

STATE OF ARIZONA

IN AND FOR THE COUNTY OF MOHAVE

IN THE MATTER OF:

APPROVING SUPERIOR COURT)
POLICY AND PROCEDURES 1.07, 3.01)
AND 4.02 AND INACTIVATE JUDICIAL)
MERIT SYSTEM RULE 201)
_____)

ADMINISTRATIVE ORDER
2010 -14

FILED
BY: LO
2010 APR 29 PM 2
MIRLYNN TINNELL
SUPERIOR COURT CLERK

Recognizing the Judicial Merit System Rules apply to all classified personnel working in the divisions of the Clerk of Superior Court, Probation and Superior Court; and noting there are certain sections that also apply to unclassified personnel.

WHEREAS, there is a need to inactivate the sections of the Judicial Merit System Rules that also apply to unclassified personnel and reformat those sections into Superior Court Policy and Procedures that will apply to both classified and unclassified personnel.

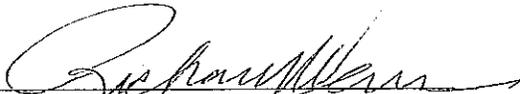
WHEREAS, it is the desire of the Superior Court to inactivate Judicial Merit System Rule 201 titled 'Chain of Command/Employment of Relatives/Child Labor Provisions' and approve Mohave County Superior Court Policy and Procedure 3.01 'Chain of Command, Employment of Relatives, Non-Fraternization and Child Labor';

WHEREAS, it is the desire of the Superior Court to establish Mohave County Superior Court Policy and Procedure 1.07 'Reduction in Force' to supplement Judicial Merit Rule 801(E) for the purpose of providing procedural consistency and guidance to ensure the accurate and orderly identification of position(s) and employee(s) affected by a reduction in force; and

WHEREAS, it is the desire of the Superior Court to establish Mohave County Superior Court Policy and Procedure 4.02 'Volunteer/Intern Program' to provide procedural consistency concerning the appointment of volunteers and student interns throughout the Superior Court divisions, excluding CASA.

IT IS ORDERED, that Judicial Merit Rule 201 be inactivated and the attached Superior Court Policies and Procedures 1.07 'Reduction in Force', 3.01 'Chain of Command, Employment of Relatives, Non-Fraternization' and 4.02 'Volunteer/Intern Program' be adopted effective this date.

DATED this 29th day of April, 2010.


Honorable Richard Weiss, Presiding Judge
Mohave County Superior Court

MOHAVE COUNTY SUPERIOR COURT POLICY AND PROCEDURE

TITLE: 1.07 REDUCTION IN FORCE

EFFECTIVE DATE: 04/29/2010

REVISED DATE:

A. AUTHORITY:

This procedure is based upon and consistent with the provisions of Judicial Merit System Rule 801(E) 'Layoff' and 205(C3) 'Reinstatement Registers'.

B. SCOPE:

This procedure applies to classified employees of the Superior Court. Division Heads may seek an exemption from the Presiding Judge if they wish to apply the provisions of this procedure to unclassified employees who will be affected by a reduction in force (RIF).

C. PURPOSE:

This procedure establishes the required process for implementing a RIF in accordance with Judicial Merit System Rule 801(E): "An employee may be laid-off from his/her division due to lack of work, lack of funds, reorganization (causing cutbacks and reductions), abolition of position or other reasons as specified in these Rules." This procedure was developed to ensure the accurate and orderly identification of position(s) and employee(s) affected by a RIF and describes assistance afforded under this procedure.

D. GENERAL PROVISIONS:

1. The decision as to which classification shall be affected by layoff and when layoff shall be effective shall be made by the Division Head. When a RIF is necessary, the Division Head may limit the RIF to a functional unit, organizational unit, a classification or grant funding source. Because positions are funded from various funding sources, all positions within a functional unit, organizational unit or classification might not be subject to RIF at the same time or for the same reasons.
2. When any classification is subjected to layoff, non-regular status employees in that classification in the same division shall be terminated before any regular status employee is laid off, unless the Division Head receives Presiding Judge approval to exclude an employee(s) for rational business-related reasons. The following order for RIF shall apply to the development of a Layoff Plan:
 - a. On-call or temporary employees
 - b. Original probationary employees
 - c. Regular status employees
3. The Presiding Judge may delegate his/her authority as outlined in this policy to the Associate Presiding Judge as deemed necessary.

E. RETENTION CRITERIA:

1. When regular status employees in a classification become subject to layoff, the Division Head shall determine which employee(s) shall be laid-off based on the performance, conduct, qualifications, and seniority of all regular employees in that classification in the same division. The Division Head shall identify the retention criteria, respective weightings and tie-breakers to be used in calculating the retention points. Regular status employees are subject to a RIF in retention point order, with employees with fewer points separated prior to those employees with more points. For rational business reasons, the Division Head may request Presiding Judge approval to exclude an employee(s) from layoff. Justification for any such exclusion(s) must be in writing as a part of the layoff plan. The Division Head shall review and discuss the proposed retention criteria, respective weightings and

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exclusions, if any, with the Human Resource Manager and Court Administrator for the opportunity to provide input and suggestions.

