



NEW YORK STATE-UNIFIED COURT SYSTEM PILOT TELECOMMUTING PROGRAM UPDATED MAY 19, 2025

I. Overview

Telecommuting is designed to support a workforce strategy that optimizes productivity and performance, regardless of work site, when feasible and practicable. This defines the New York State - Unified Court System (UCS) Pilot Telecommuting Program (Program) and the rules under which it will operate. The Program is intended to provide the following mutual benefits to UCS and its employees:

- Maintain a culture that supports employee flexibility and mobility.
- Provide work/life balance and leverage work capacity to enhance performance.
- Contribute to a cleaner environment, reducing operational and transportation costs and travel time.
- Sustain the recruitment and retention of a high-quality workforce by providing a supportive and productive work environment.

II. Definitions

Telecommuting: An alternate work arrangement that allows employees to perform their work away from the Official Work Site.

Official Work Site: The employee's UCS-designated workstation. This is the employee's usual and customary work address.

Alternate Work Site: A specific location away from the Official Work Site where the employee is authorized to perform their job responsibilities that is a reasonable commuting distance from the Official Work Site, e.g., that would allow for the employee to report to the Official Work Site upon 3 hours' notice.

Telecommuting Application: An application form, furnished by UCS, and completed by the employee requesting to become an approved telecommuter.

Telecommuting Work Plan: A plan to be mutually developed by the telecommuter and the supervisor/manager, which identifies the work to be performed on telecommuting days consistent with the employee's normal daily job responsibilities.

Set Schedule: Required customary hours and days worked in a pay period.

Eligible Employee: An employee in a job title identified in Exhibit A, attached, with an assignment that is conducive to performing their essential job functions from an Alternate Work Site, who meets the Eligibility requirements set forth in Section V herein.

III. Program Guidelines

Telecommuting does not change an employee's job duties, rather it allows for some of their work to be conducted at an Alternate Work Site for an approved and scheduled period of time. UCS policy is to support telecommuting where it is reasonable to do so based on its mission and operational needs.

UCS determines which positions and job functions are eligible to participate in this Program. Determinations as to which positions and job functions are eligible for telecommuting are final and cannot be appealed.

This Program is completely voluntary and employee applications will be considered on an individual basis.

Telecommuters must be fully available and engaged during their regular working hours as they would ordinarily be if at the Official Work Site.

Telecommuting is not an employee entitlement, in no way changes the terms and conditions of employment with UCS, and does not alter or supersede any provisions of applicable collective bargaining agreements. Its use must ultimately be in the best interest of UCS operational needs.

All employees applying for telecommuting must attest to their awareness and understanding of all policies related to this Program and must complete any training that may be required by UCS.

UCS reserves its right to unilaterally approve, deny, modify, revoke, or suspend any individual's participation in this Program pursuant to the procedures outlined in Sections VII and XIV herein.

In the event that a court or court-related facility closes or becomes limited to virtual operations, i.e., "Extraordinary Circumstances", employees already approved and scheduled to telecommute under this Program on such date shall not be entitled to any additional payment for work performed during the Extraordinary Circumstance(s). Employees represented by CSEA, CAA, CALA, NJDCEA, SCCEA or COBANC that are not already approved and scheduled to telecommute during the Extraordinary Circumstance(s) who are directed, in writing, to work remotely during such Extraordinary Circumstance(s) shall be entitled to compensatory time in accordance with the "Extraordinary Circumstances [Virtual Operations]" Side Letters executed by the respective parties.

IV. Scope

This Program shall be in place until September 11, 2026, subject to renewal thereafter in the discretion of UCS. UCS shall meet with the applicable unions no less than three (3) months prior to the expiration of this Program to advise whether the Program will be continued, discontinued, expanded or modified. Should the UCS determine to continue the Program beyond September 11, 2026, the parties agree to discuss a reapplication period/process for employees whose applications to telecommute are denied.

Telecommuting assignments will be approved for a period of six (6) months at a time but in no event can a telecommuting assignment be continued or approved beyond the expiration of this Program.

Under this Program, employees will be required to have a regular presence, in person, at their Official Work Site and will not be approved to telecommute more than one (1) day per week, prorated for employees who regularly work less than 10 days in a pay period.

