

TAMUG ALTERNATE WORK LOCATION REQUESTS (Staff)

General Information:

- Alternate Work Location (AWL) requests are initiated by employees.
- To meet the minimum eligibility requirements, an employee must be a regular budgeted employee.
- Approval of an AWL allows an employee to work from a location other than the place of business.
- The AWL should be mutually beneficial to both the employer and the employee.
- Departmental and Texas A&M University at Galveston operational requirements take precedence over an employee's request for an AWL.
- The employee and supervisor must agree in writing to the job duties, employee's responsibilities and other related issues.
- Detailed and documented measures need to be in place to monitor time worked and work product.
- Where applicable, medical documentation releasing the employee to work may be required.
- This guidance is intended to be in place during times of normal business operations. Weather events, unsafe conditions, emergency evacuations and other special circumstances will be addressed as needed.
- This procedure does not apply when Texas A&M University at Galveston requires an employee to work at an alternate work location.
- The Department/Unit Head has the ability to approve temporary short-term (1-2 days) work from an alternate work location on an occasional and sporadic basis when there is a substantial need or benefit to the University.

Process:

- An employee initiates a request for AWL by submitting an Alternate Work Location Request for Non-faculty Employees Form to their immediate supervisor.
- If the supervisor recommends approval, the Alternate Work Location Request and a copy of the employee's current job description must be routed through normal administrative (supervisory) channels to Human Resources for review, then to the Chief Operating Officer (COO) for final approval. (Note: The COO must approve, in writing, each request for an employee to work from home or another location other than the place of business)

Resources:

- [System Regulation 33.06.01 - Flexible Work Arrangements](#)
- [University SAP 33.06.01.M0.01 - Alternate Work Location for Non-faculty Employees](#)
- [University SAP 33.06.01.M0.02 Alternate Work Location - Faculty](#)
- [Alternate Work Location Request Form for Non-faculty Employees](#)