



Texas Commission On Jail Standards

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Operational Policy

SUBJECT: Telework

AUTHORITY: Statutory Citation: GC 658.001

APPLICABILITY: Texas Commission on Jail Standards employees ---

Reference:

POLICY:

The Texas Commission on Jail Standards establishes this policy regarding teleworking.

It is the policy of The Commission on Jail Standards to permit telecommuting as provided by this policy when, at the sole discretion of the Executive Director it will enhance the productivity of the employee and to benefit the agency.

Telecommuting and the Employment Relationship

Telecommuting is a management option, not an employee right or benefit. The existence of a telecommuting agreement in no way alters an individual's employment relationship with the Agency or the employee's obligation to observe all applicable Agency rules, policies and procedures. All existing terms and conditions of employment, including but not limited to the position description, salary, benefits, vacation, leave and overtime remain the same as they would be if the employee worked only at his or her regularly assigned place of employment.

Feasibility Criteria

Telecommuting is appropriate only when both the abilities of the employee and the nature of the work to be done meet the minimum feasibility criteria set out below. Supervisors may apply more rigorous criteria when determining whether an employee and a position are appropriate for telecommuting.

Employee Criteria.

Telecommuting is appropriate for employees who:
have previously demonstrated their abilities to successfully organize, manage time, to work independently and productively with minimal supervision, and have a satisfactory or above work performance history;
have a thorough knowledge and understanding of their job functions and the equipment required to telecommute;

Position Criteria.

Positions that may be considered for telecommuting are those that:
Have job functions that can or must be performed at a remote site without diminishing the quality of the work or disrupting the productivity of a unit;
do not require an employee's presence at the regularly assigned place of employment on a daily or routine basis; allow for an employee to be as effectively supervised as he or she would be if the job functions were performed at the assigned place of employment;
have an emphasis on the electronic production and/or exchange of information by means of computers, modems, fax machines or phones; involve measurable or quantifiable work product;
and Have minimal or flexible need for specialized materials or equipment available only at the regularly assigned work site. Positions that are not suited to telecommuting are those that:
Require regular face-to-face contact with a supervisor, other employees, members of the Agency community or the public, or require access to information or materials that are available only at the regularly assigned place of employment.

Work Sites

Remote Work Site Requirements.

Non-work related events and activities will not disrupt or interfere with work at the remote work site; scheduled work time will not be used to provide dependent care. Telecommuting is not a substitute for dependent child or eldercare.

Regularly Assigned Place of Employment

Telecommuting employees shall report to the regularly assigned place of employment as agreed upon with the supervisor, which in most cases should be no less than one time per week. The operational needs of the Agency take precedence over telecommuting agreements. A telecommuting employee, after being provided as much advance notice as possible, must report to work at the regularly assigned place of employment on a scheduled telecommuting day when required by the supervisor.

The Agency will provide an adequate work area for telecommuting employees at their regularly assigned place of employment.

DEFINITIONS:

The following terms are defined for the purpose of this policy and are not intended to be applicable to other policies or procedures.

Telecommuting is routinely working one or more days per week at a location other than an employee's regularly assigned place of employment under an agreement approved pursuant to this policy.

A regularly assigned place of employment is the location at the Agency headquarters where an employee usually and customarily reports for work. The regularly assigned place of employment is considered an employee's workstation for all pay, leave and travel purposes.

Attachment/Appendix: Telework Agreement (Eff 9/1/2025)