V. Eligibility

A UCS employee is eligible to be considered for telecommuting under this Program if the employee:

1. Is currently serving in a job title listed in Exhibit A; **and**
2. Has work tasks or functions which do not necessarily require presence at their Official Work Site; **and**
3. Has an assignment that allows for their work to be measured and evaluated regardless of where it is performed, and is therefore, suitable for telecommuting, as determined by the employee's supervisor/manager; **and**

4. Has satisfactory performance, as evidenced by a number of factors, including but not limited to a satisfactory performance evaluation, a satisfactory time and attendance record, and satisfactory work product; **and**
5. Has not been the subject of a disciplinary or incapacitation proceeding within the 18 months preceding the application for telecommuting assignment; **and**
6. Has had no formal counseling memoranda placed in their personnel file within the 18 months preceding the application for telecommuting assignment.

Probationary employees may apply to telecommute with the approval of the Clerk of Court, Chief Clerk, District Executive or OCA Director, as applicable.

In reviewing an employee's application for telecommuting, consideration will be given to the following:

- The employee's productivity will not decrease when performing tasks at the Alternate Work Site.
- Sufficient in-person coverage will exist at the Official Work Site.
- Additional work will not be generated for co-workers, nor will shifts change, due to the employee telecommuting.
- Overtime will not be generated by approving the employee's request.
- Required resources can be easily transported between the employee's Official Work Site and the Alternate Work Site.
- Telecommuting will not violate any confidentiality agreement, policy or compliance obligation that may prohibit records or information from being removed from or accessed outside of their Official Work Site.

VI. Training

UCS may require training for employees and supervisor/managers to be completed prior to approval to telecommute under this Program.

VII. Application Process

The following steps must be completed to participate in the Program:

1. The employee must submit a telecommuting application form to their immediate supervisor/manager, which shall include the proposed telecommuting dates and work plan.
2. The immediate supervisor/manager will review the application to ensure that it meets all eligibility criteria and forward the application to the Clerk of Court [Appellate Divisions and Court of Appeals], Chief Clerk [NYC Courts and Court of Claims], District Executive [Courts Outside NYC] or OCA Director [OCA employees] with a recommendation that the request be approved or denied.
3. The Clerk of Court, Chief Clerk, District Executive or OCA Director will recommend approval or denial and forward the application to the Chief Judge, Presiding Justice, Presiding Judge, appropriate DCAJ or designee of the Chief Administrative Judge, as applicable, for a final determination.
4. Any employee whose application is approved must complete any required telecommuting training(s) prior to commencing any remote work.

Upon approval of the application, the employee will be notified in writing. Such notification shall include the dates and parameters of the telecommuting work plan and shall be maintained in the employee's personnel folder.

If the application is denied, the employee will be notified in writing of the reason for the denial. If denied for reasons other than job functions/assignment not being suitable to telecommute, the employee may appeal the decision as set forth in Section VIII, below.

A copy of all applications determined, i.e., whether approved or denied, by the Chief Judge, Presiding Justice, Deputy Chief Administrative Judge or Chief Administrative Judge's designee must be forwarded to OCA Human Resources for filing.

VIII. Employee Appeal Process

Denial of applications for telecommuting under this Program are not subject to the *Grievance Procedures* in the respective Collective Bargaining Agreements between the New York State Unified Court System and CSEA, CAA, CALA, NJDCEA SCCEA or COBANC.

If an eligible employee with an assignment deemed appropriate for telecommuting has their telecommuting application denied, the employee may request a review by the Division of Labor Relations within five (5) business days of their receipt of the denial. Requests for review that are not timely filed will not be considered.

Requests for review must be sent to the Division of Labor Relations, *via* email at TelecommutingAppeals@nycourts.gov with a subject line indicating the employee's name. The Director of Labor Relations/designee will issue a determination to the employee, in writing, within ten (10) business days of receipt of the employee's request for review.

IX. Telecommuting Work Plan

The immediate supervisor/manager will use the telecommuter's job title and current work assignment(s) to define the performance and work productivity expectations for telecommuting days. The supervisor/manager and telecommuter must discuss assignments and expectations (the "Telecommuting Work Plan") before telecommuting commences, and must meet regularly to assess productivity and performance. Adjustments to assignments and expectations should be made on an ongoing, as-needed basis. The Telecommuting Work Plan must be reduced to writing and submitted to the supervisor/manager.

