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Primary Location : United States of America-OHIO-Franklin County-Columbus

Other Locations : United States of America-OHIO-Hamilton County-Cincinnati, United States of America-OHIO-Cuyahoga County-Cleveland, United States of America-OHIO-Lucas County-Toledo

Work Locations :

NO ADDRESS

Columbus 43085

Organization : Supreme Court of Ohio

Classified Indicator: Unclassified

Bargaining Unit / Exempt: Exempt

Schedule : Full-time

Compensation: Range beginning at \$76,000

Unposting Date : Jun 12, 2022

Job Function : Attorney/Legal

Agency Contact Name: Office of Human Resources

Agency Contact Information: Recruiting@sc.ohio.gov

Criminal Justice Counsel (220003UF)

Job Duties



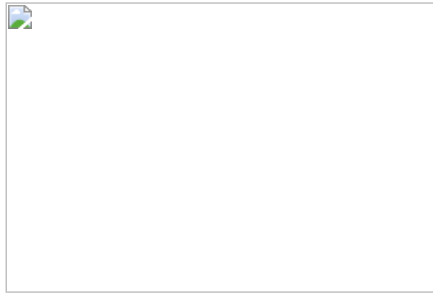
THE SUPREME COURT *of* OHIO

*****This position is a primarily remote position which can be located anywhere in the State of Ohio.*****

The Supreme Court of Ohio is seeking to fill the position of **Criminal Justice Counsel** in the Ohio Criminal Sentencing Commission, an affiliated office of the Court. The Criminal Justice Counsel assists the Ohio Criminal Sentencing Commission (the Commission) in researching, developing, and recommending effective strategies relative to sentencing and criminal justice issues.

What's in it for you...

The State of Ohio offers an excellent benefits package which includes extensive medical, dental, and vision insurance, 11 paid holidays, at least a 14% employer contribution into your OPERS pension plan, employee tuition reimbursement and much more! To view all that's in it for you, please visit Total Rewards.

**What you will do...**

- Assist the Commission in its work to revise Ohio's criminal statutes, to prepare summary materials designed to make the law more workable for practitioners, and to respond to a variety of inquiries from its members and the public.
- Monitor trends developed through case law and promising practices relative to criminal justice issues and disseminate pertinent information to the commission director, the Commission, interested parties and justice system partners.
- Conduct legal research and write memos and other documents for the Commission, including legislative drafting.

Qualifications**What we're looking for...**

- Law degree or equivalent experience.
- Two or more years relevant experience in the criminal justice or related field; prior experience in the Ohio Court System strongly preferred.
- Requires exceptional organization, communication, and interpersonal skills, including the ability to distill and simplify complex statutes.

Major Worker Characteristics:

The Court and OCSC seek to recruit and retain talented individuals with a commitment to public service.

This is an exempt unclassified position that reports to the Director, Criminal Sentencing Commission.

The salary for the position will be set based on experience with a range beginning at \$76,000. The Supreme Court of Ohio and the OCSC as an affiliate office offers a generous compensation package which includes salaries reviewed annually for market adjustments; health, vision, dental, and life insurance; 14% employer contribution to the state retirement plan (OPERS); tuition reimbursement; flex time; and paid vacation, personal and sick time earned in the first month of employment.

Application Process

Formal consideration of interested applicants will begin immediately. Mailed or faxed applications will not be accepted. To be considered for this position, candidates must apply online at www.careers.ohio.gov and attach all of the following:

1. Complete application online
2. Complete the supplemental questions online
3. Upload a resume
4. Upload a cover letter with Salary Requirements

Only completed applications will be considered. In response to your application, this system will send you a confirmation email. Interviews will be scheduled as soon as practical. We will contact you if you are selected for an interview. Please do not duplicate your application and please, no phone inquiries.

Out of state applicants may apply; however, the Supreme Court of Ohio or the OCSC does not reimburse travel or relocation expenses.

The Supreme Court of Ohio and the OCSC is an equal employment opportunity employer that supports an alcohol and drug-free, and a weapons and violence free, work environment.

Background Check Information

The final candidate selected for the position will be required to undergo a pre-employment drug screening and a criminal background check. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.

