

Administrative Office of the Courts

Supreme Court of New Mexico

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INTERPRETATIVE MEMORANDUM 2026-001

Approved: Karl W. Reifsteck
9/24/2026

DATE: September 24, 2026

TO: AOC Employees

FROM: Karl W. Reifsteck, AOC Director

RE: **Policy 2021.NMJB.200 Telework and Alternative Work Location Policy ~ End Date and Ad Hoc Requests**

This memorandum shall serve to interpret the application of Policy 2021.NMJB.200 when processing the New Mexico Judicial Branch Personnel Telework and Alternative Work Location Request Form in regards to approval of the end date of the request and approval for ad hoc requests.

The Telework and Alternative Work Location Policy section 4. states in part "a 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)" and 7. states "Supervisors, with the approval of the Administrative Authority, may permanently or temporarily cancel, suspend, or modify telework arrangements for any reason if it is in the best interest of the judicial entity, including but not limited to: workload issues; special projects; special assignments; training; failure to safeguard NMJB equipment from damage, loss or theft; failure to safeguard NMJB Sensitive Agency Information from improper, unlawful, or negligent disclosure; any violation of this policy or the Telework Arrangement; or employee discipline. Employees shall be given as much advance notice as possible, and, where appropriate the judicial entity shall make every effort to give no less than two (2) weeks' notice when canceling, suspending, or modifying telework arrangements. Employees shall have the right to cancel their telework arrangement for any reason and will give their supervisor as much advance notice as possible."

Current AOC Practice

All employees reporting Telework or who work from an Alternative Work Location need to have an approved Telework and Alternative Work Location Request on file with your local HR Professional. Telework and Alternative Work Location requests need to be resubmitted for approval once it has expired. Historically, requests have been approved for a maximum period of 90 days (3 months).

Revised AOC Practice

The Administrative Office of the Courts (AOC) will review and consider requests to telework and have an alternative work location for up to a six (6) month period. *Telework and Alternative Work Location requests need to be resubmitted for approval once it has expired. Requests may now be considered for approval for a maximum period up to six (6) months.*

When circumstances warrant and when operational needs allow, and with Division Director approval, employees may be permitted to telework on an ad hoc or occasional basis not to exceed twenty-four (24) hours in a pay period. Employee ad-hoc telework requests shall be documented in writing between the employee and supervisor and approved by the Division Director. If the need to telework is in excess of twenty-four (24) hours in a pay period, prior approval through AOC HRD is required, or if the telework in excess of twenty-four (24) hours in a pay period for more than one pay period, the completion of the Telework and Alternative Work Location Policy form is required.

All other provisions in the telework policy will apply.

QUESTIONS:

Questions relating to the Telework and Alternative Work Location Policy or form should be directed to the AOC Human Resources Division.