

Texas Workforce Commission Telework Plan

In accordance with Texas Government Code §658.010 and §658.011, to be eligible for telework, an employee must be authorized to telework through a written agreement with the Executive Director. Such agreements are electronically maintained through TWC's PeopleSoft System and must be renewed annually as part of the Performance Planning and Review process.

All TWC employees are assigned a work location, or an Executive Director approved office location and must work at that location unless recommended to work elsewhere by their division director and approved in writing by the Executive Director. The Executive Director enters into agreements with employees to telework to address a lack of available office space or provide reasonable flexibility that enhances TWC's ability to achieve its mission.

Telework agreements do not prohibit TWC from requiring an employee to report to their regular or assigned temporary place of employment or another work location for a meeting, special event, or other engagement for which the department determines in-person interaction is necessary.

Supervisors must ensure that teleworking employees are satisfactorily performing their job duties while working remotely. This includes, but is not limited to:

- Establishing individualized standards for teleworking by position, including:
 - Response time;
 - Availability;
 - Criteria for requesting non-routine telework;
 - Clear work expectations;
 - Consequences for not achieving expectations while teleworking; and
 - Other relevant standards applicable to the position.
- Conducting regular career conversations and performance reviews to ensure performance standards are being met;
- Routinely reviewing the work product of teleworking employees to ensure productivity is maintained; and
- Ensuring teleworking employees have appropriate physical and information security controls at teleworking sites.

TWC's telework policy outlines the following:

- Teleworking may be appropriate for some employees and jobs but not for others.
- Telework arrangements are not an entitlement nor an employee benefit.
- Executive Director or management may terminate an employee's telework status, for cause, or due to business need.
- Directors, managers and supervisors may not telework.

- Exceptions to this rule must be approved first by an employee's direct supervisor and then their division director.
 - If approved at those levels, exceptions must be routed through Human Resources for final approval by the Executive Director.
- Teleworkers must adhere to all agency policies and procedures. Teleworking employees are not entitled to any remuneration for the use of the employee's home as an office.
- Employees may not telework from a location outside of Texas for more than a two-week period in any 12-month span. Exceptions must be approved by the Executive Director.
- Telework is prohibited outside of the 50 United States and D.C.

Employees who are eligible to telework are subject to the same rules and discipline as non-teleworking employees and may engage in non-routine and routine telework subject to the following restrictions.

Occasional Telework

Non-routine telework is situational, intermittent, and occurs irregularly and infrequently. All TWC employees can work at home occasionally when there is a need, as long as they can do their jobs proficiently and the teleworking is approved by their management on an instance-by-instance basis. No form is needed for this type of teleworking.

TWC employees generally cannot telework on a regularly scheduled basis except under exceptional circumstances. In addition to demonstrating such circumstances, an employee must receive specific approval from the Executive Director.

The requirements set out in this policy do not apply to an employee with a reasonable accommodation under the Americans with Disabilities Act or Pregnant Workers Fairness Act.

Only the Executive Director may make additional exceptions under this policy.

Employees may only accumulate hours worked at the employee's personal residence toward compensatory time if approved by the Executive Director, as outlined in Texas Government Code §659.018. The Executive Director has also delegated this authority to agency supervisors.