For applicant support and additional information about employment with the State of Ohio, [return to Careers.Ohio.Gov](https://careers.ohio.gov)

Michael Crofford, you are signed in.

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Primary Location : United States of America-OHIO-Franklin County

Other Locations : United States of America-OHIO-Athens County, United States of America-OHIO-Cuyahoga County, United States of America-OHIO-Hamilton County, United States of America-OHIO-Summit County, United States of America-OHIO-Lucas County

Work Locations :

65 South Front Street

Columbus 43215

Organization : Supreme Court of Ohio

Classified Indicator: Unclassified

Schedule : Full-time

Compensation: Range beginning at \$71,000

Unposting Date : Aug 28, 2022

Job Function : Research

Agency Contact Name: Office of Human Resources

Agency Contact Information: Recruiting@sc.ohio.gov

Research Specialist (220007U3)

Description



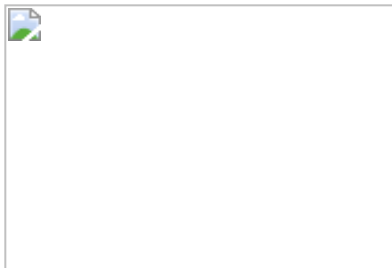
*****This position is a primarily remote position which can be located anywhere in the State of Ohio.*****

The Supreme Court of Ohio is seeking to fill the position of **Research Specialist** in the Ohio Criminal Sentencing Commission, an affiliated office of the Court. The successful candidate will perform research, statistical analyses and provide staff support for the Ohio Criminal Sentencing Commission (OCSC).

A day for the Research Specialist may include.....

- Managing various lines of effort in development of the Ohio Sentencing Data Platform, including the creation of a public portal to display aggregate sentencing data in Ohio
- Developing projects for interns and overseeing their successful completion in limited timeframes
- Collecting, cleaning, and analyzing data from disparate sources across the criminal justice system to explain impacts of policy changes
- Creating survey, focus group, and interview instruments for qualitative analysis and interpreting their results for a diverse audience
- Weekly staff meetings and project related meetings to support the development of the Ohio Sentencing Data Platform and to advance the work of the Commission
- Presenting findings to a wide array of stakeholders including criminal justice practitioners, policymakers, and the general public

The *ideal* candidate for this position has a Master's degree in public policy or a social science field with both qualitative and quantitative research experience. The selected candidate will be able to define problems and review facts to draw conclusions which they are able to effectively communicate to a variety of audiences.



What's in it for you?

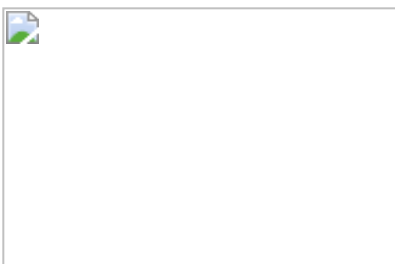
As an employee of the Criminal Sentencing Commission, an affiliated office of the Supreme Court of Ohio, you will be eligible for our compensation package that includes:

- Insurance
- Tuition Reimbursement
- Pension through OPERS
- 11 Paid Holidays
- Paid Vacation, Sick, and Personal Leave
- Flex Time to help manage work and life balance
- Nearly full time telework with limited in office or travel requirements

To view all that's in it for you, please visit [Total Rewards](#).

Summary of Duties:

- Plans and implements non-legal research
- Quantitative and qualitative data analysis
- Prepares reports, presentations, and memoranda
- Manages full cycle data collection and research projects
- Present data to a variety of audiences
- Participate in other projects with the Criminal Sentencing Commission team



Qualifications

Requirements:

- Master's degree in public policy or social science field
- At least two years' experience in a research position
- Experience with STATA or other statistical software
- Presentation experience

This is an exempt unclassified position that reports to the Director, Criminal Sentencing Commission. This position is primarily remote with some in office and travel requirements.

The salary range for this position, commensurate with experience, starts at \$71,000.

Are You Ready?

We are thrilled to see that you are interested in beginning your career with the Supreme Court of Ohio! Formal consideration of interested applicants responding to this job announcement will begin immediately. Mailed or faxed applications will not be accepted. To be considered for this position, candidates must apply online at www.careers.ohio.gov and attach all of the following:

1. Complete application online
2. Complete the supplemental questions online

3. Upload a resume
4. Upload a cover letter with Salary Requirements

Interviews will be scheduled as soon as practical. We will contact you if you are selected for an interview.

