

## Frequently Asked Questions (FAQs)

1. **Is this policy for all of the University of Houston's staff, faculty, and students?**

No, this policy only applies to staff employees and not to faculty or student workers.

2. **Can an employee work fully remote?**

Yes, but only if their job position has been classified for 100% remote work by Human Resources and approved by the responsible Vice President.

3. **What must I do to request a compressed work week or modified work schedule?**

A staff employee seeking a compressed work week or modified work schedule must submit a written request to their immediate supervisor, who will then discuss the matter with the responsible Vice President, who has ultimate approval authority.

4. **Does this policy allow an alternate work location outside of the State of Texas?**

No. Positions eligible for 100% remote work must be classified as such by Human Resources in conjunction with the responsible Vice President. The alternative work location must be located in the State of Texas and reasonably close enough to the University campus so that, if necessary, the employee can be physically present at their regularly assigned place of employment on the same day as needed.

5. **Who can approve a compressed work week or modified work schedule?**

The employee's immediate supervisor will consider a compressed work week or modified work schedule, but the responsible vice president must ultimately approve it.

6. **How can the compressed work week or modified work schedule be discontinued?**

The University, including the employee's immediate supervisor, can discontinue the employee's participation in a compressed work week or modified work schedule at any time for any reason. Employees may also request that the compressed work week or modified work schedule be terminated by providing their immediate supervisor with written notice.

7. **Where can I find the policy?**

Click [here](#) to view **SAM 02.A.20 – Hours of Work, Work Locations, and Work Schedules.**