



SUPERIOR COURT OF CALIFORNIA
County of Riverside

Human Resources – HR 11.034
Teleworking Policies, Procedures, and
Application and Agreement

Approved:

/s/

Sherri R. Carter, Court Executive Officer

This policy and agreement applies to all teleworkers and teleworking activities of the court under this program. The Court Executive Officer or designee reserves the right to determine which employees and which duties are suited for teleworking.

Participation in Teleworking Program

The teleworking program allows employees in designated positions to work from home and/or from an alternate court work facility. An employee may telework only upon pre-approval and for a designated business reason. All teleworking is planned and prescheduled.

Teleworking is a privilege not an entitlement. The court may terminate the program for all employees or may terminate teleworking for individual employees at any time, provided the court gives written notice of the intent to terminate the program at least fourteen (14) calendar days from the effective date of termination. If at anytime an employee elects not to participate in the program, they are not required to provide reason for their decision to terminate their participation; however, Probate Investigators will be required to provide sufficient notice (at least fourteen (14) calendar days) to the supervisor.

If an employee no longer meets the minimum eligibility requirements for the program or fails to comply with any conditions of participation, the teleworking agreement may be terminated immediately, without prior notice.

Application and Selection Guidelines - Eligibility and Application

An employees who request to telework must complete the following documents and submit them to his or her supervisor, manager and the appropriate Court Management Team member for review:

Teleworking Job Functions Analysis (Appendix A),
Work Schedule (Appendix B),
Employee/Supervisor Agreement (Appendix C),
Employee/Supervisor Orientation Checklist (Appendix D),
Self-Certification Safety Checklist (Appendix E),
Computer Security Checklist (Appendix F),
Teleworking Program Equipment Inventory (Appendix G).

Such criteria shall not be arbitrary, but will be based on work and business-related criteria. The employee will submit the *Work Schedule* and the *Employee/Supervisor Agreement* to the supervisor and division manager for review and approval.

Supervisors and managers should consider the following when reviewing an application from an employee who is requesting to telecommute:

- Feasibility of the work to be done;
- Performance of the requesting employee;
- Work schedules;
- Demands of the unit;
- Attendance.

The Court Executive Management Team Member will approve the Employee/Supervisor Agreement (Appendix D) and have oversight of the Telecommuting Program in their unit or division and ensure the policy is applied consistently.

In addition, selection criteria may include reasonable accommodation provisions for qualified persons with disabilities under the Americans with Disabilities Act (ADA).

Work Hours

In order to ensure maximum contact with teleworking employees, the daily work schedule for teleworking employees will be between the regular business hours of 8:00 a.m. and 5:00 p.m. If employees need to work outside of normal work hours to conduct investigations, they should contact their supervisor.

Compensation, and vacation scheduling will continue to conform to all established court policies and procedures, applicable MOU provisions, and legal requirements (e.g., Fair Labor Standards Act (FLSA) provisions).

The teleworker is required to work from their regularly assigned court work location at least one to three days per month, or as agreed upon between the employee and the supervisor. No employee shall work overtime, including on weekends and or holidays, unless prior approval has been obtained from the supervisor. Overtime will be compensated at the applicable rate.

Time off from work will continue to conform to established procedures with regard to vacation/annual leave/comp time accrual use and sick leave reporting. For example, prior approval from the supervisor is required before vacation/annual leave/comp time is used, and notice of sick leave must be received prior to the commencement of the regular work shift, or as soon thereafter as possible.

If a teleworker becomes ill while teleworking, he or she must inform the supervisor immediately and report the hours actually worked and use sick leave for the hours not worked.

Employees will work the full number of hours they are scheduled to work on a teleworking day. As with any work schedule, temporary teleworking assignments or temporary changes in work schedules may be made at the supervisor or manager's discretion to meet work and business needs.

Communications

Teleworking employees will be given instruction regarding the means and methods of communications with and between employees and management. Teleworking employees are responsible for ensuring they are accessible for communications from management and other employees. If a manager attempts to contact a teleworking employee during business hours and direct contact is not made (e.g., an e-mail, or voicemail, or phone message is left for the employee), it is the teleworking employee's responsibility, absent extraordinary circumstances, to contact the supervisor immediately upon receipt of the message, but in any event, within one hour of the message being left. If extraordinary circumstances prevent the teleworker from contacting the supervisor within that hour, the teleworker will do so as soon as possible, and advise the supervisor of the extenuating circumstances.