2. Documentation provided for each scored retention criteria must be submitted into the official personnel file in the office of Superior Court Human Resources prior to the effective date of the initiation of the RIF. The following criteria shall not be used as retention criteria: a) attendance, except without approved leave; b) timeliness of work product, except as addressed by a performance review or disciplinary action; c) willingness to put time in; d) dependability, except as addressed by performance review; e) attitude; and f) letters of commendation.
3. Development of retention criteria is not required in situations where there is the elimination of an entire classification, or where a single position with unique job duties is being eliminated.
4. Seniority is defined as current continuous employment as a regular status employee (including the probationary period) with the Superior Court in Mohave County.
5. The order and priority of tie breakers shall be determined by the Division Head. Only factors that can be tracked and/or measured may be considered as a tie-breaker. Tie-breakers are only utilized if employees subject to RIF have the same point totals. The Division Head may select the tie-breaker that best considers the needs of the affected position. Approved tie-breakers include, but are not limited to: relevant experience within the respective division, relevant education with completed degree or certificate from an accredited institution of learning, and/or bilingual employees.
6. The retention criteria of a specific Layoff Plan shall be consistently and equitably applied to all affected employees.

F. LAYOFF PLAN APPROVAL PROCESS:

1. The Division Head will prepare a Preliminary Layoff Plan which shall include: a) the reason for the RIF; b) a description of the retention criteria to be used in determining the order of RIF; c) the list of employees who are being proposed for separation from their employment as a result of the RIF; d) a draft Retention Criteria Matrix for each employee considered in the RIF; and, if applicable, e) the list of employees excluded from layoff with an explanation of the rational business reasons for the exclusion(s). The Division Head shall provide the Preliminary Layoff Plan to the Human Resource Manager who will work with the Division Head to verify the draft Retention Criteria Matrix and list of employees subject to RIF and to resolve any identified issues of concern.
2. After consultations with the Human Resource Manager have concluded, the Division Head shall finalize the Layoff Plan for submittal to the Human Resource Manager who will then indicate his/her concurrence with the Layoff Plan. The Layoff Plan shall then be submitted to the Court Administrator for review and concurrence and then to the Presiding Judge for review and final approval. No Layoff Plan shall proceed until the Layoff Plan containing the written justification has been reviewed and approved by the Presiding Judge.
3. Following receipt of the Presiding Judge's approval of the Layoff Plan, the Division Head, or his or her designate, shall then meet with each of the affected employees to review their Retention Criteria Matrix and to complete the signature section of the form. A copy of the completed Retention Criteria Matrix shall be provided to the affected employee. If the employee believes that an error has been made in the calculation of their retention points,

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the employee has three (3) working days from the date they signed the retention criteria matrix to request a review by the Human Resource Manager. The employee shall provide the Human Resource Manager with a written description of the alleged calculation error. Within five (5) days, the Human Resource Manager will meet with the Division Head to review the merits of the employee's claim. If the error is found to be valid, the Division Head shall recalculate the employee's retention points and the employee shall be so notified by the Human Resource Manger. If the employee's claim is not found to be valid, the employee shall be so notified by the Human Resource Manager.

G. PROCEDURE FOR IMPLEMENTING THE REDUCTION IN FORCE:

1. Initial Notification of RIF to Affected Employees:

After the Presiding Judge has approved the Layoff Plan, including the list of positions to be eliminated in the RIF, and the steps outlined in F(3) above have been completed, the Division Head and Human Resource Manager, or their assigned designees, shall meet with the affected employee(s), individually or collectively, to provide initial notification of the RIF. At that meeting the Division Head shall provide or arrange for the following:

- a. Written notification that they are being laid-off. A Division Head is responsible for notifying employees who will be subjected to layoff, by memorandum or similar means, as soon as possible but no later than ten (10) working days prior to the effective date of layoff.
- b. The Court Human Resource Manager, or designate, shall provide a list of the open positions with the Superior Court with information on how to apply for any available alternate positions in the Superior Court and/or Mohave County. The Court Human Resource Manager shall also provide information on any displacement services that may be available for the affected employee(s). Displacement services will be contingent upon resources that are available at the time the RIF is executed.

2. Pre-Layoff Reappointment:

- a. Following receipt of the notice of layoff, and before the effective date of layoff, an employee subjected to layoff may be considered by any Division Head in the Judicial Service having a vacant position of the same or lower salary range for which the employee meets the acceptable qualifications.
- b. If the employee wishes to seek a pre-layoff reappointment, the employee shall submit a written request with a completed Superior Court Application for Employment and any other application forms as may be required to the Human Resource Manager.
- c. The Human Resource Manager shall send the name of the employee to the Division Head who has a vacancy for which the employee qualifies. The Division Head shall promptly interview the employee. An offer of reappointment is at the discretion of the hiring Division Head.
- d. An employee selected for and who accepts a pre-layoff reappointment shall have their salary set in accordance with the applicable provisions of County Administrative Procedure 11-1.

