

# State Preservation Board

## Telework Plan



---

Rod Welsh  
Executive Director

Published: September 2025  
Version 1.0

# State Preservation Board

## Telework Plan

---

### Summary

The executive director may allow an employee to telework to address a lack of available office space or provide reasonable flexibility to enhance the agency's ability to achieve its mission. Telework may be granted under appropriate circumstances to high performing employees whose job responsibilities are suited to such an arrangement. Approval will be on a case-by-case basis and in compliance with Texas Government Code 658 and any other applicable laws, rules, or policy.

The State Preservation Board (SPB) telework plan provides policy guidance and procedures for allowing eligible employees to work from home or another approved location up to 2 days per week when their job duties support telework.

Telework enhances the agency's ability to achieve its mission in the following ways:

- Expands the talent pool for hard-to-fill positions where the agency competes with the private sector, such as accounting, purchasing, technology, and administrative support roles.
- Strengthens continuity of operations during emergencies (e.g., severe weather, building closures, etc.).
- Maintains or increases productivity and performance levels, especially for employees who benefit from a quiet work environment. Improved agency productivity can improve overall customer satisfaction.
- Improves employee satisfaction and retention by supporting flexible work arrangements.
- Supports better work-life balance by giving employees more flexibility to manage both professional and personal responsibilities, thereby reducing stress and lowering unplanned absences.
- Reduces traffic congestion.

Supervisors must manage employee performance and productivity regardless of the employee's work location. A teleworking employee is subject to the same rules and disciplinary actions as any other agency employee.

### Criteria for Teleworking

A position is suitable for telework if its duties can be performed remotely without compromising work quality, service delivery, customer satisfaction, productivity, or overall agency operations. Eligibility does not guarantee approval of a request for telework. An employee is approved to participate in the telework program at the agency's sole discretion.

If an employee is in a position suitable for telework the employee may be considered for participation in the program if the following conditions are met:

- Employee has completed six months of SPB employment.
- Employee has a thorough knowledge and understanding of their job functions and the equipment required to telework.
- Employee has a current positive performance evaluation on file with Human Resources.

## State Preservation Board Telework Plan

---

- Employee has previously demonstrated an ability to successfully organize, manage time, work independently and productively with minimal supervision, and meets or exceeds expectations in their current performance evaluation.
- Employee has access to a remote work site that is safe and free from interruptions.
- Employee's responsibilities involve travel for work.
- Employee has no disciplinary actions in effect.

Positions not suited for teleworking are those which:

- Require regular face-to-face contact with a supervisor, other employees, SPB customers, or the public.
- Supervise staff who provide face-to-face contact with SPB customers or the public.
- Require access to information or materials that are available only at the regularly assigned place of employment.

Most employment positions at SPB require a regular in-office presence due to the customer-facing nature of the agency's mission. Because of this, the privilege of telework is limited to two days per week to maintain strong internal communication and collaboration across divisions. Supervisors and those who supervise staff who provide face-to-face contact with SPB customers or the public may be eligible to telework intermittently if on-site supervisors are able to alternate coverage.

### Participation in the Telework Program

Telework is appropriate only when both the abilities of the employee and the nature of the work to be done meet the minimum criteria set out in the telework plan. Supervisors have the discretion to apply more rigorous criteria when determining whether an employee and a position are appropriate for telework. The option to telework is a privilege and not an entitlement benefit. An employee's approval for telework may be revoked at any time and without notice.

Employees who participate in the telework program commit to the following responsibilities to be available and responsive while teleworking:

- Employee must be easy to reach, readily available, and responsive by phone, email, Teams/Slack, video conferencing, or other agency approved methods.
- Employees with an SPB-issued mobile phone must be readily available by phone and must participate in conference calls when teleworking.

### Performance Expectations and Monitoring Productivity

The employee agrees to complete all assigned work according to standards set forth in applicable job descriptions and job procedures. The employee agrees to keep their supervisor informed of progress on assignments performed at the alternate worksite and any problems encountered while teleworking.

## State Preservation Board Telework Plan

---

The employee and supervisor must determine a method for monitoring productivity that ensures the employee's work remains satisfactory. The method used will vary depending on the employee's position and job duties. The supervisor will determine the most appropriate method(s) to monitoring productivity. The method may be one or more of the following:

- Employee and supervisor are in frequent contact on collaboration tools such as Teams or Slack.
- Employee maintains a task list, project plan, brief weekly work plan and/or activity summary approved by their supervisor. The information may be exchanged by email or maintained in a shared file.
- Employee reports progress on telework days at regular check-in meetings.
- Supervisor monitors the quality, timeliness, and completeness of all deliverables.
- Supervisor uses KPIs, if applicable, that reflect the employee's job duties to measure performance (e.g., response time, error rate, output volume).
- Supervisor incorporates telework productivity into regular performance evaluations.

