

Commission on the Arts

Remote Work: Hybrid

Article: 1

Date Submitted: 10/03/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
No	0	0	2	12	0	0	14

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

Each employee is required to work in the office a minimum of two days per week. The office is never without staff present. The policy for the required days onsite is stated as: Two days per week.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Employees report their hours in CAPPs.

Second Job Confirmation

The agency has not taken action to confirm that employees working remotely do not have second jobs during business hours.

Leave Policy Description

No response from the agency.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. The hybrid work schedule has made our agency a more attractive place to work.

Productivity Impact

The agency's remote working policy has impacted employee productivity. Staff is able to handle an increased workload more efficiently with less interruption.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 14.0

No additional context needed.

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	0	500	0	3,600	0	100	4,200

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

The OAG is comprised of multiple divisions with different staffing needs. The OAG supports in-person, fully on-site staff and has a telework policy that allows each division to recruit and retain staff based on the division's need. The telework policy allows up to two days a week remotely. Divisions are also allowed to have an ad-hoc telework policy for staff who need to work remotely unexpectedly.

The policy for the required days onsite is stated as: Divisions are required to have staff in person, on site at least three days a week.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy impacts the agency's facility and appropriation requests related to the agency facilities. It impacts technology needs for security.

Tracking Employee Hours

The agency tracks their remote employees' hours. Division management tracks the progress of each employee.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. Division management monitors the work of its employees.

Leave Policy Description

Similar to in-person and hybrid staff, the OAG follows state law for sick and vacation time for remote workers. All employees must notify their management if they need to take sick or vacation time. The OAG has seen a slight increase for accrued sick leave balances for all employees because hybrid and remote work allows employees to take less time off when using sick leave for routine medical appointments. OAG management has received feedback over the last two years that indicates employees live closer to their children's schools, childcare, and doctor offices. For example, if an employee has a doctor appointment, the employee may only take 1.5 hours of sick leave instead of the pre-COVID world of taking 3+ hours of sick leave due to commuting time to and from work.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. Hybrid remote work has been a tremendous benefit to recruitment and retention.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

Fiscal impact is not applicable or not specified.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 4,269.5

No additional context needed.

Bond Review Board

Remote Work: Hybrid

Article: 1

Date Submitted: 10/17/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
No	1	0	9	0	1	0	11

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

We allow 1 WFH day after 6 months, 2 WFH days after 1 year, and 3 WFH days after 2 years with the agency. The policy for the required days onsite is stated as: Everyone is required to be in office on Tuesdays, the other 10 employees WFH on assigned days that overlap.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Workers are available via Teams throughout their normal work hours and responsiveness is mandatory.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. They have to disclose if there is any employment elsewhere, that is made clear when they are first hired.

Leave Policy Description

We haven't really noticed any changes or patterns to how folks use their time.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. There seemed to be a lot of unhappiness when full time remote was discontinued after the pandemic, but now there seems to be a better understanding that there needs to be ample coverage in the office.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

The agency has seen a positive impact to fiscal implications. The longer we can retain staff that impacts us positively because it costs way more time and money to hire new staff.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 11.0

No additional context needed.

Cancer Prevention and Research Institute of Texas

Remote Work: Fully remote

Article: 1

Date Submitted: 10/18/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	0	5	0	11	0	32	48

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

CPRIT offers teleworking as an option to employees pursuant to the requirements and restrictions in the agency policy. Authorization for employees to telework is based on the needs and requirements of the agency. An employee must request and obtain approval annually from the supervisor and Chief Executive Officer using the agency Telework Agreement. To be eligible for teleworking, an employee must have appropriate time management and organizational skills, possess proven self-motivation, work full-time, continue to demonstrate satisfactory job performance, and perform tasks that are well suited to telework. Employee telework options include Hybrid Telework – Status where work is performed at the telework location and at the CPRIT office and Full-time Telework – Status where work is primarily performed at the telework location with some occasional work performed at the CPRIT office, as necessitated by agency needs. All employee obligations, performance expectations, and CPRIT policies apply equally whether the employee is physically present in the CPRIT office or teleworking. A teleworking employee must maintain communication while teleworking and be available to CPRIT staff and the public via electronic mail, telephone, and other communication methods including Microsoft Teams and Zoom as if the employee were physically in the office. The supervisor of an employee with an approved Telework Agreement will evaluate the employee's performance using the same standards used to evaluate an employee who performs all work at the office. The policy for the required days onsite is stated as: Hybrid employees work between 1 day up to 3 days at the office per week.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Employees are required to perform their duties according to their agreed daily work schedule. They must submit a monthly timesheet in the CAPPS system recording annual and sick leave taken during the work day.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. All CPRIT employees are required to disclose and receive approval for any outside employment. Through a certification, outside employment information is obtained from new employees and updated and submitted at least annually by active employees with a requirement to report any changes during the year to the agency. CPRIT's CEO reports this information to the CPRIT Oversight Committee annually.

Leave Policy Description

None to describe.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. CPRIT's remote working policy has impacted both employee recruitment and retention. With respect to recruitment, the agency was able to broaden the hiring pool for many positions during the past few years due to our telework policy. CPRIT hired 8 highly qualified individuals in critical positions who were not able to relocate to Austin. CPRIT's employee retention has improved due to the telework policy because several employees who relocated from the Austin metropolitan area to other parts of Texas have been able to continue to work for the agency. In addition, employees who live in the Austin metropolitan area but have one-way commutes of one to two hours to the Capitol complex due to traffic congestion continue to work for CPRIT because of the telework policy. Without that option, they would seek employment at other organizations.

Productivity Impact

The agency's remote working policy has impacted employee productivity. The agency teleworking policy has impacted employee productivity in several ways. Employees report that they are able to better balance home and work lives due to the ability to telework; they are less stressed during the workday because they do not have to commute to the office; and they are able to work more efficiently as well as more productively during the workday because there are none of the distractions of the office in their home work environments. CPRIT measures productivity for all employees according to their position and required metrics of that position. Agency managers communicate and meet with their staff regularly using email, telephone, Microsoft Teams, and Zoom, as well as in person meetings, if necessary. Managers monitor and address performance issues with an employee regardless of their telework status. CPRIT notes two additional issues related to employee productivity: 1. The largest portion of CPRIT's "customers" are potential grant applicants and grantee institutions, organizations, and companies, who are located across the state. These customers do not come to CPRIT's office in Austin to interact with staff. Generally, CPRIT staff travels to the grantee for a site visit, presentation, regional event, or on-site training. If CPRIT and grantee staff need to interact via a live conversation regarding an issue related to a grant application or grant contract, those interactions, whether the CPRIT employee is working at CPRIT's office or working remotely, take place with the grantee by zoom or Teams chat. This is more efficient for the grantee, who does not need to spend time and travel expense to come to CPRIT's office in Austin. 2. State agencies' use of remote and hybrid work policies in the Capitol Complex has helped to avoid potentially dire traffic situations developing when employees leave the Capitol Complex parking garages at high-traffic times of day. At the same time that the state has relocated more agency offices to the Capitol

Complex, road avenues to exit the Capitol Complex have decreased. For Capitol Complex employees, 15th Street and MLK Blvd are the two main E/W arteries to travel to I-35 and Mopac. With the removal of Congress Ave, the N/S options to reach 15th Street and MLK Blvd for state agencies on the east side of the Capitol Complex are limited to Brazos St. and San Jacinto St. Traffic on these streets backs up quickly at peak travel times, such that cars are stuck waiting to get out of the parking garages. When construction started on the new buildings at the Capitol Complex, at a meeting about the impact of the proposed construction, DPS provided a projected estimated wait time of 30 minutes to 1 hour during peak travel times to be able to leave the Capitol Complex parking garages.

Fiscal Impact

Fiscal impact is not applicable or not specified.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - N/A

No additional context needed.

Comptroller of Public Accounts

Remote Work: Hybrid

Article: 1

Date Submitted: 10/25/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	68	1,994	0	436	0	447	2,945

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

CPA provides for several different types of remote work, including as needed/upon request, fully remote (both in state and out of state), and hybrid. Remote work is intended to improve overall productivity of the agency, increase employee productivity, make optimal use of office facilities and equipment, reduce traffic congestion, and improve employee retention.

The policy for the required days onsite is stated as: CPA policy is that staff who can work remotely based on job duties, be in the office three days a week. Exceptions are made based on the specific job requirements.

Out of State Residency Status

54 employees reside in Georgia, Florida, Kentucky, Massachusetts, Tennessee, Minnesota, Missouri, Maryland, Indiana, Oklahoma, New York, Arizona, New Mexico, Ohio, Connecticut, New Jersey, Nevada, Washington.

Facility Application Impact

The agency believes that their remote working policy impacts the agency's facility and appropriation requests related to the agency facilities. The Comptroller's Office provides services across the state. Several of our employees providing direct customer service work out of their homes (appraisers, CID officers, etc.) Allowing these employees to office in their residences, keeps CPA from having to secure leased office space in more areas around the state.

Tracking Employee Hours

The agency tracks their remote employees' hours. Remote workers use the same payroll and timekeeping systems as non-remote workers (CAPPS). Management is responsible for ensuring that remote workers are productive and keeping up with assignments.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. CPA has implemented a dual employment policy that requires employees to disclose any additional employment and request approval before entering into additional employment. This review and approval is a recurring process and includes analyzing statewide employment information to determine if an employee is working at another state agency or university.

Leave Policy Description

CPA has noted that remote work affords employees more flexibility in scheduling leave and allows employees who are ill, but still able to work to continue working remotely. We have not seen an impact on vacation leave use.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. Remote work has had a positive and negative impact on recruitment and retention. It allows CPA to provide a valuable benefit to potential and current employees. It is often one of the first questions a prospective employee asks in an interview. Because CPA does not routinely offer full remote work, it can be a negative when a prospective or current employee has opportunities that do allow for full remote work. Several state agencies advertise full remote work for critical employees and that definitely affects employee recruitment and retention.

Productivity Impact

The agency's remote working policy has impacted employee productivity. Remote work has allowed work to be done outside of normal business hours more easily, cut down on tardiness, and general employee frustration with traffic and other commuting issues. CPA management is responsible for monitoring productivity on an ongoing basis.

Fiscal Impact

The agency has seen a positive impact to fiscal implications. Retention efforts have been positively impacted, resulting in less costs to hire and train staff. Leasing costs for field office space has declined as less space is needed.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 2,958.3

No additional context needed.

Commission on State Emergency Communications

Remote Work: Hybrid

Article: 1

Date Submitted: 10/14/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	0	0	0	20	0	0	20

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

CSEC utilizes telework as a management tool for accomplishing the agency's work. It is not an employee right. Participation in the program is voluntary and subject to management approval. The identification of eligible positions for telework is based on a review of the characteristics of the position, work style, and performance level of the employee. Employees in non-supervisory positions are eligible to telework no more than three days per week. Employees in supervisory positions are eligible to telework no more than two days per week. Each agency's department must ensure there is adequate in-office coverage during all regular business hours, including optional holidays and holidays requiring skeleton crew staff.

The policy for the required days onsite is stated as: Employees in non-supervisory positions are eligible to telework no more than three days per week. Employees in supervisory positions are eligible to telework no more than two days per week. Each agency's department must ensure there is adequate in-office coverage during all regular business hours, including optional holidays and holidays requiring skeleton crew staff.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. As a general matter, employees are required to track their hours via CAPPs and certify to those hours monthly. Supervisors are responsible for ensuring their direct reports are accounted for throughout the day and maintain consistent communication. In addition, the agency's IT environment tracks employee logins, network activity/interactions, IP addresses, and location data. A supervisor may request, with executive director's approval, an employee's IT network activity if there is a reasonable suspicion that an employee is abusing their telework privilege and take corrective actions accordingly.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. The agency maintains an outside employment, self-employment, and volunteer work policy that requires employees to submit any request and receive approval for outside employment. The request also includes an employee acknowledgement that states "I acknowledge that I cannot conduct any work for outside employers from state offices or while on state time. I further acknowledge that violation of this policy could result in my immediate termination from the agency."

Leave Policy Description

None.

Recruitment Impact

The agency's remote working policy has not impacted recruitment and retention at the agency.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 26.0

Documentation of caregivers during working hours may be required upon request.

Texas Emergency Services Retirement System

Remote Work: Hybrid

Article: 1

Date Submitted: 10/09/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	1	7	1	0	0	0	9

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

Employees work two days remote and three days in the office: Monday-Tuesday or Thursday - Friday. All staff is required to be on-site on Wednesday.

The policy for the required days onsite is stated as: Employees are required to work 3 days on-site.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Email Communications, work load and daily interactions with staff.

Second Job Confirmation

The agency has not taken action to confirm that employees working remotely do not have second jobs during business hours.

Leave Policy Description

If doctor's appointments or vacations are requested usually remote days are affected. The agency would recommend taking off site days if needed to ensure on-site coverage is not affected.

Recruitment Impact

The agency's remote working policy has not impacted recruitment and retention at the agency.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

The agency has seen a positive impact to fiscal implications. Work productivity has been affected positively It has allowed our staff to have an opportunity to work in an environment that allows better concentration. Remote work is a major factor of attracting and keeping talented staff. The work culture now is to provide staff a balance with work and personal life. Austin's traffic is a big stressor and the more we can provide the opportunity to assist in lessening traffic congestion.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 10.0

No additional context needed

Employees Retirement System

Remote Work: Hybrid

Article: 1

Date Submitted: 10/18/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
No	10	4	4	378	0	22	418

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

ERS designated headquarters is located in Austin, Texas, and is the primary location for employees to report to work. The agency has both hybrid and remote work environments available. Division directors can determine if a position in their department is suitable for a hybrid or remote work arrangement. ERS requires job performance standards be met in all instances. For hybrid remote workers a minimum of two days 'on premises' is the agency standard. This is established practice. Exceptions are allowed to work fully remote but must be justified.

The policy for the required days onsite is stated as: Minimum of 2 days per week with 3 or more encouraged.

Out of State Residency Status

7 employees reside in California, Illinois, Louisiana, Nebraska, South Carolina and Washington State.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. ERS uses the CAPPs HR for time and leave tracking for all employees.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. Employees are required to report any jobs held in addition to employment at ERS to ensure no conflicts of interest. Managers and supervisors have access to performance data, such as the number of calls taken each day, to confirm that full time work is occurring. Employees are required to log into VDI to perform their jobs and VDI logs are kept updated, in addition to video requirements for remote meetings, and responsiveness to chat messages sent internally. In addition, employees enter time spent on projects and other tasks into the Clarity system.

Leave Policy Description

N/A. ERS has seen greater presenteeism as a result of allowing employees to work from home when not feeling well or recovering from surgery.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. The ability to work part of your time at home has improved both recruitment and retention. ERS employees are very happy with the hybrid environment and this was confirmed with the information provided in the Survey of Employee Engagement. In fact, we have lost employees to fully remote environments so we believe we need a hybrid option in order to be a competitive employer.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 436.0

No additional context needed

Texas Ethics Commission

Remote Work: Hybrid

Article: 1

Date Submitted: 10/19/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	3	0	25	0	1	0	29

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

The TEC authorizes hybrid work arrangements on a case-by-case basis depending on the individual's job responsibilities and work performance.

The policy for the required days onsite is stated as: On average, TEC employees are expected to be on-site approximately 3 days per week. However, the number of days each employee is expected to be on-site varies and depends on the individual's job responsibilities and work performance.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. The managers remain in contact with their team members via Teams and emails. The employees must also self report and certify their time in CAPPs T&L; and the managers are required to approve and validate the leave entries.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. TEC is a small agency. Agency policy requires any outside employment to be approved by managers and the Executive Director. Managers also conduct daily check ins with their staff.

Leave Policy Description

No response from the agency.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. The flexibility to allow hybrid or remote work has helped retain staff and allows for a work and life balance.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 28.4

Requires desk phone to be forwarded to personal cell phone.

Facilities Commission

Remote Work: Hybrid

Article: 1

Date Submitted: 10/15/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	178	111	12	141	1	2	445

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

The Texas Facilities Commission’s remote work policy generally allows for work arrangements in which an employee regularly performs work at a remote location for a specified portion of the work week. TFC’s policy clearly states that remote work is not an entitlement, is not a companywide benefit, and in no way changes the terms and conditions of employment with the agency. The policy for the required days onsite is stated as: Primarily, on-site work is required 3-4 days a week for employees with hybrid work schedules.

Out of State Residency Status

2 employees reside in Arizona and South Carolina.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. The Texas Facilities Commission accounts for employee hours through monitoring of tasks performed and accessibility. The primary criterion for determining whether remote work is appropriate for any employee is if the arrangement meets the department’s business needs.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. Managers regularly meet with employees as part of the general day-to-day operations and, if their performance is unsatisfactory, will determine the root causes.

Leave Policy Description

Overall, the utilization of sick and vacation time by employees with approved remote work arrangements is in line with other employees. TFC’s policy clearly states that remote work is not a time to address other personal priorities (e.g. family care, personal errands, etc.).

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. In a competitive marketplace for employees, the availability of remote work for appropriate positions has kept us on a similar footing to other employers. We do not have data to demonstrate a direct correlation, but the ability to be responsive to the marketplace, employee needs, and our business needs are critical to our recruitment and retention efforts. The number of filled positions at TFC has steadily increased in the last several years and, while this correlates most closely with overall economic trends, remote work availability could play a role.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

The agency has seen a positive impact to fiscal implications. We do not have data that could show any direct correlation between remote work and certain fiscal outcomes for the agency. There was initial information technology costs related to implementing telework at the beginning of the pandemic, but standard refresh cycles have been applied since that time. Additionally, there were initial increases in utilities costs as HVAC systems were used to a higher degree in response to the pandemic, but recent trends have shown a de minimis reduction in utility utilization that could be related to remote work. However, during this time utility costs have increased due to additional square feet of space coming online and increased utility rates.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 587.8

Agency policy expressly requires a camera to be turned on during teleconferencing or synchronous group communications.

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	3	1	8	0	0	0	12

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

TPFA Personnel Policies and Procedures permit telework if there is a benefit to the agency and when authorized by the TPFA Executive Director.

The policy for the required days onsite is stated as: Most TPFA employees work a 3-2 in-office/remote work schedule. Agency management personnel are generally in the office 5 days a week.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Deliverables are reviewed at least weekly from staff and performance is assessed based on staff's ability to meet deadlines and quality of work, whether performed in office or working remotely. Additionally, all staff are required to sign a monthly attestation to their time worked/taken.

Second Job Confirmation

The agency has not taken action to confirm that employees working remotely do not have second jobs during business hours.

Leave Policy Description

For remote workers, TPFA has analyzed the current use of sick and annual leave as compared to such leave taken during COVID and has not seen an increase in leave taken.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. There is very little data to rely on to support this response, but TPFA did lose an employee when the agency instituted its return to office following COVID. During one interview, a candidate removed herself from consideration as she was solely interested in working from home and other candidates have inquired about the agency's remote work policy.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

The agency has seen a positive impact to fiscal implications. TPFA employees have experienced better work/life balance when teleworking, reducing stress and cost savings, and the agency has experienced retention of its current workforce due to the 3/2 remote work policy.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 17.0

No additional context needed.

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	0	5	11	295	0	0	311

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

Our Agency has a Telework Policy in which eligible employees are permitted to perform official duties at an alternative worksite for part of their work week (on a temporary, ad hoc, or recurring basis). We do not offer remote work. The policy for the required days onsite is stated as: Employees are required to be in-office three days per week.

Out of State Residency Status

2 - eligible to Telework employees reside in based out of Agency Office in Washington, DC.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Supervisors monitor employee work and work hours for staff, whether in office or in telework status. HR tracks approved telework status of employees across the Agency.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. The Agency uses an Outside Employment Form for all employment requests that are in addition to Agency work; this is not limited to staff who telework.

Leave Policy Description

Employees are permitted to telework up to 2 days per week. Employees must communicate with their supervisor for approval to telework when an illness would preclude in-office work, yet they believe they may be able to work from home. The supervisor may grant ability to telework ad hoc; or they may tell the employee to use sick leave.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. Other agencies have more lenient policies; therefore applicants have declined job offers and/or current staff have departed for positions with full telework.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:	FY 2024 GAA FTE Cap - 120.1
The OOG does not allow Remote Work, which is where an employee's official duty station in their home or other approved location and they are not expected to regularly report to an agency worksite.	

Historical Commission

Remote Work: Hybrid

Article: 1

Date Submitted: 10/18/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	0	200	0	129	0	5	334

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

Agency is a combination of Hybrid and Fully on site depending on the position. The policy for the required days onsite is stated as: 3 days telework 2 days in the office / week.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. All employees have a form on file with Human Resources that details their schedule, and any telework days. THC utilizes the CAPPs time keeping module to track, approve employee time, and run reports to identify any issues. In addition, supervisors set and monitor employee time and work products.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. THC policy requires that employees self-report any secondary employment and confirm in writing that the secondary employment does not interfere with their primary employment at THC. Violations of this policy may result in disciplinary actions.

Leave Policy Description

Allowing employees more flexibility regarding leave—such as the option to work from home when feeling unwell—can significantly benefit both the employees and the organization. This flexibility minimizes the need for physical presence, reducing the risk of spreading contagious illnesses. As a result, for those that able to telework, we have seen a decrease in both sick and vacation leave, which contributes to a healthier workplace overall.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. There are a number of top candidates that declined a THC position due to the established telework policy, in office twice a week. Candidates elected to select positions that allow for fully remote.

Productivity Impact

The agency's remote working policy has impacted employee productivity. Employees report that the remote policy impacts their productivity positively. For example, employees are working more time within a day since time spent on commuting is eliminated. Staff also report that being able to control and structure the home environment to reduce distractions and disruptions allows them to concentrate and improve the quality of their work. To measure productivity, many areas at THC use Asana (Project Management tool) to track assignments, review status and assign tasks. Other divisions utilize 1:1 meetings, email updates, and review of deliverables to evaluate productivity,

Fiscal Impact

Fiscal impact is not applicable or not specified.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 346.5

No additional context needed.

