

ASSIGNMENT, WORK LOAD, AND SCHEDULES
TELEWORK

DJA
(LEGAL)

Definitions

Faculty Member

"Faculty member" means a person who is employed by an institution of higher education, including a college district, on a full-time basis as a member of the faculty or staff and whose duties include teaching, research, administration, including professional librarians, or the performance of professional services. However, the term does not include a person employed in a position that is in the institution's classified personnel system or a person employed in a similar type of position if the institution does not have a classified personnel system. *Education Code 51.101, .992(a)(1)*

Telework

"Telework" means a work arrangement that allows an employee of an institution of higher education to conduct on a regular basis all or some institutional business at a place other than the employee's regular or assigned temporary place of employment during all or a portion of the employee's established work hours. *Education Code 51.992(a)(3)*

Telework Prohibited

An institution of higher education, including a college district, may not allow telework for an employee except as provided by this section. *Education Code 51.992(b)*

Exceptions

*Temporary
Illness*

An institution of higher education may allow telework for an employee on a temporary or permanent basis if the employee has a temporary illness. *Education Code 51.992(c)*

*Necessary
Accommodation*

An institution of higher education may allow telework for an employee on a temporary or permanent basis if the employee has a temporary or permanent medical condition or disability requiring the institution to make a reasonable accommodation under state or federal law for the telework. *Education Code 51.992(c)*

*Qualified
Employees in
Nonteaching
Positions*

An institution of higher education may allow telework for an employee on a temporary or permanent basis if the employee is employed in a nonteaching position and:

1. Has demonstrated the ability to work well with minimal supervision;
2. Has a deep understanding of the employee's duties and responsibilities;
3. Has demonstrated the ability to manage the employee's time;
4. Has a record of thoroughly and efficiently accomplishing the employee's duties; and
5. Is employed in a position that does not require the employee's day-to-day physical presence at the institution or in-person interaction with students, administration, or other employees.

Education Code 51.992(c)

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<i>Part-Time Faculty</i>	An institution of higher education may allow telework for an employee on a temporary or permanent basis if the employee is employed in a teaching position but is not a faculty member of the institution. <i>Education Code 51.992(c)</i>
<i>Full-Time Faculty</i> Teaches Only a Distance Education or Dual Credit Course or Program	<p>An institution of higher education may allow telework for an employee on a temporary or permanent basis if the employee is employed in a teaching position and is currently assigned to teach only a course or program that the institution has:</p> <ol style="list-style-type: none">1. Approved for remote instruction in accordance with the institution's academic oversight or faculty governance procedures; and2. Designated as distance education or a dual credit course or program provided by the institution. <p><i>Education Code 51.992(c)</i></p>
On a Temporary Research Assignment	An institution of higher education may allow telework for an employee on a temporary or permanent basis if the employee is employed as a faculty member and is on a temporary research assignment located off the institution's campus. <i>Education Code 51.992(c)</i>
Assignment Includes Telehealth Services	An institution of higher education may allow telework for an employee on a temporary or permanent basis if the employee is employed as a faculty member who provides telehealth services as part of the employee's assigned clinical, research, or instructional duties. <i>Education Code 51.992(c)</i>
<i>Dual Credit Course or Program Instruction</i>	<p>This policy does not prohibit an employee of an institution of higher education from providing instruction for a dual credit course or program:</p> <ol style="list-style-type: none">1. At the campus of a school district or open-enrollment charter school; or2. If required for the course or program, by telework. <p><i>Education Code 51.992(d)</i></p>
<i>Catastrophe</i>	<p>An employee of an institution of higher education is exempt from the prohibition on telework during the period of a catastrophe that, as determined by the institution's chief administrative officer or the officer's designee:</p> <ol style="list-style-type: none">1. Is an event that directly interferes with the employee's ability to work in person, such as:<ol style="list-style-type: none">a. A fire, flood, earthquake, hurricane, tornado, or wind, rain, or snowstorm;

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- b. A power failure, technical breakdown, cyber attack, transportation failure, or interruption of communication facilities;
 - c. An epidemic; or
 - d. A riot, civil disturbance, or enemy attack or another actual or threatened act of lawlessness or violence; and
2. Either:
- a. Poses or may pose a danger to the employee's physical health or safety; or
 - b. Prevents or may prevent the employee from performing the employee's assigned duties at the institution.

