



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 07.13. 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 Associate Vice President of Human Resources and the Executive Vice President of Finance and Operations.

POLICY/PROCEDURE:

All employees (faculty and staff) of Texas Tech University Health Sciences Center (TTUHSC) who currently or seek remote work must follow the established Texas Tech University System Regulation Remote Work [07.13](#) and this HSC OP 70.60.

1. Definitions

- a. Employees: All faculty and staff employed by TTUHSC, regardless of FTE status.
- b. Occasional Off-Site Remote Work: Remote work of

two (2) or more work days per month of remote work on an ongoing basis.

- d. Out-of-State Remote Work: Remote work is conducted where the worker is physically located outside of the State of Texas for any time, excluding work described under System Regulation [07.13](#) Section 6(q).
- e. Remote Work Location: An approved alternative work location apart from the

2. Requests and Approval

- a. All employees are required to have a fully approved TTUHSC Remote Work Request (also referred to as a Remote Work Agreement) 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. Fiscal years run from September 1st through August 31st of the following year.
- c. Out-of-State Remote Work: All employees who will be performing non-occasional remote work by physically being located outside of the state of Texas, excluding work

outlined in System Regulation 07.13 6(q), are subject to prior written approval following System Regulation 07.13, this HSC OP, and the Remote Work Request requirements.

- d. The employee is required to f (an)23.3 (d)0.()JTJ .()JTJ .