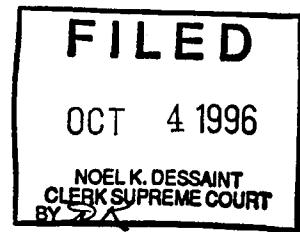


IN THE SUPREME COURT OF THE STATE OF ARIZONA



In The Matter of:)	Administrative Order
)	No. 96- <u>49</u>
ADOPTING HUMAN)	(Replacing Administrative
RESOURCES POLICIES FOR)	Orders 93-29 and 94-70)
SUPREME COURT EMPLOYEES)	
_____)	

On June 11, 1993, by Administrative Order 93-29, the Court adopted Leave Policy for Supreme Court employees and, on December 9, 1994, by Administrative Order 94-70, amended Administrative Order 93-29. It is now the desire of the Court to update the leave policies and to adopt the attached policy entitled "Leave Policy" to replace the policy adopted and amended by Administrative Orders 93-29 and 94-70; and

On December 9, 1994, by Administrative Order 94-70, the Court also adopted Work Hours and Reporting Requirements. It is now the desire of the Court to update this policy and to adopt the attached policy entitled "Work Hours and Reporting Requirements Policy" to replace the policy adopted and amended by Administrative Order 94-70; and

On October 19, 1992, by Administrative Order 92-32, the Court adopted the Arizona Judiciary Policy on Access to Court Services by Persons with Disabilities. Also on October 19, 1992, by Administrative Order 92-33, the Court adopted the Arizona Judiciary Sexual Harassment Policy. On July 8, 1993, by Administrative Order 93-32, the Court adopted the Arizona Appellate Court Sexual Harassment Policy. On March 12, 1993, by Administrative Order 93-11, the Court adopted the Arizona Judiciary Equal Employment Opportunity Policy. On July 3, 1996, by Administrative Order 96-27, the Court adopted the Arizona Code of Conduct for Judicial Employees. There are no changes to these Administrative Orders; they will be included in toto as part of the Supreme Court Human Resources Policies.

The following policies have never been adopted by administrative order and are attached hereto and made a part of the Human Resources Policies adopted by this order: Employment Procedure, Employee Transfer or Promotion Policy, Criminal History Check Policy, Employee Files Procedure, Drug Free Workplace Policy, Performance Appraisal and Evaluation Policy, Dismissal Process, Serious Illness Policy, Education Assistance Policy, and Required Education Credits for AOC Staff Policy.

Now, therefore, pursuant to Article VI, Sections 3 and 7, of the Arizona Constitution,

IT IS ORDERED that the attached Human Resources policies for Supreme Court employees are adopted effective November 1, 1996, and that they replace all previous and existing Human

Resources policies.

IT IS FURTHER ORDERED that this order supersede and replace Administrative Orders 93-29 and 94-70, and be considered the governing authority.

Dated this 4th day of October, 1996.

STANLEY G. FELDMAN
Chief Justice

ALL EMPLOYEES SERVE AT THE PLEASURE OF THE SUPREME COURT (ARIZONA CONSTITUTION, ARTICLE 6, SECTION 6). THIS MEANS THAT THE EMPLOYMENT RELATIONSHIP MAY BE TERMINATED AT ANY TIME BY EITHER THE EMPLOYEE, UPON GIVING PROPER NOTICE, OR THE EMPLOYER FOR ANY REASON NOT EXPRESSLY PROHIBITED BY LAW. ANY ORAL OR WRITTEN REPRESENTATIONS TO THE CONTRARY ARE INVALID AND SHOULD NOT BE RELIED UPON BY ANY PROSPECTIVE OR EXISTING EMPLOYEE.

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APPLIES TO: ADMINISTRATIVE OFFICE OF THE COURTS

EMPLOYEE FILES PROCEDURE

Purpose

~~To control access to personnel files and provide authorized disclosure of employment information.~~

Policy

Information and documents concerning employees of the Arizona Supreme Court are contained in individual personnel and benefits files located in the Human Resources Office.

The information contained in personnel files is confidential in order to protect employee privacy. ~~and~~ Access to the file is restricted.

Employees of the Arizona Supreme Court may examine their own personnel file anytime. ~~(Make BY MAKING arrangements with the Human Resources Officer).~~ No information or documents can be removed from a personnel file, ~~as the Supreme Court must maintain a permanent record of employee performance.~~ WITHOUT HUMAN RESOURCES APPROVAL. EMPLOYEES MAY WRITE A RESPONSE TO ANYTHING IN THEIR FILE; THE RESPONSE WILL BE ATTACHED TO THE DOCUMENT.

A. Personnel Files

Information and documents kept in personnel files are:

- Performance appraisals
- Employment application
- Resume
- Staffing Request
- Personnel Action Forms ~~indicating adjustments or changes in employment status, position, classification, pay or leave status~~
- ~~-Written commendations~~
- Written reprimands

CRIMINAL HISTORY IECK - Page 3

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employment application, will contain ~~the following~~ A statement
SUCH AS:

"~~Applicants~~ FINALISTS considered for employment will be
required to undergo a fingerprinting check and background
investigation."

~~Questions regarding the interpretation of this policy should be
directed to the Administrative Office of the Courts Human
Resources Officer.~~

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~~Court is conditional and subject to the criminal history check. Following fingerprinting the fingerprint card shall be forwarded to the Department of Public Safety for a complete criminal history check.~~ THE APPLICANT WILL BE INFORMED IF A CRIMINAL HISTORY WAS DETECTED, AND GIVEN THE NAME OF THE LAW ENFORCEMENT AGENCY, AND AN OPPORTUNITY TO EXPLAIN.

~~Should a record of criminal arrest and/or conviction become known which was not disclosed on the employment application or disclosed by the employee, the employee shall be terminated unless such termination is waived by the Chief Justice.~~ IF THE APPLICANT HAS AN OUTSTANDING WARRANT, HUMAN RESOURCES WILL FIRST NOTIFY THE ISSUING AGENCY OF THE APPLICANT'S NAME AND ADDRESS.

~~Fingerprinting will be conducted by the Administrative Office of the Courts Security staff and used in conjunction with a reference check by AOC staff. The results of the fingerprint check will be sent to the Administrative Office of the Courts Human Resources Officer. The results of the security screening and background investigation will not be retained in the employee's personnel file.~~

NEW EMPLOYEES WILL BE ADVISED THAT THEIR EMPLOYMENT WITH THE COURT IS CONDITIONAL AND SUBJECT TO THE CRIMINAL HISTORY CHECK, INCLUDING FINGERPRINTING. THE FINGERPRINT CARD WILL BE FORWARDED TO THE DEPARTMENT OF PUBLIC SAFETY FOR A COMPLETE CRIMINAL HISTORY CHECK.

SHOULD A RECORD OF CRIMINAL CONVICTION BECOME KNOWN WHICH WAS NOT DISCLOSED ON THE EMPLOYMENT CERTIFICATION, THE EMPLOYEE MAY BE TERMINATED UNLESS SUCH TERMINATION IS WAIVED BY THE ADMINISTRATIVE DIRECTOR, CLERK OF THE COURT, STAFF ATTORNEY OR SPECIAL MASTER.

THE RESULTS OF THE FINGERPRINT CHECK WILL BE SENT TO HUMAN RESOURCES. THE RESULTS OF THE CRIMINAL HISTORY SCREENING AND BACKGROUND INVESTIGATION WILL BE KEPT CONFIDENTIAL, EXCEPT AS NEEDED FOR EMPLOYMENT DECISIONS AND AS PROVIDED BY LAW.

Recruitment announcements and advertising for all Supreme Court positions, as well as the Administrative Office of the Courts

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~~EMPLOYMENT SCREENING POLICY~~
CRIMINAL HISTORY CHECK POLICY

Policy

All Supreme Court employees ~~hired on or after the effective date of this policy will~~ undergo security screening and background investigation CRIMINAL HISTORY AND REFERENCE CHECKS as a condition of ~~their~~ employment.

Procedure

At the time of the initial JOB ANNOUNCEMENT OR interview, ~~the Supreme Court staff member conducting the interview will inform~~ the applicants WILL BE INFORMED that, as a condition of employment, they will be required to undergo a security screening to include fingerprinting, a criminal record check, and background/reference verification. ~~The Applicants shall sign an employment certification form (available from the Human Resources Department) disclosing any criminal history~~ FELONY CONVICTIONS and giving permission for the criminal history check.

~~Should an~~ Applicants WHO decline to undergo such a process, ~~he/she~~ will be informed that no further employment consideration will be given ~~his/her~~ THEIR application by the Court.

An initial criminal history check with ACJIS and NCIC will be made on those applicants being considered for employment. ~~by the Administrative Office of the Courts, Human Resources Department.~~ If the check uncovers a criminal history, the head of the appropriate Supreme Court Department (Clerk's Office, Staff Attorney, SPECIAL MASTER, Administrative Office of the Courts Director and Division Director), in consultation with ~~the Chief Justice~~ HUMAN RESOURCES, will determine whether ~~or not~~ the employee APPLICANT should be retained HIRED. ~~The potential employee(s) will be fingerprinted prior to offering employment. Because time does not allow for fingerprinting or a complete criminal history check prior to employment, the person shall be advised in the letter of offer that their employment with the~~

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considered for the transfer or promotion, AND
OUTLINING WHY GRANTING THE EXCEPTION WILL BENEFIT
BOTH THE EMPLOYEE AND THE COURT.

- 2- The immediate supervisor ~~will~~ forwardS a copy of
the request with a recommendation to their
Division Director and the Human Resources Officer
simultaneously.
- 3- ~~The Division Director will solicit the
recommendation of the Human Resources Officer and
make the final decision. The Human Resources
Officer's recommendation will address consistency
in application of the policy and overall
organizational impact.~~
- 34.— The Division Director ~~will~~ MAKES THE FINAL
DECISION AND notifyIES the employee in writing of
the final determination AND THE REASONS FOR IT.
~~If the request is denied, the reasons shall be
stated.~~

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EMPLOYEE TRANSFER OR PROMOTION POLICY

Introduction

~~As the Administrative Office of the Courts has grown, there has been significant movement of employees both laterally and through promotion. While employees are strongly encouraged to seek to better themselves, management must also be concerned with the stability of the office and the training curve that is required of all employees in the office.~~

~~The purpose of this policy is to establish a period of service in a position or classification before an employee may initiate a transfer or promotion into another position or classification. This policy does not pre-empt management prerogative to shift personnel resources to accommodate the needs of the organization.~~

Definitions

- A- A transfer is a lateral move which provides no change in grade OR SALARY but may involve a ~~classification~~ TITLE change. A transfer may occur within an employee's division or to another division.
- B- A promotion is a move which involves both a change in ~~classification~~ TITLE and grade. A promotion may occur within an employee's division or to another division.

Statement of Policy

~~It is the policy of the Administrative Office of the Courts that an~~ Employees must be in their current position for one year (12 months) before they are eligible for a transfer or promotion.

~~An~~ Employees may seek a transfer or promotion ~~prior to~~ BEFORE being in their current position one year by initiating the following procedure:

- 1- The employee ~~must~~ submits a written request to ~~their~~ HIS OR HER immediate supervisor asking to be

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~~finalists by phone that a selection has been made unless the division director prefers to notify the finalists.~~

~~The division director is responsible for responding in writing to those candidates who were interviewed. Copies of sample turndown letters are available in the Human Resources Department. Copies of these letters should be attached to the resumes. The resumes of those applicants interviewed along with applicants not interviewed are returned to the Human Resources Department.~~

~~The Human Resources Department makes a copy of the completed PAF and sends it to payroll. The original PAF together with specific attachments become part of the new employee's personnel file.~~

8. IN ACCORDANCE WITH STATE STATUTE (38-481) AND THE JUDICIAL CODE OF CONDUCT, AN EMPLOYEE MAY NOT BE APPOINTED OR SUPERVISED BY A RELATIVE, OR BY A SUPERVISOR REPORTING TO A RELATIVE.
9. TEMPORARY CLERICAL ASSIGNMENTS ARE GENERALLY HANDLED THROUGH AN OUTSIDE AGENCY.

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- ~~e. experience, skill and training (the hire rate criteria sheet is used for this)~~

~~In any event, the starting salary cannot exceed the maximum stated in the approved Staffing Request form as determined in Item 1 of this procedure.~~

- ~~The PAF with completed hire rate criteria sheet, resume and employment application, employment certification form, reference checks (including ACJIS/NCIC), etc., is forwarded by the Human Resources Department to either the Administrative Director (Grade 20 and above) or to the Deputy Director (Grade 19 and below) for approval.~~

- ~~HUMAN RESOURCES COMPLETES REFERENCE AND BACKGROUND CHECKS (INCLUDING ACJIS/NCIC). THE PAF AND ATTACHMENTS ARE FORWARDED BY HUMAN RESOURCES TO EITHER THE ADMINISTRATIVE DIRECTOR OR DEPUTY DIRECTOR FOR APPROVAL. ONCE A PAF IS APPROVED, HUMAN RESOURCES WILL EXTEND THE OFFER AND PREPARE A FORMAL OFFER LETTER WHICH IS MAILED TO THE NEW EMPLOYEE.~~

THE HIRING MANAGER IS RESPONSIBLE FOR DECLINING THOSE CANDIDATES WHO WERE INTERVIEWED BUT NOT SELECTED.

AT THE END OF THE RECRUITING PROCESS, ALL MATERIALS, APPLICATIONS, RESUMES, INTERVIEW NOTES, EXERCISES, LETTERS, ETC. **MUST** BE RETURNED TO HUMAN RESOURCES. HISTORY FILES FOR EACH RECRUITMENT ARE KEPT FOR TWO YEARS.

9. ~~The Human Resources Department is responsible for extending a verbal offer of employment and notifying the division director or hiring manager when the offer has been accepted or rejected. The formal offer letter is prepared and mailed to the new employee by the Human Resources Department.~~

- ~~The Human Resources Department notifies the Judicial Data Center manager, office manager, security officer, mailroom clerk, and payroll of the new hire so that the new employee can be added to the AS/400, scheduled for an ID badge, fingerprinting, and other orientation and payroll matters.~~

- ~~The Human Resources Officer is responsible for notifying~~

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~~Resources Department, and~~ AT THE DISCRETION OF HUMAN RESOURCES AND THE HIRING MANAGER, HUMAN RESOURCES MAY TEST APPLICANTS' JOB RELATED SKILLS. Test results will be furnished to the ~~division director~~ HIRING MANAGER for use in the selection process. THE HIRING MANAGER MAY ALSO ADMINISTER TESTING IF THE PROCESS AND TESTS ARE APPROVED IN ADVANCE BY HUMAN RESOURCES.

~~All applicants selected for interviews~~ FINALISTS FOR POSITIONS must complete an employment application and employment certification form. ~~as part of the interview process. Division directors may make arrangements for interviews, including interview panels, or they may ask the Human Resources Department to provide that assistance.~~

78. THE HIRING MANAGER SELECTS ONE OF THE APPLICANTS, COMPLETES A PERSONNEL ACTION FORM (PAF) WITH THE DIVISION DIRECTOR'S SIGNATURE AND FORWARDS IT TO HUMAN RESOURCES, ALONG WITH THE COMPLETED APPLICATION AND CERTIFICATION FORM.

~~At the conclusion of the selection process, the Human Resources Department will perform employment, reference, and background checks (including ACJIS/NCIC) on any final applicants receiving serious consideration for employment by the division director.~~

~~The division director then completes a Personnel Action Form (PAF) and hire rate criteria selecting one of the applicants to the position. The PAF and hire rate criteria are forwarded to the Human Resources Department.~~

~~The hire rate criteria sheet completed by the division director confirms the applicants's education, skills, and experience, which are considered in setting the starting salary. There are five factors which the division director must consider when recommending a starting salary. They are:~~

- ~~a. availability of funds~~
- ~~b. market~~
- ~~c. internal relativity same class~~
- ~~d. internal relativity within overall AOC~~

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~~concerned.~~

~~ALL If the recruitments is internal only, it will remain open for AT LEAST three FIVE full working days. Consideration will be given for holiday times. All interested Supreme Court applicants must submit a resume and/OR employment application for consideration. EXTERNAL APPLICANTS SHOULD SUBMIT AN APPLICATION AND MAY ALSO ATTACH A RESUME. If a Supreme Court employee submitted an employment application for a previous recruitment, that same application may be used for the current recruitment.~~

~~5. Upon receipt from the Human Resources Department of a copy of the approved Staffing Request form, the division director or hiring manager will notify the office manager of the space requirements, office furnishings and equipment, communications equipment, and other items needed for the incoming new employee. The Judicial Data Center manager should be notified regarding any computer equipment needs.~~

~~56. The Human Resources Department will log all resumes or applications received. All applicants must submit either a resume or application. Resumes and applications will be made available upon request by the division director or designated representative. Resumes and applications must be returned to the Human Resources Department at the conclusion of the selection process.~~

~~67. The Human Resources Officer will provide input during the selection process. Division directors may screen resumes/ applications to determine who will be interviewed, or they may ask the Human Resources Department to provide that assistance.~~ DOES A PRELIMINARY SCREENING OF ALL APPLICATIONS TO MAKE SURE APPLICANTS MEET MINIMUM QUALIFICATIONS. THE HIRING MANAGER SELECTS FINAL CANDIDATES TO CONTINUE IN THE PROCESS, COMPLYING WITH EEO POLICIES AND PRACTICES. ANY INTERNAL CANDIDATE WHO IS NOT CONTINUING IN THE PROCESS SHOULD BE DECLINED BY EITHER THE HIRING MANAGER OR HUMAN RESOURCES, WHOMEVER MADE THE DECISION, BEFORE THE PROCESS CONTINUES.

~~Testing of clerical applicants will be conducted by the Human~~

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THROUGH THE RECRUITMENT PROCESS. THIS REQUIRES PRIOR APPROVAL BY THE ADMINISTRATIVE DIRECTOR OR DESIGNEE, AND THE HUMAN RESOURCES OFFICER.

2. The ~~division director~~ HIRING MANAGER submits the A Staffing Request form along with the position description, job announcement, and ANY OTHER RECRUITMENT MATERIALS ~~completed hire rate criteria to the Human Resources Department~~ for review and editing. The Human Resources ~~Department~~ then forwards the Staffing Request form to the Administrative Director or Deputy Director for final approval.
3. If approved, the Staffing Request form with attachments is returned ~~by the Administrative Director or Deputy Director to the Human Resources Department~~ to initiate recruitment. If ~~disapproved~~ NOT, the Administrative Director or Deputy Director returns the Staffing Request form with attachments AND AN EXPLANATION to the Human Resources ~~Department with an written explanation for the disapproval.~~

The Human Resources ~~Department~~ will not announce the vacancy or ~~commence~~ BEGIN any recruitment activity until an approved Staffing Request form with all required attachments is received.

4. Upon receipt of an approved Staffing Request form with attachments, the Human Resources ~~Department~~ confers with the ~~division director~~ HIRING MANAGER if any clarification or editing is needed ~~and proceeds to have the finalized announcement sent to all AOC employees via the AS/400 network.~~ AND SENDS THE ANNOUNCEMENT TO ALL AOC EMPLOYEES. Copies of the announcement will also be sent to the Clerk's Office, ~~and~~ Staff Attorney's Office AND WATER MASTER'S OFFICE.

Approved Staffing Request forms with attachments must be submitted to the Human Resources ~~Department~~ by Monday THURSDAY, ~~no later than noon,~~ for an ad to be placed in the following Sunday's paper. ~~This is to allow time for final editing, for combining with other announcements which may be placed, and for actual placement with the publication~~

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EMPLOYMENT

EMPLOYMENT PROCEDURE

A vacancy occurs in the AOC generally due to either of the following:

- * A new position is created
- * An incumbent employee leaves

To fill a vacant position, the following procedure is used:

1. ~~The division director~~ HIRING MANAGER initiates a Staffing Request form. ~~This form indicates, among other items, the class title, grade, and position number to be filled plus the proposed starting wage range. The minimum starting salary is the minimum of the salary range for the grade level to which the classification is assigned. The maximum starting wage is 60% of the salary range.~~

The Division Director will certify on the Staffing Request form that the position is NECESSARY, budgeted, authorized, and that funds are available for salary and benefits for the position. ~~If these three conditions are not met, then a full and complete justification for filling the position plus a statement of funding source(s) must be attached to the Staffing Request.~~

An inside recruitment among Supreme Court staff will be held for all positions. ~~If a recruitment is requested outside the Supreme Court, the division director will so indicate on the Staffing Request form. Internal and external recruitments may run simultaneously.~~ THE HIRING MANAGER MAY ALSO REQUEST A SIMULTANEOUS EXTERNAL SEARCH.

