

UNIVERSITY *of* HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Human Resources
AREA: Employee Relations

Number: 02.04.10

SUBJECT: Flexible Workplace Initiative

I. PURPOSE AND SCOPE

The purpose of this document is to describe the University of Houston's policy and procedure for a flexible workplace in accordance with Vernon's Texas Statutes and Codes Annotated Government Code [§ 658.010](#) and [§ 659.018](#).

II. POLICY STATEMENT

An employee of the university shall, during normal office hours, conduct agency business only at the employee's regular or assigned temporary place of employment unless the employee:

- is traveling.
- received prior written authorization from the administrative head of the employing state agency to perform work elsewhere.

The employee's personal residence may not be considered the employee's regular or assigned temporary place of employment without prior written authorization from the employee's division vice president. The division vice president can discontinue the employee's participation in the flexible workplace initiative at any time.

III. EMPLOYEE RESPONSIBILITIES

Employees must:

- A. Have been employed at University of Houston for at least one year.
- B. Hold a position which, according to their supervisor, lends itself to flexibility in location or schedule.
- C. Be under no disciplinary action.
- D. Have demonstrated to their supervisor's satisfaction the ability to work independently of their supervisor and peers.

- E. Be responsible for making sure they have access to any resources necessary to perform any assigned activity when working from an alternative location.
- F. Have access to a computer and telephone that they are willing to use for university business.
- G. Be able to complete any task assigned in a location at which any sensitive information or data can be kept secure.
- H. Be willing and able to securely dispose of any secure information.
- I. Discuss with their supervisor any change to the work schedule once it is established, including termination of participation in the program.
- J. Understand that all human resources policies apply whether the employee is working from home or an alternative location or on an alternative work schedule.

IV. SUPERVISOR RESPONSIBILITIES

Managers/Supervisors must:

- A. Obtain approval for participation by any employee from the next-level supervisor and the division vice president.
- B. Evaluate department issues/needs that may be impacted by flexible work scheduling.
- C. Develop a system for assessing work done by any employee off-site or under an alternative work schedule.
- D. Be responsible for demonstrating employee and department productivity.
- E. Be responsible for determining and monitoring eligibility for employee participation in the program.
- F. Be responsible for maintaining optimal services and operation of their departments.
- G. Understand that all human resources policies apply whether the employee is working from home or an alternative location or on an alternative work schedule.

V. REVIEW AND RESPONSIBILITIES:

Responsible Party: Associate Vice President for Finance

Review: Every three years, on or before August 1

VI. APPROVAL

Jim McShan
Interim Vice President for Administration and Finance

Renu Khator
President

Date of President's Approval: April 7, 2008

VII. REFERENCES

Vernon's Texas Statutes and Codes Annotated Government Code [§ 658.010](#) and [§ 659.018](#)