

# Office of Court Administration

## Teleworking Policy

August 1, 2012

Approved by: David Slayton  
David Slayton, Administrative Director

## **Office of Court Administration Teleworking Policy**

Office of Court Administration (OCA) employees may request and be allowed to perform their job duties from home on a routine basis (Teleworking) with the appropriate approval.

Teleworking is not appropriate for all job functions. As the needs of the agency change, the supervisor may need to change or terminate telework arrangements accordingly. No employee is entitled to or guaranteed the opportunity to telework. Telework is a privilege that can be terminated at any time by agency management.

Approval to telework is at the discretion of the employee's immediate supervisor, division director and the agency's administrative director and may be granted in accordance with the terms of a completed and signed Telework Agreement (Agreement).

Supervisors may also grant approval for employees to work from home on an infrequent basis. Although such approvals do not require a signed Agreement, the same terms listed below will apply in either situation.

- Employee voluntarily agrees to work at the agency approved alternative workplace indicated on the Agreement and to follow all applicable policies and procedures.
- Employee recognizes that the telework arrangement is not an employee entitlement but an additional method the agency may approve to accomplish work.
- The Agreement is not a basis for changing an employee's salary or benefits. All OCA policies and procedures are in effect at the alternative workplace.
- Employee may accumulate compensatory time for hours worked from home when approval is obtained in accordance with OCA's current policy regarding approval to earn compensatory time.
- Employee agrees not to conduct personal business while in official duty status at the alternative workplace, for example, caring for dependents or making home repairs.
- OCA is not responsible for any operating costs that are associated with the employee using his or her home as an alternative worksite, for example, home maintenance, insurance, utilities or computing equipment and services.
- The supervisor can alter, temporarily suspend, or terminate this Agreement at any time with notification to the employee.

- During telework hours, the employee will be available through email, phone or other agreed communication channels to supervisor and co-workers.
- OCA assumes no liability for injury at the remote work site to any other person who would not be in the work area if the duties were being performed at the regular place of employment.
- Workers' compensation benefits will apply to injuries arising out of and in the course and scope of employment.
- Job duties and expectations are not altered by this Agreement and remain the same as on-site duties and expectations.
- The employee understands that OCA will not be liable for damages to an employee's personal or real property while the employee is working at the approved alternative workplace, except to the extent the law provides.
- Nothing in this Agreement precludes the agency from taking any appropriate disciplinary or adverse action against an employee who fails to comply with the provisions of this Agreement.
- Nothing in this Agreement alters the at-will status of an OCA employee.

# Office of Court Administration

## Telework Agreement

Employee Name:

Position:

Supervisor:

Alternative workplace address:

Telework Schedule:

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Start							
End							
No. of Hrs.							

On-Site Schedule:

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Start							
End							
No. of Hrs.							

By signing below, all parties understand and agree to the following:

- Employee voluntarily agrees to work at the agency approved alternative workplace indicated above and to follow all applicable policies and procedures.
- Employee recognizes that the telework arrangement is not an employee entitlement but an additional method the agency may approve to accomplish work.
- This Agreement is not a basis for changing employee's salary or benefits. All OCA policies and procedures are in effect at the alternative workplace.
- Employee may accumulate compensatory time for hours worked from home when approval is obtained in accordance with the procedures in place at OCA's headquarters office.
- Employee agrees not to conduct personal business while in official duty status at the alternative workplace, for example, caring for dependents or making home repairs.
- OCA is not responsible for any operating costs that are associated with the employee using his or her home as an alternative worksite, for example, home maintenance, insurance, utilities or computing equipment and services.
- The supervisor can alter, temporarily suspend, or terminate this Agreement at any time with notification to the employee.

- During telework hours, the employee will be available through email, phone or other agreed communication channels to supervisor and co-workers.
- OCA assumes no liability for injury at the remote work site to any other person who would not be in the work area if the duties were being performed at the regular place of employment.
- Workers' compensation benefits will apply to injuries arising out of and in the course and scope of employment.
- Job duties and expectations are not altered by this Agreement and remain the same as on-site expectations.
- The employee understands that OCA will not be liable for damages to an employee's personal or real property while the employee is working at the approved alternative workplace, except to the extent the law provides.
- Nothing in this Agreement precludes the agency from taking any appropriate disciplinary or adverse action against an employee who fails to comply with the provisions of this Agreement.
- Nothing in this Agreement alters the at-will status of an OCA employee.

\_\_\_\_\_  
Employee (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Director (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrative Director (signature)

\_\_\_\_\_  
Date

**Submit completed form to Human Resources to be placed in the employee's personnel file.**