



TWDB Telework Plan

TWDB operations are conducted primarily from our in-office locations in Austin and across the state in our regional offices. TWDB normal office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday, and official hours may be extended as necessary to meet agency business needs.

“Telework” means a work arrangement in which an employee regularly conducts all or some agency business at a place other than the employee’s regular or assigned temporary workplace for all or a portion of the employee’s established work hours.

Telework is an option offered to eligible employees to provide reasonable flexibility that enhances the agency’s ability to achieve its mission. Telework is a privilege, not a benefit or condition of employment with TWDB.

In compliance with the Texas Government Code Chapter 658.011, the Texas Water Development Board’s (TWDB) telework plan is as follows:

- All teleworking employees submit and complete written telecommuting agreements each fiscal year.
- The Executive Administrator authorizes telework for eligible positions to provide reasonable flexibility that enhances TWDB’s ability to achieve its mission.
- Approved telecommuting agreements remain on file with Human Resources.
- TWDB Telecommuting Agreements specify:
 - the reasons telework is authorized;
 - the terms under which the agreement may be revoked, including revocation at any time without notice; and
 - annual renewal requirements.
- TWDB Telecommuting agreements require supervisory review and approval to ensure productivity is measured, productivity remains satisfactory and that employee duties remain suitable for telework. Supervisors must additionally ensure appropriate physical and information security controls are maintained at teleworking sites.
- TWDB utilizes performance appraisal processes to evaluate employees’ ability to satisfactorily perform job duties while teleworking.
 - Employees must receive meets or exceeds overall performance ratings to continue to receive telework privileges.
- Telecommuting agreements stipulate that a teleworking employee is subject to the same rules and disciplinary actions as any other agency employee and prohibits a



teleworking employee from conducting in-person business at the employee's personal residence.

- Telecommuting agreements do not prohibit the TWDB from requiring an employee to report to the employee's regular or assigned temporary place of employment or another work location on a day on which the agreement otherwise authorizes telework.
- TWDB hiring policies and procedures prohibit telework as a condition of employment.
- Detailed agency policies and procedures are found in the agency's *Employee Handbook, Telecommuting Policy Section 8.17*.