



Telework and/or Flextime Request Procedure College of Family and Consumer Sciences

Teleworking/Flextime Policy Overview

Per [USG Policy](#), the [Telework and Flextime Program](#) is an employer option, not an employee right, and is appropriate only when it results in a benefit to the institution and unit. Telework and/or flextime may not be suitable for all employees and/or positions. The College of Family and Consumer Sciences (FACS) has limited teleworking arrangements up to three (3) business days per week for staff positions. At this time, out of state telework agreements will not be approved due to the complexities of other state tax and employment laws and potential fines for non-compliance of those state laws.

Employee Participation in Program

Offering the opportunity to work at home or according to a flextime schedule is a management option and is not an employee right. An employee's participation in the telework and/or flextime program is entirely voluntary. The employee, supervisor, or manager may terminate teleworking or flextime without cause. Teleworking and flextime are work arrangements between an individual employee and their supervisor. A supervisor has no authority to require an employee to telework or work flextime unless it was a condition of employment or a requirement of the job description.

FACS Telework/Flextime Request Procedure

1. Employee discusses arrangement with supervisor*
2. Employee initiates request through [University Human Resources Form](#)
3. Approval routing:
 - a. Under the **Approval Information** section:
 - i. Employee adds supervisor's name and email in the **Supervisor/Unit Head** fields.
 - ii. **Required:** Employee adds **Mike Gorman**, mgorman@uga.edu, in the **Supervisor/Unit Head Name (Optional 2nd Approver)** fields.

**PLEASE NOTE: If unit has an internal approval process prior to employee submitting request (e.g., department head approval required for all employees in unit), please submit unit approval process to facshr@uga.edu for pre-approval.*

Renewal of Existing Telework Agreements

1. FACS will adopt a June 1st renewal date for all employees with existing agreements regardless of when the start date of the agreement initially began.
2. If both the employee and supervisor agree, the agreement can be extended for either 6 months or 1 year.
3. Current employees and supervisors will need to request renewal of existing agreements by emailing facshr@uga.edu by **May 31st of every year**.
 - a. Please note: If there are any changes to the existing agreement, a new request will need to be submitted by the employee.
 - b. If there is no response or request by May 31st, the existing agreement will terminate as of June 1st. Once terminated, a new request will need to be submitted.

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