You can check the status of your application online by signing into your profile. Jobs you applied for will be listed.

The application status is shown to the right of the position title and application submission details.

You Also Need to Know...

The Supreme Court of Ohio is an at-will employer that seeks to attract, employ, and retain highly skilled and motivated individuals, attempts to maintain staff continuity for the efficiency of its operation, and desires to foster and maintain an ethical, professional, and impartial work environment. Pursuant to Adm. P. 4 (At-Will Employment), no person shall be offered or denied a position of employment with the Court, and no employee shall have the employee's employment terminated based upon political party affiliation, political activity permitted under Adm. P. 17 (Employee Code of Ethics), or other partisan considerations. Further, no employee shall have their employment terminated with or without cause unless upon the concurrence of a majority of the Court.

The Supreme Court of Ohio is an equal employment opportunity employer that supports an alcohol and drug-free, and a weapons and violence-free, work environment.

Background Check Information

The final candidate selected for the position will be required to undergo a pre-employment drug screening and a criminal background check. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.

For applicant support and additional information about employment with the State of
Ohio, [return to Careers.Ohio.Gov](https://careers.ohio.gov)



CRIMINAL SENTENCING COMMISSION

65 SOUTH FRONT STREET • 5TH FLOOR • COLUMBUS, OHIO 43215-3431 • TELEPHONE: 614.387.9305 • FAX: 614.387.9309

POSITION DESCRIPTION

POSITION TITLE: Criminal Justice Counsel

Classification:

Position Control Number:

Pay Grade: 109

FLSA Status: Exempt

Office/Section: Criminal Sentencing
Commission

EEO Status: Professionals

Division: Affiliated Offices

Date Created: February 2021

Reports to: Director

Date Revised:

JOB PURPOSE

The Criminal Justice Counsel assists the Ohio Criminal Sentencing Commission (OCSC) in researching, developing, and recommending effective strategies relative to criminal justice issues, e.g., sentencing, diversion, access to justice, community supervision, etc. Assists the Criminal Sentencing Commission in its work to revise Ohio's criminal statutes, to prepare summary materials designed to make the law more workable for practitioners, and to assist the Commission in responding to routine inquiries.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

Assist the director of the OCSC in preparing Commission work product, facilitating Commission and committee meetings and general duties of the office.

Monitor trends developed through case law and promising practices relative to criminal justice issues and disseminate pertinent information to the commission director, the commission and its advisory committee, interested parties and justice system partners.

Conduct legal and non-legal research.

Write memos and other documents on criminal justice issues for the Commission and provide legal advice on Commission matters, as needed.

Make presentations on the work of the OCSC, its advisory committee, other working committees and criminal justice issues at seminars, judicial and court personnel courses, and other meetings and sessions.

Write and edit Commission documents, including legislative drafting.

May serve as liaison to the General Assembly, administration and other interest groups as designated by the Commission Director.

May provide work direction as it relates to specific tasks and/or projects to administrative staff and/or interns placed at the OCSC.

Performs other duties as assigned.

Regular, reliable, and punctual attendance is required.

QUALIFICATIONS & EXPERIENCE

Requires a law degree, membership in good standing of the Ohio bar.

Requires two or more years relevant experience in the criminal justice field; prior experience in the Ohio Court System strongly preferred.

The position also requires exceptional organization, communication and interpersonal skills and requires demonstrated understanding of the Commission's work, procedures, and research.

Requires the ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information.

The position also requires the ability to define problems, collect data, establish facts & draw valid conclusions; the ability to prepare meaningful, concise & accurate reports; the ability to distill and simplify complex statutes; the ability to work with diverse groups on policy development; proficiency in the use of legal research methods, performing complex analyses and exceptional writing skills; and good communication skills.

Requires a high level of proficiency with Microsoft Word, Outlook, and PowerPoint; the Internet, and Westlaw or Lexis and other legal-research resources.

Requires occasional travel within Ohio and occasional out of state travel and the ability to work non-standard work hours when appropriate.

