

<p>University of Dallas</p>	<p>Human Resources Flexible Work Policy</p>	<p>POLICY HBF Responsible Executive: Chief Human Resources Officer Responsible Office: Human Resources Issued: July 20, 2021 Rev: 5.5.22; 7.1.23</p>
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- 3.4.1. It is up to the department how departmental telephone lines are handled. If an employee works from home, his or her individual telephone line should be forwarded so that the employee will receive office calls at home.
- 3.4.2. All employees on a flexible work schedule must share their calendar with rights to “event details” with their supervisor, as well as with department colleagues if requested by their supervisor.
- 3.4.3. All employees on a flexible work

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10. RESPONSIBILITIES

Responsible Party

List of Responsibilities

Office of Human Resources

1. Monitor compliance with this Policy.

Supervisor/Manager

1. Receive requests for Flexible Work Agreement.
- 2.

13. RELATED DOCUMENTS

Policy or Document	Web Address
Office of Human Resources	https://udallas.edu/offices/hr/

14. CONTACTS

Subject	Office or Position	Telephone Number	Office Email or URL
Policy Clarification	Office of General Counsel	(972) 721-5363	hlachenauer@udallas.edu