



Court of Appeals

Tenth Appellate District

TELEWORK PLAN

Pursuant to Sections 658.010 and 658.011 of the Texas Government Code, amended September 1, 2025, employees of the Tenth Court of Appeals may request and be allowed to conduct all or some of the Court's business at a place other than the employee's regular place of employment during a portion of the employee's established work hours as specified below, subject to appropriate management approval.

Teleworking is not appropriate for all job functions. As the needs of the court change, the Tenth Court of Appeals may need to change or terminate telework arrangements accordingly. No employee is entitled to or guaranteed the opportunity to telework. Teleworking is a privilege that can be terminated at any time by the Tenth Court of Appeals. All Court policies must be followed when teleworking. Agreements to telework must be in writing, may be revoked at any time, and will be renewed annually.

Approval to telework may be granted in accordance with the terms of the attached completed and signed Telework Agreement (Agreement), approved by the Chief Justice or Clerk of the Court. An employee shall, during normal office hours, conduct Court business only at the employee's regular place of employment unless the employee:

- 1) is traveling; or
- 2) has received authorized authorization to telework under Section 658.011.

The immediate supervisor of each employee will approve the monthly schedule of their employee. Non-exempt employees must work 8-hour days, Monday through Friday, or take leave time. Exempt employees are expected to work a full professional schedule consistent with the required duties of their positions, unless they are taking leave. Exempt employees must report leave time consistent with the Court's leave policy. A Telework Plan does not prohibit an immediate supervisor from requiring an employee to report to the Court on a designated teleworking day.

Employees must be available and responsive on their teleworking days during the Court's normal business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m., and as necessary to address emergency filings. Employees must provide contact information at which they can be reached during normal business hours on their teleworking days.

Productivity of telework employees will be monitored by the employee's immediate supervisor to ensure satisfactory work performance. Each employee will be subject to the same annual performance evaluations/standards as non-telework employees and will be subject to the same rules and disciplinary procedures as non-telework employees.

Employees will bear all expenses associated with teleworking. Employees must follow all computer safety protocols when teleworking. Employees must provide their own suitable and safe office space for teleworking, secure any equipment provided by the Court from theft, and ensure such equipment and confidential information is not accessed by unauthorized persons. A teleworking employee is prohibited from conducting in-person business at the employee's personal residence. The employee must have a secure, password-protected internet connection and access at the remote location sufficient to connect with and utilize the Court's VPN, subject to the approval of the Office of Court Administration and the Clerk of the Court. The Court will not be liable for costs, damages or loss to an employee or any property at the remote location associated with this Telework Plan.

Employees must work a minimum of three months before being eligible to telework. To qualify and remain eligible for teleworking, all employees must be in good standing with the Court.

For routine telework, Court employees must receive specific written approval from the Chief Justice or a majority of the Court by administrative order (legal staff)

or the Clerk of the Court (administrative staff) to telework on a regularly scheduled basis.

Non-routine telework is situational, intermittent, and occurs irregularly and infrequently. It may occasionally be granted to an employee by the Chief Justice or a majority of the Court by administrative order (legal staff) or the Clerk of the Court (administrative staff), when it is mutually beneficial to the employee and the Court. Non-routine telework may be appropriate when an employee can accomplish work in conjunction with an appointment, an illness or injury, an ill child, a critical incident or inclement weather, or other temporary situations.

The Chief Justice or a majority of the Court by administrative order may approve a modification of the procedures or requirements in this Telework Plan as needed.

This Telework Plan has been approved by the Chief Justice and two Justices of the Tenth Court of Appeals.

/s/ Matt Johnson
MATT JOHNSON, CHIEF JUSTICE

/s/ Steve Smith
STEVE SMITH, JUSTICE

/s/ Lee Harris
LEE HARRIS, JUSTICE



Court of Appeals

Tenth Appellate District

TELEWORK AGREEMENT

EMPLOYEE NAME: _____

POSITION: _____

JUSTICE/SUPERVISOR: _____

ALTERNATIVE IN-STATE WORKPLACE ADDRESS, E-MAIL, TELEPHONE:

REQUESTING TELEWORKING DAYS: _____

I, _____ request permission to telework and agree to abide by all policies in the Telework Plan of the Tenth Court of Appeals. I acknowledge that the Plan is subject to change by the Court. I further acknowledge that this agreement be revoked at any time, without notice, including for any violations of the Telework Plan.

With these agreements and acknowledgements, the Court authorizes this Telework Agreement and authorizes _____ to telework for the purpose of providing reasonable flexibility to enhance the Court's ability to achieve its mission.

This employee is currently eligible to telework.

Employee

Date

Chief Justice/Justice/Clerk

Date

Justice/Clerk

Date