

**DECEMBER 2020 PERSONNEL MANUAL UPDATE
SUMMARY OF REVISIONS**

EXECUTIVE DIRECTIVE:

PD-94, “Teleworking”

This new directive establishes that the TDCJ may, at its discretion, allow an employee to work at an alternate work location, including their personal residence. This type of work situation will be referred to as “teleworking.” Teleworking is a privilege, not an entitlement, and is based on the needs of the agency, division, and the employee’s past and present level of job performance. The management of teleworking employees shall be in accordance with the guidelines of this directive without regard to race, color, religion, sex (gender), national origin, age, disability, or genetic information.