



**THE TRIAL COURT OF MASSACHUSETTS
MASSACHUSETTS PROBATION SERVICE**

***One Ashburton Place
Room 405
Boston, MA 02108***

Pamerson O. Ifill
Commissioner

Dianne Fasano
First Deputy Commissioner

TO: All MPS Non-Management Employees
FROM: Pamerson O. Ifill, Commissioner of Probation
RE: Revised Telework Policy
DATE: November 15, 2024

Please be advised that the following changes to the Massachusetts Probation Service will be effective as specified below:

Effective December 2, 2024: All MPS Non-Management Employees will be allowed to telework for a **maximum of two days per week.**

Effective February 3, 2025: All MPS Non-Management Employees will be allowed to telework for a **maximum of one day per week.**

Effective February 3, 2025, should a probation employee not telework in a week, the CPO will have discretion to allow that employee to telework two days the following week, if Court Operations so allow.)

All remaining aspects of the MPS policy for non-management employees will remain effective at this time, including the requirement that employees coordinate schedules with their superiors and abide by the remaining provisions of the telework policy.

Pursuant to the December 22, 2021 MPS Telework Policy, any MPS location that does not allow telework will be required to provide a rationale for review to the Deputy Commissioner for Field Services and the First Deputy Commissioner.

**The Massachusetts Probation Service
Protecting and Building Safer, Healthier, Stronger Communities**