

Remote/Hybrid Work Guidelines for Employees (Legacy UTSA)

The purpose of this guide is to help supervisors develop remote/hybrid work arrangements that are clear, policy-compliant, and in the best interest of both the university and the employee. Supervisors are expected to use these guidelines as a tool when developing and approving remote/hybrid work arrangements, and a [Remote/Hybrid Work Modality Agreement form](#) must be completed before the employee begins a remote/hybrid work arrangement. Unless otherwise specified below, these guidelines apply to remote/hybrid work arrangements in Texas. Requests for out-of-state remote/hybrid work arrangements must go through the Out-of-State Exception Process.

These guidelines also serve as the university's official telework plan under Texas Government Code § 658.012, as amended by House Bill 5196, effective September 1, 2025.

The opportunity to work a remote/hybrid schedule is a privilege that may be appropriate for some positions. The remote/hybrid work arrangement is evaluated on a case-by-case basis, subject to approval at management's sole discretion and does not change the terms and conditions of employment with the university. Approval decisions will be aligned with the university's policy on discrimination, [HOP 9.01 Nondiscrimination](#). Remote/hybrid work is not a condition of employment and is not guaranteed. The university may revoke any remote/hybrid work modality arrangement at any time, with or without notice. Employees may also be required to return to campus for meetings, events, or operational needs on days designated for remote work.

Definitions

Remote/hybrid work modalities are university-approved work arrangements that involve an employee routinely working one or more days per week at a location that is not their assigned university-located workspace (*i.e.*, a home office or a remote work location). There are two types of remote/hybrid work arrangements: standard remote/hybrid work arrangements and temporary remote/hybrid work arrangements.

A standard remote/hybrid work arrangement is part of an employee's regular, ongoing schedule, and is established when supervisors follow the guidelines set forth here and determine a remote/hybrid work arrangement is appropriate. The employee and supervisor must sign a [Remote/Hybrid Work Modality Agreement form](#). The remote/hybrid work agreement be renewed annually and updated as needed.

A temporary remote/hybrid work arrangement is short in duration, less than 30 days, and established in response to a unique event, special work assignment, or other circumstances that justify a short-term remote/hybrid work arrangement. The employee and supervisor may agree to a temporary remote/hybrid work arrangement without the need to sign a [Remote/Hybrid Work Modality Agreement form](#).

University work modalities include remote, hybrid and on-campus and are defined below:

- **Remote**: Employees who primarily work at a location that is not their university-located workspace but must attend and participate in on campus work-related activities or events as needed.
- **Hybrid**: Employees who work at a location that is not their university-located workspace, however, department/college needs bring them on campus a set number of days/schedule each month. Attendance at designated on-campus locations for meetings, conferences, training sessions or similar activities may be required at the supervisor's discretion.
- **On-Campus**: Employees whose schedule requires them to work on campus every day.



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Conditions

The following conditions must be met to establish a standard remote/hybrid work arrangement:

1. Any remote/hybrid work arrangement requires the [Remote/Hybrid Work Modality Agreement form](#) to be completed and renewed annually.
2. The supervisor and employee must have a clear understanding of what work will be performed and the way it is to be completed.
3. Remote/hybrid work is not a substitution for dependent care. Although an employee's schedule may be modified to complement child or dependent care needs, the focus of the arrangement must remain on maintaining job performance and meeting business needs.
4. If an employee is in a non-exempt position, the supervisor and employee must closely monitor work schedules and time tracking to ensure that overtime policies and other work rules are properly observed. Non-exempt employees are paid hourly and are eligible for overtime. Failure to appropriately track time may result in the immediate termination of the Remote/Hybrid Work Modality Agreement; employees may be required to return to on-campus work immediately following the termination of their work modality agreement.
5. An employee must have an appropriate safe, and secure workspace conducive to performing their duties.
6. An employee may not work outside of the state of Texas for more than 30 days unless approved through the Out-of-State Exception Process.
7. Employees may not conduct in-person university business at the employee's personal residence.
8. Employees must comply with all university information security policies and use university-approved software and devices to access any university data or systems remotely.
9. All university rules and disciplinary procedures apply to employees in remote/hybrid arrangements.

Approvals

Departments (Deans, Vice Presidents, Vice Provosts or their designees) have the delegated authority to approve in-state remote/hybrid work arrangements in accordance with these guidelines. Requests for out-of-state remote/hybrid work must be reviewed and approved in accordance with the Out-of-State Exception Process.