After the period of a catastrophe, an institution of higher education shall make all reasonable efforts to ensure that an employee of the institution engages in telework only as provided by this section.

Education Code 51.992(e)-(f)

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Eligible employees may be permitted to telework in accordance
with procedures developed by the College President.

Administrative Regulation DJ-R Telework and On-Campus Work Expectations

I. Purpose

The purpose of this regulation is to ensure compliance with Section 51.992 of the Texas Education Code, which prioritizes on-campus work across all roles at public institutions of higher education. The legislation requires employees of Lee College to work on-site, with limited exceptions for illness, disability, instructors who teach strictly online, and several other specific work situations. This law is effective September 1, 2025.

II. Applicability

This regulation applies to all College employees, including staff, administrators, and full-time faculty. Provisions specific to teaching faculty are outlined in Section V.

III. Definitions

Telework: A work arrangement that allows an employee of an institution of higher education to conduct on a regular basis all or some institutional business at a place other than the employee's regular or assigned temporary place of employment during all or a portion of the employee's established work hours.

Faculty Member: A person who is employed by an institution of higher education on a full-time basis as a member of the faculty or staff and whose duties include teaching, research, administration, including professional librarians, or the performance of professional services.

Catastrophe: A catastrophe is defined as an event that directly interferes with an employee's ability to work in person or poses a danger to the employee's health or physical safety (e.g., fire, flood, hurricane, tornado, storm, power or technical failure, epidemic, or civil disturbance).

IV. General Provisions – All Employees

On-Campus as the Default Work Location

- All employees are expected to work on-site unless a specific exception applies as outlined in the regulation.
- All employees are expected to work at their assigned work locations during the employee's established work hours unless they are approved for telework.
- All telework must be formally requested and approved as outlined in Section VI.

Allowable Exceptions for Telework

Telework may be approved for an employee on a temporary basis if the employee:

1. Has a temporary illness;
2. Has a temporary or permanent medical condition or disability requiring the institution to make a reasonable accommodation under state or federal law for telework;
3. Is employed in a non-teaching position and:
 - a) Has demonstrated the ability to work well with minimal supervision;
 - b) Has a deep understanding of the employee's duties and responsibilities;
 - c) Has demonstrated the ability to manage the employee's time;
 - d) Has a record of thoroughly and efficiently accomplishing the employee's duties; and
 - e) Is employed in a position that does not require the employee's day-to-day physical presence at the institution or in-person interaction with students, administration, or other employees.
4. Is employed in a teaching position but is not a faculty member of the institution (e.g., "second position").
5. Is employed in a teaching position who is currently assigned to teach only a course or program that the institution has:
 - a) Approved for remote instruction in accordance with the institution's academic oversight; and
 - b) Designated as distance education or a dual credit course or program.
6. Is a faculty member and is on a temporary research assignment located off the institution's campus; or

7. Is a faculty member who provides telehealth services as part of the employee's assigned clinical, research, or instructional duties.
8. Is working during an event that college administration deems to be a catastrophe, consistent with Section 51.992 of the Texas Education Code. Once the period of the catastrophe has ended, the institution must return to normal operations.

Prohibited Arrangements

Routine hybrid or permanent remote work is not permitted unless it meets a documented exception. Informal or undocumented agreements for telework are not allowed.

V. Teaching Faculty-Specific Provisions

Provisions pertaining to teaching faculty are outlined in [Administrative Regulation DJ-R Teaching Faculty Assignments, Work Load, and Schedule](#).

VI. Telework Request for Non-Teaching Positions and Approval Process

1. Submission of Request

Employees must submit a completed Telework Request Form with appropriate justification and supporting documentation.

- Employees are not required to provide medical certifications or ADA accommodation documentation to supervisors. However, they must submit any required documentation directly to Human Resources in accordance with established processes for medical leave and ADA accommodations.
- **Non-Routine ("One-Off") Requests:** A Telework Request Form is not required for occasional, non-routine requests (e.g., working remotely for a single day). Such requests must still be communicated to and approved by the supervisors in the chain of command, up to the appropriate Cabinet member.

2. Review and Approval

Completed Telework Request Forms will be reviewed by the employee's supervisory chain, Human Resources, and the Executive Leadership Team. Final approval rests with the Executive Leadership Team.

3. Duration and Documentation

Approved telework arrangements must specify start and end dates, responsibilities, and performance expectations.