Overall Obligations

Teleworking employees are obligated to comply with all applicable court policies, procedures, rules, practices and instructions, as well as all applicable labor agreement provisions.

Employee Benefits

All existing benefits will continue for teleworking employees. An employee is covered by Workers' Compensation whether working at a court facility, at home, or while engaged in work-related travel. Employees are not covered by Workers' Compensation while traveling to and from the court on non-teleworking days when they are required to be at the court.

Designated Workspace

The teleworker will designate a workspace when working from home. Any equipment used while teleworking will be located in this workspace. The workspace should be maintained in a safe condition, free of hazards to people and equipment. The employee is to take every reasonable measure to preserve the equipment in good working condition. The court reserves the right to conduct on-site visits.

The court will provide workstations at designated court facilities for the shared use of teleworkers.

Travel Time and Mileage

Employees will not be compensated for travel time resulting from participation in the Teleworking Program. Employees will continue to be reimbursed for other travel as

preauthorized by the court, such as off-site court sponsored training. The court will not reimburse the employee mileage on the days he or she is scheduled to report to a court location for meetings and/or training. On non-teleworking day(s) when the employee is working in the court, the employee will not be reimbursed for travel to and from their home.

On teleworking day(s) when the employee is working from his/her home, the teleworker will not be reimbursed for trips to the courthouses, except when an employee is called into court on an unexpected case or circumstance or for work-related site visits necessary to carry out the duties and responsibilities of an employee.

The employee will submit an itemized Mileage Claim form for travel reimbursement (attached) to his or her supervisor no later than the first of the month.

Training

Employees, supervisors, and managers involved in the Teleworking Program will receive training on health and safety, use of computer equipment, and other home office concepts. Attendance at this training is mandatory prior to the beginning of a teleworking schedule.

Prior to commencement of participation in the program, all employees will be required to meet with their immediate supervisor on an individual basis to discuss job responsibilities, schedules, methods of communication, mandatory security measures to ensure the integrity and confidentiality of court documents, use of court owned equipment, maintenance of court equipment, etc.

Scheduling Guidelines - maximum telework schedule

The supervisor or manager may establish core days when all employees must be in the office. Regardless of an employee's pre-determined teleworking schedule, office needs take precedence over telework days. A teleworker must forgo teleworking if needed in the office on a regularly scheduled telework day. A canceled telework day cannot be "banked" for future use.

A teleworking schedule cannot be combined with family illnesses. With prior management approval, teleworking employees may attend medical, dental, and business appointments on telework days but must deduct the time for these appointments.

Maintenance of the Teleworking Environment - Employee Responsibilities Protection of confidential and sensitive information

Teleworkers are expected to maintain the security and confidentiality of any information used during the hours that they are teleworking. The employee should make arrangements to have access to any information that will be used on the teleworking day and should ensure physical or password protection for all documents and information.

Teleworkers are also expected to safeguard court software, databases, and equipment in compliance with court policies relative to information technology and client data.

The teleworker will be provided training on security protocols and is responsible for strictly adhering to those protocols in order to safeguard confidentiality of work and protection of equipment and supplies as part of the teleworking program.

The home office, equipment maintenance, and repair and replacement

The opportunity to participate in a teleworking program is offered only with the understanding that it is the responsibility of the employee to ensure that a proper work environment is maintained (e.g., that dependent care arrangements are made so as not to interfere with the work, personal disruptions such as non-business telephone calls and visitors are kept to a minimum) and that proper care is given to loaned equipment. Failure to maintain a proper work environment, or failure to provide proper care to court equipment, as determined by management, provides cause for an employee's immediate termination from the teleworking program.

