

Overview

The Texas Education Agency (TEA) is committed to recruiting top talent statewide and supporting flexible work arrangements that enhance employee satisfaction, productivity, and service to Texas schools. While TEA is located in Austin, some roles at TEA are eligible for telework, provided that staff members coordinate with leadership to develop a telework agreement that aligns with job duties and incorporates agency policies and procedures. TEA's telework policy was updated in September 2025 to ensure compliance with [HB 5196 legislation](#) passed during the 89th (R) Legislative Session.

Regardless of telework agreements, all employees must be able to report to the Austin headquarters when required. In-person attendance is encouraged for collaborative meetings and agency events, such as All Staff Meetings, division-specific meetings as outlined by division director, certain stakeholder meetings, and Employee Service Awards.

Eligibility & Approval

Telework is a management-approved benefit, not an employee right. Eligibility is determined by job duties, performance, and business needs.

Staff with job duties more effectively performed onsite have specific onsite expectations. These duties include, but are not limited to:

- Onsite administrative or logistical duties (mail processing, meeting prep, printing, supply management, etc.)
- Customer service (including answering walk-ins)
- Stakeholder engagement (meetings and coordination with State Board of Education, State Board for Educator Certification, elected officials, legislative hearings, formal committees and commissions, or other stakeholders)
- New hire onboarding if job duties necessitate participation in onboarding (onsite training, distribution of I-9s, technology, supplies, or ID and parking passes)
- Agency operational services (facilities, parking coordination, ID badges)
- Technical support for employee devices and meeting room A/V
- Public hearing and meeting support

Employees must submit a telework agreement form annually and as job duties change. Supervisors must review and approve employee submissions before the final telework agreement is approved by the commissioner or his designee.

Expectations for Teleworkers when Approved

Work Location: Telework is permitted from any location within Texas.

Professionalism: Teleworkers must maintain a professional environment, minimize distractions, and follow all agency conduct policies. This includes ensuring that the background is free of any potentially offensive or objectionable items during all virtual meetings and using a TEA-approved virtual background for all external virtual meetings.

Availability: Employees must be accessible during work hours, attend meetings, and respond promptly to communications as if they were in-person. Employees who will be away from their computers for any reason (such as personal errands, leave, or travel time) must coordinate with their supervisors and take personal time off if needed, in alignment with agency procedures.

Technology: TEA provides necessary computer equipment; employees must have reliable internet (minimum 8Mb/s download, 2Mb/s upload).

Confidentiality: Teleworkers must protect sensitive information and comply with all security protocols.

Workspace: Employees are responsible for their home office setup and expenses (furniture, internet, supplies).

Safety: Remote workspaces must be safe and free from hazards.

Dress & Virtual Meetings: Employees must follow agency dress guidelines and use TEA-approved or TEA-branded virtual backgrounds for external meetings. This includes keeping their cameras on for professional interactions during virtual meetings.

Equipment & Support

TEA provides computers and essential peripherals for telework, but all furniture for remote workspaces must be provided by the employee.

Employees are responsible for the care and return of agency equipment. Technical support is available through the TEA Help Desk.

Additional Considerations

Work Hours: Managers may permit employees to work non-standard hours, so long as the schedule selected maintains a 40-hour workweek for full-time employees, schedules are consistent with the operational needs of the business unit, and the business unit is adequately staffed from 8 a.m. to 5 p.m. Monday through Friday.

Childcare: Employees must arrange for childcare during work hours; telework is not a substitute for regular caregiving.

Nondiscrimination & ADA

TEA does not discriminate based on race, religion, color, national origin, sex, disability, age, or veteran status. Telework may be provided as a reasonable accommodation for qualified individuals with disabilities.

Termination of Telework

Telework agreements may be changed or revoked at any time at the discretion of management. Telework may be revoked for reasons including, but not limited to, changes in job duties, evolving agency needs, legislative or Office of the Governor mandates, employee job performance concerns, or employee failure to comply with teleworking procedures.