The supervisor/manager shall ensure that the Telecommuting Work Plan is captured in writing prior to the beginning of the telecommuting period and is accessible to both the supervisor/manager and the telecommuter. Upon the supervisor/manager's request, the telecommuter must provide documentation or some other means of substantiating all work performed while participating in this Program.

Supervisors/managers are expected to provide ongoing feedback and monitor telecommuters closely, including evaluating completed work products for continued participation. If productivity or performance on a telecommuting day is unsatisfactory, the supervisor/manager should schedule a meeting with the telecommuter on a day that they are present at the Official Work Site to discuss issues including the telecommuter's productivity, responsiveness, workspace compliance, and technology issues.

All completed Telecommuting Work Plans are to be retained by the supervisor/manager and may be subject to audit review by OCA Human Resources for compliance with Program requirements.

X. Work Hours

Telecommuters will work their normal hours each workday (including overtime when appropriate and authorized in advance), unless otherwise approved to charge their leave accruals.

Overtime eligible employees shall be required to email their supervisor/manager at the start of their shift and at the end of their shift for timekeeping purposes.

All time and attendance rules apply on telecommuting days in the same manner as they would at the Official Work Site. Telecommuters must request time off in advance and submit and receive prior approval for all leave request as currently required.

All relevant laws, regulations, contract provisions and standard work rules apply to employees who are telecommuting in the same manner as they would at the Official Work Site.

When telecommuters are required by their supervisor/manager to report to the Official Work Site on a scheduled telecommuting day, there is no expectation that the telecommuter will be granted a substitute telecommuting day in return. However, with flexibility as a key component of the Program, at the discretion of the supervisor/manager, a scheduled telecommuting day may be added. If a telecommuter is required to report to their Official Work Site, they will not be reimbursed for travel.

If an emergency occurs at the Alternate Work Site and the telecommuter is unable to work at the telecommuting site on a particular day or if the telecommuter is unable to, for any reason, continue working during their scheduled hours, the supervisor/manager may direct the telecommuter to come to the Official Work Site or make an appropriate charge to leave accruals.

XI. Equipment and Supplies

Only UCS-issued computing devices, e.g., computer, laptop, tablet, etc., may be used under this Program. Employees approved for telecommuting under this Program will be provided with a UCS-issued computing device with a built-in camera and microphone for their use if they do not already have an assigned laptop or tablet. A headset may be provided upon request. All necessary software to perform job functions will be installed on the provided device.

Employees are not authorized to use their own personal computing devices under this Program and are prohibited from transferring and/or storing any UCS data/information on their personal computing devices [including removable storage devices]. No monitors, printers, scanners, etc. will be provided by UCS. UCS will not provide desks, chairs, file cabinets or other office-related furniture.

Minimal office supplies may be provided by UCS and should be requested during the telecommuter's in-office work period as supplies will not be shipped to the Alternate Work Site. Out-of-pocket expenses associated with telecommuting, e.g., supplies, equipment, food, commuting, etc. will not be reimbursed by UCS and are the sole responsibility of the telecommuter.

Generally, the telecommuter must have a secure high-speed internet connection with bandwidth that is appropriate for conducting the telecommuter's full professional obligations in accordance with their job description and UCS official business without disruption. The telecommuter is responsible to secure and pay for an internet connection, which must be password-protected. UCS will not reimburse internet costs.

The telecommuter is responsible for having a phone for all work-related calls or having other technical support to ensure that phone calls related to work are attended to in a timely fashion.

If assigned equipment or any component thereof is lost or stolen, the telecommuter must immediately notify their supervisor/manager and complete all steps outlined and communicated to them. In such situations, the supervisor/manager may require telecommuters to report to the Official Work Site or charge leave accruals.

Where the telecommuter is issued a UCS laptop that connects to a docking station at their Official Work Site, the safe transport of the laptop between the Official Work Site and the Alternate Work Site is the sole responsibility of the telecommuter.

XII. Alternate Work Site Requirements

The telecommuter is responsible for arranging a dedicated private workspace at the Alternate Work Site. The workspace must have:

- Equipment and supplies appropriate to conduct official business.
- Appropriate means of communication to complete the job duties.
- Appropriate security measures to maintain any confidential information that the telecommuter will have access to as part of their job duties.
- A safe work environment, free from hazards that might present a danger.
- A professional decorum free from distraction, disruptive noises and unprofessional background visuals and sounds.
- For quasi-judicial employees, e.g., Court Attorney-Referees and Support Magistrates, that will be conducting official court proceedings [where jurisdiction in New York is required] on [a] day(s) they are approved to telecommute, the Alternate Work Site **must** be within the geographic boundaries of New York state.

