needed basis, such as completion of a special project, or the employee's personal situation or emergency. Occasional telework does not require a trial period.
- **College Emergency telework** – Emergency situation where the College leadership determines the need and scope of telework (i.e. pandemic, weather emergency). College emergency telework does not require a trial period.

#### Requesting Telework

Managers and department heads retain the right to determine whether telework will be an option in their departments. Employees interested in telework should discuss the request with their manager and complete a Compressed Workweek/Telework Agreement [form](#). The manager and/or department head will assess the request along with the requests of other employees in the department to determine feasibility. If the request is approved, a three (3) month trial period may begin for regular telework (occasional telework and emergency telework do not require a trial period). At the end of the trial period, the manager and employee will assess the success of the arrangement to determine whether it should be continued, modified or terminated. The manager reserves the right to end the trial period early in the event of the employee's performance, attendance or conduct issues, or other staffing issues which adversely affects the operations of the department.

#### Information Technology Requirements for Teleworking

Amarillo College will not issue technology equipment for teleworkers. Teleworkers should expect to outfit and furnish their own remote workspace, and must complete the ITS Teleworking Requirements Agreement prior to beginning occasional or regular telework. If an employee was previously issued college technology equipment for **regular work use** (not during the 2020 pandemic shutdown) he or she may continue to use that equipment but still must complete the ITS agreement for teleworking under this program.

#### Fully Remote Positions

In very limited circumstances the College may approve fully remote working arrangements for certain hard-to-fill positions or contract labor situations where sourcing the appropriate skill sets, knowledge, or experience requires hiring employees who reside outside the immediate local area.

### The Role of Supervisors

Supervisors, managers, directors and others who manage other employees play a significant role in the success of flexible work arrangements. Prior to any flexible or alternate work arrangement beginning, the upline supervisor(s) to the employee seeking a flexible work arrangement must complete the professional development and training required of people who manage teleworking employees. That training can be accessed [here](#).