



Sam Houston State University

A Member of The Texas State University System

HUMAN RESOURCES DEPARTMENT

Flexible Workplace Options at SHSU

Remote Work

When the employee's job description indicates the amount of time the employee's work may be performed away from campus on a full time, part time or intermittent basis. Per Policy [HR-02](#) 1.b:

- The **Department Head is delegated authority** to recommend updates to job classification descriptions and to designate the amount of time a position can work remotely.

HR recommends supervisors consider designating the amount of remote work as a percentage by day with 1 day a week being 20% remote up to 5 days a week being 100% remote. We also recommend building supervisor flexibility into the job description, such as during off-peak periods as defined by the supervisor, and with advance approval, up to 40% of the work may be performed remotely.

Please share updated job descriptions with HR and contact our Staffing Manager [Christene Chavez](#) for additional assistance.

Temporary Telecommuting

Similar to remote work, an employee may be designated to work remotely on a full time, part time, or intermittent basis for a maximum period of up to six months with advance **Division Vice President approval**. The supervisor must prepare the [Telecommuting Proposal](#) which is also signed by the employee then routed for approval through the chain of authority to the Vice President. The **Department Head** is authorized to approve up to five business days per semester More details are provided in Policy [HR-17](#).

Flex-Time Scheduling

Under Policy [HR-16](#) § 6, **Department Heads** have authority to arrange staff schedules in any manner that meets employees needs, but also ensures the department is open and can provide services between 8-5 p.m. Flex-time can be very helpful to employees, especially those with family caregiving responsibilities. For instance,

- modifying work hours: some employees may work 7-4 and others 9-6
- compressing the week: employees may work 10 hours a day 4 days a week
- expanding days: employees may work every, or even rotating weekends

Department Heads must ensure schedules conform to the Fair Labor Standards Act (FLSA) and do not create an overtime situation (for instance a non-exempt employee working 32 hours one week and 48 the next would accrue overtime). For more assistance with schedules and the FLSA, please contact HR Leaves personnel [Patti Zavala](#) or [Jessica Smith](#).

Considerations before implementing flexible work options

- 1) Chain of command – even when you have authority to make changes, best to let your supervisor know.
- 2) Office hours – ensure your department is adequately staffed to remain open 8-5, M-F.
- 3) Job Requirements – ensure the employee's responsibilities can be performed remotely or outside of the 8-5 window.
- 4) Equity – offer the same flexible options to employees with the similar job responsibilities (unless you have approved/posted a full-time remote position which the employees were eligible to apply).