

D.02.06.01 Telecommuting Procedure

Responsible Department: Talent, Organization & Strategic Innovation

Based on Board Policy: [D.02.06 Telecommuting/Telework](#)

Approved:04/28/2009

Last Amended: 05/24/2019, 10/9/25

Purpose

The work of teaching, serving students and supporting the education mission is best served by employees who are physically present in the workplace to collaborate and interact face-to-face with other employees, hold office hours, engage in service to students and the colleges, and participate in ongoing activities on campus and in the workplace as an actively engaged member of the workforce of Alamo Colleges.

This procedure is amended to comply with Texas Education Code §51.992, which was enacted to disallow telework on a regular, daily, on-going basis for employees of public institutions of higher education, except as provided by the statute. This procedure also is amended to align the requirements of §51.992 with the concept of Telecommuting as allowed prior to the enactment of §51.992.

Definitions

See D.2.6.2 for Definitions

Prohibitions and Limitations

See D.2.6.2 for Prohibited and Allowable Telework

Consideration of Other Factors

In addition to the criteria specified by Texas Education Code 51.992 outlined in Procedure

D.02.06.02 State Restrictions on Telework for Higher Education Employees, the following factors will be considered in determining whether to allow telework or telecommuting by an employee:

1. The business necessity of requiring the performance of an employee's duties and responsibilities on-site, especially to service students and accomplish the College District and individual college mission of education mission and strategic goal of education. The Chancellor, College Presidents and Vice Chancellors have full discretion within their scope of their role to require face-to-face performance of employees' duties and responsibilities; and prohibit remote work except as may be required by federal or state law.
2. If remote work is not prohibited, whether the position involves measurable or quantifiable work product, and the job functions can be performed off-site without diminishing the quality of the work or disrupting the productivity of a unit.
3. If remote work is not prohibited, whether the work permits deadlines to be met from off- site locations;
4. If remote work is not prohibited, whether an appropriate off-site location is available for the position;
5. If remote work is not prohibited, the employee:
 - (a) is able to keep office hours for meetings, student contact and other functions of the job by use of available technology instead of physical presence in the

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- job by use of available technology instead of physical presence in the workplace;
- (b) has continuously demonstrated an ability to successfully organize, manage time, work independently with minimal supervision, and have a satisfactory work performance history;
 - (c) has a thorough knowledge and understanding of their job functions and the equipment required to telecommute/telework;
 - (d) has access to a work site that is deemed appropriate by the College District;
 - (e) is able to provide the high level of security necessary to protect College District, student and employee data and information as well as protection of any College District equipment used at the site;
 - (f) resides and works in the State of Texas and is available to come to the regular workplace on the schedule determined by the employee's supervisor and College District administration in accordance with the terms of the telework/telecommuting agreement.

Approval and Evaluation Process

1. Telecommuting/teleworking **not** related to employee health or disability shall be performed pursuant to a signed agreement between the employee and their chain of command, up to and including the College President or Vice Chancellor. See [D.2.6.1 Attachment A. Alamo Colleges District Telecommuting/Telework Agreement](#). The Agreement form contains instructions and other information.
2. A request for Telework/Telecommuting working arrangement must be submitted for evaluated at least six weeks prior to the start of each semester by the College President, Vice Chancellor, or Chancellor, or designee as appropriate, to determine if a new arrangement or continuation of an existing arrangement accomplishes the mission of education. Before approving such arrangement, the College President, Vice Chancellor, Chancellor or designee must consider the factors listed above, equipment needs and maintenance, employee safety, communication and supervision, and adherence to state and federal laws including, but not limited to, state-specific tax reporting. Administrators must ensure supervisors have the capacity to effectively manage an employee with a telework/telecommuting arrangement.
3. At least six weeks prior to the start of a semester, the employee must submit in writing to the supervisor, an Alamo Colleges District Telecommuting/Telework Agreement for any requested or renewing telework/telecommuting work arrangement. The employee will submit a request with all required documentation no later than November 1 for Spring Semester arrangements, April 1 for Summer Semester arrangements, and July 1 for Fall semester arrangements.
4. The term of a telecommuting/teleworking agreement shall not exceed one semester. An

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extension may be approved by the College President or Vice Chancellor. The agreement must be approved by the supervisor, and College President or Vice Chancellor. All agreements shall comply with the requirements of this procedure and all related regulations and procedures.