IN SITUATIONS WHERE THERE IS A QUALIFIED INTERNAL CANDIDATE, OR WHERE BUSINESS NEEDS DICTATE, THE DIVISION DIRECTOR MAY APPOINT AN EMPLOYEE TO A VACANT POSITION WITHOUT GOING

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Arizona Judiciary

EQUAL EMPLOYMENT OPPORTUNITY POLICY

~~The following policy on equal employment opportunity was adopted by the Arizona Supreme Court on March 12, 1993, pursuant to Administrative Order No. 93-11.~~

The Arizona appellate courts (Supreme Court and Court of Appeals) prohibit discrimination in employment because of race, color, religion, sex, age, national origin, or disability.

The Arizona appellate courts are Equal Employment Opportunity and Affirmative Action employers and recognize their responsibility to extend equal employment to every individual.

The Arizona appellate courts will comply with all federal and state laws that prohibit discrimination in employment because of race, color, religion, sex, age, national origin, or disability and federal and state laws covering veterans with disabilities and Vietnam era veterans.

The Arizona appellate courts' policy forbids discrimination in recruiting, hiring, training, promotion, compensation, disciplinary actions, termination, and all other conditions of employment.

Leave Without Pay	8/06/93
6.10 Leave Policy (Continued)	
Holidays	8/06/93
Administrative Leave	8/06/93
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Industrial Disability	8/06/93
6.11 Performance Appraisal and Evaluation Policy	11/01/96
6.12 Employment Verification Policy EMPLOYEE TERMINATION (on Previous Employees) POLICY	11/01/96
6.13 AIDS SERIOUS ILLNESS Policy	11/01/96
6.14 Conflict of Interest	5/10/93
Commercial Endorsements	5/10/93
6.15 Code of Conduct	07/03/96
Performance of Duties	5/10/93
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6.16 Arizona Judiciary Policy on Access to Court Services By Persons With Disabilities	10/19/92
6.17 Americans with Disabilities Act Procedures	11/01/96
6.18 Education Assistance Policy	11/01/96
6.19 REQUIRED EDUCATION CREDITS FOR AOC STAFF Policy	11/01/96

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HUMAN RESOURCES SECTION

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6.01	Equal Employment Opportunity Policy	03/12/93
6.02	Employment Procedure	11/01/96
6.03	Employee Transfer or Promotion Policy	11/01/96
6.04	Employment Screening Policy CRIMINAL HISTORY CHECK(ACJIS/NCIC & Reference Check) Policy	11/01/96
6.05	Employee Files (Personnel and Benefits) Procedure	11/01/96
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	Overtime and Compensatory Time Pay	10/07/94
	Weekly Exception Time Reporting System	10/07/94
	Alternative Work Arrangement Program	10/07/94
6.08	Drug-Free Workplace Policy	11/01/96
6.09	Sexual Harassment Policy	10/19/92
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6.10	Leave Policy	11/01/96
	Employment Status & Benefits Eligibility	8/06/93
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	Arizona State Retirement	8/06/93
	Sick Leave	8/06/93
	Donating Unused Sick Time	8/06/93
	Maternity Leave	8/06/93
	Family Leave	8/06/93
	Catastrophic Illness	8/06/93
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	Compensatory Leave	8/06/93
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	Jury Leave	8/06/93
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CURRENT.

ALTERNATIVE WORK ARRANGEMENT PROGRAM

Defined alternative work arrangements may be available to eligible full time employees depending upon the employee's specific position. However, the structured nature of some positions may limit or prohibit participation in the alternative work arrangement program. An alternative work arrangement is not an entitlement and may be canceled by the Division Director at any time.

A. Flextime:

~~A structured schedule selected by the employee and approved by the respective division director. A flextime schedule shall not be changed on a daily basis.~~

~~Flextime work hours differ from the normal Monday - Friday 8:00 a.m. to 5:00 p.m., but include the core hours of 9:00 a.m. to 4:00 p.m.~~

FLEXTIME IS A MONDAY - FRIDAY SCHEDULE WITH WORK HOURS DIFFERENT FROM THE NORMAL 8:00 A.M. TO 5:00 P.M. A FLEXTIME SCHEDULE MUST BE APPROVED BY THE RESPECTIVE DIVISION DIRECTOR, AND WILL NOT BE CHANGED ON A DAILY BASIS.

B. Compressed Work Week:

A compressed work week condenses the traditional two week pay period in one of two ways:

- ~~1.~~ A 9/80 work period equaling 80 hours over a two week work period. Employees work eight 9 hour days, one 8 hour day, and have one day off each two week pay period. NON-EXEMPT EMPLOYEES ON A 9/80 SCHEDULE HAVE A DIFFERENT WORK WEEK FROM EMPLOYEES ON A TRADITIONAL SCHEDULE. THE EMPLOYEES WORK WEEK ENDS AFTER 40 HOURS IN THE LONGER WEEK. THE REMAINING 5 HOURS ARE PART OF THE NEXT WORK WEEK.

FOR EXAMPLE, A NON-EXEMPT EMPLOYEE WORKS THE

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FOLLOWING SCHEDULE, WITH EVERY OTHER FRIDAY OFF:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9	9	9	9	4/5
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9	9	9	8	OFF

THIS EMPLOYEE'S WORK WEEK ENDS AFTER 4 HOURS FRIDAY. ANY HOURS WORKED AFTER THAT TIME ARE CONSIDERED PART OF THE NEXT WORK WEEK.
OR

2. — Employees work ~~five 8 hour days in one week, and four 10 hour days the following~~ IN A week and have one day off each 2 week period. Employees choosing this option must take a full one hour lunch period during the 4/10 work week. ~~and work a minimum of eight hours not to exceed ten hours per day.~~ EMPLOYEES OR SUPERVISORS MAY CHOOSE TO LIMIT THIS OPTION TO LESS FREQUENTLY THAN EVERY WEEK.

EMPLOYEES WORKING AN ALTERNATE SCHEDULE NEED TO CONSIDER THE IMPACT OF THE ALTERNATE SCHEDULE ON HOLIDAYS AND OTHER PAID LEAVE TIME. HOLIDAYS PROVIDE 8 HOURS OF PAID LEAVE. EMPLOYEES ON A 9 OR 10 HOUR WORK DAY NEED TO WETR THE ADDITIONAL 1 OR 2 HOURS AS VACATION, PERSONAL, OR COMPENSATORY LEAVE, OR MAKE UP THE TIME. SIMILARLY, EMPLOYEES ON A 9 OR 10 HOUR DAY NEED TO WETR 9 OR 10 HOURS VACATION, SICK OR PERSONAL TIME FOR ANY DAYS TAKEN.

B. Telecommute:

~~An employment practice in which~~ A DIVISION DIRECTOR MAY AUTHORIZE AN employees ~~are allowed to do some of their~~ work from home or another satellite location other than the "main" office. ~~one day during a two week period.~~ TELECOMMUTING WILL BE ALLOWED ONLY WHEN IT IS IN THE BEST INTEREST OF THE SUPREME COURT, AND APPROPRIATE ARRANGEMENTS CAN BE MADE. THE SUPREME COURT BUILDING IS CONSIDERED THE POST OF DUTY FOR PHOENIX EMPLOYEES WHO TELECOMMUTE. FOR TUCSON EMPLOYEES, IT IS THE TUCSON OFFICE OF THE SUPREME COURT.

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G. Eligibility:

Eligible full time employees may participate in flextime or a compressed work week ~~after completing six months of employment~~ if the nature of the work allows. Employees who supervise others are eligible to participate in flextime only.

~~Eligible full time employees may participate in telecommuting after completing one year of employment if the nature of the work allows.~~

Employees who are eligible and want to participate in the alternative work arrangement program must ~~discuss their individual circumstances with their~~ OBTAIN APPROVAL FROM THEIR immediate supervisor and Division Director. Circumstances that may be considered in making the decision to participate include the impact on the ~~court~~ OFFICE, the nature of the work, and the employee's performance and attendance.

DRUG-FREE WORKPLACE POLICY

Purpose

The Arizona Supreme Court and the Court of Appeals are committed to a drug-free, safe and healthy workplace and will comply with the Drug-Free Workplace Act of 1988.

Policy

Employees of the Arizona Supreme Court and the Court of Appeals are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of alcohol or illicit drugs.

It is the intention of the Arizona Supreme Court and the Court of Appeals to insure that a drug-free workplace is maintained, to notify employees of this policy, to establish the availability of an employee assistance program and to inform employees of the penalties for violating this policy.

The Arizona Supreme Court and the Court of Appeals will maintain a drug-free workplace as follows:

A1. Notification/Communication

Employees of the Arizona Supreme Court and the Court of Appeals will be notified of the Drug-Free Workplace Policy and of actions that will be taken if violations occur. All employees will be provided a copy of this policy.

B2. Employee Assistance

The State Employee Assistance Program is available to employees on a voluntary basis. The State Employee Assistance Program is designed to assist employees by providing information on the availability of drug counseling and rehabilitation programs and service. Employees having a drug or alcohol problem are strongly encouraged to seek assistance and counseling through the Employee Assistance Program (EAP). Confidentiality will be strictly adhered to.

C3. Reporting Requirements

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Employees shall report to their supervisor any criminal charge involving drugs or alcohol within five (5) working days of being charged with such offense. Failure to report is a violation of this policy and subjects employees to disciplinary action, up to and including termination.

4. Drug-Free Awareness Program

The Arizona Supreme Court and Court of Appeals will continue to inform employees about the dangers of drug abuse in the workplace, this policy and the penalties for violations through regular training and orientation programs.

5. Penalties

Employees convicted of a drug or DUI offense ~~will~~ MAY be required to participate in a drug counseling and rehabilitation program ~~within 30 days~~ AND/or may be subject to disciplinary action UP TO AND INCLUDING TERMINATION. SUCCESSFUL COMPLETION OF THE PROGRAM MAY BE REQUIRED AS A CONDITION OF CONTINUED EMPLOYMENT.

Employees of the Arizona Supreme Court and Court of Appeals shall abide by the terms of this policy as a condition of employment.

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Policies and Procedures Manual
Section: 6.09
Date: 10/19/92
APPLIES TO: APPELLATE COURTS

Arizona Judiciary

SEXUAL HARASSMENT POLICY

The following policy on sexual harassment was adopted by the Arizona Supreme Court on October 19, 1992 pursuant to Administrative Order No. 92-33.

Sexual harassment in any form will not be tolerated by the Arizona Supreme Court. Sexual harassment by judicial branch employees shall be grounds for disciplinary action, up to and including dismissal. Sexual harassment by judges shall be grounds for complaint to the Commission on Judicial Conduct pursuant to the rules of the Commission on Judicial Conduct. Sexual harassment by vendor employees shall be grounds for termination of vendor contracts.

Sexual harassment is sex discrimination which violates the individual rights of employees and state and federal law.

Sexual harassment is also a form of employee misconduct which undermines the integrity of the employment relationship. All employees must be allowed to work in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment debilitates morale and interferes with productivity. Therefore, sexual harassment is unacceptable conduct in the workplace and will not be condoned.

A. Definition

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an

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individual is used as the basis for employment decisions affecting such individual;

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

(29 Code of Federal Regulations 1604.11)

B. Duty to Report

Employees, applicants and other persons sexually harassed or having personal knowledge of sexual harassment by court employees or in court facilities are responsible for reporting such harassment in accordance with procedures applicable to each court. Employees are encouraged to report sexual harassment in a timely manner. Each employee has an affirmative duty to maintain a workplace free of sexual harassment and sexual intimidation.

Any form of retaliation against an individual for reporting sexual harassment truthfully to the best of that employee's knowledge or for cooperating in an investigation of a sexual harassment complaint is prohibited and shall be grounds for severe disciplinary action. Any employee who knowingly or recklessly makes a false accusation of sexual harassment is likewise subject to disciplinary action up to and including dismissal.

C. Implementation

Judges and court administrators responsible for the administration of each court shall implement this policy individually or in conjunction with other courts or other governmental entities in the same county or jurisdiction by assuring procedures are in place which provide for the following:

1. Publication of this policy and corresponding procedures

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to every employee and in every court facility.

2. Multiple reporting options for persons complaining of sexual harassment.
3. Confidentiality of every complaint qualified by investigatory and disciplinary requirements.
4. Clear procedures for handling complaints which include informal and formal processes.
5. Formal investigation of non-judicial employees conducted by a trained investigator which includes interviews of all parties and all witnesses identified.
6. Referral to the Commission on Judicial Conduct for formal investigation of judges according to Commission rules.
7. Appropriate discipline following investigatory and disciplinary processes which are fundamentally fair to both the complainant and the subject of the complaint.
8. Prohibition of retaliation against the complainant and against a person who cooperates in a sexual harassment investigation and prohibition of knowing or reckless accusation against the subject of the complaint.

The required procedures shall be filed with and approved by the presiding judge of the superior court of the county in which each court is located by June 1, 1993. Presiding judges shall report to the Supreme Court by July 1, 1993 regarding procedures which implement this policy.

D. Education

Presiding judges shall undertake to provide educational opportunities for judicial branch employees within their jurisdiction regarding this policy and regarding the

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characteristics of sexual harassment. Judges, managers and supervisors shall receive education which enables them to recognize sexual harassment and to take appropriate action pursuant to this policy and local procedures.

Arizona Appellate Court
SEXUAL HARASSMENT REPORTING PROCEDURE

The following procedure for reporting sexual harassment was adopted by the Arizona Supreme Court on July 8, 1993, pursuant to Administrative Order No. 93-32.

A. Reporting Options

Any perceived sexual harassment shall be reported for either informal consultation or formal investigation. The person reporting sexual harassment shall have the option to choose either informal consultation or formal investigation. Informal consultation is not a prerequisite to filing an Employee Conduct Complaint form which prompts a formal investigation.

1. Supreme Court employees may initiate informal consultation through the employee's immediate supervisor, any of the supervisor's superiors, or the Supreme Court's human resources officer. Formal investigation may be initiated by filing an employee conduct complaint form signed by the complainant with the Supreme Court's human resources officer.
2. Court of Appeals employees may initiate informal consultation through the employee's immediate supervisor, any of the supervisor's superiors, or the Chief Judge of the appropriate division or the Chief Judge's designee. Formal investigation may be initiated by filing an Employee Conduct Complaint form signed by the complainant with the Chief Judge of the appropriate division or the Chief Judge's designee.

persons who are not employees of the Arizona appellate

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courts may report perceived sexual harassment by appellate court employees in the course of their employment to any appellate court supervisor. A supervisor receiving such a report shall document the report and forward this documentation to the Human Resources Officer if the subject of the report is a Supreme Court employee or to the appropriate Chief Judge or Chief Judge's designee if the subject of the report is a Court of Appeals employee.

B. Informal Consultation

The person receiving the report may serve in an advisory capacity to any person reporting perceived sexual harassment pursuant to this policy and may counsel informally with the subject of the report to resolve the problem. If not already involved, the consultation process should be discussed with the Supreme Court's Human Resources Officer if the reporting employee is employed by the Supreme Court or with the Chief Judge of the appropriate division or the Chief Judge's designee if the reporting employee is employed by the Court of Appeals.

1. If the matter is resolved to the satisfaction of the person who reported such sexual harassment, all persons are relieved from any duty to report further unless any person who receives the report or who is consulted concerning the report finds the allegations of sexual harassment to be serious enough to warrant a formal investigation.
2. If the subject of the report is not supervised by the person who receives the report, the matter shall be referred to a supervisor who supervises both the reporting employee and the subject of the report or, if there is no such supervisor, to the Human Resources Officer or the appropriate designee.
3. If the matter cannot be resolved because the

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parties or the person receiving the report do not agree upon a resolution, the matter shall proceed for formal investigation. If such a report involves alleged harassment by a judge, the matter shall be filed with the Commission on Judicial Conduct.

4. If the subject of the report is not an employee of the appellate courts, the matter shall be referred to the Human Resources Officer or the appropriate designee for immediate and appropriate action in consultation with the Legal Services Officer.

C. Formal Investigation

An employee conduct complaint form, describing the conduct perceived as sexual harassment may be filed with the supreme court's human resources officer or the Chief Judge or the Chief Judge's designee as provided in paragraph A for formal investigation or with the appropriate federal or state agency. Complaints of sexual harassment involving the Chief Judge's designee or the Human Resources Officer shall be filed with the Chief Judge or Supreme Court Legal Services Officer respectively, who shall proceed as set forth below in place of the Chief Judge or Human Resources Officer.

1. The person responsible for investigating any sexual harassment complaint or with recommending or instituting any disciplinary action shall proceed in a fair and appropriate manner.
2. The investigator shall work with appropriate management personnel to obtain and evaluate all evidence relevant to the report. The investigator may review personnel records and other documents to acquire all pertinent facts. The investigator shall separately interview the complainant, the alleged harasser and any witnesses they identify.
3. The investigator shall issue a written report which

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includes a finding as to whether the alleged conduct occurred, a conclusion as to whether the conduct which occurred was sexual harassment, and a recommendation of any appropriate corrective or disciplinary action up to and including dismissal.

4. A copy of the investigator's report shall be forwarded to the complainant, to the appropriate supervisor in the complainant's chain of supervision, to the alleged harasser and to the appropriate supervisor in the alleged harasser's chain of supervision, and if appropriate, to the Administrative Director, and to the Chief Justice or the Chief Judge of the respective division of the Court of Appeals.
5. The complainant and the alleged harasser may respond in writing within 7 working days to the investigator's report with copies to all persons who received copies of the report.

D. Disciplinary Action

Responsible officials in the alleged harasser's chain of supervision shall consider the investigator's report and proceed with appropriate disciplinary action if disciplinary action is needed. Prior to any disciplinary action for sexual harassment, the alleged harasser shall be advised of the grounds for discipline and have an opportunity to respond.

E. Status of Employees

These procedures shall not be construed to change the status of any employee on an "at will" basis.

F. Confidentiality

Information concerning sexual harassment discussed pursuant to this procedure shall not be disclosed to anyone not involved with a consultation or investigation. All employees who are contacted regarding a sexual harassment report or

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complaint shall be instructed to maintain this confidentiality. The name of a reporting employee may only be disclosed to the subject of the report when necessary to the consultation process, or if the matter proceeds to formal investigation, when the alleged harasser is necessarily informed of the details of the sexual harassment complaint in the course of the investigation and in the investigator's report.

G. Records and Files

All documentation and materials relative to sexual harassment consultations and investigations shall be maintained for two years in separate and confidential files. After this period, these documents shall be destroyed unless the Court has been notified that a discrimination action has been filed with the EEOC or that litigation has been commenced.

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Applies to: Supreme Court (note exceptions)

LEAVE POLICY

Purpose

~~To define and clarify the requirements for the use of leave including sick leave, maternity leave, family leave, catastrophic illness, annual leave, compensatory leave, personal leave, jury leave, bereavement leave, leave without pay, holidays, administrative leave, military leave, and industrial leave.~~

EMPLOYMENT STATUS AND BENEFITS ELIGIBILITY

Purpose

To establish eligibility criteria which will permit employees of the Supreme Court to receive employee benefits. IN ANY CASE WHERE THERE IS A QUESTION OR CONFLICT, DEPARTMENT OF ADMINISTRATION BENEFIT POLICY WILL GOVERN.

Definition

A- Regular, full-time status - Employees scheduled to work 40 hours per week FOR MORE THAN 5 MONTHS.
VACATION, SICK, HOLIDAY, MEDICAL BENEFITS AND RETIREMENT

B- Regular, part-time status (20 HOURS OR MORE) - Employees scheduled to work 20 or more but less than 40 hours per week.
PRORATED VACATION, SICK, HOLIDAY, MEDICAL BENEFITS AND RETIREMENT

REGULAR, PART-TIME (UNDER 20 HOURS)

EMPLOYEES SCHEDULED TO WORK LESS THAN 20 HOURS PER WEEK, BUT HAVE A PRE-ESTABLISHED NUMBER OF HOURS PER WEEK
PRORATED VACATION, SICK AND HOLIDAY BENEFITS ONLY
NO MEDICAL BENEFITS OR RETIREMENT

C- Regular, hourly status - Employees scheduled to work less than 20 hours per week (HOURS MAY VARY EACH WEEK).
NO VACATION, SICK, HOLIDAY, MEDICAL BENEFITS OR RETIREMENT

D. Temporary status - ~~Employees, including interns, hired to work on a temporary basis regardless of total hours worked per week.~~ EMPLOYEES HIRED TO WORK ON A TEMPORARY BASIS FOR LESS THAN 5 MONTHS. INTERNS ARE INCLUDED IN THIS STATUS.
NO VACATION, SICK, HOLIDAY, MEDICAL BENEFITS OR RETIREMENT

LIMITED APPOINTMENT

EMPLOYEES, SUCH AS LAW CLERKS, HIRED FOR A PRESCRIBED PERIOD OF TIME, USUALLY LESS THAN ONE YEAR, TO ASSIST THE JUSTICES. MEDICAL BENEFITS, BUT NO RETIREMENT (IF CONTINUED FOR A SECOND YEAR, RETIREMENT IS REQUIRED).

SUPERIOR COURT JUDGES

SUPERIOR COURT JUDGES ARE PAID ONE-HALF BY THE STATE AND ONE-HALF BY THE COUNTY.

