



Alternative Work Arrangement Request Procedure **College of Family and Consumer Sciences**

Alternative Work Arrangement Policy Overview:

Per University System of Georgia (USG) Policy, the Alternative Work Arrangement (AWA) Program (which includes Telework and Flextime) is an employer option, not an employee right. It is only deemed appropriate when it results in a benefit to the institution and the unit, and AWAs may not be suitable for all employees or positions, as all offices must be fully staffed during core business hours (Monday - Friday, 8 a.m. to 5 p.m.).

Eligibility to Participate in an Alternative Work Arrangement:

To be eligible for an AWA, employees and their positions must meet specific criteria: the arrangement must provide an institutional benefit, the employee must be in good standing and not under a performance improvement plan, and the role must demonstrate having measurable, results-oriented performance standards that support independent work and are appropriate for telework, if applicable.

Alternative Work Arrangement Request Procedure:

The following steps must be completed to submit a new or renewed AWA (Telework, Flextime, or Mobile Work) request:

1. **Employee/Supervisor Discussion:** The employee must collaborate with their supervisor to discuss the arrangement, ensuring it aligns with the unit's operational needs and the employee's role suitability.
2. **Employee Submits Request:** The employee formally initiates the request by submitting the Alternative Work Arrangement Form through the University Human Resources Smartsheet.
3. **Approval Routing & Review:** The request follows a multi-level approval workflow via Smartsheet:
 - a. **Supervisor Review:** The employee's supervisor reviews and approves the request.
 - b. **Unit HR Liaison Review:** The unit's HR Liaison reviews and approves the request.
 - c. **Dean Review:** (for Telework/Remote/Mobile Work): For arrangements involving telework, remote, or mobile work, the Unit's Dean must approve the request.
 - d. **CHRO Final Decision:** The University of Georgia's Chief Human Resources Officer (CHRO) or designee makes the final decision related to all telework or remote working arrangements.
4. **Notification:** The employee will receive formal notification by email once the alternative work arrangement is Fully Approved.

Additional Resources and Guidelines:

The University Human Resources page provides additional guidelines for employees and supervisors, as well as the link to the Smartsheet submission form.

AWA Information and Submission Link: https://hr.uga.edu/Information_Directory/teleworking_flextime/

Please direct any questions regarding this process to facshr@uga.edu.