

**IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF MARICOPA**

IN THE MATTER OF RESCINDING,  
RENUMBERING, AND MODIFYING  
JUDICIAL BRANCH POLICIES

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} ADMINISTRATIVE ORDER  
No. 2017 - 096

WHEREAS, Judicial Branch Administration is in the process of migrating Judicial Branch policies from its current intranet webpage to an updated, more user-friendly intranet webpage; and

WHEREAS as part of this migration, Judicial Branch Administration has reviewed policies currently posted on the intranet webpage and found a number of outdated policies that have either been incorporated into more recent policies or are otherwise obsolete; and

WHEREAS as policies migrate to the new intranet webpage, the policies will be renumbered using a new numbering system; and

WHEREAS, in conjunction with the migration of policies to the new intranet webpage, minor revisions have been made to a few policies; therefore,

**IT IS ORDERED** that the Judicial Branch policies listed in Appendix A to this Order are hereby rescinded.

**IT IS FURTHER ORDERED** that the Judicial Branch policies listed in Appendix B to this Order are hereby renumbered as set forth in Appendix B.

**IT IS FURTHER ORDERED** that the Judicial Branch policies listed in Appendix C to this Order are hereby both revised and renumbered.

Dated this 4th day of October, 2017.

/s/ Janet E. Barton

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Honorable Janet E. Barton  
Presiding Judge

Original: Clerk of the Superior Court

Copies: Ray Billotte, Judicial Branch Administrator  
Barbara Broderick, Chief, Adult Probation Department  
Eric Meaux, Chief, Juvenile Probation Department  
Richard Woods, Deputy Court Administrator  
Bob James, Deputy Court Administrator  
Shawn Friend, Deputy Court Administrator

APPENDIX "A"  
Rescinded Policies

Policy Number	Title	Date
P-302A	Staffing, Hiring and Job Requirements [Obsolete]	06/2003
P-302B	Employee Benefits [Obsolete]	01/1993
P-304J	Personal Litigation of Court Employees Policy and Procedure [combined with P-301D in HR-304]	11/2000
P-304M	Military Leave for Judicial Branch Employees [now addressed in HR-319 and HR-305]	07/2001
P-305A	Interim Salary Advancement [Obsolete]	07/2002
P-305E	Use of Sick Time by Classified Non-Judicial Division Staff [Obsolete]	03/1999
C-103C	Pool Staff Priorities [Obsolete]	08/2002
C-103D	Bailiff Pool Coverage Procedures [Obsolete]	05/2002
F-201A	Record of Leave for Judicial Staff [was replaced by P-302C (8/12), now HR-303]	01/1993
F-201B	Certification of Judge/Commissioner [addressed in statute]	01/1993
F-201C	Court Department Time Sheets [was replaced by P-306D (8/13), now HR-327]	01/1993
F-201D	Employee Jury Duty [was replaced by P-302C (8/12) and P-305D (8/12), now HR-305 and HR-319]	01/1993
F-201E	Judge/Commissioner Pro Tempore [was replaced by C-103A (2/13)]	01/1993
F-201F	Holiday Pay [was replaced by P-302C (8/12) and P-305D (8/12), now HR-305 and HR-319]	01/1993
F-201G	Final Paycheck [Obsolete/addressed in statute]	01/1996
F-201H	Division Staff Vacation and Sick Leave [was replaced by P-302C (8/12), now HR-305]	04/2002

**APPENDIX “B”**  
**Renumbered Policies**

Human Resources Policies

<b>Current Number</b>	<b>New Number</b>	<b>Title</b>	<b>Date</b>
P-301A	HR-301	Appointment/Retention	11/1992
P-301B	HR-302	Benefits	03/2015
P-301C	HR-303	Judges and Commissioners' Vacation and Other Leave	11/2013
P-302D	HR-306	Status of Judicial Staff When Judge or Commissioner Leaves the Bench	03/2015
P-302E	HR-307	Court Reporters Policies/Freelance and Job Share	03/2015
P-303A	HR-308	Mothers Room Policy and Procedure	06/2011
P-303B	HR-309	Training	04/2015
P-304B	HR-310	Smoking Policy	04/2016
P-304E	HR-311	Drug-Free Workforce Policy, Substance Abuse Testing	11/2015
P-304G	HR-312	Code of Ethics for Court Staff	02/2010
P-304H	HR-313	Reassignment of Judicial Division Employees to Accommodate Illness or Injury	11/1993
P-304K	HR-314	Judicial Human Resources Complaint Procedure Policy –	10/2000
P-304L	HR-315	Discrimination and Harassment Policy and Procedure (replaces P-304A, P-304C, P-304F, P-304H, P304L)	11/2015
P-304N	HR-316	Violence in the Workplace	03/2015
P-305B	HR-317	Judicial Human Resources Compensation Policy and Procedure	02/2002
P-305C	HR-318	Judicial Human Resources Policy and Procedures for Employee Overtime	03/2009
P-305F	HR-320	Business Casual Dress Code	05/2002
P-305G	HR-321	Release of Personnel Records	05/2002
P-305H	HR-322	Reduction in Force Policies and Procedures	11/2008
P-305I	HR-323	Post Reduction-In-Force Policy and Procedures (Classified Employees)	11/2008
P-306A	HR-324	Request for Secondary Employment and Outside Business Interests	04/2013
P-306B	HR-325	Attorney Loan Repayment Policy	02/2013
P-306C	HR-326	Family Medical Leave Act (FMLA)	05/2013
P-306D	HR-327	Timekeeping Policy	08/2013
P-306E	HR-328	Recruiting and Hiring Policy	05/2017

<b>Current Number</b>	<b>New Number</b>	<b>Title</b>	<b>Date</b>
P-307	HR-329	Adoption of County Benefits Policies for Public Safety Officers	03/2015
P-308	HR-330	Firearms Policy	05/2015
P-309	HR-331	Deadly Weapons in the Workplace	05/2015

APPENDIX "C"  
Revised and Renumbered Policies

Human Resources Policies

Current Number	New Number	Title	Date
P-301D	HR-304	Personal Litigation Policy [combined P-301D and P-304J]	03/1994 updated 9/29/17
P-302C	HR-305	<del>Work Hours, Holidays, Vacation and Sick Leave Procedures for Judicial Division Staff Unclassified Employees</del> Work Hours and Leave Procedures for Unclassified Staff (Including Judicial Division Staff)	08/2012 updated 10/2/17
P-305D	HR-319	<del>Work Hours, Holidays, Vacation and Sick Leave Procedures for Court Administration Staff – Classified Employees (Related Section HR 329)</del> Work Hours and Leave Procedures for Classified Employees	05/2015 updated 10/2/17
P-310	HR-332	Alternative Work Schedules	01/2017 updated 9/29/17