Department of Information Resources

Remote Work: Hybrid

Article: 1

Date Submitted: 10/22/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	0	14	2	231	0	1	248

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

DIR's Hybrid Work Program allows eligible employees to telework up to three days per week on a regular or intermittent basis. Eligibility is determined by whether the employee's job can be effectively performed remotely without compromising work quality or office productivity, and if their supervisor or designee approves based on the job description. Employees must not have received any disciplinary actions in the past six months, must meet or exceed performance expectations (unless they have not yet had a performance evaluation), and must have access to a secure network and internet through DIR's virtual private network. Employees who meet these criteria may request participation by submitting the DIR Hybrid Work Agreement form, but approval is at the discretion of DIR's Executive Director or designees. Agency needs take precedence over scheduled telework days, and employees may be required to work in the office when needed. Employees who fail to meet eligibility requirements may be removed from the program, and DIR reserves the right to terminate the agreement at any time based on operational needs or employee performance. Regarding full-time remote work, DIR may allow employees to work remotely in specific cases, such as during emergency situations, when the role is mission-critical, or when remote work is more efficient than alternatives. Employees must submit a Remote Work Request form for approval, and DIR can withdraw approval at any time as long as it complies with employment laws. The policy for the required days onsite is stated as: Employees who are approved to participate in DIR's Hybrid Work Program are required to be onsite a minimum of two days per work week.

Out of State Residency Status

1 employees reside in Kansas.

Facility Application Impact

The agency believes that their remote working policy impacts the agency's facility and appropriation requests related to the agency facilities. Currently, DIR has exceeded the space available to it for employee seating for approved FTE counts. DIR has worked extensively with the Texas Facilities Commission (TFC) to determine appropriate movement to new state buildings. Unfortunately, although DIR received confirmation that we would be relocated to a new state building, DIR has been removed from the roster of relocating state agencies twice. Further, although DIR submitted multiple Biennial Space Allocation Questionnaires over the past years and despite including a request for increased FTEs in our exceptional item requests, TFC was unaware of DIR's legislatively approved increase in FTEs. As of October 2024, DIR has no space remaining for all currently hired employees who need to be housed at the William P. Clements building. Space became an issue for DIR in 2023, at which time DIR moved a significant number of its workforce to DIR's Austin Data Center, a privately-owned, secure facility leased by DIR's data center service provider. Prior to moving the necessary staff, DIR received approval from TFC to relocate employees. DIR has reached out to TFC multiple times this year to address DIR's space concerns so that DIR can bring its employees back to a mostly unified location and out of leased space. DIR has scheduled several meetings with TFC to discuss this matter and these meetings have either (1) not occurred or (2) not been productive. If all employees had to fully return to office, DIR would have to further utilize leased space at the Austin Data Center and DIR's Network Security Operations Center, which would split teams that realistically should be placed at space in the WPC/downtown Austin area.

Tracking Employee Hours

The agency tracks their remote employees' hours. DIR's employees must submit their time through the Centralized Accounting and Payroll/Personnel System (CAPPS) administered by the Texas Comptroller of Public Accounts. Employees use a variety of labor codes to identify when they take accrued leave (e.g., compensatory time, annual leave, etc.), accrue leave, work more than eight hours, and work remotely. Employees who work remotely track their hours in CAPPS by entering, "PM_Telework" in the labor code section. Employees submit their timesheets monthly. The employee's supervisor is required to review the submitted timesheets and, if there are discrepancies in the time recorded, review the issues with the employee.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. If an employee works a second job, they must submit an Outside Employment or Business Approval Request form that provides sufficient information to address the required analysis detailed in DIR's Ethics Policy. This includes the work required for their second job and the hours that they will work for it. Prior to approval, this document is reviewed by the supervisor, division director, People and Culture Office, and Office of the General Counsel. Employees who fail to comply with DIR's policy regarding outside employment are subject to disciplinary action, up to and including termination. When possible, DIR recommends employees follow the below best practices for meetings:

- Stay present and engaged by limiting responses to non-meeting-related messages or non-emergency emails during meetings.
- Everyone's cameras should be on during meetings even if employees are not the meeting organizer.
- Shorten meeting lengths to drive decision-making, efficiency, and be respectful of coworkers' time. If the meeting duration is 30 minutes or longer, consider shortening the time by five minutes or more.
- Invite only those attendees who are necessary for the purpose of the meeting. Employees who are not necessary for the purpose should be listed as optional.
- When calling a debrief or read-out meeting, consider whether the meeting could be handled by an email instead.
- Meeting facilitators or their designee may track action items, which should not include confidential or security information. DIR also requires employees to respond to internal and external communications (e.g., emails, instant messages, and phone calls) within specified timeframes. Internal Response Times to Supervisors:

 - 15-minute response to all phone calls.
 - 30-minute response to all text messages.
 - Two-hour response to all emails.

- External Stakeholders:

 - Two-hour response to all phone calls.
 - Two-hour response to all text messages.
 - One business day response to all emails.

Leave Policy Description

DIR has observed that their employees take less sick time during remote work as employees are able to work from home while sick. Employees who intend to work while traveling outside of Texas must notify their supervisor, DIR's Payroll Officer, People and

Culture Office, and Office of the General Counsel before going on leaving so that they may receive proper approval to work remotely. This ensures both that DIR's employees are not engaging in "secret vacations" or "hush vacations" and that employees and the state are not negatively impacted by tax or Department of Labor implications.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. Attracting, hiring, and retaining top technology and cybersecurity talent in the Austin Metroplex has unique challenges. State government is competing in the same talent pool as local organizations with expanded perks and total reward offerings. Additionally, as a mid-size agency, DIR competes with large state agencies and companies in the private sector to attract talent and retain its IT workforce. DIR's hybrid work program has transformed the agency's recruitment and retention efforts. By offering hybrid work, DIR has access to a larger pool of talent, which increases its chances of finding the best candidates for IT and cybersecurity roles. More than 30 percent of DIR's workforce can retire in the next three years. To prepare for the potential exit of these experienced employees, DIR has expanded its recruitment efforts through internship, apprenticeship, and recent graduate recruiting. When engaging with this talent, hybrid work is a preferred option due to traffic, the cost of housing in Austin, salary differences between state government and the private industry, etc. By offering hybrid work options, DIR can successfully attract professionals in this demographic, which is critical for succession planning and business continuity. DIR's turnover rates continue to trend below private sector and state government averages due to the agency's dynamic culture, flexible schedules, and hybrid work program. Retention of DIR's workforce reduces recruitment and training costs. The agency continues to see high levels of employee morale and receives employee engagement rates that are higher than current trends in both the private and public sectors.

Productivity Impact

The agency's remote working policy has impacted employee productivity. DIR's Hybrid Work policy has had a positive impact on the agency, its customers, and the state across several key areas. One notable outcome is a 78.4% increase in documented meetings, reflecting improved collaboration, communication, and productivity. While productivity cannot be directly quantified, the increase in work volume—such as a 17% rise in payroll checks due to more full-time-equivalent positions—indicates growth. Additionally, DIR has seen a 62% rise in customer service requests and a 34% increase in expenditures for public and private cloud services, security, and other technology services to meet customer demand. The Capitol Complex Telephone System (CCTS) team has managed a 25% increase in service tickets over the last three years, maintaining a 95% customer satisfaction rating. DIR's IT Procurement and Contracting division has been highly productive, awarding 577 cooperative contracts and increasing internal procurements by 31%. The use of Historically Underutilized Business (HUB) contracts has also grown, rising from 29.16% in FY 2022 to 47.83% in FY 2024. DIR tracks employee productivity through several methods, including regular check-ins, performance evaluations, time and leave tracking, and goal planning. Supervisors conduct one-on-one meetings with employees to track progress on goals, identify challenges, and enhance productivity. Performance is assessed through CAPPS evaluations, and employees enter time and leave for review. DIR's strategic plan aligns individual and team goals with the agency's broader objectives. The agency has also earned high employee engagement scores, well above the industry average, and received customer satisfaction ratings ranging from 92% to 99%. Tools like Asana, Microsoft Teams, and Microsoft Project help monitor task completion, time spent on projects, and collaboration metrics. The People and Culture Office reviews employee engagement, well-being, and mental health through reports from the Employee Assistance Program and other indicators, such as sick leave and worker's compensation. Additionally, DIR encourages professional development through its Click to Learn program, with employees actively engaging in upskilling and reskilling, contributing to low turnover rates and high engagement. Finally, DIR measures overall productivity based on deliverable completion metrics. The agency's workforce continues to meet or exceed key performance indicators, and leadership takes corrective action when needed to ensure tasks are completed on time and within expectations. These outcomes demonstrate that DIR's Hybrid Work policy is effective in supporting productivity and collaboration while meeting the needs of the agency, its employees, and its customers.

Fiscal Impact

The agency has seen a positive impact to fiscal implications. DIR's hybrid work program appeals to applicants and current employees. This benefit can be observed through retention rates that exceed those of other state agencies. DIR's high retention rate has yielded positive fiscal impacts for DIR and the state. According to the Society for Human Resources Management (SHRM), the cost of turnover is measured by the cost to replace the talent, which the industry estimates is six to nine months of an employee's salary. Of the employee's salary, the cost to replace them may vary depending on the level of their position and expertise:

- Entry-level: 30 percent to 50 percent of their annual salary
- Mid-level: 125 percent to 150 percent of their annual salary
- High-level or highly specialized IT professional: Approximately 400 percent of their annual salary

In addition to the costs highlighted above, SHRM projects the costs of recruiting talent to backfill critical job postings is an average of nearly \$4,700 per new hire. Although this is the average, most employers project the cost to hire to be three or four times the position's salary (E.L. Goldberg & Associates, 2020). Generally, positions can take longer to fill in the public industry due to salary competitiveness, state recruitment requirements, and public perception of state job titles. Organizations are at particular risks of these types of costs when its employees feel disconnected. In its hybrid work setting, DIR's employees continue to experience a dynamic culture, and increased morale record engagement levels. This is extremely important as disconnection among employees can lead to decreased morale, engagement, and satisfaction ratings, which directly impacts productivity levels. Studies indicate that disengaged employees can result in a 20 percent to 30 percent drop in productivity (Gallup, 2017), which is DIR is not seeing given all of this. DIR's hybrid work program and adherence to the guidelines established by DIR's Employee Handbook have also led to lower absenteeism rates, which reduce costs associated with lost productivity generally estimated at \$225.8 billion annually in the United States or a minimum of \$1,685 per employee (Centers for Disease Control, 2022).

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 267.0

No additional context needed.

Library & Archive Commission

Remote Work: Hybrid

Article: 1

Date Submitted: 10/18/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	43	52	11	79	1	5	191

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

maximum of 3 days remote, unless for health/ADA reasons; must be in position minimum of 6 months; satisfactory performance; provide own equipment; come in if needed

The policy for the required days onsite is stated as: Most required to be onsite between 2 and 4 days per week. 19 work remotely 1 day per week; 41 work remotely 2 days per week; 22 work remotely three days per week.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Remote workers are required to be available, except for lunch time, and must be logged into agency network during work hours. Monthly login reports are made available to supervisors for review and/or action.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. Per agency's Employee Guide, all employees with outside employment are required to submit documentation to request approval to work jobs other than at agency.

Leave Policy Description

Staff are encouraged to make appointments on days scheduled for remote work to ensure staffing onsite is predictable and consistent.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. We have received more qualified applicants, particularly in hard to recruit IT and professional positions since offering hybrid and remote work. Remote workers have longer tenures with the agency and turnover has decreased significantly.

Productivity Impact

The agency's remote working policy has impacted employee productivity. Some positions require the ability to focus on tasks to ensure accuracy and timeliness of work products. Remote workers are better able to complete tasks due to fewer distractions and interruptions when away from normal workstations.

Fiscal Impact

The agency has seen a positive impact to fiscal implications. Decrease in turnover rate since implementing remote work policies has had a fiscal impact in a reduction in recruitment costs, higher per-hour rates for temporary employees, and the need to pay overtime when there are extended vacancies.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - N/A

No additional context needed.

Pension Review Board

Remote Work: Hybrid

Article: 1

Date Submitted: 10/14/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	0	0	0	9	0	2	11

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

The agency has three forms of telecommuting/remote work: fully remote, hybrid, and situational/temporary. (Response to question 3 did not allow for multiple answers). Employees wishing to work remotely in any form must complete a request form, to be renewed and updated annually. The policy provides that remote work is a privilege and not a right and may be revoked at any time by the executive director. The policy covers the purpose and objectives of remote work. It also prohibits remote work arrangements if employees live out of state and specifies that employees may be required to travel to Austin as need, such as for board meetings. The policy for the required days onsite is stated as: 2-3 days/week, and other times as needed, especially during the legislative session.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Tracking hours works the same for fully remote workers as for our hybrid staff. Staff work a standard 40-hour week unless they request time off, which is handled through a request process and tracking in CAPPs. Staff are expected to be responsive and available when working remotely and complete all assignments and projects with high quality and in a timely manner. The agency also uses technology tools, such as Teams, to stay connected and allow supervisors to ensure staff members are being productive and are available throughout the workday.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. The agency's personnel policies specify that employees may only accept outside employment, business, or other activities with prior written approval of the executive director. Such outside employment may not interfere with the duties, required working hours, or efficiency of the employee's work for the PRB and the agency has guidelines for approval in its ethics policy. If outside employment is approved, employees are required to inform the executive director of any changes, which are then subject to the executive director's approval. The executive director is free to disapprove a request or revoke approval at any time.

Leave Policy Description

Regardless of whether an employee is in the office or at home, supervisors monitor and approve use of sick or vacation leave to ensure leave is always used appropriately. Since implementation of remote/hybrid work, employees who might otherwise take a full day or days of sick leave if recovering from injury or caring for a sick child often work from home at least part of the day, using leave as appropriate to cover any hours during which they do not work. We have not compared current use of sick leave to before implementation of remote/hybrid work, but employees have likely used less leave than they would if required to work in the office full time.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. Our two fully remote employees are major contributors to the agency's mission, and we would not be able to retain these employees without their positions being fully remote (with exceptions—both travel to Austin for board meetings, for legislative meetings/hearings, or travel to conferences or other events as needed). One fully remote employee is the staff actuary, without whom the agency would be unable to accomplish its mission. He was hired as a remote employee in 2021 to fill the staff actuary position, which is a highly technical position and historically a very difficult position to fill. The other fully remote employee started as an Austin-based employee but moved within Texas for family reasons. The agency was able to retain an excellent employee by allowing her to remain at the agency but in a remote position. For hybrid employees (those based in Austin), the ability to work from home part of the week has contributed to their ability to balance work and home/family commitments. It is impossible to say for sure if the agency would have experienced more turnover without hybrid work, but it seems likely given positive employee feedback on remote/hybrid work. Our agency has also noted during the hiring process that applicants are seeking hybrid or remote work, and may not continue to pursue employment opportunities with the agency based on our in-office requirements for employees based in the Austin area.

Productivity Impact

The agency's remote working policy has impacted employee productivity. The agency has not systematically measured productivity from before remote/hybrid work vs. today, but anecdotally we know that employees frequently work from home at least part of the day while attending to other matters, such as having a sick child at home. Another example would be home repairs—employees may have taken an entire day off in the past but now are able to work from home while waiting for repair people/contractors to arrive. Agency staff have successfully completed numerous significant, complex projects this interim, including major rulemakings, creating and updating new and existing guidelines and guidance, working extensively with systems and their sponsors on pension funding issues, developing numerous legislative recommendations, and completing intensive reviews and studies of actuarial issues.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:
No additional context needed

FY 2024 GAA FTE Cap - 13.0

Preservation Board

Remote Work: Hybrid

Article: 1

Date Submitted: 10/18/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	128	52	3	54	0	0	237

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

Employees in jobs that are conducive to telework may apply to work from home up to 2-days per week after a 6 month probationary period with the agency. The employee must be in good standing and continue to successfully perform their job duties from home to telework. Other standard requirements include that the employee has previously demonstrated their abilities to successfully organize, manage time, and work productively with minimal supervision; meets or exceeds expectations in their current performance evaluation; has a thorough knowledge of their job functions and equipment required to telecommute; and has access to a remote work site that is safe and free from interruptions.

The policy for the required days onsite is stated as: About 25% of SPB employees are approved to telework, they are required to be on-site a minimum of 3-days per week. These are staff whose jobs are administrative or require less face-to-face interaction such as accounting, purchasing, and information technology. Some employees who are authorized to telework and have an approved telework agreement only telework as needed or upon request. Those employees telework on average less than 3 days per month. They are considered intermittent telework employees, not recurring telework employees. About 75% of SPB employees are fully on-site due to the nature of the agency's work. Those include housekeeping, grounds and facilities maintenance, education specialist and customer service representatives assisting those who visit the Capitol and Bullock Museum.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Employees are required to work their normal work hours from their home office, be responsive to calls and emails, be active on Teams and provide a report of completed tasks to their supervisor if requested.

Second Job Confirmation

The agency has not taken action to confirm that employees working remotely do not have second jobs during business hours.

Leave Policy Description

Employees who are too sick to work must use sick leave. Telework cannot be substituted for a sick day if the employee is not well enough to perform their job duties.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. Telework has had a limited impact on recruitment and retention at the SPB because the majority of employees are not eligible to telework. Telework has assisted with retention for employees who are eligible, especially for those who must travel to downtown Austin from Williamson or Hays County. In smaller agencies like SPB, there are some teams that have 1-2 employees who perform a function. Turnover in critical positions has a significant impact on operations. It's been challenging to compete for, and attract talent in accounting, purchasing, and information technology positions.

Productivity Impact

The agency's remote working policy has impacted employee productivity. Yes, telework is believed to have improved productivity since employees have fewer interruptions and can focus and complete tasks more quickly. Productivity is not measured but is monitored by the employee's supervisor to ensure the employee is performing as well or better from home. Employees must be responsive and able to be contacted by phone, email, and video conferencing during the workday. The employee's work phone must be forwarded to a telephone at the alternate worksite on telework days and the employee must participate in calls and meetings.

Fiscal Impact

Fiscal impact is not applicable or not specified.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 180.5

No additional context needed.

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	11	33	2	65	0	2	113

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

SORM offers up to two remote workdays per workweek to eligible employees. All employees working remotely are required to complete training, sign a Remote Work Agreement, and to comply with all terms of the agency policy. The policy for the required days onsite is stated as: Leadership staff and designated employees are required to be fully on-site. Other eligible employees typically are on-site three days per week, unless otherwise approved by management.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. "Under the adopted policy, the remote worker must adhere to the approved remote work schedule. Management is expected to maintain contact with remote employees to validate availability and productivity. The remote worker is expected to account for work and non-work hours and take appropriate leave to account for time away from normal work-related duties.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. Employees with second employment must receive prior written authorization providing sufficient information for the agency to validate there are no conflicts of interest or interference with agency job hours and duties.

Leave Policy Description

No known implications noted. Training and agency policy emphasize the necessity of accurate timekeeping and proper use of leave.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. More applicants are expecting to work remotely full time and the available pool of potential applicants has been constrained. While SORM believes that allowing employees to work remotely, when appropriate or necessary, is an essential component of its Continuity of Operations Plan and can help retain skilled employees, improve employee morale and productivity, and enhance SORM's ability to recruit skilled employees, public expectations of being fully remote have exerted a negative pressure on recruiting and retention.

Productivity Impact

The agency's remote working policy has impacted employee productivity. Remote work is highly dependent on individual engagement, work ethic, and the nature of the position. Some employees thrive independently and exhibit increased productivity, while others exhibit diminished productivity and require more active supervision. Under SORM policy, remote work is a privilege rather than an entitlement. Remote work authorization may be revoked or modified by management at any time. Management actively monitors and reviews the following: a. Work product; b. Reports or official documents; c. Remote work logs; d. Data from software or programs that tracks employee tasks and productivity; and/or e. Spreadsheets or other digital tools used to track employee tasks or productivity.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 131.6

No additional context needed.

Secretary of State

Remote Work: Hybrid

Article: 1

Date Submitted: 10/18/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	3	103	13	157	2	12	290

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

Teleworking is an arrangement in which an employee works from a location other than the employee's regular or temporarily assigned place of employment. Teleworking may be available to employees when it is of mutual benefit to the employee and to the Agency. Teleworking is not an employee benefit or right; it is based on the Agency's needs, the position held within the Agency, and the employee's level of performance. The SOS has fully on-site, hybrid, and fully remote positions. The policy for the required days onsite is stated as: 3 days on-site / week.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy impacts the agency's facility and appropriation requests related to the agency facilities. The agency has space constraints in its existing building and has requested renovations to increase usable space for FTEs through the LAR exceptional item process proposed by the Texas Facilities Commission. Without the remote work abilities, the agency would be searching for additional building capacity at its Austin headquarters as well as regional space for FTEs in the field.

Tracking Employee Hours

The agency tracks their remote employees' hours. In the same manner as the fully onsite staff. Divisions have oversight tools to track employee attendance, performance, and work production.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. The agency requires all FTEs to disclose and be approved for any outside employment. Approval is not granted for secondary employment that occurs during the agency business hours 8am to 5pm or that is in conflict to the agency's business.

Leave Policy Description

The agency has seen a decline in the amount of accumulated leave that has been used in prior years due to the ability to telework.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. The ability to offer telework has had a positive impact on recruitment and retention as we have lost some employees to employers who offer full remote opportunities.

Productivity Impact

The agency's remote working policy has impacted employee productivity. Remote work offers several benefits for employee productivity, including fewer distractions, reduced commute times, a more comfortable work environment, and a healthier environment than working in an office. These factors contribute to improved performance which results in greater productivity. Productivity measures are completion efficiency and timeliness of tasks.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 291.0

Explicitly allows telework for "transitory impairment" due to medical reasons.

