

11.11. Telework

The judicial branch provides its employees the opportunity to participate in the telework program when it is practical and consistent with our mission. This policy provides the parameters for telework opportunities for employees. Each request for telework is subject to supervisor approval and may be altered or eliminated as needs of the judicial branch change.

11.11.1. Eligibility

The employee should meet all of the following conditions:

1. Completed their probationary and/or training period in order to be fully operational;
2. Current performance evaluation where each rating is at least “meet expectations,” “satisfactory,” “acceptable,” or 3 (on a 5 point scale) in the last 2 years, if available; and
3. No disciplinary action or clarification of duties/expectations or similar correspondence in the last 2 years.
4. No daily in person interactions with customers.

11.11.2. Job Suitability

The following are job characteristics of positions best suited for telework:

1. Independent work,
2. Little to no face-to-face interaction,
3. Requires concentration,
4. Results in specific, measurable work product, and
5. Monitored on output, not by time spent on task.

11.11.3. Employee Suitability

The following are characteristics of employees best suited for telework:

1. Self-motivated and flexible,
2. Knowledgeable about the job,
3. Dependable and trustworthy,
4. Organized,
5. Excellent time management skills,
6. Strong written and verbal communication skills,
7. Work well with limited supervision,
8. Self-disciplined,
9. Strong performance record,
10. Successfully completed their training phase,
11. Comfortable using telecommuting equipment,
12. Comfortable working alone,
13. Resourceful when handling technology issues,
14. Ability to establish work life/home life boundaries, and
15. Supportive home environment free from household distractions.

11.11.4. Request Process

Employees who would like to telework should complete a Telework Application and submit it to their supervisor.