



Texas Department of Criminal Justice

Bryan Collier
Executive Director

Dear Teleworking Staff Member,

Due to your personal circumstances or TDCJ business needs, you have been afforded an opportunity to telework. As the division director, my expectations are conveyed as follows:

- You shall be available during your normal work hours. Please notify your immediate supervisor if you need to deviate from your normal work schedule.
- You shall check in regularly; send a timely response to emails; be available for virtual meetings; and answer and return telephone calls.
- If your immediate supervisor has different guidance, please follow their guidance.

I am confident that our division and the TDCJ can count on you and your continued contributions to help us maintain our mission as you exercise this privilege. If it is determined teleworking is not beneficial to the TDCJ, this privilege will be revoked.

Please do not hesitate to reach out to your immediate supervisor or me if you have any questions or concerns.

Sincerely,

(Insert Division Director's Name)

Our mission is to provide public safety, promote positive change in offender behavior, reintegrate offenders into society, and assist victims of crime.

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