Operating Policy and Procedure

SON OP: 20.055 Remote Faculty Work Policy

PURPOSE: The School of Nursing in Alignment with the Texas Tech University Health Sciences Center offers strategies for the work environment that will maximize productivity and add flexibility for supervisors and faculty. Incorporating these strategies into our Values Based Culture provides the potential for team members to perform consistently at the highest levels, work together efficiently to achieve the university’s mission, and maintain a quality Work Life Balance (WLB).

REVIEW: This section of the handbook shall be reviewed by the Dean and the Faculty Council by September 1st on odd-numbered years.

POLICY/PROCEDURE

TTUHSC fosters a work environment that maximizes productivity and flexibility for team members by allowing work strategies that meet institutional goals while allowing the team member to balance both their personal and professional responsibilities. These strategies are not intended to change a department’s regular hours of operations as state law requires TTUHSC to have administrative offices open from 8:00 am to 5:00 pm, Monday through Friday. Utilizing a work strategy other than traditional is an agreement between the team member and their supervisor (or agency head for certain strategies) granted only when the strategy promotes administrative efficiency, improved productivity, business continuity, and the hiring and retention of highly performing values-based teams.

1.0 Refer to HSC OP 70.06, Working Strategies: https://www.ttuhsc.edu/administration/documents/ops/op70/op7006.pdf

2.0 Definition of Remote Work: Permanent performance of normal work duties at an alternate work location away from the regularly assigned place of work which may also be a hybrid schedule of on-campus/remote work. The off-site location is most often the team member’s home and requires a Remote Work Agreement.

3.0 Approval: Faculty members with remote work agreements are required to complete the online standard Remote Work Agreement (https://app4.ttuhsc.edu/RemoteWorkAgreement/) prior to beginning any remote work.

4.0 Renewal: Remote Work Agreements must be renewed annually (each summer) and upon any change in residence.

Developed: KC 10/07
Reviewed by Legal Council & Human Resources 10/07
Approved Faculty Council: 11/07
Revised by Faculty Council: 10/09
Revised by Faculty Council: 5/12
Revised by Faculty Council: 6/14
Revised by Faculty Council: 6/22
Approved by SON Faculty: 9/22