

TELEWORK PLAN

CPRIT offers teleworking as an option to employees to address a lack of available office space for the agency and to otherwise enhance CPRIT's ability to achieve our mission.

Nothing herein entitles an employee to a teleworking arrangement, even if the agency has previously approved the employee and/or the position for teleworking. CPRIT reserves the right to revoke or change the Telework Plan and/or an employee's Telework Agreement as necessary to serve the agency.

A CPRIT employee is subject to all agency policies while conducting state business, regardless of work location.

Criteria for Evaluating the Suitability of Telework

CPRIT will authorize an employee to telework based on the needs and requirements of the agency. Not every job at CPRIT may be equally suited or adaptable for teleworking. CPRIT's Chief Executive Officer (CEO), with input from the employee's supervisor, the agency's general counsel, and the Chief Operating Officer, makes the final determination of whether a CPRIT job is suitable or adaptable for teleworking.

To be eligible for teleworking, an employee must have appropriate time management and organizational skills, possess proven self-motivation, continue to demonstrate satisfactory job performance, and perform tasks that are well-suited to telework.

If CPRIT hires a new employee for a position otherwise appropriate for teleworking, the new employee is eligible to request approval for telework once they have completed onboarding and the initial training for their position, as determined by their supervisor.

Telework Agreement

A full-time employee may request to telework up to 20 hours per week (up to 10 hours per week for a part-time employee) on a regular basis by submitting a Telework Agreement form for the appropriate fiscal year. The employee's supervisor and CEO will consider the request and authorize approval. If an employee's supervisor is the CEO, only the CEO's approval is necessary. If the employee is the CEO, the CPRIT Oversight Committee Presiding Officer must approve the agreement.

An employee's teleworking schedule should stay the same each week for the duration of the fiscal year. A teleworking employee's required workday must take place between the hours of 6:00 am and 7:00 pm.

An employee may use CPRIT work schedule options, such as flextime, in conjunction with telework if appropriate and otherwise authorized by the employee's supervisor. The employee must record any annual and sick leave taken during designated teleworking days. The employee may earn compensatory time while teleworking if the amount of time worked in a day exceeds eight hours and otherwise approved by the employee's supervisor.

While teleworking, the employee should refrain from conducting more than incidental personal business during their workday, unless the employee is doing so pursuant to leave approved by their supervisor. Employees should not use teleworking as a method to provide child or dependent care.

From time to time the employee's supervisor or CEO may request the employee be present for work at the CPRIT office or some other designated location to conduct state business on days that CPRIT has previously approved the employee to telework. These requests supersede the employee's approved Telework Agreement.

Employees in specialized positions with a duty station outside of the Austin area or those who have otherwise received management approval may telework full-time and must complete a Telework Agreement.

Telework Location

The employee's teleworking location is the employee's residence unless the employee's supervisor approves an alternate location documented in the Telework Agreement. The teleworking location must be reasonably free from interruptions and distractions that would affect work performance.

By submitting a Telework Agreement, the employee certifies that the teleworking location is a suitable place to conduct state business and, to the best of the employee's knowledge, is safe from conditions that may pose a hazard to the employee's health and safety or endanger CPRIT issued equipment.

The employee may not conduct in-person business or meetings with other CPRIT employees and/or third parties regarding CPRIT business at the employee's teleworking location.

Appropriate Physical and Information Security Controls for Telework

While teleworking, employees must at all times adhere to the agency's information security controls and precautions that apply while working in the CPRIT office.

Unless specifically authorized by the employee's supervisor or CEO, the employee must conduct all telework via the employee's CPRIT issued computer and iPhone. By submitting the Telework Agreement, the employee certifies that their approved teleworking location has secure and reliable internet access. This includes the employee's certification that the employee's internet access is a private connection, and that the employee has taken all appropriate steps to verify the safety and security of that access.

An employee may not remove original agency documents or documents with confidential or sensitive information from the CPRIT office for use while teleworking. An employee may neither download onto a non-agency issued computer or other device nor print documents with confidential or sensitive information from agency online platforms while teleworking.

Performance Standards for Telework

All employee obligations, performance expectations, and CPRIT policies apply equally whether the employee is physically present in the CPRIT office or teleworking. These obligations, expectations, and policies include maintaining the confidentiality of information provided by third parties to CPRIT; maintaining satisfactory work performance; and informing the employee's supervisor of any problems arising on the job. Failure to comply with agency obligations, expectations, and policies may result in suspension or termination of the employee's Telework Agreement, as well as other applicable employment actions.

While teleworking, the employee must maintain communication and be available to CPRIT staff and the public via electronic mail, telephone, and other communication methods used by the agency, e.g., Microsoft Teams, as if the employee were physically in the office. To facilitate internal communication among CPRIT staff, employees must maintain an up-to-date electronic calendar that is visible to CPRIT staff showing the employee's telework schedule, leave, work meetings, appointments, and other time commitments booked during the employee's work hours.

System for Monitoring the Productivity of Teleworking Employees

The supervisor of an employee with an approved Telework Agreement will evaluate the employee's performance using the same standards used to assess an employee who performs all work at the office. Teleworking does not affect the employee's eligibility for salary and one-time merit increases.

At least annually, supervisors will review each position to determine whether the duties assigned to that position remain suitable for telework. The supervisor will consider whether the employee's work remains at a satisfactory level that is unaffected by teleworking as well as the employee's compliance with the expectations and obligations specified in the Telework Plan. The supervisor should make the determination as part of both the employee's regular Performance Review and the renewal of employee's Telework Agreement.

Nothing herein prevents CPRIT from evaluating an employee's performance and/or compliance with the Telework Agreement and Telework Plan more frequently.

Equipment Use and Assignment

Other than an agency-assigned computer laptop and iPhone, an employee may not transport the agency computer monitors, keyboards, mice, printers, or any other piece of office equipment to the employee's telework location.

Temporary Telework Modifications and Ad Hoc Arrangements

An employee may deviate from their approved teleworking schedule for a period of 10 business days or less by receiving approval in writing from the employee's supervisor (requests and authorizations conveyed by email are acceptable). The CEO must also approve the schedule deviation if the change involves teleworking more than the maximum number of hours allowed under the Telework Plan.

An employee who does not regularly telework and thus does not have a Telework Agreement in place, may request and receive approval in writing from the employee's supervisor to telework on an ad hoc basis for some portion or entirety of a workday. All telework policies regarding telework location and expectations apply to any ad hoc telework arrangement.

The duration of an ad hoc telework arrangement may not last longer than 10 business days. If an employee's ad hoc telework schedule extends longer than 10 business days, the employee must submit a Telework Agreement form to their supervisor for approval.

Nothing herein prevents the CEO, with input from the employee's supervisor, from granting a temporary variance to the maximum number of hours permitted for telework under the Telework Plan to accommodate exceptional circumstances. The CEO must document the variance justification and approval in writing.

Review of Telework Schedules

The CEO, employee supervisor(s), and other relevant CPRIT executive staff may review teleworking schedules as needed to ensure that the Telework Plan operates effectively and continues to serve the agency's needs. The evaluation may assess whether teleworking schedules approved in individual Teleworking Agreements maintain an acceptable level of staff coverage and operational efficiency of the agency. The result of such an evaluation may include modifying or cancelling any approved Telework Agreements.