

# Texas Public Finance Authority



## Agency Telework Plan Adopted November 19, 2025

### **Background**

State agencies may permit an employee to telework under certain conditions, as authorized by Government Code §658.011. Authorization for an employee to telework must in writing, in the form of a written agreement between the TPFA Executive Director and the employee (a “Telework Agreement”).

Telework means a work arrangement that allows a TPFA employee to conduct agency business at a location other than the employee’s regular work location during a portion of the employee’s established work hours.

Telework will not be offered as a condition of employment with the TPFA.

### **Requirements for Teleworking**

An employee must have completed at least six months of full-time service with the agency, or if part-time, the equivalent of six months full-time service, to be eligible for consideration for teleworking.

In order to be eligible for consideration for teleworking, the employee must provide adequate off-site workspace and environment in which to work. This includes arranging for dependent care and controlling personal disruptions such as non-business telephone calls and visitors, and other non-work-related activities. Children or other dependents present at the employee’s off-site work location must be sufficiently independent to allow the teleworking employee to work without interruption or the child or other dependent must be under the care of another responsible adult while the employee is working from their personal residence or off-site work location.

An employee may be required to come into the office or other assigned work location for all or part of a day on which the employee is otherwise authorized to telework. Examples include, but are not limited to, board meetings, staff meetings, bond pricings, closings, and any other meeting, special event, or other engagement for which the Executive Director or the employee's supervisor determines in-person interaction would better facilitate agency business.

When teleworking, an employee:

- is subject to the same rules and disciplinary actions as any other agency employee;
- may not conduct in-person agency business at the employee's personal residence;
- must, during any video-conference with an external party (i.e., a non-TPFA employee), activate the electronic device's camera function and be visible to other participants; this requirement may be waived during a video-conference involving only TPFA employees and/or TPFA contractors;
- must utilize the computer and related equipment provided by the TPFA to access TPFA information systems;
- point of access to TPFA information system will be within the continental United States;
- must maintain appropriate physical and information security controls, including the use of an agency provided VPN when connecting to TPFA information systems or other State systems such as CAPPs and the TTSTC Portal;
- must have access to a private, secure, quiet, and ergonomic workspace with reliable internet access;
- must be physically present at the approved alternate work location during authorized telework hours, unless another alternate work location has been authorized;
- must promptly respond to work-related phone calls, email, and other messages;
- must be available and responsive to impromptu video conference and/or audio calls on a TPFA provided computer during telework hours.

In order to be considered for teleworking, an employee must submit a proposed telework schedule using the telework application form provided on the agency's intranet site.

**Criteria for evaluating the ability of an employee to effectively and efficiently perform the employee's job duties while teleworking**

Prior to consideration of entering into a Telework Agreement with an employee, the employee's supervisor will evaluate the employee's ability to effectively and efficiently perform the employee's job duties while teleworking. The supervisor will make a recommendation to the Executive Director regarding the employee's current suitability for teleworking.

The employee will be evaluated on the following criteria, whether the employee:

- 1) is employed in a non-public facing position;
- 2) has demonstrated the ability to work effectively without a need for direct supervision;

- 3) has a sufficient understanding of the employee's duties and responsibilities;
- 4) has demonstrated the ability to efficiently manage the employee's time;
- 5) has a record of efficiently and accurately accomplishing the employee's duties in a timely manner;
- 6) has consistently complied with the agency's personnel policies; and
- 7) any other criteria deemed necessary or appropriate by the supervisor or Executive Director.

### **Telework Agreement**

An employee of the TPFA may telework only after entering into a Telework Agreement with the TPFA Executive Director.

The Executive Director's authority to enter into a Telework Agreement with an employee is limited to achieving two specific objectives: i) to address a lack of available office space, or ii) to provide reasonable flexibility that enhances the agency's ability to achieve its mission.

A Telework Agreement must:

- 1) be in writing;
- 2) include the reason or reasons telework is being authorized for the employee;
- 3) include a schedule of the work hours that the employee is authorized to telework during a regular work week;
- 4) specify that the Executive Director may terminate the Teleworking Agreement for the convenience of the agency at any time and without prior notice to the employee;
- 5) state additional terms under which the agreement may be terminated; and
- 6) have a termination date not longer than one year from the date the Telework Agreement is approved.

### **Performance standards that ensure a teleworking employee is productive and maintains satisfactory performance**

Prior to the agency renewing a Telework Agreement with an employee the employee's supervisor shall evaluate the employee's compliance with the following standards prior to making a recommendation to the Executive Director regarding renewal of the Telework Agreement with the employee:

- 1) The employee continues to meet the initial criteria for teleworking.
- 2) The employee's position continues to be suitable for teleworking.
- 3) The employee continues to perform satisfactorily, whether in the office or teleworking.

- 4) The employee stays current on their assignments and work-load.
- 5) The employee has not exhibited a drop in productivity, unreasonable delays, or missed deadlines, particularly when, or due to, teleworking.
- 6) While on telework status, the employee is reachable by phone, email, and video conference, and is responsive to such communication to the same extent as if the employee was working at his or her regular work location.
- 7) The employee maintains approved work hours while on telework status.

### **Temporary Adjustments to a Telework Schedule**

An employee's supervisor may authorize a temporary adjustment, not to exceed two weeks per occurrence, to the employee's authorized telework schedule, consistent with the requirements of this Telework Plan and the terms of the employee's Telework Agreement.

### **Telework authorization is independent of Flextime Schedule**

Approval of a Work Alternatives Program schedule (i.e., a flextime schedule) is independent of authorization to telework and does not constitute a Telework Agreement. However, if an employee does have an approved flextime schedule, a Telework Agreement with that employee must conform with that employee's flextime schedule.

### **Exclusions**

This Telework Plan shall not be construed to limit the authority of the Executive Director, or an employee's supervisor, to:

- authorize an employee to work at a location other than the employee's regular work location on a temporary basis;
- authorize an employee to engage in overtime work at a location other than the employee's regular work location; or
- in order to facilitate business needs, require an employee to come into the office or another work location for all or part of a day on which the employee is otherwise authorized to telework.