If the court provides home office equipment for teleworking, any software provided to the employee for use on personal home computers remains the property of the court and is subject to all applicable copyright laws and rules and regulations on the use or reproduction of software. To ensure the security of confidential information and the availability of appropriate maintenance and repair, the court is supplying laptops, for the purpose of both teleworking and/or onsite work. The employee is **required** to use such equipment for all work related business. Court-supplied laptops, printers, software, and all files and databases shall remain the property of the court. The court will maintain sufficient licenses for software to allow the employee to complete work assignments. Employees may not add any additional software to the court owned laptops without written authorization by the court.

When court owned equipment is issued to teleworkers, the maintenance, repair, and replacement of court owned equipment will be the responsibility of the court. However, the teleworker must provide adequate care and protection of the equipment. In case of equipment malfunction, the teleworker must notify his or her supervisor immediately. Maintenance and repairs to teleworker owned equipment will be the responsibility of the teleworker.

If there is a delay in the repair or replacement of the equipment or any other circumstance which would make it impossible for the teleworker to work off-site, then the teleworker may be reassigned to a court facility to use a PC or other available court equipment until the repair has been made or the circumstance has been corrected. If for any part of the day the employee's equipment and/or laptop becomes unavailable, the employee must report in to the supervisor immediately who will determine how the time will be used and recorded (i.e. use of accruals or time off without pay). The employee will report to the work location to complete the work. The employee can discuss alternatives with the supervisor (i.e., taking time off).

The court does not assume responsibility for any tax implications related to a teleworking employee's off-site work location.

Supplies

The equipment and supplies necessary to telework will be provided either by the employee, the court, or a combination of both the employee and the court. Office supplies provided by the court will be for the sole purpose of business use and shall not be given or loaned by the teleworker to anyone.

The employee will be required to complete and submit a *Teleworking Program Equipment Inventory* form listing all equipment supplied to the employee by the court.

The employee is responsible for installation and monthly maintenance costs of a DSL high-speed or cable Internet connection if/when it is required for teleworking. The court will provide a cell phone to the employee for use in making business related phone calls. Employees must receive advance authorization from the supervisor for any purchases of supplies and equipment needed for teleworking. The court and employee will work together to minimize the direct costs attributed to teleworking.

Health and Safety

Home offices must be clean and free of obstructions. The home must comply with all building, fire, and safety codes. The facility must be free of hazardous materials. Teleworking employees are responsible for ensuring that their homes comply with these health and safety requirements and for so certifying as part of their teleworking agreement. The court will complete an initial safety inspection and reserves the right to complete safety inspections as needed.

Each teleworker will receive information from the *Computer User's Guide to an Ergonomic Workstation* for use in preparation of a home office and for ergonomic guidance in the use of computer hardware. These guidelines are currently used in the court's ergonomic program in the office and are provided as part of employee health and safety training.

An employee's supervisor or manager may deny an employee the opportunity to telework or may rescind a teleworking agreement based on the safety of the home or suspected hazardous materials in the home facility. The supervisor or manager may also have the home office inspected for compliance with health and safety requirements during designated work hours when an employee is working from home.

Inspections will be limited to the work location in the off-site work location and any equipment that is required for court work. Inspections may be made with reasonable notice and when feasible, will be made by appointment. For purposes of this requirement, reasonable notice is defined as one calendar day.

Right to Privacy

Teleworking employees will permit court representatives to visit the teleworking workspace during the employee's work hours for the purposes of supervision and inspection for safety, security, working standards, cleanliness, equipment service, performance evaluation, training, or site inspection after an injury for injury-prevention purposes. Generally 24-hour notice of such visits will be given, however, the court reserves the right to conduct an inspection on shorter notice if it deems necessary for business reasons, including but not limited to, injury, emergency, suspected misconduct or other serious matters.

Other employee rights and responsibilities

- Teleworking employees must comply with Memorandums of Understanding and supervisor directives regarding breaks and lunch periods.
- Employees must attend all staff meetings and training even if scheduled during a regular telework day.
- Employees must adhere to a work plan and meet deadlines agreed upon between the supervisor and teleworking employee.
- If an employee is unable to telework due to equipment failure or other circumstances, he or she must immediately contact his or her supervisor for instructions.
- Employees must record all teleworking hours on timesheets (ESS/MSS).
- Teleworking employees are required to participate in and respond to future surveys and studies regarding the teleworking program.

