
Administrative Office of the Courts

General Personnel Policy

TELE-COMMUTING/ALTERNATIVE WORK SITES

PURPOSE

This policy is intended as a pilot to allow Administrative Office of the Courts employees to work from a location other than their assigned AOC work site without impairing service to the public or the employee's ability to meet job requirements. Productivity gains, better morale, lower business costs, and environmental benefits are expected outcomes of this policy.

POLICY

This policy is to provide guidelines for employees who are in positions that are conducive to alternative work sites. AOC recognizes that advanced technologies and progressive human resource strategies can now allow many employees to perform their job functions at sites other than a traditional office.

MINIMUM CRITERIA FOR AN ALTERNATIVE WORK SITE

Use of an alternative work site may be considered for an employee when the following minimum criteria are met:

- The employee's job or tasks on that job can readily be completed at the employee's home or another alternative work site.
- The employee's absence from the office will not be detrimental to the work group's productivity or the needs of clients/customers, nor have a disruptive or negative impact on working conditions of other employees.
- The supervisor considers the employee's performance to be satisfactory.
- The supervisor, employee and work team are willing to sign and abide by a mutually defined Alternative Work Site Agreement.
- The supervisor, employee and work team are willing to participate fully in Alternative Work Site training/evaluation efforts.

Inquiries: Administrative Office of the Courts, Human Resources Division, 827-4937 or 827-4810

Distribution: All employees of the Administrative Office of the Courts

Retain Until Superseded

VOLUNTARY NATURE OF AN ALTERNATIVE WORK SITE

Use of an alternative work site is not a universal employee benefit. The employee's participation in the use of an alternative work site will be an option available to an employee upon request when there is work team and management agreement that job position, tasks, and employee performance are conducive to alternative work sites. Participation in the use of an alternative work site may end without cause and with notice, as provided in the Alternative Work Site Agreement.

WORKING CONDITIONS

- An alternative work site is an extension of the employee's official work site. An employee's official work site, salary, job responsibilities, total work hours, benefits and workers' compensation benefits will not change because of the use of an alternative work site.
- The employee must be available at any time during the scheduled work day to travel immediately to the official work site at his or her own expense.
- The supervisor and employee will comply with all applicable laws, rules and policies, including but not limited to:
 - Work Schedules
 - Overtime
 - Leave
 - Employee Conduct and Ethics
 - Employee Performance Evaluations
 - Disciplinary/Corrective Actions
 - Department Equipment/Supply use
 - Workers' Compensation Liability for Job-Related accidents

USE OF AN ALTERNATIVE WORK SITE IN RELATIONSHIP TO FAMILY RESPONSIBILITIES

While using an alternative work site may facilitate the employee's meeting family responsibilities, the employee shall not use an alternative work site to provide family care on a regular basis. Hours worked must reflect actual time spent performing job duties.

SCHEDULING

Employees may use alternative work sites on a regular basis or on an irregular basis determined daily or weekly based on the needs of the employee, the work team and the AOC.

STATE/DEPARTMENT TRAVEL POLICIES

When an employee travels on official business, while in an alternative work site status, the AOC will consider either the alternative work site or the official work site as the point of origin for Travel Expense Voucher purposes, whichever is closer to the travel destination.

TELE-COMMUTING NEEDS AND EQUIPMENT

As a general rule, the employee will be responsible for providing all computer hardware, software and telecommunications capabilities needed to support an alternative work site. Employees must be accessible by telephone while at the alternative work site. If the work requires use of a telephone line and modem for computer access, the employee must arrange an alternative communication means -- a separate telephone line, a cellular telephone or otherwise -- to communicate with the office and clients/customers. If an employee has been issued a portable computer or telephone, he or she may use it at an alternative work site. No such portable equipment will be provided for the purpose of tele-commuting. The AOC may decide to provide high-speed communications capabilities to a telecommuter when the benefit to the state justifies the cost.

COMMUTER EQUIPMENT/INFORMATION

Use of an alternative work site that requires connection to AOC networks and/or server access (tele-commuting) will be allowed only to the extent that the available communication networks allow.

- Use of AOC purchased equipment, software and supplies, at a telecommuter's home or alternative work site will be subject to the same use limitations as all other AOC equipment.
- The employee will comply with all AOC policies about equipment/data security, data confidentiality, responsibility for loss of equipment and hardware/software manufacturers' licensing agreements.
- The user of an alternative work site must receive prior management approval to take secure/confidential materials from the official work site or to access secure/confidential information and materials through computers.
- The employee using an alternative work site must use a surge protector on electrical outlets with a AOC owned computer. Replacement of equipment due to theft or damage will be in accordance with JIFFY policies. Any damage or loss to AOC equipment caused by other than normal use, including damage by a family member, will be the responsibility of the employee.
- Any equipment, supplies, software/hardware, etc., purchased by the AOC remains AOC property and will be returned at the conclusion of the Alternative Work Site Agreement.

