

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Human Resources Policy HR-17
Telework Arrangements for Staff and Faculty

SUBJECT: Telework

PURPOSE: To provide guidance for Sam Houston State University (SHSU or University) supervisors, faculty, and staff for telework arrangements.

POLICY: In recognition of the Texas Education Code Section 51.992 and Texas Government Code Chapter 658, which limits telework availability for public higher education institutions, SHSU permits employees to temporarily telework only under conditions described below. Telework arrangements do not change an employee's regular, assigned place of employment, and may not be a condition of employment. Telework arrangements are subject to revocation by the University at any time.

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1. Definitions

1.01 **Commuting** – travel between the employee's telework location and the employee's regular assigned place of employment, regardless of any telework arrangements.

1.02 **Occasional Remote Work** – occasional remote work is a supervisor-approved, temporary arrangement of no more than three (3) days at a time up to a maximum of ten (10) individual days per each semester (fall, spring, and summer). Occasional remote work allows an employee, with the prior approval of the employee's supervisor, to conduct all or some agency business at a place other than the employee's regular or assigned place of employment during all or a portion of the employee's established work hours for the number of days indicated above. The purpose of occasional remote work is to provide periodic flexibility for an employee who has an immediate need to be off-site and has demonstrated the ability to be productive working remotely.

1.03 **Regular, assigned place of employment** – the University location where an employee is assigned to report and perform primary work assignments. Telework arrangements do not change an employee's regular assigned place of employment, which remains the location for all pay, leave, and travel purposes.

1.04 **Telework** – a temporary work arrangement that allows a University employee to conduct, on a regular basis all or some University business at a place other than the employee's institutional regular or assigned place of employment during all or a portion of the employee's established work hours. Telework must be approved in writing in advance by the President through assigned delegates, senior, divisional, or other vice president supervisors through the process described below. Telework may be approved for a period of up to twelve (12) months and may be renewed annually upon formal written request. Telework may be approved for intermittent or continuous periods with appropriate documentation.

2. Eligibility

2.01 Temporary Illness. An employee who is temporarily ill may be authorized by their supervisor to temporarily telework when

- a. The employee's duties may be performed from a remote location as detailed in 2.03;
- b. the illness does not prevent the employee from fully performing their duties; and
- c. the period of illness and temporary telework does not exceed three (3) business days.

Longer periods of telework require the written approval detailed below.

2.02 Accommodation. Any employee may submit a request for telework as a workplace accommodation for a qualifying disability or medical condition on a temporary or permanent basis that requires accommodation under state or federal law. Such requests are made and governed by the procedures described in [Finance and Operations Human Resources Policy HR-05](#). The Human Resources Leaves staff are delegated authority to ensure compliance with workplace accommodation laws and the approval process is separate from the telework process.

2.03 Otherwise, telework may be approved in limited circumstances to address a lack of office space or necessary to enhance the University's ability to achieve its mission when the following eligibility requirements are also met:

a. Staff Employees. To telework, a staff employee must:

i. in the judgment of the employee's supervisor and their vice president, have

1. demonstrated the ability to work well with minimal supervision;
2. shown a deep understanding of the employee's duties and responsibilities;
3. demonstrated the ability to manage the employee's time; and
4. a record of thoroughly and efficiently accomplishing the employee's duties.

Further, the employee must hold a position that does not require the employee's physical presence or in-person interaction with students, the administration, or other employees, and may be performed from a remote location with appropriate physical and information security controls as described in the University Telework Plan and Data Protection Policies;

ii. received written approval from the employee's vice president in the Telework Proposal and Agreement form which shall include the reason telework is being permitted and that telework may be revoked at any time without previous notice.

b. Full-time faculty members. To telework, a full-time faculty member must:

- i. be assigned to teach only course(s) or program(s) approved by the University for remote instruction, designated as distance education, or dual credit; or
- ii. be on a temporary research assignment located remotely from the SHSU campus; or
- iii. provide telehealth services as part of assigned clinical, research, or instructional duties;

and

iv. have received written approval from the faculty member's department chair, dean, and

Provost and Senior Vice President for Academic Affairs in the Telework Proposal and Agreement form which shall include the reason telework is being permitted and that telework may be revoked at any time without previous notice

- c. Part-time faculty members. To address a lack of available office space and provide reasonable flexibility to enhance the University's delivery of educational services, part-time faculty members, such as pool faculty who:
 - i. are assigned to teach only a course or program approved by the University for remote instruction designated either as distance education or dual credit,
 - ii. hold no other faculty or staff assignment beyond teaching, and
 - iii. are hired on a semester-by-semester appointment

are hereby authorized to telework from their residence so long as the performance and working conditions comply with this policy, the job description, Academic Policy Statement [APS 890301](#), Hiring, Evaluation, Promotion, and Merit for Non-Tenure Track Faculty, section 4.03 and the University's Telework Plan. This policy serves as the President's prior written authorization and agreement for part-time faculty telework for the semester of employment. Provided however, that the University may revoke this part-time faculty authorization and agreement at any time.

