

## APPENDIX A1

### JUDICIAL BRANCH HIRING REVIEW POLICY IN TIMES OF ECONOMIC HARDSHIP

Consistent with section V(2)(c) of the Judicial Branch Operating Procedures:

(1) In times of economic hardship as determined by the Judicial Branch, the Judicial Branch will follow a hiring review process that requires that no positions may be filled within the Judicial Branch, including all new hires, promotions, paid interns, casual/seasonal, temporary, limited-term, merit and exempt positions, without prior approval of the Chief Justice. The following positions shall be exempt from the process, effective December 31, 2016:

- Career ladder promotions
- Security positions (at all levels)
- Judicial Case Processors I, II, III
- Judicial Case Managers I, II
- Judicial Secretaries
- Administrative Specialists II (*only those which provide direct support to Family Court Commissioners*)
- Court Reporters
- Law Clerks (*except casual/seasonal positions*)

(2) Approval of the Chief Justice shall be based, in part, upon the certification of the Chief Judge of the Court or head of the judicial agency seeking to fill the position that the hiring is critical to (a) performing the core operations of the court or agency, or direct delivery of services to the public, such as case processing, (b) providing other valuable operational support that will have a substantial, long-term impact on overall operations, if the position is not filled; and (c) appropriate funds are available in the respective court or agency budget to compensate the person to be hired.

(3) Each Chief Judge or head of a judicial agency shall, until otherwise advised by the Chief Justice, provide to the State Court Administrator, no later than the first day of each month, a current listing of all vacant positions, along with a form providing justification for each position that they are requesting to be filled that month, consistent with the criteria set forth in the Judicial Branch Operating Procedures. Requests to address urgent or emergency needs to fill positions may be submitted during other times of the month.

*Revised 12/22/16*

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