Veterans Commission

Remote Work: Fully remote

Article: 1

Date Submitted: 10/16/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	0	0	436	0	26	0	462

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

TVC has limited positions that are categorized as Full time Remote positions. All other positions within the agency are eligible for a Hybrid schedule. Participation is based on performance and is granted by the department director. The policy for the required days onsite is stated as: Hybrid work schedules require a minimum of three days per week in office. Single employee offices must be in office a minimum of four days per week.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Currently TVC does not use employee monitoring software. Hours are tracked using CAPPS Time and Labor entries by the employee and approved by the supervisor.

Second Job Confirmation

The agency has not taken action to confirm that employees working remotely do not have second jobs during business hours.

Leave Policy Description

There has been no new policy generated regarding sick and vacation leave specific to remote workers. Employees have stated that they will continue to get online and work if not feeling 100% therefore continue production. If the employee had to come into the office on that day, they would most likely call in sick.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. The shift to remote work has brought both opportunities and challenges to TVC Recruitment and Retention. Since Covid there has been an increase in competition with agencies and businesses who offer full time remote, thus affecting both retention and recruitment. Attracting top talent in particular classifications such as finance roles has required TVC to adopt hybrid schedules with increased work from home days in order to stay competitive. For some classifications, the hybrid schedule has created loyalty. Employees appreciate the flexibility and believe finding employment opportunities elsewhere with similar benefits could be difficult. TVC monitors recruitment and retention trends closely to ensure we remain competitive.

Productivity Impact

The agency's remote working policy has impacted employee productivity. Departments within TVC are reporting increased productivity due to reduced interruptions during the workday. Scheduled meetings and length of meetings have been reduced considerably creating more space for work tasks. Also, employees will get online sooner or stay online longer to complete a task rather than spending the time commuting to and from the office.

Fiscal Impact

The agency has seen a positive impact to fiscal implications. Communication software and IT equipment purchased for remote work has been beneficial as travel costs have been reduced. Individuals now have the ability to conduct meetings and training events remotely through communication software such as MS Teams and Zoom.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 461.5

No additional context needed.

Department of Family and Protective Services

Remote Work: As needed/Upon request

Article: 2

Date Submitted: 10/09/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	0	0	0	0	0	0	0

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

The majority of DFPS staff (caseworkers / field staff) are considered to be "mobile workers" in that they work in the community. Traditional office positions may be allowed to also work remotely (telework) if the functions of their position support this type of working environment. The majority of these positions are allowed to work remotely either two or three days a week, with some also being full-time telework. DFPS is currently updating our telework policy in order to provide structure and consistency throughout the agency and better track the location of remote workers.

The policy for the required days onsite is stated as: A decision was made in 2020 to discontinue the tracking of remote work in CAPPs Human Resources due to work from home requirements related to COVID. As the telework policies are finalized for the agency, efforts have been made to resume this tracking and it's anticipated this will resume in FY 2025. Given this, we're unable to provide the detail requested above. Most traditional office positions within DFPS are allowed to work remotely (telework) either two or three days per week, while some are considered to be full-time telework.

Out of State Residency Status

39 employees reside in New Mexico, Louisiana, Arkansas, Oklahoma, Arkansas, Hawaii.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. DFPS uses an exception based time accounting system within the CAPPs. This is managed by the supervisor in conjunction with oversight from DFPS Human Resources and the HHSC - Payroll, Time, Labor, and Leave Office.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. The agency "moonlighting" policy requires that all employees receive prior approval before working a second job. As a part of this approval process the employee indicates the hours typically to be worked and a work schedule. Additionally, DFPS HR policy requires the DFPS be the "primary" job. If an employee is suspected to be working a second job during their scheduled working hours the DFPS Information Security Office has the ability to assess if the employee is using state resources. Additionally, management, in conjunction with HR, may investigate any allegation of misconduct.

Leave Policy Description

Remote works are held to the same time and leave policy as non-remote workers. DFPS HR is not aware of any impact that remote working on time and leave accruals or use.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. The ability to work remotely is frequently a topic of conversation in the recruiting process. DFPS feels the flexibility of allowing telework has helped with recruitment efforts, but we do not have any hard data to support this.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

Fiscal impact is not applicable or not specified.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 12,105.5

No additional context needed.

Department of State Health Services

Remote Work: Hybrid

Article: 2

Date Submitted: 10/17/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	353	1,981	64	789	17	590	3,794

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

The Department of State Health Services (DSHS) may designate specific positions for which teleworking is mandatory, or an employee can request approval to telework. It is DSHS policy that telework may be approved when management determines that it provides a benefit or meets the business needs of the agency. Telework is allowable only for positions in which essential functions can be performed at an approved remote location without diminishing the quality of work, disrupting the productivity of the business office or creating additional costs to the agency. Telework is approved on a case-by-case basis, taking the position's essential job functions into consideration. Some DSHS positions are designated as full- or part-time telework. Employees who enter a telework arrangement may be required to come into the assigned business office to perform essential job functions and attend in-person meetings, as directed by the employee's immediate supervisor.

The policy for the required days onsite is stated as: Average number of hours all hybrid employees are required to be onsite is 17.68 hours per week.

Out of State Residency Status

3 employees reside in Colorado (1); New Mexico (2). Note: The two employees in New Mexico are headquartered in El Paso.

Facility Application Impact

The agency believes that their remote working policy impacts the agency's facility and appropriation requests related to the agency facilities. Because of telework, DSHS reduced the amount of leased space specifically in the Austin area. DSHS would have needed to ask for increased funding for cost increases for this previously leased space. Additionally, DSHS avoided increased costs for new space that was needed by repurposing space freed up by telework.

Tracking Employee Hours

The agency tracks their remote employees' hours. All employees' hours are tracked in CAPPs Human Capital Management, regardless of remote work status. The human resource policies for employee time and leave management are consistently applied across the board. DSHS employees sign and certify their time monthly, which is also approved by their supervisor.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. All employees are held to the same standards regarding outside employment. Per HHS Human Resource policy, HHS employees are prohibited from working as an employee for another Texas state agency or a Texas institution of higher education, and employees must submit a request to work at another job.

Leave Policy Description

No implications. Employees who work remotely are expected to follow the same policies and procedures as employees who fully work onsite when taking sick or vacation leave.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. DSHS does not have hard data to show impacts of the agency remote work policy on recruitment and retention. DSHS has been able to deduce through observation and feedback that offering remote work opportunities to those positions that qualify have elevated DSHS' ability to recruit and retain staff positively. The areas of potential positive impact include turnover reduction; work/life balance; and increased applicant pools.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

The agency has seen a positive impact to fiscal implications. Because of telework, DSHS reduced the amount of leased space specifically in the Austin area. DSHS would have needed to ask for increased funding for cost increases for this previously leased space. Additionally, DSHS avoided increased costs for new space that was needed by repurposing space freed up by telework.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 3,376.2

No additional context needed.

Health and Human Services Commission

Remote Work: As needed/Upon request

Article: 2

Date Submitted: 10/18/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	14,949	10,083	506	6,169	100	6,220	38,027

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

HHSC is a large agency with a diverse set of responsibilities and missions. HHSC strives for flexibility in telework arrangements according to business area, stakeholder, and client needs. All telework arrangements require balancing those needs and the public good with the recruitment, retention, morale, disaster preparedness, and space saving benefits of teleworking. A significant percentage of agency employees have to be at their work site to perform their job responsibilities, making them ineligible for telework or remote work. More than 70% of employees, including most employees working at the SSLCs and State Hospitals, eligibility operations employees with positions requiring face-to-face client interactions and employees in many other types of positions, report to the office daily. Between employees with full time on-site schedules, and hybrid employees reporting to the office, more than 80% of the agency's workforce is scheduled to work in-person on any given day. HHSC's formal written telework policies require that employees may telework only for those jobs that can be performed at a remote site without diminishing the quality of work or disrupting the productivity of the office. Eligibility is determined by the immediate supervisor. The supervisor must consider the: - minimum technological requirements to perform the job duties and the impact on the agency of meeting the requirements at an alternate work site; - confidentiality of information that would be taken from the regular site and the ability to maintain confidentiality at the alternate work site; - ability of the employee and supervisor to establish work expectations and a means to measure employee productivity in relation to such expectations; - amount of time the position's job duties require the employee to be physically at the regular office site; and - advantages, as well as disadvantages, to the agency and its clients/stakeholders of having the employee in that position work at an alternate site, including the impact on other staff in the work unit who do not telecommute. Once determined eligible, the employee and supervisor must agree to the employee's participation in the telework program. Telework requests are approved in the Centralized Accounting and Payroll/Personnel System (CAPPS). The policy for the required days onsite is stated as: Note that the FTE information provided above for the number of agency FTEs with each type of approved work schedule are headcount and not Full-time Equivalents as of October 2024. Headcounts for Fully Remote and Hybrid workers do not include Mobile Workers. Mobile workers are in positions in which their officially assigned duties require frequent or constant travel to client locations. Mobile workers may or may not have a designated office location and may use workspace at a remote business office location. Mobile work is not optional; it is a requirement to perform the job such as a field inspector or delivery driver. Per HHSC's telework policy, eligibility for telework is determined by the immediate supervisor in accordance with their business needs and with the policies, rules, and guidance within their business unit. Hybrid arrangements vary from one day or less per week up to 4 days per week on-site. Employees and supervisors must enter into a telework agreement and formalize a teleworking schedule in CAPPS. Deviations from or changes to that schedule must be agreed to by the employee's supervisor. In general, hybrid arrangement most commonly require between 1 and 3 days on-site. Of HHSC's 6,675 hybrid workers, approximately 43% are on-site 1 day per week, 23% are on-site 2 days per week, 22% are on site 3 days per week, 7% are on site 4 days per week, and 5.5% are on-site at other varying frequencies (3.5 days, 2.5 days, or other arrangements).

Out of State Residency Status

12 employees reside in The total of non-Texas remote workers provided above includes remote workers who do not reside in Texas and are full time teleworkers. Of those 12 employees, remote workers reside in Arkansas, Washington, North Carolina, Pennsylvania, Maryland, Colorado, Missouri, Georgia, Virginia, Oregon, California, and New Mexico). HHSC has an additional 13 remote workers with a hybrid schedule that reside out of state but report to a work location at least once per week (Arkansas, Louisiana, New Mexico, Oklahoma). HHSC has an additional 90 employees who do not reside in Texas but work in-office full time, many of whom live in New Mexico and report to El Paso, or live in Oklahoma and report to Vernon or Wichita Falls.

Facility Application Impact

The agency believes that their remote working policy impacts the agency's facility and appropriation requests related to the agency facilities. -Telework has afforded HHSC flexibility in managing space usage for central office staff in Austin, which led to a pause on the continued development of the North Austin Complex. A Phase II of the project was planned with assumed construction + contingency costs of about \$140 million. One-time costs associated with the NAC Phase II project also included an estimated \$21 million for technology services and furniture/equipment for the new building. A Phase III project was also included in the preliminary master plan depending on future remaining capacity needs. -In addition to one-time costs, HHSC estimates an additional \$3 million annual All Funds savings related to increased utility and security costs for the NAC Phase II and III projects. -The flexible use of NAC capacity due to telework has allowed HHSC to consolidate leases throughout Austin. In fiscal year 2023 and 2024, HHSC was able to close 9 leases in Austin, with an All Funds savings of approximately \$7.6 million. An additional lease in Austin is projected to close this year with an additional annual savings of approximately \$300k annually. The savings from closed leases were assumed in the agency's appropriations to partially offset rising costs for remaining leases in the state and increased costs for janitorial, security, and other contracted services in Austin and regionally. There would be significant additional state costs associated with short-term and long-term efforts to ensure sufficient space if substantial changes are made to HHSC's current telework policy.

Tracking Employee Hours

The agency tracks their remote employees' hours. HHSC uses exception-based employee tracking through the Centralized Accounting and Payroll/Personnel System. Employees are required to document leave taken, including annual, sick, and other types of approved leave. Workers are required to inform their supervisor and, if unable to work from home, either work from the office or use accrued paid leave as applicable. Exceptions may exist for cases like inclement weather causing outages and/or office closures, but those are evaluated on a case-by-case basis and the EC may grant emergency leave in those situations. Supervisors may require additional steps for their employees, including checking in and out at the beginning and end of the day, regular remote or in-person meetings, etc.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. HHSC has written policies related to Off-Duty and Outside Employment or Activity. Employees are prohibited from moonlighting during the

employee's regularly scheduled work hours, using state-owned equipment or resources, or if the activity interferes with the employee's work. Employees are required to Request for Clearance for Non-Agency Employment or Activity. Supervisors are responsible for documenting performance of employees to ensure that employees are meeting expectations related to their job performance.

Leave Policy Description

HHSC analyzed annual and sick leave data from FY23 compared to FY19 (pre-covid) and found that total Annual Leave and Sick leave usage was down 15% and 11% respectively. Average Annual and Sick leave balances were higher by 17% and 19%. FY24 utilization of Annual Leave and Sick Leave trended back to pre-covid levels. Annual and Sick Leave balances are higher at present, but utilization has appeared to trend back to normal numbers in FY24. There are a number of factors that can influence the use of leave, for example, Annual Leave usage per employee in FY14 and FY 15 were significantly higher than for FY24 and FY25. The Transformation of the HHS system beginning primarily in FY17 caused a significant shift in the age and length of service of HHSC employees. Lower leave balances for younger and less-tenured staff may have influenced behavior. Also, the ability to continue to work from home may also reduce burnout and illness or allow a remote worker to continue to work through a minor illness, allowing operations to continue, when previously they may have been required to use leave.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. -While statewide and targeted salary increases provided by the 88th Legislature, the end of most major disruptions from the COVID-19 pandemic, and other factors make it difficult to determine the exact impact of telework on recruitment and retention, HHSC is experiencing unprecedented reductions in turnover and increases in filled positions. Telework is one of the factors driving this change. Compared to 3rd Quarter FY 2022, fill rates have improved by 16.62% across the agency. -Flexible telework arrangements have allowed HHSC to increase the geographic diversity of its workforce, providing employment opportunities that would have previously required closer proximity to Austin or other area with significant office or facility space. -New hires have cited the telework policy as a reason they sought work at HHSC and continue to work at the agency. Interviewers consistently report that some of the most frequently asked questions by interviewees relate to agency telework policies and flexibility.

Productivity Impact

The agency's remote working policy has impacted employee productivity. HHSC uses a flexible telework approach due to the diversity of programs, services, duties, and activities of its many business areas. It's important to note that HHSC has business areas that are individually larger than many other state agencies. In general, measuring of productivity varies between two primary categories of teleworkers: teleworkers with task-based job duties and teleworkers with objective-based job duties. Specific measures of productivity vary between business units, but for task-based job duties, the agency employs metrics to monitor workloads and the number and quality of tasks completed. Examples: Access and Eligibility Services: Access and Eligibility Services has experienced overall improvement in staff performance and productivity because of HHSC's flexible telework policy. For eligibility advisors across the state, telework is available for employees meeting acceptable processing efficiency standards (80% of cases worked within the standard processing time). HHSC monitors online utilization, processing efficiency, and completion rates for every team member using the Eligibility Workload Management System (EWMS). Additionally, flexible telework policy has increased opportunities for retention and internal promotions within Access and Eligibility Services. Recruiting statewide allows AES to draw from regional expertise and frontline staff for policy, quality, operations and administrative positions, reducing turnover costs and retaining important institutional knowledge. Internal performance tracking indicate staff consistently meet or exceed performance expectations and staff report improved morale because of telework opportunities. Regulatory Services Division: collects metrics related to call volumes, applications approved, number of licensees, etc. and has not seen any measurable impacts of telework on productivity. The RSD business model has always required most of its workforce to be mobile and work outside a traditional office-based setting. Before the pandemic, RSD Managers routinely supervised staff at different locations across the state and/or in the field collecting surveys, investigations, and/or inspections. RSD has not seen any negative impacts to productivity related to telework. Telework has allowed RSD to remain customer-oriented and accessible. Staff working from home vs a traditional office-based setting allows the continuation of work even if there are office closures for an extended period due to renovations, bad weather, power outages, etc. This was demonstrated during the pandemic and Winter Storm Uri. Employee productivity is monitored through various workload reports such as HEART, TULIP, and VERINT. Additionally, RSD uses quality measures to measure staff performance. Accounting: Areas in the Accounting department have the ability to monitor productivity related to the number of payments processed, number of travel claims processed, and other tasks. In addition, many Accounting deliverables have critical deadlines, so employees responsible for completing federal reports, or for drawing down federal funds are evaluated by ability to meet critical deadlines. Accounting revokes telework status if and when there is a dip in productivity or other performance issues by a specific employee. Other: Teleworkers with objective-based job duties are evaluated based on their ability to achieve those objectives. While productivity for these types of positions cannot be as easily quantified by tracking specific tasks completed, supervisors are responsible for defining and documenting that employees are meeting expectations related to their job performance. The responses above consider productivity on a worker-by-worker basis. Another important nuance is the impact of telework on total maximum productivity of the agency. For example, during Winter Storm Uri, HHSC was able to utilize telework capability to continue certain essential job functions that would not have been possible before widespread use of telework flexibility and capabilities. The use of telework mitigated some of the loss of productivity that would have otherwise occurred due to the storm.

Fiscal Impact

The agency has seen a positive impact to fiscal implications. The agency has primarily benefited from telework as it relates to managing space. -Remote work has reduced the need for physical office spaces which reduces maintenance and facility costs and allows HHSC to maximize use of North Austin Complex space to house more employees. -Reductions in the number of agency leases has allowed the agency to manage rising lease and facility costs while minimizing the need for additional funding. -Recruitment and retention efforts, including offering telework where appropriate, have resulted in significant changes to agency turnover and fill rates. Telework has helped to mitigate some of the additional office space and increased maintenance and operations costs for facilities that would otherwise be incurred through the increase in the number of employees.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 38,698.0

No additional context needed.

TEA - Programs and Administration

Remote Work: Hybrid

Article: 3

Date Submitted: 10/16/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	0	0	46	477	0	701	1,224

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

TEA's Operating Procedure 07-40: Teleworking General. Teleworking at TEA is a management option, not an employee right. Approval to telework is within the discretion of management. Division directors and higher-level managers will establish which positions can telework and the type of teleworking that applies to each position based on job duties and performance. Failure to meet expectations may result in loss of teleworking privileges and/or disciplinary action, up to and including termination. Work Location. When teleworking is approved, it may be permitted from any location within Texas. Employees must be able to report to the TEA headquarters in Austin when required by their supervisor(s). Supervisors should ensure that employees are aware of this requirement before approving a work location outside the central Texas region.

The policy for the required days onsite is stated as: Based on the Job Description. Typically between 2-5 days per week.

Out of State Residency Status

14 employees reside in AL, AZ, FL, NC, LA, CO, NY, NJ, NV, MA, TN, WA.

Facility Application Impact

The agency believes that their remote working policy impacts the agency's facility and appropriation requests related to the agency facilities. In FY24, TEA began efforts to consolidate the number of floors in the William B. Travis Building from 7 floors to 4. This consolidation will be completed by FY26. Prior to FY2023, TEA also vacated the Moody Building.

Tracking Employee Hours

The agency tracks their remote employees' hours. Supervisor Oversight; CAPPs for reporting leave; "The teleworking employee will: Be available for contact and communication with the office and agency stakeholders during teleworking hours in the same manner as if the employee were working at the agency offices."

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. Agency Standards of Conduct and Conflicts of Interest Supplementary Employment Subject to Reporting Requirements. An employee shall report employment, contract work, or any agreement to receive compensation or other benefit in exchange for work performed with any entity, organization, company, or program listed below. Prior to receiving any benefit for the performance of supplementary work, an employee shall obtain approval from his or her supervisor and the agency's Ethics Advisor. Approval shall be requested by submitting a Disclosure Reporting Form, as described in subsection (e) below. If the employment is approved, the employee must file the signed form with the Division of Human Resources.

Leave Policy Description

Remote employees are expected to adhere to the established guidelines and procedures for requesting sick and vacation leave while teleworking, in accordance with our Operating Procedure on Leave Policies.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. Recruitment - To enhance our recruitment efforts, we include the statement, "Flexible work location within the state of Texas may be considered for qualified candidates," in our job postings. This adjustment facilitates access to a broader talent pool throughout the state. Retention - FY2024 Survey of Employee Engagement shows 93% of TEA employees agree that "TEA's hybrid work environment is one reason I am satisfied with my work."

Productivity Impact

The agency's remote working policy has impacted employee productivity. Remote work and teleworking has strengthened our agency's productivity and elevated our status as a competitive employer for all Texans. We have observed notable improvements in workforce quality, productivity, satisfaction, and retention. For instance, our performance evaluation scores have increased from 3.83 in FY20 to 3.90 in FY21, maintaining that level through FY22 and FY23. Additionally, our turnover rate has decreased by more than 6 percentage points from pre-pandemic levels, when telework was less prevalent. As a result, TEA has become an attractive employer for individuals with a breadth of talent across both rural and urban geographies, giving the agency a competitive advantage when competing for high-performing talent.

Fiscal Impact

The agency has seen a positive impact to fiscal implications. As a result of moving out of the Moody building, rent expense decreased approximately \$1.1M per year.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 1,270.0

most, if not all of staff that were in Moody Building were PSF and have moved.

Permanents School Fund Corporation

Remote Work: Hybrid

Article: 3

Date Submitted: 10/25/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
No	0	0	0	82	0	0	82

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

The minimum in-office work requirement is 2 days per week. Department heads may establish departmental policies requiring their direct reports to be in-office more than 2 days per week. Currently, the majority of employees work in-office 3 - 4 days per week, depending on current workload, coverage requirements, and meeting schedules. Texas PSF Corp leadership is currently developing a remote work policy, and we anticipate the in-office requirement increasing for all employees upon moving to Innovation Tower when space allows.

