



### Case Study: Sixth Judicial Circuit

*“Based on our pilot program, teleworking has improved our staff’s productivity and morale while also allowing employees to save time and money by not commuting. It is a clear benefit to the circuit and the people we serve. Accordingly, we are now ready to expand our program.”*

**-Judge Demers**

#### Telework Program Summary:

The 6<sup>th</sup> Judicial Circuit is recognized as one of the most efficient trial courts in the nation. The 6<sup>th</sup> Judicial Circuit is comprised of Pinellas and Pasco counties and is located on the Central West Coast of Florida.

Planning for the 6<sup>th</sup> Judicial Circuit Telework program was started in 2004, with a presentation to the judge and the management team. In 2005 a six-month pilot program was launched to test the feasibility of teleworking for court employees. The pilot program started with about ten employees and grew to about 20 participants in the past year. The employees had to have their manager’s approval to participate in the program. The employees are using court provided laptops. The equipment is configured by the IT department so that proper safeguards are in place and there is secured access to the network. The laptops allow the employees to easily transport their files from home to work. The court does not provide printers and fax machines.

An initial challenge of the program was to overcome management resistance to the program. This challenge was overcome by providing training on managing remote employees, allowing managers to decide which employee can telework, and also letting them know that they are in control of the program. The formal policies adopted by the 6<sup>th</sup> Judicial Circuit also clearly define the parameters of the program. The teleworking arrangement can be terminated at any time by

#### FAST FACTS:

##### Sixth Judicial Circuit

#### Industry:

Florida’s third largest court. The circuit is also recognized nationally for its automation leadership in support of court operations.

#### Location:

Pinellas & Pasco Counties (Florida)

#### Statistics:

- 20 active teleworkers, 183 employees (not including judges and judicial assistants)
- Most telework one day per week, some telework more days
- Program was implemented in 2005

#### Business benefits:

- Improved productivity
- Business continuity in case of emergencies
- Improved employee morale
- Employees’ savings in time and gas

#### Challenges:

- Educating teleworkers on use of technology
- Educating employees and managers on teleworking

#### Transportation impacts:

- Reduced vehicle miles traveled by 33,000 annually
- On average, teleworkers save 69 minutes each day they telework. They use that time to work more and spend more time with their families.

#### Reasons for implementation:

- Improve productivity
- Improve morale
- Improve recruitment/retention
- Decrease absenteeism
- Establish consistent procedures for employees working at home

either party. The program is not a replacement for childcare or dependent care. Employee and employer responsibilities remain unchanged.

The 6<sup>th</sup> Judicial Circuit is now investigating the potential for office sharing, when possible, to counter space issues. The program is now being expanded and offered to other eligible employees.

## Telework Program Results:

### Productivity:

One hundred percent of the employees thought productivity had increased or stayed the same as a result of the program. For those who thought productivity had improved, they cited a 27 percent increase in productivity. Seventy-five percent of the managers also agreed that productivity had increased or stayed the same.

### The Workplace:

Eighty-six percent of the teleworkers believe that the program had improved their morale. One hundred percent of the managers also agreed that morale had improved. Eighty percent find that their management is supportive of the program, and 60 percent find that their co-workers are supportive of their teleworking.

### Program Expansion:

Eighty-five percent of the teleworkers and 100 percent of the managers believe that teleworking is good for the organization. About 80 percent of the teleworkers state that they will not look for another job as long as they can telework. One hundred percent of the managers are willing to allow others to telework.

*“As Director of Human Resources, I have lots of interruption in the office. On telework days I can work without interruptions, complete projects, save on travel time and gas, and return to work the next day energized and thrilled with all the work I have accomplished at home”*

--Karen Gatto

---

### For more information about **Telework Tampa Bay**

contact Jessica White @ 727-570-5151 ext. 38

or toll-free at 1-888-736-8640

<http://www.teleworktampabay.org>.

### Case Study Prepared by **Telework Tampa Bay**

*Telework Tampa Bay* is a program of the Tampa Bay Regional Planning Council, Bay Area Commuter Services, and the Florida Department of Transportation

## Sixth Judicial Circuit

### Selection criteria for teleworkers:

- Six months employment with Court
- Need manager's approval
- Need to exceed average performance level
- Need to have hi-speed internet access in home, paid for by employee

### Staff teleworking:

- Court Reporters
- Technology
- Human Resources
- Fiscal

### Elements of the program:

- Court provided equipment
- Policies and program guidelines

### Annual emissions savings (adjusted for 2006 factors):

- VOC (Volatile Organic Compounds): 35,640 grams / 79 pounds
- CO (Carbon Monoxide): 37,026 grams / 82 pounds
- NOx (Nitrous Oxide): 24,552 grams / 54 pounds

### Contact:

Karen Gatto

*Director Administrative Services  
Sixth Judicial Circuit*

### E-mail:

kgatto@jud6.org

### Phone:

(727) 453-7167