

TABLE OF CONTENTS

<u>Section</u>	<u>Subject</u>
1.000	PHILOSOPHY AND MISSION STATEMENT
1.100	Purpose of the Manual
1.200	Coverage of the Manual
1.300	Trial Court Mission Statement
1.301	Human Resources Mission Statement
2.000	DEFINITIONS
3.000	MAINTENANCE AND DISTRIBUTION OF MANUAL
4.000	APPOINTMENT POLICIES AND PROCEDURES
4.100	General Requirements
4.200	Recruitment and Referral
4.201	Job Posting
4.300	Screening Of Applicants
4.301	Initial Review of Applicants
4.302	Interviews, Exams, Assessments of Applicants
4.303	Recommendations and References
4.304	Nepotism
4.305	Verification of Eligibility to Work in the United States
4.306	Court Activity Record Information (CORI) CHECK
4.400	Approval Process
4.401	Appointment Package
4.402	Salary Determination Upon Approval
4.403	Final Approval
4.500	Record Retention
4.600	Classification and Wage Compensation System
4.700	Temporary Employment
4.701	Unpaid Volunteers and Interns
5.000	POLICY PROHIBITING DISCRIMINATION, HARASSMENT, RETALIATION, AND COMPLAINT RESOLUTION PROCEDURE
5.100	Policy Statement Prohibiting Discrimination, Harassment, and Retaliation
5.200	Requests for Reasonable Accommodation
5.300	Responsibilities of Employees, Supervisors, and Managers
5.400	Responsibilities of Judges, Clerks, Registers, and the Recorder
5.500	Remedial Action and Discipline for Policy Violations
5.600	Complaint and Investigation Procedures Overview
5.601	Making a Complaint
5.602	Intake, Initial Screening, Interim Measures and Informal Resolution
5.603	Preliminary Inquiry
5.604	Investigation

5.605	Confidential Investigative Report
5.606	Review of Investigator's Recommended Conclusions
5.607	Grievances and Appeals for Employees and Managers
5.608	Required Action by Supervisors and Managers
5.609	Provisions for Investigation of Complaints Against Judges, Clerks, Registers, and the Recorder
5.610	Additional Resources
5.611	OWRC Complaint Form

6.000 STATUS CHANGES

6.100	Reclassification Procedure
6.200	Temporary Assignment of Employees
6.201	Temporary Service in a Higher Grade
6.202	Temporary Service in a Lower Grade
6.300	Transfer
6.400	Statutory Designations
6.500	HR/CMS Status Changes

7.000 ATTENDANCE RECORDS

7.100	Department Head Responsibility
7.200	Time and Attendance Policies and Procedures

8.000 CONDITIONS OF EMPLOYMENT AND OTHER POLICIES FOR MANAGERIAL EMPLOYEES

8.100	Hours of Work
8.200	Outside Employment and Business Activity
8.300	Compensation
8.301	Compensation Rate for New Employees
8.302	Position Classification
8.303	Credit for Prior Service
8.304	Step Rate Increases
8.305	Salary upon Promotion
8.400	Probationary Period
8.500	Vacation
8.600	Sick Leave
8.601	Accrual of Sick Leave
8.602	Notifications
8.603	Use of Sick Leave
8.604	Abuse of Sick Leave
8.605	Return to Work
8.606	Extraordinary Circumstances
8.700	Holidays
8.701	Official Holidays
8.702	Working on Holidays
8.703	Eligibility for Holiday Pay
8.704	Religious Holidays
8.705	Pro-Rated Holidays for Part-Time Employees
8.800	Leave of Absence
8.801	Leave of Absence Procedure
8.802	Types of Leave
8.803	Return from Leave

8.804	Extension of Leave
8.900	Paid Personal Leave
9.000	CONFIDENTIAL INFORMATION
10.000	TRAVEL
11.000	WORKERS' COMPENSATION
12.000	EMPLOYEE BENEFITS
13.000	RESERVED FOR FUTURE USE
14.000	POLICY PROHIBITING ABUSIVE BEHAVIOR AND PROVIDING LEAVE FOR VICTIMS AND FAMILY MEMBERS OF ABUSIVE BEHAVIOR
14.100	Definitions and Examples
14.200	Assistance Available to Employees Affected by Abusive Behavior
14.300	Leave of Absence for Employees Affected by Abusive Behavior
14.400	Qualifying Purpose
14.500	Notice
14.600	Documentation to Support Request for Abuse/Violence Leave
14.700	Employees Who Have Obtained an Abuse Prevention (Restraining) Order or Harassment Prevention Order
14.800	Action Against Employees Engaging in Abusive Behavior
14.900	Additional Guidance for Managers
14.1000	Employment Protections
15.000	RESERVED FOR FUTURE USE
16.000	RULES AND DISCIPLINE
16.100	Standards of Employee Conduct and Performance
16.200	Investigating Employee Misconduct
16.300	Disciplinary Policy
16.400	Progressive Disciplinary Policy for Union and Confidential Employees
16.401	Procedure for Imposing Progressive Discipline
16.500	Discipline or Removal of Management Employees
16.600	Exceptions to Disciplinary Policy for All Employees
16.700	Appeal and Review of Disciplinary Action for Non-union Employees
16.800	Appeal to the Advisory Committee on Personnel Standards for non-Union Employees
17.000	EMPLOYEE TRAINING AND PROFESSIONAL DEVELOPMENT
17.100	Trial Court Training
17.200	Departmental Training and Professional Development
17.300	Division Level Training and Orientation
18.000	PERSONNEL RECORDS
18.100	Definition and Documents to be Copied to Office of Court Management
18.200	Notification to Employee of Documents Placed in Personnel Record
18.300	Maintenance and Security Personnel Records
18.400	Employee Rights to Correct or Explain Personnel Material

