

## Telework Policy

### OFFICE HOURS AND WORK LOCATION

The agency's official office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. State agencies are required to remain open during the noon hour with at least one person on duty to accept calls, receive visitors, and conduct business. At the executive director's discretion, the executive director may close the agency for official business during unforeseen circumstances and/or emergencies.

Employees are expected to conduct agency business at the TCA headquarters located in the **George H. W. Bush building**, Monday through Friday, unless the employee is travelling for official state business or in the case of off-site meetings, conferences, or training. Normal office hours for employees may be staggered for traffic regulation with the authorization of the executive director. Employees who have a commute that is greater than 1 hour, may be granted authorization from the executive director to work remotely up to two days per week. Employees who have a commute that is greater than 1.5 hours may be granted authorization from the executive director to work remotely up to three days per week.