

# Texarkana College

## Employee Telework and On-Campus Guidelines

(In compliance with Texas SB 2615, effective September 1, 2025)

### 1. Purpose

The purpose of this policy is to establish clear institutional expectations for employee work location requirements in compliance with Texas Senate Bill 2615 (SB 2615), which restricts the use of telework arrangements for full-time employees at Texas public community colleges. This policy outlines conditions under which remote work may be approved and affirms the College's commitment to maintaining a strong on-campus presence that supports student engagement and institutional effectiveness.

### 2. Scope

This policy applies to all full-time employees, regardless of classification or work assignment. It does not apply to adjunct faculty, part-time employees, or contractors, who are subject to separate terms and conditions of engagement.

### 3. General Requirements

All full-time employees are expected to perform the entirety of their regularly scheduled duties on campus or at an officially designated physical work location (e.g., instructional site, dual credit high school, clinical site, or correctional facility). All full-time employees must complete their standard 39-hour workweek physically present on campus or at their designated instructional/work site. This includes all duties, meetings, advising, and any related responsibilities.

### 4. Telework Restrictions and Exceptions

The bill allows telework under the following narrowly defined conditions:

- **Temporary Medical Accommodation:** Employees with documented temporary medical conditions that prevent on-site work may request telework accommodations through Human Resources.
- **Declared Disaster or Emergency:** In cases of a declared local, state, or federal emergency that impacts campus operations, telework may be authorized by the President or designee for the duration of the event.
- **Non-Student- or Staff-Facing Roles:** Certain administrative positions not engaged in direct student or staff services may be eligible for limited telework arrangements, if approved by the appropriate Vice President and the President. These arrangements must be documented in the employee's job description.
- **Off-Site Assignments:** Work conducted at College-approved external sites (e.g., dual credit high schools, correctional facilities, or clinical sites) is considered on-site work and is not considered telework under this policy.

### 5. Monitoring and Compliance

Supervisors and department heads are responsible for ensuring that employee work assignments comply with this policy. The Office of Human Resources will conduct periodic audits of work location records to ensure institutional compliance with SB 2615.

Noncompliance with this policy may result in disciplinary action in accordance with College procedures.

### 6. Review and Revision

This policy shall be reviewed annually by the Office of Human Resources, the Vice Presidents, and the College President to ensure continued compliance with state law and alignment with institutional priorities.