

ADMINISTRATIVE DIRECTIVE NO. 123

This 20th day of June, 2000,

IT APPEARS THAT:

(1) There is a need to establish a systemwide policy for the Judiciary on the submission of reclassification and salary requests to the State Personnel Office. The Judiciary must adhere to a policy that ensures that advanced reclassifications and salary requests for initial and promotional appointments to merit and judicial system positions that require authorization by the State Personnel Director are within acceptable parameters under the State's compensation system and equitable to other judicial employees similarly situated.

(2) In the past, some reclassification requests have been submitted directly to the State Personnel Office without being reviewed by the Chief Justice or the Administrative Office of the Courts. These reclassification requests may have impacted similarly situated employees within the same classification in other courts resulting in some inequities.

(3) A coordinated review of classification requests on behalf of all courts and agencies rather than a piecemeal approach is required to be more effective and efficient and to demonstrate the Judiciary's commitment to its employees.

(4) To attract qualified candidates for initial appointments and to retain current employees, the Judiciary needs to coordinate advanced salary requests for the benefit and morale of all judicial employees.

(5) In view of the fact that the coordination referred to herein has already been directed by the Chief Justice orally and in writing, it is desirable to confirm and clarify these requirements in an Administrative Directive.

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

(A) Any court or agency of the Judicial Branch contemplating the submission of a reclassification request or an advanced salary request for an initial or promotional appointment that requires State Personnel Office approval must first submit that request to the State Court Administrator of the Administrative Office of the Courts for approval by the Chief Justice.

(B) The State Court Administrator shall review all requests for reclassification and advanced salaries to ensure consistency within the personnel and compensation structure of the Judiciary.

(C) The State Court Administrator shall make an assessment of each request and make a recommendation to the Chief Justice as to the appropriateness of the request and will consider the desirability of uniformity and equity within the Judiciary. The State Court Administrator's recommendation will be sent to the Chief Justice within ten (10) business days of receipt. The

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Chief Justice expects to act on any such request within ten (10) business days after receiving the recommendation of the State Court Administrator. No requests for reclassification or advanced salaries shall be submitted to the State Personnel Director until the submitting court receives the Chief Justice's written endorsement.

(E) The Chief Justice shall make the final determination as to all requests for reclassifications and advanced salaries.

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
Michael E. McLaughlin
Court Administrators
Clerk of the Supreme Court
Dr. Harriet N. Smith Windsor