








ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVES AOC RESTRUCTURING

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| DATE | 10/15/2012 |
| PREPARED BY | Patrick Farrales |
| OFFICE NAME | Human Resources Services Office |
| JUDICIAL COUNCIL DIRECTIVE NUMBER | 113 |
| JUDICIAL COUNCIL DIRECTIVE | E&P recommends that the Judicial Council support SEC Recommendation 7-73 with no further action. |
| SEC RECOMMENDATION | There currently are at least two positions in the Legal Services Office that violate the AOC's telecommuting policy. These should be terminated immediately, resulting in reductions. Nor should telecommuting be permitted for supervising attorneys in this division. |
| RESPONSE (check applicable boxes) | |
| <input checked="" type="checkbox"/> This directive has been completed and implemented: | |
| <p>Recommendation has been implemented. Telecommuting by the two staff identified in the SEC report has ended. It should be noted, however, that those instances did not represent noncompliance with the telecommute policy as the policy afforded Directors the discretion to approve exceptions to the policy, and in the instances noted, exceptions had been approved.</p> <p>In addition, at the direction of the Administrative Director of the Courts, a proposed amended telecommuting policy is being prepared for the judicial council's consideration at its December 2012 meeting.</p> | |
| <input type="checkbox"/> File Attachment | |
| <input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration: | |
| | |
| <input type="checkbox"/> File Attachment | |
| <input type="checkbox"/> Other: | |
| | |
| <input type="checkbox"/> File Attachment | |
| TIMELINE AND RESOURCES FOR IMPLEMENTATION | |

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| IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE | <p>The telecommuting status of both out-of-state attorney positions ended no later than September 18, 2012.</p> <p>The telecommuting status of the supervising attorney will be addressed under the revised proposed policy, which will be considered by the judicial council at its December 2012 meeting.</p> |
| RESOURCES REQUIRED FOR IMPLEMENTATION | <p>No additional resources are needed once the telecommuting status of both these positions ends. As part of this recommendation, the AOC is reviewing and in the process of revising the current AOC Telecommuting Policy for the council's consideration in December 2012. The revision and review requires the following HR staffing resources: Senior Manager (HR LERU), and a Senior HR Analyst.</p> |
| <p align="center">ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)</p> | |
| <input checked="" type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED | <p>At the direction of the Administrative Director of the Courts, the AOC is currently in the process of updating the AOC Telecommuting Policy. The policy will provide clarification on the amount of allowable telecommuting days per week, regularly scheduled remote work, and the addition of a remote work log. Additional considerations include: the quantity of work, quality of work, timeliness, and ability to handle multiple priorities. Under the proposed revised policy, the subject of telecommuting by supervisors and above will be addressed. The proposed policy will be presented for consideration by the Judicial Council at its December 2012 meeting.</p> <div style="border: 1px solid gray; padding: 2px; width: fit-content; margin-top: 10px;">  File Attachment </div> |
| <input checked="" type="checkbox"/> TRAINING UPDATED OR DEVELOPED | <p>The revision to the AOC Telecommuting Policy will recommend/suggest a training component to assist supervisors in understanding and applying new policy standards – possibly as part of performance management training.</p> <div style="border: 1px solid gray; padding: 2px; width: fit-content; margin-top: 10px;">  File Attachment </div> |
| <input checked="" type="checkbox"/> SAVINGS | <p>At least one of the former telecommuting employees was a retired annuitant and the Legal Services Office has not utilized her services in FY12-13. Retired annuitants are paid on an as-needed basis, and the associated savings of not utilizing her services are projected at \$25,577.36. This amount is based on the total hours this employee worked in FY11-12.</p> <div style="border: 1px solid gray; padding: 2px; width: fit-content; margin-top: 10px;">  File Attachment </div> |
| <input type="checkbox"/> COST | <div style="border: 1px solid gray; padding: 2px; width: fit-content; margin-top: 10px;">  File Attachment </div> |
| <input checked="" type="checkbox"/> EFFICIENCIES | <p>By ending the telecommuting status of two employees, the Legal Services Office will be better able to respond to requests from the trial and appellate courts and reduce scheduling and meeting conflicts.</p> <div style="border: 1px solid gray; padding: 2px; width: fit-content; margin-top: 10px;">  File Attachment </div> |
| <input checked="" type="checkbox"/> SERVICE LEVEL IMPACT | <p>Increased access to AOC services as a result of staff availability.</p> <div style="border: 1px solid gray; padding: 2px; width: fit-content; margin-top: 10px;">  File Attachment </div> |

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| <input type="checkbox"/> OTHER | <div style="border: 1px solid gray; padding: 5px; width: fit-content;">  File Attachment </div> |
| ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL | |
| ADOC REVIEW | Administrative Director of the Courts Review Date: <input type="text" value="10/5/2012"/> |
| EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW | |
| E&P REVIEW | Executive and Planning Review Date: <input type="text" value="10/19/2012"/> |