HSC OP: 70.06, **Working Strategies**

**PURPOSE:** This Texas Tech Health Sciences Center Operating Policy (HSC OP) offers strategies for the work environment that will maximize productivity and add flexibility for supervisors and staff. Incorporating these strategies into our Values Based Culture provides the potential for team members to perform consistently at the highest levels, work together efficiently to achieve the TTUHSC mission, and maintain a quality Work Life Balance (WLB).

**REVIEW:** This HSC OP will be reviewed by January of each even-numbered year (ENY) by the Vice President for Human Resources/Chief People Officer.

**POLICY:**

TTUHSC fosters a work environment that maximizes productivity and flexibility for team members by allowing work strategies that meet institutional goals while allowing the team member to balance both their personal and professional responsibilities. These strategies are not intended to change a department’s regular hours of operations as state law requires TTUHSC to have administrative offices open from 8:00 am to 5:00 pm, Monday through Friday. Utilizing a work strategy other than traditional is an agreement between the team member and their supervisor (or agency head for certain strategies) granted only when the strategy promotes administrative efficiency, improved productivity, business continuity, and the hiring and retention of highly performing values-based teams. (1, 2, 3)

1. **Definitions and Strategies.** Not all positions offer the opportunity for a strategy other than Traditional. Most strategies utilized other than Traditional will require a Flexible Work Arrangement Agreement (FWA form) or Standard Remote Work Agreement. These strategies do not preclude the opportunity for a supervisor to flex a work week schedule of a nonexempt team member to prevent overtime.

   a. **Compressed Work Week.** An arrangement that enables team members to work extended daily hours in order to take a portion of a day or a full day off during the work period. **FWA form required**

   b. **Hours Worked.** The time spent by a team member that is primarily for the benefit of TTUHSC and is controlled or directed by TTUHSC such as:

   1) Required on duty time
   2) Preparatory and concluding activities which are an integral part of the team member’s work activities.
   3) Rest periods of up to 15 minutes.
   4) Required training, meetings or lectures.
   5) Travel time for work related activity during normal work hours, including weekends. [Nonexempt compensation for travel chart](#)
   6) On-call time when required to remain on work premises or so close that the time cannot be used for personal purposes.

   c. **Flexible Work Arrangement.** An arrangement that allows a work schedule at the regular assigned worksite for the team member other than the normal operating hours of TTUHSC. **FWA form required**
d. **Occasional Off-Site.** The *occasional* performance of normal work duties at a location away from a team member’s assigned place of employment, most often the team member’s home or travel location. This generally applies to exempt team members and a formal FWA is not required.

e. **Standard Remote Work.** The permanent performance of normal work duties at an alternate work location away from the regularly assigned place of work which may also be a hybrid schedule of on campus/remote work. The off-site location is most often the team member’s home and requires a Standard Remote Work Agreement through the online [Remote Work application](#). (4)

f. **Emergency Remote Work.** During a declared emergency, the TTUHSC president may implement a campus emergency that requires defined team members to not report to their normal campus worksite. Affected team members will follow published procedures announced for the emergency.

g. **Traditional:** Set 5 day work schedule at the assigned TTUHSC location that coincides with normal administrative operating hours or departmental needs. A set traditional schedule may be occasionally flexed by a supervisor for business needs.

h. **Work Week:** The workweek for Texas Tech is defined as 12:01 am Sunday through 12:00 midnight on the following Saturday. A full time monthly paid team member must have a work week of 40 hours.(5)

**References:**

1. Texas Government Code Section 658.006; and Texas Office of the Attorney General, Opinion M-1058 (1972)
2. Texas Government Code Section 658.005
3. Texas Government Code Section 658.007
4. Texas Government Code Section 658.010
5. Texas Government Code Section 658.002