

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

ADMINISTRATIVE ORDER NO.1-5.4

PERSONNEL POLICIES FOR JUDICIAL EMPLOYEES

WHEREAS, beginning October 1, 1982, the Board of County Commissioners in Polk County (BOCC) granted a "lump sum" budget for county funded judicial employees in Polk County; and

WHEREAS, by mutual agreement of this Court and the BOCC, the Court on October 1, 1982, assumed full personnel accountability for county funded employees; and

WHEREAS, the supervisory status of judicial employees in Polk County was further clarified by the BOCC in an Interlocal Agreement; and

WHEREAS, Revision 7 to Article V of the Florida Constitution and other applicable laws obligated the counties to fund various court positions; and

WHEREAS, it is desirable and possible to place all Court employees in Hardee, Highlands, and Polk Counties under one uniform personnel system. It is therefore,

ORDERED AND ADJUDGED that:

1. All Court employees of the Florida State Courts System, whether funded by the State or the County, serve at the pleasure of the appointing authority.
2. All Court employees in Polk County, Hardee and Highlands counties, whether funded by the State of Florida or by the Board of County Commissioners, will be governed by the regulations and policies contained in the *Personnel Regulations Manual of the Florida State Courts System*.
 - A. This manual shall be supplemented locally to include job descriptions and appropriate state pay grades for all county funded positions. Each job description and appropriate pay grade will contain approval of the Chief Judge prior to being incorporated in the Personnel manual.
 - B. All court employees will accrue leave in accordance with the State Courts System Personnel Regulations.
3. State Courts System Personnel Regulation 3.02(2) requires each employer (Chief Judge) to designate an employee as the Court's personnel representative. Such will be the Court Administrator who will maintain personnel records as required by the State Courts System Personnel Regulations. These personnel records are subject to audit by state auditors and by county appointed auditors in the case of county funded judicial employees.
4. The State Courts System Personnel Regulations specify that the Chief Judge is designated as the employer for the purposes of the personnel regulations; however, each judicial officer has individual control over the hiring and termination of his or her personal staff, i.e. Judicial Assistants.

5. In order for the Court Administrator to properly carry out his personnel duties and to satisfy auditing requirements, it will be necessary that each judge and each supervisor certify on a monthly basis all annual or sick leave that was taken by members of their staff. This must be completed by the employee; certified correct by the judge or supervisor and forwarded to the Personnel office by the tenth of each month, following the month reported on.
6. The following judicial employees will have their monthly time report certified as follows:

Judicial Assistants – Their Judge
Court Administrator – Chief Judge
Court Administration Staff – Court Administrator
Trial Coordinator – Court Administrator
Pre-Trial Release Director – Court Administrator
Pre-Trial Release Staff – Pre-Trial Release Director
Electronic Court Reporter Manager – Court Administrator
Electronic Court Reporter Staff – ECR Manager
Juvenile Court Director – Court Administrator
Juvenile Division Staff – Juvenile Court Director
Senior Trial Court Law Clerk – Court Administrator
Trial Court Law Clerks (Staff Attorneys) – Senior Trial Court Law Clerk
JIS Coordinator – Court Administrator
Drug Court Director – Court Administrator
Drug Court employees – Drug Court Director
Supervising Court Interpreter – Court Administrator
Court Interpreter Staff – Supervising Court Interpreter
Self-Help Coordinator – Court Administrator
Self-Help staff – Self-Help Coordinator
Judicial Assistant Floaters – Court Operations Manager
Hearing Officers – Court Administrator
Hearing Officer Secretary – Hearing Officer
Magistrates – Court Administrator
Magistrates Staff – Magistrates
Court Program Specialists – Court Administrator

7. In accordance with the *Personnel Regulations Manual of the Florida State Courts System*, the performance of each employee shall be formally reviewed at the completion of the first six months of continuous service and thereafter, on an annual basis. The person responsible for certifying and employee's monthly time report shall also be responsible for reviewing that employee's performance. Personal staff of judges is exempt from this requirement.
8. This Order cancels and supersedes Administrative Order No. 1-5.3 dated August, 2001.

DONE AND ORDERED in Chambers at Bartow, Polk County, Florida, this fourth day of January, 2010.

J. David Langford, Chief Judge