

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 Associate Vice President of Human Resources and the Executive Vice President for Finance and Operations (EVPFO).

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 (ion)]TJ 0.016 Tw [sD 1& 1. Definitions

- a. **Alternative Work Schedule.** Any work schedule that deviates from the typical or standard office hours established, 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.

- 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 07.13](#).
 - 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