

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVES AOC RESTRUCTURING

DATE	5/22/2013
PREPARED BY	Patrick Farrales
OFFICE NAME	Human Resources Services Office
JUDICIAL COUNCIL DIRECTIVE NUMBER	31
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct that the Administrative Director of the Courts require the AOC leadership to develop, maintain, and support implementation of effective and efficient human resources policies and practices uniformly throughout the AOC.
SEC RECOMMENDATION	The AOC leadership must recommit itself to developing and maintaining effective and efficient HR policies and practices. The new Administrative Director, among other priority actions, must reestablish the AOC's commitment to implement sound HR policies and practices.
RESPONSE (check applicable boxes)	
<input type="checkbox"/> This directive has been completed and implemented:	
<input type="checkbox"/> File Attachment	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
<input type="checkbox"/> File Attachment	
<input checked="" type="checkbox"/> Other:	
The AOC adopted a new AOC Personnel Policies and Procedures Manual in July 2011. The AOC will prepare a report on the Policies and Procedures Manual for submission to the Judicial Council in October 2013. The report will include a review of all policies referenced within the Manual, and provide updates on recently amended policies. By June 2013, the AOC has reviewed, amended or will amend policies related to the following Judicial Council Directives: Directive 26 - Policy 8.9 Working Remotely (Telecommuting) Pilot Program Directive 27 - Policy 2.1 Employment at Will Directive 29 - Policy 8.1 B Disciplinary Action Directives 25, 27, and 28 - Policy 3.9 Performance Management Program Directives 47 and 140 - Policy 3.3 E Other Temporary Workers	








It should be recognized that the administration and maintenance of policies and procedures is an ongoing process of continuous improvement, and although milestones can be achieved, this is an ongoing process.

 File Attachment

TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	
RESOURCES REQUIRED FOR IMPLEMENTATION	

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p> File Attachment</p>
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p> File Attachment</p>
<input type="checkbox"/> SAVINGS	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p> File Attachment</p>
<input type="checkbox"/> COST	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p> File Attachment</p>
<input type="checkbox"/> EFFICIENCIES	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p> File Attachment</p>
<input type="checkbox"/> SERVICE LEVEL IMPACT	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p> File Attachment</p>
<input type="checkbox"/> OTHER	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p> File Attachment</p>

ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC REVIEW	Administrative Director of the Courts Review Date: <input type="text" value="6/13/2013"/>
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EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW	
E&P REVIEW	Executive and Planning Review Date: <input type="text" value="6/17/2013"/>