

Policy Development and Implementation
January 2, 2013

Office of Court Administration



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Administrative Director

Office of Court Administration Policy Development and Implementation

PURPOSE:

The purpose of this policy is to establish a process for review, approval and implementation of new agency policies and revisions to existing policies.

This process is meant to be a collaborative effort to develop and implement policies that provide meaningful, understandable guidance that complies with state and federal statutes.

DEFINITIONS:

Originator – the person who identifies, recommends and drafts a proposed agency policy or a revision to an existing policy; the proponent may be the originator.

Policy – this term refers to agency-wide policies, and not to policies that only affect a particular division within the agency.

Policy Review Team (PRT) – refers to the group designated by the Administrative Director to develop, review, implement and revise OCA policies.

Proponent – the person responsible for the periodic review of an existing policy.

POLICY DEVELOPMENT PROCEDURES:

The originator identifies the need for a new policy or revision of an existing policy.

The originator notifies the Administrative Director of the need for the proposed policy or policy revision. If directed to proceed, the originator prepares a draft and submits it to Legal and then to HR for review.

The policy draft e-mail should include the Name or Description of the proposed policy or policy revision in the subject line. If there are forms to be included or updated, they should be included with the draft.

OCA's General Counsel and the HR Officer review the draft for compliance with state and federal law, and to determine the policy's relationship to existing policies.

When necessary, the General Counsel or the HR Officer will work with the originator to revise the policy.

The HR Officer then e-mails the draft to the PRT and includes the originator if that person is not already included.

The PRT members e-mail their concurrence with the policy to the PRT.

If any member of the PRT does not concur with the policy as written, the team member provides timely feedback and recommended revisions to the entire PRT. Limited e-mail deliberation may suffice, or the discussion may require a meeting.

When agreement is reached on recommended revisions, the originator revises the policy draft and re-circulates the draft using the e-mail review process.

If the policy will significantly affect the specialty courts staff or the presiding judges' assistants, then HR and Legal will ensure that the presiding judges have had appropriate approval of the policy before approval and signing by the Administrative Director.

Once concurrence is reached by all members of the PRT, HR submits the final draft, including a signature page, to the Administrative Director for approval.

Once the Administrative Director's approval is obtained, HR submits the original documents to Legal for filing with the permanent policy record files.

POLICY MAINTENANCE PROCEDURES:

HR coordinates posting the policy, communicating the new or revised policy to all employees, and provides or arranges for training when necessary.

Policy proponents shall review and re-circulate existing policies by August 31 of every odd-numbered year.

Attachment: Policy Proponents

POLICY PROPONENTS:

Contracted Workforce

Contract Work Policy	Tina Washington
In-processing form for Contract Workers	Nancy Simmons
Vendor Access Policy and Procedure	Casey Kennedy

Criminal History

Criminal History Policy	Nancy Simmons
Job Applicant/Contractor Criminal History Acknowledgement Form	Nancy Simmons

Dispute Resolution

Mena Ramon

Employee Assistance Program

Nancy Simmons

Employee Information System User Guide

Tina Washington

Employment at Will

Nancy Simmons

ERS

Nancy Simmons

Ethics and Conduct

Dress Code	Nancy Simmons
Drug Free Workplace	Nancy Simmons
EEO Policy	Nancy Simmons
Ethics Policy	Nancy Simmons
Harassment Policy	Nancy Simmons

Hiring

New Hire In-Processing Form	Nancy Simmons
Recommendation to Hire Memo	Nancy Simmons
Personnel Action Form (PAF)	Nancy Simmons
Selection Matrix	Nancy Simmons
Screening Matrix Instructions	Nancy Simmons
Hiring Policy	Nancy Simmons

HR Policy

Discipline and Termination	Nancy Simmons
Driving Policy	Nancy Simmons
Longevity Awards	Nancy Simmons
Workplace Accommodation	Nancy Simmons

IT Division Staff Policies

IS Change Management Policy Guidelines and Forms	
Contract Management Procedure	Casey Kennedy
IS Internal Staff Policy	Casey Kennedy
Systems Development Life Cycle	Casey Kennedy

IT Policies (All Staff)

Computer Security	Casey Kennedy
IT Policies Acknowledgment Form	Casey Kennedy
Portable Computing Device Security Policy	Casey Kennedy
Software License Policy	Casey Kennedy
Software License Request for PC Form	Casey Kennedy
VPN Acknowledgment Form	Casey Kennedy
Web Posting Policy	Casey Kennedy

HR- Performance Evaluation

Employee Performance Evaluation Form	Nancy Simmons
Employee Performance Evaluation Policy	Nancy Simmons

Policy Development and Implementation

Nancy Simmons

Property

Capitalized/Controlled Equipment Notice (CRN) Form	Jeannie Lucas
Designation of Property Custodian Forms	Jeannie Lucas
Designation of Property Custodians List	Jeannie Lucas
Interdepartmental Transfer of Equipment (ITE) Form	Jeannie Lucas
Loaned Equipment Receipt	Jeannie Lucas
Missing, Damaged or Stolen Property Report	Jeannie Lucas
Property Management Policy	Jeannie Lucas
Property Procedures	Jeannie Lucas
Property Transfer Receipt – Agency to Agency	Jeannie Lucas
Receiving Goods	Jeannie Lucas
Transfer of Loaned Equipment	Jeannie Lucas

PSRB

Process Server Review Board Communication Policy	Mena Ramon
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Purchasing

Rules and Guidelines	Tina Washington
HQ Purchase Requests	Tina Washington
Specialty Courts Purchase Requests	Tina Washington
IT Purchase Requests	Paula Garner
Purchasing Related Web Sites	Tina Washington
Vendor Related Web Sites	Tina Washington
Technology Related Web Sites	Paula Garner

Safety

Work Place Safety Program

Nancy Simmons

Salary

Equity Pay Adjustment

Glenna Bowman

Merit Salary Increase Policy

Glenna Bowman

Time and Leave

Flextime Policy

Tina Washington

Leave Form

Tina Washington

Request Comp/Overtime

Tina Washington

Sick Leave Pool Donation/Application

Nancy Simmons

Specialty Court Leave Form

Tina Washington

Time and Leave Form

Tina Washington

Time and Leave Policy

Tina Washington

Training and Education

Training & Education

Nancy Simmons

Discretionary Training Agreement

Nancy Simmons

Tuition Reimbursement Request Form

Nancy Simmons

Travel

State Travel Guidelines

Tina Washington

Board Travel (all policies and forms)

Tina Washington

Travel Voucher

Tina Washington

Travel, OCA HQ Employees (all policies and forms)

Tina Washington

Travel, CPC staff (all policies and forms)

Tina Washington

Workplace Violence Prevention Policy

Nancy Simmons