

Administrative Office of the Courts

General Personnel Policy

ADMINISTRATIVE CLOSINGS AND ESSENTIAL EMPLOYEES

PURPOSE

The purpose of this policy is to establish the guidelines to be followed by essential employees when there is an administrative closing of judicial branch offices in Santa Fe due to inclement weather or other reason and judicial branch agencies in other parts of the state are not closed.

POLICY

The Administrative Office of the Courts is committed to continuing to provide its services to all agencies in the judicial branch when there is an administrative closing of its offices in Santa Fe because of inclement weather or other reason and judicial branch agencies in other parts of the state are not closed. Essential employees, identified by each division director or work team, as appropriate, shall provide necessary services.

APPLICABILITY

This policy is applicable to all employees of the Administrative Office of the Courts, including probationary, temporary, term and regular classified and unclassified employees.

PROVISIONS

A. Each division director or work team, as appropriate, shall:

1. identify and notify the "essential employees" (by name, job title or job content) who will be required to provide services on an on-call basis under this policy; and
2. determine the services and the means by which the services will be delivered.

B. Each essential employee who is on-call shall be available to respond, by telephone, to requests for service during normal working hours.

Inquiries: Administrative Office of the Courts, Human Resources Division, 827-4937

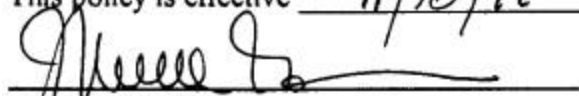
Distribution: All employees of the Administrative Office of the Courts

Retain Until Superseded

- C. Essential employees who are on-call will not receive additional compensation or time off for service provided during regularly scheduled work hours, but will be reimbursed for any long distance telephone calls made from their private telephones when providing service under this policy.

EFFECTIVE DATE

This policy is effective 11/10/97.



John M. Greacen
Director, Administrative Office of the Courts

11/10/97
Date