

Texas Bond Review Board

Telework Program Policy

Introduction

The Bond Review Board (BRB or Agency) permits telework, work from home or WFH, when doing so meets one or more of the program objectives, is compatible with business needs, and is otherwise in the best interest of the Agency.

Telework - as defined by Texas Government Code Section 658.001(3), it means a work arrangement that allows an employee of a state agency to conduct all or some agency business on a regular basis at a place other than the employee's regular or assigned temporary place of employment during all or a portion of the employee's established work hours. For BRB purposes, this includes working in a remote workplace, such as home or another alternative work site within a typical daily commute (defined as up to 50 miles).

Number of permitted telework days based on time employed at BRB, at management's discretion. Employees are eligible to request WFH after one year of employment with the agency.

Telework Authorization Requirements

Pursuant to Texas Government Code Section 658.011, telework authorization will be granted to:

- Address a lack of available office space for the agency; or
- Provide reasonable flexibility that enhances the agency's ability to achieve its mission.

Required Written Agreement: All telework arrangements must be formalized through a written agreement that includes:

- The specific reasons telework is being authorized
- Annual renewal requirement

- Acknowledgment that the agreement may be revoked by the agency at any time without notice

Important Restrictions:

- Telework may not be offered as a condition of employment
- Employees are prohibited from conducting in-person business at their personal residence while teleworking

Program Objectives

Telework program objectives are to:

- Improve overall productivity of the Agency
- Increase employee productivity
- Make optimal use of Agency office facilities and equipment
- Reduce traffic congestion by reducing employee commute and single-occupant vehicle trips
- Improve employee retention
- Address office space limitations
- Provide reasonable flexibility to enhance mission achievement

Discretionary Nature

This is a discretionary program. The Agency may refuse to allow an employee to telework or to continue teleworking at any time and for any reason. Telework agreements may be revoked at any time without notice as permitted by state law.

Telework may be suspended at any time, this may occur during peak operational periods, such as during a legislative session, or to ensure coverage within an Agency strategy due to vacations, holidays, or other staffing needs.

Policy Overview

Telework should be seamless and not have an impact on customer service or business operations. Employees should be able to perform all duties as though they were present in the office – including attending meetings (in-person or remotely), preparing documents and forms, etc.

Managers are expected to treat employees who telework the same as those who work in the office, including with respect to monitoring and measuring performance, addressing performance issues, and providing instruction and training.

Disciplinary Standards

Teleworking employees are subject to the same rules and disciplinary actions as any other agency employee.

Performance and Monitoring Standards

The Agency has established the following criteria and standards as required by law:

Employee Evaluation Criteria

- Demonstrated ability to work independently with minimal supervision
- History of meeting deadlines and performance standards
- Technical competency with required software and systems
- Effective communication skills
- Suitable home workspace that meets security requirements

Performance Standards

- Maintain all current job performance metrics and standards
- Complete assigned tasks within established timeframes
- Participate actively in all required meetings and communications
- Respond to communications within established timeframes

- Meet all productivity benchmarks established for the position

Productivity Monitoring System

- Regular check-ins with supervisors as scheduled
- Completion tracking of assigned tasks and projects
- Performance metrics review during regular evaluation periods
- Technology monitoring through required system logins
- Quality assessments of work product

Security Requirements

Physical Security Controls

- Secure, private workspace free from unauthorized access
- Proper storage and handling of confidential materials
- Compliance with clean desk policy when away from workspace
- Restriction of access to work materials by family members or visitors

Information Security Controls

- Use of agency-approved devices and software only
- Compliance with all IT security policies and procedures
- Secure internet connection meeting agency standards
- Proper handling and transmission of sensitive data
- Regular software updates and security patches

Telework Schedule

Employees who are granted permission to telework are required to work out a specific telework schedule with their management. Telework schedules must be determined

around management's ability to ensure adequate coverage of work duties (40 hours per week). There will be one day a week when all employees must be in the office. Telework should not impact an employee's ability to timely perform their job.

Work schedules should be similar when a teleworker is working in the office or at home unless business needs require different hours for teleworking, and management approval is received.

Schedule Flexibility and Changes

- Teleworkers work remotely on assigned teleworking day(s)
- If teleworkers need to come into the office on their regularly scheduled telework day, telework may not be rescheduled to a different day that week
- Supervisors may authorize teleworking on non-scheduled days at their discretion but must consider the business needs of the office
- Management may require employees to report to the office on any teleworking day for meetings, special events, or other engagements requiring in-person interaction

Holiday Considerations

If a holiday falls on a telework day for an employee, telework may not be rescheduled to a different day that week.

Types of Telework

- **Traditional teleworking:** Specific day/s of the week, every week
- **Task-based teleworking:** Determined by project due dates, may include one day or several consecutive days off-site to complete a project

Short Notice Requirements

Teleworkers must be prepared to come into the office on short notice at management's discretion as business needs arise.

Accountability and Communication

Management Oversight

Management may amend teleworking activities to optimize productivity and efficiency.

Employee Responsibilities

- Ensure that productivity is not affected by working offsite
- Respond timely (generally within 30 minutes unless in a meeting or on lunch break) to phone calls, including missed calls and voicemails, and any email communication
- Sign into Office 365 Outlook and Teams at the start of each teleworking day and remain connected throughout the workday
- Participate via teleconference for required meetings

Temporary Suspensions

Telework may be suspended to facilitate knowledge transfer, meetings that require physical attendance, or any other function specific to the business needs of the Agency when requested by management. Additionally, during specific times of the year, applicable staff should plan on more in-office attendance; this includes during the private activity lottery application submission period until all private activity lottery applications have been processed.

Agreement Management

Annual Renewal

All teleworking agreements must be renewed at least once each year after the employee begins teleworking.

Changes and Approvals

Requested changes to telework arrangements must be routed through senior management for approval.

Policy Publication

In compliance with Texas Government Code Section 658.012(b), this telework policy is published on the Agency's publicly accessible website at www.brb.texas.gov.

Updated to comply with HB 5196. This policy is effective September 1, 2025, and supersedes all previous telework policies. This policy will be reviewed annually and updated as necessary to maintain compliance with state law and agency needs.