

Texas A&M University
ALTERNATE WORK LOCATION AGREEMENT

State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. Contact: hradminfb@tamu.edu or (979) 845-4141.

Employee Information

Name: _____

Department: _____

Title: _____

FLSA status - (select one): exempt non-exempt from overtime

Work Location Information

Regular/Primary Work Location: _____

Primary Work Phone #: _____

Alternate Work Location: _____

Alternate Work Location Phone #: _____

Alternate E-mail Address: _____

Alternate Work Location Implementation Procedures

1. Describe how the employee will communicate with supervisor and department:

2. Briefly explain how hours worked will be tracked/recorded:

3. Briefly describe how the quality and quantity of work will be evaluated? What measures will be used to determine that the agreement is working successfully for the department?

Schedule Information

Start Date of AWL Schedule: _____ End Date of AWL Schedule: _____

Alternate Work Location Schedule:

	Primary Duty Station Hours (e.g., 8:00-12:00 p.m.)	Alternate Work Location Hours (e.g., 1:30-5:30 p.m.)	Lunch (e.g., 12:00-1:30 p.m.)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Terms and Conditions of Participating in the Alternate Work Location Agreement

1. Working at an alternate work location is an option and not a right.
2. Participating in an alternate work location agreement can be terminated at anytime by the supervisor or the employee.
3. The employee will develop and follow an effective communication strategy with their supervisor and co-workers.
4. Conditions of employment with Texas A&M University are not affected by working in an alternate work location.
5. The designated alternate work location is considered an extension of the department’s workspace and is governed by the provisions of Worker’s Compensation during the agreed upon work hours while performing work-related duties. The employee will immediately report to their supervisor job-related accidents which occur at the alternate work location during the agreed upon work hours while performing work-related duties.
6. The alternate work location and specific work area are subject to periodic review by the supervisor/department head/unit head/or designee with reasonable notice.
7. The alternate work location environment will be professional when receiving or making work-related phone calls (e.g., no barking dogs, loud music/television, crying children in the background, etc.)
8. Working in an alternate work location is not a substitute for dependent care.

9. Work hours, use of annual leave, sick leave, and all other types of leave will conform to current Texas A&M University System Policies, Regulations, and Texas A&M University Rules (located at <http://rules-saps.tamu.edu/>). The employee will maintain their work schedule and submit appropriate documentation requesting sick leave, annual leave, or other types of leave (when applicable).
10. Business meetings with third parties will be conducted at the primary duty station.
11. Long distance phone calls and faxes will be handled according to departmental policy and the directives of the supervisor.
12. On occasion, the employee may be required to report to the primary workstation to attend meetings or tend to other responsibilities regardless of the alternate work location agreement.
13. Texas A&M University equipment to be utilized at the alternate work location will be listed on an *Inventory of Equipment Form*, signed and dated by the employee and supervisor.
14. The employee will maintain a safe working environment at the alternate work location. The supervisor and employee will review and sign the *Alternate Work Location Safety Checklist* when the location is provided and/or maintained by the employee.
15. The employee will safeguard all work-related records and files from loss or damage. All products, documents, reports, and data created at the alternate work location as a result of work-related activities are the intellectual property of Texas A&M University and are subject to the Texas Public Information Act. The employee will return all work-related property to the department, upon request.
16. A *nonexempt* employee must limit actual work hours to 40 hours per week, unless prior approval has been obtained from their supervisor.
17. The employee is expected to follow all Texas A&M University System Policies, Regulations and Texas A&M University Rules (located at <http://rules-saps.tamu.edu/>) while at all work locations.
18. The employee must comply with the terms and conditions of this Texas A&M University *Alternate Work Location Agreement*. Failure of the employee to comply with these terms and conditions may result in the termination of the alternate work location agreement and may also result in other disciplinary action up to and including termination.

Employee Agreement

I have read, understand, and will comply with all of the terms and conditions of this *Alternate Work Location Agreement*.

Employee _____
Date

Supervisor Agreement

I have reviewed this *Alternate Work Location Agreement* with the employee and will hold the employee accountable to the terms and conditions of this agreement.

Supervisor _____
Date

Department Head/Unit Head Agreement

Department Head/Unit Head _____
Date
