



Texas Board of Law Examiners

Appointed by the Supreme Court of Texas

Telework Plan

September 2025

1. Authority

The Executive Director of the Texas Board of Law Examiners may enter into a teleworking employee agreement (TEA) with a TBLE employee as authorized by [Tex. Gov't Code §§ 658.011-.012](#)¹.

“Telework” means a work arrangement that allows a TBLE employee to conduct on a regular basis all or some TBLE business at a place other than the employee’s regular or assigned temporary place of employment during all or a portion of the employee’s established work hours on a regular basis.

The Executive Director shall publish this plan on the TBLE website.

2. Required conditions for a TEA

A TEA:

- Must be in writing.
- Must be renewed in writing at least once each year.
- Does not create an employment contract and does not alter the nature of the employee’s at-will employment.
- Cannot be offered as a condition of TBLE employment.
- Does not prohibit the Executive Director from requiring the employee to report to the employee’s regular or assigned temporary place of employment or another work location on a day on which the agreement otherwise authorizes telework for a meeting, special event, or other engagement for which the Executive Director determines in-person interaction is necessary.

3. Required provisions in a TEA

A TEA must include the following provisions:

- The reason(s) the Executive Director has authorized telework, which must include one or both of the following:

¹ An act relating to telework for state employees, 89th Leg. R.S., ch. 1118, General and Special Laws of Texas

- To address a lack of available office space; or
 - To provide reasonable flexibility that enhances the TBLE's ability to achieve its mission.
- The terms under which the Executive Director may revoke the agreement, including that the Executive Director may revoke the TEA at any time and without notice.
 - That while teleworking, an employee is subject to the same rules and disciplinary actions as any other TBLE employee.
 - That employees are prohibited from conducting in-person business at their personal residences.
 - That while teleworking, employees must comply with security controls, including use of the TBLE's VPN at all times while accessing the TBLE's network.

4. Performance standards while teleworking

Employees must be fully engaged in work and must achieve appropriate levels of production and quality of work.

Employees must maintain regular and effective communication with applicants, the public, coworkers, and management. They must maintain email, Teams, and Jabber connectivity.

Employees must maintain a stable and secure internet connection. If a problem arises due to an employee's internet connection that is out of the employee's control, the employee shall promptly report the problem to management.

Employees must participate in training, meetings, and other activities required by management. They may be required to attend on-site meetings even when those meetings occur on a day that an employee is scheduled to telework.

5. Criteria for evaluating the ability of an employee to satisfactorily perform the employee's job duties while teleworking

To be eligible for telework, an employee must have demonstrated that they routinely meet or exceed the performance standards set out above with reliability and dependability.

6. Monitoring productivity

Managers shall use ATLAS to monitor the productivity and work product of teleworking employees.

7. Security while teleworking

While teleworking, employees must use the TBLE VPN to access TBLE's network at all times. **Failure to use the VPN as required may result in termination of a TEA.**

Employees are responsible for the security of all official information, including the confidential information contained in ATLAS. They must take reasonable and appropriate measures to prevent others from improperly viewing, accessing, or using TBLE data.

Employees must handle matters regarding information technology in accordance with the TBLE's training, including training for cybersecurity and artificial intelligence.

Employees must handle Criminal Justice Information, including Criminal History Record Information, in accordance with the TBLE's established procedures.

Employees may be financially responsible for state equipment used at remote locations if it is lost, stolen, or damaged due to the employee's negligence, misuse, or abuse.



Nahdiah Hoang, Executive Director
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