

AOC OPERATIONS DIVISION
Facilities Administration Department

13.2 POLICY ON REQUEST FOR PORTABLE STANDING DESK

(a) Purpose and Scope

(1) Purpose

The purpose of this policy is to establish uniform practices for requesting a portable standing desk for employees within the Annapolis Complex.

(2) Scope

This policy applies to all regular, contractual, and temporary employees located within the Annapolis Complex.

(b) Policy Statement

- (1)** Employees in the Annapolis Complex have the option to request a portable standing desk without submitting the request through the ADA process.
- (2)** The purchase of a portable standing desk is a manageable expense with the approval of the appropriate Administrative Head.

(c) Definitions

(1) Administrative Head –

- (A) For the Supreme Court of Maryland, the Clerk of the Court for all employees under the Clerk's supervision and the Chief Justice for all other employees of that Court;
- (B) For the Appellate Court of Maryland, the Clerk of Court for all employees under the Clerk's supervision and the Chief Judge for all other employees of that Court
- (C) For the District Court, the Chief Judge of the District Court, or Chief Clerk ;
- (D) For the Administrative Office of the Courts (AOC), the State Court Administrator;
- (E) For units, the head of the unit where the employee works; or
- (F) Any person who serves as the authorized designee, by express written designation, of any of the foregoing persons.

- (2) Annapolis Complex –** The Appellate courts located at the Robert C. Murphy Courts of Appeal building, the Maryland Judicial Complex located at 187 and 189 Harry S. Truman Parkway, 580 Taylor Avenue, 2020 Industrial Drive, 2012 Industrial Drive, 2004 Industrial Drive, 2002A Industrial Drive, 2002E Industrial Drive, 2000F Industrial Drive, and 445 Defense Highway, Suite L.
- (3) AOC Facilities Administration–** The department within the AOC which is responsible for the purchase, coordination, and installment of a portable standing desk for an approved Annapolis Complex employee.
- (4) Director, Engineering & Central Services – The individual** responsible for the coordination and installment of portable standing desks for District Court Headquarters only.
- (5) Judiciary Human Resource Division (JHRD) –** The division within the AOC that is responsible for, but not limited to, the following functions for State employees in the Maryland Judiciary: human

resources policy development, administration, and interpretation; recruitment; employment and orientation services; employee benefits; position classification and salary administration; and employer-employee relations.

- (6) **Portable Standing Desk** – A manual height-adjustable desktop converter, attached to an employee’s desk, which allows the employee to work while standing.
- (7) **Requester** – The Annapolis Complex employee who submits a request for a portable standing desk to their supervisor for approval by their Administrative Head or designee.
- (8) **Unit** – The State Board of Law Examiners, the Thurgood Marshall State Law Library, the Commission on Judicial Disabilities, and the Standing Committee on Rules of Practice and Procedure.

(d) Request Process

- (1) For employees of the Supreme Court of Maryland, the Appellate Court of Maryland, Administrative Office of the Courts, and units, a request can be submitted through the New Furniture Request form under the Service Now Portal Catalog, for the Administrative Head’s approval. Once approved by the Administrative Head, AOC Facilities will coordinate with the Administrative Head and requestor for the installation of the portable standing desk.
- (2) For District Court Headquarters employees, a request can be submitted to the Director, Engineering and Central Services, for approval and coordination of installation of the portable standing desk.

(e) Administration of the Policy

This policy shall be administered by AOC Facilities Administration.

(f) Approvals

The appropriate Administrative Head or designee, at their discretion, may approve the request for a portable standing desk, or deny the request based on budgetary restrictions or for other reasons as determined by the Administrative Head.

(g) Policy is Not Subject to a Grievance Action

The denial of a portable standing desk requested under this policy, or any management decision, action, or inaction regarding this policy, is not subject to a grievance action.

(h) Exceptions

The State Court Administrator or Chief Judge of the District Court may grant exceptions to this policy.

(i) Not a Contract

This policy does not constitute or create an express or implied contract. It is not intended to, and does not, create contractual obligations with respect to any matter it covers.