The policy for the required days onsite is stated as: The minimum in-office work requirement is 2 days per week. Department heads may establish departmental policies requiring their direct reports to be in-office more than 2 days per week. Currently, the majority of employees work in-office 3 - 4 days per week, depending on current workload, coverage requirements, and meeting schedules. Texas PSF Corp leadership is currently developing a remote work policy, and we anticipate the in-office requirement increasing for all employees upon moving to Innovation Tower when space allows.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Employees establish their in-office/remote schedule with their manager. Employee's immediate supervisors are required to ensure compliance with in-office work requirements as well as individual performance/job requirements that might require additional in-office presence. Employees who do not produce at the level required for their position or are not meeting performance expectations may have their remote work revoked, with a requirement to be in-office full-time.

Second Job Confirmation

The agency has not taken action to confirm that employees working remotely do not have second jobs during business hours.

Leave Policy Description

We have no data indicating a difference between sick and vacation usage for employees who work remotely versus in-office. However, employees who have the option to work remotely may be able to work more and be more productive and use less leave. Employees with remote work flexibility can choose to work at home when they might not otherwise be able to come into the office. For example, an employee who is mildly sick may be able to work from home rather than using sick leave.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. Generally speaking, a significant in-office requirement makes recruiting top talent more difficult. A 100% in-office requirement will discourage top talent, especially for hard-to-fill positions such as IT and Investment positions, from applying. The strongest candidates frequently have multiple offers, and, given the choice, these top candidates are more likely to choose to work for employers who allow more remote work opportunities.

Productivity Impact

The agency's remote working policy has impacted employee productivity. Employees who work in-office create productivity benefits that may not be achieved by working remotely. In-office work allows for face-to-face communication and on-going interactions that might be missing from a remote work environment. However, working remotely may also have productivity benefits. Employees who need large blocks of time to focus intensely may benefit from the lack of interruptions. Additionally, employees may find themselves able to work from home when they otherwise wouldn't be able to physically come to work. The Texas PSF Corp. is a small organization. An employee who takes one or more days off work due to illness or injury may cause entire projects to stall. We have observed both in-office and remote work enhancing productivity. Our experience is that we benefit by striking an appropriate balance between in-office and remote work.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - N/A

Agency indicates plans to relocate to the Innovation Tower in the end of calendar year 2024.

Texas School for the Blind and Visually Impaired

Remote Work: Hybrid

Article: 3

Date Submitted: 10/09/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	0	0	0	0	0	6	6

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

The school part of our agency has limited remote work available. Overall, we permit as needed/upon request, hybrid work arrangements as well as on a limited basis fully remote. We have a small number of employees that work fully remote supporting other parts of the state.

The policy for the required days onsite is stated as: 3-4 days /week.

Out of State Residency Status

1 employees reside in AR.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Via CAPPSS.

Second Job Confirmation

The agency has not taken action to confirm that employees working remotely do not have second jobs during business hours.

Leave Policy Description

Anecdotally some reduced sick time where an employee would not have been able to physically come to work but is in a position they can work all or part of the day remote.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. Since our agency supports all school districts across the state but our only physical location is in Austin, it has allowed us to hire highly experienced staff in other parts of the state. They work remote and travel to support school districts.

Productivity Impact

The agency's remote working policy has impacted employee productivity. Anecdotally there are times that remote work can be more productive by reducing disruptions. This has not been formally measured as remote work is limited for TSBVI.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 371.2

TSBVI only tracks those fully remote, so "0" was entered for those categories. TSBVI also allows all categories listed, so the option "Hybrid" was chosen.

Texas School for the Deaf

Remote Work: Fully on-site

Article: 3

Date Submitted: 10/04/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
nan	418	0	0	0	0	0	418

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

No telework allowed post-COVID due to TSD responsibility for students on campus.
The policy for the required days onsite is stated as: None to note.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency does not track their remote employees' hours.

Second Job Confirmation

The agency has not taken action to confirm that employees working remotely do not have second jobs during business hours.

Leave Policy Description

No response from the agency.

Recruitment Impact

The agency's remote working policy has not impacted recruitment and retention at the agency.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

Fiscal impact is not applicable or not specified.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 445.1

No additional context needed.

Teacher Retirement System

Remote Work: Hybrid

Article: 3

Date Submitted: 10/18/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	0	99	0	851	0	279	1,229

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

Remote work allows employees to work at alternate work locations for all or part of their workweek. In many circumstances remote work can improve productivity and job performance as well as promote administrative efficiencies (e.g., reducing office and parking space), reducing traffic congestion and transportation costs, supporting continuity of operations plans, and sustaining the recruitment and retention of a highly qualified workforce by enhancing work/life balance. In response to the survey, remote will refer to employees working all of their work week at an alternative location (such as their home) and hybrid for employees that work part of their workweek at an alternative location and part in the office. TRS permits remote and hybrid work options for eligible employees with a robust policy that ensures accountability, information security and the flexibility to best meet the needs of our members- the active and retired public educators TRS serves. Eligible employees must request approval from their manager to work from home to conduct official TRS business. TRS also may request that employees participate in the remote or hybrid work program if it is determined to be in the best interest of TRS business operations to meet member needs. The requirement for remote and hybrid work is that employees will effectively accomplish their regular job duties, regardless of work location. Management will apply the same performance standards to employees regardless of work location. Accordingly, timely completion of work, meeting attendance (in person when necessary and requested), responsiveness, professionalism, appropriate dress code, and other performance criteria are the same for remote, hybrid, and onsite employees. Eligibility for remote and hybrid work is dependent on the job position, employee performance, and TRS business needs. Some positions will not be eligible for remote or hybrid work (such as security, mail and print staff and in-person office counselors) while other positions may be designated as 100% remote (such as telephone counselors). Per TRS policy, employees participating in the remote or hybrid work program must have access to sufficient internet service, must adhere to technical guidelines which include accessing a secure Virtual Private Network (VPN), and must have an appropriate workspace to perform their job successfully. Participation in the remote and hybrid work program is a privilege and not an entitlement. Remote and hybrid work may be revoked on an individual or department level at any time or for any reason.

The policy for the required days onsite is stated as: Hybrid employees are typically expected to be onsite a minimum of 2-3 days per week. Schedules can be adjusted based on business needs, which are determined by each department Chief.

Out of State Residency Status

7 employees reside in Oklahoma (1), New Mexico (2), Mississippi (1) Georgia (1), Ohio (1), New Jersey (1).

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. As required for on-site and hybrid employees, remote workers are expected to complete and submit accurate and up-to-date time entries in CAPPs HR/Payroll, which are reviewed and approved by managers. Managers also ensure assigned work is completed and performance expectations are met regardless of work location. The TRS contact center operates entirely remote, with counselors located across Texas. We use the InContact cloud-based software to accurately track work hours and monitor counselor performance based on productivity and quality standards. The system also tracks counselors' real-time status, such as being on a call, handling emails, after call work, research, and meeting participation. The TRS workforce management team provides real-time adherence reports to the Contact Center leadership team when counselors deviate from their schedules, allowing immediate action to address any issues and ensuring sufficient staffing levels to handle incoming call volumes.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. The TRS Ethics Policy requires preclearance of any outside business activity by an employee before the employee begins that activity. The same standards apply to on-site, remote, and hybrid employees. Employees must certify annually that they comply with the Remote Work Program Policy, Ethics Policy, and must update any information related to remote, hybrid work, and outside business activity to be recertified each year. In accordance with the remote work program policy, employees are required to seek advanced approval before permanent modifications to their remote work location can be made. The Ethics policy also states: "Employees may not engage in outside employment, business, or other activities, whether compensated or uncompensated, that detract from the ability to fulfill their full-time responsibilities to TRS. Employees must obtain advance written approval from the Executive Director for any outside employment or business. The Executive Director may delegate authority to approve outside employment to appropriate executive staff members."

Leave Policy Description

TRS has not observed any implications. Employees are not allowed to use remote work as a substitute for leave. Remote workers are expected to record vacation and sick time taken when appropriate. Managers also ensure all work is completed and that performance expectations are met, regardless of work location. Any violations of the TRS Remote Work Policy are subject to corrective action, including termination without warning.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. Hybrid or remote work options along with compensation tend to be the top drivers for applicants seeking employment. The remote work program has positively impacted recruitment and retention at TRS. Although the overall state average for turnover has not been released by the state, TRS has consistently tracked lower than the overall state average for each quarter. In FY 23, the state was 18.7% and TRS was 9.7%. The

ending FY24 turnover rate for TRS is even lower at 7.2%. Lower turnover directly relates to more experienced and efficient staff who are better able to serve members. Additionally, lower turnover results in cost savings for TRS as there is less waste rehiring and retraining in the same positions repeatedly. TRS actively tracks workforce trends and in some cases, has adjusted for employees to return to the office more frequently to meet business needs. TRS has also had success in using fully remote positions to hire hard to fill, or specialized roles, when local recruitment efforts have not been successful. For example, positions with multiple postings in the Austin area have yielded less than 20 applicants but when those postings were expanded to include other Texas cities, hundreds of applicants applied. In addition to becoming better able to meet member needs and handle requests, remote work outside of Austin has created opportunities for the state of Texas, through TRS, to become an employer of choice in smaller Texas communities where such opportunities may be limited or non-existent. Prior to the pandemic, TRS experienced challenges meeting customer service levels over the last several years; however, between increasing our staffing and allowing for remote work, service levels have dramatically improved. Being able to offer remote work for telephone counselors and hire from outside the Austin metro area has allowed the TRS contact center to remain staffed at a level where we can meet member needs. TRS has a goal of answering 80% of incoming calls within 3 minutes. In FY2022, TRS answered 18.53% of incoming calls within 3 minutes and the average speed to answer was 20 mins 9 secs. In FY2024, TRS answered 93.45% of incoming calls within 3 minutes and the average speed to answer was 32 seconds. To provide a little more detail, TRS utilizes telephone counselors as the first line of contact for TRS members. TRS began advertising its telephone counseling positions as fully remote in markets outside of the central Texas area in 2022. TRS saw an increase in candidates from 64 applicants (non-remote) to almost 200 applicants for the remote position. Telephone counselors' work is highly monitored by both quality and productivity monitoring technologies. In January 2024, TRS ended a contract with an outsourced contact center that provided additional capacity to the TRS contact center. The outsourced provider was required to provide 30 additional agents; however, they struggled to meet this requirement. As TRS staffing began to stabilize, the decision was made to bring these positions into TRS. Instead of adding the 30 positions that the vendor was required to have, TRS added 18 counselors. Converting the outsourced positions to internal TRS positions saved the pension system over \$633,000 annually.

Productivity Impact

The agency's remote working policy has impacted employee productivity. Productivity has improved, both daily and in the space of risk mitigation. From a risk mitigation perspective, remote work has provided the agency with strong productivity options at times of weather, technology, and any other challenges. Remote work enables members to continue to be served during these times and provides an additional layer of business continuity. Further, when the agency encounters technology outages (such as the global CrowdStrike outage recently), it is a quick shift to maintain operations by sending on-site employees' home to work. At the start of the pandemic, TRS was well equipped to transition quickly and seamlessly to remote work as some employees were piloting remote work, all employees were already assigned equipment that could easily be transitioned to a remote work environment in order to perform their duties at home. Furthermore, TRS began offering the option of virtual visits in late 2015. Our ability to maintain tested and ready workspaces at the office and employees' homes also improves our redundancy and functionality for the Investment Management Division in times of market stress and technology outages. As they trade in global markets, a portion of employees are working outside of the standard work week. For other member services, we have seen similar improvements in service levels. Some TRS member services requires employees to be in the Austin metro area or within a commutable distance. While these positions still require a minimal amount of in-office time due to the sorting and mailing of letters and forms, there are options for remote work as well. TRS has a goal of mailing 90% of retirement estimate requests within 31 days of receipt of the request. We have seen retirement estimate requests go from a 29% service level in FY2022 to a 100% service level in FY2024. TRS has a goal of issuing 95% of beneficiary claim payments within 31 days of receipt of all documentation. The service level in FY2022 was 36% and has improved to 99% in FY2024. TRS can meet and exceed service levels due to having adequate staffing, and remote work has helped to recruit and retain individuals in these positions.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:	FY 2024 GAA FTE Cap - 1,047.3
Agency staff wished to clarify that they utilize multiple remote work options but the system only allowed them to be able to select one option. This mix is reflected in the FTE breakdown between fully remote, hybrid, and fully on-site.	

Higher Education Coordinating Board

Remote Work: Hybrid

Article: 3

Date Submitted: 10/18/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	0	0	0	389	0	0	389

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

Telecommuting is allowed on a discretionary basis for a maximum of three (3) days per week unless the employee's classification is deemed eligible for remote-only work. The decision to authorize telecommuting options is at management's discretion, based on the nature of the work being performed with the clear understanding that every job may not be adaptable for remote work. It is, instead, an option that management may use whenever management decides that telecommuting is most appropriate for the situation and circumstance.

The policy for the required days onsite is stated as: Employees are required to be in office a minimum of two (2) days per week unless there is an exception to policy, or they have an approved accommodation. The employee count above was based on staff as of August 2024.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy impacts the agency's facility and appropriation requests related to the agency facilities. The ability to work remotely has enabled the agency to expand our workforce with additional full-time equivalents (FTEs) as authorized by the Legislature, all without requiring an increase in our physical footprint.

Tracking Employee Hours

The agency tracks their remote employees' hours. Managers are required to track and account for employee hours through the Centralized Accounting and Payroll/Personnel System (CAPPS). Telecommuting is a management option, not an employee right. Employee participation in the telecommuting program is voluntary. The program is available only to employees deemed eligible at THECB's sole discretion. THECB may terminate employee's ability to telecommute, with or without cause, upon reasonable notice.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. An employee is required to obtain written approval before engaging in any outside employment.

Leave Policy Description

No implications noted.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. The flexibility to offer remote work has enabled our agency to successfully fill challenging positions with high-quality candidates who may not have been considered otherwise. Anecdotally, this helped retain staff as the agency moved headquarters to the Capitol Complex in fall 2022 that otherwise would not want to have a longer or more traffic-filled commute. Conversely, we have experienced employee turnover due to perceptions that our telework policy does not meet their expectations for flexibility. Many of these individuals have accepted positions with agencies or IHEs that offered greater remote work opportunities.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

The agency has seen a positive impact to fiscal implications. Primarily the space issue noted above as we were able to absorb additional staff in our existing space. Otherwise our hybrid schedule has allowed in person and remote staff to operate with no other noticeable fiscal impacts to the state or employees.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 336.9

No additional context needed

Supreme Court of Texas

Remote Work: Hybrid

Article: 4

Date Submitted: 10/28/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
No	2	18	5	48	0	0	73

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

The Supreme Court of Texas allows each Justice or supervisor to decide whether and how often their staff may work remotely based on the needs of their judicial chambers or division.

The policy for the required days onsite is stated as: Approximately 3 days/week.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency does not track their remote employees' hours.

Second Job Confirmation

The agency has not taken action to confirm that employees working remotely do not have second jobs during business hours.

Leave Policy Description

No response from the agency.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. Candidates for jobs at the Court have inquired about and expressed a desire to be able to work a hybrid schedule during interviews. Allowing remote work on a hybrid basis presumably has positively affected employee retention as well.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 85.0

No additional context needed.

Texas Court of Criminal Appeals

Remote Work: Hybrid

Article: 4

Date Submitted: 10/18/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	0	0	71	0	0	0	71

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

Each employee is allowed up to two days per week to work remotely at the discretion of the supervisor. The policy for the required days onsite is stated as: 3 days / week.

Out of State Residency Status

1 employees reside in Utah.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Time sheets and work product.

Second Job Confirmation

The agency has not taken action to confirm that employees working remotely do not have second jobs during business hours.

Leave Policy Description

The policy offers the option for an accommodation to work remotely due to illness or other instances when the employee would have had to use sick leave or annual leave.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. The option to work remotely has attracted more candidates and kept employees that would otherwise retire or look for employment elsewhere.

Productivity Impact

The agency's remote working policy has impacted employee productivity. Productivity has remained consistent.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 71.0

No additional context needed.

1st Court of Appeals

Remote Work: Hybrid

Article: 4

Date Submitted: 10/18/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	0	0	0	39	0	0	39

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

Employees work in the office 3 days a week and are permitted to work remotely 2 days a week; there is no accrual or rollover. The policy for the required days onsite is stated as: Three days / week.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. All employees are required to report any hours not worked in CAPPS.

Second Job Confirmation

The agency has not taken action to confirm that employees working remotely do not have second jobs during business hours.

Leave Policy Description

No response from the agency.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. Applicants inquire if we allow remote work and allowing remote work 2 days per week has had a positive impact on recruitment and retention.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 44.0

No additional context needed.

2nd Court of Appeals

Remote Work: Hybrid

Article: 4

Date Submitted: 10/16/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	7	8	0	14	0	0	29

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

With supervisor approval, employees in exempt job classifications who have been employed for at least one year may work from home no more than 4 regularly scheduled work days per month. Full work-from-home policy is posted at <https://www.txcourts.gov/media/1442330/leave-policy.pdf>. The policy for the required days onsite is stated as: 4 days per week on-site.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. The court accounts for and tracks employee work-from-home hours the same way it does for on-site work hours: employees are required to enter all time off into CAPPs. The court's policy states, "An employee may schedule work from home for an entire 8-hour workday or increments of the work day, but to be compensated for the work performed, an employee may only work from home between the hours of 7:00 a.m. and 6:00 p.m. If an employee does not work from home for an entire 8-hour workday, the employee must either work at the regularly assigned location, or take appropriate leave, for the hours not worked from home that day."

Second Job Confirmation

The agency has not taken action to confirm that employees working remotely do not have second jobs during business hours.

Leave Policy Description

During COVID, when employees were fully remote, the court noticed a marked decrease in employees' use of sick and vacation time. After employees returned on-site and the hybrid (4 days per month) policy was reinstated, employees' use of sick and vacation time returned to regular, pre-COVID levels.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. The hybrid (4 days per month) policy has affected recruitment. In the past few years, several potential applicants have contacted the court to ask if an open position can be filled by a fully remote worker. When informed that the positions are not fully remote, the inquiring job seekers do not apply. The 4-days-per-month policy has also affected employee retention to a limited degree; a few employees have left the court for fully remote (or nearly so) positions. Still, the court so far has been able to hire qualified employees to replace those who leave for other remote-work jobs.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 37.0

No additional context needed.

3rd Court of Appeals

Remote Work: Hybrid

Article: 4

Date Submitted: 10/11/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	0	0	0	32	0	0	32

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

To obtain approval to work from home on a specific date or at a specific time, an employee must obtain approval from his or her supervisor. Approval depends on the following: When doing so is in the court's best interests, when doing so is consistent with the employee's job duties, and if doing so will not diminish the employee's productivity
The policy for the required days onsite is stated as: 2 days per week.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Time sheets.

Second Job Confirmation

The agency has not taken action to confirm that employees working remotely do not have second jobs during business hours.

Leave Policy Description

No response from the agency.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. The ability to remote work is a desirable work benefit.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 32.0

No additional context needed.

4th Court of Appeals

Remote Work: As needed/Upon request

Article: 4

Date Submitted: 10/18/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	0	14	4	8	0	0	26

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

The Fourth Court offers a benefit to employees in the form of telework, upon request, that permits telework from home for 2-3 days for “front office staff,” and for one or two days for staff attorneys who agree to the Court’s Telecommuting Agreement/Policy. For staff attorneys, a request and signed Agreement must accompany an acknowledgement by both attorney and supervising justice that the attorney has met the Policy’s requirements. The Policy’s Criteria provides Objectives, which are based on productivity and efficiency, that must be met to achieve telework privileges for either one or two days per week, and which must be met on a month-to-month basis.

The policy for the required days onsite is stated as: The Fourth Court offers a benefit to employees in the form of telework, upon request, that permits telework from home for 1-2 days for “front office staff,” and for one or two days for staff attorneys who agree to the Court’s Telecommuting Agreement/Policy. For staff attorneys, a request and signed Agreement must accompany an acknowledgement by both attorney and supervising justice that the attorney has met the Policy’s requirements. The Policy’s Criteria provides Objectives, which are based on productivity and efficiency, that must be met to achieve telework privileges for either one or two days per week, and which must be met on a month-to-month basis.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. The front office is tracked by using Microsoft Teams, as well as running activity reports on each employee. Each supervising Justice supervises their staff attorney and each independently track employee hours.

Second Job Confirmation

The agency has not taken action to confirm that employees working remotely do not have second jobs during business hours.

Leave Policy Description

Employee acknowledges that he/she may become ineligible for telecommuting privilege for misuse or abuse of the privilege.

Recruitment Impact

The agency's remote working policy has not impacted recruitment and retention at the agency.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 34.0

No additional context needed.

5th Court of Appeals

Remote Work: Hybrid

Article: 4

Date Submitted: 10/23/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	0	15	0	43	0	3	61

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

Hybrid, as needed or full remote is allowed. There is a policy stipulated in the handbook
The policy for the required days onsite is stated as: Some 3 days on site, some 1 day on site / week.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Timesheets and Telework agreements.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. Employees who telework must sign a telework agreement where all the rules including not having other jobs is stipulated.

Leave Policy Description

No response from the agency.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. Recruiting is a lot better now that we offer hybrid telework.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - N/A

No additional context needed.

6th Court of Appeals

Remote Work: As needed/Upon request

Article: 4

Date Submitted: 10/14/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	10	0	2	0	0	0	12

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

Employees may work from home up to two days per week -- upon request and approval from the Justices. The policy for the required days onsite is stated as: Hybrid employees required to be on-site three days per week.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Remote and non-remote employees submit weekly time sheets.