Requires the ability to perform all aspects of the job with fairness, equity, patience, discretion, and confidentiality.

Must possess proven skills to demonstrate strong public speaking and sound grammar/writing abilities.

Special Requirements: This position is regularly exposed to sensitive information and the incumbent is expected to keep any such information strictly confidential.

PHYSICAL REQUIREMENTS

This position operates in a professional office environment. Travel on Court business, including the possibility of some overnight travel, is expected and required. This role routinely uses standard office equipment, such as computers and phones.

This is a largely sedentary role; however, the employee may also be required to move about the office and building, and other locations while traveling on Court business. While performing the duties of this job, the employee will regularly be required to communicate and exchange information.

COURT EXPECTATIONS OF EMPLOYEE

In completing the duties and responsibilities of the position, the Court expects the incumbent will adhere to all Court policies, guidelines, practices and procedures: act as a role model both inside and outside the Court; exhibit a professional manner in dealing with others; and work to maintain constructive working relationships. In addition, the incumbent must be able to maintain a positive and respectful approach with superiors, colleagues, and individuals inside and outside the Court. Further, the Court expects the incumbent to demonstrate flexible and efficient time management, the ability to prioritize workload, the ability to perform duties in a timely, accurate and thorough manner, and to communicate regularly with the incumbent's supervisors about work-related issues.

AT-WILL EMPLOYMENT

The Supreme Court of Ohio is an at-will employer that seeks to attract, employ, and retain highly skilled and motivated individuals, maintain staff continuity for the efficiency of its operation and desires to foster and maintain an ethical, professional, and impartial work environment. Pursuant to Adm. P. 4 (At-Will Employment), no person shall be offered or denied a position of employment with the Court, and no employee shall have their employment terminated based solely upon political party affiliation, political activity permitted under Adm. P. 17 (Employee Code of Ethics), or other partisan considerations. Further, no employee shall have the employee's employment terminated without cause unless upon the concurrence of a majority of the Court.

Employee Signature

Date

Supervisor Signature

Date



POSITION: Research Specialist
PAY RANGE: Pay Grade 109
DIVISION: Ohio Criminal Sentencing Commission
HOURS: Full-Time

Overview:

Performs research and statistical analyses for the Ohio Criminal Sentencing Commission (OCSC); identifies and collects relevant information, analyzes data, and provides staff support.

Responsibilities:

Plans and implements non-legal research, including monitoring the impact of changes in sentencing policy, as required by the Executive Director.

Analyze relevant research and statistical data and/or uses computerized tools to expedite research. Prepares reports, presentations and memoranda relating to this research.

Manages data collection projects for the Commission, including assisting with the planning and implementation of the collection process. Researches and proposes the appropriate data elements to collect.

Manages research projects to determine impacts of policy changes as required by the Ohio General Assembly.

Make presentations on the work of the Commission, other working committees and criminal justice issues at seminars, judicial and court personnel courses, and other meetings and sessions.

Manages various lines of effort in the development of the Ohio Sentencing Data Platform.

Manage multiple and ongoing research projects driven by the mission of the Commission and/or legislation that, at minimum, requires literature review, development of research questions, meeting with interested parties regarding the research, develop Memorandums of Understanding with outside agencies and data collection and analysis.

Reviews and summarizes materials from other jurisdictions and academia that relate to the Sentencing Commission's work and disseminate pertinent information to the Commission director, the Commission, interested parties and justice system partners.

Coordinate special projects and assignments for the Executive Director and Commission. Serve as a liaison and/or project leader for the Commission.

Supervise staff, which may include interns assigned to the Commission.

Oversee and manage third party contracts e.g. contracted research projects. Prepare and submit grant applications.

Provides staff support for the Commission's various committees, as needed.

Performs other related duties as assigned.

Qualifications and Requirements:



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This position requires a Bachelor’s degree in an analytical field or equivalent, graduate degree or law degree preferred, two to four years’ experience in a research function or related field, demonstrated ability to implement effective research projects, demonstrated understanding of the Commission’s policies, procedures, and research issues. Experience using spreadsheets and STATA (or other statistical software) a must. This position also requires the ability to define problems, collect data, establish facts & draw valid conclusions; use qualitative and quantitative research methods in gathering data; prepare meaningful, concise & accurate reports; present complex subjects to a variety of audiences.