- d. Teaching Assistants (TAs), Graduate Assistants (GAs), and Research Assistants (RAs) for 100% Remote Programs. To address a lack of available office space and provide reasonable flexibility to enhance the University's delivery of educational services, TAs, GAs, and RAs enrolled in and working for a 100% remote program may be authorized by this policy (mirroring authorization and agreement in 2.03c above) to telework with the approval of the college Dean and the Provost and Senior Vice President for Academic Affairs. Performance criteria will be established in the job description and through direct communication from the supervisor.

2.04 Positions or situations ineligible for telework are those that:

- a. require regular face-to-face contact with members of the SHSU community or the public;
- b. require routine access to information or materials only available at the regularly assigned place of employment or other University location;
- c. are classified as graduate, teaching, or research assistants or student workers, whether nonexempt or hourly employees, with the exception of those described in 2.03d;
- d. are designated by the AVP for HR as requiring an assigned place of employment other than any University property (e.g., staff recruiting in other parts of the state);
- e. are requests for scheduled, regular telework (not related to occasional remote work described in 1.02 above) for the convenience of the employee; or
- f. propose an employee telework from a location:
 - i. outside of the United States, or
 - ii. the states of California, Colorado, Connecticut, New York, Oregon, Pennsylvania Virginia, or other states as may be added should the University make a later determination that the laws of the jurisdiction where the employee will physically conduct

University work pose a compliance risk to the institution. Employees who were permitted to telework from these locations during fiscal year 2025 may be grandfathered if they meet the criteria in 2.03 above. Such employees should discuss their situation with their supervisor and the Payroll Department and must obtain written permission from the employee's senior, divisional, or other vice president supervisor to continue any such prior telework arrangement.

3. Telework Requests and Authorization

- 3.01 Senior, divisional, or other vice president supervisors are delegated authority to review and approve telework arrangements when documenting that such approval will:
 - a. address a lack of office space; or
 - b. provide reasonable flexibilities that enhance the University's ability to achieve its mission.
- 3.02 When a supervisor or department chair determines telework is appropriate for the employee's job responsibilities and is in the best interest of the University, the supervisor or chair prepares a Telework Proposal and Authorization.
- 3.03 The supervisor or chair defines expected performance appropriate for the telework, then discusses these measures with the employee. The supervisor or chair routes the Proposal and secures signatures through appropriate channels to the senior, divisional, or other vice president supervisor. When telework is authorized, the senior, divisional, or other vice president approver routes the Proposal to the department head, Human Resources Staffing, and Payroll.
- 3.04 SHSU may remove or alter telework arrangements or approval at any time.

4. Employment Relationship with Telework Employees

- 4.01 Telework arrangements do not alter a staff employee's at-will employment, nor a faculty member's contractual relationship with SHSU.
- 4.02 Telework is a temporary arrangement for a period of up to twelve (12) months. All telework arrangements end on December 15th of each year. When agreed by the supervisor and vice president, a new agreement may be executed for the following twelve (12) months beginning December 16th and running through December 15th of the following year.
- 4.03 All telework agreements are subject to renewal, termination, or alternation at any time at the discretion of the supervisor, supervisory chain of command, or the University.
- 4.04 A teleworking faculty or staff employee must meet performance outcome measures and complete job responsibilities as detailed in the employee's job description, University policies, and communications from the employee's supervisor with the same level of quantity, quality, and efficiency expected of employees physically reporting to work at the department.
- 4.05 Telework does not alter employment responsibilities, salary, benefits, leave, nor expected hours of work. Nonexempt full-time teleworking staff employees must maintain a 40-hour workweek. Exempt full-time teleworking staff employees are expected to work a minimum of 40 hours a week and must work any additional hours necessary to complete the requirements of the job.
- 4.06 Teleworking employees must comply with, and are subject to, all SHSU policies and procedures, as well as the Texas State University System Rules and Regulations.

- 4.07 A teleworking employee may not conduct in-person University business or meetings at their personal residence.
- 4.08 Teleworking employees will commute to campus to attend meetings and events as assigned by the employee's supervisor. All SHSU employees, including those who telework, are responsible for following all parking policies and paying for parking when on campus.
- 4.09 Teleworking employees are not eligible to receive reimbursement of travel expenses when required to travel to a University campus to attend meetings or events.
- 4.10 Nothing in this policy precludes the University President from determining, in the event of a catastrophic weather event, epidemic, power or communications failure, or other situation that may pose a danger to employees, that employees may telework for the period designated as necessary. At the conclusion of the catastrophe or other events necessitating teleworking, the University shall make all reasonable efforts to ensure telework arrangements are made only as provided in this policy.

Reviewed by: Rhonda Beassie, Vice President for Administration, effective September 2025
Approved by Cabinet: August 26, 2025