The telecommuter agrees to allow UCS, with cause, to assess the operational viability, safety and security of the Alternate Work Site, limited to only the area in which UCS work is conducted. Cause shall be limited to situations in which UCS has a bona fide articulated concern about security issues. Where practicable, UCS will provide the telecommuter with 48 hours' notice in advance of the intent to assess the Alternate Work Site.

Telecommuters shall not invite third parties into their Alternate Work Site for purposes of conducting UCS business.

UCS does not accept responsibility for any conditions at the Alternate Work Site which are found to violate local, state or federal ordinances.

An employee is considered to be acting within the course and scope of employment when engaged in job-related activities. Therefore, Worker's Compensation benefits will apply to injuries arising out of and in the course of employment, regardless of whether the injury occurred on or off UCS premises. If an injury occurs while an employee is performing their duties at the Alternate Work Site under a telecommuting work plan, the employee must follow established reporting procedures to report the injury and for filing a Workers' Compensation claim. The telecommuter must notify the supervisor/manager immediately to report the work-related injury. All claims for work-related injuries at the Alternate Work Site shall be subject to review and acceptance by the Worker's Compensation Board and the State Insurance Fund.

XIII. Compliance with UCS Policies and Security of Information

Any UCS equipment or information possessed by the telecommuter must not be shared with or made available to any unauthorized individuals.

Telecommuters must ensure that UCS records and information are secure and maintained in a way that ensures they are not available to any unauthorized individuals. Telecommuters are responsible for adhering to all UCS and Division of Technology and Court Research policies, procedures and standards concerning use of computer equipment and the security of data/information while telecommuting.

Breaches in security must be immediately reported to the telecommuter's supervisor/manager. A breach of information security, including the release of confidential information or the personally identifiable information of UCS staff or court users, which happened due to the telecommuter's neglect, will be addressed through appropriate administrative action.

Telecommuters must protect and safeguard files, documents, equipment and other materials transported back and forth between the Official Work Site and the Alternate Work Site. Telecommuters shall protect UCS records and documents from unauthorized disclosure or damage and shall comply with all UCS policies and procedures regarding such matters.

Telecommuters must also take the following specific precautions:

1. Take confidential information offsite only when authorized by their supervisor. At the beginning of the telecommuting assignment, the supervisor and the employee should discuss which sort of information can be taken offsite so that approval is not needed in each instance.
2. Do not transmit confidential information from work email to personal email addresses, social media or text messaging services (e.g., aol.com, yahoo.com, gmail.com, Facebook, Instagram, YouTube, TikTok, X/Twitter, LinkedIn, WhatsApp, etc.).
3. Securely store all hard copy documents or office media so that others cannot readily access it.
4. Do not communicate confidential information where others can listen. Turn off voice assistants such as Alexa, Siri, etc. while working to ensure confidential information is not inadvertently picked up/transmitted.
5. Place documents requiring destruction in UCS Confidential/Sensitive destruction bins.
6. Use of an official UCS-issued VPN account with multi-factor authentication is required. Telecommuters will be required to take appropriate action to protect the items from damage or theft and adhere to all applicable UCS policies.
7. Loss or theft of equipment must immediately be reported to the telecommuter's supervisor/manager. UCS-issued equipment that is lost, damaged or stolen through no fault of the employee will be replaced by UCS at no cost to the employee.
8. Any suspected data breach involving sensitive data must immediately be reported to the telecommuter's supervisor.
9. Under no circumstances may UCS data or information be transferred to or stored on any personal devices or external storage devices. Under no circumstances may the telecommuter allow their UCS-issued work computer to be used by any other person. Telecommuters must log off and secure any computer being utilized to conduct official business when not in use.

XIV. Revocation of Telecommuting

Based on a change in the operational needs of the Court or Office, the Clerk of Court, Chief Clerk, District Executive or OCA Director may, at any time, terminate a telecommuting assignment by giving fourteen (14) days calendar notice to the employee as set forth below.

