

Texarkana College

Faculty 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 faculty, 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 faculty are expected to perform their duties on campus or at an officially designated physical work location (e.g., instructional site, dual credit high school, clinical site, or correctional facility) for a minimum of 35 hours weekly, including instructional duties, meetings, advising, and any related responsibilities. Although SB 2615 does require on-campus presence, faculty are not prohibited from performing remote tasks outside the minimum on-campus hours.

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. Instructional Delivery

Texarkana College may continue to offer online and hybrid instruction as part of its academic offerings. However:

- Faculty assigned to teach online courses must do so from on-campus locations unless their work is based at an approved instructional site.
- Adjunct/Overload assignments are not subject to SB 2615 restrictions.

6. 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.

7. 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.