- The length of telework assignments may vary and will be determined on a case-by-case basis. No request may extend beyond August 31 of the current fiscal year.
- Renewals require resubmission of the Telework Request Form and updated documentation unless prohibited by law (i.e., certain ADA accommodations).
- Telework arrangements are subject to institutional needs and legal requirements. An arrangement cannot negatively affect services or operations and may be discontinued at any time at the College's discretion.

VII. Compliance and Oversight

Violations of this regulation, including unauthorized telework, unauthorized approval of telework, or failure to return to on-campus duties when directed, may result in disciplinary action up to and including termination of employment. Human Resources will conduct periodic reviews to ensure compliance and consistency with this regulation.

VIII. Review Cycle

This regulation shall be reviewed annually or as legislative or operational changes occur.

Telework Request Form**SECTION 1 - EMPLOYEE INFORMATION**

Employee Name: _____ Emp ID #: _____

Job Title: _____

Department: _____

Supervisor Name: _____

Supervisor's Job Title: _____

Employment Status: _____ Full-Time _____ Part-Time

Employment Type: _____ Exempt (i.e., Administrative or Faculty) _____ Non-Exempt/Hourly (i.e., Classified Staff)

SECTION 2 – REQUEST DETAILS

Type of Request: _____ New Request _____ Renewal _____ Change to Existing Arrangement

Requested Start Date: _____

Requested End Date: _____ * End date cannot extend beyond August 31 of the current fiscal year

Proposed Work Schedule and Location:

Day of Week	Work Hours						Work Location
Sunday	Start		a.m. / p.m.	Stop		a.m. / p.m.	
Monday	Start		a.m. / p.m.	Stop		a.m. / p.m.	
Tuesday	Start		a.m. / p.m.	Stop		a.m. / p.m.	
Wednesday	Start		a.m. / p.m.	Stop		a.m. / p.m.	
Thursday	Start		a.m. / p.m.	Stop		a.m. / p.m.	
Friday	Start		a.m. / p.m.	Stop		a.m. / p.m.	
Saturday	Start		a.m. / p.m.	Stop		a.m. / p.m.	

SECTION 3 – BASIS FOR REQUEST

Check one and attach required documentation.

- _____ 1. Temporary illness (Medical provider statement must be submitted to HR.)
- _____ 2. Disability requiring a reasonable accommodation under state or federal law (ADA request documentation must be submitted to HR.)
- _____ 3. Employed in a non-teaching position and:
- Has demonstrated the ability to work well with minimum supervision;
 - Has a deep understanding of the employee's duties and responsibilities;
 - Has demonstrated the ability to manage the employee's time;
 - Has a record of thoroughly and efficiently accomplishing the employee's duties; and
 - Is employed in a position that does not require the employee's day-to-day physical presence at the institution or in-person interaction with students, administration, or other employees.
- _____ 4. Employed as a faculty member on temporary research assignment located off the institution's campus (Attach documentation supporting the assignment.)
- _____ 5. Employed as a faculty member who provides telehealth services as part of the employee's assigned clinical, research or instructional duties (Attach documentation supporting the assignment.)
- _____ 6. Emergency/Catastrophe-related need (Explain.)

SECTION 4 - DESCRIPTION AND JUSTIFICATION

Provide a summary describing your job duties. (Attach a copy of your job description.)

Explain how your job duties can be successfully completed remotely under the circumstances selected in Section 3 - Basis for Request. Include specific details that justify your request. Clearly demonstrate that your telework assignment will not negatively impact services, operations, or the College's ability to meet institutional needs.

SECTION 5 - EMPLOYEE ACKNOWLEDGEMENT

I understand that:

- Telework is not a right and is subject to approval based on institutional needs and legal requirements.
- I must comply with all job expectations, maintain productivity, and be available during scheduled work hours.
- I am required to use secure college-approved technology (e.g., Microsoft 365, Teams, Virtual Private Network – VPN) and follow all IT and confidentiality protocols.
- I may be required to report to campus at any time.
- A telework arrangement cannot negatively affect services or operations and may be discontinued at any time at the College's discretion.

Employee Signature: _____

Date: _____

SECTION 6 – SUPERVISOR SB 2615 EXCEPTION DETERMINATION (NON-TEACHING EMPLOYEES)

If #3 in Section 3 - Basis for Request is selected, supervisor must complete this section.

