



**Policy Title:** HR5061 - Alternative Work Arrangements

**Subject Area:** Human Resources

**Responsible Official(s):** Executive Vice President and Chief Operating and Financial Officer

**Responsible Office(s):** Human Resources

### **Policy Statement**

The University of Memphis is a student-centered service-oriented institution where supporting students is at the forefront of its mission. The University believes that students are better served in person and having employees present on campus increases the service and overall educational experience that students deserve. The University also believes that under certain circumstances, employees may be allowed individual flexibility with an alternative work arrangement provided the needs of the department, the University and the students are successfully achieved.

### **Definitions**

**Standard Work Schedule** – The University’s standard work schedule for staff is:

- 8:00 am to 4:30 pm, Monday through Friday
- 7.5 hours per day; 37.5 hours per week (8.0 hours per day; 40 hours per week for Police Services employees)
- One unpaid hour for meal breaks each day
- 1,950 hours per fiscal year (2,080 hours per fiscal year for Police Services employees)

The standard time/leave reporting period is from Saturday through Friday. **Non-Standard Work Schedules** – Schedules that vary from the University’s standard work hours of 8:00 a.m. to 4:30 p.m., the Monday through Friday work week, and/or the 37.5 hours per week are considered to be non-standard for staff.

**Flexible Work Schedule (Flextime)** – Designated and consistent start and stop work times that differ from the standard work schedule for staff. May also include an adjusted schedule where the staff member works their assigned number of hours per week in less than 5 days in a week. Flextime periods usually precede or follow a core time during which all staff members must be present.

Faculty should reference policy AA3008 – Faculty Availability on Campus, for more information regarding regular substantial presence on campus.

**Alternative Work Location (Telecommuting)** – A work arrangement in which employees (including faculty and staff) are authorized to perform their job duties consistently away from their department’s central workplace.

Alternative work locations may fall under any of the following:

**Hybrid Work for Staff:** Job functions that can effectively be performed in a combination of onsite and remote locations. Hybrid employees typically spend some days per week at a remote location and generally do not have personally assigned dedicated on-campus offices or workstations.

**Hybrid Work for Faculty:** Job functions that are not regularly performed with a substantial presence on campus consistent with [AA3008 – Faculty Availability on Campus](#), would be considered Hybrid work.

**Remote Work:** Employee’s assigned work is performed 100% from an approved remote location. Employees working remote will not have personally assigned dedicated on-campus offices or workstations and must comply with HR5068 – Out of State Work.

**Central Workplace** – The on-campus location where the employee’s department is located.

**Alternative Work Agreement Request Form (Telecommuting applies for Faculty and Staff, and/or Flextime Schedule applies for Staff)** – The written agreement between the University and the employee that details the terms and conditions of an employee’s work schedule regardless of whether working on a remote or hybrid basis. Work agreements are required for any alternative work arrangement.

**Work Schedule** – The staff member’s assigned hours of work in the central workplace and/or in the remote work location.

## Policy

Employees are expected to work onsite at their department’s central workplace location during their standard work schedule or their assigned shift, unless approval is granted and documented for an alternative work arrangement. An alternative work arrangement is not appropriate for all employees or positions and are not to be considered an employee benefit or right. Supervisors are responsible for the continued successful operations of the department and appropriate supervision of employees on alternative work arrangements.

The procedures related to alternative work arrangements differ between faculty and staff. If a faculty member, or their department chair/director, believes the faculty member

cannot or will not maintain a regular and substantial presence on campus consistent with [AA3008—Faculty Availability on Campus](#), the faculty member must submit a request for an alternative work arrangement via an Alternative Work Agreement (AWA) Request Form. A request for an AWA will be reviewed by the department chair/director, dean, and the Executive Vice President for Academic Affairs and Provost. Submission of an AWA request does not guarantee approval. In addition, an approved AWA request shall not extend beyond one semester for a given remote work request for faculty. Faculty must submit for approval a new AWA Form for each semester requesting remote work.

### **Conditions of Employment**

Alternative work arrangements do not change the terms or conditions of employment. Employees and positions approved for an alternative work arrangement are subject to the same policies, statutes, and procedures applicable to all employees including, but not limited to, time and attendance and leave policies. Employees will also be required to adhere to applicable break schedules, to include meal breaks. Supervisors have the right to establish work schedules deemed necessary to better address the needs of the department and the University.

Supervisors may require employees to report to a central workplace or participate by video conference as needed for work-related meetings or other events. Supervisors have the discretion to meet with employees in the alternative work location to discuss work progress or other work-related issues. If a holiday falls on an employee's scheduled day off as a result of an alternative work arrangement, the employee's supervisor may return the employee to a standard work schedule to accommodate the holiday during that same work week.