Second Job Confirmation

The agency has not taken action to confirm that employees working remotely do not have second jobs during business hours.

Leave Policy Description

Employees working remotely are expected to take appropriate leave for any portion of a day that they are not actually working.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. The remote work policy has helped us retain current employees and attract new employees.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 15.0

No additional context needed.

7th Court of Appeals

Remote Work: As needed/Upon request

Article: 4

Date Submitted: 10/16/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
No	18	0	0	0	0	0	18

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

Temporary and exceptional circumstances as supervised by Court.
The policy for the required days onsite is stated as: None to note.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency does not track their remote employees' hours.

Second Job Confirmation

The agency has not taken action to confirm that employees working remotely do not have second jobs during business hours.

Leave Policy Description

No response from the agency.

Recruitment Impact

The agency's remote working policy has not impacted recruitment and retention at the agency.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

Fiscal impact is not applicable or not specified.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 18.0

No additional context needed.

8th Court of Appeals

Remote Work: Fully remote

Article: 4

Date Submitted: 10/18/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	4	8	0	3	0	4	19

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

Staff Attorneys are allowed to work fully remote if they have proven they can reach productivity without in person supervision. The policy for the required days onsite is stated as: Hybrid employees are required to be on-site at least 3 days a week.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Remote workers are often asked for case draft opinion status and often participate in virtual chamber meetings and/or draft opinion status virtual meetings and are in constant communication with their supervising Judge.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. There are often virtual meetings/communication with remote employees at random times and the background of employees screen is always the home working environment.

Leave Policy Description

No implications have been identified for remote working employees. They are allowed to take sick leave and vacation like any other employee with advance notice on vacation and constant clear communication for both vacation and sick leave.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. Remote work is not for everyone. If a remote employee finds it hard to work, they'll leave employment at the Court. However, for some remote work is the perfect environment for them, and the Court finds when it comes to receiving applications for vacant job positions, there is a larger pool of qualified applicants for these vacancies.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

The agency has seen a positive impact to fiscal implications. As mentioned above in No. 17, Court finds when it comes to receiving applications for vacant job positions, there is a larger pool of qualified applicants for these vacancies, and therefore, good quality of work and productivity is seen in remote work.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 18.0

No additional context needed.

9th Court of Appeals

Remote Work: Hybrid

Article: 4

Date Submitted: 10/18/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
No	0	5	0	4	0	10	19

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

Justices split their time between working remotely and in the office. Our Chief Staff Attorney works primarily in the office. All staff attorneys and paralegals work fully remote. The Clerk of the Court, Accountant, and Deputy Clerks are fully on-site, but do have the option of working remotely on an as-needed basis.

The policy for the required days onsite is stated as: The four Justices work in the office and remotely at their discretion.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Each employee tracks their hours worked each week, and all hours are approved by their direct supervisor at the end of the month.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. Per the Texas Committee on Judicial Ethics Opinion 283 from 2001, Judges and court staff attorneys are prohibited from practicing law (including pro bono work) except as permitted by statute.

Leave Policy Description

Due to remote work, employees are able to make up time after core working hours, so less sick and vacation time is being used.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. By offering remote work, the amount of qualified applications for available staff attorney positions has greatly increased.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 19.0

No additional context needed.

10th Court of Appeals

Remote Work: As needed/Upon request

Article: 4

Date Submitted: 10/18/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
No	11	3	0	0	0	0	14

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

As needed and upon request for unusual, special needs, or extraordinary circumstances approval will be given for remote work. The policy for the required days onsite is stated as: None to note.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency does not track their remote employees' hours.

Second Job Confirmation

The agency has not taken action to confirm that employees working remotely do not have second jobs during business hours.

Leave Policy Description

No response from the agency.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. The judges had a disagreement whether an employee would be authorized to work remotely. The employee was recruited upon that basis--that she could work remotely. There was a disagreement over who and how remote work could be approved. The employee was the only one authorized to work remotely. This led to morale problems. That employee's tenure was short.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

The agency has seen a negative impact to fiscal implications. During the pandemic when remote work was authorized/required, we paid for supplies and fastest-available internet access.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 17.0

No additional context needed.

11th Court of Appeals

Remote Work: Hybrid

Article: 4

Date Submitted: 10/09/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	3	7	0	7	0	0	17

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

Staff Attorneys are permitted to work remotely according to our written policy. The policy for the required days onsite is stated as: One day a week.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Employees are required to work normal business hours and are expected to be online and working the entire time. Work output is monitored to ensure work is being performed.

Second Job Confirmation

The agency has not taken action to confirm that employees working remotely do not have second jobs during business hours.

Leave Policy Description

The Court has not directly studied the impact of remote work on the use of sick leave or vacation time. However, the Court monitors the work performance of remote workers in an effort to ensure that they are not abusing sick leave and vacation time.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. Remote work has greatly aided employee retention and has permitted the court to retain a more experienced workforce.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 17.5

No additional context needed.

12th Court of Appeals

Remote Work: Fully on-site

Article: 4

Date Submitted: 10/03/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
nan	14	0	0	0	0	0	14

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

The policy for the required days onsite is stated as: None to note.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency does not track their remote employees' hours.

Second Job Confirmation

The agency has not taken action to confirm that employees working remotely do not have second jobs during business hours.

Leave Policy Description

No response from the agency.

Recruitment Impact

The agency's remote working policy has not impacted recruitment and retention at the agency.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

Fiscal impact is not applicable or not specified.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 15.0

No additional context needed.

13th Court of Appeals

Remote Work: As needed/Upon request

Article: 4

Date Submitted: 10/03/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	24	0	0	6	0	2	32

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

On a limited basis and for extraordinary circumstances, all staff are permitted to work remotely, with the approval of the Chief. Certain staff attorneys may be offered the opportunity to continue employment with the court on a remote basis. At the discretion of the supervising justice, this opportunity may be provided to a staff attorney who has been employed with the court two or more years, has demonstrated a serious commitment to the court along with a strong work ethic and is moving out of the district for personal reasons. Justices shall limit this arrangement to one staff attorney per chambers. Continued employment on this basis shall be at will and subject to revocation should it be determined that the attorney is not performing his or her responsibilities as expected, or it is no longer in the court's best interest to employ the attorney on a remote basis. It is the responsibility of the attorney to obtain the proper equipment to perform all duties efficiently, including software to protect computer equipment from viruses and the like. The court will not provide technological support.

The policy for the required days onsite is stated as: These 6 identified "hybrid employees" include the elected Chief Justice and 5 Justices who may at their independent discretion work in person or remotely.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Staff attorneys are exempt employees; however, they are required to certify their hours in CAPPs and the supervising Justice ensure expected productivity.

Second Job Confirmation

The agency has not taken action to confirm that employees working remotely do not have second jobs during business hours.

Leave Policy Description

None.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. Justices that do not provide flexibility allowed in the policy have notable staff turnover.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 32.0

No additional context needed.

14th Court of Appeals

Remote Work: Hybrid

Article: 4

Date Submitted: 10/18/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	0	0	1	40	0	0	41

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

Per week, with no accrual or rollover, 3 days in the office and 2 days remote. The policy for the required days onsite is stated as: 3 days per week.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. All employees except Justices, are required to report any hours not worked on CAPPS.

Second Job Confirmation

The agency has not taken action to confirm that employees working remotely do not have second jobs during business hours.

Leave Policy Description

No response from the agency.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. Applicants ask if remote work is allowed and allowing 2 days per week remote has had a positive impact on recruitment and retention.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 44.0

No additional context needed.

15th Court of Appeals

Remote Work: As needed/Upon request

Article: 4

Date Submitted: 10/08/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
No	0	0	0	0	0	0	0

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

We started operation on September 1, 2024 so our policies are still in development. Currently, if an employee needs to work from home, they obtain permission from their supervisor.

The policy for the required days onsite is stated as: None to note.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency does not track their remote employees' hours.

Second Job Confirmation

The agency has not taken action to confirm that employees working remotely do not have second jobs during business hours.

Leave Policy Description

N/A as we just began operation 09/01/2024.

Recruitment Impact

The agency's remote working policy has not impacted recruitment and retention at the agency.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

Fiscal impact is not applicable or not specified.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 0.0

No additional context needed.

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
No	0	1	5	314	0	0	320

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

The Office of Court Administration recognizes the benefits of employees working in a hybrid environment. Each director and manager is responsible for ensuring work product is being delivered and that employee’s hours are accounted for. Headquarter staff in Austin, are required to be on-site as a division team one day a week and have division on-site coverage every day of the week. The Office of Court Administration also has staff working across the state of Texas supporting multiple divisions of our agency, including Children’s Court, Guardianship Compliance, Texas Business Court.. The majority of OCA Employees are located in remote areas, outside of Headquarters.

The policy for the required days onsite is stated as: Austin (Headquarter) staff are required to be on-site as a team one day a week, with staff providing on-site division throughout the week. Some staff are on-site 5 days a week and others 1-2.

Out of State Residency Status

2 employees reside in North Carolina, California.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency’s facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees’ hours. Managers are responsible for tracking hours in CAPPS and managing workloads in Teams, Outlook and zoom.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. Employees who engage in outside employment are verified by an outside employment form, that identifies the type of work being completed, along with the number of hours and when they work.

Leave Policy Description

Sick and vacation leave are treated the same for on-site and remote workers.

Recruitment Impact

The agency’s remote working policy has impacted recruitment and retention at the agency. In order to keep up with the competitive job market, we have advertised our flexible working abilities, including having the ability to recruit state-wide for many of our positions, resulting in larger, more applicable candidate pools.

Productivity Impact

The agency’s remote working policy has impacted employee productivity. On days staff are not required to commute, we notice that there is an increase in overall work product. We also realize that a hybrid environment has allowed staff to prioritize their time allowing for more focused work when working remotely and then dedicated time for on site meetings and team building. We have seen a positive impact on staff moral and work productivity in being able to provide that balance.

Fiscal Impact

Fiscal impact is not applicable or not specified.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 371.7

No additional context needed.

Office of Capital and Forensic Writs

Remote Work: Hybrid

Article: 4

Date Submitted: 10/22/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	0	4	0	21	0	0	25

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

Tuesday and Wednesday are mandatory in-office days, absent travel on state business. Staff have the option of working remotely Monday, Thursday and Friday. Paralegals work on-site at least 4 days a week. The policy for the required days onsite is stated as: Of the employees who have asked to work remotely, the number of days varies. Paralegals work on-site at least 4 days a week. Legal staff have the option of working off-site three days a week, although staff consistently come into the office on non-in-person days to handle necessary business or for supervision.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. We do not have any fully remote employees. That said, we track employee hours through a combination of time-keeping, supervision, and regular work productivity updates.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. We have a policy that employees have to seek advance permission before accepting outside employment. Violations are punishable through termination

Leave Policy Description

Increased productivity. Employees who are sick now might work half a day, whereas previously, before "working from home" was a thing, they would take a whole day off.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. We believe that it has helped both with recruitment and retention, particularly of experienced attorneys and parents.

Productivity Impact

The agency's remote working policy has impacted employee productivity. I believe that, on average, it has aided productivity.

Fiscal Impact

The agency has seen a positive impact to fiscal implications. Marginally increased productivity, and the greater degree of digital file storage and maintaining electronic rather than paper copies of work product and documents--both of which are ancillary to our hybrid policy--has reduced the amount we spend on office supplies.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - N/A

No additional context needed.

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	0	0	3	0	0	0	3

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

Remote work is authorized on all days in which the employees do not need to attend court or inter-dependency meetings. The policy for the required days onsite is stated as: Zero to one day per week.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Calendaring, Teams & Outlook in office indicators, and reporting time sheets.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. The job duties require 100% availability by phone, Teams, or Zoom during business hours. Availability may also be required on evenings and weekends on an as-needed basis.

Leave Policy Description

Sick or vacation time protocols remain the same for remote workers as it was when in-office was the status quo.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. It has helped with retention. Many locally elected district attorneys around the state have lost prosecutors because there is an absence of remote work. For the SPA, remote work is seen as a benefit that helps reduce dissatisfaction with pay with increased cost of living. It helps balance personal expenditures and time. A return to work policy would likely result in employees seeking remote work elsewhere.

Productivity Impact

The agency's remote working policy has impacted employee productivity. It has improved productivity. With employee energy focused on the work instead of commuting, parking challenges, and in-office expenditures (like lunch), productivity improved and has remained steady. In addition, there is also less water-cooler conversations that detract from work. Productivity measurements have also changed. Productivity was previously limited to a 8-5 basis; now productivity is measured by need. When work issues develop that require evening and weekend work, the SPA can meet those needs. It is generally expected among local prosecutors that we will be available when needed, regardless of the time. This is a balanced, give & take, that has come with remote work.

Fiscal Impact

The agency has seen a positive impact to fiscal implications. We have less reliance on physical items like paper and physicals objects. We depend more on immeasurable essentials like computer and Wi-Fi access and legal research and writing tools.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 4.0

No additional context needed

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	2	1	0	8	0	1	12

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

Employees can work from home a few days a month provided several conditions are met. They can choose their days depending on the availability of other staff. Ultimately, the library must have enough employees working on-site to adequately assist patrons who visit the library.

The policy for the required days onsite is stated as: Approximately 3 days per week. We determine work from home schedules on a monthly basis. People typically work from home 7 or 8 days in a month.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. They indicate that they are available to start work by messaging us online at the start of the day, and do the same when they are signing off for the day.

Second Job Confirmation

The agency has not taken action to confirm that employees working remotely do not have second jobs during business hours.

Leave Policy Description

We do not allow employees to work remotely from locations other than their home. Therefore, we have not seen any decrease in vacation requests. We have not investigated whether sick time has been impacted, but it is possible that people call out sick less if they can work from home while ill.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. Several employees have indicated that if they could not work remotely part-time, they would seek employment elsewhere. It is also something we can include in professional-level job postings to make us an attractive option.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

Fiscal impact is not applicable or not specified.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 12.0

No additional context needed

State Commission on Judicial Conduct

Remote Work: Hybrid

Article: 4

Date Submitted: 10/04/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
No	0	0	12	0	0	0	12

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

Several staff members work on a hybrid basis i.e. some days remote and some days in-person with the exception of the week that the agency conducts its Commission meetings. All Staff members are required to be in-person in the office during that week. The policy for the required days onsite is stated as: Remote days is typically 2-3 days and in-office, depending on the staff member, may be 2-3 days.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. It is assessed by the employees productivity and regular docket reviews

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. An employee is required to get written approval from the executive director prior to getting a second job. Failure to do so can result in termination

Leave Policy Description

No response from the agency.

Recruitment Impact

The agency's remote working policy has not impacted recruitment and retention at the agency.

Productivity Impact

The agency's remote working policy has impacted employee productivity. In a positive way. Employees productivity has substantially increased. It is measured through the number of cases that are worked and resolved

Fiscal Impact

Fiscal impact is not applicable or not specified.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - N/A

No additional context needed

Judiciary Section, Comptroller's Department

Remote Work: nan

Article: 4

Date Submitted: 10/22/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
nan	0	0	0	0	0	0	0

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

We are not informed on the Judges and Prosecutors teleworking policy. It's doubtful if they can telework. The policy for the required days onsite is stated as: None to note.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency does not track their remote employees' hours.

Second Job Confirmation

The agency has not taken action to confirm that employees working remotely do not have second jobs during business hours.

Leave Policy Description

No response from the agency.

Recruitment Impact

The agency's remote working policy has not impacted recruitment and retention at the agency.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

Fiscal impact is not applicable or not specified.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - N/A

No additional context needed.

Alcoholic Beverage Commission

Remote Work: As needed/Upon request

Article: 5

Date Submitted: 10/18/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	7	330	10	160	0	27	534

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

Telework is a privilege granted to eligible employees who can perform duties remotely and must be approached with responsibility, accountability, and professionalism. TABC offers eligible employees in eligible positions an opportunity to telework. Participation in the telework program is a conditional option based on several factors. It is not an entitlement and is not guaranteed. Employees are expected to perform work effectively, and telework must not adversely affect productivity or the quality of work required for the position. An employee's manager can revoke the option to telework anytime due to concerns regarding compliance with any requirements. It is also important to note that employees may be required to be onsite during their new hire probationary period and significant operational projects and agency events.

The policy for the required days onsite is stated as: Employees are generally on-site 2-3 days per week and supervisors are generally on-site 3 days per week.

Out of State Residency Status

1 employees reside in We have one full-time employee working in El Paso, Texas, who resides in New Mexico.

Facility Application Impact

The agency believes that their remote working policy impacts the agency's facility and appropriation requests related to the agency facilities. Due to TABC's regulatory and public safety responsibilities that reach across the entire State of Texas and space limitations in leased facilities, some Auditor, Attorney and IT positions are fully remote. If TABC were to discontinue its policy of allowing remote working, all agency staff would return to the office simultaneously for five days of the week. Many of our current facilities would not have adequate space to accommodate an occupancy composed of our entire filled FTE count. Thus, TABC would need to expand the footprint of its leases, incurring a higher facility cost and additional funding.

Tracking Employee Hours

The agency tracks their remote employees' hours. The agency employs managers, supervisors, and team leads whose job functions continue to include time and leave accountability for the staff that direct report to them. CAPPS' Time and Leave module is used to account for leave.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. The agency has an outside employment policy and procedure that requires staff to request approval to participate in outside employment using a prescribed form evaluated for approval by agency management and legal review. By policy, all outside employment is re-evaluated and audited annually by management.

Leave Policy Description

In FY2024, the Work Hours and Attendance and Compensatory Time and Overtime policies were clarified to reinforce the requirement that employees must receive prior approval from their supervisor before adjusting their schedule for any reason, including outside employment. This is critical to ensure that time and leave is accurately reported, and the employee's location is known during emergencies. At TABC, an employee's outside employment is suspended while they are on FMLA leave for their own injury or illness, and they may not engage in outside employment while they are using sick leave. However, note that these policies are in place for all employees – not just remote workers. In addition, we have noted that employee compensable leave balances, as reported in Note 5 of the agency's Annual Financial Report, are trending up. This might anecdotally suggest employees are using less sick and vacation leave when their circumstances now afford them the opportunity to remote work, whereas in the past, they likely would have had no other option but to utilize leave to attend to their various occurrences that prevented them from being present on-site but otherwise available to work.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. Prospective and current employees have come to expect a competitive remote work opportunity. Our agency's policy helps to attract and retain staff. Especially in positions that serve our administrative division, which typically fulfills desk duties, hybrid remote working policies allow TABC to offer a benefit by competing with those organizations that may provide higher salaries. We have had candidates decline job offers to accept positions at other organizations, including state agencies, that offer more remote workdays up to fully remote, which alleviates employee commute, including time and financial benefits. Simply put, remote work – in the minds of prospective and current staff – is a benefit weighed amongst the total compensation of our agency. Without remote work options, TABC's competitive position as an employer would suffer.

Productivity Impact

The agency's remote working policy has impacted employee productivity. Since implementing telework, employee productivity has improved due to employees using less leave hours, increased availability/flexibility before and after business hours, and improved moral. In the years prior to approved telework, staff who were experiencing any mild illness would call-in sick for the entire day and, potentially, for multiple days. Now, if those staff are feeling well enough to work – but continue to have symptoms that make them contagious to others – the agency's remote work policy affords TABC to experience productivity that it would not otherwise gain. This same concept exists for inclement weather days; the agency is afforded the opportunity to stay open, using remote work, instead of closing due to weather conditions. In addition, telework allows for flexibility for employees and that ultimately results in productivity that contributes to agency performance. For example, in establishing a foundation for telework, agency employees now have laptops – instead of what used to be desktops that remained stationed at an employee's on-site workstation. With the ease

and availability of an agency issued laptop, employees commonly log-in before and/or after their regular work hours to begin or finish work. Moreover, laptops and telework policy create the opportunity for employees to work around impediments – such as school closures, medical appointments, transportation/commuting issues, etc. – by logging some work hours (to include flex scheduling) whenever a circumstance might have caused the employee to be initially, entirely, and/or temporarily unavailable to work onsite. An employee’s ability to log-in (or to flex hours in advance) and make up for lost time is, again, productivity the agency wouldn’t otherwise experience, without remote work. In recognition of the abovementioned, remote working has resulted in improved productivity and employee morale. Regressing to a full time in-office presence, without teleworking options, could result in lost opportunity costs as it relates to productivity, recruitment, and employee engagement. Productivity for in office and teleworking employees is measured by employee supervisors using various reports, meetings, data analysis, and performance evaluations. Supervisors use an array of tools to remain in contact with both teleworking and in-office employees, to include phones (landline and VOIP), meetings, MS Teams software, and email. In addition, employees are provided with feedback on their performance on an ad hoc basis, where necessary, and when they receive an annual performance evaluation in accordance with TABC Work and Personal Conduct policy.

Fiscal Impact

The agency has seen a positive impact to fiscal implications. The costs to supply various consumable goods have decreased, allowing the agency to pivot funding to other needs. In addition, remote work has allowed the agency to reduce the rentable square footage (RSF) footprint within various leases – thereby saving costs. The ability to occupy less space is a result of not having to provide space for the maximum number of employees that would have occupied TABC office space at any given time; instead, the agency was able to consolidate space and occupy the RSF adequate for the daily demands of a hybrid workforce.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes: No additional context needed.	FY 2024 GAA FTE Cap - 620.0
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Department of Criminal Justice

Remote Work: Fully remote

Article: 5

Date Submitted: 10/18/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	30,349	8,260	25	962	0	118	39,714

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

TDCJ may, at its discretion, allow an employee to work at an alternate work location, including their personal residence. Teleworking is a privilege, not an entitlement, and is based on the needs of the agency or division and the employee's past and present level of job performance. The policy for the required days onsite is stated as: 2-4 days / week.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Through timesheets and routine communication. Supervisors are responsible for ensuring the employee is fully engaged when off-site. Employees may be required to sign in and out via email, daily meetings via Teams or Zoom, and contact via telephone.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. Per Personnel Directive-80, outside employment must be reported in writing and granted approval prior to beginning the second job.

