

# ACTIVITY REPORTING AND PROPOSAL FORM

## JUDICIAL COUNCIL DIRECTIVES AOC RESTRUCTURING

<b>DATE</b>	10/5/2012
<b>PREPARED BY</b>	Olivia Lawrence
<b>OFFICE NAME</b>	<u>Executive Office</u>
<b>JUDICIAL COUNCIL DIRECTIVE NUMBER</b>	99
<b>JUDICIAL COUNCIL DIRECTIVE</b>	E&P recommends that the Judicial Council support SEC Recommendation 7-42 with no further action, as the issues have been resolved.
<b>SEC RECOMMENDATION</b>	The Administrative Director should resolve any remaining issues that have existed between the HR Division and Office of General Counsel, including by redefining respective roles relating to employee discipline or other HR functions.
<b>RESPONSE (check applicable boxes)</b>	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<p>The Executive Office recognizes and understands the recommendation of the Judicial Council. Since their interim appointments, the Interim Administrative Director of the Courts and the Interim Chief Deputy Director were fully engaged with the Human Resources (HR) Office and the Office of the General Counsel (OGC). Many HR functions have been assessed over the course of several months for the purpose of ensuring that the respective roles of HR and OGC were properly defined. Processes for employee discipline are being modified and are now being fully documented. This will ensure the appropriate parts of the agency are engaged at the appropriate time.</p> <p>A joint training effort involving OGC and the Office of Education/CJER was launched with the goal of providing a comprehensive overview of the employee discipline process to all agency managers and supervisors. This will further ensure that any disciplinary action will be properly conducted from end-to-end.</p> <p>As processes were being modified and training was being developed, the Interim Administrative Director of the Courts and the Interim Chief Deputy Director remained fully engaged in the activities of both HR and OGC. As a result, communication between the two offices has been significantly enhanced, leading to more distinct roles and responsibilities for each.</p>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
<input type="checkbox"/> File Attachment	

Other:

 File Attachment

**TIMELINE AND RESOURCES FOR IMPLEMENTATION**

**IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE**

**RESOURCES REQUIRED FOR IMPLEMENTATION**

**ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)**

**PROCEDURES/ POLICIES UPDATED OR DEVELOPED**

Internal processes were modified to ensure a clear distinction between the role of OGC and HR, especially for processes involving employee discipline. These new processes were implemented immediately.

 File Attachment

**TRAINING UPDATED OR DEVELOPED**

An agency-wide training for managers and supervisors regarding the employee discipline process has been developed jointly by OGC and HR.

 File Attachment

**SAVINGS**

 File Attachment

**COST**

 File Attachment

**EFFICIENCIES**

 File Attachment

**SERVICE LEVEL IMPACT**

 File Attachment

**OTHER**

 File Attachment

**ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL**

<b>ADOC REVIEW</b>	Administrative Director of the Courts Review Date: <input type="text" value="10/5/2012"/>
<b>EXECUTIVE AND PLANNING (E&amp;P) COMMITTEE REVIEW</b>	
<b>E&amp;P REVIEW</b>	Executive and Planning Review Date: <input type="text" value="10/19/2012"/>