

State Office of Risk Management Telework Plan

I. General

Pursuant to Texas Government Code 658.011, the Executive Director of the State Office of Risk Management may authorize an employee to telework to address a lack of available office space for the agency or to provide reasonable flexibility that enhances the agency's ability to achieve its mission.

Teleworking employees are subject to all SORM policies and procedures regardless of their work location, including Remote Work, Ad-Hoc Remote Work, Work Schedules, Work Attendance, and Leave policies. Teleworking employees are prohibited from conducting in-person official state business at the employee's personal residence. Telework is never awarded as a condition of employment.

II. Criteria

To be awarded telework an employee must meet the eligibility requirements outlined in SORM's Remote Work Policy which include but are not limited to:

- a. Consistently demonstrating satisfactory performance by exhibiting the ability to establish priorities, organize, plan, communicate, manage their time effectively, work well with minimal supervision, and complete assignments independently;
- b. Possessing a thorough knowledge and understanding of their job tasks, responsibilities, and operations;
- c. Producing measurable or quantifiable work product;
- d. Having job functions that:
 - ii. allow effective supervision comparable to when the job functions are performed in-office;
 - iii. can be performed at a remote site without diminishing the quality of the work or disrupting productivity;
 - iv. contain an emphasis on the electronic production or exchange of information by means of computers, modems, or phones;
 - v. require minimal or flexible need for specialized materials or equipment available only at the regularly assigned work site; and
- e. Having a designated workspace in a clean, professional, and safe condition for conducting official state business at the teleworking location.

III. Approval

Approval to telework is discretionary to the agency and made on a case-by-case basis. All teleworking employees must be approved for telework by their immediate supervisor and Executive Management. A signed Remote Work Agreement stating the reasons for telework authorization and the terms under which telework may be revoked is required prior to teleworking. An employee's eligibility and authorization to telework will be reviewed and renewed annually.