

1 **CHAPTER 800. GENERAL ADMINISTRATION**

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3 **ADOPTED RULES WITH PREAMBLE TO BE SUBMITTED TO THE *TEXAS***
4 ***REGISTER*. THIS DOCUMENT WILL HAVE NO SUBSTANTIVE CHANGES**
5 **BUT IS SUBJECT TO FORMATTING CHANGES AS REQUIRED BY THE**
6 ***TEXAS REGISTER*.**

7
8 The Texas Workforce Commission (Commission) adopts the following new section to
9 Chapter 800 relating to General Administration, without changes to the proposed text as
10 published in the October 28, 2005, issue of the *Texas Register* (30 TexReg 7031):

11
12 Subchapter A. General Provisions, §800.8

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14 **PURPOSE, BACKGROUND, AND AUTHORITY**
15 **EXPLANATION OF INDIVIDUAL PROVISIONS**

16
17
18 **PURPOSE, BACKGROUND, AND AUTHORITY**

19
20 The Commission adopts a new rule relating to suspension of rules. The purpose of the
21 rule is to allow the Commission to suspend rules in order to ensure timely and
22 appropriate administration of the Commission's employment and training and
23 unemployment insurance services.

24
25 In August and September 2005, two extraordinary natural disasters, Hurricanes Katrina
26 and Rita, unexpectedly impacted Texas residents, property, and resources. Both were
27 declared major disasters by President Bush. On September 20, 2005, the Governor of
28 Texas certified that Hurricane Rita posed a threat of immediate disaster along the Texas
29 Gulf Coast and authorized implementation of all necessary and appropriate public
30 measures to respond to the threat. The disasters resulted in thousands of individuals
31 evacuating from Louisiana to Texas, the flooding of thirteen eastern Texas counties, the
32 complete destruction of the infrastructure of several communities, and have prevented
33 many affected persons from receiving Agency services and left tens of thousands in need
34 of Agency services.

35
36 The Commission believes that the imminent peril to the public health, safety, and welfare
37 posed by the two hurricanes requires that the Commission have the flexibility to suspend
38 specific rules that are unmistakably inapplicable or unenforceable for compliance in an
39 urgent public emergency. The new rule allows the Commission to respond immediately
40 and effectively to a public emergency or imperative public necessity, while continuing to
41 provide unimpeded services.

42
43 Furthermore, the new rule provides that the Commission will suspend a rule only after it
44 finds a public emergency or imperative public necessity, and only after the Commission
45 finds that the suspension will best serve the public health, safety, or welfare. The
46 Commission believes that this language is appropriate and necessary to respond to

1 unforeseen circumstances and emergency situations. The Commission will suspend, in
2 open meeting, only those rules whose suspension will best serve the public health, safety,
3 or welfare and will not suspend any rule that merely restates federal statute or regulation
4 or state statute that is beyond the Commission's authority to suspend or defer.
5

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7 **EXPLANATION OF INDIVIDUAL PROVISIONS**

8
9 **SUBCHAPTER A. GENERAL PROVISIONS**

10
11 **§800.8. Suspension of Rules**

12
13 The Commission adopts new §800.8, Suspension of Rules, which provides the
14 Commission with the authority to suspend the operation of one or more of the provisions
15 in this title, on either a statewide or other basis, if the Commission finds a public
16 emergency or imperative public necessity exists, and the Commission finds that the
17 suspension will best serve the public health, safety, or welfare.
18

19 The Commission received no comments on the proposed rule language.
20

21 The new rule is adopted pursuant to Texas Labor Code §301.0015(a)(5) and §302.002(d),
22 which provide the Commission with the authority to adopt, amend, or repeal such rules as
23 it deems necessary for the effective administration of Agency services and activities and
24 Texas Labor Code §301.062, which provides the Commission with the power to make
25 findings and determine issues under Title 4 of the Texas Labor Code.
26

27 The rules affect Title 4, Texas Labor Code, particularly Chapters 301 and 302.
28

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2
3 **Chapter 800. GENERAL ADMINISTRATION**
4

5 **SUBCHAPTER A. GENERAL PROVISIONS**
6

7 **§800.1. Short Title and Purpose.**
8

9 These rules may be cited as the General Provisions Rules. The purpose of this
10 subchapter is to set forth the general provisions applicable to the Commission.
11