Leave Policy Description

None identified.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. By offering remote work, we have experienced slight improvement in retention as well as the number and quality of job applicants.

Productivity Impact

The agency's remote working policy has impacted employee productivity. Employees have expressed greater job satisfaction and organizational commitment. Some staff have improved their productivity while working remotely according to case management system data.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 39,951.5

No additional context needed.

Commission on Fire Protection

Remote Work: Hybrid

Article: 5

Date Submitted: 10/08/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	0	0	0	23	0	9	32

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

All staff are required to work in the office once a month and as needed.

The policy for the required days onsite is stated as: We have 3 that are hybrid though they prefer to be in the office every day. The rest are there as needed.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. They report their own hours. It can be tracked by the VPN.

Second Job Confirmation

The agency has not taken action to confirm that employees working remotely do not have second jobs during business hours.

Leave Policy Description

They still work their 40 hours; if not, they use their sick or vacation leave as if they were working in the office.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. We have improved retention by 17% with our remote/hybrid policy. Production has increased as well.

Productivity Impact

The agency's remote working policy has impacted employee productivity. Staff are doing more work than if they were commuting. There are less distractions than if one were in the office.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 33.0

No additional context needed.

Commission on Jail Standards

Remote Work: Hybrid

Article: 5

Date Submitted: 10/14/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	0	1	0	21	0	6	28

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

The agency allows for Inspectors to work full time in their territory with their county's home office being their home base. The rest of agency FTE's adhere to the Teleworking Agreement that each employee signs.

The policy for the required days onsite is stated as: All employees work in the office on average 3 days a week and adhere to our attached telework policy (submitted separately).

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Supervisors ensure tasks are completed.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. The agency handbook requires employees to submit a written request for approval for secondary employment.

Leave Policy Description

To date, there do not seem to be any implications related to sick and vacation time for our Agency's remote workers.

Recruitment Impact

The agency's remote working policy has not impacted recruitment and retention at the agency.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 28.0

No additional context needed.

Juvenile Justice Department

Remote Work: Hybrid

Article: 5

Date Submitted: 10/27/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	978	630	10	278	2	127	2,025

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

The agency currently has an outdated policy related to remote/telework. TJJD has recently moved into an office space that will allow more space for on-site work and will be revising the remote work policy to reflect expectations related to remote work. The policy for the required days onsite is stated as: Fully On-Site = 79% of employees Fully Remote = 6% of employees 15-19 days a month on site = 3% of employees 10-14 days a month on site = 3% of employees 5 to 9 days a month on site = 3% of employees 1-4 days a month on site = 6% of employees.

Out of State Residency Status

6 employees reside in Illinois, Arizona, Iowa, California, Tennessee, New Jersey.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Each employee has a set schedule that is monitored by their supervisor. TJJD utilizes CAPPS HR time reporting to track and account for employee hours.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. Agency policy requires employees to disclose all outside employment information to Human Resources.

Leave Policy Description

The agency has not implemented additional policies related to sick and vacation time for remote workers.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. TJJD has successfully recruited and retained challenging-to-fill positions, particularly in the Information Technology and Research departments, thanks to the option for remote work. Recently, we conducted a survey to gauge staff opinions on remote work and its influence on their continued employment with the agency. We would be happy to share the survey results with you, as they offer valuable insights into this matter.

Productivity Impact

The agency's remote working policy has impacted employee productivity. From the employee survey mentioned in question 17, it was reported that employees are more productive and experience less distractions when working remotely.

Fiscal Impact

The agency has seen a positive impact to fiscal implications. By allowing remote work, the agency has been able to decrease the amount of office space at its central support location in Austin. This resulted in significant cost savings of approximately \$1.5M per year. These savings were returned to the state through the required 5% baseline reduction during the FY20-21 (cash transferred back to treasury) and FY22-23 biennium (decrease in baseline funding in GAA).

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 2,205.3

No additional context needed.

Commission on Law Enforcement

Remote Work: Hybrid

Article: 5

Date Submitted: 10/11/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	0	35	0	29	0	23	87

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

Some positions are field positions and designed to be fully remote; several others are allowed to work a hybrid schedule. The policy for the required days onsite is stated as: The vast majority of hybrid employees are in the office three days per week.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy impacts the agency's facility and appropriation requests related to the agency facilities. Some requested positions are designed to be field positions, and some IT positions may be fully remote. If they were to be in-office positions, we would need to amend our request to provide additional office space.

Tracking Employee Hours

The agency tracks their remote employees' hours. Timesheets, supervisor communication and monitoring of work output, Office 365 activity.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. From the TCOLE General Manual: 3.07 Off Duty Employment Employees desiring to work at another place of employment (off duty), in addition to this agency, must provide information on: 1. nature of employment, 2. approximate number of hours to be worked per week, and 3. length of employment (if not permanent). Off- duty employment will only be approved if it will not interfere with the employee's daily activities or the integrity of the Commission. Peace Officers working off duty employment as a peace officer shall comply with the current SOP relating to off duty employment.

Leave Policy Description

None.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. Allowing for remote and hybrid work has had a positive impact on recruitment and retention- particularly retention.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 96.6

No additional context needed.

Texas Military Department

Remote Work: Hybrid

Article: 5

Date Submitted: 10/16/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	215	167	5	166	0	1	554

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

With supervisor and director approval, employees who are in positions that are telework compatible may telework up to 3 days per week if on a 5-day/8-hr schedule or up to 2 days per week if on a 4-day/10-hr schedule.

The policy for the required days onsite is stated as: Employees must be on-site a minimum of 2 days per week.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. TMD does not have tracking software but relies on approved work schedules and managers' responsibilities for employee accountability.

Second Job Confirmation

The agency has not taken action to confirm that employees working remotely do not have second jobs during business hours.

Leave Policy Description

Overall increase in morale and job satisfaction; no known implications related to sick/vacation time.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. TMD has seen a 13% increase in the hiring rate since implementing a hybrid telework program.

Productivity Impact

The agency's remote working policy has impacted employee productivity. Turnover rate decreased Agency-wide by 7%; lowered turnover rate has led to more stable work production within departments.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 670.5

No additional context needed.

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
No	0	0	0	0	0	0	0

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

In an effort to address the diverse needs of our agency and personnel, each division is allowed to establish their own remote working policy. Some positions and duties do not allow for remote working, and some positions utilize a hybrid system. The policy for the required days onsite is stated as: This requirement varies by division, section, position, and assignment. There is no feasible way to accurately gather this information.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Employees are monitored regarding production and task completion. Video calls and meetings are frequently utilized for communication, not as a monitoring tool, but accountability is enhanced via this application.

Second Job Confirmation

The agency has not taken action to confirm that employees working remotely do not have second jobs during business hours.

Leave Policy Description

Overall, there haven't been any implications regarding sick and vacation time usage.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. We have seen a significant increase in recruiting and improved retention regarding positions that allow working remotely.

Productivity Impact

The agency's remote working policy has impacted employee productivity. Productivity has improved.

Fiscal Impact

Fiscal impact is not applicable or not specified.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes: No additional context needed	FY 2024 GAA FTE Cap - 11,713.2
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Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	0	306	0	347	0	0	653

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

Limited to at most two days per week by non-supervisory personnel only; excluding entirely all supervisory personnel; and both supervisors and non-supervisors in specific areas (Administrative Assistants, Executive Assistants, Internal Audit staff, Operational Support staff, Road Stations staff, Export Pens staff, Labs staff, Communications staff, and the IT Help Desk staff). The policy for the required days onsite is stated as: 3 days per week.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. We have employees account for their time worked into the CAPPS statewide time and leave system; we also have each remote/teleworker complete a work log of assignments completed while not in office that must be provided to their direct supervisor each week.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. We have an ethics policy requiring every employee complete a form, with specificity, showing any outside employment. The outside employment must present no conflict - ethical or practical - with the employee's state job, and approval from the agency's ethics officer for the outside job must be granted to the employee.

Leave Policy Description

For some employees, we've seen a reduction in total number of sick and vacation time used.

Recruitment Impact

The agency's remote working policy has not impacted recruitment and retention at the agency.

Productivity Impact

The agency's remote working policy has impacted employee productivity. We have made spot checks on internet activity, logins to laptops, and on occasion conducted more thorough ethics investigations. We have in some cases substantiated employee abuse of state resources/equipment; failure to perform work during requisite hours; and in such cases of telework abuse, noted adverse impact to productivity and the morale of coworkers.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 770.2

No additional context needed.

Animal Health Commission

Remote Work: Hybrid

Article: 6

Date Submitted: 10/18/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	19	140	5	35	0	0	199

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

We allow employees to work a remote schedule up to two days a week if their duties allow for remote work and they maintain at least a meets expectations on their performance evaluations.

The policy for the required days onsite is stated as: They are on site 3-4 days a week.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Through CAPPS time entry and through agency time entry by activity.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. All employees are required to submit a secondary employment form for any outside employment or volunteer work.

Leave Policy Description

Employees are required to adhere to the agency leave policies regardless of work location. We have not seen abuse of leave by remote workers.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. Some employees who moved have requested to retain their positions as fully remote. Some applicants have requested more remote days or a fully remote.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 225.2

No additional context needed.

Commission on Environmental Quality

Remote Work: Hybrid

Article: 6

Date Submitted: 10/18/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	85	172	103	2,223	7	370	2,960

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

TCEQ's Workforce Policy provides most positions a 2/2/1 hybrid work schedule, which is two in-office workdays, two remote location workdays, and one workday that can be designated as either in-office or remote. Approval from TCEQ's Executive Director is required for a work schedule of more than 3 days or 100% Remote.

The policy for the required days onsite is stated as: In accordance with TCEQ's policy, hybrid work employees work in-office two to three days per week. Even with a hybrid work schedule, many TCEQ employees work in the field daily to conduct investigations, ensure compliance by permitted facilities, or engage with the public. Accordingly, TCEQ's Workforce Policy sets the expectation that work schedules may be changed to meet the agency's responsibilities.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. TCEQ uses the timekeeping module in CAPPs HR/PY for all employees.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. At initial hire, TCEQ prompts new employees to disclose any other state or university employment and verifies any dual employment. TCEQ's Employee Ethics Policy also requires employees request approval for any secondary employment. Those requests are reviewed by the employees' division deputy director, the deputy director for Human Resources and Staff Services Division, and the General Law Division.

Leave Policy Description

None.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. TCEQ believes offering remote work is an attractive employment benefit that not only retains our highly qualified staff, but also attract new candidates to TCEQ in this highly competitive labor market. TCEQ is also able to recruit and hire candidates from across the state for positions where TCEQ's business operations are well-adapted to hybrid and remote work. TCEQ has also retained qualified staff who relocated to cities outside of Austin. With 16 regional offices across the state, TCEQ has the opportunity to provide intermittent office space as needed for our remote workers.

Productivity Impact

The agency's remote working policy has impacted employee productivity. Since implementing our policy in March 2022, TCEQ staff have remained highly engaged and positive about the agency. One measurement of that is in response to UT's Survey of Employee Engagement, conducted in November 2023, which found that 65% of TCEQ staff were highly engaged or engaged, and 83% said they planned to be working for TCEQ in the following year. Over 70% of TCEQ staff participated in the survey and over 87% of those worked remotely. The agency has demonstrated its productivity in its LBB performance measures. The following performance measures were negatively affected by the agency's high vacancies during the last biennium and have recovered to meeting or exceeding targets. • 1.1.2. OP 1 Numbers of surface water assessments • 1.1.2. OP 3 Number of dam safety assessments • 3.1.OC 4. Percent of identified noncompliant sites and facilities for which timely and appropriate enforcement action is taken The ability to offer hybrid work opportunities, in addition to the salary increases approved by the 88th Legislature, were helpful in filling these vacancies.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 2,876.3

No additional context needed.

General Land Office and Veterans' Land Board

Remote Work: Hybrid

Article: 6

Date Submitted: 10/18/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	26	84	0	684	7	18	819

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

(3) Days physically in the office, (2) Days telework for most employees, but allow for flexibility, such as for IT staff who typically telework more than 2 days and Government Relations staff who do not telework at all. The policy for the required days onsite is stated as: 3 days in the office per week.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Hours are tracked by employees submitting their time in CAPPS and supervisors reviewing and approving those submissions.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. Employees must receive approval to work a second job. Agency policy requires employees to submit an Outside Employment Notification Form for approval. The form includes a field for the employee to indicate the number of hours worked and the days and hours working the second job.

Leave Policy Description

Anecdotally, employees seem to take less sick leave when they are working from home.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. Allowing remote work has increased applicant pools and retention for existing employees.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

The agency has seen a positive impact to fiscal implications. Positive - Higher retention of existing employees results in a lower turnover rate, which cuts down on time and cost of hiring new employees.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 856.0

No additional context needed.

Texas Low-level Radioactive Waste Disposal Compact Commission

Remote Work: Fully on-site

Article: 6

Date Submitted: 10/03/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
nan	0	0	0	0	0	0	0

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

The policy for the required days onsite is stated as: None to note.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency does not track their remote employees' hours.

Second Job Confirmation

The agency has not taken action to confirm that employees working remotely do not have second jobs during business hours.

Leave Policy Description

No response from the agency.

Recruitment Impact

The agency's remote working policy has not impacted recruitment and retention at the agency.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

Fiscal impact is not applicable or not specified.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - N/A

No additional context needed.

Parks and Wildlife Department

Remote Work: Hybrid

Article: 6

Date Submitted: 10/14/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	2,305	0	0	811	0	70	3,186

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

Policy allows eligible employees to work at a remote worksite (e.g., home office) on a regular or situational basis as a means of achieving administrative efficiencies during emergency operations, for recruitment and retention, and enhancing work life balance. An employee's ability to telework depend on several factors, including business needs and position suitability as determined by each division.

The policy for the required days onsite is stated as: On average, 3 days per week.

Out of State Residency Status

2 employees reside in Indiana and Virginia.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Remote workers must comply with all applicable agency policies and procedures regardless of where or when work is performed, including attendance, time, and leave policies.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. Dual Employment Policy-requires employees to obtain prior approval by the employee's division director, legal division, and the HR Division before employee begins performing the scope of work. No direct action is being taken to confirm a second job during work hours.

Leave Policy Description

Remote workers are responsible for submitting sick and vacation leave requests in accordance with the policy.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. Employees have been hired/resigned based on our agency remote work policy. Hired if we offer more days and resigned if offered less days.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

Fiscal impact is not applicable or not specified.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 3,160.9

No additional context needed.

Railroad Commission

Remote Work: Hybrid

Article: 6

Date Submitted: 10/09/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	nan	174	337	31	133	361	nan

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

Remote work may be requested on an as needed, fully remote or hybrid schedule dependent upon the position
The policy for the required days onsite is stated as: Typically 3 days / week.

Out of State Residency Status

6 employees reside in FL, MO, CO, MI, MA, MN.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Hours are pre-populated and edited for time off.

Second Job Confirmation

The agency has not taken action to confirm that employees working remotely do not have second jobs during business hours.

Leave Policy Description

No response from the agency.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. Exit surveys reference the desire for better remote working opportunity.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 1,124.6

No additional context needed.

Soil and Water Conservation Board

Remote Work: Hybrid

Article: 6

Date Submitted: 10/03/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	0	0	58	0	25	0	83

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

Our agency has positions that are remote in regards to they work from home, but they travel out in the field daily. For positions required to come into an office, our agency authorizes 1 set day per week for employees to work from home. The policy for the required days onsite is stated as: Hybrid employees are required to come into their office location 4 days per week.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Remote workers are required to turn in a weekly activity report to their supervisor.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. We have a policy in place that requires employees to notify the agency of any outside employment.

Leave Policy Description

None.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. Our remote work policy has increased applicants and kept employees from leaving because it offers them the flexibility to work out of their house 1 day a week. It offers a better work/life balance.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 82.0

No additional context needed.

Water Development Board

Remote Work: Hybrid

Article: 6

Date Submitted: 10/18/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	1	11	5	298	0	123	438

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

The TWDB endorses telecommuting, in addition to other flexible work alternatives such as compressed and staggered work schedules.

The policy for the required days onsite is stated as: Note: FTEs included in question 6 above account for those with FY24 telecommuting agreements on file. Of those FTEs, on-site hours averaged 12.4 hours per week, or approximately 1.55 days per week.

Out of State Residency Status

8 employees reside in Washington, Oregon, Colorado, Wisconsin, Arizona, Pennsylvania, Florida, Michigan.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. The TWDB uses CAPPS HR's Time and Labor system to account for and track hours worked both in-person and remote. An override reason code is used to log hours worked from an alternative work site location.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. Employees are required to disclose any non-TWDB employment via completion of an Outside Employment Acknowledgement Form. The form includes disclosure of work days and hours. Disclosure provides an opportunity to determine any conflicts of interests. Failure to submit a form or to inaccurately report outside employment can be the basis of disciplinary action.

Leave Policy Description

Remote employees are allowed to work remotely during periods of illness, such as flu and Covid-19, if not medically restricted. Prior to the Covid-19 pandemic, use of leave and absenteeism due to illness or injury created more significant voids in work productivity.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. Options for remote work have allowed for recruitment of talent throughout Texas, as opposed to pre-pandemic limitations toward the Central Texas area. This has helped with general recruitment efforts.

Productivity Impact

The agency's remote working policy has impacted employee productivity. Most employees have thrived in a remote environment, as measured by the achievement of work product deliverables. Many have exceeded expectations in the performance of duties performed remotely.

Fiscal Impact

Fiscal impact is not applicable or not specified.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 476.5

No additional context needed.

Department of Housing and Community Affairs

Remote Work: Hybrid

Article: 7

Date Submitted: 10/14/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	12	22	1	189	1	134	359

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

It is TDHCA's policy to utilize telecommuting as a work option when it is mutually beneficial for TDHCA's management and the employee. Telecommuting is a voluntary work arrangement, requiring prior written approval, which allows an employee to work from home on a regular or part-time basis. Telecommuting is not an employee right or an option that an employee can demand or have the right to expect. The Department will actively support telecommuting where it is reasonable and practical to do so and where operational needs will not be adversely affected. A telecommuting arrangement must be acceptable to management and ensure work demands can be met and adequately managed and monitored. Not every job or every employee is suited to telecommute on a regular basis. For example, employees with physical office duties, such as opening mail or handling checks, should not telecommute on a regular basis. Staff who need more than minimal supervision or staff whose job requires frequent in-person interaction with other staff or being available to the public should not telecommute on a regular basis. It is essential that TDHCA maintain continuity of operations to ensure we are providing critical services to the public. All telecommuting requests will be reviewed to ensure that mission-critical functions will be maintained at all times.

The policy for the required days onsite is stated as: Each department supervisor is given latitude and flexibility to offer telecommuting as a work option to those employees who maintain productivity, performance, and mission-critical functions; thus, every department is eligible to telecommute with the exception to one. Our mail clerk is required to be in the office full-time to maintain mail deliveries. To date, we have roughly 25% of employees who make their way into the building on any given day. While we have a large percentage who telecommute to some capacity, they are making their way into the office in different intervals that cannot be measured. Most of our staff work a hybrid telecommute schedule and may make their way into the office on rotating days, depending on business needs.

Out of State Residency Status

3 employees reside in Mississippi, Florida, Washington.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Hours worked are tracked the same for remote and non-remote workers. All employees enter their time worked in the CAPPS time and leave system and their supervisors are responsible for approving the timesheet at least weekly or monthly.

Second Job Confirmation

The agency has not taken action to confirm that employees working remotely do not have second jobs during business hours.

Leave Policy Description

Our leave policies remain consistent for both remote and in-office employees. We continue to utilize CAPPS to track hours worked/leave taken and it is up to the supervisor to approve leave requests.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. With the current job market demand, we have noticed that candidates are seeking full-time remote work positions. It is our wish to continue to have the flexibility to offer telework as an optional benefit to assist with attracting a talented job pool. In addition, we want to be able to retain our current employees. We have noticed an increase of employees leaving state government for a higher paying job, so if we aren't able to counter-offer with a higher salary, we need the flexibility to continue teleworking as an added benefit.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

The agency has seen a positive impact to fiscal implications. Due to the pandemic, the Department had to redirect their efforts to the acquisition of more laptops. We can now proudly say that the majority of Department employees have a laptop. This is absolutely a positive impact as we are more agile to act in the event that there is another pandemic. This definitely helps with disaster recovery.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 417.0

No additional context needed.

Lottery Commission

Remote Work: Hybrid

Article: 7

Date Submitted: 10/18/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	0	63	0	255	0	0	318

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

The telework program is designed for the regular daily operations of the agency, disaster preparedness, business continuity planning, and emergency situations based on the needs of the agency and with management approval. Employees must abide by the same job performance expectations, agency policies, procedures, and guidelines. Failure to do so can lead to disciplinary action, up to and including termination of employment.

The policy for the required days onsite is stated as: Management mandates employee work schedules on an ongoing basis and staff are required to work onsite according to business needs, individual job responsibilities and specific work assignments.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. The Centralized Accounting & Payroll/Personnel System (CAPPS) Time and Labor module is used for all employee leave accounting.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. The agency's Outside Employment policy requires employees to have management approval before engaging in outside employment. Outside employment is not approved if it conflicts with agency work schedules or requirements.

