

# Texas Department of Criminal Justice

## PD-94 (rev. 1), "Teleworking"

### Summary of Revisions



- Extensively revised to establish that TDCJ operates with a traditional in-office model with all teleworking assignments being approved through the executive director.
- Revised language to establish that teleworking may only be requested in situations where an in-office model cannot be accommodated.
- Clarified language to establish ad hoc adjustments allowing an employee to work from an alternate work location on a short-term basis do not constitute telework and such adjustments may be granted to address specific, unforeseen, or time-limited situations as approved by the division director.
- Reformatted, attachments were removed replaced with a new section with links to referenced forms and documents.
- Extensively edited for clarity and grammar.