

Work Locations, including Telework

Place where work is performed is regulated by [Texas Government Code 658.010](#)

General

TSBPA employees are subject to all agency policies and procedures, regardless of their work location, including while traveling.

- Mission critical work
- Routine and emergency maintenance
- Work to allow for continuity of operations of the agency, should it be needed

Teleworking employees are prohibited from conducting in-person business at the employee's personal residence.

Approvals

Per [Texas Government Code 658.011](#), if an employee's work is needed to be performed from a location other than their regular or temporary assigned work location in order to a) address a lack of available space for the agency or b) provide reasonable flexibility that enhances the agency's ability to achieve its mission, a written agreement providing the reasons for telework, the revocation terms, and end date of agreement (not to exceed 365 days) must be signed by the Executive Director. The agency and employee must follow the agency's Telework Plan.

Last updated 8/29/2025