



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 70.06, **Flexible Work Program**

PURPOSE: Texas Tech Health Sciences Center (TTUHSC) encourages a work environment, recognizing its importance in attracting and retaining a high-performing workforce that lives our Values-Based Culture. This policy is designed to enhance productivity and efficiency while underscoring our support for each team member's unique circumstances.

REVIEW: This HSC OP will be reviewed by January of each even-numbered year (ENY) by the Vice President and Chief Human Resources Officer and the Executive Vice President and Chief Operating Officer .

POLICY/PROCEDURE:

TTUHSC is committed to fostering a flexible work environment through work options that enhance productivity and empower our team members to balance their personal and professional responsibilities.¹ Aligned with our institutional values, this program also respects legal requirements, ensuring that our administrative offices remain operational from 8:00 am to 5:00 pm, Monday through Friday.^{2,3}

Adopting flexible work strategies beyond traditional office hours is a collaborative process involving the team member and their supervisor. The tailored arrangements are designed to boost productivity, increase engagement and job satisfaction, and remain crucial in attracting and retaining a high-performing workforce.⁴

1. Definitions.

- a. **Alternative Work Schedule.** Any work schedule that deviates from the typical or standard office hours established by the department, which is typically 8:00 am to 5:00 pm, Monday through Friday.
- b. **Compressed Work Week.** Allows employees to take their standard number of work hours to be redistributed across fewer days, resulting in longer workdays but fewer workdays per work week. Correctional units, curricular activities, clinical departments, or other areas may operate on a standard work schedule that differs from the hours required for administrative office hours.
- c. **Emergency Remote Work.** During a declared emergency, the TTUHSC president may implement a campus emergency that requires defined team members not to report to their normal campus worksite. Affected team members will follow the published procedures announced for the emergency.
- d. **Hours Worked.** Worked hours refer to the time period during which an employee is actively engaged in performing job duties or tasks assigned by TTUHSC or to the benefit of TTUHSC, such as:
 - 1) Required on-duty time
 - 2) Preparatory and concluding activities are an integral part of the team members' work activities.
 - 3) Rest periods of up to 15 minutes.
 - 4) Required training, meetings, or lectures.
 - 5) On-call time when required to remain on work premises or so close that the time cannot be used for personal purposes.
 - 6) Travel Time for work-related activity during normal work hours, including weekends, follows all travel policies and the [non-exempt travel chart](#).

- e. Remote Work. Program options encompass any remote work performed outside the usual workplace, whether occasionally or on an ongoing basis. All remote work must align with HSC OP [Remote Work 70.60](#) and comply with System Regulation [Remote Work 10.11](#).
 - f. Work Week: The work week for TTUHSC is defined as 12:01 am Sunday through 12:00 midnight on the following Saturday.
2. **Program Options.** The availability of an altered work schedule or remote work option may vary by position or business needs. Ongoing schedule changes or remote work arrangements require the completion and approval of the corresponding [Flexible Work Agreement](#) (FWA form) or [Remote Work Agreement](#) (RWA). All scheduling options must adhere to the Texas Tech University System (TTUS) regulations regarding employee work hours and leave, as detailed in [TTUS Regulation 10.10](#).
- a. *Compressed Work Week.* Hours worked under a Compressed Work Week shall not be transferred or shifted between work weeks. This is essential for ensuring the proper calculation of regular and overtime hours worked by non-exempt team members. Example schedules are below to demonstrate this program option:
 - (1) Four-Day Workweek: An employee works four 10-hour days (e.g., Monday to Thursday from 7:00 AM to 6:00 PM) and takes Friday off.
 - (2) Three-Day Workweek: An employee works three 12-hour days (e.g., Monday to Wednesday from 7:00 AM to 7:00 PM) and has four days off (Thursday to Sunday).
 - (3) Half-Day Friday Schedule: An employee works four 9-hour days from Monday to Thursday (e.g., 8:00 AM to 5:30 PM) and a 4-hour day on Friday (e.g., 8:00 AM to 12:00 PM).
 - b. *Alternative Work Schedule.* This variation can include differences in start and end times, changes in the length of the workday through the lunch break, or changes in the days of the week worked. No greater than a two-hour lunch break is advised as part of an Alternative Work Schedule. Example schedules for a full-time, 40-hour-a-week team member are below:
 - (1) Schedule of 8:00 am to 4:00 pm, Monday through Friday, no lunch.
 - (2) Schedule of 8:30 am to 5:00 pm, Monday through Friday, 30-minute lunch.
 - (3) Schedule of 8:00 am to 5:30 pm, Monday through Friday, 90-minute lunch.
3. **Schedule Adjustment.** Flexible Work Arrangements do not preclude the ability of supervisors to adjust the work week schedule of non-exempt team members to avoid overtime.
4. **Right to Change Policy.** TTUHSC reserves the right to interpret, change, modify, amend, or rescind this policy in whole or in part at any time without prior notice to or the consent of employees.

References

- 1. [Texas Government Code Section 658.002](#) - Work Hours Required for Salaried Employees
- 2. [Texas Government Code Section 658.005](#) - Regular Office Hours for State Employees
- 3. [Texas Government Code Section 658.006](#) - Staggered Working Hours
- 4. [Texas Government Code Section 658.007](#) - Working Hours for Employees of Institutions of Higher Education
- 5. [Texas Government Code Section 658.010](#) - Place Where Work Performed
- 6. Texas Office of the Attorney General, Opinion M-1058 (1972)