



Cochise County Judicial System

Policy Title: Telecommuting

Policy Number: 4011

Effective: March 1, 2021

Last Reviewed/Updated: February 22, 2021

I. Applicability

The Cochise County Judicial System (CCJS) understands telecommuting is a valuable technological tool which may benefit CCJS departments. Approval of telecommuting may be made by the Department Director when any of the legitimate reasons listed below exist:

- A. An employee requests telecommuting as a reasonable accommodation, and Judicial Human Resources has engaged in the interactive process and recommends telecommuting, which is approved by the appointing authority.
- B. An employee requests telecommuting while on intermittent Family and Medical Leave, provides reasoning behind this request which is approved by Judicial Human Resources and the Department Director.
- C. In the event of a community wide viral pandemic with the declaration of a public health emergency.
- D. A clear and specific business purpose that serves the mission of an Elected Office or Department.

II. Responsibility

- A. Employees are responsible for complying with CCJS and Cochise County policies/procedures while telecommuting and to accurately record their work time in accordance with:
 - Cochise County Judicial System Policy 3000, Hours of Operation, Work Week, Work Schedules and Attendance; and
 - Cochise County Judicial System Policy 4004, Overtime and Compensatory Time
- B. The employee will generally spend the workday at the same remote location. The employee must notify their supervisor if they are leaving the off-site location, to the same degree they would if leaving the traditional work location.

- C. The employee's off-site workspace will be considered an extension of the CCJS and/or County's workspace. Therefore, this workspace must be maintained by the employee in a safe, hazard free productive manner. The CCJS and/or Cochise County assume no liability for injuries occurring in the off-site workspace outside the agreed upon work hours. The CCJS and/or Cochise County are not liable for injuries to third parties and/or family members in the off-site workspace.
- D. Elected Officials, Department Directors or designees are responsible for ensuring that Judicial Human Resources and Risk Management are notified in writing of the telecommuting approval and its duration.
- E. Offices and Departments are responsible for communicating the approval and duration of this request with the Information Technology Department to ensure appropriate access is provided for a productive telecommuting experience.
- F. Upon conclusion of the approved telecommuting period, the office or department is responsible for informing the Information Technology Department to ensure remote access is terminated.
- G. Judicial Human Resources is responsible for providing guidance and interpretation of this procedure and for the provisions of the Americans with Disabilities Act and Family and Medical Leave Act.