

**College of Fine Arts
Flexible Work Schedule Policy**

All requests must be submitted to your supervisor 2 weeks prior to the start of your proposed Flexible Work Arrangement.

Academic Affairs will support a 4/1 Model upon approval:

- i. Employees may be permitted to work from an Alternative Workplace one day per week if they work on campus in their Primary Workplace for four days of the week.
- ii. Requests must be made to the direct supervisor.
- iii. Approval is required by the direct supervisor, with the additional approval of the appropriate dean, associate provost or vice provost.

Certain restrictions apply:

- i. Employees may not use the alternative workplace day to be the primary care-giver for a child or adult, for sick days, nor during vacation days. (a sick day must be submitted)
- ii. The alternative workplace day does not rollover if not used in a given week.
- iii. The alternative workplace day does not apply to weeks that include a holiday, university closing, vacation or sick day.
- iv. Employees may not change their alternative workplace days without prior approval.

To view the full [Flexible Work Arrangements Policy](#)

Date:

Name:

Department:

What equipment will be used in the completion of duties? (check all boxes that apply)

Cell phone

iPad

Internet Connection

Laptop

Land line

Desktop

Please indicate which equipment is Personally Owned and which is TCU Property:

Explanation of Remote Work Schedule: (fill in box)

{Provide dates and times if appropriate. Any change to this will need additional approval.}

* Supervisors are required to evaluate requests to ensure that the office is covered appropriately at all times.

Supervisor's Approval:

Dean's Office Approval:

Next Steps: Once an arrangement is tentatively agreed upon by the supervisor and employee,

- i. Employees log on to my.tcu.edu
- ii. Select My Employee Center
- iii. Select Flexible Work Arrangement
- iv. Complete the form with details about the specific arrangement.
- v. Requests are routed by the system to the supervisor.
- vi. The supervisor will forward the request via email, with their approval, to the dean, associate provost or vice provost for final approval.
- vii. Once approved by the dean, associate provost or vice provost, the Flexible Work Arrangement can commence.