### **Work Agreement Expectations and Approvals**

Requests for alternative work arrangements will be considered on a case-by-case basis and a determination made based on the circumstances surrounding each request. Positions that were previously authorized to be hybrid or totally remote must go through a review when the position becomes vacant to determine if the hybrid or remote arrangement should continue. There should not be an assumption that the position will remain remote without going through the AWA request approval process.

Employees are expected to maintain appropriate levels of productivity and quality of work during the duration of the alternative work arrangement. When working hybrid or remote, the employee will be expected to make arrangements which allow the remote work site to be a productive work environment during the agreed-upon work hours. The supervisor should clearly define the expectations while the employee is in an alternative work arrangement and will use the University's performance management system to assess the employee's performance. The University retains the right to revise or cancel the alternative work agreement at any time and for any reason; however, if there is a decline in the employee's performance, if the functions of the job change necessitating the employee to work onsite, or

for any other reason that would prevent the University from successfully meeting its goals, the arrangement must be cancelled.

Employees working at a remote location should observe the same inclement weather and emergency closings as those working at the central workplace.

Alternative work arrangements must be documented through a formal Alternative Work Agreement Request form as follows:

- Staff employees - for all divisions/units under the Division of Academic Affairs, the form must be approved by the supervisor, or department head, the Dean (for academic units), and the Executive Vice President for Academic Affairs and Provost. For all non-academic affairs divisions/units, the form must be approved by the supervisor, department head, and the respective Vice President/Division Leader. Staff alternative work arrangements shall normally not extend beyond one year. A new Alternative Work Agreement Request form will be required for any time needed beyond a year. The finalized Alternative Work Agreement Request form must be submitted to Human Resources to be included in the official employee file.
- Faculty - the form must be approved by the Chair, the Dean and the Executive Vice President for Academic Affairs and Provost. Faculty alternative work arrangements shall not extend beyond one semester. An Alternative Work Agreement form will be required for each semester requesting an alternative work arrangement, prior to that semester's begin date. The finalized Alternative Work Agreement form must be submitted to Human Resources to be included in the official employee file.

### **Liability**

Anyone on an Alternative Work Agreement must be aware of the exclusions of liability for the University and the State related to injury or property damage to third persons at employee maintained home-based work locations. The University has a right to inspect remote work facilities upon request.

Employees working from a remote location are responsible for maintaining their work environment as a safe and productive workspace. Work-related injuries occurring at the remote work location are subject to Tennessee Workers' Compensation laws and must follow the same reporting guidelines as working onsite. Alternative work locations are considered extensions of the department's central work location.

### **Supervisor Responsibility**

Supervisors should clearly define the expectations of an alternative work arrangement and use the University's performance management system to assess employee performance. The arrangement may be canceled at any time if there is a decline in employee performance, if the

functions of the job change necessitating the employee work onsite, or for any other reason that would prevent the University from successfully meeting its goals.

The supervisor should consider supplies and equipment needs for employees on alternative work arrangements with the goal of making the arrangement cost-neutral, (i.e., no more equipment, supplies or expense should be necessary as a result of the alternative work arrangement than would be needed in the central work location). However, at the University's discretion and based on business needs, appropriate funds may be used to:

- Provide wireless communication device allowances to employees for business use;
- If a wireless communication device allowance is not provided, the University may reimburse employees for business-related calls made upon submission of appropriate documentation in accordance with [HR5015 - Wireless Communication Device Allowance](#).

### **Employee Responsibility**

Employees are expected to maintain appropriate levels of productivity and quality of work during the duration of the alternative work arrangement. If working remote, the employee will be expected to make arrangements for a productive work environment during the agreed-upon work hours.

The University will not be responsible for any additional costs associated with remote work locations such as utilities, home maintenance, etc. The employee will be responsible for any tax implications of a remote work location, if an accurate home address is not provided to the University. For a remote work location, the employee will be responsible for providing insurance coverage for equipment, and for compliance with any local zoning ordinances or other restrictions related to maintaining a remote work site. The University will not be liable for any fines, penalties, taxes or other expenses that may accrue as a result of any violation of applicable restrictions. Employees must follow University-approved data security policies and procedures for protecting confidential information. Employees will be responsible for the security of materials and documents transported from and to the University.

Employees with employment restrictions must consult Human Resources and the Office of Legal Counsel to file the necessary immigration paperwork prior to beginning work pursuant to an alternative work arrangement.

### **FAQs**

Who do I contact for further information?

Additional information may be found on the Frequently Asked Questions at <https://memphis.edu/hr/awa.php>. You may also contact the Department of Human Resources at [hrservicecenter@memphis.edu](mailto:hrservicecenter@memphis.edu) or 901-678-3573.

### **Related Documents, Policies and Forms**

[Alternative Work Agreement Request Form](#)

[AA3008 - Faculty Availability on Campus](#)

[HR5068 - Out of State Work](#)

[HR5015 - Wireless Communication Device Allowance](#)

[GE2007 - Emergency Closings](#)

### **Last Revision Update Log: 03/04/2026**

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