VACATION, SICK, HOLIDAY, MEDICAL BENEFITS AND RETIREMENT (OFFERED EITHER COUNTY OR STATE BENEFITS).

PRO-TEM JUDGES

SOME FULL TIME, SOME PART TIME, SOME WITH BENEFITS, SOME WITHOUT -- ALL DETERMINED BY FUNDING.

NEVER ANY RETIREMENT

~~BENEFITS AND LEAVE ELIGIBILITY~~

~~The Supreme Court recruits and hires employees to work either regular full time, regular part time, or temporary status, on a salaried or hourly basis.~~

~~Regular, full time employees and regular, part time employees are eligible to participate in medical, dental and life insurance, supplemental life insurance, long term disability, and short term disability plans where part of the cost is paid by the State of Arizona and will accrue leave according to Supreme Court policy.~~

~~Temporary or hourly employees are not eligible to participate in State of Arizona insurance plans and will not accrue leave according to Supreme Court policy.~~

ARIZONA STATE RETIREMENT

Employees working 20 or more hours per week for five or more months in a fiscal year are required to participate in the state retirement system. FOR PURPOSES OF CALCULATING THE 20 HOURS AND FIVE MONTHS, EMPLOYMENT WITH ALL PARTICIPATING EMPLOYERS WILL BE COMBINED.

Employees working less than 20 hours per week OR FOR LESS THAN 5 MONTHS are not eligible to participate in the State Retirement System.

LEAVE POLICY

- * The Leave Policy applies to employees of the Administrative Office of the Courts, Staff Attorneys Office, Office of the

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Clerk of the Court, and the Office of the Special Master.

- * The Leave Policy does not apply to law clerks of the Supreme Court.
- * Only the Sick Leave section applies to the judicial secretaries of the Supreme Court.
- ~~* If you have any questions, call Human Resources at 542-9311.~~

SICK LEAVE

Definition

Sick leave is any period of paid absence granted an employee ~~due to his or her illness, or illness of an employee's parents, mother-in-law or father-in-law, brother, sister, spouse, or child.~~ FOR MEDICAL REASONS, OR THE MEDICAL NEEDS OF AN EMPLOYEE'S PARENTS, SPOUSE, CHILD, MOTHER-IN-LAW, FATHER-IN-LAW, BROTHER OR SISTER. For the purposes of this section, the terms "child" and "parent" are defined as a natural child or parent, an adopted child or adoptive parent, a foster child, or a stepchild or step parent.

Policy

- A. Sick leave will be granted upon approval for the following conditions:
1. An ~~illness,~~ PHYSICAL OR MENTAL ILLNESS OR CONDITION or injury which renders the employee unable to perform the duties of the position.
 - ~~2. Pregnancy related disability caused by childbirth, miscarriage, or where medical complications arise as a result of the pregnancy.~~
 32. Examination or treatment by a licensed health care practitioner.
 43. Illness, injury, examination, or treatment by a licensed health care practitioner of an employee's parents, mother-in-law or father-in-law, brother, sister, spouse, or child. ~~For the purposes of this section, the terms "child" and "parent" are defined as a natural child or parent, an adopted~~

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~~child or adoptive parent, a foster child, or a
stepchild or step parent.~~

B. Accrual

1. Full-time employees shall accrue sick leave at the rate of eight hours per month. Sick leave is posted bi-weekly on the last day of the pay period in which earned. Sick leave is accrued at the end of 40 hours in the pay period and may be used even if not posted.
2. Part-time employees eligible for benefits will accrue a prorated amount of sick leave.
3. Temporary employees or part-time hourly employees will not accrue sick leave.

C. Accumulation

Sick leave credits are accumulated without limit.

D. Use of Sick Leave

1. Sick leave may be used for an absence when approved by the employee's immediate supervisor, manager, and/or Division Director, Clerk of the Court, Chief Staff Attorney, or Special Master, as appropriate.
2. The employee's immediate supervisor, manager, and/or Division Director, Clerk of the Court, Chief Staff Attorney, or Special Master, as appropriate, may require submission of evidence substantiating the need for sick leave. If the evidence is determined to be inadequate, the absence shall be charged to another category of leave or considered leave without pay.
3. An employee's immediate supervisor, manager, and/or Division Director, Clerk of the Court, Chief Staff Attorney, or Special Master, as appropriate, may require an employee to be examined by a designated licensed health care practitioner at the Court's expense. If the licensed health care practitioner determines that the employee should not work due to illness or injury, earned sick leave shall be taken. If the

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employee's sick leave is exhausted, the employee may use a combination of compensatory leave, annual leave, personal leave, or leave without pay, as approved.

An employee may be required to obtain medical verification from the licensed health care practitioner prior to returning to work ~~if there is a question concerning the employee's ability to perform his/her duties.~~ A copy of the medical verification from the licensed health care practitioner shall be provided to ~~the~~ Human Resources Department and placed in the employee's ~~personnel~~ MEDICAL file. INFORMATION REGARDING THE DIAGNOSIS AND TREATMENT OF ANY ILLNESS IS CONSIDERED CONFIDENTIAL, AND SHOULD BE HANDLED AS SUCH.

E. Termination of Employment

All sick leave credits are forfeited upon separation from employment.

F. Medical Appointments

~~Employees should request approval of their supervisor(s) in advance of medical or dental appointments that require sick leave during the normal work day.~~ EMPLOYEES SHOULD ATTEMPT TO SCHEDULE MEDICAL APPOINTMENTS DURING NON-WORK DAYS OR HOURS. WHERE THIS IS NOT POSSIBLE, EMPLOYEES SHOULD REQUEST APPROVAL OF THEIR SUPERVISOR(S) IN ADVANCE. This notification shall be provided at the earliest possible time and preferably at least three work days in advance.

G. Conversion

An employee who has accrued at least 320 hours (40 days) of sick leave may convert each two additional hours of accrued sick leave to one hour of accrued personal leave. However, employees are encouraged to build sick leave balances in order to have sufficient time to cover a serious illness or injury. Conversion of sick leave to personal leave will be done each July 1 and January 1.

H. Incentive

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Any full-time employee using 40 hours or less of sick leave in a fiscal year (July 1 to June 30) shall be credited with eight hours of personal leave on July 1 of the next fiscal year. Part-time employees will be credited with personal leave on a prorated basis.

Example: A part-time employee working 20 hours per week who uses 20 hours or less of sick leave will be credited four hours of personal time.

DONATING UNUSED SICK LEAVE

Definition

Unused sick leave is accrued sick leave in excess of 40 hours which one employee may donate to another employee. THE DONATION REMAINS IN EFFECT WHILE THE RECEIVING EMPLOYEE IS STILL ON STAFF.

Policy

An employee may donate UP TO 40 HOURS PER YEAR OF unused sick leave to another employee only after the recipient has exhausted all other leave. EMPLOYEES WHO HAVE GIVEN NOTICE OF THEIR INTENT TO RESIGN MAY NOT DONATE SICK LEAVE.

A. Use of Unused Sick Leave

An employee may be considered for receiving donated sick leave only if the employee or member of the employee's immediate family (as described in the Sick Leave section) suffers from ~~an illness or injury which requires an absence~~. A SERIOUS MEDICAL CONDITION. EMPLOYEES WITH ORDINARY ILLNESSES ARE NOT ELIGIBLE.

B. Conversion

Donated sick leave ~~shall be~~ IS converted on an hour-for-hour basis.

C. Requests for Unused Sick Leave

An employee donating unused sick leave must complete a Leave Request Form and submit it to his/her immediate supervisor, respective division director, clerk of the court, chief staff attorney, or special master for approval; AND THE DIVISION DIRECTOR, CLERK OF THE COURT, CHIEF STAFF ATTORNEY OR SPECIAL MASTER OF THE RECEIVING EMPLOYEE.

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D. COORDINATION OF BENEFITS

IN GENERAL, EMPLOYEES WILL BE PERMITTED TO USE DONATED SICK LEAVE AT A RATE OF 20 HOURS PER WEEK (OR LESS IF THEIR NORMAL SCHEDULE IS LESS THAN 20 HOURS/WEEK). THOSE EMPLOYEES WITH MEDICAL BENEFITS MUST USE 20 HOURS OF LEAVE EACH WEEK TO MAINTAIN BENEFITS ELIGIBILITY.

E. CAUTION

WHEN DONATING OR CONVERTING SICK LEAVE, EMPLOYEES SHOULD CAREFULLY CONSIDER THAT THEY MAY BE FORFEITING CURRENT OR FUTURE INCENTIVES WITH THEIR DONATION OR CONVERSION.

MATERNITY LEAVE

Employees ~~giving birth shall~~ receive six weeks paid maternity leave AFTER GIVING BIRTH. Maternity leave is used first before accrued sick leave, ~~annual leave, compensatory time, or personal time~~, ANNUAL LEAVE, COMPENSATORY TIME, PERSONAL TIME OR LEAVE WITHOUT PAY. THE EMPLOYEE MAY USE SICK TIME BEYOND SIX WEEKS ONLY IF SHE OR THE CHILD IS ILL OR DISABLED.

FAMILY LEAVE

Definition

Family leave is any period of absence up to 12 weeks IN A ROLLING TWELVE MONTH PERIOD granted an employee after the birth, ~~or~~ adoption OR PLACEMENT of a child IN THE EMPLOYEE'S HOME, or for the serious medical condition of the employee, employee's spouse, child or parent, in accordance with the family and medical leave act (FMLA) of 1993. A serious medical condition is an illness or injury which requires an extended period of hospitalization or treatment. ~~Family leave is effective August 6, 1993.~~

~~Use of Family Leave~~

A. ~~To be eligible for family leave, the~~ AN employee WHO QUALIFIES FOR FAMILY MEDICAL LEAVE must ~~first exhaust~~ USE all applicable accrued and catastrophic leave AND ANY DONATED TIME. The remainder of the 12 week period, IF ANY, shall be unpaid leave.

B. The Director, Clerk of the Court, Chief Staff Attorney or

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Special Master, as appropriate, reserves the right to exempt employees, require notice, approve intermittent leave or require a medical certification, as permitted by law.

- C. ONCE AN EMPLOYEE HAS EXHAUSTED 12 WEEKS OF FMLA LEAVE, HIS OR HER POSITION MAY BE FILLED. FACTORS TO BE CONSIDERED IN DECIDING WHETHER TO FILL A POSITION INCLUDE: THE EMPLOYEE'S PERFORMANCE AND LENGTH OF SERVICE, THE POSITION ITSELF AND WORKLOAD DEMANDS, WHETHER THE EMPLOYEE ANTICIPATES RETURNING TO WORK SOON, AND OTHER FACTORS THAT MAY BE APPROPRIATE AT THE TIME THE DECISION IS MADE. THE ARIZONA SUPREME COURT WILL MAKE REASONABLE EFFORTS TO NOTIFY THE EMPLOYEE AT THE LAST KNOWN ADDRESS, BEFORE THE POSITION IS FILLED.

CATASTROPHIC ILLNESS

Definition

Catastrophic illness is additional leave with pay granted only to employees who have suffered a life threatening illness or injury such as cancer, heart attack, loss of limb, or other severe injury or ~~illness or~~ mental OR PHYSICAL illness requiring extended ~~hospitalization~~ ABSENCE. Catastrophic leave is in addition to sick leave and is used after accrued AND DONATED sick leave is exhausted. EMPLOYEES WILL BE GRANTED ONE WEEK OF LEAVE FOR EACH COMPLETED YEAR OF EMPLOYMENT AS NEEDED IN THE EVENT OF A CATASTROPHIC ILLNESS. THESE WEEKS MAY ONLY BE USED ONCE, E.G. AN EMPLOYEE WHO HAS COMPLETED 15 YEARS OF SERVICE WHO HAS USED 8 WEEKS OF CATASTROPHIC LEAVE MAY ONLY USE 7 MORE WEEKS.

Policy

~~Any leave granted for catastrophic illness incurred by an employee from October 1, 1992 until October 1, 1993 will be determined on an individual basis. Effective October 1, 1993, employees will be granted one week of leave for each year of employment as needed in the event of a catastrophic illness.~~

~~Use of Catastrophic Illness~~

Requests for leave must be submitted to the respective Division Director, Clerk of the Court, Chief Staff Attorney, or Special Master for approval. Final approval will be determined by the Administrative Director, Clerk of the Court, Chief Staff Attorney, or Special Master. MEDICAL DOCUMENTATION IS REQUIRED.

ANNUAL LEAVE (VACATION)

Definition

Annual leave is approved vacation for a period of time away from work with pay.

A. Accrual

All regular, full-time supreme court employees hired prior to October 1, 1992, shall accrue annual leave according to the schedule below but shall accrue at least 160 hours per year regardless of length of service.

All regular, full-time supreme court employees hired on or after October 1, 1992 shall accrue annual leave in accordance with the following schedule:

<u>Years of Service</u>	<u>Hours Accrued Per Year</u>
First year	96 hours
1 through 4 years	120 hours
5 through 10 years	160 hours
10+ years	200 hours

1. THE CHIEF JUSTICE, ADMINISTRATIVE DIRECTOR, CLERK OF THE COURT, OR CHIEF STAFF ATTORNEY MAY APPROVE AN EXCEPTION TO THESE LEAVE ACCRUAL PROVISIONS. THE EXCEPTION MAY BE APPROVED IF NECESSARY TO RECRUIT AN EMPLOYEE WITH SPECIALIZED SKILLS OR PROFESSIONAL EXPERIENCE ESSENTIAL TO THE ORGANIZATION'S NEEDS, WHO WOULD GENERALLY BE ELIGIBLE FOR ADDITIONAL LEAVE TIME IN ANOTHER ORGANIZATION DUE TO THE EMPLOYEE'S YEARS OF EXPERIENCE.
2. Part-time employees eligible for benefits will accrue a prorated amount of annual leave.
3. Temporary employees or part-time hourly employees will not accrue annual leave.
4. Annual leave is posted bi-weekly on the last day of the pay period in which earned. The rate of accrual is based on hours of accrual per year divided by 26 pay periods. Annual leave is accrued at the end of 40 hours in the pay period and may be used even if not posted.

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5. New employees in their first week of employment working 40 hours or more in a pay period will receive the full accrual. New employees in their first week of employment working less than 40 hours in a pay period will receive a prorated accrual.

B. Requests for Annual Leave

1. Requests for annual leave will be submitted to the immediate supervisor and approved by the respective Division Director OR DEPUTY DIRECTOR, OR Clerk of the Court, Chief Staff Attorney, or Special Master.
be
2. REQUESTS FOR ANNUAL LEAVE SHOULD BE SUBMITTED AS FAR IN ADVANCE AS POSSIBLE, GENERALLY AT LEAST TWO WEEKS IN ADVANCE, FOR REQUESTS OF FIVE OR MORE DAYS.
es

23. Requests for annual leave for employees of the Clerk's Office and Staff Attorney's Office will be processed in accordance with the requirements of the Clerk and Chief Staff Attorney. ~~without regard to the following sub-paragraphs.~~

- ~~3. Requests for one to four days of annual leave should be submitted at least seven days in advance.~~
Em

- ~~4. Requests for five or more days of annual leave should be submitted at least 30 days in advance.~~

- ~~5. Requests for annual leave during the months of June, July and August shall be submitted by March 31. All requests received by March 31 will be reviewed as a group for purposes of approval. Requests submitted after March 31 will be considered in light of leave requests already approved for other staff members.~~
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- ~~6. Requests for annual leave between November 15 and January 7 should be submitted by October 15. All requests received by October 15 will be reviewed as a group for purposes of approval. Requests submitted after October 15 will be considered in light of leave requests already approved for other staff members.~~
a

C. New Employees

Employees will not be allowed to take annual leave during

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their first six months of employment, except in emergency or unusual situations with the approval of the Division Director, Deputy or Administrative Director, Clerk of the Court, Chief Staff Attorney, or Special Master, as appropriate.

D. Accumulation

~~As a general rule,~~ Accrued annual leave should not exceed 320 hours (40 days) at any one time. Annual leave may be carried forward from one calendar year to the next; however, at the end of the calendar year, accrued annual leave in excess of 320 hours shall be forfeited.

E. Termination of Employment

Upon termination, employees will be compensated for all accrued annual leave at their prevailing salary rate. ~~A terminating employee not transferring to a state agency may receive his/her pay in a lump sum or may be paid over regularly scheduled pay periods if annual leave is used to extend termination date. Employees transferring to state agencies must receive their pay in a lump sum or, if approved by the new employer, transfer the annual leave balance.~~ IN GENERAL, TERMINATING EMPLOYEES WILL RECEIVE THEIR PAY IN A LUMP SUM. Employees who resign or are terminated during their first six months of employment will not be compensated for accrued annual leave.

F. Period of Absence

Any period of leave without pay except for family leave in excess of 240 hours shall not be counted as credited service in determining years of service. Sick leave and annual leave accrues while on leave without pay not in excess of 240 hours.

G. ~~Military Duty~~

~~Military leave taken shall be counted as credited service for purposes of annual leave accrual. Active military service of an employee who is restored to employment with the Supreme Court is not a break in service and shall be counted as credited service.~~

G. CONVERSION

ONCE EACH YEAR, AT THE DISCRETION OF THE ADMINISTRATIVE DIRECTOR, EMPLOYEES MAY BE OFFERED THE OPPORTUNITY TO HAVE THE SUPREME COURT BUY-DOWN THEIR VACATION BALANCE TO A PRE-DETERMINED LEVEL. THE BUY-DOWN WILL BE DONE ONLY WHEN FUNDS ARE AVAILABLE. IF FUNDS ARE AVAILABLE, THE ADMINISTRATIVE DIRECTOR WILL ESTABLISH THE BUY-DOWN LEVEL.

COMPENSATORY LEAVE

Definition

Compensatory leave is credited for hours worked in excess of a ~~person's~~ NON-EXEMPT EMPLOYEE'S normal work week AND

Policy

~~Compensatory leave~~ has been implemented in accordance with the fair labor standards act (FLSA).

~~Exempt employees (not covered by flsa) required to work on a Saturday or Sunday or work hours in the work week in excess of their normal schedule shall receive compensatory leave equivalent to the number of hours actually worked~~ DO NOT RECEIVE COMPENSATORY TIME.

~~Non-exempt employees shall be~~ ARE paid overtime or given compensatory leave at the rate of time and one-half for all hours worked in excess of the normal 40 hour work week, if the employee actually worked in excess of 40 hours in one week. ~~(Saturday through Friday). It is recommended that non exempt employees be given compensatory leave within 30 days immediately following the week when the overtime was worked. If the non exempt employee cannot take time off during that period of time, then they must be paid for overtime during the next available payroll period.~~ NON-EXEMPT EMPLOYEES SHOULD BE GIVEN COMPENSATORY LEAVE AS SOON AS PRACTICAL FOLLOWING WHEN THE OVERTIME WAS WORKED. NON-EXEMPT EMPLOYEES WHO ACCRUE MORE THAN 80 HOURS OF COMPENSATORY TIME WILL HAVE THEIR BALANCE PAID DOWN TO 80 HOURS. IF EMPLOYEES WANT TO BE PAID SOONER, THEY SHOULD REQUEST THIS FROM THEIR SUPERVISOR. IF APPROVED AND FUNDS ARE AVAILABLE, THE SUPERVISOR WILL SEND A REQUEST TO PAYROLL AUTHORIZING THE PAYMENT.

Compensatory leave must be approved by the Division Director, Clerk of the Court, Chief Staff Attorney, or Special Master.

Termination of Employment

~~Compensatory leave accrued by an employee considered exempt under~~

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~~the fair labor standards act is forfeited upon termination of employment, and may not be used to extend the employee's termination date beyond the last day worked.~~

ALL COMPENSATORY LEAVE ACCRUED BY A NON-EXEMPT EMPLOYEE WILL BE PAID UPON TERMINATION OF EMPLOYMENT.

PERSONAL LEAVE

Personal leave, in addition to any other leave, may be earned in one of the following three ways:

1. An employee who has accrued at least 320 hours (40 days) of sick leave may convert each two additional hours of accrued sick leave to one hour of accrued personal leave. However, employees are encouraged to build sick leave balances in order to have sufficient time to cover a serious illness or injury. Conversion of sick leave to personal leave will be done each July 1 and January 1.
2. Any full-time employee using 40 hours or less of sick leave in a fiscal year (July 1 to June 30) shall be credited with eight hours of personal leave on July 1 of the next fiscal year.

ELIGIBLE part-time employees shall be credited with personal leave based on number of hours worked in a week.

~~Example: A part time employee working 20 hours per week who uses 20 hours or less of sick leave shall be credited four hours of personal time.~~

3. The Supreme Court recognizes that exempt employees may occasionally work extraordinary hours (normally greater than 50 hours per week). Therefore each Division Director, THE ADMINISTRATIVE DIRECTOR OR DESIGNEE, Clerk of the Court, Chief Staff Attorney, or Special Master may grant up to 16 additional hours of personal leave per fiscal year to each exempt employee who works extraordinary hours. In unusual cases, the Administrative Director, Clerk of the Court, Chief Staff Attorney, or Special Master may approve additional time.