12 **§800.2. Definitions.**
13

14 The following words and terms, when used in this part, relating to the Texas
15 Workforce Commission, shall have the following meanings, unless the context
16 clearly indicates otherwise.
17

- 18 (1) Agency - The unit of state government established under Texas Labor
19 Code Chapter 301 that is presided over by the Commission and
20 administered by the Executive Director to operate the integrated
21 workforce development system and administer the unemployment
22 compensation insurance program in this state as established under the
23 Texas Unemployment Compensation Act, Texas Labor Code
24 Annotated, Title 4, Subtitle A, as amended. The definition of
25 "Agency" shall apply to all uses of the term in rules contained in this
26 part, or unless otherwise defined, relating to the Texas Workforce
27 Commission that are adopted after February 1, 2001.
28
- 29 (2) Allocation - The amount approved by the Commission for expenditures
30 during a specified program year, according to specific state and federal
31 requirements.
32
- 33 (3) Board - A Local Workforce Development Board created pursuant to
34 Texas Government Code §2308.253 and certified by the Governor
35 pursuant to Texas Government Code §2308.261. This includes such a
36 Board when functioning as the Local Workforce Investment Board as
37 described in the Workforce Investment Act §117 (29 U.S.C.A. §2832),
38 including those functions required of a Youth Council, as provided for
39 under the Workforce Investment Act §117(i). The definition of
40 "Board" shall apply to all uses of the term in the rules contained in this
41 part, or unless otherwise defined, relating to the Texas Workforce
42 Commission that are adopted after February 1, 2001.
43
- 44 (4) Child Care - Child care services funded through the Commission,
45 which may include services funded under the Child Care and

1 Development Fund, WIA, and other funds available to the Commission
2 or a Board to provide quality child care to assist families seeking to
3 become independent from, or who are at risk of becoming dependent
4 on, public assistance while parents are either working or participating
5 in educational or training activities in accordance with state and federal
6 statutes and regulations.
7

- 8 (5) Choices - The employment and training activities created under
9 §31.0126 of the Texas Human Resources Code and funded under
10 TANF (42 U.S.C.A. 601 et seq.) to assist persons who are receiving
11 temporary cash assistance, transitioning off, or at risk of becoming
12 dependent on temporary cash assistance or other public assistance in
13 obtaining and retaining employment.
14
- 15 (6) Commission - The body of governance of the Texas Workforce
16 Commission composed of three members appointed by the Governor as
17 established under Texas Labor Code §301.002 that includes one
18 representative of labor, one representative of employers and one
19 representative of the public. The definition of "Commission" shall
20 apply to all uses of the term in rules contained in this part, or unless
21 otherwise defined, relating to the Texas Workforce Commission that
22 are adopted after February 1, 2001.
23
- 24 (7) Formal Measures - Workforce development services performance
25 measures adopted by the Governor and developed and recommended
26 through the Texas Workforce Investment Council (TWIC).
27
- 28 (8) Employment Services - A program to match qualified job seekers with
29 employers through a statewide network of one-stop career centers.
30 (The Wagner-Peyser Act of 1933 (Title 29 USC, Chapter 4B) as
31 amended by the Workforce Investment Act of 1998 (P.L. 105-220).)
32
- 33 (9) Executive Director - The individual appointed by the Commission to
34 administer the daily operations of the Agency, which may include a
35 person delegated by the Executive Director to perform a specific
36 function on behalf of the Executive Director.
37
- 38 (10) Food Stamp Employment and Training (FSE&T) Activities -A
39 program to assist food stamp recipients to become self-supporting
40 through participation in activities which include employment, job
41 readiness, education, and training, The activities authorized and
42 engaged in as specified by federal Food Stamp Employment and
43 Training statutes and regulations (7 U.S.C.A. 2011), and Chapter 813
44 of this title relating to Food Stamp Employment and Training.
45

