

FILED
KRISTI YOUTSEY RUIZ
CLERK OF SUPERIOR COURT
2009 APR -8 PM 2:42

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF PINAL

BY  DEPUTY

IN THE MATTER OF A REDUCTION)
IN FORCE POLICY)
)
)
)
)
_____)

ADMINISTRATIVE ORDER
No. 2009- 0058

Whereas, it is necessary to establish a Superior Court policy and procedure for a Reduction in Force in accordance with Pinal County Merit Rule 10.4(G).

Whereas, an employee may be laid off from the Pinal County Superior Court due to lack of funds, work or abolition of position and whereas layoffs will be determined by classification rather than funding source.

IT IS ORDERED:

1. In determining the order of layoff, employees will be grouped by classification, not funding source.
2. The Department Director shall determine which classification (job title) shall be affected by layoff and when the layoff shall be effective. The plan shall be approved by the Presiding Judge before it becomes effective. A copy of the approved plan shall be submitted to the Pinal County Human Resources Director.
3. When the selected classification is subject to layoff, non-regular (initial probationary employees) status employees within the department shall be terminated before any regular status employee is laid off. Employees on "promotional probation" shall not be included herein.
4. Regular status employees in a layoff classification shall be scored based on performance, conduct, seniority and other tie breaker factors if necessary.
5. The Court shall follow Pinal County procedures/rules found in Merit Rule 10.4G with respect to Pre-Layoff Reappointment.

IT IS FURTHER ORDERED the Department Director will follow the below procedures for determining order of layoff:

Within the selected classification, Initial Probationary Status employees will be considered first and layoffs will be based strictly on seniority. Regular Status employees will be considered next and the following criteria will be utilized and weighted as follows: Performance (45), Work Conduct (35) and Seniority (20). The regular status employee in each affected classification subject to layoff with the lowest number of points on the retention Rating Index will be laid off first.

The weight for each scored factor is outlined on the Retention Rating Index and the Rating Criteria Worksheet. These forms will be completed for employees in affected job classifications. Documentation used to measure each scored factor must have been submitted into the official personnel file prior to the effective date of the initiation of the layoff.

1. Performance (45)

The department shall consider employees most recent performance appraisal filed into the official personnel file within the last year from the effective date of the initiation of the layoff. If a current evaluation is not on file, the employee's performance shall be considered satisfactory.

Performance scores shall be adjusted downward for employees receiving a "Needs Improvement" or "Unsatisfactory" rating in an evaluation over the last two years immediately prior to the current evaluation.

2. Work Conduct (35)

Conduct includes documented disciplinary action taken within the last three years from the effective date of the initiation of the layoff, in the form of suspension, disciplinary demotion and reprimand.

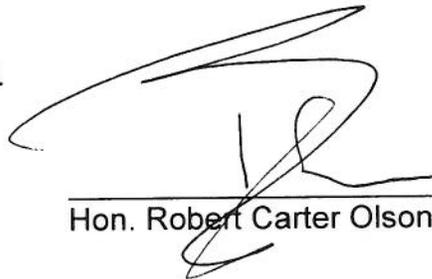
3. Seniority (20)

Seniority is defined as current continuous time, including reinstatement after less than a year of absence, as a regular status employee (including the initial probationary period) of the Pinal County Superior Court.

Optional Tie Breakers

Tie breakers are only used when employees receive the same ranking. Only factors that can be tracked or measured may be included. If additional tie breakers become necessary, they must be approved by the Appointing Authority.

DATED this 7th day of April, 2009.



Hon. Robert Carter Olson, Presiding Judge

Attachment:

Original: Clerk of the Superior Court

Copies: Superior Court Judges

Stephanie Jordan, Deputy Court Administrator
Todd Zweig, Chief, Adult Probation Department
Diane McGinnis, Director, Juvenile Court Services
Diana R. Hegyi, Director, Conciliation Services
Anthony Seales, Court Consultant, Human Resources
Mike Arnold, Director, Human Resources

REDUCTION IN FORCE

Rating Criteria Worksheet

PERFORMANCE – 45 (Select One)	
Use current Performance Evaluation, scoring the highest category possible.	
# of Points Given	Criteria Selection
0	At least one category is "Unsatisfactory"
1	At least one category is "Does Not Consistently Meet"
3	No ratings below "Meets Standards"
4	Half or more categories "Frequently Exceeds" and/or combination of both "Frequently" and "Far"
5	Half or more categories "Far Exceeds"
Adjustment to Performance Score (submitted within the last two years, including the current evaluation), scoring all categories that apply.:	
-1	One or more "Does Not Consistently Meet" rating
-2	One or More "Unsatisfactory" rating
# of Points Given _____	

WORK CONDUCT – 35 (Select One)	
Work conduct over the last three years considered.	
# of Points Given	Criteria Selection
0	Suspension(s) or disciplinary demotion
2	Two or more formal written reprimands
4	One formal written reprimand
6	No Actions
# of Points Given _____	

SENIORITY – 20 (Select One)	
Continuous years as regular status employee with the Adult Probation Department. See "Procedure" #1 for details.	
# of Points Given	Criteria Selection
0.5	Less than one year
1	At least one year, but less than 2 years
1.5	At least 2 years, but less than 3 years
2	At least 3 years, but less than 4 years
2.5	At least 4 years, but less than 5 years
3	At least 5 years, but less than 6 years
3.5	At least 6 years, but less than 7 years
4	At least 7 years, but less than 8 years
4.5	At least 8 years, but less than 9 years
5	At least 9 years, but less than 10 years
5.5	At least 10 years, but less than 11 years
6	At least 11 years, but less than 12 years
6.5	At least 12 years, but less than 13 years
7	At least 13 years, but less than 14 years
7.5	At least 14 years, but less than 15 years
8	15 or more years
# of Points Given _____	