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- e. If an employee declines a job interview or offer of employment, the prospective hiring Division Head shall report the refusal to Court Human Resources. Such action shall result in removal of the employee from the pre-layoff reappointment process.
- f. Affected employees may apply for advertised positions that are of a different status (i.e., unclassified rather than classified) or a higher level classification than the employee's current position, but under this circumstance the application will be accepted on a competitive basis and evaluated on the same basis as all other candidates.

3. Exit Out-processing:

On or before the affected employee's last day of employment, the Division Head or designee shall meet with the employee for a final meeting to arrange for return of all Court property. Additionally, the employee shall meet with Court Human Resource staff for exit-out processing.

H. REINSTATEMENT:

1. A regular status employee who is separated from Judicial Service as the result of a formal RIF may apply in writing for reinstatement within thirty (30) calendar days after the effective date of the layoff. Such employee will be required to provide the Human Resource Manager with a completed current Superior Court Application for Employment. The employee shall be placed on the reinstatement register for the same or a lower classification from which they were separated.
2. A laid-off employee placed on the reinstatement register shall remain on the reinstatement register for one (1) year from the date of layoff. It shall be the laid-off employee's responsibility to notify the Human Resource Manager of any changes in address or phone number.
3. Former regular status employees who have been laid-off may be reinstated to a position in the same or lower classification, if recalled, within one (1) year from the date of separation.

**ATTACHMENT A
RETENTION CRITERIA RATING MATRIX**

- 1) The Division Head or designee completes the following worksheet for employee(s) considered for a RIF.
- 2) Points given by the Division Head or designee are based on documentation in the official personnel file submitted prior to the effective date of the initiation of the RIF.

EMPLOYEE'S NAME: _____

JOB CLASSIFICATION: _____

MOST RECENT DATE OF HIRE IN REGULAR STATUS POSITION IN A DIVISION OF THE MOHAVE COUNTY SUPERIOR COURT: _____

CURRENT DATE USED TO DETERMINE SENIORITY: _____

SENIORITY: _____ = Length of current continuous employment in regular status position (including original probationary period) with the Superior Court in Mohave County. Calculation = Current Date minus Most Recent Date of Hire in Regular Status Position in a Division of the Mohave County Superior Court divided by 365 days. For example, Current Date of 04/12/09 minus Date of Hire of 12/23/98 divided by 365 days/year = 10.3 years of seniority.

RETENTION CRITERIA	# POINTS	X WEIGHT **= WEIGHTED SCORE
1. SENIORITY * <small>*Must be the highest weighted criteria.</small>		X _____ =
2. (CRITERIA)		X _____ =
3. (CRITERIA)		X _____ =
4. (CRITERIA)		X _____ =
SUBTOTAL SCORE		
6. Tie Breaker (Include only if tie exists) Describe:		
		TOTAL SCORE =

Rater/Supervisor Signature

Date

Division Head Signature

Date

Employee Signature

Date

* Seniority = The length of current continuous employment, including reinstatement, as a regular status employee (including the original probationary period) in one or more of the Court divisions in the Mohave County Superior Court utilizing the Seniority formula listed above.

** Assign a weight value to each criteria. Seniority weight **MUST** be the highest rated criteria and the total weights must equal 100%.

MOHAVE COUNTY SUPERIOR COURT POLICY AND PROCEDURE

TITLE: 4.02 VOLUNTEER / INTERN PROGRAM

EFFECTIVE DATE: 04/29/2010
REVISED DATE:

A. PURPOSE:

To establish the procedures to be used when a Division Head desires to use volunteers to provide their skills, knowledge and expertise in a non-paid status to a division of the Superior Court, excluding CASA.

B. STATEMENT OF POLICY:

The Court recognizes that a volunteer program enhances the Court's ability to serve the public while simultaneously allowing an opportunity for individuals to give back to the community. As a public employer, the Court is committed to complying with the applicable provisions of federal and state laws and regulations including the Fair Labor Standards Act.

C. DEFINITIONS:

1. **Bona Fide Volunteer:** A volunteer is generally defined as an individual who performs hours of service for a public agency for civic, charitable, or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered.
2. **Public Employee Volunteers:** Court employees may volunteer hours to the Court and/or Mohave County provided the services performed are not the same type of services they are paid to perform for the Court. Court employees may not volunteer other duties to the Court and/or Mohave County when the volunteer hours involve the same type of services which the individual is employed to perform for the Court; to do so will require that the employee be paid for all hours worked.
3. **Citizen Volunteers:** An individual who is at least 16 years of age who is not employed by the Court or Mohave County and who donates hours of service with a court division is considered a volunteer so long as the services are provided with no promise, expectation or receipt of compensation for the services rendered.