In addition, a supervisor/manager may seek approval from the Clerk of Court, Chief Clerk, District Executive or OCA Director to terminate an employee's telecommuting assignment at any time based on:

- Productivity/performance issues
- Unresponsiveness during telecommuting
- The telecommuter's failure to provide UCS access to the Alternate Work Site, as set forth in Section XII, above
- Alternate Work Site non-compliance
- Unresolvable technology issues
- Change in job functions

- Change in operational needs of the employee's unit
- Violation of any UCS Rule(s) and/or policy(ies)

When a telecommuting assignment is being terminated, the employee shall be provided with written notice of at least fourteen (14) calendar days, which shall include the reason for termination as set forth above.

The telecommuter may suspend or withdraw from telecommuting with fourteen (14) calendar days' notice to the supervisor/manager unless a shorter time period has been mutually agreed to. Employees who have been removed from the Program are not eligible to reapply for telecommuting during the one-year pilot period.

XV. Reasonable Accommodations

The provisions of this Program shall not apply to telecommuting assignments that may be granted as a reasonable accommodation in accordance with state and/or federal law.

XVI. Guidelines for Participation

The following are general guidelines for the employees participating in the telecommuting Program:

1. Employee participation is voluntary.
2. Employees must comply with all applicable laws, regulations, and rules during this Program that they would be required to abide by at the Official Work Site. Failure to do so may result in revocation of and/or future exclusion from telecommuting and/or appropriate administrative action, in accordance with the applicable collective bargaining agreement or Rules.
3. All assigned duties will be performed in a manner consistent with applicable UCS rules, policies, practices, collective bargaining agreements and ethical standards. Performance expectations and standards will not change, except to address circumstances that may be unique to working away from the Official Work Site.
4. Telecommuting is not an employee entitlement. Full discretion to either approve or deny an application for telecommuting rests solely with the UCS.
5. All applications for telecommuting will be reviewed on an individual basis using objective criteria. Employees will be notified in writing upon approval/denial and, if denied, such notice will include the basis for denial. Eligible employees have the right to appeal denials with the exception of denials based on their assignment or job duties not being conducive to telecommuting.
6. In the event of competing requests among employees in the same job title for telecommuting on the same day, priority will be based on seniority in accordance with the applicable collective bargaining agreements, or, if unrepresented, total length of UCS service shall govern.
7. Telecommuters will treat telecommuting days like regular workdays and will be expected to maintain a regular work routine while telecommuting.
8. Telecommuting schedules must be set and consistent with the employee's normal UCS work schedule.
9. Existing overtime requirements, including pre-approval, remain applicable while telecommuting.
10. A telecommuter is required to report to the Official Work Site at the request of their supervisor/manager upon 3 hours' notice. A telecommuter may request to charge leave accruals instead of reporting to the worksite. Such requests will be reviewed in accordance with all normal standards governing use of leave accruals.

11. If the Alternate Work Site becomes unavailable or unproductive for any reason, the supervisor/manager may require a telecommuter to immediately report to the Official Work Site. A telecommuter may request to charge accruals instead of reporting to the worksite. Such requests will be reviewed in accordance with all normal standards governing use of leave accruals. In addition, in the event a telecommuter desires to change their specific Alternate Work Site, the change must be requested in advance by the telecommuter, in writing, and be approved by their supervisor/manager.
12. The maximum allowed number of telecommuting days: one (1) per week, or 20% of scheduled workdays for employees scheduled for less than ten (10) days in a pay period. UCS, to the greatest extent possible, in light of operational needs, will allow flexibility in the employee's choice of which days to telecommute each week subject to the parameters of this Program.
13. Telecommuters must be available *via* all required methods of communication throughout the workday. Should a telecommuter not be available through official channels, the supervisor/manager will contact the telecommuter *via* their personal contact information provided in the application.
14. Telecommuters are responsible for having a phone available for all work-related calls.
15. Telecommuters may be required to forward their Official Work Site phone to the phone that will be used while telecommuting.
16. When answering the phone, the telecommuter should follow the same protocols as when answering the phone in the office. The telecommuter should have a business appropriate, i.e., professional, voicemail greeting on any personal phone used for official business. If the telecommuter will be using their personal cellular or home phone, it is recommended that the telecommuter's work/office phone be forwarded to their personal phone on days they are telecommuting to ensure the greeting on voicemail is professional and appropriate for conducting UCS business.
17. Work-related in-person meetings at the telecommuter's Alternative Work Site are prohibited. This restriction does not preclude a telecommuter from participating in phone or web-based meetings from the alternative work site.
18. Professional requirements, including those governing attire and virtual backgrounds, are to be followed in the same manner as would be required at the Official Work Site.
19. UCS may require an employee to submit a new telecommuting application if they leave their current position or if their functions significantly change.
20. All applicable time and attendance rules and call-in procedures apply when telecommuting.
21. Telecommuting should not be considered a substitute for child or elder care, nor should a supervisor mandate or monitor such arrangements. Employees are expected to make necessary arrangements for child or elder care so as not to adversely impact telecommuting workflow and productivity.
22. Employees who have childcare obligations, family care obligations or any other obligations that would prevent them from focusing their full time and attention on work, must follow all leave and/or time off policies as needed.
23. While NYS Workers Compensation through the State Insurance Fund covers the employee working from a flexible location, it is the employee's responsibility to also ensure that this type of arrangement is permissible under their homeowners or renters insurance policy. Employees must practice safe work habits and do all they can to minimize the risk of work-related injuries.
24. Employees must safeguard all passwords used in connection with UCS files and ensure information is protected.