If more employees request remote/hybrid work arrangements than a department can reasonably accommodate, the department is expected to respond to requests in accordance with these guidelines, in a way that is fair and equitable to all employees and that supports the requirements and operational needs of the department and the university community.

A [Remote/Hybrid Work Modality Agreement form](#) must be signed for all employees working in a remote/hybrid work modality and receive approvals in accordance with division guidelines. **Requests for out-of-state remote/hybrid work must be reviewed and approved in accordance with the Out-of-State Exception Process prior to beginning remote/hybrid work outside of Texas.*

Review Process

The supervisor is responsible for determining if remote/hybrid work is a viable option for positions in their department using the Remote/Hybrid Work Checklist, included in this document, as a guide. If approved, the supervisor will partner with the employee to complete the [Remote/Hybrid Work Modality Agreement form](#). Supervisors shall consider several factors in making this determination including, but not limited to, the following:

Positions best suited for remote/hybrid work:



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- Have job functions that can be performed at a remote site without diminishing the quality of the work or disrupting the productivity of a department;
- Do not require an employee's daily presence at an assigned university workspace;
- Support stakeholders in a way that does not require daily in-person contact;
- Allow for an employee to be as effectively supervised in a remote/hybrid modality as they would be if the job functions were performed at the assigned university workspace;
- Involve measurable or quantifiable work product; and
- Have minimal or flexible need to access specialized materials or equipment available only at the assigned university workspace.

Positions that are not suited for remote/hybrid work:

- Require daily face-to-face contact with students, a supervisor, other employees, members of the university community or the public; or
- Require routine access to equipment, information or materials that are available only at an assigned university workspace.

Supervisors are responsible for regularly monitoring employee performance through deliverables, response times, virtual check-ins, and other relevant methods. An employee must continue to meet or exceed the performance standards of their position to remain eligible for remote/hybrid work.

Note: Consistency is important when considering work modalities for positions and employees within your department. Your [HR Business Partner](#) is available to talk through specific situations and/or questions you have.

At times, employees may need a reasonable accommodation for their schedule and these guidelines on remote/hybrid work are not intended to serve as a substitute to the interactive process as defined by the Americans with Disabilities Act (ADA). While remote/hybrid work may be a reasonable accommodation under the ADA, reasonable accommodation requests are separate and distinct from these guidelines and reviewed on a case-by-case basis. Supervisors are expected to work closely with People Excellence during the interactive process.



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Remote/Hybrid Work Checklist

Instructions: To be completed by supervisors for employees who may be eligible to work in a remote/hybrid work modality. (This checklist will be maintained by the department.)

Department name:	
Position title:	
Employee name(s):	

POSITION CRITERIA

- ☐ Position duties can be accomplished effectively without daily on-site presence and/or daily face-to-face, real-time interactions with on-campus colleagues, students, faculty, or customers.
- ☐ Position's remote/hybrid work aligns with objectives, services, and service hours of college/unit operations. *The department should understand and consider the hours of service needed, stakeholders served (students, employees, community, alumni, parents, etc.) and location of services/stakeholders (campus(es), virtual).*
- ☐ Position duties can be accomplished effectively without access to specialized technology and/or equipment including higher internet bandwidth that would require on-campus work.
- ☐ Position is a hard to fill vacant position; utilizing remote/hybrid modality will provide an opportunity to expand the talent pool.
- ☐ **If request is for out-of-state employment, the request aligns with the position criteria outlined on the [Out-of-State Work Exception Request form](#).*

EMPLOYEE CRITERIA

- ☐ If the role is non-exempt, employees are able to accurately record work time and effectively complete assigned tasks.
- ☐ Employees have been advised of the expected work outcomes for completion of position duties, including attending on-site meetings as needed, at the employee's own expense.
- ☐ Employees have adequate business tools necessary to effectively perform their job in a remote/hybrid modality (e.g., access to internet at their own cost, suitable workspace, and any other equipment). See work modality guidelines for more details.
- ☐ Employees are provided with the same opportunities for remote/hybrid or on-campus work as similarly situated employees on the same team (employees performing similar job duties, with similar customer groups, and in similar classifications).
- ☐ **If request is for out-of-state employment, the request aligns with the employee criteria outlined on the [Out-of-State Work Exception Request form](#).*

Additional Considerations

- ☐ Space needs should be considered and reviewed for positions in which employees will work in a hybrid modality with a structured on-campus schedule. Employees working in positions with remote/hybrid modalities, without a structured on-campus schedule, can use the [University Room Reservation Tool](#) to reserve workspaces when on campus.

Comments:

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