D. PROCEDURE:

1. A Division Head who desires to place a volunteer in their division shall submit a completed Request for Position Action to Court Human Resources. The Division Head shall include a description of the services to be provided by the volunteer/intern, the anticipated duration of the volunteer/intern appointment and whether or not they wish to have the volunteer/intern position posted for recruitment through Court Human Resources.
2. A copy of all requests for volunteer services shall be forwarded to the Superior Court Administrator.
3. Individuals who wish to volunteer must submit a completed Volunteer/Intern Application to Court Human Resources or the division in which they wish to volunteer. Court Human Resources will submit all volunteer/intern applications to the respective court division for consideration and possible interview.
4. Once a volunteer selection decision has been made, the Division Head shall notify Court Human Resources. Prospective volunteers will be required to successfully complete fingerprinting and a criminal history records check through the Arizona Criminal Justice System (ACJIS) and the national criminal information database which shall include a driving records check through the Motor Vehicle Division (MVD) of the Arizona Department of Transportation and through the MVD of any other previous states of residence. This criminal background check does not apply to volunteers/interns who are 16 through 17 years of age.

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TITLE: 4.02 VOLUNTEER / INTERN PROGRAM

EFFECTIVE DATE: 04/29/2010
REVISED DATE:

- a. The criminal history records check for volunteers/interns with the Probation Department shall be conducted by authorized Probation staff.
- b. The criminal history records check for volunteers/interns with the Clerk of Superior Court and Superior Court divisions shall be conducted by the Court Security Manager.
5. In accordance with the Arizona Code of Judicial Administration § 6-106(V)(E), volunteers or student interns who are volunteering in safety sensitive positions in the Probation Department may be required to submit and pass a urine drug and alcohol test before they are assigned or at any time when reasonable suspicion exists.
6. After a volunteer/intern selection decision has been made and the individual has successfully completed the criminal history background check, the Division Head shall submit the following to Court Human Resources:
 - a. Volunteer/Intern application
 - b. The Volunteer Registration Form with the Supervisory Section completed
 - c. Certification of the volunteer/intern's successful completion of the criminal history records check.
7. On or before the volunteer/intern's first day of service, the individual shall meet with Court Human Resource staff to complete the Volunteer Registration Form and the Volunteer/Intern Agreement. Additionally, volunteers or interns will be informed of their responsibility to comply with the provisions of the Code of Conduct for Judicial Employees and will be scheduled to attend the next regularly scheduled Judicial New Employee Orientation. The Court recognizes that it may not be possible for volunteer/interns serving for short-term appointments for less than ninety days to attend Judicial New Employee Orientation. Court Human Resources will forward a copy of the Volunteer Registration Form to Mohave County Risk Management.
8. A file will be maintained in Court Human Resources. Upon completion of the volunteer/intern service, the Division Head shall submit a Request for Position Action Form indicating separation from the program. A copy shall be sent to Mohave County Risk Management.
9. Court Human Resources shall maintain a roster of active volunteers in the Superior Court.

E. ADDITIONAL PROVISIONS:

1. Volunteers and student interns are not eligible for compensation or benefits including but not limited to, cash, retirement, health insurance, social security, employee assistance program, or life insurance. Additionally, at no time will the volunteer/intern be entitled to the rights or privileges of the Judicial Merit System Rules of the Superior Court in Mohave County.
2. Nothing in this policy shall be construed to imply that, after participation in, or completion of the volunteer/intern service, the volunteer/intern will have a right to any form of employment with the Superior Court in Mohave County. Additionally, the Division Head and the volunteer/intern shall retain the right to discontinue the volunteer/intern's participation in the program at any time during the period of service.

Superior Court in Mohave County, Arizona

Volunteer/Intern Program

The Volunteer/Intern Program enables the Court to better serve the public while allowing an opportunity for individuals to give back to the community and show their support to the Court.

From time to time, the Superior Court in Mohave County, Arizona, may have volunteer/intern positions available. Examples include internships for college students (law clerk, legal research, project research, etc.); or volunteers helping the public find certain locations in the courthouse, or providing clerical support to the Court. Please note that this volunteer program does not apply to individuals interested in serving as volunteers for the Court Appointed Special Advocate (CASA) Program. Anyone interested in volunteering as a CASA should contact the CASA Office at (928)753-0790 or (928)453-0705.

If you are interested in becoming a volunteer with the Mohave County Superior Court, please fill out the volunteer application form and submit it to: Superior Court Human Resources, Mohave County Superior Courthouse, 401 E. Spring Street, Kingman or mail it to Court HR, P.O. Box 7000, Kingman, Arizona, 86402. The Volunteer/Intern application can be obtained at www.mohavecourts.com or by calling 928-718-4928.

