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NOEL K. DESSAINT
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BY

IN THE SUPREME COURT OF THE STATE OF ARIZONA

In the Matter Of:)

AMENDING HUMAN RESOURCES)
POLICIES FOR SUPREME COURT)
EMPLOYEES)

Administrative Order)
No. 2000- 53)
(Amending Administrative)
Orders No. 96-49)

On October 4, 1996, by Administrative Order No. 96-49, the Court adopted Human Resources Policies for Supreme Court Employees which replaced all previous and existing human resources policies.

It is now the desire of the Court to revise the Employment Procedure to be consistent with the method changes that have been instituted.

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

IT IS ORDERED that the attached amendments to Sections 6.02, Employment Procedure, adopted by Administrative Order No. 96-49 on October 4, 1996, are adopted effective September 1, 2000.

IT IS FURTHER ORDERED that the attached amendments to Section 6.02, Employment Procedure, hereby revises the previous and existing Human Resources policy sections, and this amendment be considered the governing authority.

Dated this 17th day of August, 2000.

THOMAS A. ZLAKET
Chief Justice

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 hiring manager initiates a Staffing Request form.

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.

An inside recruitment among Supreme Court staff will be held for all positions. 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 through the recruitment process. This requires prior approval by the Administrative Director or designee, and the Human Resources Officer.

2. The hiring manager submits a Staffing Request form along with the position description, job announcement, and any other recruitment materials TO THE DIVISION DIRECTOR FOR APPROVAL. UPON APPROVAL, THE DIVISION DIRECTOR THEN FORWARDS THE STAFFING REQUEST to Human Resources for APPROVAL, review, and editing. FOR NEW POSITIONS AND UNUSUAL SITUATIONS, Human Resources ~~then~~ forwards the Staffing Request form to the Administrative Director or Deputy Director for final approval.
3. UPON RECEIPT OF THE APPROVED STAFFING REQUEST, ~~the Staffing Request form with attachments is returned to~~ Human Resources ~~to~~ initiateS A recruitment. ~~If not, the Administrative Director or Deputy Director returns the Staffing Request form with attachments and an explanation to Human Resources.~~ Human Resources will not announce the vacancy or 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, Human Resources confers with the hiring manager if any clarification or editing is needed and sends the announcement to all AOC employees. Copies of the announcement will also be sent to the Clerk's Office, Staff Attorney's Office and Special Master's office.

Approved Staffing Request forms with attachments must be submitted to Human Resources by 10:00 AM Thursday for an ad to be placed in the following Sunday's paper.

All recruitments will remain open for at least five full working days. Consideration will be given for holiday times. All interested Supreme Court applicants must submit a resume and/or

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employment application for consideration. External applicants should submit an application and may also attach a resume.

5. Human Resources will log all resumes or applications received.
6. Human Resources does a preliminary screening of all applications to make ~~sure~~ CERTAIN 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.

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 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 finalists for positions must complete an employment certification form.

7. The hiring manager selects one of the applicants, completes a Personnel Action Form (PAF) with the Division Director's ~~signature~~ APPROVAL and forwards it to Human Resources, along with the completed application and certification form. 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. HUMAN RESOURCES WILL NOTIFY ALL REMAINING CANDIDATES ONCE THE POSITION HAS BEEN FILLED.

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.

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.