



**NEW MEXICO JUDICIAL BRANCH
GENERAL PERSONNEL POLICY AND PROCEDURE:
TELEWORK AND ALTERNATIVE WORK LOCATION POLICY**

Form No. 2021.NMJB.200

**NEW MEXICO JUDICIAL BRANCH
TELEWORK AND ALTERNATIVE WORK LOCATION REQUEST FORM**

Judicial Entity and Employee Information
(to be completed by requesting judicial employee)

1. The general expectation for a telework or alternative work location arrangement is that employees will efficiently and effectively accomplish their regular job duties, regardless of work location. In addition, teleworking employees will:
 - a. remain accessible during the telework schedule by phone, text, email, and other forms of communication regularly used by their judicial entity;
 - b. check-in with their supervisor, as directed, to ask questions, gather information, discuss status of work tasks, and identify open issues;
 - c. be available for meetings, teleconferences, and training, on an as-needed basis;
 - d. be available to report to the normal worksite no later than two (2) hours after receiving the request to report in person;
 - e. request supervisor approval in advance of working any overtime hours;
 - f. request supervisor approval in advance to use PTO, or other leave in the same manner as when working at employee's normal worksite; and
 - g. make themselves available for any required drug or alcohol testing, including testing on the basis of reasonable suspicion.

2. Employees' duties, obligations, responsibilities, and conditions of employment with their judicial entity remain unchanged except those obligations and responsibilities specifically addressed in this Non-Mandatory Telework and Alternative Work Location Arrangement Form. Job responsibilities, standards of performance, and performance appraisals remain the same as when working at the normal worksite.

3. The parties acknowledge that this arrangement may be evaluated on an ongoing basis to ensure that employee's work quality, efficiency, productivity, and the judiciary's best interest are not compromised by the telework arrangement described herein.

Note: Approval to telework or alternative work location due to the coronavirus (COVID-19) is at the discretion of the chief judge, administrative authority, or designee in each judicial district based on individual circumstances and is separate from this non-emergency telework policy.

Employee:	Employee ID:
Job Classification:	Position #:
Judicial Entity / Division / Section:	Division Director and Immediate Supervisor:
Employee's Official Work Location / Post-of-Duty:	What type of request is this? <input type="checkbox"/> Telework Request, <input type="checkbox"/> Work Location Request, or <input type="checkbox"/> Both



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Employee Telework Location and Schedule

1. Telework or alternative work location employees are expected to telework from home or an approved worksite; their judicial entity retains the right to approve or deny any alternative telework location requests. No employee's telework location shall be outside of New Mexico, unless the employee would regularly commute across the New Mexico border to travel to and from the normal worksite daily, in which case the employee may telework from his or her home outside of New Mexico with management's express approval.
2. Unless otherwise authorized, telework employees are expected to maintain a normal 40-hour work schedule (8:00 a.m. to 5:00 p.m. Monday-Friday). Their judicial entity retains the right to approve, amend, or deny any alternative telework schedule requests.
3. The telework schedule should not exceed more than 50% of the employee's work schedule (i.e., 40 hours per pay period for a full-time employee). At the discretion of the Administrative Authority, 100% of the employee's work schedule may be approved for those employees who hold a position in the Attorney job classification series.

Week 1 of the pay period:	Telework Hours/Location	Alternative Work Location/Location
<i>Example:</i>	<i>8:00 a.m. – 5:00 p.m. (1 hr. lunch)/home</i>	<i>8:00 a.m. – 5:00 p.m. (1 hr. lunch)/Abq. Office</i>
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Requested Start Date:		
Requested End Date:		

Week 2 of the pay period:	Telework Hours/Location	Alternative Work Location/Location
<i>Example:</i>	<i>8:00 a.m. – 5:00 p.m. (1 hr. lunch)/home</i>	<i>8:00 a.m. – 5:00 p.m. (1 hr. lunch)/Abq. Office</i>
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Requested Start Date:		
Requested End Date:		



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JUSTIFICATION

Additional justification including business purposes:

Acknowledgment

1. This telework or alternative work location arrangement is not an employment contract and does not confer or extend any contractual rights to continued employment. It does not alter or supersede the terms of the existing employment relationship. The employee remains obligated to comply with all NMJB Personnel Rules, policies, practices, and instructions that would apply if the employee were working at the normal worksite.
2. I understand management may cancel, suspend, or modify an employee's telework or alternative work location arrangement. Employees will be given as much advance notice as possible when canceling, suspending, or modifying a telework arrangement. This does not apply to telework arrangements made through the ADA accommodation process.
3. Ad-hoc modification to an employee's telework arrangement shall be documented in writing between the employee and supervisor. Long-term or substantive modifications must be documented by revising and resubmitting this telework arrangement form.
4. By signing below, I acknowledge that I have read the NMJB Telework and Alternative Work Location Policy, and that I understand the requirements and provisions that apply to me. I acknowledge that should I violate any policy provision, my telework or alternative work location agreement may be immediately rescinded and I may be subject to discipline up to and including termination.

Requested By:
(Print & Sign)

Date:

TO BE COMPLETED BY MANAGEMENT

RECEIVED BY:
(Please print)

DATE RECEIVED:

RECOMMENDATION:

Approve as submitted: YES NO **Approve as revised:** YES NO

RECOMMENDED REVISIONS:

Supervisor Approval/Date:
(Print & Sign)

Management/Director Approval/Date:
(Print & Sign)

ADMINISTRATIVE AUTHORITY APPROVAL

RECOMMENDATION:

Approve as submitted: YES NO **Approve as revised:** YES NO

RECOMMENDED REVISIONS:

_____ **Administrative Authority Signature**

_____ **Date**



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TO BE COMPLETED BY HR

RECEIVED BY:
 (Please print)

DATE RECEIVED:

RECOMMENDATION:

Approve as submitted: YES NO **Approve as revised:** YES NO

RECOMMENDED REVISIONS:

HUMAN RESOURCES REPRESENTATIVE SIGNATURE:

Equipment, Technology, and Records -- Access and Protection

1. The employee's judicial entity will determine appropriate and suitable equipment for employee. Internet access at the employee's telework location must be via DSL, Cable Modem, or an equivalent bandwidth network, with a secure password-protected router. In the spaces below, specify any additional equipment or technology access the employee will need to telework, whether it will be provided by the judicial entity or employee, and what steps the employee is directed to take to protect the equipment. In the event of equipment failure or service interruption, the employee must notify their judicial entity immediately to discuss potential remedies, alternate assignments, or other options.
2. In keeping with the judiciary's policies, procedures, and practices, and the directions on this Telework Arrangement Form, employee shall take all judiciary-directed and otherwise appropriate action to protect judiciary equipment. Employee shall immediately notify employee's supervisor of any damage, loss or theft of judiciary equipment.
3. Telework employees shall ensure the protection of all Sensitive Agency Information as required by privacy and confidentiality laws and regulations and by judiciary policy, procedures and practice regarding information security for employees working at the normal worksite.
4. Employee shall immediately notify employee's supervisor of any improper, unlawful, unauthorized, accidental, or negligent access, use, modification, destruction, or disclosure of Sensitive Agency Information.
5. Employee understands and acknowledges that remote access to the judiciary's network shall be provided in accordance with JID rules and regulations, and all sessions performed remotely are subject to periodic and random monitoring by JID.
6. Employee understands that all equipment, information, and materials provided by the judiciary shall remain the property of the judiciary.

Equipment/Information	Provided by	Protection Required
<i>Ex.: Laptop Computer</i>	<i>Agency</i>	<i>Locked desk, strong password</i>



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Taxes: Employee understands that employee is responsible for personal tax and other personal legal consequences, if any, of this telework arrangement.

Attendance, Leave, Testing, and Travel: Telework employees shall adhere to the same policies and procedures as non-telework employees. The telework employee shall record time and attendance accurately in the SHARE system. The telework employee shall obtain supervisory approval before taking leave, in accordance with established judicial entity procedures. The telework employee shall follow established judiciary procedures for requesting and obtaining approval of leave. The telework employee shall not work overtime or extra hours for which additional compensation or compensatory time might be due without their judicial entity approval in advance. The telework employee shall make themselves available for any required drug or alcohol testing, including testing on the basis of reasonable suspicion. Mileage reimbursement will not be available for an employee's travel between a telework location and a normal worksite. Mileage reimbursement for the telework employee's other business travel, if any, will be based on the employee's telework location.

Incident Reports: The employee shall report any job-related injuries that occur in the course and scope of employment while teleworking at the earliest reasonable opportunity, pursuant to their judicial entity policy.

CC: Employee; Employee Personnel File; Supervisor