

1. Is my position eligible for Alternative Work Arrangements?

The following positions have been designated as ineligible.

- Executive Leadership
- Senior Leadership (Executive Directors and Above)
- Executive Assistants
- Facilities, Maintenance, and Construction
- Police
- Positions that require direct student or customer interface services
- Positions that require routine access to information or materials that are available only at the regularly assigned place of employment are not suited for alternative work arrangements.

Ultimately, it is within the discretion of the immediate supervisor, department head and appropriate vice president to approve or deny an employee's alternative work arrangement request, specifically, the last two categories.

2. I am in a support role; can I apply for Alternative Work Arrangements?

According to the policy, "Positions that require direct student or customer interface services" and "positions that require routine access to information or materials that are available only at the regularly assigned place of employment".

Ultimately, it is within the discretion of the immediate supervisor, department head and appropriate vice president to approve or deny an employee's alternative work arrangement request, specifically, the last two categories.

3. My position is already 100% remote. Do I have to complete the AWA application?

No. If your position is already 100% remote no action is required.

4. I received a verbal counseling. Does that type of disciplinary action make me ineligible for AWA?

Yes. The Discipline and Dismissal policy includes the following as part of the discipline action progressive sequence. Any employee that received a disciplinary action in the last 6 months is not eligible to apply for AWA. Once the 6 months expires, the employee may apply for AWA.

1. Verbal Counseling
2. Written Reprimand
3. Suspension without pay
4. Dismissal from Employment

5. Does receiving a 'Needs Improvement' on a Performance Assessment make me ineligible for AWA?

As long as the overall rating is lower end of meets expectation (LME) or higher, the employee is eligible for AWA.

6. The links to the required training are provided in the policy. Since there are several, what are the titles of the classes I am required to complete?

Each link leads the employee to the respective manager or non-manager collection of courses. The employee chooses what 3 hours of training to take within the learning collection.

7. I have completed the required training. Do I submit the course completion certificates when I submit the AWA application?

Yes. Please submit the certificates along with the application.

8. I completed the required training the last time I applied for an AWA, do I have to complete it again?

No. If you have already submitted your certificates, you do not have to complete the training again.

9. Does this policy allow remote work outside of the state of Texas?

No. The off-campus Alternative Work Location for any alternative work arrangement must be located in the State of Texas and also must be reasonably close enough to the University campus so, if necessary, the employee can be physically present at their Regularly Assigned Place of Employment within four (4) hours.

10. Am I required to take a lunch break if I am approved to work from home?

Yes. Employees working from home are still required to take a lunch break. Hourly employees are still expected to clock in and out for lunch. The only thing changing is the location of where the work is performed. All other work expectations remain.