



33.06.01.E0.01 **Alternate Work Location**

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Revised October 11, 2022
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Supplements System Policy 33.06, System Regulation 33.06.01

Standard Administrative Procedure Summary

An alternate work location (AWL) arrangement allows an employee to perform job duties at a location that is not the usual primary work/duty location designated by the employer. An AWL may be utilized when the arrangement mutually benefits the needs of the employer and employee, increases productivity, and enhances service capabilities. Employees in good standing and whose job duties and responsibilities are suitable to work at an alternate work location may request to participate in either a fully or partially remote arrangement. This procedure outlines specific terms and conditions to be followed in accordance with System Policy 33.06, Hours of Work for Full-time Salaried Employees and System Regulation 33.06.01, Flexible Work Arrangements.

Procedures and Responsibilities

1. General
 - 1.1. Participation in an AWL allows employees to perform assigned duties and functions at an approved alternative worksite without changing the employee's duties, obligations, responsibilities, and conditions of employment. Standards of performance remain the same. An AWL provides flexible work arrangements for positions
 - when the work is conducive to it
 - when it can mutually benefit the Engineering Enterprise and employee in achieving work deliverables
 - when the work performance can be appropriately monitored
 - when it does not result in a significant additional financial cost to the division



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2. Eligibility

- 2.1. A position may be considered suitable for AWL if some or most of its responsibilities can be performed away from the primary work/duty location.
- 2.2. Employees will be considered eligible to request participation based on job type, work location, job duties, and employee performance.
- 2.3. Completion of an assessment questionnaire will aid in determining eligibility. The change in work location should not impact operational efficiency, team collaboration, or customer service.
- 2.4. An employee may be required to report to the primary work/duty location on a scheduled remote workday based on operational needs, workload, and interaction with coworkers and customers.
- 2.5. Participation in an AWL may be in response to the business needs of the division.

3. Workspace, Equipment, and Expenses

- 3.1. The remote work location is considered an extension of the primary work/duty location and employees must ensure that confidentiality is maintained, and information is secure.
- 3.2. Employees must maintain a safe workspace.
- 3.3. Employees are responsible for maintaining access to networking and/or internet capabilities with sufficient bandwidth as necessary to perform the position's duties.
- 3.4. An employee's participation in an AWL should not incur additional costs to the employing division including technology and general office related needs.
- 3.5. Use of resources issued by the employer must be used in compliance with [System Policy 33.04, Use of System Resources](#)
- 3.6. When working remotely, employees will use required security protections and follow policies as they pertain to the protection of equipment and data.
- 3.7. Employees are personally liable for lost, stolen, or damaged equipment.
- 3.8. The designated worksite is governed by the provisions of Workers' Compensation during the agreed-upon work hours while performing work-related duties.
- 3.9. Income taxes for employees will be withheld as required by the state where the employee is physically located when performing the work associated with the income. The employee is responsible for personal tax consequences, if any, resulting from the AWL arrangement.
- 3.10. If an AWL is proposed in a state/country other than the state of Texas, the employer shall notify Engineering Human Resources & Payroll to review tax reporting, export control, immigration sponsorship, and other employment implications.
- 3.11. A request to work outside the United States must not be for more than 60 days and must comply with the International Temporary Work Location guidelines provided by A&M System policy.



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4. Use of Leave
 - 4.1. Participation in an approved AWL is not intended to serve as a mechanism to provide child or elder care services or to perform other activities unrelated to the employee's official duties.
 - 4.2. Employees will submit appropriate documentation requesting sick leave, vacation, or other types of leave, as applicable, and in accordance with established policies, procedures, and manager expectations.

5. Procedure for Requesting an Alternate Work Arrangement
 - 5.1. Employees will initiate the request with their immediate supervisor and complete an assessment questionnaire to address requirements and expectations.
 - 5.2. The supervisor will review the request and make a recommendation based on position duties, business needs, and the employee's ability to work successfully in an alternate location.
 - 5.3. The division head will have the opportunity to review the request and approve or deny based on division organizational needs.
 - 5.4. Engineering Human Resources & Payroll will serve as a resource to managers and employees as it relates to the AWL arrangement.
 - 5.5. Documentation will be maintained in the employee's personnel file.

6. Evaluation and Termination of an Alternate Work Location Arrangement
 - 6.1. An AWL arrangement will be effective upon approval through the end date specified or no later than August 31, of the current fiscal year. A new request can be submitted annually.
 - 6.2. Continuous evaluation of the AWL arrangement is expected.
 - 6.3. An AWL arrangement may be discontinued at the discretion of the employee's supervisor and/or higher administration for business reasons. A decision to terminate or modify an employee's arrangement shall not be arbitrary but based on performance issues or business needs.
 - 6.4. The agreement does not modify the "at will" status of any A&M System nonfaculty employee.

Related Statutes, Policies, or Requirements

[System Policy 33.06, Hours of Work for Full-time Salaried Employees](#)

[System Regulation 33.06.01, Flexible Work Arrangements](#)

Definitions

Alternate Work Location – a location other than the primary work/duty location as designated by the division or agency.



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Full-Remote Work – A designation of an alternate work location allowing the employee to fully perform the employee’s job duties away from the primary work/duty location.

Partial Remote Work – a location-flexible arrangement allowing employees to combine onsite and remote work. This arrangement may or may not be in response to a business need.

Contact Office

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