VOLUNTEER / INTERN PROGRAM - FREQUENTLY ASKED QUESTIONS

<i>What is a Volunteer?</i>	<i>A volunteer is a citizen who performs service for the Superior Court without compensation.</i>
<i>What is an Intern?</i>	<i>An intern is a college student who gains knowledge and may possibly earn course credit through voluntary service to the Court.</i>
<i>What are the benefits of volunteering/interning for the Court?</i>	<i>Volunteering/interning for the Court provides many opportunities to the individual and the community the individual will help serve. Aside from personal enrichment and becoming a contributor to the community and its needs, volunteering/interning in the Court creates opportunities for networking, enhances your resume and provides possible job leads and knowledge of the judicial system.</i>
<i>What do I do to become a Court Volunteer or Intern?</i>	<i>The process of becoming a Court Volunteer/Intern involves several steps:</i> <ol style="list-style-type: none"><i>1. Complete an application</i><i>2. Participate in an interview</i><i>3. Successfully complete fingerprinting and a criminal history records check through the Arizona Criminal Justice Information System (ACJIS) and the national criminal information database and a driving records check through the Motor Vehicle Division (MVD) of the Arizona Department of Transportation and a driving records check through the MVD of any other previous states of residence. Note: The criminal background check does not apply to Volunteers who are 16 through 17 years of age.</i><i>4. Additionally, student interns or volunteers for safety sensitive appointments in the Probation Department may be required to submit and pass a urine drug and alcohol test before the student intern or volunteer is assigned to a safety-sensitive appointment or for reasonable suspicion at any time (per Arizona Code of Judicial Administration 6-106(V)(E)).</i>
<i>How are Volunteers placed?</i>	<i>Placement is determined by several factors including: the needs of the Court, availability and court program requirements. Individuals accepted for placement as a Volunteer/Intern will be notified of their assignment start date. On their start date, they will meet with Court Human Resources to complete necessary paperwork including State of Arizona Volunteer Registration Form, Volunteer/Intern Agreement Form and they will receive a copy of the Code of Conduct for Judicial Employees.</i>
<i>Where can I obtain an application?</i>	<i>The Volunteer/Intern Application is available for downloading at www.mohavecourts.com</i>

FREQUENTLY ASKED QUESTIONS (Continued)

Are Volunteers/Interns Covered Under Workers' Compensation?	<i>No. Volunteers and Interns are not eligible for coverage under the State of Arizona Workers' Compensation Program. Volunteers/Interns are not covered by the State workers' compensation plan if injured while participating in the Superior Court Volunteer/Intern Program. Volunteers are strongly encouraged to obtain their own medical insurance before participating in this program. When there is no other insurance in place, Risk Management has purchased volunteer accident medical and AD&D program. http://risk.az.gov/userfiles/file/Volunteer%20Registration%20Form%209_2_09.pdf</i>
What is expected of the Volunteer/Intern and is there a dress code?	<i>Volunteers/Interns are expected to conduct themselves at all times in a professional and courteous manner, which reflects positively on the individual and the Court. Volunteers/Interns must maintain personal attire, hygiene and grooming in a professional business-like manner which is appropriate for the area to which assigned and which reflects positively on the Court.</i>
What is the minimum age requirement?	<i>The minimum age for volunteering is 16 years of age to allow high school students the opportunity to gain experience. Other age requirements may apply depending upon the assignment (i.e. 21 years of age in the Probation Department)</i>
What are the hours of service at the Court?	<i>The Court is open for business Monday through Friday 8:00 a.m. to 5:00 p.m. A schedule will be determined upon acceptance of the individual as a Volunteer or Intern as agreed upon by the individual and their supervisor.</i>
What court(s) can I volunteer for?	<i>This program provides volunteer assignment at any of the Superior Court divisions located throughout Mohave County including Bullhead City, Kingman, Lake Havasu City and the Arizona Strip area.</i>
What kind of orientation will I receive?	<i>Individuals serving Volunteer/Intern assignments of 3 months or longer will be required to attend the Judicial New Employee Orientation Program. This orientation program provides information regarding customer service, ethical conduct, safety and security, as well as an introduction to the Mohave County Court System. This training enables the Volunteer/Intern to understand how their participation with the Court fits in with the Court's overall operation and how their assistance contributes to the mission of the Court and its services to the general public.</i>
What does the interview involve?	<i>An interview consists of meeting with a Manager/Supervisor where questions will be asked of you. The questions are open-ended and designed to encourage free expression and discussion of points of concern; i.e. time commitment, schedule, expectations, etc. An interview should take approximately 30 minutes.</i>
Are there any other training opportunities?	<i>Occasionally Volunteers/Interns may be given the opportunity to attend continuing education, tours and Court events.</i>
Can I receive credit at my school for my Internship with the Court?	<i>Receiving course credit for an Internship with the Court is determined by your educational institution. Please refer to your school to address and arrange course credit.</i>
Is there a possibility for a job placement after my Volunteer/ Internship is over?	<i>Volunteering/Interning for the Court does not in any way bind the Court to offer any type of paid employment to the individual. Individuals interested in employment with the Superior Court must comply with the same employment procedure as everyone else.</i>
Who do I contact if I have additional questions?	<i>You can contact staff at the Superior Court Human Resource Office at 928-718-4928.</i>