Leave Policy Description

During COVID outbreaks, quarantined employees not experiencing severe symptoms continue teleworking resulting in less sick leave usage and continuous productivity.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. The expectations of job applicants have changed, and hybrid work is highly desirable and by many candidates is expected. Telework is a valuable recruitment tool to attract the highest quality of candidates to state government and our agency. Hybrid work is an important factor in employee job satisfaction that is measured by the Survey of Employee Engagement conducted by the UT Austin Institute of Organizational Excellence. The agency's employee retention rate is better than many agencies as reflected by our low turnover of 13.3% compared to the statewide turnover rate of 18.7%.

Productivity Impact

The agency's remote working policy has impacted employee productivity. Productivity is measured by required employee performance evaluations and agency business metrics. According to the Survey of Employee Engagement, 78% of our staff are in the highly engaged/engaged category versus the state average of 63.7%. A highly engaged workforce indicates employees are willing to go above and beyond what is required and are more present and willing to help in completing assignments.

Fiscal Impact

The agency has seen a positive impact to fiscal implications. We had cost savings by reducing approximately 10% of the square footage through hoteling staff and lower build out costs, workstation/furniture purchases, and ongoing wear and tear of such with our move to a state-owned building.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 321.5

No additional context needed

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	151	64	40	288	49	236	828

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

The telecommuting policy aims to enhance employee recruitment and retention by allowing both full-time and part-time employees to work from approved off-site locations. Subject to supervisory approval, employees may be approved for full-time remote work, hybrid schedules, or ad hoc telecommuting, while remaining subject to all department policies. Management evaluates the viability of telecommuting based on factors such as job duties, employee tenure, performance, monitoring capabilities, compliance with ADA, and the availability of necessary office equipment. Telecommuting is suitable when job responsibilities can be effectively performed and managed remotely without negatively impacting department operations or requiring in-person interaction. Before telecommuting, employees and their supervisors must complete telecommuting training. An employee who telecommutes and all levels of their chain of command must complete telecommuting training every two-years. A supervisor or division director may discontinue an employee’s participation in telecommuting at any time.

The policy for the required days onsite is stated as: Hybrid employees are in the office from one to five days per week, depending on their job duties, performance, monitoring capabilities, compliance with ADA, and the availability of necessary office equipment. Telecommuting is approved only when job responsibilities can be effectively managed remotely without negatively impacting department operations or requiring in-person interaction. On average, hybrid employees are required to be in the office two days per week. Hybrid employees may also be required to be in the office for division-wide meetings or other required departmental events at the direction of the supervisor or division director. Hybrid staff include 61 investigators in field positions who travel regularly to conduct inspections at regulated entity locations throughout the state and 15 compliance staff who routinely travel to county tax assessor-collector offices to conduct inventory and title and registration transaction reviews. These positions have historically worked “remotely” (in the field) because their regular workplace is a duty station other than a Regional Service Center or the TxDMV headquarters building in Austin. Additionally, of the 285 “Fully Remote” workers, 49 in Schedule A are customer service representatives who answer phone and email inquiries, provide county technical support, and resolve dealer and customer escalations and complaints for customers across the entire State of Texas; and 92 in All Others are license and permit specialists who support customers across the state, issuing intrastate and interstate registration credentials, and oversize / overweight permits, maintaining route restriction maps, and auditing routes for accuracy and safety. These staff deal with customers statewide over the phone and do not have any in-person customer contact that would require them to report to a central, physical location. Taking into account the above factors, TxDMV has calculated the following adjusted numbers: Fully On-site - Schedule A: 151 Fully On-site - All Others: 64 Hybrid - Schedule A: 40 Hybrid - All Others: 212 Fully Remote - Schedule A: 0 Fully Remote - All Others: 144 Enforcement / Customer Contact: 217 Total FTEs: 828 Using these numbers, only 17.4% of TxDMV employees outside of the statewide customer contact centers are fully remote, compared to 26.0% who are fully onsite. And about half of the fully remote employees (75) are in Information Technology, where staff are able to telecommute without sacrificing customer service. TxDMV has programmers, network and server administrators, and other IT support staff whose job is primarily interacting with technology, which can be done from anywhere. This has allowed the department to attract and retain talent by allowing those employees to live in more affordable areas outside of the Austin metro area.

Out of State Residency Status

1 employees reside in Rhode Island.

Facility Application Impact

The agency believes that their remote working policy impacts the agency's facility and appropriation requests related to the agency facilities. As discussed in question 7, TxDMV employs 76 investigators and compliance staff in field positions who travel regularly to conduct inspections and inventory and title and registration transaction reviews. These positions are able to use hoteling spaces when they need to work in one of the Regional Service Centers or the TxDMV headquarters building in Austin. Moreover, the 49 customer service representatives and 92 license and permit specialists (141 total) who now remotely provide statewide customer support previously worked at Austin headquarters. Because these and other support positions are now fully remote, TxDMV was able to decrease the square footage needed for its headquarters campus renewal by over 45,000 square feet, saving construction costs of \$26.7 million, as well as the cost of ongoing maintenance and utility costs. It also made it possible to utilize existing parking spaces for onsite employees and avoid construction of a \$25 million parking facility.

Tracking Employee Hours

The agency tracks their remote employees' hours. Hours are recorded by employees in the CAPPS time and leave system. Supervisors monitor employee hours, as well as work product and deliverables. TEAMS is used for ongoing, routine communication, so staff have an online presence at all times throughout the workday. Metrics are captured for various tasks, including number of phone calls answered, time spent on customer calls, number of support tickets processed, number of cases managed, number of licenses issued, number of documents processed, etc. Targets are set, employee work product is measured, and employees are held accountable for timely and effectively completing their tasks in the same manner as people who are hybrid or fully onsite. Staff who are not performing to an acceptable level are counseled, have their telecommuting agreement revoked and are placed on a performance plan.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. The department has an Outside Employment Policy. The purpose of the policy is to ensure that a conflict does not exist between private interests and department duties. This includes employment at another state agency. Employees must use a standard department form to request approval for all outside employment work through their management chain up to the division director. Failure to obtain approval for outside employment or accepting outside employment after approval is denied may be the basis for disciplinary action up to and including termination.

Leave Policy Description

None noted.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. Hybrid and remote work are attractive benefits to many job-seekers. Our vacancy rate as of August 31, 2024 was 6%, compared to 9% as of August 31, 2021. We can hire people outside of Austin, including rural areas, who are able to perform their job duties in the same manner and at the same high level of performance as onsite employees. The remote or hybrid model provides a higher quality of life by reducing stress associated with Austin rush hour traffic. We are able to retain staff because they are able to save money on housing and transportation; many jobs work well using the remote model because they do not require in-person contact and the job duties are well-defined to perform alone, and performance can be monitored through metrics and technology.

Productivity Impact

The agency's remote working policy has impacted employee productivity. Since implementing a fully remote call center, TxDMV has maintained a consistently high customer satisfaction rating based on after-service surveys. As of October 24, customer satisfaction in the TxDMV Customer Contact Center was 96%. Vehicle Titles and Registration staff continue to meet or exceed key performance indicators, demonstrating enhanced and sustained efficiency and effectiveness in their roles while working remotely. Remote Information Technology staff can manage more development and infrastructure support tickets, and with fewer interruptions while working remotely, development and testing teams can focus better to complete more coding tasks independently.

Fiscal Impact

The agency has seen a positive impact to fiscal implications. In addition to the facilities savings identified in question 10, the TxDMV has experienced reductions in operating costs, as follows: Furniture expenditures for items such as replacement chairs, conference room furniture, modular furniture, and sit-stand desks have decreased from an average of \$39,000 per year to \$4,500 per year. Printing expenditures decreased from an average of \$107,000 per year to \$40,000 per year.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 860.0

No additional context needed

Department of Transportation

Remote Work: Hybrid

Article: 7

Date Submitted: 10/18/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	5,468	4,614	180	2,848	1	76	13,187

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

From our HR Policy Manual: Employees with approval may work remotely, including from their personal residence, for times and in a manner that is in accordance with Department policy and mutually beneficial to the employee and the Department. The Department neither guarantees nor automatically approves telework requests. Employees may telework as needed or may have a defined telework schedule that indicates the days teleworking and in the office. Jobs acceptable for telework are those that may be performed at a remote location without diminishing the quality of the work or disrupting productivity.

The policy for the required days onsite is stated as: As quoted from our policy in #4 above, "Employees may telework as needed or may have a defined telework schedule that indicates the days teleworking and in the office." For those with a telework schedule, the average number of days in the office is 2.2. Some further notes on the responses to #6. The share of department employees who telework is 23.5%. The department does not allow employees to be fully remote except in very rare cases which have been approved by the executive director. For perspective, the number of fully remote employees represents just 0.599% of department employees, with a number of these employees being fully remote as part of an Americans with Disabilities Act accommodation.

Out of State Residency Status

6 employees reside in MO, AZ, KY, FL, CA.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Through the employees' timesheets in the PeopleSoft Time and Labor Module.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. Department policy requires that all employees engaged in work outside of TxDOT fill out a form disclosing each outside employment and receive approval for the outside job by their respective Division Director or District Engineer. The form requires that employees disclose whether all work duties will be completed outside of their TxDOT working hours, and if they answer "no" they are required to provide an explanation for review. Failure to submit such a form while engaging in outside employment may lead to disciplinary action up to, and including, termination of employment. The department's Compliance Division investigates concerns raised by employees or members of the public regarding fraud, waste, or abuse. This includes issues involving an employee conducting non-TXDOT related activities on TxDOT time or using TxDOT resources.

Leave Policy Description

No implications have been observed.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. TxDOT's flexible work policy has been a strong recruiting and retention tool for more than a decade. Especially since the pandemic, we have seen that job seekers place a value on remote work because it provides the flexibility for a better work-life balance, while saving them money and time of a daily commute. This has helped us compete with the higher salaries offered by numerous private sector business, including during the post-pandemic hiring shuffle. As an indicator of our success in recruiting and retention, after the department received an increase of 349 FTEs in the last session, we are pushing up against our FTE limit with still 10 months left in the biennium.

Productivity Impact

The agency's remote working policy has impacted employee productivity. We have seen increased productivity by our employees. Since 2009, while our FTE limit has remained relatively flat, the (not adjusted for inflation) value our ten-year plan for development and construction has increased two and a half times. Despite the increased workload, since 2010, employee satisfaction and engagement have increased as evidenced by our overall score increasing with each Survey of Employee Engagement.

Fiscal Impact

The agency has seen a positive impact to fiscal implications. The biggest fiscal impact has been upon our facilities. Since 2017, the department's FTE limit has increased by 1,257. As space has gotten tighter, employee remote work has allowed for the sharing of workspace. As an example, as a cost saving measure for our new Stassney Campus, we purposely reduced our footprint by 10% planning for the use of shared workspaces.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

No additional context needed

FY 2024 GAA FTE Cap - 13,157.0

Workforce Commission

Remote Work: Fully remote

Article: 7

Date Submitted: 10/18/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	234	731	114	1,924	244	1,444	4,691

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

Telework and Remote Work Policy Summary: Two Work Categories: Teleworking: Working from home or another location part-time, with four different schedule types (occasional, minimal, moderate, highest). Can be called into the office at any time no travel reimbursement. Remote Work: Working remotely 100% of the time from a pre-approved location. Only required to come into the office once or twice a year; eligible for reimbursement for travel over 60 miles from Austin. Teleworking Details: Optional and at management's discretion, reviewed annually. Requires manager approval and adherence to all agency policies. No extra compensation for home office use. Specific rules apply for compensatory time and office closures. Telecommuters can be called into the office on any working day even if they are scheduled to telecommute. Remote Work Details: Position must be designated as remote by division directors. No extra compensation for home office use. Directors, supervisors, and managers are not eligible. Limited in-office work may be required. Equipment and Workspace: TWC equipment use requires supervisor approval and inventory. Employees responsible for transporting equipment and maintaining a safe workspace. Performance and Accountability: Employees must maintain productivity and availability. Supervisors track assignments and monitor performance. Location Restrictions: Telework/Remote work limited to Texas with few exceptions. Work outside the U.S. is prohibited. Exceptions and Further Information: Exceptions require Executive Director approval. TWC remote workers can be reimbursed up to two times per year to travel to the office. Any employee needing to travel to the office more two times cannot be classified as a remote worker. The policy for the required days onsite is stated as: The average employee in those categories works approximately 3 days per week in the office.

Out of State Residency Status

11 employees reside in California, Tennessee, Maryland, Oklahoma, Arkansas, Louisiana, New York, Florida.

Facility Application Impact

The agency believes that their remote working policy impacts the agency's facility and appropriation requests related to the agency facilities. TWC has saved approximately \$929,754 (\$434,932 in the Austin area and \$494,822 outside the Austin area) annually in facility related costs due to consolidation of facilities. The two programs most impacted are the Vocational Rehabilitation programs and the UI program. TWC has used those funds toward other needed activities such client services within those programs. This does not include cost avoidance due to negotiating newer leases at higher rates for less space needed to due to telecommuting.

Tracking Employee Hours

The agency tracks their remote employees' hours. All employees certify their timesheets monthly. All of the timesheets are also supervised by a manager.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. All new employees are asked when they begin with the agency if they have outside employment and all requests are reviewed for work-hour and other types of conflict by the agency's Office of General Counsel. Employees are reminded that they must report all outside employment. The agency takes disciplinary action when an employee deliberately misstates time in an official record.

Leave Policy Description

The agency has not seen significant reductions in the use of sick leave or annual leave. At the onset of COVID, agency use of sick and annual dropped but has since increased to pre-pandemic levels.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. Overall applicant counts dropped during the pandemic but have since increased. The agency's use of the "remote" category has allowed the agency to hire applicants across the state for positions that have typically been difficult to fill in Austin. Examples include many of the agency's technology positions. The agency has also seen improvements in retention of both new and tenured employees. The agency's retention for last year was 86 percent.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

The agency has seen a positive impact to fiscal implications. Please refer to Facility Application Impact response.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 4,905.5

No additional context needed

State Office of Administrative Hearings

Remote Work: Hybrid

Article: 8

Date Submitted: 10/08/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	0	0	26	81	1	0	108

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

Employees may request to participate in the agency's remote work program. The Chief ALJ must approve the request. Remote work is depending on business needs and must report to their local agency office if needed by the supervisor. The policy for the required days onsite is stated as: 1 day a week.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy impacts the agency's facility and appropriation requests related to the agency facilities. The agency's long term plan is to reduce space where the agency can. Future facility determinations must reflect of hearings, including adequate technology to support citizen access and confidentially.

Tracking Employee Hours

The agency tracks their remote employees' hours. The agency utilizes various technologies to monitor employee productivity, regardless of location.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. The agency has an outside employment and activities policy that requires all employees to request approval to work outside the agency, or to engage in certain outside activities that may present a conflict of interest or interfere with the agency's work. The employee must also disclose their outside schedule and certify that participation will not impact the employee's performance of their job duties.

Leave Policy Description

The agency has observed less vacation and sick leave claimed.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. The agency has observed that hybrid work policies are desirable for the modern workforce. Without having it, the agency would likely be unable to recruit and retain qualified staff. We have had examples of employees leaving the agency where they can be 100% remote.

Productivity Impact

The agency's remote working policy has impacted employee productivity. We have observed an increase in productivity. We have increased our performance measure related to work productivity.

Fiscal Impact

The agency has seen a positive impact to fiscal implications. Reduction in travel, supplies, and printing costs have been observed. However, this has been most recently offset to meet salary parity or be used for recruiting.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 119.0

No additional context needed.

Behavioral Health Executive Council

Remote Work: Hybrid

Article: 8

Date Submitted: 10/03/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	3	8	4	28	0	14	57

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

All employees must receive approval for remote work and must sign a remote work agreement. Remote employees must be available during standard work hours and respond to all communications timely as if they were on-site. Employees must return to the office for in-person meetings or at the request of management. Remote employees may not accrue overtime or comp time. Remote employees may only use agency laptops for telework, are financially responsible for all equipment, and may not use any agency equipment for personal purposes. New employees are not eligible for remote work for 6 months. The policy for the required days onsite is stated as: Days per week of on-site work varies by position. The Executive Director, Deputy Executive Director and CFO work exclusively in the office, with limited exceptions on an as-needed basis, and the General Counsel works 4 days each week in the office. Attorneys and managers must be on site a minimum of 3 days per week. Board administrators, administrative staff, and customer service staff must be in a minimum of 2 days per week. Licensing specialists must be in a minimum of 1 day per week.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. BHEC utilizes performance of work product to ensure employees are completing assigned work. Licensing specialist have an assigned caseload of applications that must be processed timely, and investigators and attorneys have an assigned caseload of complaints to process. These caseloads are tracked through spreadsheets and the agency managers track both the number of applications/complaints processed and the average time for processing.

Second Job Confirmation

The agency has not taken action to confirm that employees working remotely do not have second jobs during business hours.

Leave Policy Description

By written policy, employees who work remotely may not request to use remote work on days they are scheduled on site. Employees who cannot work an on-site day must use sick or vacation leave.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. While the agency does not have specific feedback on how its telecommuting policy has impacted recruitment efforts, the option to telecommute is highly valued by staff who participate in the program. This is evidenced by the promptness with which employees request telecommuting authority once eligible, as well as the dissatisfaction expressed by those required to return to the office.

Productivity Impact

The agency's remote working policy has impacted employee productivity. The agency believes that its remote working policy has positively impacted employee productivity, largely because it provides a significant benefit to employees who might otherwise consider leaving the agency due to factors such as the distance from our office or family and personal obligations. While this response might also relate to the impact of telecommuting on employee retention, there is a clear link between retention and productivity. By retaining staff who value the flexibility offered by telecommuting, we have been able to maintain or even improve productivity, as reflected in our performance measures. We attribute this to the perceived or actual benefits of telecommuting that our staff enjoy under the current policy.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 68.0

No additional context needed.

Board of Chiropractic Examiners

Remote Work: Hybrid

Article: 8

Date Submitted: 10/03/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
nan	2	0	7	0	3	0	12

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

We have at two staff members who are in the office daily (we only have a total of 12 employees, 3 of which don't live in the region as they are outside investigators). The rest of us are required to come in the office one day per week and also come in as needed and upon request.

The policy for the required days onsite is stated as: Required 1 day per week and also come in when as needed and upon request.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Log in and log out times are checked.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. When people are hired they have to sign documents stating they do not have a second job. Production levels would also be a tell-tale sign.

Leave Policy Description

I don't understand the question. Sick and vacation time is the same for remote workers as for anyone else. We have investigators who work in different regions who have to be 100% remote. There is no reason to treat any employee different than any other. There have been no implications.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. We CANNOT hire anyone without having a hybrid work policy. There hasn't been anyone interested in working for us if they are not allowed to work from home at least some of the time. We have a small staff. People would quit if they had to go back to coming into work 5 days per week. Recruitment has been next to impossible. Only the Executive Director of every agency should dictate whether or not to have a work from home policy. He/she will know their staff the best and whether or not they can treat grown people like adults.

Productivity Impact

The agency's remote working policy has impacted employee productivity. If anything our production is better because we work at home. The increase in production is because we don't have to deal with the day to day bombardment of interruptions at work or stress from a long commute. Productivity is measured by output.

Fiscal Impact

Fiscal impact is not applicable or not specified.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 14.0

No additional context needed.

Board of Dental Examiners

Remote Work: Hybrid

Article: 8

Date Submitted: 10/03/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	1	2	5	30	0	15	53

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

We have two types of remote work. 1) employees who have daily job functions outside of Austin office and 2) voluntary work arrangement at an alternative work site on a regular basis. The policy for the required days onsite is stated as: Hybrid schedules include 1-4 days of remote work per week contingent on the division and their position.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Each employee has to certify their time in CAPPs on a regular basis. Division directors take on the responsibility to ensure all employees account for their leave taken and hours worked.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. Division directors ensure regular duties continue while employees work remotely.

Leave Policy Description

Any implication the agency has seen has been positive. For example, the remote policy allows certain positions to work remotely when the employee has tested positive for COVID.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. After new employee training, contingent on the specific position and division, employees may be allowed to work remotely certain days of the week. This flexibility has had a positive impact on recruitment and retention.

Productivity Impact

The agency's remote working policy has impacted employee productivity. Employees tend to be more productive when offered the privilege of working remotely. If productivity or mistakes occur in job performance, employees are then brought back into the office.

Fiscal Impact

The agency has seen a positive impact to fiscal implications. Remote work has improved employee retention and satisfaction.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 59.0

No additional context needed.

Funeral Services Commission

Remote Work: Fully remote

Article: 8

Date Submitted: 10/18/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
No	10	3	0	0	0	0	13

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

TFSC currently determines remote work on a case by case basis.

The policy for the required days onsite is stated as: 1 employee is required to be in office one day a week. The 2 other employees are required to be in office on a as needed basis.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy impacts the agency's facility and appropriation requests related to the agency facilities. The current space accommodates 11 FTE, however, the agency is allotted 16 FTEs. TFSC has requested an additional 10 FTEs for the FY26-FY27 biennium.

Tracking Employee Hours

The agency tracks their remote employees' hours. Remote workers adhere to the same leave accounting procedures as in office staff. TFSC utilizes CAPPs for leave accounting.

Second Job Confirmation

The agency has not taken action to confirm that employees working remotely do not have second jobs during business hours.

Leave Policy Description

Currently, the agency has not seen any implications.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. Applicants are hesitant to accept positions without a telework policy.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

Fiscal impact is not applicable or not specified.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - N/A

No additional context needed.

Board of Professional Geoscientists

Remote Work: Hybrid

Article: 8

Date Submitted: 10/04/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
No	0	2	0	5	0	0	7

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

Our agency hybrid remote worker policy allows employees to split their time between the office and their homes. The policy for the required days onsite is stated as: 3-4 days per week.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. The agency uses google to track employee active status.

Second Job Confirmation

The agency has not taken action to confirm that employees working remotely do not have second jobs during business hours.

