

Office of Court Administration

Telework Policy

September 2025

A handwritten signature in dark ink, reading "Megan LaVoie". The signature is written in a cursive, flowing style. To the left of the signature, there is a short vertical line.

Approved by: _____
Megan LaVoie, Administrative Director

Office of Court Administration Telework Policy

The Office of Court Administration (OCA) recognizes that many job duties may be performed outside of OCA's headquarters by teleworking from home or other off-site location. OCA's policy is that headquarters employees may telework on a routine basis with approval from their Division Director and the Administrative Director. An employee who wishes to telework must comply with this policy, submit a completed Request to Telework form, and receive approval to telework by the employee's Division Director and the Administrative Director.

The following are OCA's Telework Policy conditions and employee obligations:

- Teleworking is not appropriate for all job functions. Whether a position is one that must be performed from the office in order to fulfill the division's or program area's needs is a decision made between the Division Director and the Administrative Director.
- All OCA policies and procedures are in effect while an employee teleworks.
- The days an employee will work from the office should be consistent every week and are subject to approval by the employee's supervisor.
- With reasonable notice, if a business need requires it, an employee may be required to work from the office on a day the employee is scheduled to telework.
- No employee is entitled to telework and this Telework Policy may be rescinded or amended at any time with reasonable notice.
- An employee whose job performance is not meeting job expectations or performance standards is not eligible to telework.
- An employee's place of employment while teleworking continues to be OCA's headquarters at 205 W. 14th Street, Austin, Texas, 78701.
- Employees may accumulate compensatory time for hours worked from his/her home when approval is obtained in accordance with OCA's current policy regarding approval to earn compensatory time.
- Employees may not conduct personal business while teleworking, for example, caring for dependents or making home repairs, without taking necessary leave or, with their supervisor's approval, flexing their hours to account for any time the employee was unable to work.
- OCA is not responsible for any operating costs that are associated with the employee using his or her home as an alternative worksite, for example, home maintenance, insurance, utilities or computing equipment and services.
- Employees must be available to report to work at OCA's headquarters, with reasonable notice, if asked to do so by their supervisor.

- During teleworking hours, an employee must be available through email, phone or other agreed communication channels to supervisor and co-workers.
- OCA assumes no liability for injury at an employee's telework site to any other person who would not be in the work area if the duties were being performed at OCA's headquarters.
- Workers' compensation benefits will apply to injuries arising out of and in the course and scope of employment.
- Job duties and expectations are not altered by this Telework Policy and remain the same as on-site duties and expectations.
- OCA will not be liable for damages to an employee's personal or real property while the employee is teleworking, except to the extent the law provides.
- Nothing in this Telework Policy precludes OCA from taking any appropriate disciplinary or adverse action against an employee who fails to comply with the provisions of this Telework Policy, or any other OCA policy.
- Exceptions:
 - This Telework Policy does not apply to reasonable accommodations based on an employee's disability or other applicable circumstance. Employees needing a reasonable accommodation should contact the Human Resources Division for assistance.
 - This Telework Policy does not apply to employees whose designated headquarters are other than OCA's headquarters located at 205 W. 14th St., Austin, Texas, 78701.

Request to Telework

Employee Name:

Job Title:

Direct Supervisor/Manager:

I request to telework as allowed under OCA's Telework Policy _____ days per week on the days agreed to by my supervisor/manager. By signing below, I understand and agree that I am subject to all of the conditions and obligations included in OCA's Telework Policy and that this agreement does not alter my at-will employment status nor any other conditions related to my employment or performance expectations.

Employee (signature)

Date

Approved:

Division Director (signature)

Date

Administrative Director (signature)

Date