

D.2.6 (Policy) Telecommuting/Teleworking

Responsible Department: Talent, Organization & Strategic Innovation

Board Adoption: 4-28-09

Last Board Action: 1-13-10, 8-12-25, 10/28/25

Reviewed: 6-6-13, 9-27-22

Telework is only allowed pursuant to this policy and related procedures when, at the sole discretion of the College District, it will enhance productivity of the employee and the work unit.

"Telework" means a work arrangement that allows an employee of an institution of higher education to conduct on a regular basis all or some institutional 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.

Eligibility shall be based on the requirements set forth in Procedures [D.2.6.2](#), [D.2.6.1](#) and [D.2.5.7](#). Approval for telecommuting for an employee does not set a precedent for any other employee.

In accordance with Board Policy B.5.3, telecommuting opportunities for employees of the Alamo Colleges District will be in accordance with all applicable State and Federal regulations including Texas Senate Bill 2615 (89R) "SB2615", Telecommuting/Teleworking for employees of Institutions of Higher Education in Texas, codified as Texas Education Code §51.992.

Within the framework of applicable law and the productivity needs of the College District, the Chancellor shall establish a procedure establishing the eligibility, structure and restrictions on telecommuting, teleworking and any other forms of remote work by employees.

Procedure [D.2.6.2](#) State Restrictions on Telework for Higher Education Employees

Procedure [D.2.6.1](#) Telecommuting

Procedure [D.2.5.7](#) Flexible Work Schedule