



### **Telework / Remote Work Policy**

The Texas Facilities Commission (TFC) supports telework as a flexible option in limited circumstances when it benefits both the employee and the agency. Telework is not a universal benefit or entitlement, and all arrangements require prior approval through the established request process.

As of **March 19, 2025**, all employees are required to return to the office full-time unless they have an approved exception under the **Telework by Exception Policy**. Exceptions may be granted only with approval from the employee's Division Director, Human Resources, and the Executive Director, and are subject to periodic review.

Employees approved for telework must:

- Work their normal schedules and remain accessible by phone, email, or video during work hours.
- Accurately record time worked in compliance with state and federal requirements.
- Use agency-approved equipment and secure remote access in line with TFC information security standards.
- Maintain a safe and professional home workspace.
- Return all TFC property and equipment if the arrangement ends or employment is terminated.

The TFC may modify or discontinue telework arrangements at any time based on business needs.

For questions or more information, please contact **TFC Human Resources** ([HumanResources@tfc.texas.gov](mailto:HumanResources@tfc.texas.gov)).