25. Telecommuters must comply with all Telecommuting Work Plan requirements by completing work products accurately, timely and fully. Failure to do so may result in removal from the Program.
26. A Telecommuting Application is for a period of no less than six (6) months, with the opportunity to renew for an additional six (6)-month period, not to exceed one year from the date the original application was approved or the expiration of the Program, whichever occurs first. Contingent upon continuation of the Program, telecommuters must re-apply if they wish to continue participation.
27. Divisions and/or units to which the employee is assigned may have operational protocols in addition to those stated in these guidelines. Telecommuters are responsible for reviewing operational protocols, specific to their division or unit, if applicable.
28. Quasi-judicial employees, e.g., Court Attorney-Referees and Support Magistrates, that will be conducting official court proceedings on [a] day(s) they are approved to telecommute **must** be within the geographic boundaries of New York state.

XVII. Program Dates

This is a UCS pilot Program intended for a limited trial period and will sunset on September 11, 2026 unless otherwise extended in the discretion of UCS. If continued, the Program will be subject to annual review by UCS.

References:

CourtNet Security Policy
Email Policy
Sexual Harassment Policy & Procedures
Anti-Discrimination Policy & Procedures
Employee Handbook
Collective Bargaining Agreements
Rules of the Chief Judge, Parts 50 and 100

EXHIBIT A

TECHNOLOGY SERIES

Assistant LAN Administrator (JG-18)
LAN Administrator (JG-21)
Senior LAN Administrator (JG-23)
Associate LAN Administrator (JG-25)
Principal LAN Administrator (JG-28)

PC Analyst (JG-18)
Senior PC Analyst (JG-21)
Principal PC Analyst (JG-23)

Information Technical Analyst (JG-25)
Senior Information Technical Analyst (JG-28)

Network System Tech I (JG-16)
Network System Tech II (JG-18)
Network System Tech III (JG-21)
Network System Engineer I (JG-23)
Network System Engineer II (JG-25)
Network System Engineer III (JG-28)

Computer Applications Programmer Trainee (JG-13)
Computer Applications Programmer (JG-16)
Senior Computer Applications Programmer (JG-21)
Associate Computer Applications Programmer (JG-24)
Senior Associate Computer Applications Programmer (JG-26)
Principal Computer Applications Programmer (JG-28)

Associate Computer Systems Programmer (JG-27)

Computer Systems Analyst Trainee (JG-14)
Computer Systems Analyst (JG-18)
Senior Computer Systems Analyst (JG-23)
Associate Computer Systems Analyst (JG-26)
Principal Computer Systems Analyst (JG-29)

Principal IT Analyst (JG-30)

Technical Manager (JG-30)
Deputy Senior Technical Manager (JG-31)
Senior Technical Manager (JG-32)

APPELLATE DIVISION TECHNOLOGY UNITS*

Appellate 2nd

Principal Management Analyst (JG-30)
Senior Management Analyst (JG-28)

Appellate 3rd

Chief Management Analyst (JG-32)
Senior Management Analyst (JG-28)
Management Analyst (JG-25)

