



**NEW MEXICO JUDICIAL BRANCH
GENERAL PERSONNEL POLICY AND PROCEDURE:
FLEXIBLE WORK SCHEDULE**

Policy No. 2014.AOC.110

Revised.: 5/13/23, 9/19/25, 12/17/25
Inquiries: AOCHRD-group@nmcourts.gov

FLEXIBLE WORK SCHEDULE POLICY

1. PURPOSE

The Administrative Office of the Courts is committed to providing flexible work options to its employees to assist them in balancing their professional and personal lives. Flexible work schedules allow employees to meet the mission and needs of their division and to coordinate work hours and other personal obligations.

2. DEFINITIONS

- A. Flextime:** A flexible work schedule that allows an employee to deviate from the standard workday by establishing an alternate workday that begins and/or ends at different times. An employee will work a forty-hour workweek, eight hours per day, but may have his/her workday begin and end at times other than the standard 8:00 am to 5:00 pm workday (e.g., 7:00 am-4:00 pm).
- B. Compressed Work Week:** A compressed work week allows an employee's work schedule to deviate from the standard five-day work week and 8:00 am to 5:00 pm workday by establishing an alternate work schedule that begins and ends at different times. An employee will work a 40-hour workweek, but may compress his/her work schedule into less than five days (e.g., ten hours per day / four days per week).
- C. Modified Work Hours:** Modified work hours allow temporary adjustments of an employee's work schedule on an occasional basis. An employee must still work forty hours per week if he or she is non-exempt from the Fair Labor Standards Act (FLSA) or 80 hours in a pay period if exempt from FLSA, with the supervisor's approval. An employee may adjust his/her work hours because of work demands, emergencies, or personal reasons. For example, an employee who attends an out-of-town training on a Wednesday and returns home at 8:00 pm (three hours beyond his/her work hours scheduled) may then adjust his/her work schedule that Friday by working five hours (leaving three hours early).
- D. Immediate Work Group:** A group of employees, as designated by their supervisor, who have related or associated work assignments and are responsible for backing up each other's assignments.



**NEW MEXICO JUDICIAL BRANCH
GENERAL PERSONNEL POLICY AND PROCEDURE:
FLEXIBLE WORK SCHEDULE**

Policy No. 2014.AOC.110

3. POLICY

Employees may be allowed to establish a work schedule that is mutually acceptable to them and their immediate supervisors, provided that their job responsibilities continue to be met at or above acceptable standards, and agency and division goals and objectives are not impaired as a result of the adjusted work schedule.

4. GUIDELINES

- A.** It is the supervisor's responsibility to ensure that all work areas have sufficient staff available to conduct normal business between the hours of 8:00 am to 5:00 pm, Monday through Friday.
- B.** Employees requesting flexible work schedules must be performing satisfactorily in their positions.
- C.** An employee will not be permitted to use this policy if his or her position requires that he or she work during normal business hours; if flextime or compressed work schedule time will require or result in increased overtime to accomplish work assignments; or if all members of the immediate work group have not approved a proposed flextime or compressed work schedule request.
- D.** An employee participating in a car or van pool does not imply automatic approval of a requested flexible work schedule.
- E.** Employees who are non-exempt from the FLSA should work a schedule that involves not more than 40 hours per week (Saturday-Friday), unless prior approval for overtime has been granted. Employees who are exempt from the FLSA should work a schedule that involves not more than 80 hours per pay period, unless prior approval for administrative time has been granted.
- F.** Employees may be required to work at a time they would normally not be scheduled to work because of training, meetings, or other office priorities. FLSA exempt employees may modify their work hours during these times: FLSA non-exempt employees must modify their work hours during these times, unless prior approval for overtime has been granted.
- G.** All employees on a compressed work schedule will revert to a "normal" schedule (8:00 am-5:00 pm, Monday through Friday) during weeks that contain a paid holiday.



**NEW MEXICO JUDICIAL BRANCH
GENERAL PERSONNEL POLICY AND PROCEDURE:
FLEXIBLE WORK SCHEDULE**

Policy No. 2014.AOC.110

- H. Employees who take leave must take the same number of hours as scheduled on their flextime or compressed work week schedule (e.g., if an employee works a 4-day/10-hour work week and wants to take one day of sick leave, the employee must request 10 hours of sick leave for that day).
- I. FLSA non-exempt employees must include their flextime or compressed work week schedule request, and take a daily basis, lunch break of at least one-half hour.