- 1 (11) Local Workforce Development Area (workforce area) - Workforce
2 areas designated by the Governor pursuant to Texas Government Code
3 §2308.252 and functioning as a Local Workforce Investment Area, as
4 provided for under the Workforce Investment Act §116 and §189(i)(2)
5 (29 USCA, §2831 and §2939).
6
- 7 (12) One-Stop Service Delivery Network - A one-stop-based network under
8 which entities responsible for administering separate workforce
9 investment, educational and other human resources programs and
10 funding streams collaborate to create a seamless network of service
11 delivery that shall enhance the availability of services through the use
12 of all available access and coordination methods, including telephonic
13 and electronic methods. Also referred to as the Texas Workforce
14 Network.
15
- 16 (13) Performance Measure - An expected performance outcome or result.
17
- 18 (14) Performance Standard - A contracted numerical value setting the
19 acceptable and expected performance outcome or result to be achieved
20 for a performance measure, including Core Outcome Formal Measures.
21
- 22 (15) Program Year - The twelve-month period applicable to the following as
23 specified:
24
- 25 (A) Child Care: October 1 - September 30;
 - 26
 - 27 (B) Choices: October 1 - September 30;
 - 28
 - 29 (C) Employment Services: October 1 - September 30;
 - 30
 - 31 (D) Food Stamp Employment and Training: October 1 - September 30;
 - 32 and
 - 33
 - 34 (E) Project RIO: October 1 - September 30;
 - 35
 - 36 (F) Trade Act Services; October 1 - September 30;
 - 37
 - 38 (G) Veterans' Employment and Training: October 1 - September 30;
 - 39
 - 40 (H) Workforce Investment Act (WIA) Adult, Dislocated Worker, and
 - 41 Youth formula funds: July 1 - June 30.;
 - 42
 - 43 (I) WIA Alternative Funding for Statewide Activities: October 1 -
 - 44 September 30; and
 - 45

1 (J) WIA Alternative Funding for One-Stop Enhancements: October 1 -
2 September 30.

- 3
- 4 (16) Project Reintegration of Offenders (RIO) - A program that prepares
5 and transitions ex-offenders released from Texas Department of
6 Criminal Justice or Texas Youth Commission incarceration into gainful
7 employment as soon as possible after release, consistent with
8 provisions of the Texas Labor Code, Chapter 306, Texas Government
9 Code §2308.312, and the Memorandum of Understanding with the
10 Texas Department of Criminal Justice and the Texas Youth
11 Commission.
- 12
- 13 (17) TANF -- Temporary Assistance for Needy Families, which may
14 include temporary cash assistance and other temporary assistance for
15 eligible individuals, as defined in the Personal Responsibility and Work
16 Opportunities Reconciliation Act of 1996, as amended (7 U.S.C.A.
17 §201.1 et seq.) and the Temporary Assistance for Needy Families
18 statutes and regulations (42 U.S.C.A. §601 et seq., 45 C.F.R. Parts
19 260-265). TANF may also include the TANF State Program (TANF
20 SP), relating to two-parent families, which is codified in Texas Human
21 Resources Code Chapter 34.
- 22
- 23 (18) Trade Act Services - Programs authorized by the Trade Act of 1974, as
24 amended (and 20 CFR Part 617) providing services to dislocated
25 workers eligible for Trade benefits through Texas workforce centers.
- 26
- 27 (19) TWIC - Texas Workforce Investment Council appointed by the
28 Governor pursuant to Texas Government Code §2308.052 and
29 functioning as the State Workforce Investment Board (SWIB), as
30 provided for under the Workforce Investment Act §111(e) (29 U.S.C.A.
31 §2821(e)). In addition, pursuant to the Workforce Investment Act
32 §194(a)(5) (29 U.S.C.A. §2944(a)(5)), TWIC maintains the duties,
33 responsibilities, powers and limitations as provided in Texas
34 Government Code §§2308.101-2308.105. Formerly known as the
35 Texas Council on Workforce and Economic Competitiveness
36 (TCWEC), any references to TCWEC when used in this part are now
37 considered references to TWIC.
- 38
- 39 (20) Texas Workforce Center Partner -An entity which carries out a
40 workforce investment, educational or other human resources program
41 or activity, and which participates in the operation of the One-Stop
42 Service Delivery Network in a local workforce area consistent with the
43 terms of a memorandum of understanding entered into between the
44 entity and the Board.
- 45