Program Participation and Teleworking Agreements

Renewal of teleworking agreements

Each *Employee/Supervisor Agreement* should be discussed prior to start of teleworking and whenever there is a major job change (such as a promotion), whenever there is a change in the teleworker or supervisor's position, or annually if the program is implemented long-term. Because teleworking was selected as a feasible work option based on a combination of job characteristics, employee characteristics, a change in any one of these elements may require a review of the teleworking arrangement.

Teleworking is a work arrangement between an individual employee and his or her supervisor or manager. No employee has an automatic right to telework, nor can an employee be required to telework. A teleworking arrangement should be discontinued when it is not in the best interests of the employee, the supervisor or manager, or the Court.

Termination of Participation

Teleworking opportunities are based upon program requirements as determined by management. Therefore, employees previously participating in a teleworking assignment are not assured of a teleworking assignment when returning from a leave of absence or after a job transfer.

When a teleworking employee separates from court employment, or when a teleworking assignment terminates, the employee is responsible for the prompt return of all court documents and court issued equipment.

Employee/Supervisor Agreement and Teleworking Checklists

The *Employee/Supervisor Agreement* documents the mandatory policies in effect and the results of any other agreements between the supervisor or manager, executive management, and the teleworker. This agreement must be signed by all parties prior to the start of teleworking and must be reviewed and renewed at least annually to ensure that the guidelines for participating in the program are well understood.

The *Employee/Supervisor Orientation Checklist*, the *Self-Certification Safety Checklist*, and the *Computer Security Checklist* provide a way to verify that all essential parts of the start-up of a teleworking arrangement with an employee have been covered prior to the actual start of teleworking.

Definition:

Teleworking - An alternative work schedule option that is feasible only for those positions or tasks within a position that are amenable in whole or in part to being performed away from the main office.

Issued August 13, 2009

SUPERIOR COURT OF CALIFORNIA
 COUNTY OF RIVERSIDE

TELEWORKING JOB FUNCTIONS ANALYSIS

Employee Name _____

Job/Position _____

I will be doing the following job functions while teleworking:

Job Functions	Always	Sometimes	Never
List tasks or functions that can be independently performed.			
<ul style="list-style-type: none"> • Conduct field investigations and assessments for guardianship/conservatorship petitions. 			
<ul style="list-style-type: none"> • Interview prospective conservatees and involved parties. 			
<ul style="list-style-type: none"> • Inform conservatees and proposed conservatees of the nature and effect of a conservatorship proceeding and of their rights, to answer their questions, and to inform conservators concerning their powers and duties. 			
<ul style="list-style-type: none"> • Review financial and medical records. 			
<ul style="list-style-type: none"> • Conduct criminal background checks on prospective conservators and guardians. 			
<ul style="list-style-type: none"> • Conduct conservatorship reviews on a semi-annual, annual, and biennial basis as ordered by the Court. 			
<ul style="list-style-type: none"> • Review accounts and reports completed by conservators and make recommendations to the Court. 			
<ul style="list-style-type: none"> • Prepare conservatorship and guardianship investigation reports. 			
<ul style="list-style-type: none"> • Review court orders, petitions, and related documents. 			
<ul style="list-style-type: none"> • Other duties as assigned. 			

 Employee Signature

 Supervisor Signature

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WORK SCHEDULE

Employee Name _____ Position Title _____
 Work Unit _____ Effective Date _____

I understand that I am responsible for completing all work assignments, being available for unscheduled assignments, telephone calls, e-mails and necessary meetings, and for providing essential coverage when necessary.

Day of Week	Beginning Time	Leave for Lunch	Return from Lunch	Ending Time	Total Hrs/Min
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
TOTAL WEEK 1					
Day of Week	Beginning Time	Leave for Lunch	Return from Lunch	Ending Time	Total Hrs/Min
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
TOTAL WEEK 2					
PAY PERIOD TOTAL					

In making this request, I understand I must abide by the scheduled hours until I request and receive approval to alter this plan. I further understand that this option is extended to me as a privilege, and any violation of the schedule may result in a revocation of the privilege.

