

Faculty Flexible Work Arrangement Form

To request a Flexible Work Arrangement (FWA):

- Page 1 to be completed by employee. Page 2 to be completed by direct supervisor to finalize the FWA request. All completed forms (APPROVED OR DENIED) must be submitted to the department's Human Resources representative. This form should be used for faculty, adjuncts, and salaried graduate students.
- Forms do not need to be submitted to Campus HR unless requested by HR to do so.
- **Faculty with 100% remote assignments only require a FWA form if they will be teaching from outside of the DFW region**

Employee Name

Employee ID#

Job Title

Employee Status

Supervisor Name

Department ID#

Department

Is remote work location outside of a 50 mi radius of DFW? Yes No

Location of remote work: City: State:

Comments related to request to work outside of a 50 mile DFW radius (as needed):

Flexible Arrangement Type

Compressed Week

Flexible Schedule

Remote Working

Ending FWA

Effective Start Date(s) Proposed:

Effective End Date(s) Proposed:

Describe the arrangement/termination you are requesting along with a description of your essential job functions and how they will be impacted by the work arrangement requested (courses being taught, office hours, service on committees, research, advising, etc.)

NOTE: This agreement does not change the basic terms and conditions of your employment at UNT. You will perform all of your duties as set forth in your job description, as well as those additional and/or different duties that the department may assign from time to time. Further, you remain obligated to comply with all University (as well as the department's) policies and procedures.

Date of Submission to supervisor:

Telecommuting work arrangements may be adjusted or terminated by your manager at any time based on the compatibility of your job responsibilities with remote working and/or the departmental operational needs, or if your manager deems that the arrangement is not working effectively or as envisioned.

Please note, due to federal tax and labor laws working outside of the United States may not be possible. **Requests to work from an international work location require additional approval from the division Vice President.**

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The next section of this form is to be completed by your direct supervisor.

The proposal is:

- approved
- approved, with supervisor amendments
- not approved

Final description of the arrangement as amended by the supervisor and agreed upon with the employee:

Amended Start Date(s):

Amended End Date(s):

If the employee's proposal is NOT approved, provide the reason here:

Employee Signature

Date

Supervisor Signature

Date

Dean Signature

Date

Executive Dean Signature

Date

Vice President Signature (required for any request for international work location)

Date

Please email completed form to Academic.Resources@unt.edu