- 1 (21) Veterans' Employment and Training - Services established under the
2 Jobs for Veterans Act of 2002 (Public Law 107-288, 38 U.S.C.A.
3 §4100, 4201, and 4301) the Disabled Veterans Outreach Program
4 (DVOP) and the Local Veterans Employment Representative (LVER)
5 program to provide employment services to disabled veterans, veterans
6 of the Vietnam era, and other eligible veterans and family members.
7
- 8 (22) WIA - Workforce Investment Act, Public Law 105-220, 29 U.S.C.A.
9 §2801 et seq. References to WIA include references to WIA formula
10 allocated funds unless specifically stated otherwise.
11
- 12 (23) WIA Formula Allocated Funds - Funds allocated by formula to
13 workforce areas for each of the following separate categories of
14 services: WIA Adult, Dislocated Worker and Youth (excluding the
15 Secretary's and Governor's reserve funds and rapid response funds).
16

17 **§800.3. Historically Underutilized Businesses.**
18

- 19 (a) The Commission is committed to assisting Historically Underutilized
20 Businesses (HUBs) as defined in Texas Government Code §2161.001,
21 Definitions, in their efforts to participate in contracts to be awarded by the
22 Commission. This includes assisting HUBs to meet or exceed the
23 procurement utilization goals set forth in the Texas Administrative Code at 1
24 TAC Chapter 111 (relating to Executive Administration Division)
25 incorporated herein by reference. Chapter 111 was promulgated by the
26 General Services Commission and sets out the State's Historically
27 Underutilized Business Certification Program.
28
- 29 (b) The Commission shall take positive steps to inform HUBs of opportunities to
30 provide identified state services that it determines may better be provided
31 through a competitive process.
32

33 **§800.4. Gifts.**
34

35 The Commission shall adhere to the Texas Ethics Commission's rules relating to
36 the acceptance of gifts or other benefits from persons appearing before or
37 regulated by the Commission pertaining to the Commission officers and
38 employees and as adopted by the Texas Ethics Commission at 1 TAC Part II.
39

40 **§800.5. Commission Professional Development Program.**
41

- 42 (a) Scope and Purpose. The Commission provides training opportunities to
43 enhance job skills and to retain a well qualified, trained, professional
44 workforce dedicated to the Commission's mission. The Professional
45 Development Program training includes instruction, teaching, or other
46 education received by a state employee that is not normally received by other

1 state employees and that is designed to enhance the ability of the employee to
2 perform the employee's job. This section establishes eligibility and related
3 requirements for employee participation in the Commission's Professional
4 Development Program.
5

6 (b) Eligibility. The executive director or the executive director's designee will
7 determine an employee's eligibility for the professional development
8 program. Factors to be considered include but are not limited to:
9

- 10 (1) An employee's job performance;
- 11
- 12 (2) A recommendation from the employee's supervisor;
- 13
- 14 (3) The relationship of the training to the employee's position; and
- 15
- 16 (4) Any other factor deemed relevant by the executive director or his
17 designee.
- 18

19 (c) Restitution from Employees for Training Costs. The employee training is
20 conditional upon all of the following:
21

- 22 (1) The employee shall attend and satisfactorily complete the training,
23 including passing tests or other types of performance measures where
24 required.
25
- 26 (2) At the discretion of the executive director or the executive director's
27 designee, the employee shall complete and file with the Commission
28 prior to the commencement of the training, on forms prescribed by the
29 Commission, an employee training agreement that sets forth the terms
30 and conditions of the training assistance, including a provision for
31 working for the agency for a prescribed period of time or paying back
32 the amount of the assistance.
33
- 34 (3) For any training paid for by the Commission, where the employee does
35 not perform the employee's regular duties for three or more months due
36 to the training, the employee shall:
37
 - 38 (A) work for the agency following the training for at least one month
39 for each month of the training period, prorated as appropriate; or
 - 40
 - 41 (B) pay the Commission for all costs associated with the training that
42 were paid before, during or after the training, including any
43 amounts of the employee's salary that were paid and that were not
44 accounted for as paid vacation or compensation leave.
45
46