Employee's Signature _____ Date _____
 Supervisor's Signature _____ Date _____
 Executive Management Approval _____ Date _____

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EMPLOYEE/SUPERVISOR AGREEMENT
(Probate Investigators only)

The following constitutes an agreement of the terms and conditions of the teleworking agreement between:

Employee Name _____

Supervisor Name _____

1. Teleworking is to be done only at management's discretion, and it is not an employee entitlement.
2. Employee volunteers to telework and to adhere to the applicable policies and guidelines. The Court concurs with employee participation and agrees to adhere to the applicable policies and guidelines.
3. Employee's official tour of duty will be from _____ to _____.
(date) (date)
Employee will be working at the official work site (residence/home office) from _____ to _____ on the following days:

_____.
4. Employee's official worksite is his/her residence/home office located at:

_____.
5. Official worksite telephone number(s) is: _____.
6. Employee's alternate work site is the Court workstation located at:
_____.
7. The *Teleworking Job Functions Analysis* worksheet (Appendix A) is attached, which describes in detail the type of work to be performed at the official and alternate work sites.
8. All pay, leave, and travel entitlements will be based on employee's official workstation.
9. Employee's supervisor will have a copy of employee's teleworking schedule. Employee's time and attendance will be recorded as performing official duties at the official workstation (home office). Employee agrees to coordinate schedule in advance with supervisor.

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EMPLOYEE/SUPERVISOR AGREEMENT (*continued*)

10. Employee must obtain supervisory approval before taking leave in accordance with established office procedures. By signing this form, employee agrees to follow established procedures for requesting and obtaining approval of leave.
11. With respect to any computer equipment that is used at the official work site, the employee agrees to secure sensitive information (e.g., locked drawer or box).
12. Employee agrees to permit inspections by the court of employee's official work site during official work hours to ensure proper maintenance of court owned property, if provided, and work site conformance with safety standard and other specifications in this agreement and policy guidelines.
13. Any job-related accident or injury occurring to employee at the official work site must be brought to the immediate attention of the supervisor. Supervisors must investigate all accident or injury reports immediately following notification. Employee will be covered under Workers' Compensation if injured in the course of performing official duties at the official work site. The Court will not be liable for injuries incurred outside the agreed upon hours or when performing non-job-related activities.
14. The court will not be liable for damages to employee's personal or real property during the course of performance of official duties or for property damage or personal injury to another individual.
15. The court will not be responsible for operating costs, home maintenance, or any other costs (e.g., utilities) that are associated with the use of employee's residence.
16. Employee will meet with the supervisor to receive assignments and to have completed work reviewed as the supervisor considers appropriate.
17. Employee will complete all assigned work according to work procedures mutually agreed upon by employee and supervisor.
18. Employee agrees to return phone calls and e-mails timely.
19. Employee's job performance will be evaluated on criteria and milestones determined by the supervisor for work completed at the official workstation as well as work completed at the court location.
20. Employees must have received a "Meets Expectations" rating in each category of their most recent Performance Appraisal and must be sustained at that level to maintain teleworking eligibility.

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EMPLOYEE/SUPERVISOR AGREEMENT (*continued*)

21. Employee will protect Court records and data from unauthorized disclosure and damage.
22. To the extent possible, employee agrees to limit performance of official assigned duties to the official workstation or to the shared court workstation and to safeguard confidential information when conducting field investigations and assessments. Failure to comply with this provision may result in loss of pay, termination of teleworking arrangement, and/or other appropriate disciplinary action.
23. Either management or employee may terminate participation in teleworking at any time, with appropriate notice.
24. Employee understands that nothing in this policy supersedes the basic employment agreements to respond to the needs of the Court.

I have read and understand the Telecommuting Policy and Procedure for the Superior Court of California, County of Riverside.

Employee Signature _____ Date _____

Approved:

Supervisor Signature _____ Date _____

Executive Manager _____ Date _____

SUPERIOR COURT OF CALIFORNIA
COUNTY OF RIVERSIDE

EMPLOYEE/SUPERVISOR ORIENTATION CHECKLIST

The following checklist is designed to ensure that an employee who will be teleworking is properly oriented to the policies and procedures of the Court's teleworking program.