CRIMINAL SENTENCING COMMISSION

65 SOUTH FRONT STREET • 5TH FLOOR • COLUMBUS, OHIO 43215-3431 • TELEPHONE: 614.387.9305 • FAX: 614.387.9309

POSITION DESCRIPTION

POSITION TITLE: Assistant Director

Classification: Program Manager III

Position Control Number:

Pay Grade: 111

FLSA Status: Exempt

Office/Section: Criminal Sentencing
Commission

EEO Status: Professionals

Division: Affiliated Offices

Date Created: February 2021

Reports to: Director

Date Revised: September 2021

JOB PURPOSE:

Provide legal, legislative and administrative support in matters relating to the Ohio Criminal Sentencing Commission; assist in matters that are within the scope of responsibility of the Commission, including the implementation of the Uniform Sentencing Entry and administration of all phases of Ohio Sentencing Data Platform; act as a primary liaison between the commission and its partners; perform the duties of the director in his or her absence related to the duties of the Ohio Criminal Sentencing Commission; and perform other duties as assigned by the Director of the Ohio Criminal Sentencing Commission.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Advises the Director of the Ohio Criminal Sentencing Commission regarding policy matters relating to the functions of the Commission; anticipates issues of concern; proposes and implements solutions.

Aides the Director of the Ohio Criminal Sentencing Commission in the performance of duties, management, and activities assigned to the Commission, including establishing priorities and office practices, and training staff.

In conjunction with the Commission Director, directs and oversees the work of the Commission staff; manages workflow; reviews work; sets staff schedules and approves timesheets and leave forms; conducts staff meetings; coaches and mentors staff and conducts performance evaluations; identifies and recommends opportunities for professional development of staff; recommends appropriate staff salaries and salary adjustments; evaluates staffing and other resource requirements for the office; makes recommendations to ensure adequate staff support and efficient office operation.

Conduct legal research and prepare memos related to various issues concerning the Commission. Prepare and review Requests for Proposal for various Commission projects and work with vendors to ensure contract specifications are met.

Under direction and on behalf of the Director of the Commission coordinates projects and services, and supports streamlining process improvements for the implementation of the Uniform Sentencing Entry and the Ohio Sentencing Data Platform. Identifies and evaluates risks that may impact project. Works with university partners to define specific activities and associated time frames to be performed to produce project deliverables. Serves as the commission representative of project in public forums (e.g., user groups, committees, county agencies) and makes project presentations to educate/train users. Manages and processes procurement documents. Participates in meetings with state and/or internal stakeholders to discuss and/or present project parameters or related expenditures. Travels to implementation sites. Prepare and publish data base operation procedures and guidelines for the commission.

Respond to inquiries from judges, court personnel, academicians, legislators, attorneys, the public, media and other interested parties. Respond to inquiries regarding public records.

Make presentations on the work of the Commission to general audiences, judges, court personnel, attorneys, law students and others.

Assist the Commission Director in the preparation, facilitation and organization of Commission meetings, committee meetings and project meetings. Attend all meetings and coordinate business with the Director, Commission Members, Commission Vice-Chair and Chair. Maintain Commission records, correspondence, and minutes. Work with Director to prepare budget; review expenditures; and supervise reimbursement of requests for reimbursement. Provide support to the Commission regarding legal, legislative and procedural matters. Organize seminars, presentations, trainings on the work of the Commission, including the Uniform Sentencing Entry and the Ohio Sentencing Data Platform.

Serve as liaison to task forces and committees, as assigned by the Commission Director, and prepare report and recommendations to the Commission.

Serve as liaison to the General Assembly, may prepare and present testimony as assigned by the Commission Director.

Regular, reliable, and punctual attendance is required.

QUALIFICATIONS & EXPERIENCE:

Requires a Bachelor's degree and a graduate degree from an accredited university preferable in public administration, sociology, criminal justice, or judicial administration. Active law license in good standing in the state of Ohio (or ability to obtain an Ohio law license within six months of employment) is strongly preferred. The candidate should have at least eight to ten years or progressive relevant experience, thorough knowledge of state and local government practices and possess exceptional organization, oral and written communication, computer skills, and interpersonal skills. Prior experience in the Ohio court system or Ohio government is strongly preferred.