1 **§800.6. Charges for Copies of Public Records.**

- 2
- 3 (a) General Procedure. Except as otherwise specified in this chapter, the Texas
4 Workforce Commission (Commission) hereby adopts by reference the
5 definitions, methods, procedures, and charges for copies of public records set
6 out in the General Services Commission Rules at 1 TAC §§111.61 - 111.71,
7 as may be amended.
- 8
- 9 (b) Methods of Making Requests. Requests may be submitted in writing to the
10 following mailing address: Officer for Public Information, Texas Workforce
11 Commission, 101 East 15th Street, Austin, Texas 78778-0001. Requests
12 made by electronic mail (e-mail) shall be submitted to
13 open.records@twc.state.tx.us to be considered a valid request.
- 14
- 15 (c) Standard Fees. The Commission may establish a standard fee for the
16 handling of certain types of repetitive requests when the costs of responding
17 to such requests are substantially similar in most cases. The standard fee will
18 be the average costs of handling that type of request. The average cost is
19 calculated using the personnel, resource, and overhead charges set forth in the
20 General Services Commission rules and will be based upon a survey of a
21 representative sample of requests.
- 22
- 23 (d) Adjustments for Actual Cost. In the event that the actual costs of responding
24 to a given request are significantly lower or higher than the standard fee
25 charged for that type of request, actual costs will be charged in lieu of the
26 standard fee.
- 27
- 28 (e) Program-Related Requests. No charge will be assessed to an individual or an
29 employing unit for copies of records pertaining to that individual or
30 employing unit when the provision of records is deemed by the Commission
31 to be reasonably required for the proper administration of the Texas
32 Unemployment Compensation Act, found at the Texas Labor Code, Title 4,
33 Subtitle A.
- 34
- 35 (f) De Minimis Requests. No charge will be assessed to any individual or entity
36 for providing copies of records in response to a request for Public
37 Information under Texas Government Code, Chapter 552, when the total
38 records provided in response to all requests made by that same individual or
39 entity in any given 30-day period consist of fewer than 50 pages of readily
40 available, standard-size pages maintained as paper documents.
- 41
- 42 (g) Requests by Other Governmental Entities. Notwithstanding any other
43 provision in this section, provision of information to other governmental
44 agencies for purposes other than the administration of the Texas
45 Unemployment Compensation Act will be made only on a cost reimbursable
46 basis, with all costs being calculated in accordance with OMB Circular A-87,

1 as required by federal law at 20 Code of Federal Regulations §603 et seq.
2 Charges to other governmental entities can only be waived when the request
3 is of an isolated or infrequent nature and when the costs of responding to a
4 particular request are negligible.
5

- 6 (h) Certified Records. In addition to the fees the Commission may charge for
7 providing copies of records, the Commission shall charge a fee of \$5.00 for
8 preparation of a certification instrument which may be attached to one or
9 more pages of records covered by the certification instrument.
10

11 **§800.7. Agency Vehicles.**

- 12
- 13 (a) Purpose and Intent. The purpose of this rule is to implement the provisions
14 of Texas Government Code Section 2171.1045. The intent of the
15 Commission is to ensure that the use and management of vehicles by the
16 Agency is consistent with the State Vehicle Fleet Management Plan as
17 adopted by the Office of Vehicle Fleet Management of the General Services
18 Commission. The Plan may be viewed on the internet at:
19 <http://www.gsc.state.tx.us/fleet>, or a copy may be requested from the Texas
20 Workforce Commission.
21
- 22 (b) The Commission adopts by reference and shall implement the provisions
23 contained in the State Vehicle Fleet Management Plan as referenced in
24 subsection (a) of this section including the following general provisions on
25 use of vehicles by the Agency.
26
- 27 (1) Vehicles, with the exception of vehicles assigned to field employees,
28 are assigned to the Agency motor pool and may be available for
29 checkout.
30
- 31 (2) The Agency may assign a vehicle to an individual administrative or
32 executive employee on a regular or everyday basis only if there is a
33 documented finding that the assignment is critical to the needs and
34 mission of the Agency.
35
- 36 (3) The Agency will work with GSC to identify, apply for, and if possible,
37 utilize any waiver or exemption provisions where the recognition of
38 conditions specific to the Agency would further the general purpose of
39 fiscal efficiency and good business practices.
40

41 **§800.8. Suspension of Rules.**

42

43 The Commission may suspend the operation of one or more of the provisions in
44 this title, on either a statewide or other basis, if the Commission finds a public
45 emergency or imperative public necessity exists, and the Commission finds that
46 the suspension will best serve the public health, safety, or welfare.