There is no entitlement to this time. The awarding of additional personal leave will be at the discretion of the Division Director, THE ADMINISTRATIVE DIRECTOR OR DESIGNEE, Clerk of the Court, Chief Staff Attorney, or Special Master and is not

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intended to reward employees on an hour-for-hour basis.

Exempt employees who are required by their Supervisor to work or travel on a weekend or holiday may be granted personal leave on an hour-for-hour basis, unless weekend or holiday work is part of their normal schedule. Weekend travel undertaken at the employee's request (e.g., to attend a conference) is not eligible for personal leave.

Requests for personal leave must be submitted to the immediate supervisor and Division Director, Clerk of the Court, Chief Staff Attorney, or Special Master for approval.

Termination of Employment

Personal leave accrued by an employee is forfeited upon termination of employment, and may not be used to extend an employee's termination date beyond the last day worked.

JURY/WITNESS LEAVE

Definition

Jury/WITNESS leave is granted when an employee appears for or serves on jury duty, OR COMPLIES WITH A SUBPOENA TO APPEAR AS A WITNESS. EMPLOYEES ARE NOT ELIGIBLE FOR JURY/WITNESS PAY IF THE SUBPOENA CONCERNS THEIR PERSONAL MATTERS.

Policy

Employees summoned to jury duty shall be paid their regular salary, provided they submit their jury fee amounts to the Finance Office. (Mileage and per diem amounts may be kept by the employee.) If employees elect to use annual leave during the period they are on jury duty, they may keep their jury fees.

Employees must notify their supervisors of the days they will be serving jury duty OR APPEARING AS A WITNESS as soon as they are informed.

Employees shall be given the time needed to fulfill their civic obligation. Employees on the night shift summoned to jury duty will be excused from working their shift each day of jury duty. Employees not impaneled are expected to return to work when dismissed from jury duty unless the employee cannot return to work at least two hours before the end of the work shift.

BEREAVEMENT LEAVE

Definition

Bereavement leave is paid leave granted to an employee to attend ~~the funeral~~ SERVICES AND HANDLE MATTERS RELATED TO THE DEATH of a spouse, child, parent, grandparent, grandchild, brother, sister, mother-in-law, father-in-law, DAUGHTER-IN-LAW, SON-IN-LAW, BROTHER-IN-LAW OR SISTER-IN-LAW.

Policy

An employee may be absent with pay for up to three consecutive working days based on normally scheduled hours. Upon request, bereavement leave ~~shall~~ MAY be extended for two more working days if the employee travels out-of-state ~~for the funeral~~. Requests for bereavement leave must be made as soon as possible and be approved by the immediate supervisor and Division Director, ADMINISTRATIVE DIRECTOR IF APPLICABLE, Clerk of the Court, Chief Staff Attorney, or Special Master.

LEAVE WITHOUT PAY

Definition

Leave without pay is unpaid leave taken when ~~sick leave, annual leave, personal leave, compensatory leave, or family medical~~ ALL OTHER leaves ARE is exhausted. ~~Exceptions must be approved by the administrative director, clerk of the court, chief staff attorney, or special master.~~

Policy

Approval of leave without pay requests will take into consideration the reasons for the request, workload demands, and the availability of adequate personnel resources to provide job coverage during the requested leave period.

A. Use of Leave Without Pay

Employees must submit requests to take leave without pay to their supervisors in the same manner as outlined for annual leave requests. Supervisors, in turn, ~~shall~~ forward requests to the Division Director, Deputy Director, Administrative Director, Clerk of the Court, Chief Staff Attorney, or Special Master, as appropriate, with a recommendation to approve or deny the requests.

ANY LEAVE COVERED BY THE FAMILY MEDICAL LEAVE ACT IS NOT

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ADDRESSED IN THIS SECTION. All requests for leave without pay in excess of eighty consecutive hours shall be documented by stating the beginning date of the leave without pay, the reasons for the request, the anticipated date of the return to work, and contain the signature or signatures of the appropriate level or levels of authority approving the request.

B. Period of Absence

NON-FAMILY MEDICAL LEAVE:

Any period of leave without pay, ~~except for~~ NOT COVERED BY family MEDICAL leave, in excess of 240 hours shall not COUNT as credited service in determining years of service. Sick leave and annual leave accrues while on leave without pay not in excess of 240 hours.

FAMILY MEDICAL LEAVE:

Employees on leave without pay for family MEDICAL leave shall be credited for service for not more than 12 weeks. Sick leave and annual leave accrues while on family MEDICAL leave without pay.

C. Health Benefit Plan Participation.

1. An employee who is on leave without pay in excess of 12 weeks for family leave, or for any other health related reason that is not an industrial disability for any period, may continue to participate in the Health Benefit Plan by paying both the state and employee contribution. This authority to continue participation in the Health Benefit Plan ~~shall~~ terminates when the employee is determined to be eligible for Medicare coverage or when 30 months have elapsed since the incapacity began, whichever occurs first.
2. An employee who is on leave without pay for other than a health related reason may continue to participate in the Health Benefit Plan for a maximum of six months by paying both the state and employee contributions.
3. Employees on leave without pay will be notified of the full monthly premium amount and date due. If the premium is not paid ~~for six weeks~~ TIMELY, coverage will be terminated.

D. Life Insurance Plan Participation

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An employee who is on leave without pay for family MEDICAL leave in excess of 12 weeks or for any other reason may continue to participate in the Basic Life and Accidental Death and Dismemberment Insurance Plan by paying the state premium. An employee who elects to continue to participate in the Basic Plan may also continue any supplemental coverage which is in force at the beginning of the leave without pay by continuing to pay the premium.

E. SHORT-TERM Disability Income Insurance Plan Participation

An employee who is on leave without pay for a health related reason may continue to participate in the ~~Disability Income Insurance~~ SHORT-TERM DISABILITY Plan by paying the premium.

F. Termination

The insurance coverage of an individual on leave without pay who allows payment of the premiums or contributions to become delinquent ~~shall terminate~~ at 11:59 p.m. on the last day of the period covered by the last premium or contribution paid.

HOLIDAYS

Definition

A holiday is a day of paid leave granted to employees as required by state law.

Policy

Employees ~~shall be~~ ARE paid for official holidays designated by Arizona statute.

Regular, full-time employees will be paid for 8 hours of holiday pay. Regular, part-time employees will be paid a prorated number of hours based on percentage of FTE (Full Time Equivalent).

~~Temporary part-time employees or part-time hourly employees~~
OTHERS will not receive holiday pay.

Employees Required to Work.

Exempt employees ~~(not covered by FLSA)~~ required to work on a holiday ~~shall receive compensatory~~ PERSONAL leave equivalent to

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~~the number of hours actually worked. For example, if an exempt employee works on a holiday, the employee will be credited one hour of "compensatory time" for each hour worked.~~

~~The employee would WETR 8 hours holiday and the number of hours worked for "compensatory time".~~

Non-exempt employees (covered by FLSA) required to work on a holiday shall receive compensation at a rate of one and one-half TIMES the actual hours worked if the employee has already worked 40 hours during the week.

~~If an NON-EXEMPT employee works Saturday through Wednesday and a holiday falls on Monday, WETR TIME RECORDS should reflect 8 hours holiday for Monday and 8 hours "compensatory time." The time will be calculated at straight time.~~

~~If an NON-EXEMPT employee's regular day off is Monday, but Monday is a holiday, the employee should WETR CLAIM 8 hours holiday and 8 hours "compensatory time." The time will be calculated at straight time.~~

ADMINISTRATIVE LEAVE

The Administrative Director, Clerk of the Court, Chief Staff Attorney, or Special Master may authorize or require an employee to be absent with or without pay on administrative leave during a state of emergency declared by the Governor or the Chief Justice, or in other emergency situations such as extreme weather conditions, fire, flood, POLLUTION ADVISORIES or malfunction of necessary machinery or equipment.

The Administrative Director, Clerk of the Court, Chief Staff Attorney, or Special Master may grant administrative leave with pay to relieve an employee of duties temporarily during the investigation of alleged wrong doing by the employee, OR FOR ANY OTHER LEGITIMATE REASON.

EXEMPT EMPLOYEES WILL NOT BE PLACED ON UNPAID LEAVE FOR LESS THAN ONE FULL WEEK FOR DISCIPLINARY, BUDGET, OR ANY OTHER REASON.

MILITARY LEAVE

An employee may request absence with pay on military leave pursuant to A.R.S. § 26-168, 26-171, or 38-610. The employee shall submit a copy of the orders for duty to the employee's

immediate supervisor with the request for military leave, and it shall be granted as required by statute.

MILITARY LEAVE TAKEN IS COUNTED AS CREDITED SERVICE FOR PURPOSES OF ANNUAL LEAVE ACCRUAL. ACTIVE MILITARY SERVICE OF AN EMPLOYEE WHO IS RESTORED TO EMPLOYMENT WITH THE SUPREME COURT IS NOT A BREAK IN SERVICE AND IS COUNTED AS CREDITED SERVICE. EMPLOYEES ARE ENTITLED TO MILITARY LEAVE OF 30 WORKING DAYS EVERY TWO YEARS. AN EMPLOYEE WITH ORDERS FOR MORE TIME MAY USE ACCRUED ANNUAL LEAVE, COMPENSATORY LEAVE, PERSONAL LEAVE OR LEAVE WITHOUT PAY.

INDUSTRIAL DISABILITY

Definition

Industrial disability is defined as an injury received during the course of employment as defined by the workers' compensation laws of the State of Arizona.

A. Use of Leave

1. An employee who sustains an industrial disability shall be placed on sick leave.
2. If sick leave is not available, the employee may, upon request, use compensatory leave or personal leave until such leave is exhausted, then annual leave.
3. After all sick leave is exhausted, if an employee does not request compensatory leave, personal leave, or annual leave, or has exhausted compensatory leave, personal leave, and annual leave, the employee may be placed on leave without pay.

B. Payments

1. An employee shall use leave in an amount necessary to receive total payments (leave payments plus workers' compensation payments) not to exceed the gross salary of the employee.
2. If the employee receives a retroactive workers' compensation payment for the applicable time off, the employee shall reimburse the Supreme Court for the applicable time and the equivalent value of leave shall be restored to the employee's appropriate leave account.

C. Return to Work

In the event of a disability that would impair performance on the job, efforts shall be made to accommodate the disability or to place the employee in a suitable VACANT position, as reasonably determined by the Division Director, Clerk of the Court, Chief Staff Attorney, or Special Master, and the Human Resources officer.

D. Restriction

Sick leave with pay or leave without pay shall not be granted to an employee who fails to accept compensation available pursuant to the industrial injury and disease provisions of A.R.S. § 23-901 to 23-1091.

E. Benefit Plan Participation

1. An employee who is on leave without pay due to an industrial disability may continue to participate in the Benefit Plan for a maximum of six months by paying the employee contribution.
2. At the end of this six month period, an employee who remains on leave without pay due to an industrial disability may continue to participate in the Benefit Plan by paying both the state and employee contributions, until the employee returns to work or is determined to be eligible for Medicare coverage or Long-Term Disability, whichever occurs first.

F. Life Insurance Plan Participation

An employee who is on leave without pay due to an industrial disability may continue to participate in the Basic Life and Accidental Death and Dismemberment Insurance Plan by paying the state premium. An employee who elects to continue to participate in the Basic Plan may also continue any supplemental coverage which is in force at the beginning of the leave without pay by continuing to pay the premium.

G. SHORT-TERM Disability Income Insurance Plan Participation

An employee who is on leave without pay due to an industrial disability may continue to participate in the SHORT-TERM

Disability ~~Income Insurance~~ Plan by paying the premium.

H. Termination

The insurance coverage of an individual on leave without pay due to an industrial disability who allows payment of the premiums or contributions to become delinquent shall terminate at 11:59 p.m. on the last day of the period covered by the last premium or contribution paid.

I. Accrual of Leave

An employee shall continue to accrue full leave credits as long as the employee is using two or more hours of paid leave each day.

~~(Pursuant to 38 651 et seq. legislation)~~

UNAUTHORIZED ABSENCE

ANY UNAUTHORIZED ABSENCE WITH OR WITHOUT PAY MAY BE GROUNDS FOR DISCIPLINARY ACTION, AND MAY BE CONSIDERED JOB ABANDONMENT AND A RESIGNATION, AT THE DISCRETION OF THE DEPUTY DIRECTOR, CLERK OF THE COURT, STAFF ATTORNEY OR SPECIAL MASTER.

~~Conflict with Federal Requirements - If sections of this policy conflict or are inconsistent with federal or state law, the law shall apply.~~

~~Administrative Office of the Courts~~ ARIZONA SUPREME COURT
Policies and Procedures Manual
Section: 6.11
Date: 11/01/96
APPLIES TO: ADMINISTRATIVE OFFICE OF THE COURTS

PERFORMANCE APPRAISAL AND EVALUATION POLICY

Purpose

~~To formally communicate and document how well the employee has been performing the job during a period of time. It provides a basis for performance based increases when funds are available, career planning, and correcting unsatisfactory performance.~~

Definition

The performance appraisal is a systematic evaluation of an employee's performance TO FORMALLY COMMUNICATE AND DOCUMENT HOW WELL THE EMPLOYEE HAS BEEN PERFORMING during a period of time. IT MAY ALSO BE USED FOR PURPOSES SUCH AS: CAREER PLANNING, CORRECTING UNSATISFACTORY PERFORMANCE, OUTLINING JOB EXPECTATIONS, IDENTIFYING SKILLS TO BE DEVELOPED, AND PERFORMANCE BASED INCREASES WHEN FUNDS ARE AVAILABLE.

Policy

All new hires and any employee, whose position changes due to a promotion, transfer, or lateral move within the AOC, ~~will~~ SHOULD receive a performance appraisal after six months in the position.

All employees ~~will~~ SHOULD receive an annual performance appraisal on/or about their respective anniversary date. The immediate supervisor is responsible for insuring the performance appraisal is completed in a timely manner.

IF, AFTER DISCUSSING A PERFORMANCE APPRAISAL, AN EMPLOYEE DISAGREES WITH IT, THE EMPLOYEE MAY SUBMIT COMMENTS TO BE INCLUDED IN HIS OR HER PERSONNEL FILE.

~~Administrative Office of the Courts~~
~~Policies and Procedures Manual~~
~~Section: 6.12~~
~~Date: 5/10/93~~

~~EMPLOYMENT/VERIFICATION POLICY~~
~~(On Previous Supreme Court Employees)~~

Purpose

~~To ensure consistent and accurate information is disclosed.~~

Policy

~~Verification of employment should be directed to the Human Resources Department.~~

~~Personnel files are considered confidential and the property of the Arizona Supreme Court. Unless authorized by the employee, the only information that may be disclosed will be:~~

- ~~1. Employee name~~
- ~~2. Employment dates~~
- ~~3. Current and previous classifications and job titles~~
- ~~4. Salary verification~~
- ~~5. Rehire eligibility~~

~~Employee performance reference information may be given by the former supervisor.~~

~~Requests for verification of employment by financial institutions will be handled through the Human Resources Department if authorized by the employee.~~

~~Because personnel files are the property of the Arizona Supreme Court the permanent files will remain with the Arizona Supreme Court should an employee terminate employment.~~

ARIZONA SUPREME COURT
POLICIES AND PROCEDURES MANUAL
SECTION: 6.12
DATE: 11/01/96

APPLIES TO: ADMINISTRATIVE OFFICE OF THE COURTS

EMPLOYEE TERMINATION POLICY

EMPLOYMENT AT WILL:

EMPLOYEES OF THE ADMINISTRATIVE OFFICE OF THE COURT (AOC) SERVE AT THE PLEASURE OF THE SUPREME COURT AND MAY BE TERMINATED AT ANY TIME FOR GOOD REASON OR FOR NO REASON. LIKEWISE, EMPLOYEES MAY RESIGN FROM EMPLOYMENT AT ANY TIME. ON BEHALF OF THE COURT, THE CHIEF JUSTICE DELEGATES TO THE ADMINISTRATIVE DIRECTOR AND THE SUPERVISORY STAFF THE AUTHORITY TO TERMINATE AOC EMPLOYEES, AS PROVIDED IN THIS POLICY, WHEN IN THEIR JUDGMENT TERMINATION IS IN THE BEST INTEREST OF THE AOC AND THE COURT. NEITHER THIS POLICY NOR ANY OTHER STATEMENT MAY BE INTERPRETED OR CONSTRUED IN SUCH WAY AS TO CREATE A CONTRACT OR AN EXPECTATION OF PERMANENT EMPLOYMENT OR EMPLOYMENT FOR A SPECIFIED TERM. THE ADMINISTRATIVE DIRECTOR AND THE SUPERVISORY STAFF WILL FULLY AND CAREFULLY CONSIDER EVERY DECISION TO TERMINATE AN EMPLOYEE BEFORE TAKING ACTION.

APPLICABILITY:

THIS POLICY APPLIES TO ALL AOC EMPLOYEES EXCEPT DIRECTORS AND OFFICERS.

PROCESS (APPLICABLE EMPLOYEES):

BEFORE AN EMPLOYEE IS TERMINATED, THE HUMAN RESOURCES OFFICER OR DESIGNEE, THE EMPLOYEE'S SUPERVISOR, AND THE DIVISION DIRECTOR WILL MEET TO DISCUSS THE TERMINATION AND THE REASONS THEREFOR, IF ANY. IF THE DIVISION DIRECTOR BELIEVES TERMINATION IS APPROPRIATE, THE EMPLOYEE'S SUPERVISOR AND THE HUMAN RESOURCES OFFICER WILL MEET WITH THE EMPLOYEE TO ADVISE THAT TERMINATION WILL BE RECOMMENDED TO THE DEPUTY DIRECTOR, AND TO EXPLAIN THE RECOMMENDATION IN WRITING. THE EMPLOYEE WILL HAVE UNTIL 5:00 P.M. THE NEXT WORK DAY TO RESPOND, VERBALLY OR IN WRITING. THE DEPUTY DIRECTOR IS AUTHORIZED, IN HIS/HER SOLE DISCRETION, TO PLACE THE EMPLOYEE ON ADMINISTRATIVE LEAVE WITH PAY PENDING A FINAL DECISION.

EMPLOYEE TERMINATION - PAGE 2

SECTION: 6.12

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THE DIVISION DIRECTOR AND HUMAN RESOURCES OFFICER WILL CONSIDER THE EMPLOYEE'S RESPONSE. IF, AFTER CONSIDERING THE RESPONSE, THE DIVISION DIRECTOR CONTINUES TO RECOMMEND TERMINATION, THE DIVISION DIRECTOR WILL FORWARD A WRITTEN EXPLANATION AND ANY SUPPORTING DOCUMENTATION TO THE DEPUTY DIRECTOR. THE DEPUTY DIRECTOR MAY CONSULT WITH DIVISION MANAGEMENT, HUMAN RESOURCES, AND LEGAL SERVICES BEFORE MAKING A DECISION.

IF THE DEPUTY DIRECTOR APPROVES THE RECOMMENDATION TO TERMINATE THE EMPLOYEE, THE EMPLOYEE'S SUPERVISOR WILL GIVE THE EMPLOYEE WRITTEN NOTICE OF THE ACTION. UNLESS OTHERWISE APPROVED BY THE DEPUTY DIRECTOR, THE NOTICE WILL BE GIVEN IN PERSON. HUMAN RESOURCES WILL BE PRESENT WHEN THE EMPLOYEE IS GIVEN THE NOTICE OF TERMINATION. THE NOTICE WILL ADVISE THE EMPLOYEE THAT HE OR SHE MAY SUBMIT A WRITTEN REQUEST TO THE ADMINISTRATIVE DIRECTOR FOR REVIEW OF THE DECISION TO TERMINATE.

~~Administrative Office of the Courts~~ ARIZONA SUPREME COURT
Policies and Procedures Manual
Section: 6.13
Date: 11/01/96
APPLIES TO: SUPREME COURT

~~AIDSS~~SERIOUS ILLNESS POLICY

~~The following AIDS policy has been adopted by the Arizona Supreme Court for its employees and is hereby incorporated into the Policy and Procedures Manual of the Administrative Office of the Courts.~~

Purpose: To prescribe the ~~State Judicial Branch~~ ARIZONA SUPREME COURT Policy with regard to employees and clients who are afflicted with ~~Acquired Immune Deficiency Syndrome (AIDS), AIDS-related Complex (ARC), Human Immunodeficiency Virus (HIV Infection),~~ SERIOUS or ~~other~~ life-threatening illness and to assure that such employees are treated with compassion and understanding and accorded assistance and support.

