



## HR5061 - Alternative Work Arrangements

### Policy Statement

The University of Memphis is a student-centered service-oriented institution where supporting students is at the forefront of its mission. The University believes that students are better served in person and having employees present on campus increases the service and overall educational experience that students deserve. The University also believes that under certain circumstances, employees may be allowed individual flexibility with an alternative work arrangement provided the needs of the department, the University and the students are successfully achieved.

### Definitions

**Alternative Work Agreement Request Form** – Written agreement between the University and the employee that details the terms and conditions of an employee’s work schedule. Alternative Work Agreement Request Forms are required for any work arrangement outside of the University’s standard work schedule or central workplace location.

**Central Workplace** – On-campus location where the employee’s department is located.

**Flextime (Flexible Work Schedule)** – Designated and consistent start and stop work times that differ from the University’s standard work schedule. Flextime is a work schedule with time of arrival and departure that differs from the standard operating hours but fall between the hours of 7:30 a.m. and 5:30 p.m. For example, a typical flextime arrangement may be arrival at 7:30 a.m. and departure at 4:00 p.m.

**Standard Work Schedule** – The University’s standard work schedule is:

- 8:00 am to 4:30 pm, Monday through Friday
- 7.5 hours per day; 37.5 hours per week (8.0 hours per day; 40 hours per week for Police Services employees)
- One unpaid hour for meal breaks each day
- 1950 hours per fiscal year (2,080 hours per fiscal year for Police Services employees)

**Telecommuting (Alternative Work Location)** – A work arrangement in which employees may be authorized to perform their job duties away from the central workplace location provided their job functions and the services provided to student, employees and the general community are not negatively affected.

**Work Schedule** – The employee’s assigned hours of work.

## **Policy**

All employees are expected to work onsite at their department's central workplace location during the University's standard work schedule unless approval is otherwise granted and documented for Flextime or Telecommuting work arrangement. In some instances, there are established departmental work schedules outside of the University's standard work schedule (i.e. Physical Plant, Police Services, Residence Life etc.). In these situations, Alternative Work Agreement Request forms will not be required. An alternative work arrangement is not appropriate for all employees or positions and are not to be considered an employee benefit or right.

### **Flextime**

In order for a flexible work schedule to be approved, the employee must have a satisfactory attendance record, meet all performance expectations and consistently demonstrate the ability to complete tasks and assignments on a timely basis. The nature of the employee's work and responsibilities must be conducive to a flexible work arrangement without causing disruption to performance and/or service delivery.

Exempt employees must depart from any flextime schedule to perform their jobs, as needed. Non-exempt employees may be asked to work overtime regardless of an approved flextime schedule.

### **Telecommuting**

Requests for telecommuting will be considered on a case-by-case basis and a determination made based on the circumstances surrounding the request after the employee's first six months of employment.

Certain positions that were previously authorized to be totally remote will be grandfathered and may remain on a remote work arrangement.

### **Conditions of Employment**

Alternative work arrangements do not change the terms or conditions of employment. Employees and positions approved for an alternative work arrangement are subject to the same policies, statutes, and procedures applicable to all employees including, but not limited to, time and attendance and leave policies. Employees must adhere to applicable break schedules, including meal breaks. Supervisors have the right to establish work schedules deemed necessary to better address the needs of the department and the University.

### **Supervisor Responsibility**

Supervisors should clearly define the expectations of an alternative work arrangement and use the University's performance management system to assess employee performance. The arrangement may be canceled at any time if there is a decline in employee performance, if the functions of the job changes necessitating the employee work onsite or work the University's standard work schedule, or for any other reason that would prevent the University from successfully meeting its goals.

Supervisors may require employees to report to the central workplace location or participate by video conference as needed for work-related meetings or other events. Supervisors have the discretion to

meet with employees in the alternative work location to discuss work progress or other work-related issues.

The supervisor should consider materials and equipment needs for employees on alternative work arrangements with the goal of making the arrangement cost-neutral, (i.e., no more equipment, supplies or expense should be necessary as a result of the alternative work arrangement than would be needed in the central work location). However, at the University's discretion and based on business needs, appropriated funds may be used to:

- Provide wireless communication device allowances to employees for business use;
- If a wireless communication device allowance is not provided, the University may reimburse employees for business-related calls made upon submission of appropriate documentation in accordance with University Policy [HR5015 - Wireless Communication Device Allowance](#).

### **Employee Responsibility**

Employees are expected to maintain appropriate levels of productivity and quality of work during the duration of the alternative work arrangement. If working remote, the employee will be expected to make arrangements for a productive work environment during the agreed-upon work hours.

The employee will be responsible for any tax implications of a remote work location and insurance coverage for equipment, supplies, etc. as well as compliance with any local zoning ordinances or other restrictions related to maintaining a remote work site. The University will not be liable for any fines, penalties, taxes or other expenses that may occur as a result of any violation of applicable restrictions.

Employees must follow University-approved data security policies and procedures for protecting confidential information. Employees will be responsible for the security of materials and documents transported to and from the University.

### **Work Arrangement Approvals**

Alternative work arrangements must be documented through a formal Alternative Work Agreement Request Form. The employee must first discuss the possible flextime or telecommuting arrangement with his/her supervisor and submit a written request using the Alternative Work Agreement Request form. If approved by the immediate supervisor, the Dean or the VP with overall responsibility for the unit or division must approve or deny the request and submit approved requests to Human Resources for final approval. The agreement will be logged and tracked by Human Resources for reporting purposes.

A flextime and/or telecommuting arrangement may be suspended or cancelled at any time. Supervisors are responsible for the continued successful operations of the department and supervision of employees on any type of alternative work arrangements (flextime and telecommuting).

### **Liability**

The University will not be responsible for any additional costs associated with remote work locations such as utilities, home maintenance, etc.

Anyone on an approved Alternative Work Arrangement must be aware of the exclusions of liability for the University and the State of Tennessee related to injury or property damage to third persons at employee maintained remote work locations. The University has a right to inspect remote work facilities upon request.

Employees working from a remote location are responsible for maintaining their work environment as a safe and productive workspace. Work-related injuries occurring at the remote work location are subject to Tennessee Workers' Compensation laws. Alternative work locations are considered extensions of the department's central work location and employees should observe the same inclement weather and emergency closings as when working at the central workplace.

## **FAQs**

Additional information may be found on the **Frequently Asked Questions** at <https://memphis.edu/hr/awa.php>.

### **Who do I contact for further information?**

For additional information contact the Department of Human Resources at [hrservicecenter@memphis.edu](mailto:hrservicecenter@memphis.edu) or 901-678-3573.

## **Related Documents, Policies and Forms**

[HR5015 - Wireless Communication Device Allowance](#)

[GE2007 - Emergency Closings](#)

[Alternative Work Agreement Request form](#)