



The University of Texas at Austin College of Natural Sciences

Dear CNS Staff,

In light of communications from the President's Office and Interim Dean David Vanden Bout about staff returning to campus this summer and fall and plans for [piloting flexible work arrangements](#), we are providing the [CNS Flexible Work Arrangement \(FWA\) Request Proposal](#) form.

We are asking staff with remote-work requests to complete the appropriate version of the CNS FWA Request Proposal form this month and submit it to their supervisors.

As noted in previously communicated [guidelines](#):

- Supervisor approval is required for FWAs, and will follow consideration of how the needs of a position may change as campus returns to “near-normal” operations. Our form and [related resources](#) provide guidance for conversations between staff and their supervisors.
- Staff who wish to propose a flexible work arrangement should prepare the appropriate request proposal form and turn it into their supervisors in July. (Your supervisor can provide an internal deadline.)
- Supervisors will turn in signed forms to appropriate HR offices by Aug. 2.
- A request proposal is the first step. This may be followed by signing a flexible work agreement later this year (details to follow).

Our [standard form](#) is for staff proposing to work two or fewer days off site. Employee proposals to work [more than two days remotely in state](#) will require approvals from supervisors as well as from department chairs or unit leaders (see [the table here](#) if you need more guidance). Requests to work [outside of Texas](#) will need those approvals plus the dean's approval. If you are unable to fit comments into the text fields on the form, please feel free to attach a separate Word document.

Our coming academic year is truly a pilot year. Throughout it, we'll all be assessing what works with the needs of our campus community and stakeholders. We understand the importance of having flexibility during this time and

appreciate your partnership in ensuring success in the year ahead.

Sincerely,
Maureen Hahn, Director
College of Natural Sciences Human Resources

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