Name of Employee _____

Name of Supervisor _____

Fill in the date completed for each:

1. Employee has read the policies and procedures of the teleworking program. _____
2. Employee has been provided with an agreed upon schedule of hours. _____
3. Policies and procedures for care and maintenance of any court equipment provided have been explained and are clearly understood. _____
4. Policies and procedures covering the requirements for security of court equipment and confidential data, and the protection of court records and data from unauthorized disclosure or damage have been discussed, are clearly understood, and the employee certifies that the requirements are met (reviewed Security Checklist). _____
5. Requirements for an adequate and safe office space and/or area have been discussed, and the employee certifies those requirements are met. (Self-Certification Safety Checklist completed). _____
6. Requirements for adequate and safe computer usage have been discussed, and the employee certifies those requirements are met. (Computer Security Checklist completed.) _____
7. Performance expectations have been discussed and are clearly understood. _____
8. Employee understands that the supervisor may terminate employee participation in the teleworking arrangement per the teleworking agreement/policy. _____
9. Employee has attended the required class(es) on teleworking policies and procedures. _____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

SUPERIOR COURT OF CALIFORNIA
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SELF-CERTIFICATION SAFETY CHECKLIST

Employee Name _____

Supervisor Name _____

Official Workstation Location _____

The following checklist is designed to assess the overall safety of the official workstation from which the employee will be teleworking. Please read and complete the self-certification safety checklist. Upon completion, the employee and the supervisor must sign and date the checklist in the spaces provided.

The official work site is located at: _____

The official work site telephone number is: _____

Describe the designated work area in the official work site: _____

-
- | | | | | | |
|----|---|-----|--------------------------|----|--------------------------|
| 1. | Are temperature, ventilation, and lighting levels adequate? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 2. | Is the space free of noise hazards? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 3. | Are all stairs with four or more steps equipped with handrails? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 4. | Are all circuit breakers and/or fuses in the electrical panel labeled for intended service? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 5. | Do circuit breakers clearly indicate if they are in the open or closed position? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 6. | Is all electrical equipment free of recognized hazards (e.g., frayed wires, bare conductors, loose wires, flexible wires in walls, exposed wires to the ceiling)? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 7. | Will the building's electrical system permit the grounding of electrical equipment? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

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SELF-CERTIFICATION SAFETY CHECKLIST (*continued*)

- | | | | | | |
|-----|--|-----|--------------------------|----|--------------------------|
| 8. | Are aisles, doorways, and corners free of obstructions to permit visibility and movement? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 9. | Are file cabinets and storage closets arranged so drawers and doors do not open into doorways? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 10. | Are the telephone lines, electrical cords, and extension wires secured under a desk or alongside a baseboard to avoid a trip hazard? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 11. | Is the office space neat, clean, and free of excessive amounts of combustibles? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 12. | Are carpets well secured to the floor and free of worn or frayed seams? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 13. | Is placement of the monitor and keyboard satisfactory? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 14. | Is there enough legroom at the desk? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 15. | Is the chair adjustable, and does it provide adequate support? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

Employee Signature _____ Date _____

By signing below, I acknowledge that upon the employee's completion of this form, I have reviewed and discussed it with him or her.

Supervisor's Signature _____ Date _____

SUPERIOR COURT OF CALIFORNIA
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COMPUTER SECURITY CHECKLIST

The following checklist is designed to ensure that employees who will be teleworking understand the important security issues pertaining to teleworking. The checklist addresses these issues by outlining the proper procedures and policies that should be implemented at both the official work site and the court locations.

A copy of this checklist should be provided to each employee who will be teleworking and to the court systems staff for them to complete the appropriate section(s), and to sign and date in the spaces provided prior to any teleworking occurring.

