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EXECUTIVE OFFICER / CLERK OF COURT

111 NORTH HILL STREET  
LOS ANGELES, CA 90012-3014

## *Superior Court of California* *County of Los Angeles*

### COVID-19 TELEWORK APPLICATION

Due to the declared states of emergency resulting from the Novel Coronavirus (COVID-19) pandemic, the Court seeks to reduce potential exposure by authorizing certain persons to telework. This telework option is only in effect during the COVID-19 pandemic and the Court may terminate it at any time and request the employee to return to his or her assigned work location.

#### Expectations:

1. Employee agrees to work and be readily available during scheduled work hours, as designated by his/her supervisor. Employee also agrees to respond promptly to communications from his or her supervisor. Hourly employees agree to take scheduled rest and lunch breaks.
2. Employee must produce an acceptable amount of quality of work while working remotely.
3. If the employee experiences difficulties accessing Court systems they need to perform work, employee agrees to notify his/her supervisor immediately.
4. Hourly employees may not work in excess of 40 hours in a work week unless their supervisor has pre-approved overtime work.
5. Standard vacation and sick leave approval processes remain in place while employee is teleworking.
6. Court is not liable for loss, damage or wear of personal equipment Employee elects to use for performing his/her duties. Teleworker must supply his/her own ergonomically correct office furniture (e.g. desk, chair). Teleworker may request permission from his/her supervisor to utilize desktop ergonomic equipment the Court has previously provided to the employee (e.g. ergonomic mouse, document holder) while teleworking.
7. Employee agrees to protect the security, integrity, and confidentiality of all Court records, materials, data, and information received, obtained, accessed, or produced while teleworking.
8. Employee shall comply with all Court rules, policies, practices, instructions, and this Agreement, and acknowledges that any violation of such may result in the termination of the teleworking arrangement and/or disciplinary action, up to and including termination of employment.
9. Employee acknowledges that the teleworking arrangement is not an entitlement and that the Court can terminate at any time.

I acknowledge the terms of this agreement.

\_\_\_\_\_  
Name of Employee

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SUPERIOR COURT OF CALIFORNIA**

**COUNTY OF LOS ANGELES**

**COVID-19 TELEWORK APPLICATION AND WORK SCHEDULE**

Employee Name: \_\_\_\_\_ Position Title: \_\_\_\_\_

Work Unit: \_\_\_\_\_ Effective Date: \_\_\_\_\_

**I. REQUEST TO TELEWORK**

I am requesting to telework due to the following:

\_\_\_\_\_ School/child care closure

\_\_\_\_\_ Age (65 or older), compromised immune system, serious chronic medical condition or other factor that puts me at increased risk for serious illness

\_\_\_\_\_ Other: \_\_\_\_\_

**II. EQUIPMENT**

I will supply the following equipment to telework:

\_\_\_\_\_ PC/Laptop (only to be used with AnyConnect access)

\_\_\_\_\_ High Speed Internet Access

\_\_\_\_\_ Cellphone or Landline

**III. TELEWORKING WORK SCHEDULE**

I understand that I am responsible for completing all work assignments, being available during work hours, including telephone calls, emails, and meetings, and for providing in office coverage when necessary.

Day of Week	Start Time	Lunch Start	Lunch End	Break start	Break End	End Time	Total
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Total							

I acknowledge that I will abide by the terms of the temporary telework agreement until I request and receive approval to alter this agreement. I further acknowledge that telework is extended to me as a temporary accommodation which may be terminated at any time.

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Manager Review**

Employee will be issued the following Court equipment/access during the telework assignment:

- \_\_\_\_\_ Laptop
- \_\_\_\_\_ MiFi
- \_\_\_\_\_ Cell Phone
- \_\_\_\_\_ VPN Access
- \_\_\_\_\_ AnyConnect Access

Manager's Signature \_\_\_\_\_

Date \_\_\_\_\_

Exec. Team Member/Designee Signature \_\_\_\_\_

Date \_\_\_\_\_