

Eleventh Court of Appeals Telework Plan

In accordance with Sections 658.010 and 658.011 of the Texas Government Code, to be eligible for telework, an employee must be authorized to telework through a written agreement with the Chief Justice. Such agreements are maintained by the Clerk of the Court, and they must be renewed annually.

The Eleventh Court of Appeals does not offer telework as a condition of employment.

The Chief Justice enters into agreements with employees to telework to provide reasonable flexibility that enhances the court's ability to achieve its mission.

Telework agreements do not prohibit the Eleventh Court of Appeals from requiring an employee to report to their regular or assigned temporary place of employment or another work location for a meeting, special event, or other engagement for which the court determines in-person interaction is necessary. Telework agreements may be revoked at any time without notice.

To be eligible for a telework agreement, employees must:

- Be employed by the Eleventh Court of Appeals for a minimum of ninety days
- Receive written approval from the Chief Justice
- Not have received a disciplinary action within the past six months; and
- Not be on disciplinary probation.

Supervisors must ensure that teleworking employees are satisfactorily performing their job duties while working remotely. This includes, but is not limited to:

- Establishing individualized standards for teleworking by position, including:
 - Response time;
 - Availability;

- Daily work expectations;
 - Consequences for not achieving expectations while teleworking; and
 - Other relevant standards applicable to the position.
- Conducting regular career conversations and performance reviews to ensure performance standards are being met;
- Routinely reviewing the work product of teleworking employees to ensure productivity is maintained; and
- Ensuring teleworking employees have appropriate physical and information security controls at teleworking sites.

Teleworking employees cannot conduct in-person business at their personal residence. Employees who are eligible to telework are subject to the same rules and discipline as non-teleworking employees and may engage in non-routine and routine telework subject to the following restrictions.

Employees may only accumulate hours worked at the employee's personal residence toward compensatory time if approved by the Chief Justice, as outlined in Section 659.018 of the Texas Government Code. The Chief Justice has also delegated this authority to the Clerk of the Court.

Routine Telework

Court employees must receive specific written approval from the Chief Justice to telework on a regularly scheduled basis.

Non-Routine Telework

Non-routine telework is situational, intermittent, and occurs irregularly and infrequently. It may occasionally be granted to an employee by the Chief Justice or the Clerk of the Court 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.

Effective September 1, 2025

/s/ John M. Bailey

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