By checking each box, the supervisor affirms the employee meets all five statutory criteria for non-teaching telework:

- ☐ **Minimal Supervision:** The employee has demonstrated the ability to work well with minimum supervision;
- ☐ **Role Mastery:** The employee has a deep understanding of their duties and responsibilities;
- ☐ **Time Management:** The employee has demonstrated the ability to manage their time;
- ☐ **Performance Record:** The employee has a record of thoroughly and efficiently accomplishing their duties; AND
- ☐ **Nature of Job:** The position does not require day-to-day physical presence at the institution or in-person interaction with students, administration, or other employees.

☐ The employee does NOT meet the criteria listed above. Provide explanation:

SECTION 7 – SUPERVISOR APPROVALS

Request Approved or Denied		Signatures	Date
___ Approved	___ Denied	_____ Supervisor	_____ Date
___ Approved	___ Denied	_____ Director	_____ Date
___ Approved	___ Denied	_____ Executive Director	_____ Date
___ Approved	___ Denied	_____ Associate Vice President	_____ Date
___ Approved	___ Denied	_____ Vice President	_____ Date
___ Approved	___ Denied	_____ Executive Vice President	_____ Date
___ Approved	___ Denied	_____ President	_____ Date

If denied, explain why.

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week and mini sessions. Also, the requirement does not depend on faculty load, so the requirement is the same for faculty with full loads, overloads or reduced teaching loads.

In recognition that not all students will be able to attend synchronous hours due to scheduling conflicts, all faculty shall post in their syllabi that additional synchronous hours are available via appointment.

WORK SCHEDULE

Full-time faculty shall provide a weekly schedule to the division chair no later than the first day of class each semester. The weekly schedule must include 35 clock hours and specify class time, student hours, campus time, and virtual time (if electing the modified schedule). Faculty duties include classroom instruction; student hours (synchronous); class preparation and grading; research and creative work; meetings, email and phone calls; and other activities supporting the College District. Instructors must schedule at least four days per week on the physical campus for at least two hours per day. During scheduled hours, instructors must be available to conduct college business including, but not limited to, emails, phone calls, meetings, and class. Faculty can change their work schedule at any time by sending an updated schedule to the division chair for approval. Students must be notified in advance of any changes to the hours when students can communicate synchronously with the instructor outside of class.

Physical campus hours should be scheduled between the hours of 6:00 a.m.-10:30 p.m. Monday-Thursday and 6:00 a.m.-2:00 p.m. on Friday. Faculty with classes outside those times may include physical campus hours as needed. Modified schedules can be revoked by the division chair or Associate Vice President of Academic Affairs if the instructor is not following the Distance Education Standards or the Best Practices in the Distance Education Faculty Handbook or performance concerns exist (i.e., student complaints, excessive absences, unavailability, poor work productivity, etc.). Modified schedules are re-evaluated each semester and can be reinstated if course standards and performance concerns are resolved.

Full-time faculty who are teaching an overload must increase the number of scheduled work hours by one and a half clock hours for each 10% overload. For example, if a faculty member had a load of 120% (a 20% overload), their work schedule must include 38 clock hours of faculty duties (35 hours on the physical and/or virtual campus, plus 3 hours for the 20% overload). Overload hours can be on the physical campus or the virtual campus, and faculty must be available to conduct school business during overload hours.

SMALL CLASSES

With the approval of the Associate Vice President of Academic Affairs, classes with small enrollments may run; however, classes may be pooled, and if they are not pooled faculty pay will be prorated at 10% per student.

Lee College
Faculty Modified Schedule Request

*This form must be completed each semester and submitted to the Division Chair with the proposed weekly work schedule. If not accepted, a meeting will be scheduled with the Division Chair to discuss, and the proposed weekly work schedule returned for revision.

Faculty Name: _____

Semester/Year: _____

I am requesting to work a modified (28 hours on physical campus) schedule for the semester. I have read and understand Board Policy DJ (Local) and Administrative Regulation DJ-R and understand the requirements of a modified schedule.

I further understand that the schedule may be revoked if Distance Education Standards or the Best Practices in the Distance Education Faculty Handbook are not followed, or if performance concerns exist (i.e., student complaints, excessive absences, unavailability, poor work productivity, etc.).

Faculty Signature: _____ Date: _____

Division Chair Signature: _____ Date: _____

AVP Signature: _____ Date: _____