SUPERIOR COURT IN MOHAVE COUNTY VOLUNTEER/INTERN APPLICATION

CHECK DESIRED LOCATIONS		CHECK AREAS YOU ARE MOST INTERESTED IN SERVING AS A VOLUNTEER/INTERN:		
<input type="checkbox"/> Bullhead City <input type="checkbox"/> Kingman <input type="checkbox"/> Lake Havasu City <input type="checkbox"/> Other (describe):	Areas: <input type="checkbox"/> Civil <input type="checkbox"/> Criminal <input type="checkbox"/> Family Court <input type="checkbox"/> Juvenile	Court Divisions: <input type="checkbox"/> Clerk of Superior Court <input type="checkbox"/> Conciliation Court <input type="checkbox"/> Court Technology Services <input type="checkbox"/> Drug Court	<input type="checkbox"/> Human Resources <input type="checkbox"/> Juvenile Detention <input type="checkbox"/> Law Library <input type="checkbox"/> Probation <input type="checkbox"/> Superior Court Administration	
NAME (Last)		(First)	(Middle I.)	(Other Last Name(s) Used):
HOME ADDRESS (STREET)		CITY	STATE	ZIP
TELEPHONE NUMBER: HOME:		CELL:	EMAIL:	
EMERGENCY CONTACT PERSON (NAME)			EMERGENCY CONTACT PHONE #:	
ARE YOU AT LEAST 21 YEARS OF AGE? <input type="checkbox"/> YES <input type="checkbox"/> NO If No, list your age:				
WHAT ARE YOUR REASONS FOR VOLUNTEERING/INTERNING (PLEASE INCLUDE RELEVANT EXPERIENCE):				
EDUCATION: CHECK HIGHEST LEVEL COMPLETED		TYPE OF DEGREE(S) EARNED	MAJOR AREA OF STUDY	
<input type="checkbox"/> Junior High <input type="checkbox"/> High School <input type="checkbox"/> Some College <input type="checkbox"/> College Graduate				
ARE YOU CURRENTLY IN SCHOOL? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, LIST NAME AND ADDRESS OF SCHOOL YOU ARE ATTENDING:				
DO YOU PLAN TO RECEIVE SCHOOL CREDIT FOR THIS VOLUNTEER/INTERNSHIP APPOINTMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO				
SPECIAL TRAINING /CERTIFICATIONS (INCLUDE ANY RELEVANT MILITARY TRAINING)				
ARE YOU CURRENTLY EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO HOW LONG IN THIS POSITION: _____				
YOUR JOB TITLE: _____				
EMPLOYER NAME, ADDRESS, PHONE NUMBER: _____				
SUPERVISOR'S NAME: _____ SUPERVISOR'S JOB TITLE: _____				
DUTIES (Be specific)				
IF YOU ARE NOT CURRENTLY EMPLOYED, OR IF YOU HAVE WORKED FOR YOUR CURRENT EMPLOYER FOR LESS THAN ONE YEAR, COMPLETE THE PREVIOUS EMPLOYER SECTION BELOW.				
PREVIOUS EMPLOYER NAME, ADDRESS, PHONE NUMBER: _____				
DATES OF EMPLOYMENT - FROM: _____ TO: _____				
SUPERVISOR'S NAME: _____ SUPERVISOR'S JOB TITLE: _____				
YOUR JOB TITLE: _____				
DUTIES (Be specific)				
REASON FOR LEAVING: _____				
COMPUTER RELATED TRAINING & EXPERIENCE (DESCRIBE YOUR EXPERIENCE AND LEVEL OF PROFICIENCY WORKING WITH COMPUTER SYSTEMS, APPLICATIONS, HARDWARE, SOFTWARE, ETC.)				

VOLUNTEER/INTERN APPLICATION - Page 2

CAN YOU MAKE A VOLUNTEER/INTERN COMMITMENT FOR:
 ___ Less than 3 months ___ 3 months ___ 6 months ___ 12 months ___ More than 12 months ___ Other: _____

HOURS YOU ARE AVAILABLE TO VOLUNTEER	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
FROM							
TO							

ARE YOU ASSOCIATED WITH THE COURT SYSTEM OR WITH ANYONE INVOLVED IN THE PROGRAM TO WHICH YOU ARE APPLYING?
 ___ YES ___ NO IF YES, GIVE DETAILS:

IN ADDITION TO ENGLISH, DO YOU SPEAK ANOTHER LANGUAGE? ___ YES ___ NO
 LIST THE LANGUAGES AND YOUR PROFICIENCY LEVEL (READ, WRITE, SPEAK)

HAVE YOU EVER BEEN CONVICTED AS AN ADULT, OR ADJUDICATED DELINQUENT AS A JUVENILE, OF ANY VIOLATION OF THE LAW? You must answer yes if you have any convictions or adjudications, in any state, no matter how long ago, whether felony or misdemeanor, even if they have been set aside, vacated, pardoned, expunged, dismissed or appealed, whether or not your civil rights were restored, you successfully completed probation, went to trial, entered a guilty plea or a no contest plea. ___ YES ___ NO
 IF YES, GIVE DETAILS OF EACH CONVICTION AND DISPOSITION BELOW. A CONVICTION WILL NOT NECESSARILY PRECLUDE YOU FROM CONSIDERATION UNLESS SUCH CONVICTION(S) RELATES ADVERSELY TO THE VOLUNTEER/INTERN POSITION SOUGHT.