Leave Policy Description

Remote and office workers follow the same policy in terms of sick and annual leave. Additionally, TBPG has not tracked the data long enough to identify any conclusive implications from remote work although it does appear that remote work, and the flexibility it allows, results in less sick time used.

Recruitment Impact

The agency's remote working policy has not impacted recruitment and retention at the agency.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

No additional context needed.

FY 2024 GAA FTE Cap - 7.5

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	3	0	3	0	0	2	8

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

On a case by case basis, the agency reviews requests for remote work. We only have 8 FTEs. The policy for the required days onsite is stated as: Hybrid is contingent on roles and responsibilities. Varies between 1-4 days work from home.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Employees certify their time through CAPPs and those hours are approved by their direct report.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. We regularly monitor work production based on meeting attendance, ticket clearance.

Leave Policy Description

The best thing about it is, sometimes folks are contagious but not overly symptomatic. Working from home allows for them to continue to work and not infecting coworkers.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. Being able to offer a hybrid or work from home experience allows the agency to remain competitive in the marketplace. In some cases it has been the sole reason for retaining long serving staff.

Productivity Impact

The agency's remote working policy has impacted employee productivity. Employees tend to be more productive. Without the normal office interruptions to deal with staff is better able to focus on their tickets/tasks at hand.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 8.0

No additional context needed.

Office of Injured Employee Counsel

Remote Work: Hybrid

Article: 8

Date Submitted: 10/17/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	1	1	24	99	12	6	143

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

The agency allows a hybrid work schedule depending on the agency's business needs and employees' job duties. The needs of the Injured Employees take priority over any telecommuting arrangements.

The policy for the required days onsite is stated as: Classification Title # FTE Typical # of Telecommuting days Salary Plan Admin III 4 3 Schedule A Admin IV 2 3 Schedule A Atty II 1 3 Schedule B Atty III 7 3 Schedule B CSR II 10 3 Schedule A CSR III 8 3 Schedule A Director I 1 3 Schedule B Director IV 1 3 Schedule B Exec Asst II 1 2 Schedule B General Counsel III 1 3 Schedule B Info Spec II 2 4 Schedule B Info Spec IV 1 4 Schedule B Human Resou III 1 3 Schedule B Human Resou IV 1 3 Schedule B Manager III 1 3 Schedule B Prog Supervisor VII 1 3 Schedule B OMB I 11 3 Schedule B OMB II 1 3 Schedule B OMB IV 58 3 Schedule B OMB V 1 3 Schedule B OMB VI 7 3 Schedule B Prog Spec II 1 4 Schedule B Project Manager V 1 3 Schedule B .

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. OIEC employees report their hours worked and leave using CAPPs. Their entries are reviewed and approved by agency management. OIEC has several workload reports and other data to confirm productivity.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. Employees are required to notify their manager for written approval of secondary jobs. Managers will not approve any secondary jobs that appear to conflict with the agency's mission or with its business needs.

Leave Policy Description

We have seen an upward trend in the use of sick and annual leave, but it does not appear to be related to remote work policies.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. We believe having a hybrid/remote working policy makes the agency competitive with other employers, and many candidates have expressed interest in our jobs based in part on having a hybrid/remote work schedule. Additionally, telework has allowed the agency to broaden our candidate pool by attracting qualified candidates who reside outside of major metropolitan areas. The agency retention rates appear to be unaffected.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 162.8

For the Question 5 description: Most employees are allowed 3 telecommuting days, while information specialists (3 FTEs) and program specialists (1 FTE) are allowed 4 days.

Department of Insurance

Remote Work: Hybrid

Article: 8

Date Submitted: 10/17/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	9	4	52	1,041	0	145	1,251

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

TDI's telecommuting program allows employees to participate in a work at home program. Employees participating in the program are subject to all TDI policies and procedures regardless of their work location. Employees participating in telecommuting are subject to manager's ongoing approval for continuation in the program. Employees may be removed from the program at any time at the discretion of the manager. Employees participating in the program must be a resident of Texas.

The policy for the required days onsite is stated as: Management personnel are required to report to a TDI office at least three days/week, all other personnel are required to report to a TDI office at least two days/week. During legislative session, executive staff and some other staff members are required to be fully on-site. Most fully remote employees are field employees located statewide, such as financial examiners and fire marshal inspectors and investigators.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Managers are responsible for monitoring employees work and productivity, attendance at meetings, and availability. The expectation is that employee performance is consistent regardless of the work location.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. TDI policy requires all employees to report any additional employment to management for approval. Managers monitor employee schedules and productivity throughout the day and check in via TEAMS chat and video calls. If there is a decline in employee performance, management will have discussions with the employee which include questions about outside employment. Job descriptions are reviewed at least annually to ensure employees understand the job expectations, confirm job functions, and assess the time required for assignments. Additionally, TDI is investigation other options to confirm whether employees working remotely have a second job during business hours.

Leave Policy Description

Depending on the situation, some employees work from home instead of using sick leave for illnesses or appointments.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. Recruitment: The hybrid work policy is a benefit to many job candidates who want the ability t telecommute but also enjoy time in the office around coworkers. However, some candidates have expressed a desire for full-time telecommuting options. Retention: TDI's turnover rate decreased from 19% in 2022 to 13% in 2024 TDI included questions related to our hybrid work policy in the recent Survey of Employee Engagement. Results showed 90% agreement or higher for all questions, including the ability to communicate effectively with coworkers and management and adequate support from the agency for remote work.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 1,221.3

No additional context needed.

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	0	1	0	15	0	0	16

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

Hybrid 3 days remote, 2 days in office for most employees. All employees in office on Wednesdays. The policy for the required days onsite is stated as: Generally 2 days.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Employees are required to be in contact and available, generally on TEAMS. Office is small and communication via TEAMS frequent enough that absences would be noticeable.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. See above. Also, permission for outside employment is required.

Leave Policy Description

Remote work allows employees who might otherwise take sick time (respiratory/flu issues, COVID exposure isolation) to work remotely instead and minimize use of sick time.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. It's a major positive and has attracted at least 12.5% of employees in recruitment and allowed retention of maybe twice as many.

Productivity Impact

The agency's remote working policy has impacted employee productivity. No performance measures have suffered, productivity seems to be up, and morale has improved.

Fiscal Impact

The agency has seen a positive impact to fiscal implications. See above.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 16.0

No additional context needed.

Department of Licensing and Regulation

Remote Work: As needed/Upon request

Article: 8

Date Submitted: 10/16/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	10	144	7	284	41	32	518

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

In reference to Question 3, above, please note that TDLR allows for all four options listed above - full on-site, hybrid, fully remote and as needed/upon request. The survey would only allow one choice to be selected. The response for Question 4 is: The remote work policy emphasizes that remote work is a privilege, with eligibility based on performance, attendance, and agency needs. Participating employees must have an appraisal with all "Met Expectations" ratings and acknowledge that business needs may require in-person attendance, even on scheduled remote days. The policy ensures accountability by requiring employees to remain available on Microsoft Teams during work hours and maintain consistent communication with supervisors. Employees must work from an approved location, with prior approval required for any changes. The policy also states employees are responsible for maintaining a professional, distraction-free workspace and may not provide care for young children or adult dependents while working. Additionally, employees must attend in-person meetings and report onsite as needed. The policy for the required days onsite is stated as: 2 - 4 days/ week.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. CAPPS.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. Per agency policy, employees must obtain prior approval before engaging in any outside or secondary employment. All remote employees must be accessible via Microsoft Teams during working hours, with their productivity and availability monitored by management in accordance with guidelines.

Leave Policy Description

Our remote work policy is drafted to ensure productivity and maintain clear boundaries between work and personal time, including preventing unauthorized work during vacation or from unapproved locations. It mandates that employees have a designated remote work location, and if they wish to work from a different location, they must seek prior approval. Additionally, agency policy prohibits working remotely from out-of-state locations unless the employee is on approved travel status for a work-related assignment or trip.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. TDLR's remote work and hybrid work opportunities have played a large part in the agency's ability to recruit and retain employees. However, some employees that separated from the agency indicated they left for even more flexible remote work arrangements with fewer in-office days. Additionally, prospective candidates have declined opportunities due to the on-site work requirements.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 586.2

No additional context needed.

Board of Nursing

Remote Work: Hybrid

Article: 8

Date Submitted: 10/17/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	2	0	17	108	0	4	131

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

Remote work is allowed with Department Director approval of a Telework Agreement/Application. Agreements may be modified or revoked by Director at any time.

The policy for the required days onsite is stated as: Hybrid employees are typically required to be on-site at the office two days per week. Certain positions, such as management and human resources, are required to be in the office more often.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. For Schedule A employees, all hours worked are tracked in CAPPs. Schedule B employees report by exception, and are required to use applicable leave for any scheduled hours not worked.

Second Job Confirmation

The agency has not taken action to confirm that employees working remotely do not have second jobs during business hours.

Leave Policy Description

Use of accrued sick leave and vacation leave has not decreased after implementation of our telework policy. Leave utilization on a per capita basis has remained stable.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. We are more competitive with other employers who offer telework. People living farther distances from the Austin Metropolitan Area are accepting positions with our agency, now that they typically only have to commute two days per week.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 141.7

No additional context needed.

Optometry Board

Remote Work: Hybrid

Article: 8

Date Submitted: 10/08/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	0	0	5	0	1	0	6

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

Agency employees work 3 days onsite and 2 days remote. However, one employee is fully remote. The policy for the required days onsite is stated as: Agency employees work 3 days onsite and 2 days remote.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. With a small FTE count, it is easy for the executive assistant and executive director to monitor employee hours.

Second Job Confirmation

The agency has not taken action to confirm that employees working remotely do not have second jobs during business hours.

Leave Policy Description

No impact on vacation time. Employees still take vacation. However, for sick leave, employees seem to work from home while sick if urgent issues arise.

Recruitment Impact

The agency's remote working policy has not impacted recruitment and retention at the agency.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

No additional context needed.

FY 2024 GAA FTE Cap - 7.0

Board of Pharmacy

Remote Work: As needed/Upon request

Article: 8

Date Submitted: 10/22/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	0	0	6	52	0	4	62

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

Dependent upon position, employee performance, and business needs of the agency an employee teleworking request may be granted.

The policy for the required days onsite is stated as: Zero to five days/ week, dependent upon position allowances.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. CAPPS, Activity Reports, Team meetings, Direct report check-ins, and Performance Measures.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. Agency policy requires that all staff request approval for any secondary employment.

Leave Policy Description

Agency sick and vacation time policies are the same for all employees.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. Applicants often ask what the policy is and have turned down offers with less or no remote work time allowed for the position. Employees have left the agency for other positions that allow for more remote work opportunities.

Productivity Impact

The agency's remote working policy has impacted employee productivity. Agency has met or exceeded all key performance measures and noticed an increase in productivity from employees over the last four years. This is measured by Key Performance Measures, Employee Performance Measures, deadlines, and managerial feedback.

Fiscal Impact

The agency has seen a positive impact to fiscal implications. Allows the agency to use appropriated funds and spend less money on paper products.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 117.0

No additional context needed.

Executive Council of Physical Therapy and Occupational Therapy Examiners

Remote Work: Hybrid

Article: 8

Date Submitted: 10/16/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	1	8	0	10	0	0	19

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

The agency's telecommuting policy allows eligible employees to work from designated areas outside the office, fostering productivity and flexibility. It requires an approved telecommuting agreement and emphasizes that telecommuting is a privilege that does not alter the terms of employment.

The policy for the required days onsite is stated as: Hybrid employees typically work on-site One or Four days per week, depending on departmental needs and individual agreements.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. The agency tracks employee hours for remote workers using the same reporting mechanisms as on-site employees, through CAPPs. Management is responsible for ensuring that all employees accurately report their leave and hours worked.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. Management ensure regular duties continue while employees work remotely.

Leave Policy Description

Any implication the agency has seen has been positive. For example the remote work policy has allowed certain positions to continue working even when employees test positive for COVID, ensuring continuity of operations while prioritizing employee health.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. The remote working policy has positively influenced recruitment and retention, as it enhances work-life balance and employee satisfaction.

Productivity Impact

The agency's remote working policy has impacted employee productivity. The agency has observed an increase in productivity among remote workers. This boost can be attributed to reduced commute times and improved flexibility, allowing employees to better manage their work schedules and focus on their tasks.

Fiscal Impact

The agency has seen a positive impact to fiscal implications. The remote working policy has positively influenced recruitment and retention, as it enhances work-life balance and employee satisfaction.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 21.0

No additional context needed.

Board of Plumbing Examiners

Remote Work: As needed/Upon request

Article: 8

Date Submitted: 10/03/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	34	10	5	1	1	0	51

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

Note all jobs can be done remotely. Those that wish to work remotely must request to do so three days prior and produce a work list approved by the department manager.

The policy for the required days onsite is stated as: 3 days a week.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Sign in and out via email and active TEAMS contact. Activity database reports to show number of applications when applicable.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. All 2nd jobs must be approved by ED to determine any conflicts and the remote work agreement requires them to self report any employment changes. However, we have not experience a problem of this type.

Leave Policy Description

Employees are not allowed to remote work if sick. They must take sick leave. All employees must request vacation leave in advance and seek approval from manager and confirm leave time in CAPPs. Changes in remote work schedule must be requested at least three days prior. Productivity reports are used to confirm work time.

Recruitment Impact

The agency's remote working policy has not impacted recruitment and retention at the agency.

Productivity Impact

The agency's remote working policy has impacted employee productivity. Does have a small impact on manager employee production because the manager must spend time confirming through productive reports that the remote worker has completed their job.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 51.0

No additional context needed.

Racing Commission

Remote Work: As needed/Upon request

Article: 8

Date Submitted: 10/18/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	3	37	0	0	0	0	40

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

Each employee is assigned a primary duty location (the agency has five office locations) and may be approved by their supervisor to conduct operations at an alternate duty location to facilitate a continuity of operations during exigent situations. Generally, employees may not earn compensatory time or overtime during remote working periods. The policy for the required days onsite is stated as: none to note.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy impacts the agency's facility and appropriation requests related to the agency facilities. Agency has purchased and maintains laptops, Mifis, cell phones and VPN capabilities to support continuity of operations during emergencies.

Tracking Employee Hours

The agency tracks their remote employees' hours. All time worked is documented in CAPPS.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. Employees are not permitted to hold outside employment unless they have requested to do so in writing and that request has been reviewed for conflicts of interest and approved in writing by the Executive Director.

Leave Policy Description

No response from the agency.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. We clearly state in our job postings that work is onsite. We have had inquiries from potential applicants related to hybrid or remote work that resulted in decisions not to apply or accept an interview.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

Fiscal impact is not applicable or not specified.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 57.3

Agency is onsite unless there is an emergency or other circumstance that prohibits onsite work.

Securities Board

Remote Work: Hybrid

Article: 8

Date Submitted: 10/18/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	4	17	10	52	0	3	86

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

With prior written authorization, the Securities Commissioner may permit an employee to perform certain types of work in a remote workplace. An employee may submit a request to his or her Division Director to work under this policy. The Division Director will review the request and may make a recommendation to the Securities Commissioner to approve the request if the Division Director finds that the specific criteria listed in the policy are met. All applicable Agency and Division policies and procedures remain in effect regardless of where or when work is performed, including attendance and time and leave policies. Teleworkers are required to perform all regular and expected job duties as if they were present in their assigned business office, and the same standards apply to all employees concerning their availability, responsiveness, productivity, and protection of Agency equipment, systems, and information.

The policy for the required days onsite is stated as: Hybrid employees are required to be on-site two or three days a week depending on their assigned division and role.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. All applicable Agency and Division policies and procedures remain in effect regardless of where or when work is performed, including attendance and time and leave policies. Remote workers can be monitored directly using normal communication or indirectly using the status indicator in Microsoft Teams. Time accounting is managed using the CAPPS system. All time entries are reviewed by a supervisor.

Second Job Confirmation

The agency has not taken action to confirm that employees working remotely do not have second jobs during business hours.

Leave Policy Description

Allowing remote work has improved staff member attendance. The fact that remote work removes the difficult Austin commute is suspected to be the main reason.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. Allowing remote work has improved recruitment and retention. Staff members are happier when they are not subject to a difficult commute five days a week. Most importantly, the Agency has been able to hire and retain staff members that cannot afford to live in close proximity to Austin. Many staff members that live in distant suburbs like Bastrop, Leander, Seguin, and Taylor can maintain their employment by reducing commute costs like gas, tolls, and vehicle depreciation due to remote work opportunities. Were it not for remote work arrangements, the monetary and emotional cost of the commute would make their employment unsustainable. The Agency has suffered high turnover in the past. Increased appropriations and remote work arrangements have contributed to an improvement in the turnover rate over the past two years.

Productivity Impact

The agency's remote working policy has impacted employee productivity. The flexibility provided by remote work capabilities has increased efficiency and productivity. Remote work capabilities allow staff to address urgent matters that occur outside normal work hours instantly by removing the need to drive to the office. In addition, staff that need to focus on a single urgent and important project can isolate themselves for the appropriate time needed to complete the project.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 93.0

No additional context needed.

Public Utility Commission

Remote Work: Hybrid

Article: 8

Date Submitted: 10/18/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	0	1	12	227	0	13	253

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

The PUCT has a flexible telecommuting policy, depending on the employee's position. Most positions are eligible for telecommuting up to 3 days a week after their first 6 months of employment. More or less telecommuting may be approved on a case-by-case basis.

The policy for the required days onsite is stated as: It varies by position and by division, but on average, hybrid staff work from home 3 days a week.

Out of State Residency Status

3 employees reside in Arizona, Oregon, and California.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. Each division tracks their work differently. It is a management responsibility to ensure that all workers, whether remote or not, are working their assigned hours.

Second Job Confirmation

The agency has not taken action to confirm that employees working remotely do not have second jobs during business hours.

Leave Policy Description

We have noticed a decrease in sick leave with this policy. There are instances where an employee may be ill and not able to come into the office, but who can still perform some work while recovering at home. We only allow the employee to count hours they actually worked, and require sick leave for the remainder.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. Nearly every applicant asks about our remote work policy, and it is seen as a positive benefit of working for the PUCT. If this policy were to be eliminated, we would expect to see a large number of resignations.

Productivity Impact

The agency's remote working policy has not impacted employee productivity.

Fiscal Impact

The agency has seen a positive impact to fiscal implications. This policy is an important aspect of attracting and retaining qualified workers. The PUCT is pleased to have reduced its turnover rate in recent years, and reduced the costs associated with high turnover and low retention of qualified staff.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 283.0

No additional context needed

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
Yes	0	3	10	4	0	0	17

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

OPUC allows eligible employees to work remotely upon Manager and Chief Executive & Public Counsel approval. All OPUC employees are required to be physically in office a minimum number of days each week and for specifically listed job requirements. The policy for the required days onsite is stated as: Professional and Administrative employees are required to be physically in the office a minimum of 2 days per week. Support staff are required to be physically in the office a minimum of 3 days per week. All employees are required to be physically in office for specifically listed essential job functions contained in OPUC’s Telework Policy.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. The existing rules on working hours apply to employees who telework. Existing rules on leave administration apply to employees who telework. Existing rules on certification of time and attendance apply to employees who telework.

Second Job Confirmation

The agency has taken action to confirm that employees working remotely do not have second jobs during business hours. Existing rules prevent employees from obtaining outside employment.

Leave Policy Description

Existing rules on leave administration apply to employees who telework. Employees are required to take annual or sick leave when absent, whether in office or teleworking. OPUC has seen this as a positive aspect to agency policy if an employee has recovered from an infection disease but still needs to be isolated to protect other employees and are able to work remotely.

Recruitment Impact

The agency's remote working policy has impacted recruitment and retention at the agency. OPUC has seen this as a positive aspect for recruitment and retention of staff. This allows employees to have a balanced work/personal life.

Productivity Impact

The agency's remote working policy has impacted employee productivity. OPUC has seen productively improve because of the telework policy. OPUC’s workload has increased as shown in its reported performance measures.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - 31.5

No additional context needed

Board of Veterinary Medical Examiners

Remote Work: Hybrid

Article: 8

Date Submitted: 10/29/2024

Formal Policy	FTE Onsite Schedule A	FTE Onsite Other	FTE Hybrid Schedule A	FTE Hybrid Other	FTE Remote Schedule A	FTE Remote Other	FTE Total
No	5	0	11	0	11	0	27

*Note: Due to the nature of the request, most agencies provided headcount, not FTE data so amounts will not always tie to other FTE reports.

Remote Policy

Each director/manager can determine remote/hybrid work for each employee based on agency needs, employee needs and employee performance. The policy for the required days onsite is stated as: In a normal week, most hybrid employees are expected to be on site 2-3 days a week.

Out of State Residency Status

All employees reside in Texas.

Facility Application Impact

The agency believes that their remote working policy does not impact the agency's facility and appropriation requests related to the agency facilities.

Tracking Employee Hours

The agency tracks their remote employees' hours. The fully remote workers are our field investigators who reside in different regions of the state to help minimize travel costs. The agency has always had fully remote field investigators and as such has developed a robust system for engaging those field employees. The director of enforcement reviews metrics and timesheets monthly and holds monthly meetings to ensure that employees are meeting their performance goals and working hours.

Second Job Confirmation

The agency has not taken action to confirm that employees working remotely do not have second jobs during business hours.

Leave Policy Description

The agency has not seen any significant changes in sick and vacation leave time.

Recruitment Impact

The agency's remote working policy has not impacted recruitment and retention at the agency.

Productivity Impact

The agency's remote working policy has impacted employee productivity. The agency has had the most productive fiscal year on record in terms of general performance measures and we have also seen a historic low level of employee turnover in this fiscal year.

Fiscal Impact

The agency has seen no impact to fiscal implications.

*All responses are self-reported by agency with minor edits made for length or clarity.

Additional notes:

FY 2024 GAA FTE Cap - N/A

No additional context needed.