Previous supervisory experience required.

Demonstrated competency in project management and the execution of multiple or large projects with strong abilities in relationship management.

Requires the ability to communicate effectively, both verbally and in writing, to establish positive public relations, and to interact effectively with justices, judges, attorneys, supervisors, co-workers, and the public.

Demonstrated customer service, organization, leadership, planning, and conflict management.

Requires the ability to problem solve and/or troubleshoot, think analytically, multitask effectively, and work independently.

Requires judgment, decisiveness, and creativity in evaluating information.

Requires the ability to perform all aspects of the job with fairness, equity, patience, discretion, and confidentiality.

Requires the ability to produce a high volume of work within a deadline. Ability to meet multiple deadlines and deal with shifting priorities.

May work flexible hours; requires travel and overnight stays.

Special Requirements:

This position is regularly exposed to sensitive information and the incumbent is expected to keep any such information strictly confidential.

PHYSICAL REQUIREMENTS

This position operates in a professional office environment and requires frequent operation of computers or other office equipment. The employee may be required to move about the office and building.

Performing job duties requires the ability to occasionally lift up to 10 pounds. The position also occasionally requires the ability to bend, push, reach, turn or twist the body, and finger (pinch/pick). Specific vision abilities required by this job include the ability to see near. While performing the duties of this job, the employee will regularly be required to communicate and exchange information.

COURT EXPECTATIONS OF EMPLOYEE

In completing the duties and responsibilities of the position, the Court expects the incumbent will adhere to all Court policies, guidelines, practices and procedures; act as a role model both inside and outside the Court; exhibit a professional manner in dealing with others; and work to maintain constructive working relationships. In addition, the incumbent must be able to maintain a positive and respectful approach with superiors, colleagues, and individuals inside and outside the Court. Further, the Court expects the incumbent to demonstrate flexible and efficient time management, the ability to prioritize workload, the ability to perform duties in a timely, accurate and thorough manner, and to communicate regularly with the incumbent's supervisors about work-related issues.

AT-WILL EMPLOYMENT

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Employee Signature

Date

Supervisor Signature

Date



TELE/REMOTE WORK POLICY: EFFECTIVE JANUARY 30, 2023

Teleworking, remote working, or telecommuting, is working from home, on the road or at satellite location for all or part of regular work hours. When tele or remote working/telecommuting, the employee acknowledges this policy by signature and is obligated to comply with all Commission rules, practices, and instructions.

COMPENSATION AND WORK HOURS

The employee’s compensation, benefits, work status and work responsibilities will not change when tele/remote working. The amount of time the employee is expected to work per day or pay period does not change when tele/remote working.

EQUIPMENT/SUPPLIES

The employee shall provide the equipment necessary to perform his/her current duties. This may include computer hardware, computer software, phone lines, email, voice-mail, and other applicable equipment as deemed necessary. The employee is responsible for maintenance and repair of equipment. Office supplies will be provided as needed. Out-of-pocket expenses for other supplies will not be reimbursed unless approved, in advance, by the Director.

WORKER’S COMPENSATION

During work hours and while performing work functions in the designated work area of the home, tele/remote workers are covered by worker’s compensation.

LIABILITY

The employee’s home workspace will be considered an extension of the Commission workspace. The employee’s at-home work hours will conform to a schedule agreed upon by the employee and the Director. The Commission assumes no liability for injuries occurring in the employee’s home workspace outside the agreed-upon work hours. The Commission is not liable for loss, destruction, or injury that may occur in or to the employee’s home. This includes family members, visitors, or others that may become injured within or around the employee’s home.

DEPENDENT CARE

Tele/remote working is not a substitute for dependent care. Tele/remote workers will not be available during core work hours to provide dependent care.

COMMUNICATION

Employees must be available by phone, email, and zoom (or other remote technology) conference during core hours. Employees will be available for meetings and other in person events as required, unless otherwise approved by the Director. For each tele/remote working day, employees will send by email to the Director either a daily itinerary and planned work or a summary of their completed daily activities.

Nikole Hotchkiss January 26, 2023
Employee signature & date

Sara Andrews January 26, 2023
Director signature & date