



# TEXAS COMMISSION ON FIRE PROTECTION

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## Telecommute Policy

### Purpose

This Policy shall serve to establish guidelines for Telecommuting Arrangements (*working from home or a remote location*) for Texas Commission on Fire Protection (TCFP) employees assigned to the Austin Office. Telecommuting Arrangements are not a right or entitlement of employment but are discretionary and subject to operational needs. Telecommuting Arrangements can be rescinded at any time.

### Policy

All TCFP Austin Office staff will be permitted to participate in Telecommuting Arrangements regularly based on the following stipulations;

- a) All forms of electronic and telephone communications available to staff are in use during designated work hours.
- b) All assigned duties and work assignments are accomplished according to established schedules/timelines.
- c) Job performance and attendance remain at or above a satisfactory level at the discretion of the employee's immediate supervisor, Deputy Chief, and/or Agency Chief.
- d) All Staff understand there will be times when in-office attendance is mandatory based on Agency needs. These dates should be scheduled in advance whenever possible.
- e) At a minimum, one day per month, as determined by the Division Chief/Manager, members assigned to the same division need to work together in the office to establish/maintain a positive teamwork relationship.
- f) An agreement including the reasons for teleworking must be on file with HR and must be renewed yearly.

***At any time, telecommute arrangements can be discontinued for individual staff, divisions, or agency-wide, at the discretion of the Supervisor, Division Chief/Manager, Deputy Chief of Professional Standards, or the Agency Chief. TCFP adheres to the Texas Government Code, Chapter 658.***