



**TEXAS BOARD  
OF  
PARDONS AND PAROLES**

**Number: BPP-DIR. 141.302**

**Date: June 13, 2021**

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**Supersedes: February 28, 2020**

## **BOARD DIRECTIVE**

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**SUBJECT: WORK HOURS FOR BOARD MEMBERS**

**PURPOSE:** To establish procedures for the Texas Board of Pardons and Paroles Board Members to follow concerning work hours and the reporting of same.

**AUTHORITY:** Texas Government Code Sections 508.035(d)(1) and (3), and 508.036(a)(1) and (4)  
Board Resolution BPP-RES. 21-04.01  
Board Directive BPP-DIR. 141.316

**DISCUSSION:** Texas Board of Pardons and Paroles (Board) Board Members are appointed by the Governor with the advice and consent of the Senate. The seven Board Members serve as the governing body of the Board. The Governor designates one of the Board Members to serve as the Presiding Officer of the Board.

Board Members make policy decisions that affect the entire Board; make recommendations to the Governor concerning clemency matters; review parole cases requiring an extraordinary vote; and serve as voting members on all parole panels, as designated by the Presiding Officer, for parole and discretionary mandatory supervision-related matters.

As public servants, Board Members are committed to being available and accountable to the public. It is understood that the nature of this position requires a flexible schedule. Nothing in this directive is meant to deter Board Members from performing their varied duties in an efficient manner which may include teleworking as authorized by the Presiding Officer.

**DEFINITIONS:** Temporary Assigned Duty Point – The location, other than the regular place of employment, where the Board Member travels to conduct official business.

Regular Place of Employment – A Board Member’s office of assignment.

Workweek – A seven-day period beginning on Thursday and ending on Wednesday.

**PROCEDURE:**

- I. Board offices are open Monday through Friday from 8 a.m. until 5 p.m. Board Members shall ensure voting members and administrative staff are available in the Board office during this time period.
  - A. The exceptions to Board office availability requirements may occur when:
    1. Panel members are in attendance at other Board functions, such as inmate interviews, public presentations, Board Meetings, training, or other related state business.
    2. The Presiding Officer declares an emergency or temporarily suspends Board operations.
      - a. When the Presiding Officer declares an emergency and the Board office is closed, the Presiding Officer may require all voting members and administrative staff to continue essential operations through telework.
      - b. If the Presiding Officer requires voting members and administrative staff to continue essential operations, Board Members shall ensure voting members and administrative staff are complying with the Presiding Officer's requirements and utilizing the technology provided by the Board.
- II. Board Members work a minimum of forty hours per week, which does not include travel time to or from their regular place of employment. Travel time to assigned duty points shall be considered as part of the forty-hour workweek.
- III. Board Members shall report the number of hours worked and leave time taken each week on the forms provided.

**SIGNED THIS, THE 13<sup>TH</sup> DAY OF JUNE, 2021.**

**DAVID GUTIÉRREZ, PRESIDING OFFICER (CHAIR)**

*\*Signature on file.*