



Alternative Work Location for Staff Employees Supplemental Guidance

The information provided in this document is intended to provide supplemental guidance for the administration of Alternate Work Location (AWL) requests for staff employees in accordance with [Standard Administrative Procedure 33.06.01.M0.01](#). This information supplements the AWL Request for Nonfaculty Employees form found at employees.tamu.edu/employee-relations/alternate-work-location.html.

POTENTIAL BENEFITS OF AWL AGREEMENTS

- Positive impact on employee performance / productivity
- Increases in level of employee engagement
- Positive impact on environment / sustainability initiatives
- Enhanced recruiting opportunities (diverse talent pools)
- Increases in employee retention rates

AWL CONSIDERATIONS

For Employees:

- Evaluate the impact of your AWL on office operations and your co-workers.
- Evaluate whether you are able to effectively perform all the duties of your job description and serve your customers, internal and external, just as well from your AWL as the office.
- Evaluate whether you have a supportive home environment free from household distractions.
- Evaluate whether your response time will be similar to when you are in the office.

For Supervisors:

- Evaluate business needs and the impact of the AWL agreement on office operations.
- Identify the positions most suitable for AWL agreements. Things to keep in mind:
 - Are the job purpose and respective duties of the position location-specific?
 - Does the majority of the work for this position involve the electronic transmission of information or documents?
 - Does the position require minimal supervision or limited face-to-face contact with customers or clients?
- Identify employees with characteristics that are most suitable for working remotely. Things to keep in mind:
 - Does the employee have strong organizational and time management skills?
 - Is the employee self-motivated/self-starter?
 - Does the employee have a strong performance record and job knowledge?
- Ensure compliance with federal employment laws applicable to AWL agreements (ex. FLSA, WC, ADA, FMLA).
- Clearly define expectations for a successful AWL agreement.

AWL ELIGIBILITY

1. Employee must be in a regular budgeted position for a minimum of 50% effort (20 hours a week) for an expected employment period of a minimum of four and one-half months (4.5).
2. An employee may be expected to be in their position for a minimum period of time (e.g., six months) and have completed all training prior to requesting AWL, as designated by unit leader.
3. Employee must be able to perform the duties of their position description while working at the alternate location. Job responsibilities/duties must be evaluated to determine suitability for the remote work arrangement.
4. Employee must be in good standing regarding their job performance with the last performance rating being at least "meets expectations." AWL will not be considered for employees in documented corrective/progressive discipline status.

5. Employee must have demonstrated habits customarily recognized as appropriate for remote workers such as adaptability, reliability, responsiveness, and the ability to work well independently.

ABOUT THE AWL PROCESS

1. The staff employee must initiate the request for AWL according to current university guidelines, [SAPs](#), [System regulations](#), and applicable laws. AWL provisions are contingent on approval and should not be considered an employee entitlement.
2. The AWL agreement does not change the terms and conditions of your employment. Employees are expected to follow all Texas A&M University policies and procedures and perform all duties set forth in the job description as well as those other duties that the supervisor may assign from time to time.
3. Employees accept personal responsibility for:
 - their alternate work location setup,
 - all expenses associated with working an alternate work location including furniture, computer, phone, internet service, printer and maintaining proper ergonomics, AND
 - if applicable, and subject to availability, Texas A&M equipment (e.g., computers, monitors, chairs, etc.) located at the AWL. All TAMU equipment must be listed on an [FDP-410 Loan of Texas A&M Property form](#). Form must be signed and dated by the employee and approved by the department.
4. Expectations for mutually agreed upon hours of work:
 - The employee's AWL will be free from distractions,
 - The employee will be working and available by computer, phone, email, videoconferencing, text messaging or other mutually agreed-upon methods,
 - The employee's response time will be similar to the response time expected of them while working in the office, AND
 - The employee may be required to report to the primary workstation to attend meetings or attend to other responsibilities regardless of the AWL agreement.
5. The AWL Request form must be completed and signed by the employee and supervisor to initiate the request.
6. The employee should be given reasonable notice when required to be present at the office during their scheduled AWL hours. For employees working from an alternate work location (AWL), TAMU will not reimburse expenses related to mileage, hotel, or food between the employee's AWL and work location at TAMU.
7. Employees, especially those with supervisory responsibilities, may be expected to be physically present at the primary workstation for a minimum percentage of time during the workweek, as designated by unit leader.
8. AWL arrangements are subject to the terms and conditions listed on the AWL Request form.
9. The employee will submit appropriate documentation requesting sick leave, vacation, or other types of leave, as applicable, and in accordance with established policies and procedures.
10. These expectations are not intended to be punitive in any way, they merely establish the baseline expectation for you going forward. The (department/unit) has high expectations for professionalism and mutual respect. Our mission is to cultivate professionalism and principles in public service and our faculty and staff members are vital to achieving its mission.
11. An approved AWL request is an agreement and may, with reasonable notice, be terminated at any time by either the supervisor or the participating employee.
12. Please be aware that failure to meet these expectations on a consistent basis may subject you to corrective action.

NEED HELP?

TAMU Employees: HROE Employee Relations Employee-Relations@tamu.edu
Texas A&M Health Employees: HSC HR Team at HSCHR@tamu.edu