~~Objective:~~

~~The most valuable asset of the Judicial Branch is its employees, and Courts and offices should make every effort to use the talents of all employees to the maximum extent. and To that end, individuals with AIDS SERIOUS or other life-threatening diseases should be treated with the same compassion and consideration. given to any employee with a health problem.~~

~~A Continuation of Work:~~

An employee with ~~AIDS or other life-threatening~~ A SERIOUS illnesses should be permitted to continue to work at his/her regular position as long as acceptable performance standards are met. Any Reasonable accommodations which will assist the employee in meeting these standards despite the illness should be implemented by the employee's supervisor. Supervisors should be informed when an employee has ~~AIDS or other life-threatening~~ A SERIOUS illness only on a need-to-know basis and with the explicit consent of the employee. Supervisors should exercise every possible consideration to protect the identity and medical condition of any employee infected with the ~~AIDS virus or any other infectious disease which cannot be transmitted through casual contact.~~ WHO HAS A SERIOUS ILLNESS.

AIDS SERIOUS ILLNESS POLICY - Page 2

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~~B. Working with Employees and Clients with AIDS:~~

~~The preponderance of available medical and scientific information indicates that HIV is NOT casually transmitted in social or most occupational environments in which Judicial Branch employees work. Therefore, PROVIDED THE ILLNESS IS NON-INFECTIOUS IN A NORMAL WORK ENVIRONMENT, employees have no basis upon which to refuse to work WITH or withhold their services for fear of contracting HIV infection FROM AN EMPLOYEE OR CLIENT WITH A SERIOUS ILLNESS. An employee who refuses to provide services to or work with any employee, or who harasses or otherwise discriminates against an employee or client with AIDS A SERIOUS ILLNESS, may be subject to disciplinary action.~~

~~C. Continuation of Benefits:~~

~~Eligible employees with AIDS or other life threatening illnesses shall receive the same employment benefits, such as group health and life insurance and use of leave, as those with other illnesses.~~

~~D. Testing:~~

~~HIV antibody testing will not be used as a method of screening potential employees or for persons already employed. Any employee who desires to determine whether he/she has been infected with HIV may request testing by his or her private physician or by contacting their county health department. Most county health departments offer free HIV counseling and testing services.~~

~~E. Education:~~

~~At present, employees may receive current reliable information regarding communicable diseases (e.g., how they are transmitted, risk of infection, precautionary measures, hazards and seriousness of the disease, etc.) from the Arizona Department of Health Services. The county health departments also serve as a resource for information on communicable diseases and as a referral resource for persons with AIDS, ARC, or HIV infection seeking psycho-social,~~

AIDS SERIOUS ILLNESS POLICY - Page 3

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~~legal, financial, or medical assistance.~~

THE COMPASSION SHOWN TO SERIOUSLY ILL EMPLOYEES WILL BE BALANCED BY THE NEED FOR A SAFE WORK ENVIRONMENT. IF AN EMPLOYEE IS DIAGNOSED WITH AN ILLNESS THAT COULD BE CONTAGIOUS IN A NORMAL WORK ENVIRONMENT, THAT EMPLOYEE SHOULD WORK WITH HIS/HER SUPERVISOR AND HUMAN RESOURCES TO ENSURE THAT THE EMPLOYEE'S CONDITION DOES NOT POSE A HEALTH OR SAFETY THREAT TO OTHER EMPLOYEES OR THE PUBLIC.

IT IS THE SUPERVISOR'S RESPONSIBILITY TO KEEP AN EMPLOYEE'S MEDICAL ISSUES CONFIDENTIAL TO THE EXTENT POSSIBLE. ANYONE INAPPROPRIATELY DISCLOSING SUCH INFORMATION IS SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION.

WHEN REQUESTED, HUMAN RESOURCES WILL WORK WITH THE EMPLOYEE ASSISTANCE PROGRAM (EAP) TO PRESENT EDUCATION, INFORMATION AND REFERRALS ON SPECIFIC SERIOUS ILLNESSES. THE SUPREME COURT RESERVES THE RIGHT TO REQUEST MEDICAL DOCUMENTATION CONCERNING THE EMPLOYEE'S CONTINUING PRESENCE AT WORK.

~~CONFLICT OF INTEREST~~ Page 1

~~Section: 6.14~~

~~Date: 5/10/93~~

~~Administrative Office of the Courts ARIZONA SUPREME COURT
Policies and Procedures Manual~~

~~Section: 6.14~~

~~Date: 5/10/93~~

~~CONFLICT OF INTEREST~~

~~Purpose~~

~~The purpose of this procedure is to enable the Administrative Office of the Courts and its employees to identify, disclose, avoid, and manage conflicts of interest as required by law.~~

~~Potential conflict of interest exists when an employee or an employee's relative may be directly or indirectly financially impacted, whether in a positive or negative fashion, by an AOC decision.~~

~~Relatives are defined as employee's spouse, spouse's parents, brother, sister, and child; employee's child and grandchild; employee's parent and grandparent; employee's brother and sister and their spouses.~~

~~Procedure~~

- ~~A. Any employee who becomes aware of a potential conflict of interest shall immediately advise his or her supervisor. If the potential conflict of interest involves the reporting employee, the employee and supervisor shall discuss the matter and agree upon the appropriate course of action according to this policy. If the potential conflict of interest involves another employee, the reporting employee's supervisor shall advise the other employee's supervisor, and this supervisor and employee shall discuss the potential conflict of interest and agree upon the appropriate course of action according to this policy.~~
- ~~B. Any question as to whether a potential conflict of interest exists shall be resolved by addressing a written inquiry to AOC Legal Services describing the AOC decision making process which may impact the employee's financial interest and the employee's duties at the AOC.~~
- ~~C. An employee determined to have a potential conflict of interest shall be disqualified from any consideration of the matter. The employee shall refrain from communicating about the matter with anyone involved in the decision making~~

~~CONFLICT OF INTEREST~~ — Page 2

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~~process in order to avoid the appearance of impropriety.~~

- ~~D. All potential conflicts of interest shall be disclosed by written memorandum from the employee to the employee's supervisor explaining in detail the potential conflict of interest and confirming the employee will avoid any involvement in the decision with which the employee has a conflict of interest. The original memorandum shall be forwarded to the AOC conflict of interest file maintained by AOC Legal Services with copies retained by supervisors at each level of the employee's chain of supervision.~~
- ~~E. Any employee who knowingly fails to disclose and handle a conflict of interest as set forth in this policy shall be subject to disciplinary action.~~

COMMERCIAL ENDORSEMENTS

~~No Administrative Office employee in their official capacity as an employee of the Arizona Supreme Court shall publicly endorse the product or service of any commercial vendor. Employees shall not knowingly permit any commercial vendor to use the employee's name or photograph, as associated with the Arizona Supreme Court, in any manner which gives the appearance of an endorsement or the promotion of such vendor's product or service. This policy does not preclude supportive comments or recommendations on operational programs.~~

~~Administrative Office of the Courts ARIZONA SUPREME COURT~~
~~Policies and Procedures Manual~~
~~Section: 6.15~~
~~Date: 5/10/93~~
~~APPLIES TO: ARIZONA JUDICIARY~~

~~CODE OF CONDUCT~~
~~ADMINISTRATIVE OFFICE OF THE COURTS~~

~~INTRODUCTION~~

~~A judiciary which upholds high standards of integrity, impartiality and independence is indispensable to justice in our society. As Court employees we must manage our personal and business affairs so as to avoid situations that might lead to conflict, or the appearance of conflict, between self interest and our duty to the courts, to persons served by the courts and to the general public.~~

~~The following Code of Conduct has been adopted to provide basic guidance for all Administrative Office of the Courts (AOC) employees concerning matters affecting their work.~~

~~Common sense and good judgment will dictate the proper course of action in most situations. However, remember that if there is a question in **your** mind of even a slight conflict with our Code of Conduct, **others** will tend to exaggerate it. The best policy is to resolve such questions by addressing them at the outset so they will not become embarrassing problems later. Such matters can easily be addressed by discussing them with your supervisor. Handling these matters in this manner should avoid any occasion for disciplinary action. However, any violation of this Code of Conduct may result in disciplinary action. Depending upon the severity of the violation, such disciplinary action could include any one or a combination of the following: verbal counseling, written reprimand, probation, suspension, or discharge.~~

~~PERFORMANCE OF DUTIES~~

- ~~A. Employees should perform official duties diligently during working hours.~~
- ~~B. Employees should always perform their duties with courtesy and respect for the public and for co workers and without bias or prejudice, manifest by words or conduct, based upon~~

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~~age, race, religion, national origin, gender, sexual orientation, handicap, or political affiliation.~~

~~C. Employees should seek to maintain and improve their personal and professional growth and development and that of their co-workers through cooperation and participation in educational programs relevant to their duties and through any licensing or certification required for their position.~~

~~D. Employees should perform their duties impartially in a manner consistent with law and the public interest unswayed by kinship, position, partisan interests, public clamor or fear of criticism or reprisal.~~

ABUSE OF POSITION

~~A. No employee should use or attempt to use his or her official position to secure unwarranted privileges or exemptions.~~

~~B. No employee or a member of the employee's immediate family should accept, solicit, or agree to accept any gift, favor or anything of value with the understanding that the official actions, decisions or judgment of any employee will be influenced.~~

~~C. No employee should request or accept any fee or compensation, beyond that received by the employee in his or her official capacity, for advice or assistance given in the course of his or her public employment.~~

~~D. Each employee should use the public resources, property and funds under the employee's control responsibly and for the public purpose intended by law and not for any private purpose.~~

CONFLICT OF INTEREST

~~Every employee has a legal obligation under A.R.S. 38-501 et.~~

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~~seq. to diligently identify, disclose, avoid and/or manage conflicts of interest. Potential conflict of interest exists when an employee or an employee's immediate family may be directly or indirectly financially impacted, whether favorably or detrimentally, by an AOC decision in which the employee participates. Even if no abuse of position actually occurs, a conflict of interest can seriously undermine the public's confidence and trust in the court system.~~

- ~~A. Employees and their immediate family members should not enter into any contract with any component of the court system for financial gain apart from an employment contract without full disclosure and satisfactory management of any potential conflict of interest in accordance with AOC policy 6.14 22 to avoid an actual conflict of interest.~~
- ~~B. Employees should not be involved in the decision to hire or in the supervision of any member of their immediate family.~~
- ~~C. Employees should not participate in decisions regarding conduct of Court business with any private party by whom the employee or an immediate family member is employed or is actively seeking employment.~~
- ~~D. Employees should not accept gifts, loans, gratuities, discounts, favors, hospitality, services or other compensation under circumstances from which it could reasonably be inferred that a major purpose of the donor is to influence the employee in the performance of duties. This provision does not prohibit:~~
 - ~~1. Acceptance by an employee of food and refreshments of insignificant value on infrequent occasions in the ordinary course of a meeting, conference or other occasion where the employee is properly in attendance.~~
 - ~~2. Solicitation or acceptance by an employee of loans from banks or other financial institutions on customary terms to finance proper and usual activities of the~~

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~~employee.~~

- ~~3. Acceptance of unsolicited advertising or promotional material such as mugs, pens, pencils, calendars, and other items of nominal intrinsic value.~~

EXAMPLE

~~In January, John, as program manager, approves an RFP for the purchase of services and equipment with proposals due in April. In February, ABC Corporation employs John. John may not submit a proposal on behalf of ABC. ABC's proposal may not offer John's services or be based upon confidential information obtained from John.~~

OUTSIDE EMPLOYMENT

~~While the AOC does not oppose employees engaging in outside employment, each full time employee's AOC position should be considered the employee's primary employment. The outside employment of part time employees can also reflect on the judiciary. Therefore, the AOC will oppose outside employment when it interferes with any employee's AOC duties, involves a potential conflict of interest or compromises the integrity or credibility of the judiciary in the community. Consequently, in addition to conflict of interest situations addressed above employees should avoid:~~

- ~~A. Outside employment with an entity that conducts business with the court system, regularly appears in court or requires the employee to have frequent contact with attorneys who regularly use the court system without full disclosure and satisfactory management of any potential conflict of interest in accordance with AOC policy 6.14 22 to avoid an actual conflict of interest.~~
- ~~B. Outside employment which cannot be accomplished outside of the employee's normal working hours or is otherwise incompatible with the performance of the employee's duties by placing the employee in a position of conflict between~~

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~~the employee's role at the AOC and the employee's role in the outside employment.~~

~~C. Outside employment involving the practice of law before the courts of the State of Arizona.~~

~~D. Performance of work for any governmental entity within the State of Arizona without the written consent of both employers.~~

~~E. Outside employment which exploits official position or confidential information acquired in the performance of official duties for personal gain.~~

~~F. Outside employment which the public may view as work on behalf of the AOC.~~

~~Due to the importance of the public's perception of the judicial system, the Administrative Office of the Courts requires that all employees who engage in outside employment disclose such work on an Outside Employment/Volunteer Acknowledgement form. Outside employment is subject to review for conformance to this Code of Conduct. Employees engaged in outside employment determined not to be in conformance may be required to cease such employment.~~

~~VOLUNTEER ACTIVITIES~~

~~Employees are encouraged to engage in volunteer activities, especially activities to improve the legal system. However, employees should evaluate their volunteer activities in the same manner as outside employment to identify any potential conflict with the employee's AOC position and discuss these potential conflicts with their supervisor on an individual basis and complete the Outside Employment/Volunteer Acknowledgement form. Employees should declare volunteer activities only if the employee believes there is some reason for concern consistent with the spirit of this Code of Conduct.~~

~~All reported outside employment and/or volunteer activities will be reviewed for appropriateness under the guidelines as outlined in this policy by the employees, Division Director, and Human~~

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~~Resources Officer.~~

~~Should an employee disagree with the decision of the Division Director and Human Resources Officer, he/she may request an additional review by the Administrative Director, or in his/her absence, the Deputy Director. The Administrative/Deputy Director decision is final.~~

CONFIDENTIALITY

~~As public employees, AOC employees should carry out their duties in a manner which would withstand public scrutiny. Nevertheless, some employees handle confidential court related or employee-related documents while others handle sensitive matters concerning the operation of the judicial branch. Consequently, employees should maintain the confidentiality of matters they handle assuring information about these activities is made public only upon appropriate authorization.~~

POLITICAL ACTIVITY

~~The judiciary seeks to maintain neutrality concerning political matters to the extent humanly possible. While AOC employees have the right to entertain and express personal opinions about political candidates and issues, when performing their duties on behalf of the judicial branch (during working hours), AOC employees should endeavor to maintain neutrality in action and appearance except where an employee's position entails political advocacy on the part of the judiciary.~~

- ~~A. Each employee retains the right to vote as the employee chooses and is free to participate actively in political campaigns during non working hours. Such activity includes, but is not limited to, membership and holding office in a political party, campaigning for a candidate in a partisan election by making speeches and making contributions of time or money to individual candidates, political parties or other groups engaged in political activity. An employee who chooses to participate in political activity during off duty hours should not use his or her position or title within the court system in connection with such political activities.~~

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~~B. Employees should not be a candidate for or hold partisan elective office. An employee who declares an intention to run for partisan elective office must take an unpaid leave of absence upon the filing of nomination papers unless more than 50% of the employee's salary is paid by federal funds in which case the employee must resign. If elected, he or she must resign. An employee may be a candidate for non-partisan elective office or may be appointed to a non-partisan office without separating from employment, provided that the employee otherwise complies with this code.~~

~~C. Employees should not engage in any political activity during scheduled work hours, or when using government vehicles or equipment, or on Court property except in the performance of their duties on behalf of the judiciary. Political activity includes, but is not limited to:~~

- ~~1. Displaying literature, badges, stickers, signs or other items of political advertising on behalf of any party, committee, agency, candidate for political office or political issues sought to be placed on the ballot;~~
- ~~2. Using official authority or position, directly or indirectly, to influence or attempt to influence any other employee in the court system to become a member of any political organization or to take part in any political activity;~~
- ~~3. Soliciting signatures for political candidacy or for the purpose of placing an issue on the ballot;~~
- ~~4. Soliciting or receiving funds for political purposes.~~

~~D. Employees should not discriminate in favor of or against any employee or applicant for employment on account of political contributions or permitted political activities.~~

~~Situations may arise which have not been directly addressed in the Code of Conduct; however, the final resolution rests with the Administrative Director and Deputy Director.~~

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~~ARIZONA SUPREME COURT~~

~~ADMINISTRATIVE OFFICE OF THE COURTS~~

~~OUTSIDE EMPLOYMENT/VOLUNTEER ACKNOWLEDGEMENT~~

~~Employee Name~~

~~_____~~

~~Position~~

~~Division/Office~~

~~In accordance with the AOC Code of Conduct, I hereby disclose the following outside employment and/or volunteer activity.~~

~~Employer or Organization Name~~

~~Address~~

~~_____~~

~~PHONE~~

~~Position/Title (if any)~~

~~_____~~

~~Brief Description of Work or Volunteer Service Performed~~

~~_____~~

~~_____~~

~~Hours of Work: From _____ To _____ No. of Days Per Week:~~

~~_____~~

~~Volunteer Hours: From _____ To _____ No. of Days Per Week:~~

~~_____~~

~~WHICH DAYS~~

~~Employee Signature~~

~~_____~~ Date

~~_____~~

~~Reviewed By:~~

Date: 5/10/93

Comments: _____

Division Director
Date

Human Resources Officer _____ Date _____

~~Original: Employee Personnel File~~
~~Copies: Outside Employment File Human Resources Department~~

~~APPEALS PROCESS - OUTSIDE EMPLOYMENT/VOLUNTEER ACTIVITY~~

~~The Administrative Office of the Courts does not oppose its employees performing employment or volunteering personal time during non working hours. However, the employee's primary responsibility is to his/her employment with the AOC.~~

~~If you elect to engage in outside employment or a volunteer activity, you must inform your immediate supervisor and comply with the Code of Conduct. In accordance with the Code of Conduct, you must complete an Outside Employment/Volunteer Acknowledgement form and submit it to your supervisor for approval or disapproval.~~

~~The original copy of the Outside Employment/Volunteer Acknowledgement form, approved by the supervisor will be forwarded to the Human Resources Department and placed in the employee's personnel file. A copy is to be retained by the immediate supervisor.~~

~~If your request is denied by your immediate supervisor, you may appeal the decision through the following process:~~

~~A. Step 1~~

~~Inform your supervisor, in writing, that you want to appeal his/her decision.~~

~~B. Step 2~~

~~Inform the respective Division Director, in writing, with a copy to your supervisor that you want to make an appointment with him/her to discuss your request for Outside Employment/Volunteer Activity.~~

~~C. Step 3~~

~~The Division Director in conjunction with the Human Resources Officer will review the employee's appeal and render a decision in writing.~~

~~D. Step 4~~

~~In the event the Division Director and Human Resources Officer cannot mutually agree on the appeal, the final approval/disapproval will be directed, in writing, to the Administrative Director and Deputy Director. If the Division Director and Human Resources Officer agree on the appeal, the employee can also appeal to the Administrative Director and Deputy Director.~~

COMPLIMENTARY TICKETS

Purpose

~~To provide guidance to employees of the Supreme Court who on occasion may be offered complimentary tickets to social or athletic events. The following policies govern acceptance of complimentary tickets.~~

Policy

A. Fund Raisers

~~Employees may accept complimentary tickets which are provided to attend fund raising activities for "not for profit" causes. This includes tickets for events such as balls, social fund raising nights, or similar activities.~~

B. For Profit Events

~~Complimentary tickets to athletic or commercial entertainment activities from profit making vendors doing business with the Court may not be accepted unless: 1) the employee pays the vendor the cost of the ticket, or 2) the employee donates the face value cost of the tickets to a charity. Any such payment or donation shall be documented by a receipt or letter which is retained by the Supreme Court employee.~~

ARIZONA SUPREME COURT
POLICIES AND PROCEDURES MANUAL
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DATE: 07/03/96
APPLIES TO: ARIZONA JUDICIARY

PREAMBLE

A FAIR AND INDEPENDENT COURT SYSTEM IS ESSENTIAL TO THE ADMINISTRATION OF JUSTICE. PROPER CONDUCT BY JUDICIAL EMPLOYEES INSPIRES PUBLIC CONFIDENCE AND TRUST IN THE COURTS. THERE ARE CERTAIN PRINCIPLES THAT SHOULD GOVERN THE CONDUCT OF ALL JUDICIAL EMPLOYEES.

THIS CODE OF CONDUCT PROVIDES UNIFORM STANDARDS FOR THE CONDUCT OF ALL JUDICIAL DEPARTMENT OFFICERS AND EMPLOYEES OTHER THAN JUDGES. IT IS INTENDED TO COMPLEMENT THE CODE OF JUDICIAL CONDUCT, WHICH GOVERNS THE CONDUCT OF JUDGES, AND SHOULD BE INTERPRETED IN A MANNER CONSISTENT WITH THAT CODE.

THE MINIMUM STANDARDS CONTAINED IN THIS CODE DO NOT PRECLUDE THE ADOPTION OF MORE RIGOROUS STANDARDS BY LAW, COURT ORDER OR LOCAL RULE.

VIOLATIONS OF THIS CODE SHALL BE ENFORCED LOCALLY IN THE SAME MANNER AS VIOLATIONS OF LOCAL PERSONNEL RULES THAT APPLY TO JUDICIAL EMPLOYEES.