19.000	TERMINATION
19.100	Resignation
19.200	Discharge
19.300	Exit Interview
19.400	Death of an Employee
19.500	Retirement
 20.000	 NOTICE OF LITIGATION
20.100	Allegations of Criminal Conduct
20.200	Litigation Involving Court Personnel
21.000	PAID LEAVE BANK
22.000	POLICY TO PROMOTE FAIR AND EQUITABLE OPPORTUNITY
22.100	Goals
 22.200	 Coordination with Other Policies and Procedures
22.300	Monitoring Progress toward Policy Goals
22.400	Assistance to Appointing Authorities and Department Heads
22.500	Policy Awareness and Dissemination
23.000	POLICY AND PROCEDURE FOR EMERGENCY CANCELLATION OF COURT
24.000	STATEMENT OF POLICY AND PROCEDURES ON AIDS
25.000	SMOKING POLICY
26.000	COMPENSATORY TIME AND RECORD KEEPING - FAIR LABORSTANDARDS ACT
26.100	Covered Employees and Exemptions
26.200	Overtime
26.300	Computation of Overtime Pay
26.400	Record Keeping
26.500	Enforcement
26.600	Accrued Compensatory Time Earned Prior to April 15, 1986
26.700	General
26.800	List of Positions
 27.000	 TRIAL COURT POLICY ON SUBSTANCE ABUSE AND THE WORKPLACE
27.100	Policy
27.200	Identifying Substance Abuse: Observation of Behavior and Performance
27.300	Supervisor Action

- 27.400 Follow Up By the Supervisor
- 27.500 Deferral of Disciplinary Action
- 27.600 Substance Abuse Among Attorneys
- 27.800 Substance Abuse Among Judges

28.000 PERFORMANCE REVIEW IN THE TRIAL COURT

- 28.100 Purpose of Performance Review
- 28.200 Preparing for the Annual Performance Review Meeting
- 28.300 Conducting the Annual Review
- 28.400 Finalizing the Annual Performance Review Form
- 28.500 Providing Ongoing Effective Feedback
- 28.600 Recognizing and Motivating Employees

APPENDIX A – JOB DESCRIPTIONS – Contact HR

APPENDIX B – Moved to Section 22.000

APPENDIX C – STANDARD FORMS

F1	Revision Check Sheet
F2	Application for Employment
F3	Job Posting Request Form
F4	Applicant Interview and Hiring Record
F5	Appointment Documentation Form
F6	Volunteer or Unpaid Intern Notification Form
F8	Attendance Calendar
F9	Travel Voucher Input Form
F10	Employee Checkout List
F11	Exit Interview
F12	Employee Conference Report
F13	Request for New Position
F14	Request for Review of Classification Form
F15	Department Head Comments Form
F15A	Classification Appeal Form
F16	Form I-9 - Employment Eligibility Verification Form
F17	Applicant Flow Record
F18	Employee Request for Unpaid Leave of Absence
F19	Request for Vacation Leave Buy-Back
F19A	Request for Vacation Leave Buy-Back (Judges)
F19B	Request for Compensatory Leave Buy-Back
F20	Request for Sick Leave Buy-Back
F20A	Request for Sick Leave Buy-Back (Judges)
F21	How to File for Unemployment Insurance Benefits
F22	Group Insurance Notice
F23	Consent to Criminal Record Check
F24	Paid Leave Bank Election and Open Enrollment Form
F25	Paid Leave Bank Withdrawal Form
F26	Application for Allied Service Credit (PO's only)
F27	Certificate of Eligibility for Tuition Remission
F28	Time Reporting Form
F29	Management Performance Review
F30	Statement Concerning Your Employment in a Job Not Covered by Social Security
F31	Trial Court Policy Acknowledgement Form
F32	New Hire Form

APPENDIX D - ADMINISTRATIVE ORDER NO. 4

APPENDIX E – Moved to Section 5.000

APPENDIX F – Moved to Section 14.000

APPENDIX G - THE AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)