



Fourteenth Court of Appeals Teleworking Policy

Employees of the Fourteenth Court of Appeals may request and be allowed to perform their job duties from a remote work location (teleworking) as specified below and with the appropriate approval. Telework is being authorized to provide reasonable scheduling flexibility to employees.

Teleworking is not appropriate for all job functions. As the needs of the court change, the Fourteenth Court of Appeals may need to change or terminate telework arrangements accordingly. No employee is entitled to or guaranteed the opportunity to telework. Teleworking is a privilege that can be terminated at any time by the Fourteenth Court of Appeals. All court policies must be followed when teleworking.

Approval to telework may be granted in accordance with the terms of a completed and signed Telework Agreement (Agreement), approved by the Chief Justice or Clerk of the Court.

Time Allowed to Telework

1. All full-time attorneys will be allowed to telework 40% of the month. Telework policy for part-time attorneys will be assessed on a case-by-case basis.
2. All clerks, and administrative personnel will be allowed to telework 40% of the month.
3. All computer personnel will be allowed to telework 25% of the month.
4. Unused teleworking time that could have been, but was not, taken during one month cannot be carried over into another month.

Computation of Time and Normal Business Hours

1. Non-exempt employees must work 8-hour days, Monday through Friday, or take leave time. Exempt employees are expected to work a full professional schedule consistent with the required duties of their positions. Exempt employees must be available and responsive during the Court's normal business hours—which are Monday through Friday, 8:00 a.m. to 5:00 p.m.—unless taking leave. Exempt employees must report leave time consistent with the Court's leave policy.
2. A court holiday is considered 8 hours in the office for calculating the percentages attorneys and administrative personnel are permitted to telework.
3. Employees must be available and teleworking during normal business hours.

Supervisor Approval

1. The immediate supervisor of each employee will approve the monthly schedule of their employee.
2. The immediate supervisor can require work in the office on specific days of the month.

Use of the Court's Equipment and Expenses of Teleworking

1. Each employee will bear the expenses associated with teleworking.
2. All court equipment must be returned to the court and the computer provided by the court may be used at the remote location.
3. Each employee must follow all computer safety protocols when teleworking.
4. Each employee must provide their own suitable and safe office space when teleworking and secure any equipment provided by the Court from theft.
5. A teleworking employee is prohibited from conducting in-person business at the employee's personal residence.

Eligibility to Telework

1. All employees must be an employee of the Fourteenth Court of Appeals for a minimum of three months to telework. Employees changing positions within the court may also require extra time in the office at the beginning of the new position, at the discretion of the supervisor.
2. Employees must meet the following performance measures to be able to telework:
 - A. For clerks: handle all matters filed by 4:00 p.m. each day.
 - B. For administrative and computer personnel: handle all matters timely.
 - C. For original proceedings attorneys: all opinions must be in circulation within 6 months from the date the response or reply, if any, is filed.
 - D. For panel attorneys: 80% of all motions must be disposed of within current time limits.
 - E. For chambers attorneys and attorneys assigned chambers work: all opinions must be circulating to the panel within 6 months of submission and all opinions must be circulated to the panel within the 24-month time limit from filing. Each attorney is allowed one exception to this rule at a time. In addition, all 180-day cases must be circulated to the panel timely (no exceptions).
3. Monitoring compliance with the above performance measures will be done by the employee's supervisor reviewing the case management system and e-mails.
4. The failure to meet these performance measures results in an automatic suspension of the right to telework. If the employee has cured the performance issue, the employee's immediate supervisor will determine the length of suspension, with a maximum suspension of 30 days.

This policy is approved by the Chief Justice of the Fourteenth Court of Appeals and a majority of the justices on the court.

Chief Justice of the Fourteenth Court of Appeals

Fourteenth Court of Appeals Telework Agreement

Employee Name:

Position:

Supervisor / Justice:

Alternative in-state workplace address, e-mail, telephone:

The Employee wishes to telework and agrees to abide by all policies in the Court's Employment Manual and in the Telework Policy. The Employee acknowledges that both the manual and the policy are subject to change by the Fourteenth Court of Appeals.

The employee is currently eligible to telework.

Employee

Clerk of the Court or Chief Justice