

# Texas Department of Criminal Justice

## PD-94 (rev. 2), "Teleworking"

### Summary of Revisions



- Revised throughout to incorporate teleworking guidelines for TBCJ reporting entities, which were previously established in BP-11.75, "Telework," and implement guidelines established in HB 5196, 89<sup>th</sup> Regular Legislative Session, concerning teleworking.
- Authority Section: Added Texas Government Code § 658.001 and §§ 658.011-012 and BP-01.03, "Delegation of Authority to Manage the Texas Department of Criminal Justice."
- Definitions Section: Added definitions for Approval Authority, Authorization of Telework, and Reporting Entity. Clarified the definition of Telework for consistency with HB 5196.
- Discussion Section: Revised to provide flexibility and to clarify the right to recall employees to the office at any time.
- Procedures Section I: Revised to add performance expectations.
- Procedures Section II: Revised to streamline the request and approval process.
- Procedures Section III: Changed section name from "Telework Agreement and Telework Equipment Checkout" to "Teleworking Guidelines." The section is revised to provide directions on establishing an effective telework agreement and equipment checkout protocol.
- Procedures Section IV: Added "Telework Renewal Process" to provide guidance on how to renew an existing telework agreement.
- Procedures Section V: Added "Modifying, Suspending, and Terminating Telework" to establish the tracking of all changes in the supervisory file for the employee.
- Procedures Section VIII: Revised to require a mutually agreed-upon telework schedule.
- Attachments: Added PERS 640, "Telework Request."
- Edited for clarity and grammar.