



Texas Commission on Environmental Quality Telework Plan

TCEQ operations are conducted primarily from our in-office locations in Austin and across the state in our regional offices and satellite locations. TCEQ's core business hours are 8:00 a.m. and 5:00 p.m., Monday through Friday, and official hours may be extended as necessary to meet agency business needs.

Positions and employees with job duties that must be performed in-office are assigned to in-office work locations and are not eligible for telework. Telework is an option offered to eligible employees to provide reasonable flexibility that enhances the agency's ability to achieve its mission. Telework also addresses a shortage of available workspace and limited parking for customers and staff at TCEQ offices. Telework is a privilege, not a benefit or condition of employment with TCEQ.

"Telework" means a work arrangement in which an employee regularly conducts all or some agency business at a place other than the employee's regular or assigned temporary workplace for all or a portion of the employee's established work hours.

Telework authorized by TCEQ's policy is three (3) days in-office and two (2) days working at home. Full-time telework, in which the employee works 100% remote from his or her personal residence, may be authorized by the Executive Director.

TCEQ's telework policy requires:

- Ensuring that a teleworking employee's job duties may be satisfactorily performed in a location other than a TCEQ office and in compliance with the agency's information security policies;
- Ensuring that an employee, while teleworking, maintains satisfactory performance and remains accountable under the agency's policies and procedures, including but not limited to adhering to the agency's professional conduct, ethics and other workplace policies;
- Monitoring an employee's job duties and performance for productivity; and
- Prohibiting a teleworking employee from conducting agency business in-person at the employee's personal residence.

TCEQ's plan is reviewed annually and published on the agency's public website.

Authority for this plan: Texas Government Code, Sections 658.001 & 658.010 - 658.012 (Tex. HB 5196, 89th Leg., R.S. (2025))