33.06.01.C0.01 Flexible Work Arrangements

Revised: March 23, 2026
Next Scheduled Review: March 23, 2031
Revision History

Procedure Summary

Texas A&M University-Corpus Christi (TAMU-CC) may authorize flexible work arrangements for employees when such arrangements respond to the compelling needs of units, increase productivity, and/or enhance the service capabilities of the organization, and do not create an unreasonable hardship for the university. Units that have a business need can deviate from the regular work schedule with approval from the appropriate vice president or the President for units not reporting to a vice president. This procedure provides guidance on implementing flexible work arrangements for TAMU-CC employees. Work arrangement requests made due to a medical condition must be made in accordance with university procedure *08.01.02.C0.01, Employee/Applicant Requests for Reasonable Accommodation Under the ADA* and system regulation *31.03.05, Family and Medical Leave*. Break time for nursing is covered in university procedure *31.03.05.C0.01, Parental Leave*.

Procedure

1. GENERAL

    1.1. Flexible work arrangements may involve, but are not limited to, alternate work locations, types of jobs, or work schedules. All required approvals must be obtained in writing and in advance of the commencement of the flexible work arrangements.

    1.2. All flexible work arrangements must comply with system policy *33.06, Hours of Work for Full-time Salaried Employees* and system regulation *33.06.01, Flexible Work Arrangements*.

2. ALTERNATE WORK LOCATIONS

    2.1. The President and vice presidents may designate positions as partially or fully remote. Approval from both the dean/director and the department chair/supervisor of the unit is required for alternate work location requests for up to two (2) weeks. A request from an employee to work from an alternate location for more than two (2) weeks must be approved by the dean/director, department chair/supervisor, and President or their designee.

Employees must submit a flexible work arrangement action in Workday to document and route the request.

2.2. Approvers must consider equipment needs and maintenance, employee safety, communication and supervision, and adherence to system policies and regulation and state and federal laws when reviewing requests for alternate work locations. This arrangement may be long-term or temporary and must be reviewed at least annually by the department chair/supervisor and employee with a copy routed to Human Resources for record-keeping. Requests for alternate arrangements to work outside of the United States for up to and including 60 days must be reviewed by the TAMU-CC Financial Conflict of Interest and Export Control Officer. Requests for alternate arrangements to work outside of the United States for more than 60 days require additional review by TAMU-CC's Financial Conflict of Interest and Export Control Officer and potentially by external counsel hired by the System Office of General Counsel prior to approval. If external counsel is hired, the recipient will be responsible for paying the required costs for external legal review, estimated to be $2,000-$10,000 depending on the location(s) visited during the time in the alternate work location.

2.3. The following routine faculty activities do not require an alternate work location request, even when performed off campus:

2.3.1. class preparation, grading, and other course-related activities

2.3.2. research, scholarship, and creative activity

2.3.3. clinicals and student teaching at locations formally affiliated with the institutions (e.g., hospitals, clinics, partner schools, or approved field sites)

2.4. Additional requirements for alternative work location requests can be found in system regulation *33.06.01, Flexible Work Arrangements*.

3. FLEXIBLE WORK SCHEDULES

3.1. A flexible work schedule permits an employee to work a predetermined and approved variation of their standard work schedule. Deans/Directors are authorized to approve flexible work schedules.

3.2. The university may require an employee to work a flexible schedule when dictated by the job duties. Examples include shift work, work on weekends, and other schedules required by the job duties and responsibilities.

4. TEMPORARY ADJUSTMENTS OF WORK SCHEDULES

Upon approval of the dean/director, an employee may adjust hours within a single workday or single workweek. The temporary adjustment must be for a justifiable reason. Such arrangements are not considered flexible work schedules as described in section 3 of this procedure.

5. LEAVE AND HOLIDAYS

5.1. When using leave, employees whose work schedules deviate from the regular university schedule must submit a leave request for the number of hours scheduled and not worked. For example, if an employee has an approved flex schedule and works ten (10) hours on Tuesdays, then an absence on a Tuesday would require a leave request for ten (10) hours.

5.2. Employees who are scheduled to work more hours than is approved for the holiday must use other available leave (i.e., vacation leave) for the number of hours scheduled and not worked. Alternatively, the employee may work additional hours within the workweek to make up the difference with supervisor approval. For example, if an employee has an approved flex schedule and works ten (10) hours on Tuesdays and there is an approved holiday for a Tuesday for eight (8) hours, then the employee can only receive eight (8) hours of holiday time for that day. To complete a 40-hour workweek, the employee must request leave for the additional two (2) hours or work an additional two (2) hours during the workweek.

5.3. Full-time employees who are scheduled to work fewer hours than are approved for the holiday will receive compensatory time to use at a later date with supervisor approval. For example, if an employee has an approved flex schedule and works six (6) hours on Fridays and there is an approved holiday for a Friday for eight (8) hours, then the employee is entitled to eight (8) hours of holiday time. The employee will receive compensatory time for two (2) hours.

Related Statutes, Policies, or Requirements

System Policy *33.06, Hours of Work for Full-time Salaried Employees*
System Regulation *31.03.05, Family and Medical Leave*
System Regulation *31.04.01, System Holidays*
System Regulation *33.06.01, Flexible Work Arrangements*
University Procedure *08.01.02.C0.01, Employee/Applicant Requests for Reasonable Accommodations Under the ADA*
University Procedure *31.03.05.C0.01, Parental Leave*

This procedure supersedes:

- 33.06.01.C0.01, Flexible Work Arrangements for Non-Faculty Employees
- 33.06.01.C1.01, Flexible Work Arrangements

Contact Office

Contact for clarification and interpretation:	Human Resources 361.824.5743