Supervisors must monitor employee productivity and act if there is a decline. Examples of declining productivity include little or no progress on assignments, lack of participation in virtual meetings, and delayed responses to calls or emails. If these issues occur, the supervisor will review telework performance expectations with the employee and take appropriate action, which may include ending the telework agreement, placing the employee on a performance improvement plan, or issuing disciplinary action. Supervisors must consult with Human Resources to determine the appropriate steps for addressing performance concerns.

### Technology and Security Requirements

The following requirements apply to equipment, connectivity, and security for all employees who telework. Compliance with these standards is mandatory to protect state property and ensure state assets are not compromised while an employee is teleworking.

- At the agency's discretion, SPB will issue and maintain portable state-owned equipment for the employee's use at the alternate worksite.
- Agency laptops and cellular telephones may be provided. However, in circumstances where an employee primarily uses a desktop computer in the office, the employee may provide their own personal computer and telephone for telework purposes using provided Remote Access technology.
- The employee will agree to maintain the physical security of state-owned equipment and to use it in compliance with IT, cyber security, and state-use policies and guidelines.
- The employee will agree to provide a sufficient broadband Internet connection which allows connectivity to resources required to perform telework functions.
- The employee will agree to use only SPB-approved communication software when connecting to the SPB network. The employee will use only the TLC-controlled remote access technologies.
- Employees may not telework from a device that is not connected to the SPB network via VPN or Remote Access, including personal or work phones.

## State Preservation Board Telework Plan

---

- The employee will agree that any additional financial burden resulting from a telework arrangement is solely the responsibility of the employee.
- The employee will be financially liable for state property they take to an alternate worksite.
- The employee is prohibited from using wired or wireless access offered by public establishments when remotely accessing electronic SPB assets.
- The employee will maintain the security of state records from unauthorized disclosure or damage.
- The employee will agree to return all state-owned equipment issued for use at the alternate worksite upon termination of this agreement.

### Employee Telework Responsibilities and Expectations

A telework arrangement is intended to enhance agency efficiency, improve employee productivity, and support customer satisfaction. Employees approved for telework must comply with the agency's telework policy, as well as all applicable laws, rules, and regulations.

Teleworking employees are subject to the same human resources policies, performance expectations, and workplace standards as on-site employees, including those specific to their position. They are responsible for performing their duties in accordance with their job description and maintaining open communication with their supervisor regarding work progress, assignment status, and any issues encountered while working remotely.

Employees must ensure that personal activities during work hours are incidental, do not interfere with official duties, and do not incur additional costs to the agency. Non-work related events, such as social activities or personal communications (calls, emails, etc.), must not disrupt the workday. Scheduled work time may not be used to provide care for children, elders, or other dependents; telework is not a substitute for dependent care. Conducting in-person business at the employee's residence or alternate work location during work hours is strictly prohibited.

Agency needs will take precedence over scheduled telework. Employees must forgo telework or adjust their telework schedule if required to be on-site, including on short notice. Teleworkers may be required to report to the office immediately as determined by management.

Employees must have a reliable internet connection that allows them to access agency systems securely, quickly, and efficiently. They are also responsible for creating a safe workspace that meets agency standards. A workspace safety assessment must be completed every year as part of the telework agreement.

If a power or connectivity issue occurs, the employee must notify their supervisor immediately. The employee will have one hour to resolve the issue; if it cannot be resolved within that time, the employee must either return to the office to complete the workday or request appropriate leave. If the issue is close to being resolved and the employee is actively working with IT, the supervisor may allow additional time to troubleshoot. Travel time is not considered work time.

## State Preservation Board Telework Plan

---

To optimize office space, employees who regularly telework may be required to forfeit a dedicated personal office or workstation in favor of a shared arrangement.

An employee may telework up to six days per year on an incidental basis; beyond that, a formal telework agreement is required. Employees teleworking on an incidental basis must comply with all agency telework policies and procedures.

Telework training is available on the SPB intranet and should be completed annually.

### State Preservation Board Responsibilities

The agency will:

- Monitor and adjust the telework program to ensure agency goals are met and terminate Telework Agreements as appropriate to ensure the telework program continues to enhance the agency's ability to achieve its mission.
- Address telework-related information security considerations.
- Provide guidance for communicating with employees at alternate worksites on a regular basis and during emergency situations.
- Designate communication software for connecting with the SPB network that complies with agency IT and cyber security guidelines; no other communications software should be used to connect to SPB computer systems.
- Provide limited remote technical support to set up and resolve issues with the technical environment at the alternate worksite. Remote workers must have a working understanding of and be comfortable with the use of productivity tools (Slack/Teams), Wi-Fi, VPN, and other remote access connectivity procedures.
- Provide an adequate work area for teleworking employees at their official worksite (regularly assigned place of employment on agency property).
- Provide required supplies at the alternate worksite for business purposes. Any additional financial burden resulting from the telework arrangement is solely the responsibility of the employee. Supervisors will not approve additional expenses for offsite purposes.
- Ensure coverage by workers' compensation for all job-related injuries that occur in the alternate workspace during the employee's defined work period. Since the alternate worksite and employee's home may be the same, workers' compensation will not apply to non-work related injuries that might occur at the alternate worksite.

