



Texas Board of Professional Geoscientists
Telework Policy
(December, 2025)

PURPOSE

The Texas Board of Professional Geoscientists (TBPG) recognizes the importance and value of identifying telework options for employees when and where possible. As such, and in accordance with Texas Government Code [658.011](#), TBPG has developed a telework policy which provides guidelines and institutes expectations for telework arrangements. All agency policies and procedures, including performance standards, remain in effect regardless of where or when work is performed and do not alter any provisions of the Agency's Personnel Manual or related processes. TBPG's Executive Director may authorize telework in order to address a lack of available office space for the agency or to provide reasonable flexibility that enhances the agency's ability to achieve its mission. Except for positions specifically posted or determined as being remote, the standard Telework arrangement will be a combination of in office and alternate location work days as determined by the Executive Director.

BACKGROUND

Telework is any situation where an office-based employee has been approved by the Executive Director to work from a designated home office or approved alternate telework location on a regular/consistent full time or part time basis. Telework is a privilege granted to eligible office-based employees and should be approached with responsibility, accountability, and professionalism.

Given TBPG's limited staff, a regular telework schedule may not be an option for all employees, especially if the primary role involves office administrative responsibilities including duties such as processing mail, answering customer phone calls, managing files and similar functions.

ELIGIBILITY

Telework eligibility is determined by the Executive Director based on various factors including job duties being suitable for telework, employee performance, and the business needs of the agency. Eligibility and approval for telework is subject to change and is not guaranteed for any specific position or period of time. Employees approved for telework must be able to perform their essential job functions at their approved location as they would while working on agency premises.

To participate in the telework program, an employee must not have a current (most recent) appraisal on file with a rating on a performance measure/job task of "did not meet expectations". An employee in his or her Initial six month hire period may only be eligible to participate in the Telework program if the Executive Director determines that the employee is meeting performance and training standards or has demonstrated their experience, knowledge, skills and abilities to perform their assigned duties.

Employees participating in the Telework program must have an acceptable attendance record including maintaining a combined available leave balance of over 30 hours during the prior six months of agency service. Employees with occurrences of Leave Without Pay (LWOP) are ineligible for Telework approval or the continuation of a previously authorized Telework for a period of six months from the LWOP occurrence, unless the LWOP was a result of protected leave status (e.g., Military Leave, Family and Medical Leave Act (FMLA), or the Americans with Disabilities Act (ADA)). Employees who have received unsatisfactory performance notifications or disciplinary actions within the previous twelve months may also be ineligible for, or forfeit, Telework privileges at the discretion of the Executive Director.

GUIDELINES

A. Performance and Availability

Employees approved for telework are expected to perform work effectively. Telework must not adversely affect productivity, or the quality of work delivered. Employees must be available during scheduled working hours for communication and collaboration purposes as they would be in the office setting. Employees must maintain regular and effective communication with their managers, coworkers, and any relevant stakeholders. This expectation includes promptly responding to emails, calls, and attending virtual/in person meetings as required. Unless alternate arrangement are made related to the scope of work expected, employees must be signed in and be active on their TBPG laptop (utilizing the Agency issued YUBI Key) during their scheduled work day/hours. All virtual work meetings must be attended on camera unless instructed otherwise.

B. Telework Environment

Employees approved for Telework are responsible for creating a professional work environment that allows for focus, productivity, and confidentiality. This requires having a designated workspace that is functional and appropriate, a stable internet connection, and a secure environment to handle any sensitive data and confidential information. TBPG does not supply equipment or furniture for telework locations beyond the standard issued computer and associated items.

Employees will sign a Telework Agreement providing a home or other approved address (and contact phone number) as the designated location where their telework duties will be performed and will be subject to approval by the Executive Director. While teleworking, employee workspaces must be free from unreasonable distractions, such as children, pets, and family members. The workspace must also be free from hazards and dangers to the employee and agency equipment. Additionally, employees must comply with the following guidelines:

- **Dependent Care** – Children and household members needing regular attention must be under the care of another adult while the employee is teleworking. Employees must have/make appropriate care arrangements such that they can report to the office immediately if necessary.
- **Internet** – Employees are responsible for providing their own internet access at their telework location. The internet speed must be at least 25 Mbps. In case of any internet connection problems while teleworking, employees are expected to report to their assigned TBPG office or use leave if approved. TBPG will not reimburse for any portion of an employee's internet expense when conducting telework.

- **Inspection** - To ensure workspace safety and the security of agency equipment, a TBPG representative may schedule onsite visits to the employee's telework location to inspect, repair, or retrieve agency equipment, software, data, and supplies.

C. Time and Attendance

Employees approved to telework must adhere to agency policies regarding work hours, schedules, and locations. Scheduled work hours for a teleworking employee must be between 8 a.m. and 5 p.m., Monday through Friday. Employees must adhere to the required work hours while teleworking unless otherwise approved by the Executive Director or authorized designee. Additionally, employees must comply with the following guidelines:

- **Accurate Time Reporting** – Employees must record all time worked in CAPPS, regardless of location. Employees may not earn overtime while teleworking unless approved in advance by the Executive Director or authorized designee.
- **Designating Telework in CAPPS** – Employees teleworking must indicate their status by selecting "Work from Home" or "WFH" as the Override Reason Code (ORC) in CAPPS **if available** when entering time.
- **Agency Meetings** – Employees must attend required onsite meetings even when those meetings occur on an employee's scheduled telework day(s). The employee is responsible for traveling to the office or other locations to participate in training, meetings, and other activities required by the agency. Time traveling to the office from home is not time worked.
- **TBPG "Peak Workload Periods"** – During certain periods when the normal agency workflow is affected by activities such as the Texas Legislative Session, the agency Strategic Planning process, license examinations, other team member planned/unplanned absences, or other peak work periods as determined by the Executive Director, telework schedules may be suspended to ensure the agency is able to focus its efforts in the most efficient way possible. When possible, employees with Telework schedules will be given at least 24 hours' notice to adjust to agency peak workload needs but, given our small TBPG team, this advance notice cannot be guaranteed.

D. Confidentiality and Security

Employees approved for telework must follow agency policies and procedures regarding information security and confidentiality. Employees must safeguard agency equipment and shall not share or make available sensitive information with unauthorized individuals. Employees must take necessary precautions to secure agency data and information.

E. Office Locations of Employees in the Telework Program

Office-based employees in the Telework program will retain individual office space at the TBPG office or may be provided shared space on in-office days. When needed, sharing a workspace with another employee allows the agency to efficiently use its resources.

F. Changes to Telework Arrangements

Telework arrangements are subject to change at the discretion of the Executive Director or authorized designee. TBPG reserves the right to modify or terminate telework privileges based on business needs, job requirements, performance, or any other relevant factors as determined by the Executive Director. Employees may also choose to discontinue telework arrangements with advance notice to the Executive Director.

G. In-Person Meetings

Employees are prohibited from conducting in-person meetings concerning TBPG business at an employee's personal residence or any other outside location not specifically approved by the Executive Director.

H. Telework Agreement

Employees participating in the Telework program must complete and sign the Telework Agreement which acknowledges receipt and understanding of this Telework Policy on an annual basis. Telework Agreements must be approved by the Executive Director or authorized designee.

Occasional Telework

Non-routine telework is situational, intermittent, and occurs irregularly and infrequently. A TBPG employee may be considered for occasional work-at-home if the Executive Director determines there is an agency need, typically project based, and it is determined the employee can perform their duties proficiently and independently. Occasional teleworking requires prior approval by the Executive Director on an instance-by-instance basis and is not an entitlement or employee benefit. No form is required for this type of teleworking.