



Fifth District Court of Appeals Teleworking Policy

The Fifth District Court of Appeals (Fifth Court) employees may request and be allowed to perform their job duties from home on a routine basis (teleworking) with the appropriate approval.

Teleworking is not appropriate for all job functions. As the needs of the agency change, the supervisor may need to change or terminate telework arrangements accordingly. No employee is entitled to or guaranteed the opportunity to telework. Telework is a privilege that can be terminated at any time by agency management.

Approval to telework is at the discretion of the employee's immediate supervisor and the Chief Justice and may be granted in accordance with the terms of a completed and signed Telework Agreement (Agreement).

Supervisors may also grant approval for employees to work from home on an infrequent basis. Although such approval does not require a signed Agreement, the same terms will apply.

Agreement for telework is being authorized to promote the efficiency of the Fifth Court. Telework is a privilege that can be terminated at any time by agency management. Telework can be revoked for violation of the employee code of conduct or for an employee not meeting performance standards set out by their immediate supervisor or agency management.

Employees will be evaluated by their ability to perform tasks in a timely manner consistent with the quality expectations set forth by the Fifth Court in the Annual Review process. Employee productivity will be reviewed on a quarterly basis to ensure that the employee's work remains satisfactory and that the employee's duties remain suitable for telework.



Employees working remotely are to strictly adhere to the appropriate physical and information security controls at teleworking sites as directed by the agency management. Teleworking employees are subject to the same rules and disciplinary actions as any other agency employee.

Chief Justice J.J. Koch
Fifth Court of Appeals at Dallas

Effective September 1, 2025