

# Memorandum



CITY OF DALLAS

DATE January 16, 2026

TO Honorable Members of the Ad Hoc Administrative Affairs Committee: Jesse Moreno (Chair); Laura Cadena; Maxie Johnson; Cara Mendelsohn; Kathy Stewart

SUBJECT **City of Dallas Telework Administrative Directive (Administrative Directive 3-80) – Policy Overview and Implementation Summary**

This memorandum provides an overview of Administrative Directive (AD) 3-80, Telework, as issued and administered by the Office of Human Resources. The directive went into effect on May 10, 2021, and was most recently reviewed on November 4, 2025. It establishes the City's framework for teleworking arrangements to enhance operational efficiency, workforce flexibility, and service continuity, while maintaining accountability and information security.

Telework is a management tool, implemented at departmental discretion based on operational needs, and employees are not entitled to a telework assignment.

## Key AD Milestones

- Initial issuance: May 10, 2021
- Interim update: November 2, 2021
- Final revision: April 18, 2022
- FAQ update: April 18, 2023
- Departmental review: November 4, 2025

## AD Overview

Administrative Directive 3-80 was developed to ensure consistent telework practices across departments. It provides a structured process for authorizing and managing telework arrangements and sets clear expectations for performance, conduct, and service delivery.

Key objectives include:

- Supporting departmental flexibility where telework assignments align with operational needs;
- Ensuring accountability, productivity, and compliance with City policies; and
- Establishing clear guidelines for equipment use, data security, and confidentiality.

*Note: Telework under AD 3-80 is distinct from reasonable accommodation or temporary emergency remote work arrangements.*

## **Eligibility and Oversight**

Telework eligibility is determined by position requirements, operational feasibility, and employee performance. A position may qualify for a telework assignment if duties can be effectively performed remotely with measurable results and limited in-person dependency.

Departments may deny, modify, or revoke telework assignments based on performance, operational priorities, disciplinary status, or other business-related reasons.

Oversight responsibilities are shared as follows:

- Employees: Maintain performance, follow all City policies and procedures, and protect City-issued equipment.
- Supervisors/Managers: Evaluate eligibility, define expectations, and monitor outcomes.
- Human Resources/ITS: Maintain agreement records, ensure compliance, and support technology and security standards.

## **Administrative Process**

All telework arrangements require formal approval and are documented through the Telework Assignment Request Form. Approved agreements are retained by Human Resources for accountability and periodic review.

Departments may authorize a telework assignment for a 30-day trial period and/or authorize hybrid or partial telework arrangements subject to annual review.

## **Equipment and Security Standards**

- City-issued equipment remains City property and must be safeguarded in accordance with Information and Technology Services security standards.
- Personal home office costs (e.g., internet, utilities, furniture) are generally not reimbursed.
- City business must be conducted on City-approved systems using secure connections.
- Confidential information must be protected in compliance with all City data protection requirements.

## **Revocation and Adjustments**

Telework arrangements may be modified or discontinued at any time to meet business needs, address performance issues, or mitigate security risks. Departments generally

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provide 15 days' notice unless immediate termination is required. Telework status automatically ends with transfers, promotions, or other job status changes.

Telework decisions are management determinations and may not be grieved under the directive.

### **Additional Information**

Frequently asked questions, approval forms, and supplemental guidance are available on the City's HR Telework webpage. For questions regarding interpretation or implementation of the AD, departments may contact the Human Resources Department.

For any questions or additional information, please contact me at [nina.arias@dallas.gov](mailto:nina.arias@dallas.gov) or (214) 470-2727.

**Nina Arias**  
Human Resources Director

c: Kimberly Bizer Tolbert, City Manager  
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