HAVE YOU EVER BEEN SUBJECT TO ANY COURT ORDER INVOLVING SEXUAL, PHYSICAL OR VERBAL ABUSE INCLUDING BUT NOT LIMITED TO ANY DOMESTIC VIOLENCE OR CIVIL HARASSMENT INJUNCTION OR PROTECTIVE ORDER? ___ YES ___ NO
 IF YES, GIVE DETAILS:

ARE YOU CURRENTLY A MEMBER OF ANY PROFESSIONAL, COMMUNITY, POLITICAL, OR SOCIAL ORGANIZATION OR GROUP?
 ___ YES ___ NO IF YES, LIST GROUP NAME, POSITION HELD, ETC. (USE ADDITIONAL PAPER AS NECESSARY)

DO YOU HOLD AN ELECTED POSITION? ___ YES ___ NO IF YES, NAME OF POSITION:

DO YOU HAVE RELATIVES CURRENTLY WORKING FOR THE MOHAVE COUNTY SUPERIOR COURT? ___ YES ___ NO
 IF YES, PLEASE LIST NAME AND POSITION OF RELATIVE:

HAVE YOU HELD ANY PREVIOUS VOLUNTEER POSITIONS?
 ___ YES ___ NO IF YES, GIVE DETAILS (USE ADDITIONAL PAPER AS NECESSARY):

AFFILIATIONS

REFERENCES (2)

CONTACT NAME	ORGANIZATION	PHONE NUMBER
CONTACT NAME	ORGANIZATION	PHONE NUMBER

SIGNATURE, CERTIFICATION AND RELEASE OF INFORMATION:
 I hereby certify that the facts set forth on this application are true, correct and complete to the best of my knowledge and belief. I am aware that should investigations disclose misrepresentation, falsification or willful omission, my application may be rejected or removed from consideration and my Volunteer/Internship may be ended.

APPLICANT SIGNATURE _____ DATE: _____

VOLUNTEER PROGRAM INFORMATION

**SUPERIOR COURT OF ARIZONA
COUNTY OF MOHAVE
VOLUNTEER / INTERNSHIP AGREEMENT FORM**

I, _____, by signing this agreement form, am agreeing to participate in the Volunteer/Internship program with the Superior Court of Arizona, County of Mohave. I agree to commit my time to the volunteer/internship program according to the following schedule:

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Time:							

I understand that:

- I will not receive compensation for my services to the Court.
- I will not be reimbursed for any out-of-pocket expenses.
- I will not be allowed to drive a County/State vehicle and I am not eligible for reimbursement of mileage expenses.
- I assume all risk of injury occurring to me while rendering my services to the Superior Court and I understand that as a Volunteer/Intern, I am not covered under the State of Arizona Workers' Compensation Program.
- A routine criminal history records check is made on volunteers/Interns 18 years of age or older, and the results of such checks are utilized for the sole purpose of evaluating the Volunteer/Intern's suitability to commence or continue providing services with the Mohave County Superior Court.
- Meeting the minimum qualifications to become a Volunteer/Intern should not be construed as meeting the minimum qualifications of a paid position with the Superior Court.
- I am not entitled to a paid position with the Superior Court at the conclusion of my Volunteer/Internship appointment.
- My volunteer appointment can end at any time at the discretion of the Superior Court.

Additionally, I understand and agree to:

- Conduct myself in a professional manner at all times and use discretion when dealing with sensitive matters and confidential information. I understand that it is improper to disclose to others confidential information or records for personal purposes. I further understand that abuse of confidential information by a current or former employee/volunteer may be a class 6 felony under A.R.S. § 38-504(B).
- Comply with the provisions of the Arizona Code of Conduct for Judicial Employees.
- Comply with the Court's policy prohibiting unlawful harassment.
- Comply with the Court's electronic communications policy.
- Comply with the Court's training requirements in order to maintain my Volunteer/Intern appointment.
- Maintain personal attire, hygiene and grooming in a professional business-like manner which is appropriate for the area to which assigned and which reflects positively on the Court.

Further, I understand if I violate the policies and Code of Conduct for Judicial Employees, I will be dismissed from the Volunteer/Internship Program.

