



## Tucson City Court Administrative Order

SUBJECT	NUMBER 30-5	PAGE 1 of 3
<b>ADOPTION OF PERSONNEL RULES AND POLICIES FOR COURT EMPLOYEES</b>	PAGE ISSUE DATE June 22, 2009 REVISED DATE January 14, 2013	

### I. PURPOSE

This Administrative Order outlines the adoption of Tucson City Court Personnel Rules and Policies for court employees.

### II. REFERENCE

- A. Supreme Court Administrative Order No. 2005-32 provides that the Presiding Judge of the Superior Court shall exercise administrative supervision over the municipal courts in their counties, and the Presiding Judge may delegate this responsibility to the presiding municipal court judge.
- B. Intergovernmental agreement between the City of Tucson and the Pima County Superior Court provides that the Presiding Superior Court Judge shall be the appointing authority for the selection, supervision, evaluation and termination of all non-judicial Tucson City Court personnel.
- C. Administrative Order No. 2005-20 of the Arizona Superior Court in and for the County of Pima, delegates this authority to the Tucson City Court Presiding Magistrate.
- D. Supreme Court Administrative Order No. 2005-32 also provides that the presiding municipal court judge may delegate this authority to a municipal court administrator.
- E. Tucson City Court Administrative Order No. 30-4 delegates this authority to the Court Administrator (Deputy Director of Tucson City Court).
- F. Tucson City Court wishes to have direct control over the selection, supervision, evaluation and termination of all non-judicial court employees.

### III. POLICY

Effective July 1, 2009, the Tucson City Court shall be responsible for promulgating rules and policies relating to the recruitment, selection, supervision, evaluation, discipline and termination of all non-judicial court employees. Non-judicial court employees will remain City of Tucson employees, however, the following rules and policies will supersede any



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similar City of Tucson Administrative Directives. The Tucson City Court adopts the following rules:

- Rule 1 – General Provisions and Applicability
- Rule 2 – Definitions
- Rule 3 – Recruitment, Examination, Certification and Appointment
- Rule 4 – Probationary Period
- Rule 5 – Performance Appraisals
- Rule 6 – Rules of Conduct
- Rule 7 – Disciplinary Actions
- Rule 8 – Grievances
- Rule 9 – Training and Education

And policies:

- Policy 101 – Work Week, Attendance and Report Time Worked
- Policy 102 – Outside Employment
- Policy 103 – Employee/Applicant Background Investigation
- Policy 104 – Employment Records
- Policy 105 – Transfer and Promotions
- Policy 201 – Employee Leaves
- Policy 202 – Holiday Policy
- Policy 203 – Vacation Leave
- Policy 204 – Sick Leave
- Policy 301 – Felony or Misdemeanor Arrest/Citation and Conflict Cases
- Policy 302 – Employees as Parties, Victims or Witnesses in Court Matters
- Policy 303 – Work Appearance

Any City of Tucson Administrative Directive not superseded by the above listed rules and policies, such as benefits, the compensation plan, pensions and retirement, will continue to apply to all non-judicial Court employees. As provided by Chapter XXII of the Tucson City Charter, all non-judicial Court employees shall be subject to the rules and regulations of the Civil Service Commission.

The Tucson City Court Human Resources Administrator and the Employee Advisory Committee, with the approval of the Court Administrator and the Presiding Magistrate, will review and amend existing rules and policies biennially and will develop new rules and policies as necessary.



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**REVIEW RESPONSIBILITY:** The Presiding Magistrate or designee will review this Court Administrative Order for revision or deletion every two years or as needed.

  
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PRESIDING MAGISTRATE

1/24/13  
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DATE