Employee Name _____

Systems Staff Member Name _____

For Employees:

1. Employee has installed a surge protector for use at the official work site. Yes No
2. Employee has been provided up-to-date antivirus software with appropriate installation and configuration instructions (including procedures for when and how to update virus signatures) by the court for use at the official work site. Virus scanning software shall not be disabled while attached to the VPN. Yes No
3. Employee is familiar with and agrees to the policies outlined in the Use of Court Assets Policy and the Electronic Media Use Policy. Yes No
4. Employee has been provided with a copy of Word for use at the official work site with installation instructions. Yes No
5. Electronic mail used at official work site for work-related mail shall be Novel GroupWise. Yes No
6. Employee agrees not to print CLETS reports. CLETS reports will only be reviewed online. Yes No
7. Employee has a means of securing sensitive information and media (e.g., locked drawer or box). Yes No

COMPUTER SECURITY CHECKLIST (*continued*)

8. Employee has a procedure for a means of destroying sensitive trash (e.g., shredder) at the official work site. If employee does not have a shredder, employee understands he/she will be required to bring all sensitive and confidential information back to the court for proper destruction. Yes No
9. Employee agrees not to store work done at the official work site on the laptop, but rather will store all data on the Intranet location specified by his or her supervisor. If work is performed while in the field, the work may be temporarily stored on the laptop but must be moved to the specified Internet location before the end of the business day. Yes No
10. Employee has been provided training on how to ensure that the proper level of security is implemented at the official work site similar to that maintained at the court location. Yes No
11. When working at the official work site or in the field, the employee must perform all work on a Court-provided laptop on which firewall software has been installed. All access to the court will be through the secured VPN. Yes No

Note: Employees should recognize the importance of ensuring the protection of sensitive information, such as Social Security numbers, credit card data, and other personal information at the official work sites. Sensitive information should be protected from accidental disclosure as could occur when family members use the system for other purposes. It is also critical that employees teleworking at their official work sites understand that deleting information on computer files often leaves the information on the disk and removes only the pointer to it, making it still available using undelete features in the system to resurrect the files.

The teleworking system (VPN) has only one authorized point of entry. The court has banners in place regarding unauthorized usage and monitoring policies. There are time-outs that will terminate sessions upon periods of inactivity. Systems staff will review system logs for usage patterns and to ensure compliance with local policy. All court-supplied equipment will be periodically inventoried. All accounts will be evaluated periodically to ensure that access privileges are consistent with the employee's current job duties. All court-supplied equipment will be returned to the court upon an employee's termination in the teleworking program.

Employee Signature _____ Date _____

Systems Staff Member Signature _____ Date _____

Supervisor Signature _____ Date _____

TELEWORKING PROGRAM
EQUIPMENT INVENTORY

Name: _____ Date: _____
(Probate Investigator)

Official work site: _____
(Residence/home office address)

Description of Item	Serial No.	No. of Units	Date Received

Acknowledgment:

The Court shall not be responsible for loss, theft of, or damage to any equipment, materials or tools used by the court employee in the performance of the duties that are not owned and/or supplied by the Court. Any expenses associated with the court employee's personal equipment, materials, or tools are the responsibility of the court employee and the Court shall not be held liable for any reason whatsoever.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

**Riverside County Superior Court
Mileage Claim Form
(Probate Investigators only)**

Name _____
Employee ID _____
Month/Year _____

Division/ Address _____

Date	Starting Address (official work site or court location)	Starting Mileage (official work site or court location)	Ending Address (official work site or court location))	Ending Mileage	Total Miles Claimed ¹	Why Court Car Was Not Used
Purpose:						
Purpose:						
Purpose:						
Purpose:						
Purpose:						
Total Mileage Claimed at AOC approved mileage rate						

I certify under penalty of perjury that all information contained above is true and correct.

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

Cc: Regional Manager
Deputy Court Executive Officer

¹Do not include mileage for travel from home to the courthouse on non-teleworking days or when you are required to be at the court location for a meeting or training.

**Superior Court of California
County of Riverside
Bi-Weekly Employee Attendance Report**

(Please Print or Type) Employee Name: _____ Empl ID: _____

Pay Period (##/YY): _____ Pay Period Dates (MM/DD/YY): _____ thru _____

Date: (MM/DD)																	
Time Reporting Code*	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	TOTAL		
REG																	
TOTAL:																	
Mileage Reimbursement: Attach additional sheet, if necessary.	Date of Travel	To / From										Purpose	Miles				

I hereby certify that this is a true and accurate report of my attendance.

I hereby certify that this employee's attendance is true and correct.

Employee Signature and Date
Work Telephone#: _____

Supervisor's Signature and Date
Work Telephone#: _____