

	<b>CLERK OF THE COURT INTERNAL POLICY</b>	
	<b>Area: Human Resources</b> <b>Document Number: POL-ADMIN-1015</b> <b>Subject: Remote Appearance</b> <b>Page: 1 of 3</b>	<b>Effective Date:</b> <b>5/12/2020</b>
		<b>Revision Level:</b>

**PURPOSE:**

It is the purpose of this policy to provide guidance and establish reasonable and consistent standards of behavior and professional appearance contributing to an effective and productive work environment when working in a remote capacity representing the Clerk of the Court. At all times, when appearing by videoconference, employees must adhere to the guidelines as defined by the organizational dress code policy. In addition, the environment should project a professional atmosphere, both visually and audibly, when representing the Office. The expectation for appearance and professional behavior are the same without regard to location.

**POLICY:**

All employees will comply with the expectation of a professional appearance and adhere to the guidelines outlined in this policy. Administrators may set requirements for dress and appearance based on business needs or other qualifying reasons. Questions about appropriate attire will be referred to the employee’s immediate supervisor. Those requesting further information or a workplace attire accommodation should be referred to Clerk of the Superior Court (COSC) Human Resources.

**DETAILS:**

- I. Supervisors shall ensure that all employees are aware of this Policy and the consequences of violating this Policy.
- II. When appearing virtually by videoconference, employees are expected to follow the Clerk of Court Dress Code/Professional Appearance policy including appropriate vs. inappropriate attire.
- III. When appearing virtually by videoconference employees are expected to present a professional environment. This includes a background free from items that could be perceived as unprofessional or a violation of the COSC Mission, Judicial Code of Conduct, or Prohibition Against Harassment, Discrimination, and Retaliation policy including:

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- A. VISUAL- Items such as derogatory or suggestive photographs, calendars, graffiti, posters, cartoons or drawings; sexually suggestive objects. Inappropriate backdrops for appearing visually include any location or items that would be considered “inappropriate” for the workplace are clearly visible.
- B. AUDIBLE- Manageable background noise:
  - Music
  - Television
  - Co-habitants
- C. USING TECHNOLOGY including texting, email, instant message, and voicemail to generate, send or display material that is not representative of the Clerk of Court policies, practices, guidelines and practices.
- D. When TELEWORKING employees should ensure they will be uninterrupted when appearing visually or telephonically.

**APPLICABILITY:**

This Policy applies to all Classified, Contract, Temporary, or Unclassified COSC employees.

**POLICIES / RELATED DOCUMENTS:**

- COSC Policy POL-ODIR-1013 Clerk of Court Dress Code/Professional Appearance
- COSC Policy POL-HR-1002 Policy Against Harassment, Discrimination, and Retaliation
- Maricopa County Policy HR2409 Code of Conduct
- Maricopa County Policy A2611 Use of County Technology Policy
- Maricopa County Policy HR2409 Teleworking Policy
- Judicial Code of Conduct

**DEFINITIONS:**

- I. **Human Resources:** COSC Human Resources is located at 620 West Jackson Street Suite 3052, Phoenix, Arizona 85003 and can be reached by calling 602-506-3941.
- II. **Supervisor:** Any member of management that has supervisory responsibilities.

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III. **Appearing Virtually:** Includes any appearance while representing the COSC; including in-person, telephonic or via camera.

**Revision History**

<b>Revision Number</b>	<b>Issuing Authority</b>	<b>Summary of Changes</b>	<b>Approval Date</b>
-	N/A	Document Origination	5/8/2020

**AUTHORIZED SIGNATURES:**

Issuing Authority:

Approving Authority:

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 Lori Fiscus  
 Administrator

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 Mike Nimtz  
 Deputy Director