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DEFINITIONS

THE FOLLOWING TERMS HAVE SPECIFIC MEANINGS WITHIN THE CONTEXT OF THIS CODE.

"CANON" IS A FUNDAMENTAL PRINCIPLE GOVERNING THE CONDUCT OF JUDICIAL EMPLOYEES. THE BROAD STATEMENT OF PRINCIPLE APPEARING BEFORE EACH MAJOR SECTION OF THE CODE IS THE CANON. THERE ARE FIVE CANONS IN THIS CODE.

"COURT MANAGERS" ARE HIGH-LEVEL ADMINISTRATIVE STAFF WHO WORK IN SUCH CLOSE PROXIMITY TO JUDGES THAT THEIR ACTIONS, DECISIONS OR CONDUCT MIGHT BE VIEWED AS THE OFFICIAL ACTS OR POSITIONS OF THE JUDICIARY. IN THE TRIAL COURTS, COURT MANAGERS INCLUDE COURT ADMINISTRATORS, CHIEF PROBATION OFFICERS, JUVENILE COURT DIRECTORS, CLERKS OF THE COURT AND ANY OTHER SIMILAR STAFF DESIGNATED BY THE PRESIDING JUDGE OF EACH COUNTY. IN THE APPELLATE COURTS, COURT MANAGERS INCLUDE CLERKS OF THE COURT, CHIEF STAFF ATTORNEYS, THE ADMINISTRATIVE DIRECTOR, DEPUTY DIRECTOR, DIVISION DIRECTORS AND OTHER STAFF DESIGNATED BY THE CHIEF JUSTICE OR CHIEF JUDGES.

"JUDGE" MEANS ANY PERSON WHO PERFORMS JUDICIAL FUNCTIONS WITHIN THE JUDICIAL SYSTEM AS DEFINED IN THE CODE OF JUDICIAL CONDUCT.

"JUDICIAL EMPLOYEE" REFERS TO ANY PERSON EMPLOYED IN THE JUDICIAL DEPARTMENT OF THIS STATE, AS DEFINED IN ARTICLE 6 SECTION 1 OF THE STATE CONSTITUTION, WHO DIRECTLY OR INDIRECTLY AFFECTS THE OPERATION OF THE JUDICIARY.

"PERSONAL STAFF" MEANS ASSISTANTS, SECRETARIES, LAW CLERKS, BAILIFFS, COURTROOM CLERKS AND COURT REPORTERS EMPLOYED BY, ASSIGNED REGULARLY TO, OR REPORTING DIRECTLY TO A JUDGE.

"RELATIVE" MEANS A SPOUSE, CHILD, GRANDCHILD, PARENT, GRANDPARENT OR OTHER PERSON WITH WHOM THE JUDICIAL EMPLOYEE MAINTAINS A CLOSE FAMILIAL RELATIONSHIP, INCLUDING ANY PERSON RESIDING IN THE EMPLOYEE'S HOUSEHOLD.

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CANON 1

JUDICIAL EMPLOYEES SHALL UPHOLD THE INTEGRITY
AND INDEPENDENCE OF THE JUDICIARY

A. INDEPENDENCE. JUDICIAL EMPLOYEES SHALL MAINTAIN HIGH STANDARDS OF CONDUCT SO THE INDEPENDENCE OF THE JUDICIARY IS PRESERVED.

B. INTEGRITY. JUDICIAL EMPLOYEES SHALL MAINTAIN AND OBSERVE THE HIGHEST STANDARDS OF INTEGRITY, HONESTY, AND TRUTHFULNESS IN THEIR PROFESSIONAL AND PERSONAL DEALINGS.

COMMENTARY:

THE FUNDAMENTAL ATTITUDES AND WORK HABITS OF INDIVIDUAL JUDICIAL EMPLOYEES REFLECT ON THE INTEGRITY AND INDEPENDENCE OF THE JUDICIARY AND ARE OF VITAL IMPORTANCE IN MAINTAINING THE CONFIDENCE OF THE PUBLIC IN THE JUDICIARY. HONESTY AND TRUTHFULNESS ARE PARAMOUNT.

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CANON 2

JUDICIAL EMPLOYEES SHALL AVOID IMPROPRIETY AND THE
APPEARANCE OF IMPROPRIETY IN ALL THEIR ACTIVITIES

A. COMPLIANCE WITH LAW. JUDICIAL EMPLOYEES SHALL RESPECT AND COMPLY WITH THE LAW AND SHALL ACT AT ALL TIMES IN A MANNER THAT PROMOTES PUBLIC CONFIDENCE IN THE INTEGRITY AND IMPARTIALITY OF THE JUDICIARY.

COMMENTARY:

AS PUBLIC SERVANTS, JUDICIAL EMPLOYEES SHOULD NOT ACT IN ANY WAY THAT WOULD VIOLATE SPECIFIC LAWS OR THE PROVISIONS OF THIS CODE. PUBLIC CONFIDENCE IN THE JUDICIARY IS MAINTAINED BY THE WILLINGNESS OF EACH EMPLOYEE TO LIVE UP TO THIS STANDARD. WHEN FACED WITH CONFLICTING LOYALTIES, JUDICIAL EMPLOYEES SHOULD SEEK FIRST TO MAINTAIN PUBLIC TRUST.

B. GIFTS AND EXTRA COMPENSATION. JUDICIAL EMPLOYEES SHALL NOT SOLICIT NOR ACCEPT GIFTS OR FAVORS FROM ATTORNEYS, LITIGANTS, OR OTHER PERSONS KNOWN TO DO BUSINESS WITH THE COURT AND SHALL NOT REQUEST OR ACCEPT ANY PAYMENT IN ADDITION TO THEIR REGULAR COMPENSATION FOR ASSISTANCE GIVEN AS PART OF THEIR OFFICIAL DUTIES.

COMMENTARY:

EXAMPLES OF IMPROPER CONDUCT INCLUDE SEEKING A FAVOR OR RECEIVING A GIFT, OR THE PROMISE OF ONE, WHETHER IT BE MONEY, SERVICES, TRAVEL, FOOD, ENTERTAINMENT, OR HOSPITALITY, THAT COULD BE VIEWED AS A REWARD FOR PAST OR FUTURE SERVICES. RECEIVING FEES OR COMPENSATION NOT PROVIDED BY LAW IN RETURN FOR PUBLIC SERVICES MAY BE A CLASS 6 FELONY OR A CLASS 1 MISDEMEANOR UNDER A.R.S. §38-505 SUBJECT TO THE PENALTIES IN A.R.S. §38-510. IT IS PERMISSIBLE, HOWEVER, TO ACCEPT FOOD AND REFRESHMENTS OF INSIGNIFICANT VALUE WHEN ATTENDING A CONFERENCE, SEMINAR, BUSINESS LUNCH OR MEETING, AND TO ACCEPT OR EXCHANGE GIFTS AND OTHER SOCIAL HOSPITALITY ON CUSTOMARY OCCASIONS, (E.G., BIRTHDAYS OR WEDDINGS) WITH FRIENDS OUTSIDE THE WORKPLACE. EMPLOYEES MAY ALSO ACCEPT AWARDS PRESENTED IN RECOGNITION OF PUBLIC SERVICE. THE STANDARD TO KEEP IN MIND HERE IS THAT EMPLOYEES SHOULD ALWAYS CONDUCT THEMSELVES IN A MANNER THAT INSPIRES PUBLIC CONFIDENCE IN THEIR ROLE AS JUDICIAL EMPLOYEES.

C. ABUSE OF POSITION. JUDICIAL EMPLOYEES SHALL NOT USE OR

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ATTEMPT TO USE THEIR POSITIONS TO SECURE SPECIAL PRIVILEGES OR EXEMPTIONS FOR THEMSELVES OR ANY OTHER PERSON.

COMMENTARY:

JUDICIAL EMPLOYEES SHOULD NOT, FOR EXAMPLE, SEEK OR PROVIDE SPECIAL CONSIDERATION REGARDING TRAFFIC CITATIONS OR PARKING VIOLATIONS; PROVIDE SPECIAL TREATMENT TO PARTICULAR PARTIES OR MATTERS; DISCUSS THE MERITS OF CASES PENDING BEFORE THE COURT OR BE INAPPROPRIATELY FRIENDLY WITH LITIGANTS, COUNSEL OR OTHER PERSONS WHO DO BUSINESS WITH THE COURT, WHICH COULD GIVE THE APPEARANCE OF PREFERENTIAL TREATMENT. TO GAUGE THE PROPRIETY OF AN ACTION, EMPLOYEES SHOULD CONSIDER HOW OPPOSING PARTIES AND COUNSEL ARE LIKELY TO VIEW THE SITUATION. ACCEPTING, AGREEING TO ACCEPT, GIVING OR REQUESTING A GIFT OR FAVOR WITH AN UNDERSTANDING THAT ANY COURT BUSINESS OR PROCEEDING WOULD BE INFLUENCED MAY BE BRIBERY, A CLASS 4 FELONY UNDER A.R.S. §13-2602(A)(2), §13-2606.

D. EMPLOYMENT OF RELATIVES. JUDICIAL EMPLOYEES SHALL NOT BE APPOINTED BY, OR ASSIGNED TO BE DIRECTLY SUPERVISED BY, A RELATIVE OR BY A SUPERVISOR REPORTING TO A RELATIVE. EMPLOYEES SHALL NOT ATTEMPT TO INFLUENCE THE EMPLOYMENT OR ADVANCEMENT OF A RELATIVE BY A COURT EXCEPT BY LETTERS OF REFERENCE OR IN RESPONSE TO A PERSON VERIFYING REFERENCES.

COMMENTARY:

A COURT MANAGER'S EMPLOYMENT OF RELATIVES MAY BE A CLASS 2 MISDEMEANOR UNDER A.R.S. §38-481.

E. USE OF PUBLIC PROPERTY. JUDICIAL EMPLOYEES SHALL NOT USE PUBLIC FUNDS, PROPERTY OR RESOURCES WASTEFULLY OR FOR ANY PRIVATE PURPOSE NOT AUTHORIZED BY JUDICIAL OR OTHER ADMINISTRATIVE AUTHORITIES.

COMMENTARY:

EMPLOYEES SHOULD NOT, FOR EXAMPLE, KNOWINGLY MAKE FALSE ENTRIES ON TIME CARDS OR PERSONNEL RECORDS; BACKDATE A COURT DOCUMENT; FALSELY CLAIM REIMBURSEMENT FOR MILEAGE OR EXPENSES; MISUSE THE TELEPHONE, FACSIMILE MACHINE, OR COPYING MACHINE; OR TAKE SUPPLIES HOME FOR PRIVATE USE. THIS CONDUCT MAY BE THEFT, A CLASS 1 MISDEMEANOR RANGING TO A CLASS 3 FELONY UNDER A.R.S. §13-1802 OR FRAUD, A CLASS 2 FELONY UNDER A.R.S. §13-2310.

F. FORMER EMPLOYEES. JUDICIAL EMPLOYEES SHALL NOT DO BUSINESS WITH A FORMER JUDICIAL EMPLOYEE:

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- WHO HELD A POSITION INVOLVING SUBSTANTIAL DISCRETION OVER THAT ASPECT OF THE COURT'S ACTIVITIES, AND
- WHO LEFT THE COURT'S EMPLOYMENT DURING THE PRECEDING 12 MONTHS, AND
- WHOSE PARTICIPATION COULD HARM THE INTERESTS OF THE JUDICIARY OR CAUSE A PERCEPTION OF FAVORITISM.

COMMENTARY:

ABUSE OF FORMER EMPLOYMENT MAY BE A CLASS 6 FELONY UNDER A.R.S. §38-504 (A).

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CANON 3

JUDICIAL EMPLOYEES SHALL PERFORM THEIR DUTIES
IMPARTIALLY AND DILIGENTLY

A. PROFESSIONALISM. JUDICIAL EMPLOYEES SHALL BE PATIENT, PROMPT AND COURTEOUS TO LITIGANTS, JURORS, WITNESSES, LAWYERS AND OTHERS WHO COME IN CONTACT WITH THE COURT.

B. IMPARTIALITY. JUDICIAL EMPLOYEES SHALL PERFORM THEIR DUTIES IMPARTIALLY, AND SHALL NOT BE INFLUENCED BY KINSHIP, SOCIAL OR ECONOMIC STATUS, POLITICAL INTERESTS, PUBLIC OPINION OR FEAR OF CRITICISM OR REPRISAL.

COMMENTARY:

EMPLOYEES WHO THINK THEY MAY BE INFLUENCED IN A PARTICULAR MATTER SHOULD DISCUSS THE SITUATION WITH A SUPERVISOR, ADMINISTRATOR OR JUDGE.

C. PREJUDICE. JUDICIAL EMPLOYEES SHALL PERFORM THEIR DUTIES WITHOUT BIAS OR PREJUDICE, AND SHALL NOT MANIFEST BY WORDS OR CONDUCT BIAS OR PREJUDICE BASED UPON RACE, SEX, RELIGION, NATIONAL ORIGIN, DISABILITY, AGE, SEXUAL ORIENTATION OR SOCIOECONOMIC STATUS.

D. INFORMATION AND RECORDS. JUDICIAL EMPLOYEES, WHEN AUTHORIZED, SHALL FURNISH ACCURATE, TIMELY INFORMATION AND SHALL PROVIDE ACCESS TO PUBLIC COURT PROCEEDINGS AND RECORDS ACCORDING TO ESTABLISHED PROCEDURES. A JUDICIAL EMPLOYEE SHALL NOT DISCLOSE ANY CONFIDENTIAL INFORMATION RECEIVED IN THE COURSE OF OFFICIAL DUTIES, EXCEPT AS REQUIRED IN THE PERFORMANCE OF SUCH DUTIES, NOR USE SUCH INFORMATION FOR PERSONAL GAIN OR ADVANTAGE.

COMMENTARY:

SOME INFORMATION RECEIVED BY JUDICIAL EMPLOYEES WHILE PERFORMING THEIR DUTIES IS CONFIDENTIAL AND SHOULD NOT BE REVEALED. SOMETIMES CONFIDENTIAL MATTERS ARE REVEALED THROUGH INNOCENT AND CASUAL REMARKS ABOUT PENDING OR CLOSED CASES, ABOUT PARTICIPANTS IN LITIGATION, OR ABOUT JURIES, ANY OF WHICH COULD GIVE ATTORNEYS, LITIGANTS AND REPORTERS AN UNFAIR ADVANTAGE. SUCH REMARKS CAN SERIOUSLY PREJUDICE A CASE OR HARM A PERSON'S STANDING IN THE COMMUNITY. ABUSE OF CONFIDENTIAL INFORMATION BY A CURRENT OR FORMER EMPLOYEE MAY BE A CLASS 6 FELONY UNDER A.R.S. §38-504B.

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E. LEGAL ASSISTANCE. JUDICIAL EMPLOYEES MAY ASSIST CITIZENS IN IDENTIFYING AVAILABLE PROCEDURAL OPTIONS AND IN UNDERSTANDING AND COMPLYING WITH COURT PROCEDURES. JUDICIAL EMPLOYEES SHALL NOT ADVISE A PARTICULAR COURSE OF ACTION.

COMMENTARY:

EMPLOYEES MAY ASSIST CITIZENS, CONSISTENT WITH THE COURT'S RESOURCES, WITH MATTERS WITHIN THE SCOPE OF THEIR RESPONSIBILITIES AND KNOWLEDGE. THIS ASSISTANCE MAY INCLUDE PROVIDING INFORMATION CONTAINED IN COURT RECORDS; FURNISHING EXAMPLES OF FORMS OR PLEADINGS; EXPLAINING COURT RULES, PROCEDURES, PRACTICES, AND DUE DATES; AND HELPING TO COMPLETE FORMS WITH FACTUAL INFORMATION PROVIDED BY A CITIZEN. ALTHOUGH A PERSON MAY BE INFORMED OF THE OPTIONS FOR ADDRESSING A MATTER, JUDICIAL EMPLOYEES SHOULD NOT ADVISE CITIZENS WHETHER TO TAKE A PARTICULAR COURSE OF ACTION OR ATTEMPT TO ANSWER QUESTIONS OUTSIDE THEIR KNOWLEDGE AND EXPERIENCE. IN PERFORMING THEIR OFFICIAL DUTIES, EMPLOYEES SHOULD NOT RECOMMEND THE NAMES OF PRIVATE ATTORNEYS TO THE PUBLIC UNLESS THE EMPLOYEE WORKS IN A COURT APPROVED LAWYER REFERRAL PROGRAM, BUT MAY REFER MEMBERS OF THE PUBLIC TO BAR ASSOCIATIONS OR LEGAL AID ORGANIZATIONS.

F. EDUCATION. JUDICIAL EMPLOYEES SHALL COMPLY WITH JUDICIAL EDUCATION REQUIREMENTS AND MAINTAIN ANY LICENSING OR CERTIFICATION REQUIRED FOR THEIR POSITIONS.

G. COMMUNICATION WITH JUDGES. JUDICIAL EMPLOYEES SHALL NOT COMMUNICATE PERSONAL KNOWLEDGE ABOUT THE FACTS OF A PENDING CASE TO THE JUDGE ASSIGNED TO THE CASE AND SHALL NOT MAKE OR REPEAT REMARKS ABOUT A CASE PENDING BEFORE AN ARIZONA COURT THAT MIGHT AFFECT THE FAIRNESS OR OUTCOME OF THE PROCEEDING.

I. DUTY TO REPORT. JUDICIAL EMPLOYEES SHALL REPORT TO A SUPERVISOR, ADMINISTRATOR, OR JUDGE WITHIN THE JUDICIAL DEPARTMENT ANY VIOLATION OF THE LAW OR THIS CODE BY AN EMPLOYEE. EMPLOYEES SHALL NOT BE SUBJECT TO RETALIATION FOR REPORTING VIOLATIONS IF SUCH REPORT IS MADE IN GOOD FAITH.

COMMENTARY:

THIS OBLIGATION DOES NOT PROHIBIT REPORTING ILLEGAL CONDUCT TO A LAW ENFORCEMENT AGENCY OR OTHER APPROPRIATE AUTHORITY. IN ADDITION, EMPLOYEES SHOULD COOPERATE WITH THE COMMISSION ON JUDICIAL CONDUCT AND MAY COMMUNICATE WITH THE COMMISSION AT ANY TIME, WITHOUT FEAR OF REPRISAL, FOR THE PURPOSE OF DISCUSSING POTENTIAL OR ACTUAL JUDICIAL MISCONDUCT.

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CANON 4

JUDICIAL EMPLOYEES SHALL SO CONDUCT THEIR
OUTSIDE ACTIVITIES AS TO MINIMIZE CONFLICTS
WITH THEIR EMPLOYMENT RESPONSIBILITIES

A. GENERAL ACTIVITIES. JUDICIAL EMPLOYEES SHALL CONDUCT THEIR OUTSIDE ACTIVITIES SO AS TO AVOID A NEGATIVE EFFECT ON THE COURT OR THEIR ABILITY TO PERFORM THEIR DUTIES.

B. FINANCIAL ACTIVITIES. JUDICIAL EMPLOYEES SHALL NOT ENGAGE IN ANY BUSINESS ACTIVITY OR SECONDARY EMPLOYMENT THAT:

(1) INVOLVES AN ORGANIZATION OR A PRIVATE EMPLOYER WHICH REGULARLY CONDUCTS BUSINESS WITH THE COURT;

(2) IS CONDUCTED DURING NORMAL WORKING HOURS;

(3) PLACES THE EMPLOYEE IN A POSITION OF CONFLICT WITH HIS OR HER OFFICIAL ROLE IN THE JUDICIAL DEPARTMENT;

(4) REQUIRES THE EMPLOYEE TO APPEAR REGULARLY IN JUDICIAL OR ADMINISTRATIVE AGENCY PROCEEDINGS; OR

(5) IDENTIFIES THE EMPLOYEE WITH THE JUDICIAL DEPARTMENT OR GIVES AN IMPRESSION THE EMPLOYMENT OR ACTIVITY IS ON BEHALF OF THE JUDICIAL DEPARTMENT.

(6) REQUIRES USE OF COURT EQUIPMENT, MATERIALS, SUPPLIES, TELEPHONE SERVICES, OFFICE SPACE, COMPUTER TIME, OR FACILITIES.

COMMENTARY:

IN ORDER TO AVOID ANY EMPLOYMENT THAT IS IN CONFLICT WITH AN EMPLOYEE'S OFFICIAL ROLE WITHIN THE JUDICIARY, AN EMPLOYEE SHOULD NOT, FOR EXAMPLE, WORK FOR A POLICE DEPARTMENT, PUBLIC DEFENDER, OR PROSECUTOR. JUDICIAL EMPLOYEES MAY BECOME FOSTER PARENTS, AND MAY TEACH, LECTURE, OR WRITE ON ANY SUBJECT, SO LONG AS ANY PAYMENT IS AT THE PREVAILING RATE, ANY PRESENTATION OR DOCUMENT CLARIFIES THAT THE EMPLOYEE IS NOT REPRESENTING THE JUDICIAL DEPARTMENT, AND CONFIDENTIAL DOCUMENTS AND INFORMATION ARE NOT DISCLOSED.

