



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 70.60 Remote Work

PURPOSE: This Texas Tech University Health Sciences Center (TTUHSC) Operating Policy and Procedure (HSC OP) establishes that all employees engaged in remote work follow this policy and the Texas Tech University System Regulation [10.11](#). TTUHSC offers work strategies that include remote work options to maximize productivity and add flexibility in alignment with our Values-Based Culture.

REVIEW: This HSC OP will be reviewed in December of each odd-numbered year (ONY) by the Vice President and Chief Human Resources Officer, with recommendations for revisions forwarded to the Executive Vice President and Chief Operating Officer .

POLICY/PROCEDURE:

All faculty and staff of Texas Tech University Health Sciences Center (TTUHSC) who are performing their job duties remotely must follow the established Texas Tech University System Regulation [10.11](#) and this HSC OP 70.60.

1. Definitions

- a. Employees: All faculty and staff employed by TTUHSC, regardless of FTE status.
- b. Remote Work Location: An approved alternative work location apart from the employee's campus, office, or facility. This location must be physically within the United States and must be approved per the terms of System Regulation [10.11](#).
- c. Occasional Remote Work: Occasional performance of regular work duties at a location other than the assigned place of employment.
- d. Scheduled Hybrid Work Arrangement: A remote work arrangement where the employee's work schedule is performed at the Remote Work Location on a regularly scheduled and ongoing basis (i.e., one month or longer). This would include an expected average of two (2) or more remote work days per month on an ongoing basis.
- e. In-State Remote Work: A work arrangement where an employee's primary work site is a Remote Work Location within the state of Texas. While the majority of work is performed remotely, the employee is required to report to a designated on-site location as needed for specific business needs.
- f. Out-of-State Remote Work: A work arrangement where an employee's primary work site is a Remote Work Location outside of the state of Texas, excluding work described under System Regulation [10.11](#) Section 6(q). While the majority of the work is performed remotely, the employee may be required to report to a designated on-site location as needed for specific business needs.
- g. Remote Work Agreement: A formal, written agreement between the employee and TTUHSC outlining the terms, conditions, hours, and expectations of the remote work arrangement. This must be approved in accordance with this policy and Texas Tech University System Regulation [10.11](#).
- h. Remote Work Request: The electronic version of the Remote Work Agreement. This is required for all remote work that is not temporary, sporadic, or otherwise exempted by System Regulation [10.11](#) Section 6(f).

- 2. Eligibility Requirements:** Employees seeking remote work arrangements must meet position-specific criteria for eligibility. Remote work may be permitted under specific conditions and expectations. In addition to situations involving a temporary illness or a medical condition or disability requiring a reasonable accommodation under state or federal law. Other employee requirements include:

a. Staff Eligibility Requirements:

- 1) The employee must work well with minimal supervision; and,
- 2) The employee must understand their duties and responsibilities; and,
- 3) The employee must manage their time effectively; and,
- 4) The employee must have a strong record of thorough and efficient task completion; and,
- 5) The employee's duties must not require in-person presence or interaction with students, administration, or staff.

b. Faculty Eligibility Requirements:

- 1) The employee teaches only remote-approved courses, and the Supervisor can provide course codes and titles; or,
- 2) The employee is on an off-campus research assignment, and the Supervisor can provide a description of the assignment and location; or,
- 3) The employee provided telehealth services as a part of their assigned duties, and the Supervisor can provide descriptions of duties related to the telehealth services.

3. Requests and Approval

- a. All employees are required to have a fully approved TTUHSC Remote Work Request before engaging in an ongoing remote work arrangement.
- b. The maximum duration of an approved Remote Work Request is through the end of the current fiscal year, regardless of when the request was first submitted. Fiscal years run from September 1 through August 31 of the following year.
- c. All employees who will be performing non-occasional remote work physically outside of the state of Texas, excluding work outlined in System Regulation [10.11](#) Section 6(q), are subject to prior written approval following System Regulation [10.11](#), this HSC OP, and the Remote Work Request requirements.
- d. International remote work is not permitted. Rare exceptions may be requested for review and are subject to approval by Human Resources, General Counsel, and IT. To submit a formal request, please contact your campus' HR Managing Director.
- e. The employee is required to complete the Remote Work Request with the correct city and state where the ongoing remote work will be conducted.
- f. The employee's Supervisor shall contact Human Resources for approval before any remote work outside of Texas occurs for longer than one (1) month.
- g. The employee's Supervisor must validate that the employee meets the eligibility requirements listed. The Supervisor is responsible for confirming that the employee meets the established criteria for their position type. If the Supervisor cannot validate that the employee meets the eligibility requirements, the Supervisor should stop and contact their campus' HR Managing Director.

4. Expectations

- a. A remote work arrangement does not alter an employee's work relationship with TTUHSC, nor does it alter the at-will relationship between the employee and TTUHSC or create an entitlement or right to ongoing employment. A remote work arrangement does not relieve an employee's obligation to observe and comply with all applicable System Regulations and TTUHSC Operating Policies and Procedures, rules, and directives.
- b. Approved remote work is a privilege and not appropriate for all position types. TTUHSC and/or a Supervisor may, at its discretion, adjust or modify, temporarily suspend, revoke, or discontinue a Remote Work Agreement or other remote work arrangement at any time and for any reason.

5. Provisions

- a. This policy applies to all employees of TTUHSC who currently or seek to engage in remote work.
- b. Volunteers shall not be eligible for remote work.
- c. TTUHSC employees engaging in remote work shall conduct business only at the employee's approved Remote Work Location during customarily scheduled and approved work hours.

6. Authoritative Reference

Texas Education Code, Subchapter Z, Chapter 51, Section 51.992, enacted by Senate Bill 2615 (89th Legislature, Regular Session), effective September 1, 2025.

7. 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 or consent of the employee or employees.