

# **Telework Plan for the 13th Court of Appeals**

## **Authority and Purpose**

This Telework Plan is established in accordance with **Texas Government Code Section 658.001**, which allows state agencies to authorize telework arrangements.

“Telework” means 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.

The Chief Justice is the only person that can authorize employees to telework.

An employee shall, during normal office hours, conduct agency business only at the employee's regular or assigned temporary place of employment unless the employee:

(1) is travelling; or

(2) has received authorization to telework under Section 658.011.

Telework may only be authorized to address lack of office space or to provide flexibility that enhances the ability to achieve our mission.

Any agreements to telework will be in writing, include the reasons telework is being authorized, may be revoked at any time and will be renewed annually.

Telework will not be offered as a condition of employment.

## **Evaluation Standards**

Productivity of telework employees will be monitored to ensure satisfactory work performance. They will be subject to the same annual performance evaluations/standards as non-telework employees.

Telework employees will be subject to rules and disciplinary procedures as non-telework employees.

## **Remote Location Requirements**

The employee must maintain a healthy and safe environment in the remote location.

The employee must protect and secure all sensitive and confidential court information when working from the remote location and immediately and securely shred any document produced at the remote work location that contains confidential court information, and that the employee does not intend to bring to the regularly assigned location on his or her next scheduled nonwork-from-home day.

The employee must have a secure, password-protected internet connection and access at the remote location sufficient to connect with and utilize the court's VPN, subject to the approval of the Office of Court Administration and the court's Network Administrator. The employee must also maintain telephone and email access at all times while working from home.

In-person business may not be conducted at remote locations.