5. PROCEDURE


- A. Employees requesting flexible or compressed work schedules must complete the Flexible/Compressed Workweek Schedule Application and submit it to their immediate supervisors. To complete the application, it is necessary to have those members of an employee's immediate work group sign that they approve the schedule and will assist in covering an employee's areas of responsibilities (e.g., phone calls, last-minute requests) during normal business hours when the employee is not available.
- B. Supervisors will review applications for flexible or compressed work schedules for completeness and then discuss them with the immediate workgroup to be sure they have no unaddressed concerns regarding the schedule. In evaluating work schedule requests, the supervisor will ensure that the mission of the department is not compromised and that the quality of services remains the same or is enhanced. In addition, the supervisor should take into account the employee's need for direct supervision and the impact of the proposed schedule on continuity of services and any mandatory work duties or attendance at recurring meetings.
- C. Flexible or compressed work schedule contracts expire every six months and must be renegotiated with the employee, the coworkers in her/her immediate workgroup, and his/her supervisor. The new contract will take into consideration the work schedule needs of all employees in the immediate work group.
- D. Employees or supervisors wishing to change flexible or compressed work schedules must request them in writing with at least a five-workday notice and include reasons for wanting to change the work schedule. Reasons may include, but are not limited to, employee performance, workload issues, quality of life issues, or service to AOC customers.
- E. Completed and approved Flexible/Compressed Workweek Schedule Applications will be retained in the employee's personnel file by the Human Resources Division.



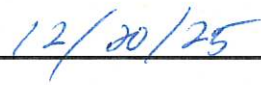
**NEW MEXICO JUDICIAL BRANCH
GENERAL PERSONNEL POLICY AND PROCEDURE:
FLEXIBLE WORK SCHEDULE**

Policy No. 2014.AOC.110

Approval Effective Date: December 17, 2025



Karl W. Reifsteck, Director
Administrative Office of the Courts



Date



**NEW MEXICO JUDICIAL BRANCH
GENERAL PERSONNEL POLICY AND PROCEDURE:
FLEXIBLE WORK SCHEDULE**

Policy No. 2014.AOC.110

**NEW MEXICO JUDICIAL BRANCH
FLEXIBLE WORK SCHEDULE REQUEST FORM [Authorized]**

Employee Information

| | |
|------------------------------------------|---------------------------------------------------------|
| Employee: | Employee ID: |
| Job Classification: | Position #: |
| Judicial Entity/Division/Section: | Division Director and Immediate Supervisor: |
| Start Date: | End Date: <small>*Maximum of 6 months</small> |

FLEXIBLE/COMPRESSED WORK WEEK SCHEDULE REQUESTED:

| SAT | SUN | MON | TUE | WED | THR | FRI |
|--------|--------|--------|--------|--------|--------|--------|
| Start: | Start: | Start: | Start: | Start: | Start: | Start: |
| End: | End: | End: | End: | End: | End: | End: |
| Lunch: | Lunch: | Lunch: | Lunch: | Lunch: | Lunch: | Lunch: |

Note: FLSA non-exempt employees must schedule at least ½ hour each work day for lunch.

JUSTIFICATION

Additional explanation of the above schedule (if necessary):

What is the immediate work group's plan for maintaining coverage of your work assignments when you are absent?



**NEW MEXICO JUDICIAL BRANCH
GENERAL PERSONNEL POLICY AND PROCEDURE:
FLEXIBLE WORK SCHEDULE**

Policy No. 2014.AOC.110

IMMEDIATE WORK GROUP APPROVALS

| Printed Name | Approved? | Signature | Date |
|--------------|-----------|-----------|-------|
| _____ | Y N | _____ | _____ |
| _____ | Y N | _____ | _____ |
| _____ | Y N | _____ | _____ |
| _____ | Y N | _____ | _____ |
| _____ | Y N | _____ | _____ |
| _____ | Y N | _____ | _____ |
| _____ | Y N | _____ | _____ |

SUPERVISOR & DIVISION DIRECTOR APPROVAL

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| REQUESTED BY: (Please print) | DATE RECEIVED: |
| RECOMMENDATION: Approve as submitted: <input type="checkbox"/> YES <input type="checkbox"/> NO Approve as revised: <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| RECOMMENDED REVISIONS: _____ | |
| _____ SUPERVISOR SIGNATURE | _____ DATE |
| _____ DIVISION DIRECTOR SIGNATURE | _____ DATE |

HR REVIEW & APPROVAL REQUIRED

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| RECEIVED BY: (Please print) | DATE RECEIVED: |
| RECOMMENDATION: Approve as submitted: <input type="checkbox"/> YES <input type="checkbox"/> NO Approve as revised: <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| _____ HUMAN RESOURCES SIGNATURE | _____ DATE |

CC: Employee Personnel File