

<p><b>University of Dallas</b></p>	<p><b>Human Resources Flexible Work Policy</b></p>	<p><b>POLICY HBF</b> Responsible Executive: Chief Human Resources Officer Responsible Office: Human Resources Issued: July 20, 2021 Rev: 5.5.22; 7.1.23</p>
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- 3.4.1. It is up to the department how departmental telephone lines are handled. If an employee works from home, his or her individual telephone line should be forwarded so that the employee will receive office calls at home.
- 3.4.2. All employees on a flexible work schedule must share their calendar with rights to “event details” with their supervisor, as well as with department colleagues if requested by their supervisor.
- 3.4.3. All employees on a flexible work

- 4.2.1.1. Employee performing the job has a demonstrated ability to work well with minimal supervision.
- 4.2.1.2. Employee has a thorough knowledge and understanding of the job tasks and operations for which they are responsible.
- 4.2.1.3. Employee has demonstrated the ability to establish priorities and manage their time.
- 4.2.1.4. Employee performing the job has a history of reliable and responsible accomplishment of work duties.

4.2.2. All core duties of the job must be able to be performed remotely.

4.3. **Team Considerations** for approving flexible work schedule(s):

- 4.3.1. When reviewing flexible work schedule requests, the supervisor should ensure fairness and equity across their staff by treating requests from employees in similar positions similarly.
- 4.3.2. In determining days for flexible work schedule(s) across the team, the supervisor should coordinate flexible work schedules to ensure there is time for collaboration and coordination among the team.

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## 5. APPROVAL PROCESS

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The Flexible Work Agreement (FWA) is an integral part of, and is incorporated into, this policy.

- 5.1. When a FWA is completed by the employee and approved by their supervisor/manager, the request shall be sent to the Vice President or Dean of that area for approval.
- 5.2. If the Vice President / Dean approves, the FWA will be sent to the Office of Human Resources ([hr@udallas.edu](mailto:hr@udallas.edu)) for documentation of the employee's work schedule and location.

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## 6. FLEXIBLE WORK LOCATION

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Typically, the flexible work location will be the employee's home, or a location in the Dallas/Fort Worth area so that the employee is available to report to campus on alternating days.

- 6.1. Employees are generally not permitted to work out of state on a FWA. Exceptions may be considered on a case-by-case basis.
- 6.2. If the employee is not a US citizen or permanent resident (green card holder), a change or addition of



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## 10. RESPONSIBILITIES

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### Responsible Party

### List of Responsibilities

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Office of Human Resources

1. Monitor compliance with this Policy.

Supervisor/Manager

1. Receive requests for Flexible Work Agreement.
- 2.

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**13. RELATED DOCUMENTS**

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<b>Policy or Document</b>	<b>Web Address</b>
Office of Human Resources	<a href="https://udallas.edu/offices/hr/">https://udallas.edu/offices/hr/</a>

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**14. CONTACTS**

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<b>Subject</b>	<b>Office or Position</b>	<b>Telephone Number</b>	<b>Office Email or URL</b>
Policy Clarification	Office of General Counsel	(972) 721-5363	<a href="mailto:hlachenauer@udallas.edu">hlachenauer@udallas.edu</a>