C. CONFLICT OF INTEREST. JUDICIAL EMPLOYEES SHALL MANAGE PERSONAL AND BUSINESS MATTERS SO AS TO AVOID SITUATIONS THAT MAY LEAD TO CONFLICT, OR THE APPEARANCE OF CONFLICT, IN THE PERFORMANCE OF THEIR EMPLOYMENT.

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(1) EMPLOYEES SHALL INFORM THE APPROPRIATE SUPERVISOR OF ANY POTENTIAL CONFLICT OF INTEREST INVOLVING THEIR DUTIES.

(2) A MEMBER OF A JUDGE'S PERSONAL STAFF SHALL INFORM THE JUDGE OF ANY POTENTIAL CONFLICT OF INTEREST, CIRCUMSTANCE OR ACTIVITY OF THE STAFF MEMBER IN A CASE PENDING BEFORE THE JUDGE.

(3) EMPLOYEES SHALL WITHDRAW FROM PARTICIPATION IN A COURT PROCEEDING OR COURT BUSINESS IN WHICH THEY HAVE A PERSONAL, BUSINESS, OR FAMILY INTEREST THAT MAY ACTUALLY OR APPEAR TO INFLUENCE THE OUTCOME OF THE COURT PROCEEDING OR BUSINESS.

COMMENTARY:

EVERY EMPLOYEE HAS A LEGAL OBLIGATION UNDER A.R.S. §38-501 ET. SEQ. TO DILIGENTLY IDENTIFY, DISCLOSE AND AVOID CONFLICTS OF INTEREST. A POTENTIAL CONFLICT OF INTEREST EXISTS WHEN AN OFFICIAL ACTION OR DECISION IN WHICH AN EMPLOYEE PARTICIPATES MAY SPECIALLY BENEFIT OR HARM A PERSONAL, BUSINESS OR EMPLOYMENT INTEREST OF THE EMPLOYEE, THE EMPLOYEE'S RELATIVE OR THE EMPLOYEE'S CLOSE FRIENDS. IN A JUDICIAL PROCEEDING, A POTENTIAL CONFLICT OF INTEREST ARISES IF AN EMPLOYEE'S BUSINESS ASSOCIATE, RELATIVE OR CLOSE FRIEND IS AN INTERESTED PARTY. EVEN IF NO IMPROPRIETY ACTUALLY OCCURS, A CONFLICT OF INTEREST CREATES AN APPEARANCE OF IMPROPRIETY THAT CAN SERIOUSLY UNDERMINE THE PUBLIC'S CONFIDENCE AND TRUST IN THE COURT SYSTEM.

IF WITHDRAWAL FROM A MATTER WOULD CAUSE UNNECESSARY HARDSHIP, THE JUDGE OR COURT MANAGER MAY AUTHORIZE THE EMPLOYEE TO PARTICIPATE IN THE MATTER IF PERMITTED BY THE CODE OF JUDICIAL CONDUCT, NO REASONABLE ALTERNATIVE EXISTS, AND SAFEGUARDS, INCLUDING FULL DISCLOSURE TO THE PARTIES INVOLVED, ENSURE OFFICIAL DUTIES ARE PROPERLY PERFORMED.

D. SOLICITATION. JUDICIAL EMPLOYEES SHALL NOT USE THEIR POSITIONS OR OFFICES TO SOLICIT FUNDS, BUT JUDICIAL EMPLOYEES, OTHER THAN EMPLOYEES ON A JUDGE'S PERSONAL STAFF OR COURT MANAGERS, MAY SOLICIT FUNDS IN CONNECTION WITH OUTSIDE ACTIVITIES.

COMMENTARY:

JUDICIAL EMPLOYEES SHOULD NOT PERSONALLY REQUEST SUBORDINATES TO CONTRIBUTE FUNDS TO ANY ORGANIZATION OR ACTIVITY BUT MAY PROVIDE INFORMATION TO THEM ABOUT A GENERAL FUND-RAISING CAMPAIGN. A MEMBER OF A JUDGE'S PERSONAL STAFF OR A COURT MANAGER SHOULD NOT REQUEST ANY JUDICIAL EMPLOYEE TO CONTRIBUTE FUNDS UNDER CIRCUMSTANCES WHERE THE STAFF MEMBER'S OR MANAGER'S CLOSE

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RELATIONSHIP TO THE JUDGE COULD REASONABLY BE VIEWED TO GIVE WEIGHT
TO THE REQUEST.

CANON 5

JUDICIAL EMPLOYEES SHALL REFRAIN FROM
INAPPROPRIATE POLITICAL ACTIVITIES

A. GENERAL ACTIVITIES. IN GENERAL, JUDICIAL EMPLOYEES MAY PARTICIPATE IN ANY POLITICAL ACTIVITIES THAT DO NOT GIVE THE IMPRESSION THE JUDICIARY ITSELF ENDORSES POLITICAL CANDIDATES OR SUPPORTS POLITICAL CAUSES, EXCEPT WHEN ASSIGNED TO DO SO REGARDING MEASURES TO IMPROVE THE LAW, THE LEGAL SYSTEM, OR THE ADMINISTRATION OF JUSTICE.

COMMENTARY:

THE JUDICIARY SEEKS TO MAINTAIN NEUTRALITY IN POLITICAL MATTERS. WHILE EMPLOYEES MAY EXPRESS AND ACT ON PERSONAL OPINIONS ABOUT POLITICAL CANDIDATES AND ISSUES AS OTHER CITIZENS, THEY SHOULD MAINTAIN NEUTRALITY IN ACTION AND APPEARANCE WHEN PERFORMING THEIR DUTIES ON BEHALF OF THE JUDICIAL DEPARTMENT, UNLESS THEIR POSITIONS PERMIT POLITICAL ADVOCACY ON THE PART OF THE JUDICIARY. TO THIS END, EMPLOYEES SHOULD SEPARATE THEIR POLITICAL ACTIVITIES FROM EMPLOYMENT DUTIES.

B. PERSONAL STAFF AND MANAGERS. A JUDGE'S PERSONAL STAFF AND COURT MANAGERS SHALL BE SUBJECT TO THE SAME POLITICAL LIMITATIONS AS JUDGES CONTAINED IN CANON 5 OF THE CODE OF JUDICIAL CONDUCT, AND MAY NOT HOLD ANY ELECTIVE OFFICE.

C. ELECTIVE OFFICE. JUDICIAL EMPLOYEES WHO ARE NOT ON A JUDGE'S PERSONAL STAFF OR ARE NOT COURT MANAGERS MAY BE CANDIDATES FOR ELECTIVE OFFICE UNDER THE FOLLOWING CONDITIONS:

(1) PARTISAN. A JUDICIAL EMPLOYEE MAY BE A CANDIDATE FOR PARTISAN ELECTIVE OFFICE IF THE EMPLOYEE IS AUTHORIZED TO TAKE AN UNPAID LEAVE OF ABSENCE. THE LEAVE OF ABSENCE MUST BEGIN PRIOR TO ANY PUBLIC DECLARATION OF AN INTENTION TO SEEK OFFICE, INCLUDING THE FILING OF CAMPAIGN PAPERS, AND PRIOR TO ANY FUND-RAISING FOR THE EMPLOYEE'S CAMPAIGN. THE EMPLOYEE SHALL PUBLICLY DISCLOSE THAT HE OR SHE IS ON A LEAVE OF ABSENCE FROM COURT EMPLOYMENT. IF ELECTED, THE EMPLOYEE SHALL RESIGN FROM COURT EMPLOYMENT PRIOR TO ASSUMING OFFICE.

(2) NON-PARTISAN. A JUDICIAL EMPLOYEE MAY BE A CANDIDATE FOR NONPARTISAN ELECTIVE OFFICE WITHOUT TAKING A LEAVE OF ABSENCE OR SEPARATING FROM COURT EMPLOYMENT IF:

A. THE EMPLOYEE FIRST SEEKS PERMISSION FROM THE CHIEF

JUSTICE, CHIEF JUDGE, OR PRESIDING JUDGE OF THE COUNTY,

- B. THAT JUDICIAL OFFICER DETERMINES THE OFFICE SOUGHT IS CONSISTENT WITH JUDICIAL EMPLOYMENT,
- C. THE EMPLOYEE OTHERWISE COMPLIES WITH THIS CODE.

D. WORKPLACE ACTIVITY. DURING SCHEDULED WORK HOURS OR AT THE WORKPLACE JUDICIAL EMPLOYEES SHALL NOT ENGAGE IN POLITICAL CAMPAIGN ACTIVITIES AND SHALL NOT DISPLAY LITERATURE, BADGES, STICKERS, SIGNS, OR OTHER POLITICAL ADVERTISEMENTS ON BEHALF OF ANY PARTY, POLITICAL COMMITTEE, AGENCY, OR CANDIDATE FOR POLITICAL OFFICE. EMPLOYEES AUTHORIZED TO DO SO MAY PARTICIPATE IN APPROVED ACTIVITIES REGARDING MEASURES TO IMPROVE THE LAW, THE LEGAL SYSTEM, OR THE ADMINISTRATION OF JUSTICE.

E. POLITICAL PRESSURE. JUDICIAL EMPLOYEES SHALL NOT USE THEIR OFFICIAL AUTHORITY OR POSITION, DIRECTLY OR INDIRECTLY, TO INFLUENCE OR ATTEMPT TO INFLUENCE ANY OTHER EMPLOYEE IN THE JUDICIAL DEPARTMENT TO BECOME A MEMBER OF ANY POLITICAL ORGANIZATION OR TO TAKE PART IN ANY POLITICAL ACTIVITY.

F. JUDICIAL CAMPAIGN ACTIVITY. JUDICIAL EMPLOYEES MAY VOLUNTARILY PARTICIPATE IN A JUDGE'S OR CLERK'S CAMPAIGN ACTIVITIES AND MAY VOLUNTARILY CONTRIBUTE FUNDS TO A CAMPAIGN, BUT ONLY THROUGH A JUDGE'S OR CLERK'S FUND-RAISING COMMITTEE. HOWEVER, JUDGES AND COURT MANAGERS OR SUPERVISORS SHALL NOT REQUIRE SUBORDINATE EMPLOYEES TO PARTICIPATE IN POLITICAL ACTIVITIES NOR PERSONALLY RECEIVE FUNDS FROM EMPLOYEES FOR ANY POLITICAL PURPOSE.

G. POLITICAL DISCRIMINATION. JUDICIAL EMPLOYEES SHALL NOT DISCRIMINATE IN FAVOR OF OR AGAINST ANY SUBORDINATE OR ANY APPLICANT FOR JUDICIAL EMPLOYMENT ON ACCOUNT OF PERMITTED POLITICAL ACTIVITIES.

Arizona Judiciary Policy

ACCESS TO COURT SERVICES BY PERSONS WITH DISABILITIES

~~The following policy on access to court services by persons with disabilities was adopted by the Arizona Supreme Court on October 19, 1992 pursuant to Administrative Order No. 92-32.~~

The Arizona Supreme Court does not tolerate discrimination in any form against persons with disabilities, and intends to fully implement the Americans with Disabilities Act in order to prevent such discrimination. Arizona judiciary facilities, programs and employment opportunities shall be readily accessible to qualified persons with disabilities. When the access needs of persons with disabilities cannot be anticipated, these needs shall be reasonably accommodated upon request.

Persons with disabilities are persons who have a physical or mental impairment that substantially limits one or more major life activities, who have a record of a such an impairment or who are regarded as having such an impairment. These persons shall receive particular attention in furtherance of the Supreme Court policy (Administrative Order 91-40) that all Arizona citizens have access to their court system.

Each Arizona court shall implement this policy individually or in conjunction with other courts or other governmental entities in the same county or jurisdiction in accordance with the following standards:

1. Publish this policy in every court facility.
2. Identify physical, communication and other barriers to full access to court facilities, services, programs and employment by persons with disabilities by using the National Center for State Courts self-evaluation or a comparable evaluation system and by consulting persons with disabilities in the jurisdiction served by the court.
3. Prepare a written plan or plans indicating how, when and by whom barriers identified will be removed or alternative access will be provided consistent with local needs. By June 1, 1993 each plan shall be filed with the presiding judge of the superior court of the county in which the covered court is located. Plans shall be implemented through adoption of appropriate procedures and revised periodically as new needs are recognized. Presiding judges shall approve and report to the Supreme Court by July 1, 1993, regarding plans and procedures adopted to implement

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this policy.

4. Provide for auxiliary aids and services to afford persons with disabilities the fullest possible participation in services, programs and employment without fundamentally altering the service or program or incurring an undue financial burden.
5. Designate a responsible court employee to coordinate access to court programs and services by persons with disabilities and to resolve complaints regarding lack of access.

Presiding judges shall undertake to provide educational opportunities for employees of the Arizona judiciary within their jurisdiction to periodically receive education concerning the needs of persons with disabilities and concerning this policy and those aspects of court plans and procedures implementing this policy which relate to the performance of that employee's duties.

ARIZONA SUPREME COURT
POLICIES AND PROCEDURES MANUAL
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APPLIES TO: ADMINISTRATIVE OFFICE OF THE COURTS

**AMERICANS WITH DISABILITIES ACT
ADA PUBLICATION PROCEDURES**

1. INCLUDE APPROPRIATE "ACCESSIBILITY" STATEMENT(S) ON PUBLICATIONS.
2. ON PUBLICATIONS, INCLUDE; "THIS PUBLICATION CAN BE MADE AVAILABLE IN LARGE FORMAT OR ON AUDIO TAPE UPON REQUEST." USE PROFESSIONAL READERS FROM THE "ADA RESOURCES" FOLDER ON THE AS/400. PRODUCE TAPES ON REQUEST.
3. ON VIDEOS, INCLUDE: "THIS VIDEO CAN BE MADE AVAILABLE WITH CLOSED CAPTIONING" UNLESS YOU DETERMINE IT IS COST PROHIBITIVE TO PROVIDE THIS ACCOMMODATION. ON INFORMATIONAL VIDEO TAPES SUITABLE FOR CLASSROOM OR LARGE GATHERING VIEWING, I.E., THE ARIZONA COURTS, INCLUDE CLOSED CAPTIONING IN THE ORIGINAL PRODUCTION.
4. PROVIDE THE NAME OF THE OFFICE TO CONTACT AND TELEPHONE NUMBER/TEXT TELEPHONE (TDD) NUMBER.
5. USE MINIMUM OF 10 PT. TYPE FOR THE BODY OF THE TEXT IN REGULAR PUBLICATIONS.
6. USE MINIMUM OF 18 PT. TYPE FOR THE BODY OF THE TEXT FOR PUBLICATIONS GEARED TO VISUALLY IMPAIRED READERS.

**AMERICANS WITH DISABILITIES ACT
ADA CONFERENCE PROCEDURES**

THE ADMINISTRATIVE OFFICE OF THE COURTS IMPLEMENTS THE ARIZONA JUDICIARY ADA POLICY BY ADOPTING THE PROCEDURES DESCRIBED BELOW FOR PLANNING EDUCATIONAL CONFERENCES, WORKSHOPS AND PROGRAMS.

1. INCORPORATE THE FOLLOWING ACCESSIBILITY STATEMENT ON ALL FLYERS, BROCHURES, NOTICES AND OTHER PUBLICATIONS RELATING

AMERICANS WITH DISABILITIES ACT - Page 2

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TO ATTENDANCE: "IF YOU NEED SPECIAL ACCOMMODATIONS, DUE TO A DISABILITY, FOR YOUR ATTENDANCE AT THIS MEETING SUCH AS AUXILIARY AIDS OR MATERIALS IN ALTERNATIVE FORMATS, PLEASE CONTACT (NAME OF CONTACT PERSON) AT (ADDRESS, PHONE, TEXT TELEPHONE NUMBER) BY (DATE)."

2. INCLUDE SPACE FOR INDICATION OF SPECIAL ACCOMMODATION NEEDS ON REGISTRATION FORMS.

"IF YOU NEED SPECIAL ACCOMMODATIONS, DUE TO A DISABILITY, FOR YOUR ATTENDANCE AT THIS (CONFERENCE/MEETING) INCLUDING AUXILIARY AIDS OR MATERIALS IN ALTERNATIVE FORMATS, PLEASE CONTACT (NAME OF CONTACT PERSON) AT (ADDRESS, PHONE, TEXT TELEPHONE NUMBER) BY (DATE)."

3. ESTABLISH A CALL-IN REGISTRATION AND INFORMATION LINE INCLUDING TEXT TELEPHONE ACCESS.
4. USE THE RESOURCE FILE TO ACCOMMODATE THE FOLLOWING ALTERNATIVES FOR MATERIAL AND PRESENTATION ACCESS:
 - AUDIO TAPE RECORDING
 - VIDEO TAPE CAPTIONING
 - INTERPRETER SERVICES
 - EQUIPMENT RENTAL: AMPLIFIERS,
 - ASSISTIVE LISTENING DEVICES,
 - BRAILLE TRANSCRIPTION
5. EXPAND SITE VISIT CHECKLIST AVAILABLE FROM THE EDUCATION SERVICES DIVISION TO INCLUDE ACCESSIBILITY ISSUES BY USING THE ATTACHED ASSESSMENT AND ACCOMMODATIONS FORM.
6. PROVIDE PRIORITY TO SITES FOR PROGRAMS AND LODGING WHICH ARE ADA COMPLIANT (OR RATED ACCESSIBLE BY ABILITIES UNLIMITED, LIST ATTACHED).
7. ASSURE REFRESHMENTS, HANDOUTS, AND OTHER MATERIALS ARE WITHIN REACH OF PERSONS WITH DISABILITIES.
8. ASSURE SEATING ARRANGEMENTS, PASSAGEWAYS AND AISLES ARE OF ADEQUATE WIDTH TO ACCOMMODATE PERSONS WITH DISABILITIES.
9. PROVIDE ASSISTANCE BY KNOWLEDGEABLE STAFF TO PERSONS WITH DISABILITIES AS APPROPRIATE AND NECESSARY IF OTHER ACCOMMODATIONS ARE NOT FEASIBLE.

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10. INCORPORATE ACCESSIBILITY STATEMENT ON ALL MATERIALS, MANUALS, VIDEO TAPES. (SEE PUBLICATION PROCEDURES)

AMERICANS WITH DISABILITIES ACT
CONFERENCE ASSESSMENT AND ACCOMMODATIONS FORM

THE PURPOSE OF THE ADA IS TO MAKE SERVICES ACCESSIBLE TO PEOPLE WITH DISABILITIES. THIS DOES NOT MEAN DOING "FOR" THEM. PERSONS WITH DISABILITIES WANT TO ACCESS SERVICES ON THEIR OWN, INDEPENDENT OF "ASSISTANCE" OR HAVING TO BE "WAITED ON" BY OTHERS (I.E. MAKING A PHONE CALL FOR SOMEONE IN A WHEELCHAIR IS NOT THE SAME AS HAVING A PHONE ACCESSIBLE TO THE INDIVIDUAL).

IT IS THE RESPONSIBILITY OF THE CONFERENCE PLANNER TO ASSURE THAT A CONFERENCE SITE/FACILITY IS ACCESSIBLE. FREQUENTLY THE SITE IS ADA COMPLIANT, WHICH WILL AUTOMATICALLY ASSURE ROUTINE ASPECTS OF ACCESSIBILITY, BUT YOU MAY STILL WANT TO KNOW SOME SPECIFICS WITH REGARD TO YOUR CONFERENCE SET-UP. IF THE SITE IS NOT ACCESSIBLE, YOU MAY NEED TO CHOOSE ANOTHER SITE, OR AT LEAST ASSURE THAT THE SITE IS "USABLE" IF AN ALTERNATIVE SITE IS NOT AVAILABLE. INFORM ON-SITE STAFF OF THE NUMBER AND TYPES OF DISABILITIES IDENTIFIED BY REGISTRANTS PRIOR TO THE CONFERENCE TO FACILITATE A POSITIVE STAFF RESPONSE.

***** PRE-PROGRAM ASSESSMENT *****

SITE: _____ ADA COMPLIANT?

WHAT ACCOMMODATIONS AVAILABLE?

HEARING IMPAIRED: _____ TEXT TELEPHONE (TDD)

_____ HEADPHONES

SIGHT IMPAIRED: _____ BRAILLE (ELEVATORS, ROOMS)

MOBILITY IMPAIRED: _____ RAMPS, LIFTS

_____ SPECIAL PARKING

_____ ROOM ARRANGEMENT (WHEELCHAIRS)

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_____ SPECIAL SLEEPING ROOMS

_____ RESTROOMS, PHONES ACCESSIBLE

_____ FLOOR SURFACES SMOOTH, FIRM

_____ DOORWAYS OPERABLE/ACCESSIBLE

EMERGENCY WARNINGS IN MULTIPLE DELIVERY METHODS?