- When the employee using an alternative work site uses his or her own equipment to perform work duties, the AOC will not be responsible for equipment repairs and maintenance.

HOME WORK SITE

The employee using an alternative work site will maintain his or her home work area in a safe condition, free from hazards and other dangers to the employee and equipment.

- The employee using an alternative work site will not use his or her home to meet the public, including clients, in any official AOC capacity.
- The employee using an alternative work site will remain liable for injuries to third parties and/or members of the employee's family on the employee's premises.
- To ensure safe working conditions exist, the AOC may make on-site inspections during an employee's work schedule.

OTHER ALTERNATIVE WORK SITE EXPENSES

Long distance business phone calls from an alternative work site will be reimbursed by AOC. The employee will assume responsibility for all other costs associated with using an alternative work site.

TRAINING AND EVALUATION

The AOC may require that the employee using an alternative work site participate in a program evaluation of the Alternative Work Site Policy.

DEFINITIONS

For purposes of this policy, the following definitions will apply:

- *Alternative Work Site* means an extension of the official work site at another location, other than the employee's official work site. The alternative work site will be used on an on-going basis, rather than just an occasional basis. The employee may perform his or her tasks with or without the use of electronic equipment.
- *Alternative Work Site Agreement* is a contract between an employee, his or her supervisor and his or her work team that outlines the terms and conditions of the alternative work site assignment, in accordance with this policy. In all cases where an employee is using an alternative work site, even on an occasional, irregular basis, a written agreement must be kept on file.

If an employee requests or accepts use of an alternative work site on an occasional basis and the supervisor and work team approves it, the agreement requires only verbal approval.

- Tele-commuting means that an employee will perform his or her work duties at an alternative work site with or without the use of electronic equipment.

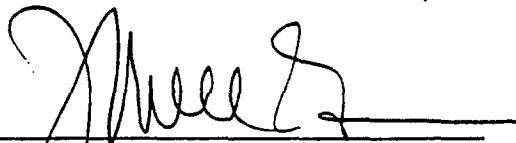
APPLICABILITY

This policy applies to all Administrative Office of the Courts employees.

REFERENCES

None.

APPROVED



John M. Greacen, Director
Administrative Office of the Courts

6/17/98
Date



**ADMINISTRATIVE OFFICE OF THE COURTS
ALTERNATIVE WORK SITE AGREEMENT**

WE, the undersigned, have read, understand, and agree to abide by the AOC Tele-commuting/Alternative Work Sites Policy and this Agreement.

1. Name of employee _____
2. Residence (home address) _____
3. Official Work Site
 - a. Location of work site _____
 - b. Distance and time away from home _____
4. Job Classification _____
5. Alternative work site, distance and time away from work site if different from residence.

6. Work Plan

	MON.	TUES.	WED.	THURS.	FRI.	SAT.	SUN.
Weekly work schedule							
Work site							

- Voice Communication procedures:

- Plan for avoiding impact on customers, work team and supervisor:

- Type of work to be done while using an alternative work site, with end products, if applicable:

7. Equipment

- Will use state owned equipment at alternative work site. yes no
- Will use employee owned equipment at the alternative work site. yes no

8. Schedule for Alternative Work Site

This Alternative Work Site Agreement begins effective ___ / ___ / ___.

We agree that using an alternative work site is strictly voluntary and may end, without cause, with written notice, by any party to this Agreement.

_____	_____	_____	_____
Employee	Date	Supervisor	Date

WORK TEAM AGREEMENT:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

 Division Director Approved Denied

Reason for denial: _____



**ADMINISTRATIVE OFFICE OF THE COURTS
ALTERNATIVE WORK SITE QUESTIONNAIRE**

Employee Name: _____

Date: _____

1. What are the personal benefits to you as a user of an alternative work site?

2. What are the benefits for the AOC if you use an alternative work site?

3. Are you available to immediately return to the official work site anytime during the scheduled work day? _____

4. If you are going to use an alternative work site, how will you communicate with co-workers and with your supervisor?

Check all methods that apply :

- fax mail E-mail
 local phone long distance phone
 other _____

5. Specifically, how would you propose that you keep your supervisor and other managers informed of the status of your projects/caseload?

6. Briefly explain how your use of an alternative work site will impact co-workers, supervisor, and client services.

7. Briefly describe your plan for using an alternative work site including; how; what; where; and when. _____
