

Administrative Regulation DJ-R Telework and On-Campus Work Expectations

I. Purpose

The purpose of this regulation is to ensure compliance with Section 51.992 of the Texas Education Code, which prioritizes on-campus work across all roles at public institutions of higher education. The legislation requires employees of Lee College to work on-site, with limited exceptions for illness, disability, instructors who teach strictly online, and several other specific work situations. This law is effective September 1, 2025.

II. Applicability

This regulation applies to all College employees, including staff, administrators, and full-time faculty. Provisions specific to teaching faculty are outlined in Section V.

III. Definitions

Telework: A work arrangement that allows an employee of an institution of higher education to conduct on a regular basis all or some institutional 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.

Faculty Member: A person who is employed by an institution of higher education on a full-time basis as a member of the faculty or staff and whose duties include teaching, research, administration, including professional librarians, or the performance of professional services.

Catastrophe: A catastrophe is defined as an event that directly interferes with an employee's ability to work in person or poses a danger to the employee's health or physical safety (e.g., fire, flood, hurricane, tornado, storm, power or technical failure, epidemic, or civil disturbance).

IV. General Provisions – All Employees

On-Campus as the Default Work Location

- All employees are expected to work on-site unless a specific exception applies as outlined in the regulation.
- All employees are expected to work at their assigned work locations during the employee's established work hours unless they are approved for telework.
- All telework must be formally requested and approved as outlined in Section VI.

Allowable Exceptions for Telework

Telework may be approved for an employee on a temporary basis if the employee:

1. Has a temporary illness;
2. Has a temporary or permanent medical condition or disability requiring the institution to make a reasonable accommodation under state or federal law for telework;
3. Is employed in a non-teaching position and:
 - a) Has demonstrated the ability to work well with minimal supervision;
 - b) Has a deep understanding of the employee's duties and responsibilities;
 - c) Has demonstrated the ability to manage the employee's time;
 - d) Has a record of thoroughly and efficiently accomplishing the employee's duties; and
 - e) Is employed in a position that does not require the employee's day-to-day physical presence at the institution or in-person interaction with students, administration, or other employees.
4. Is employed in a teaching position but is not a faculty member of the institution (e.g., "second position").
5. Is employed in a teaching position who is currently assigned to teach only a course or program that the institution has:
 - a) Approved for remote instruction in accordance with the institution's academic oversight; and
 - b) Designated as distance education or a dual credit course or program.
6. Is a faculty member and is on a temporary research assignment located off the institution's campus; or

7. Is a faculty member who provides telehealth services as part of the employee's assigned clinical, research, or instructional duties.
8. Is working during an event that college administration deems to be a catastrophe, consistent with Section 51.992 of the Texas Education Code. Once the period of the catastrophe has ended, the institution must return to normal operations.

Prohibited Arrangements

Routine hybrid or permanent remote work is not permitted unless it meets a documented exception. Informal or undocumented agreements for telework are not allowed.

V. Teaching Faculty-Specific Provisions

Provisions pertaining to teaching faculty are outlined in [Administrative Regulation DJ-R Teaching Faculty Assignments, Work Load, and Schedule](#).

VI. Telework Request for Non-Teaching Positions and Approval Process

1. Submission of Request

Employees must submit a completed Telework Request Form with appropriate justification and supporting documentation.

- Employees are not required to provide medical certifications or ADA accommodation documentation to supervisors. However, they must submit any required documentation directly to Human Resources in accordance with established processes for medical leave and ADA accommodations.
- **Non-Routine ("One-Off") Requests:** A Telework Request Form is not required for occasional, non-routine requests (e.g., working remotely for a single day). Such requests must still be communicated to and approved by the supervisors in the chain of command, up to the appropriate Cabinet member.

2. Review and Approval

Completed Telework Request Forms will be reviewed by the employee's supervisory chain, Human Resources, and the Executive Leadership Team. Final approval rests with the Executive Leadership Team.

3. Duration and Documentation

Approved telework arrangements must specify start and end dates, responsibilities, and performance expectations.

- The length of telework assignments may vary and will be determined on a case-by-case basis. No request may extend beyond August 31 of the current fiscal year.
- Renewals require resubmission of the Telework Request Form and updated documentation unless prohibited by law (i.e., certain ADA accommodations).
- Telework arrangements are subject to institutional needs and legal requirements. An arrangement cannot negatively affect services or operations and may be discontinued at any time at the College's discretion.

VII. Compliance and Oversight

Violations of this regulation, including unauthorized telework, unauthorized approval of telework, or failure to return to on-campus duties when directed, may result in disciplinary action up to and including termination of employment. Human Resources will conduct periodic reviews to ensure compliance and consistency with this regulation.

VIII. Review Cycle

This regulation shall be reviewed annually or as legislative or operational changes occur.