

<p style="text-align: center;">University of Dallas</p>	<p style="text-align: center;">Human Resources Flexible Work Policy Pilot Program (8-2-21 through 7-29-22)</p>	<p>POLICY HBF Responsible Executive: Director, Human Resources Responsible Office: Human Resources Issued: July 20, 2021</p>
---	--	--

1. PURPOSE

This Policy provides for the administration of the remote work program for the University of Dallas. This policy sets forth the requirements and expectations of University of Dallas employees ~~who~~ ^{who} are granted the opportunity to work remotely. The University desires to support flexible work arrangements that are beneficial to both managers and employees, when this can be accomplished by providing the same consistent service, resources, and support to our students.

2. SCOPE AND LENGTH

- 2.1. This policy is intended for all University Administration and staff employees on the Irving campus, both full time and part time. Note that some personnel cannot perform their jobs on a remote basis and may have limited or no ~~access~~ ^{access} to remote work schedules and locations.
- 2.2. This policy is being implemented on a ~~one~~ ^{one} year pilot program basis. The effective dates for this program are August 2, 2021 through July 29, 2022.

3. PRINCIPLES OF UD'S FLEXIBLE WORK POLICY

Any employee seeking qualified for

- 4.2.1.2. Employee has a thorough knowledge 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 evaluating 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.

5. APPROVAL PROCESS

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) for documentation of the employee's work schedule and location.

6. FLEXIBLE WORK LOCATION

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 not permitted to work out of state on a FWA.
- 6.2. If the employee is not a US citizen or permanent resident (green card holder), a change or addition of a work location may result in the need to update the employee's immigration record. Please consult with the Office of Human Resources prior to approving a FWA.
- 6.3. The employee is responsible for ensuring adequate resources, including but not limited to internet access and phone service, are necessary to complete all work-related tasks.

7. TERMINATION OF FWA

The FWA is voluntary and is a privilege, not a right. The FWA may be terminated by the University at any time with ten (10) calendar days written notice or by the employee with ten (10) calendar days written notice.

3.