5. The position eligibility, terms of the arrangement, and approval for telework/telecommuting is to be determined on a case-by-case basis.
6. Unless otherwise specified in an approved telework/telecommuting agreement, an employee approved to telework/telecommute is responsible for establishing an appropriate and safe telework/telecommute environment. The employee must maintain a safe, secure, and ergonomic workspace that is conducive to a professional environment.
7. A non-College District off-site location shall be evaluated to determine whether the site is appropriate as a telecommuting work site. The supervisor may, at the supervisor's discretion, request that the College District safety officer conduct a safety inspection of the alternate work site.
8. The employee is expected to follow all applicable state and federal laws and regulations, and District policies and procedures, and to maintain access at employee's cost to secure networking and internet capabilities sufficient to successfully perform job duties while at an off-site location
9. The employee is expected and required to be working and performing duties and responsibilities during the business day work schedule. Non-exempt employees working under a Telework/Telecommuting Agreement may not work overtime without pre-approval by the supervisor.
10. Performance expectations for productivity, performance quality, accountability, communication and job-specific job requirements while teleworking are the same for as if the employee is working onsite, with the same performance benchmarks and measurement as any onsite employee in the position.
11. Telework/Telecommuting may be canceled at any time and for any reason at the discretion of the immediate supervisor, College President, Vice Chancellor, or Chancellor, as appropriate. An employee wishing to change a telework/telecommuting working arrangement must obtain written approval. A violation of the Telework/Telecommuting Agreement may result in disciplinary action, up to and including termination of employment.

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Security Guidelines

The College District may, at its discretion, provide equipment necessary to meet the job requirements, subject to availability and institutional guidelines.

The provision of a computer and other equipment is managed by the department of Information Technology Services. This includes issuing an Alamo Colleges-owned laptop computer for an employee to use when approved for telework/telecommuting under this procedure. If no portable option exists, the employee may be approved to use a desktop computer.

The laptop shall meet all required Minimum Security Standards for handling sensitive data and should be maintained departmentally, by qualified IT staff, following best practices for systems management. The employee is required to have a reliable broadband Internet connection at employee's cost to perform employee's duties and responsibilities.

Employment Relationship

A Telework/Telecommuting Agreement does not constitute an employment contract and does not create a property interest in employment.

Telework/Telecommuting is a management option, not an employee right or benefit, and approval for telecommuting for an employee does not set a precedent for any other employee. The existence of a telecommuting/teleworking agreement in no way alters an employee's at will relationship with the College District or the employee's obligation to observe all applicable College District policies, regulations, and procedures.

All existing terms and conditions of employment, including but not limited to the position description, salary, benefits, vacation, and leave remain the same as they would be if the employee worked only at employee's regular onsite workplace. The Agreement form contains instructions and other information, and the Agreement must be approved by the supervisor, College President, Vice Chancellor, Chancellor or designee as appropriate. All agreements shall comply with the requirements of this procedure and all related regulations and procedures.

Telecommuting Due to Medical Condition or Disability

A request for telework/telecommuting to accommodate a serious health condition under the Family Medical Leave Act ("FMLA") on an intermittent day should be submitted to the TOSI Benefits coordinators at dst-eerelations@alamo.edu.

A request to accommodate a known disability under the ADA should be submitted to the TOSI ADA Director at dst-eerelations@alamo.edu.

TOSI will facilitate the development of any reasonable accommodations with the employee and their leadership and will protect employee health information. Employee resources and forms for requesting telework as a disability or medical accommodation are available at [Employee](#)

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[Accommodation Resources.](#)

Telework/Telecommuting During a Catastrophe

See D.2.6.2 for Exemption from Restrictions During a Catastrophe