



TEXAS

The University of Texas at Austin
Division of Diversity and
Community Engagement

Flexible Work Arrangement Eligibility Decision Tool

Eligibility Questionnaire

Response Choices

Q1	How often does this role provide face-to-face services to students and/or members of the public or services to internal campus clients?	Rarely Sometimes Frequently Very Frequently Always
Q2	How often does this role require access to facilities, research labs, information or materials that are available only at an on-campus location?	Rarely Sometimes Frequently Very Frequently Always
Q3	How often does this role require in-person collaboration with team members and other members of the UT Austin community to produce the best outcomes on projects or tasks?	Rarely Sometimes Frequently Very Frequently Always
Q4	Will the tasks and projects for the role need to be significantly tailored (beyond reason) in order to accommodate a flexible schedule or telework option?	No Yes
Q5	Does working at a remote workplace diminish the quality of work or disrupt the productivity of the working unit?	No Yes
Q6	Does the role supervise other staff? If yes, are some or all of the direct employees able to work a flexible shift or telework?	No Yes & Yes Yes & No
Q7	Does the work for this role have established productivity standards in place which can be verified and reflected in the performance appraisal? If no, is the role managed by measurable accomplishment of tasks, milestones or deadlines?	Yes No & Yes No & No



Telework is one type of FWA option and Hybrid Work is a type of Telework that involves regularly working on and off campus. Hybrid Work categories are based on the frequency that a role is required to be available on campus.

Hybrid Work	Percent Time On-Campus	Hybrid Work Category Description
Category 1:	Majority on-campus, 81-99%	The role works the majority of scheduled shifts on campus but periodically may work from a remote location, e.g. 3-4x a month.
Category 2:	More on-campus, 50-80%	The role works the majority of scheduled shifts on campus but regularly works from a remote location, e.g. 1-2x per week from home.
Category 3:	More off-campus, 21-50%	The role works the majority of scheduled shifts at a remote location, e.g. 3-4x per week from home.
Category 4:	Majority off-campus, 1-20%	The role works a majority of the time at a remote location with minimal on-campus work. However, it is expected that certain meetings, trainings, or other work endeavors may require occasional on-campus presence.