

IN THE CIRCUIT COURT OF THE TENTH JUDICIAL CIRCUIT
IN AND FOR HARDEE, HIGHLANDS AND POLK COUNTIES, FLORIDA

ADMINISTRATIVE ORDER NO. 1-23.01

IN RE: EMPLOYEE PERFORMANCE EVALUATIONS

State Personnel Regulations require the periodic evaluation of each employee's job performance. These evaluations shall be used for, but not limited to, the following purposes:

- A. To inform the employee of strong and weak points, as well as training needs and improvements expected;
- B. To recognize the employee's potential for promotion;
- C. To determine the employee's eligibility for salary advancements if merit increases are ever provided.

Performance evaluations are the responsibility of the Chief Judge who shall determine the supervisor best able to observe and evaluate each employee's performance. The Chief Judge may designate the supervisory chain of command for purposes of reviewing performance evaluations, and shall designate the individual responsible for determining the final overall rating of the employee.

In accordance with the Personnel Regulations of the State Courts System, the following provisions shall be practiced in the Tenth Circuit:

1. The performance of each employee shall be evaluated at least on an annual basis.
2. Special performance evaluations may be given at any time at the discretion of the supervisor.
3. An overall evaluation of unsatisfactory shall be construed as the supervisor's recommendation that the employee be placed on a performance improvement plan.
4. After the evaluation has been finalized on all levels, the results of the performance evaluation shall be discussed with the employee who shall be furnished a copy of the completed evaluation and shall sign a copy which shall be placed in the employee's personnel file. The employee's signature on the performance evaluation will indicate that the employee has had an opportunity to discuss the evaluation with the evaluator. The employee's signature will not indicate acceptance or agreement. Should the employee refuse to sign the performance evaluation, a note to that effect shall be made on the evaluation.
5. Employees wishing to comment on the evaluation may do so in writing. A copy of the employee's comments shall be placed in the employee's personnel file.
6. The following court personnel are hereby designated as the supervisor responsible for determining the final overall rating for the employees listed.

Trial Court Administrator – Chief Judge

Court Administration Staff – Trial Court Administrator

Personnel Technician – Human Resources Manager

Human Resources Manager – Trial Court Administrator

Secretary Specialist I – Trial Court Administrator

Administrative Services – Administrative Services Manager

Administrative Services Manager – Trial Court Administrator

Court Interpreters – Supervising Court Interpreter
Supervising Court Interpreter – Trial Court Administrator
Court Technology Staff – Court Technology Officer
Court Technology Officer – Trial Court Administrator
Court Program Specialist II (Family & Civil) – Trial Court Administrator
Senior Court Program Specialist (Highlands) – Trial Court Administrator
Court Program Specialist II (Felony) – Trial Court Administrator
Court Program Specialist I (Mental Health Court) – Trial Court Administrator
Administrative Assistant III (Probate) – Trial Court Administrator
Court Operations Consultant – Trial Court Administrator
Justice Information Systems Coordinator – Trial Court Administrator
Drug Court Staff – Drug Court Manager
Drug Court Manager – Trial Court Administrator
Electronic Court Reporting Staff – Electronic Court Reporter Manager
Electronic Court Reporter Manager – Trial Court Administrator
Family Mediation Staff – ADR Director
ADR Director – Trial Court Administrator
Hearing Officer Staff – Hearing Officer
Hearing Officers – Trial Court Administrator
Judicial Assistant Floats – Court Operation Manager
Court Operations Manager – Trial Court Administrator
Juvenile Case Managers – Program Coordinator (Juvenile Court Director)
Program Coordinator (Juvenile Court Director) – Trial Court Administrator
Law Library Staff – Supervisor, Law Library
Supervisor, Law Library – Trial Court Administrator
Magistrates Staff – Magistrates
Magistrates – Trial Court Administrator
Pre-Trial Services Staff – Director, Pre-Trial Services
Director, Pre-Trial Services – Trial Court Administrator

Pro-Se Staff – Family Court Manager

Family Court Manager – Trial Court Administrator

Trial Court Law Clerks – Senior Trial Court Law Clerk

Senior Trial Court Law Clerk – Trial Court Administrator

Teen Court Staff – Director, Teen Court

Director, Teen Court – Teen Court Judge

This order supersedes Administrative Order # 1-23.0.

DONE and ORDERED in Chambers, at Bartow, Polk County, Florida, this 17th day of August 2009.

J. David Langford – Chief Judge