_____ FLASHING LETTERS FOR HEARING IMPAIRED

_____ AUDITORY FOR SIGHT IMPAIRED

***** PRE-PROGRAM ACCOMMODATIONS *****

IF THE LACK OF SITE ACCESSIBILITY CAN BE REMEDIED BY SLIGHT ADJUSTMENTS, OUTSIDE RESOURCES MAY BE UTILIZED.

EXTERNAL RESOURCES

_____ INTERPRETERS/SIGNERS/NOTE-TAKERS

_____ TEXT TELEPHONE RENTAL

_____ CAPTIONING (FOR VIDEOS)

_____ AUDIO TAPING (OF PRE-WRITTEN MATERIAL)

ANNOUNCEMENT

IT IS IMPORTANT TO NOTIFY PERSONS WITH DISABILITIES THAT SERVICES ARE ACCESSIBLE. THIS BEGINS WITH THE CONFERENCE ANNOUNCEMENT:

_____ STATEMENT OF INTENTION FOR ACCESSIBILITY

_____ IDENTIFICATION OF CONTACT PERSON

NAME

PHONE

AND

TEXT TELEPHONE NUMBER

ADDRESS

RECOMMENDED LANGUAGE FOR CONFERENCE ANNOUNCEMENT:

"IF YOU NEED SPECIAL ACCOMMODATIONS, DUE TO A DISABILITY, FOR YOUR ATTENDANCE AT THIS (CONFERENCE/MEETING) INCLUDING

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AUXILIARY AIDS OR MATERIALS IN ALTERNATIVE FORMATS, PLEASE
CONTACT (NAME OF CONTACT PERSON) AT (ADDRESS, PHONE, TEXT
TELEPHONE NUMBER) BY (DATE) . "

 LARGE PRINT - 18 PTS. OR LARGER

ACCESSIBILITY INCLUDES HAVING HANDOUT MATERIALS OR TEACHING
AIDS IN ALTERNATIVE DELIVERY FORMATS IF REQUESTED.

MATERIALS

RECOMMENDED STATEMENT FOR MATERIALS:

"THIS (PROGRAM/MATERIAL/VIDEO) WILL BE MADE ACCESSIBLE TO
PERSONS WITH DISABILITIES IN ALTERNATIVE FORMATS UPON
REQUEST TO (NAME OF CONTACT PERSON) AT (ADDRESS, PHONE,
TEXT TELEPHONE NUMBER) . "

SIGHT IMPAIRED: LARGE PRINT OR

 AUDIO TAPE OF WRITTEN MATERIAL

HEARING IMPAIRED: WRITTEN INFORMATION

 SIGNER/INTERPRETER

 VIDEO CAPTIONS

MOBILITY IMPAIRED: ACCESSIBLE AT SITE

***** DURING PROGRAM ACCOMMODATIONS *****

ROOM AND BREAK SET-UP

REGISTRATION/BREAK TABLE(S) ACCESSIBLE?

 FRONT ACCESS: MAXIMUM HEIGHT 48" - MINIMUM 15"

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_____SIDE ACCESS: MAXIMUM HEIGHT 54" - MINIMUM 9"

LIGHTING SUFFICIENT?

_____ABILITY TO TURN ON ALL LIGHTS WHEN POSSIBLE

SIGNS READABLE?

_____NON-GLARE MATTE FINISH IN OFF WHITE/EGGSHELL

LETTERING:

_____CONTRASTING COLOR (I.E. BLACK)

_____SIZE - WIDTH 3" TO HEIGHT 5" WITH 1" STROKE WIDTH
- OR WIDTH 1" AND HEIGHT 1"

AISLES, DOORWAYS ACCESSIBLE?

_____PROP DOORS OPEN PRIOR TO SESSION AND AT BREAKS

_____CHECK AISLES FOR PROTRUDING OBJECTS AND OBSTACLES

_____SET ROOMS WITH MAIN AISLES AND ENTRANCES 5' WIDE
- SECONDARY AISLES 3' WIDE
- TURNING RADIUS SPACE 5' BY 5'

_____SET AISLES ON MOST FIRM FLOORING AVAILABLE
- WITH SMOOTHEST SURFACE AVAILABLE

_____PLACE "RESERVED" SIGNS (AND DIRECT PARTICIPANTS)
- AT FRONT OF ROOM FOR HEARING IMPAIRED
- ON AISLES OR NEAR EXITS FOR MOBILITY IMPAIRED

TABLE SPACE ADEQUATE?

_____ALLOW PER PERSON: HEIGHT 27" - WIDTH 30" - DEPTH 19"
(28" X 34" X 19" IS OPTIMUM)

PRESENTERS AUDIBLE?

_____USE MICROPHONE - FOR LARGER AUDIENCES
- FOR CEILING HEIGHTS EXCEEDING 10'
- FOR SOFT SPOKEN PRESENTERS

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RISERS ACCESSIBLE?

_____ ASSURE RAMPS WITHIN MAXIMUM RISE 1" PER 1' DISTANCE

- LEVEL LANDINGS AT BOTTOM AND TOP

_____ ASSURE STAIRS STEADY/SECURE

- OF EQUAL SIZE

- NO LESS THAN 11" TREAD (TOP SURFACE)

***** DURING PROGRAM COMMENTS AND OBSERVATIONS *****

MEETING ROOM: _____

RESTAURANT: _____

STAFF: _____

*****POST-PROGRAM ASSESSMENT *****

FEEDBACK GIVEN SITE: _____

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REVIEWER: _____ DATE: _____

**AMERICANS WITH DISABILITIES ACT
ADA MEETING PROCEDURES**

THESE PROCEDURES GUIDE ADMINISTRATIVE OFFICE OF THE COURTS STAFF IN MEETING ANY SPECIAL NEEDS OF MEMBERS OF COMMITTEES, COMMISSIONS, TASK FORCES OR ANY OTHER COURT-SANCTIONED WORKING GROUP, OF RESOURCE PEOPLE AND OF MEMBERS OF THE PUBLIC INTERESTED IN THE WORK OF THESE BODIES.

THESE PROCEDURES ARE PRIMARILY DESIGNED FOR MEETINGS AT COURT FACILITIES WHICH AFFORD ACCESS TO PERSONS WITH DISABILITIES. MEETINGS AT OTHER FACILITIES SHOULD BE PLANNED USING CONFERENCE PROCEDURES. STAFF IS RESPONSIBLE FOR IDENTIFYING AND MEETING THE NEEDS OF MEMBERS AND FOR ACCOMMODATING TO THE EXTENT REASONABLE, THE NEEDS OF THE PUBLIC. STAFF SHOULD CONSULT THE "ADA RESOURCES" FOLDER ON THE AS/400 TO IDENTIFY AND ACCESS SPECIFIC SERVICE PROVIDERS, SUCH AS INTERPRETERS, TELECOMMUNICATION DEVICES AND PUBLIC ADDRESS SYSTEMS. THE BASIC UNDERLYING PREMISE FOR CONDUCTING A MEETING IS FOR STAFF TO KNOW THE NEEDS OF THEIR AUDIENCE AND TO ANTICIPATE HOW TO MEET THESE NEEDS BEFORE, DURING, AND AFTER THE MEETING.

1. MEETING NOTICE

MEETING NOTICES POSTED FOR PUBLIC DISPLAY SHOULD INCLUDE THE STATEMENT: "IF YOU NEED SPECIAL ACCOMMODATIONS, DUE TO A DISABILITY, FOR YOUR ATTENDANCE AT THIS MEETING SUCH AS AUXILIARY AIDS OR MATERIALS IN ALTERNATIVE FORMATS, PLEASE CONTACT (NAME OF CONTACT PERSON) AT (ADDRESS, PHONE, TEXT

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TELEPHONE NUMBER) BY (DATE)." THE RESPONSE DATE SHOULD BE SUFFICIENT TO ALLOW TIME TO ARRANGE FOR THE ACCOMMODATIONS, IF DEEMED REASONABLE AND PRACTICAL. PROVIDE A COPY OF THE NOTICE TO THE TEXT TELEPHONE OPERATOR.

2. **MEETING ROOM LOCATION**

A MEETING WHICH PERSONS WITH DISABILITIES ARE EXPECTED TO ATTEND SHOULD BE SCHEDULED IN THE MOST ACCESSIBLE ROOM AVAILABLE. PROSPECTIVE ATTENDEES SHOULD BE INFORMED OF BEST ENTRANCES AND ROUTES TO THE MEETING ROOM AND WARNED OF ANY OBSTACLES. SECURITY STAFF SHOULD BE ALERTED IF ASSISTANCE MAY BE NEEDED. ARRANGEMENTS SHOULD BE MADE TO OPEN ANY NORMALLY CLOSED DOORS IN ROUTE TO THE MEETING.

3. **MEETING ROOM ARRANGEMENT**

SEATING SHOULD BE ARRANGED TO ACCOMMODATE SPACE NEEDED FOR WHEELCHAIR ACCESS OR EXTRA SEATING FOR ORAL/SIGN INTERPRETERS. ATTENTION SHOULD ALSO BE PAID TO PLACING INTERPRETERS SO THEY DO NOT BLOCK ANYONE'S SIGHT OR ACCESS.

4. **MEETING ACTIVITIES**

ALL MATERIALS SHOULD BE PREPARED CONSIDERING SPECIAL NEEDS OF THE AUDIENCE. PEOPLE WITH A VISUAL IMPAIRMENT MIGHT NEED WRITTEN INFORMATION PRODUCED IN LARGE PRINT. (SEE PUBLICATION PROCEDURES) AN INDIVIDUAL WHO READS BRAILLE WOULD NEED TO RECEIVE WRITTEN INFORMATION IN SUFFICIENT TIME TO HAVE IT TRANSCRIBED INTO BRAILLE. AMPLIFICATION SHOULD BE PROVIDED ROUTINELY UNLESS PARTICIPANTS ARE SITUATED AROUND A CONFERENCE TABLE. PEOPLE WITH DISABILITIES MAY NEED ASSISTIVE LISTENING DEVICES, NOTE-TAKERS OR INTERPRETERS, EITHER SIGNERS OR ORAL INTERPRETERS. ANY PERSON WHO IS OFFERED AN OPPORTUNITY TO PARTICIPATE IN A MEETING SHOULD BE PROVIDED WITH ASSISTANCE UPON REQUEST.

IF SPECIAL ACTIVITIES ARE HELD OFF-SITE, SUCH AS PRODUCT DEMONSTRATIONS, STAFF SHOULD REVIEW CONFERENCE PROCEDURES. IF TRANSPORTATION IS PROVIDED FROM THE STATE MOTOR POOL, ARRANGEMENTS SHOULD BE MADE FOR PEOPLE WITH PHYSICAL DISABILITIES SINCE THERE ARE NO SPECIALLY EQUIPPED STATE VEHICLES AVAILABLE TO THE COURT.

IF A MEETING IS HELD BY CONFERENCE CALL WITH COMMITTEE

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MEMBERS WHO ARE HEARING-IMPAIRED, ARRANGEMENTS MUST BE MADE FOR AMPLIFICATION OR FOR A TEXT TELEPHONE.

5. **MEETING MINUTES**

MINUTES SHOULD BE PROVIDED IN A FORMAT SUITED TO ANY SPECIAL NEEDS OF THE INDIVIDUALS INVOLVED SUCH AS LARGE PRINT OR AUDIOTAPE.

**AMERICANS WITH DISABILITIES ACT
ADA GRIEVANCE PROCEDURE**

1. **PURPOSE**

IN ACCORDANCE WITH 29 C.F.R. 35.107, THIS PROCEDURE IS INTENDED TO SERVE AS A MEANS OF RESOLVING PUBLIC AND EMPLOYEE COMPLAINTS ABOUT ANY ADMINISTRATIVE OFFICE OF THE COURTS (AOC) VIOLATION OF THE AMERICANS WITH DISABILITIES ACT (ADA) OR THE IMPLEMENTING REGULATIONS.

2. **COMPLAINT**

A COMPLAINT UNDER THIS PROCEDURE SHALL BE SUBMITTED IN WRITING TO THE ADMINISTRATIVE OFFICE OF THE COURTS EMPLOYEE WHO BY ACT OR OMISSION ALLEGEDLY VIOLATED ADA REQUIREMENTS. THE COMPLAINT SHALL BE SUBMITTED WITHIN TEN DAYS OF NOTICE OF THE ALLEGED VIOLATION. THE COMPLAINT NEED NOT BE IN ANY PARTICULAR FORMAT BUT SHALL DESCRIBE THE ACT OR OMISSION AT ISSUE AND STATE, AS SPECIFICALLY AS POSSIBLE, THE ADA REQUIREMENT VIOLATED. UPON REQUEST, ASSISTANCE SHALL BE PROVIDED TO A PERSON WHO HAS DIFFICULTY WRITING A COMPLAINT.

3. **RESPONSE**

THE EMPLOYEE WHO RECEIVES THE COMPLAINT SHALL CONSULT THE EMPLOYEE'S DIVISION DIRECTOR AND THE HUMAN RESOURCES OFFICER IF THE COMPLAINT CONCERNS EMPLOYMENT PRACTICES OR CONDITIONS OR THE LEGAL SERVICES OFFICER IF THE COMPLAINT CONCERNS ANY OTHER MATTER. THE EMPLOYEE WHO RECEIVES THE COMPLAINT SHALL RESPOND BY COMPLYING WITH THE ADA AS REQUESTED OR BY EXPLAINING IN WRITING WHY THE ACT OR OMISSION DOES NOT VIOLATE THE ADA.

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4. **REVIEW**

IF THE REQUESTED COMPLIANCE IS DENIED, THE COMPLAINANT MAY REQUEST, IN WRITING, REVIEW BY THE DEPUTY ADMINISTRATIVE DIRECTOR OF THE DENIAL. THE REQUEST FOR REVIEW NEED NOT BE IN ANY PARTICULAR FORMAT BUT SHALL, AT A MINIMUM, EXPLAIN WHY THE ACT OR OMISSION VIOLATES THE ADA AND INCLUDE COPIES OF THE INITIAL COMPLAINT AND THE PREVIOUS RESPONSE. THE DEPUTY ADMINISTRATIVE DIRECTOR SHALL PROVIDE THE PARTIES A WRITTEN DETERMINATION OF THE MATTER REVIEWED.

5. **TIMELINESS**

AOC EMPLOYEES SHALL RESPOND TO COMPLAINTS AND REQUESTS FOR REVIEW UNDER THIS PROCEDURE IN A TIMELY MANNER DEPENDING UPON THE CIRCUMSTANCES OF THE COMPLAINT BUT IN NO MORE THAN FIVE WORKING DAYS.

6. **QUESTIONS**

ANY QUESTIONS ABOUT OR PROBLEMS WITH THIS PROCEDURE SHALL BE DIRECTED TO DAVID L. WITHEY, CHIEF COUNSEL, 542-9323.

~~Administrative Office of the Courts~~ ARIZONA SUPREME COURT
Policies and Procedures Manual
Section: 6.18
Date: 11/01/96
APPLIES TO: ADMINISTRATIVE OFFICE OF THE COURTS

EDUCATION ASSISTANCE POLICY

Purpose

~~To provide Supreme Court employees reimbursement for continuing education.~~

Definition

EDUCATION ASSISTANCE IS PROVIDED TO REIMBURSE SUPREME COURT EMPLOYEES FOR CONTINUING JOB RELATED EDUCATION.

Employees enrolled in courses at an accredited high school, TECHNICAL SCHOOL, college, or university shall receive tuition reimbursement not to exceed 50% of the costs per credit hour, FOR A MAXIMUM OF 6 CREDIT HOURS PER SEMESTER, AT A RATE LESS THAN OR EQUAL TO THE EQUIVALENT DOLLAR AMOUNT OF 6 CREDIT HOURS AS established by the Board of Regents for state universities (subject to funds available) upon achievement of a "C" grade or better or a "pass" of a pass/fail class.

Policy

~~Employees are eligible after completing one year of employment and must attend classes on their own time.~~

EMPLOYEES ARE ELIGIBLE IF THEY HAVE COMPLETED ONE YEAR OF EMPLOYMENT BY THE TIME THE CLASS IS OVER. EMPLOYEES ATTEND CLASSES ON THEIR OWN TIME. IF A CLASS IS ONLY AVAILABLE DURING WORK HOURS, THE DIVISION DIRECTOR MUST APPROVE THE EMPLOYEE'S ATTENDANCE, AND THE EMPLOYEE MAY OR MAY NOT BE REQUIRED TO MAKE UP THE TIME, AT THE DIVISION DIRECTORS DISCRETION.

The Supreme Court will not reimburse for the cost of textbooks, supplies, ~~late~~ registration fee, lab fees, parking fees, student activity fees, or meals.

Employees must complete ~~Form TR101, Application for Tuition Reimbursement.~~ AN APPLICATION FOR TUITION REIMBURSEMENT. It must be approved ~~prior to December 15 (for the spring semester) or August 15 (for the fall semester)~~ BEFORE THE CLASS BEGINS by the ~~administrative director,~~ respective Division Director, Clerk of the Court, Chief Staff Attorney, or Special Master, and Human

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Resources. ~~Form TR102, THE Request for Tuition Reimbursement FORM will not be considered unless Form TR101 THE APPLICATION FOR TUITION REIMBURSEMENT FORM has been approved. Only THE EQUIVALENT OF two classes per employee per semester will be considered for reimbursement.~~

Once the course is completed, the original copy of the final grade report must be submitted to Human Resources along with ~~Form TR102, THE Request for Tuition Reimbursement FORM.~~

In order to receive reimbursement, courses cannot be audited but must be taken for credit.

IF AN EMPLOYEE RECEIVES AN "INCOMPLETE", THE CLASS MUST BE COMPLETED WITHIN 6 MONTHS AND MEET THE CRITERIA ABOVE TO BE ELIGIBLE FOR REIMBURSEMENT. EMPLOYEES WILL NOT BE REIMBURSED FOR ANY OTHER CLASSES UNTIL THEY HAVE COMPLETED AND RECEIVED A GRADE FOR THE "INCOMPLETE" CLASS.

Courses must be taken from a fully accredited high school, TECHNICAL SCHOOL, college, or university. Reimbursement will not be given if the degree or class is required to meet the minimum requirements for the employee's current job.

~~Reimbursement will be paid twice per fiscal year subject to funds available and approved only for courses directly related to the job the employee is performing and employment with the Supreme Court.~~ REIMBURSEMENT WILL BE PAID SUBJECT TO FUNDS AVAILABILITY AND APPROVED ONLY FOR COURSES DIRECTLY RELATED TO THE JOB THE EMPLOYEE IS PERFORMING, EMPLOYMENT WITH THE SUPREME COURT, OR IF THE CLASS IS A REQUIREMENT FOR A JOB-RELATED DEGREE THE EMPLOYEE IS PURSUING.

EMPLOYEES WHO TERMINATE EMPLOYMENT WITHIN ONE YEAR OF RECEIVING TUITION ASSISTANCE MUST REIMBURSE THE SUPREME COURT.

THE ADMINISTRATIVE DIRECTOR MAY LIMIT THE TOTAL AMOUNT OF EDUCATIONAL ASSISTANCE RECEIVED BY ANY EMPLOYEE.

~~Administrative Office of the Courts~~ ARIZONA SUPREME COURT
Policies and Procedures Manual
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REQUIRED EDUCATION CREDITS FOR AOC STAFF POLICY

Arizona Supreme Court Administrative Orders #87-4, #93-159 and 95-45 requires that full-time ~~and part-time~~ regular employees of the courts complete sixteen hours of approved course work each year. ~~including ethics training. The determination of requirements for less than full-time personnel is left to individual jurisdictions.~~ IN ADDITION, EVERY FULL-TIME AND PART-TIME REGULAR EMPLOYEE MUST COMPLETE SOME ETHICS TRAINING EVERY YEAR, UNLESS THEY ARE HIRED DURING THE FINAL QUARTER, AND ONE CLASS IN EACH OF FIVE CORE AREAS EVERY FIVE YEARS. THE COURSE WORK SHOULD BE JOB OR COURT RELATED AND DESIGNED TO INCREASE THE EMPLOYEE'S PROFESSIONAL COMPETENCE AND SKILLS.

For AOC staff members, the following schedule is in effect:

<u>Regularly Scheduled Work Hours Per Week</u>	<u>Required Accredited Training Hours Per Year</u>
40	16
30-39	12
20-29	8
less than 20	4

NEW HIRES MUST COMPLY WITH THE FOLLOWING PRORATED SCHEDULE:

<u>HIRE DATE</u>	<u>REQUIRED TRAINING HOURS**</u>
JANUARY - MARCH	12
APRIL - JUNE	8
JULY - SEPTEMBER	4
OCTOBER - DECEMBER	0

** IN ADDITION TO ORIENTATION

IT IS THE RESPONSIBILITY OF EACH EMPLOYEE, AS A CONDITION OF EMPLOYMENT, TO ANNUALLY COMPLY WITH THIS REQUIREMENT OR TO APPLY FOR AN EXEMPTION BASED ON COMPELLING PERSONAL REASONS RELATED TO A LEAVE OF ABSENCE.