

ADMINISTRATIVE DIRECTIVE NO. 125

This 27th day of June, 2000,

IT APPEARS THAT:

(1) It is desirable that the non-judicial staff of the Delaware Courts and Administrative Agencies have educational opportunities for self-improvement and to enhance their job skills;

(2) The Administrative Office of the Courts provides training for both the judiciary and for non-judicial staff on an annual basis ;

(3) The final reports of the Commission on Courts 2000, the Delaware Task Force on Gender Bias, and the Delaware Supreme Court Task Force on Racial and Ethnic Fairness all recommended on-going training opportunities for staff;

(4) Chief Justice E. Norman Veasey, with the concurrence of the members of the Supreme Court, in a memorandum dated July 1, 1999, directed the Administrative Office of the Courts to work with court administrators to develop mandatory training programs for non-judicial staff.

NOW, THEREFORE, IT IS DIRECTED with the unanimous approval of the members of the Supreme Court (Del. Const., art. IV, § 13), that:

(A) All non-judicial staff of Delaware courts and Judicial Branch agencies shall complete 6 hours of training per fiscal year.

(B) The mandatory training shall include programs provided by the Administrative Office of the Courts, the State Personnel Office, the Judicial Information Center, local or national training organizations and/or conferences, or in-house training programs.

(C) The Administrative Office of the Courts shall track all training programs attended by non-judicial staff and issue an annual report to staff with a copy to their immediate supervisor.

(D) The Administrative Office of the Courts shall publish annually a curriculum designed to improve the knowledge, skills and abilities of non-judicial staff of Delaware Courts and Judicial Branch agencies.

(E) The Administrative Office of the Courts shall provide monthly training opportunities for non-judicial staff of Delaware Courts and Judicial Branch agencies.

(F) The Staff Training Advisory Board shall assist the Administrative Office of the Courts in determining training needs for non-judicial staff of Delaware Courts and Judicial Branch agencies.

(G) The Staff Training Advisory Board shall consist of 2 representatives of each court (1

DELAWARE SUPREME COURT

supervisor and 1 staff person); 2 representatives of Judicial Branch agencies who are nominated by their court administrator/agency head and are appointed for a 2-year term.

(H) The Staff Training Advisory Board shall be chaired by a representative of the training unit in the Administrative Office of the Courts and shall include all training unit personnel, the Administrative Office of the Courts' Manager of Personnel, and a representative of the Judicial Information Center.

(I) Each court/agency has a responsibility to ensure that its employees complete the required 6 hours of training annually.

E. Norman Veasey
CHIEF JUSTICE

cc: The Honorable Thomas R. Carper
The Honorable Joseph T. Walsh
The Honorable Randy J. Holland
The Honorable Maurice A. Hartnett, III
The Honorable Carolyn Berger
Members of the Judicial Conference

The Honorable M. Jane Brady
The Honorable Lawrence M. Sullivan
Mr. Michael McLaughlin
Court Administrators
Clerk of the Supreme Court