Date: _____

Print Name: _____ Signature: _____

Witness: _____ Date: _____

MOHAVE COUNTY SUPERIOR COURT POLICY AND PROCEDURE

TITLE: 3.01 CHAIN OF COMMAND, EMPLOYMENT OF
RELATIVES, NON-FRATERNIZATION AND
CHILD LABOR

EFFECTIVE DATE: 04/29/2010
REVISED DATE:

A. CHAIN OF COMMAND:

1. The chain of command for the Superior Court is as follows:
 - a. Presiding Judge: Final level of chain of command. The Presiding Judge has final authority over personnel matters, including but not limited to disciplinary actions and management policies within the Superior Court. As deemed necessary, the Presiding Judge may designate the Associate Presiding Judge to have final authority over specific personnel matters.
 - b. Court Administrator: Second highest level in chain of command (for personnel matters) prior to reaching the level of the Presiding Judge. The Court Administrator has responsibility for daily administration of the Judicial Merit System, policies and procedures, and/or as otherwise directed by the Presiding Judge.
 - c. Division Head: Intermediate level of the chain of command. Division Heads have primary authority for personnel matters arising in the course of managing their assigned Divisions, subject to the limitations established by the Judicial Merit Rules, policies and procedures, including but not limited to: appraising and evaluating employee performance, proposing and instituting disciplinary actions and establishing divisional policies and procedures. It is expected that the Chief Probation Officer will keep the Presiding Juvenile Judge apprised of significant personnel matters involving employees of the juvenile division.
 - d. Supervisory Staff Designee of Division Head: Individuals under the supervision of a Division Head to whom the Division Head has delegated authority including supervising authority.
 - e. Line Staff: Under direction of a Division Head, may be granted temporary supervising authority.
2. As a general guideline, employees are expected to follow the chain of command when seeking to bring work-related matters of concern to the attention of court management. The Court recognizes, however, that exceptional circumstances may exist which require an employee to skip one or more levels in the chain of command to seek assistance. These situations may include, but are not limited to the following:
 - a. Perceived, alleged or actual illegal, immoral, discriminatory, harassing or retaliatory behavior by one individual occupying the applicable level in the chain of command; or
 - b. Situations in which the complaint or concern is directed specifically at the individual occupying the applicable level in the chain of command and when communicating with said person would cause undue distress on the employee, or where one or more previous communications with such individual have not produced a desired result.
3. When an employee elects to skip one or more levels in the chain of command, and when, upon review by the person to whom the employee disclosed their concerns the decision is reached to do so, the employee may be referred back to a lower level in the chain of command with or without accompaniment by a higher level manager in an effort to resolve the matter(s) on an informal basis.

MOHAVE COUNTY SUPERIOR COURT POLICY AND PROCEDURE

TITLE: 3.01 CHAIN OF COMMAND, EMPLOYMENT OF
RELATIVES, NON-FRATERNIZATION AND
CHILD LABOR

EFFECTIVE DATE: 04/29/2010
REVISED DATE:

B. EMPLOYMENT OF RELATIVES:

1. Relatives of an employee shall not be employed where one employee supervises the other.
2. Relatives of an employee shall not be employed where decisions of compensation and approval of work are made by an immediate family member.
3. Immediate family members shall not be employed in the same division without approval of the Presiding Judge.
4. Work site or duty considerations of Court employees who subsequently become related by marriage or cohabitation may warrant transfer or layoff.

C. NON-FRATERNIZATION:

The success of the Court depends on positive employee morale and good working relationships. The Court recognizes that workplace romances or attractions can develop between people who work together. Unfortunately, attractions are not always mutual and these situations can develop into sexual harassment complaints. In addition, a relationship between a supervisor and his/her subordinate can often cause morale problems or misperceptions about assignments and favoritism on the part of other employees in the court division.

For these reasons, supervisory employees are not permitted to date, or become romantically involved with, and/or engage in any fraternization or similar conduct, attempted or otherwise, with any employee with whom they have a supervisor/subordinate relationship. In the event that such a relationship develops between a supervisor and his/her subordinate employee, it is the responsibility of the supervisory employee to promptly disclose the existence of the relationship to the attention of his/her supervisor, Division Head, or to the Court Human Resource Manager or designee. The subordinate employee may make the disclosure as well, but the burden of doing so shall be upon the supervisory employee. The individual receiving such notification shall confer with the involved Division Head and Court Human Resource Manager or designee, to explore what arrangements are necessary to further the best interests of the Court and may include but are not limited to: transfer, reassignment, and/or dismissal of the involved employee(s). The Court Administrator shall be consulted prior to taking any action.

D. CHILD LABOR PROVISIONS:

1. Minors between the ages of sixteen (16) and eighteen (18) may be employed by the Court as part of the regular workforce or in summer jobs for youth programs. Employment of minors shall be done in compliance with federal, state and local wage and hour laws. Occupational and age restrictions apply to certain jobs involving operation of equipment and hazardous materials. Divisions should contact Court Human Resources for clarification.
2. All employees under the age of 19 shall submit documentary proof of age.