

ADMINISTRATIVE DIRECTIVE NO. 149

This 15<sup>th</sup> day of August, 2003,

IT APPEARS THAT:

- (1) All Courts throughout the state shall always be open and functioning on all hours of all business days (barring snow emergencies or the like) on a sufficiently-staffed basis to serve the public needs.
- (2) There is a need for uniformity and communication in handling pre-holiday and employee recognition staffing.
- (3) The Judicial Branch of government in Delaware regularly operates on a professional basis in that many judicial officers and staff willingly and often have worked before and after normal hours out of loyalty to the courts and the administration of justice, without requesting overtime or compensatory time.
- (4) It is desirable for morale, and also to adjust for uncompensated overtime, to permit some employees to leave the office early on days before holidays and on days of employee recognitions throughout the state.
- (5) General principles to govern staffing on those days need to be established.

NOW, THEREFORE, IT IS DIRECTED, with the unanimous approval of the members of the Supreme Court, pursuant to Delaware Constitution, art. IV, ' 13(1), that:

(A) The implementation of these uniform principles on staffing of pre-holiday days and employee recognitions shall apply to all Courts statewide and be managed by the presiding judges.

(B) The Delaware Courts shall always be open and functioning with sufficient staff to serve the public on all hours of all business days (barring snow emergencies or the like).

(C) Employee recognition events shall be scheduled at the beginning of each fiscal year. The goal is to afford notice and an opportunity for other Courts to adjust, if necessary, to avoid staff peer concerns from Court to Court as well as public misperceptions, confusion or inconvenience.

(D) Presiding judges shall develop management plans for each of their courts in all counties to allocate personnel, and provide flexible time scheduling.

(E) These plans shall be implemented in an equitable manner, without additional cost to the State, to carry out these principles uniformly and maintain employee morale, consistent with the obligation of courts to serve the public.

(F) The management plans shall be completed and circulated by each Presiding Judge to the other Courts by October 1<sup>st</sup> of each year.

(G) Administrative Directive No. 140 is rescinded.

(H) This Directive is effective immediately.

BY THE COURT:

---

Chief Justice

cc:	The Honorable Ruth Ann Minner	The Honorable M. Jane Brady
	The Honorable Randy J. Holland	The Honorable Lawrence M. Sullivan
	The Honorable Carolyn Berger	Court Administrators
	The Honorable Myron T. Steele	Clerk of Supreme Court
	The Honorable Jack B. Jacobs	Budget Director
	Members of the Judicial Conference	Chair of Senate Judiciary Committee
	Counsel to the Governor	Chair of House Judiciary Committee