Appellate 4th

Chief Management Analyst (JG-32)
Senior Management Analyst (JG-28)
Management Analyst (JG-25)

**Individuals in these titles are only eligible under this Program if they are specifically assigned to a Technology Unit of one of the Appellate Divisions and solely perform duties consistent with those performed by employees in the Technology Series.*

ANALYST SERIES

Junior Court Analyst (JG-12)*
Assistant Court Analyst (JG-16)*
Court Analyst (JG-18)*
Senior Court Analyst (JG-21)*
Principal Court Analyst (JG-23)*
Management Analyst (JG-25)*
Senior Management Analyst (JG-28)*
Principal Management Analyst (JG-30)*
Chief Management Analyst (JG-32)*

**Individuals in these titles are only eligible under this Program if they solely perform technology-related, data entry, and/or statistical analysis duties and are not needed on-site.*

COUNSEL SERIES

Assistant Counsel (JG-21)
Senior Assistant Counsel (JG-23)
Senior Counsel (JG-26)
Associate Counsel (JG-28)
Assistant Deputy Counsel (JG-31)
First Assistant Deputy Counsel (JG-32)

Associate Counsel NS (JG-NS)
Counsel (JG-NS)
Counsel to the County Clerk (JG-NS)
Counsel to Chief Judge NYS (JG-NS)
Counsel NYS Continuing Ed Board (JG-NS)
Deputy Counsel Criminal Justice (JG-NS)
Deputy Counsel (JG-NS)
Deputy Counsel Family Law (JG-NS)
First Deputy Counsel (JG-NS)
Special Counsel Grievance Matters App 2nd (JG-NS)
Special Counsel CAJ (JG-NS)
Special Counsel (JG-NS)
Special Counsel to Inspector General (JG-NS)
Special Counsel Justice Courts (JG-NS)
Special Counsel for Ethics (JG-NS)
Special Projects Counsel (JG-NS)

LEGAL SERIES

Asst Appellate Court Atty (JG-23)
Appellate Court Atty (JG-26)
Senior Appellate Court Atty (JG-28)
Principal Appellate Court Atty (JG-31)

Court Attorney COA (JG-26)
Senior Court Attorney COA (JG-29)
Principal Court Attorney COA (JG-31)
Chief Legal Reference Attorney COA (JG-31)

Senior Deputy Chief Court Attorney COA (JG-32)

Court Attorney (JG-23)
Court Attorney TP AJSC (JG-24)
Senior Court Attorney (JG-26)
Senior Court Attorney TP AJSC (JG-26)
Associate Court Attorney (JG-30)
Associate Court Attorney TP Acting JSC (JG-28)
Principal Court Attorney (JG-31)
Principal Court Attorney TP AJSC (JG-31)
Supervising Court Attorney (JG-32)
Deputy Chief Court Attorney (JG-32)
Chief Court Attorney (JG-33)

Court Attorney Referee (JG-31)
Support Magistrate (JG-33)

Settlement Coordinator (JG-28)
Senior Settlement Coordinator (JG-31)
Principal Settlement Coordinator (JG-33)

Assistant Attorney (JG-21)
Attorney (JG-23)
Attorney NS (JG-NS)
Senior Attorney (JG-26)
Associate Attorney (JG-28)
Principal Attorney (JG-31)

Attorney Board of Law Examiners (JG-26)

Employee Relations Attorney (JG-23)
Senior Employee Relations Attorney (JG-26)
Associate Employee Relations Attorney (JG-28)
Principal Employee Relations Attorney (JG-31)

LEGAL EDITOR SERIES

Assistant Legal Editor (JG-21)
Chief Legal Editor (JG-NS)
Legal Editor (JG-24)
Senior Legal Editor (JG-28)
Principal Legal Editor (JG-30)

LAW REPORTING SERIES

Law Reporting Aide (JG-14)
Law Reporting Assistant (JG-17)
Senior Law Reporting Assistant (JG-19)

INTERNAL AUDITOR SERIES

Assistant Internal Auditor (JG-21)
Internal Auditor (JG-23)
Senior Internal Auditor (JG-25)

Associate Internal Auditor (JG-28)
Principal Internal Auditor (JG-30)
Chief Internal Auditor (JG-32)

OTHER

Executive Director, UCS Advisory Groups