### Compliance

The SPB Executive Director and each member of SPB management are responsible for ensuring compliance with this telework policy. Instances of failure to abide by this policy will be brought to the attention of the appropriate manager and may result in termination of the Telework Agreement or other disciplinary action. In determining disciplinary action, the manager will consult with Human Resources.

## **State Preservation Board Telework Plan**

---

### Termination of Telework Agreement

The agency or the employee may cancel participation in the telework program at any time for any reason. The decision to terminate is not subject to formal appeal procedures. If the telework agreement is cancelled, the employee will resume their regular work schedule at their official worksite.

### Definitions

**Alternate Worksite:** An alternate space, in which an employee's alternate workspace exists. This could be an employee's home or some other geographically convenient worksite.

**Alternate Workspace:** The duty station located within an alternative worksite where an employee performs official duties while teleworking.

**Incidental Telework:** An intermittent telework schedule which allows an employee to telework on occasion, not more than six days per fiscal year or 48 hours per fiscal year. Employees who work less than full-time may telework up to the equivalent of six days, adjusted proportionally to their schedule.

**Intermittent Telework:** A telework schedule which allows an employee to telework weekly or monthly but not on a regular schedule, however, the telework arrangement is recurring.

**Official Duties:** The activities performed by an employee as part of, or an extension of, regular job responsibilities.

**Official Worksite:** The workstation where an employee performs official duties while working on-site at the agency.

**Regular Telework:** A telework schedule which allows an employee to telework weekly on a regular schedule of up to two days per week. Employees who work less than full-time may telework up to the equivalent of two days per week, adjusted proportionally to their schedule.

**Telework:** A work arrangement that allows an employee of a state agency to conduct on a regular basis all or some agency business 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.

## State Preservation Board Telework Plan

---

### PROCEDURE: Telework Request Process

#### Requesting Telework Approval

The Request to Telework Form must be renewed at least once each year after the employee begins to telework. HR will initiate an annual update each year in August regardless of when the employee began to telework.

Follow these steps to begin the telework approval process:

Step 1. Employee contacts their supervisor and expresses interest in the telework program and asks if their position is eligible for telework, as determined by SPB policy.

Step 2. Supervisor, in consultation with Division Director, evaluates and confirms whether the employee's duties and work style are suitable for telework. Supervisor notifies the employee that they may request telework by reading the policy and completing the telework forms.

Step 3. The employee and supervisor discuss:

- a. Job responsibilities that can be performed remotely
- b. Performance expectations
- c. Method that will be used to monitor productivity

Step 4. Once it's determined the employee's position is appropriate for telework, the employee will begin the request process. The employee and supervisor will complete the Request for Telework Form and follows these steps to seek formal approval:

- a. Employee completes and submits the Telework Alternate Worksite Safety Assessment and Request to Telework form to the supervisor for approval.
- b. If supervisor approves, supervisor signs the Request to Telework form and forwards to Division Director for review and approval.
- c. If Division Director approves, the director signs the Request to Telework form and forwards to [spb.hr@tspb.texas.gov](mailto:spb.hr@tspb.texas.gov).
- d. HR will confirm the information is correct and package the Request to Telework forms for ED signature. HR will coordinate with the ED's Executive Assistant to have the forms signed and returned to HR.
- e. Once approved, HR will record telework approvals in CAPPs and notify the employee and supervisor of final approval.

---

#### Telework Operating Procedures

- A. Before supervisor approves employee's request to telework, the supervisor and employee must document the performance criteria and system that will be used to evaluate and ensure the employee maintains satisfactory job performance while teleworking.
- B. The work hours on a telework day must be within the agency's core operating hours.
- C. Employees who are approved to telework intermittently must have an approved telework agreement in place and receive advance approval from their supervisor before teleworking.



## **State Preservation Board Telework Plan**

---

- D. Employees will record approved telework days on the SPB Outlook Attendance Calendar.
- E. Employees will follow all agency leave policies including overtime, compensatory time, and requesting time off during a telework day.
- F. Employees will report any accident or injury to Human Resources immediately and complete the required forms.
- G. Additional requirements as determined by supervisor:
  - Employees may be required to follow team best practices to facilitate collaboration and communication in a hybrid work environment. Examples include:
    - Post telework hours and contact information on office door at official worksite (e.g., “In Office Today” or “Working Remotely – Contact Me via email/phone/Teams”).
    - Set a status message or Teams/Slack status to indicate work hours for the telework day.