

IN THE CIRCUIT COURT, FOURTEENTH JUDICIAL CIRCUIT
OF THE STATE OF FLORIDA, IN AND FOR BAY COUNTY

IN RE:

EMPLOYMENT OF COURT
PERSONNEL ADOPTION OF
PERSONNEL REGULATIONS
MANUAL

ADMINISTRATIVE ORDER
NO. 95-10
(Supersedes Administrative Order 95-03)

FILED
OCT 26 1 18 PM '95
HAROLD E. STEEL
CLERK OF COURT
BAY COUNTY, FLORIDA

In accordance with the authority vested in the Chief Judge by Rule 2.050 of the Florida Rules of Judicial Administration, and,

WHEREAS, Section 43.26, Florida Statutes (1991) and Rule 2.050 of the Florida Rules of Judicial Administration give the Chief Judge the power to do everything necessary to promote the prompt and efficient administration of justice in the Circuit and County Courts of the Fourteenth Judicial Circuit of Florida and to exercise administrative supervision over the officers and employees of the Courts; and

WHEREAS, Bay County is required by Section 43.28, Florida Statutes (1991), to provide the Court system with appropriate facilities and funding for the employment of personnel necessary to operate the Courts; and

WHEREAS, Bay County has, on an annual basis, appropriated funds for the Court to employ personnel to assist the Bay County Court System in the administration of the Courts and the operation of Court programs; and

WHEREAS, it is necessary that the Chief Judge exercise jurisdiction over the employees of the Court system in order to promote the efficient administration of the Court, and it is desirable that personnel regulations be adopted to define and clarify the rights and obligations of the employees for the Court system and the procedures for the administration of their employment; and

WHEREAS, it is the desire of and to the benefit of Bay County that the Court exercise administrative supervision over those officers and employees of the Courts; and

WHEREAS, Section 110.205(2)(c), Florida Statutes (1991), exempts all officers and employees of the judicial branch of government from State career service; and

WHEREAS, all funds appropriated by Bay County for the use and benefit of the Court system shall be drawn or paid pursuant to warrants or checks authorized by the Chief Judge or designee; and

WHEREAS, the abilities, knowledge, skill and experience of employees of the Court system are peculiar to the judicial branch of government; and

WHEREAS, employees of the Court system of this Circuit are employed by and serve at the sole discretion of the Chief Judge; and

WHEREAS, Administrative Order 93-03 and 95-03 need to be amended to reflect the addition of official Bay County court reporters as full time county judicial employees and to provide for certain special conditions of their employment by the County and further to clarify the issue of holidays.

NOW, THEREFORE, IT IS HEREBY ORDERED:

1. All Court employees of the Fourteenth Judicial Circuit, including employees funded by Bay County, are and shall be under the jurisdiction, control and supervision of the Chief Judge; they serve and shall serve at his/her sole discretion and pleasure . Nothing contained herein shall prohibit each judicial officer from having individual control over the hiring and termination of his or her personal staff.

2. County judicial employees, as defined below, are subject to the Bay County Personnel manual ("Manual")(as from time to time amended) which is attached hereto and incorporated by reference. The terms and provisions of such Manual shall govern, regulate and control all personnel and employment practices and requirements except as to the designation of holidays and the payment of overtime compensation for official Bay County court reporter employees. Holidays for county judicial employees shall be those designated and observed by the State Court system, including any special holidays designated by the Chief Justice or Chief Judge of the Circuit. Notwithstanding anything to the contrary contained in the Manual, an employee filling the position of an official Bay County court reporter employee shall receive, in lieu of overtime compensation at a rate of one and one-half times the regular hourly rate of all hours in excess of 40 hours in the work week, special compensatory time at a rate not less than one and one-half hours for each hour worked in excess of 40 hours in the work week. The court reporter employee shall be permitted to use special compensatory time within the guidelines established by the Fair Labor Standards Act after it is accrued if the use of the special compensatory time off does not unduly disrupt the operations of the office. In no event shall a court reporter employee be allowed to accrue more than 16 hours of special compensatory time before that time must be used. Upon separation of a court reporter employee, the court reporter employee shall forfeit all unused special compensatory leave credits at the time of separation. The Manual shall be modified for the use of county judicial employees by the substitution of the Chief Administrative Judge for references to the Board of County Commissioners, and the substitution of the Court Administrator for references to the County Manager or Human Resources Manager.

3. The following position are occupied by county judicial employees currently subject to the terms and provisions of this Order. This list is subject to revision by further order.

BAY COUNTY WORK PROGRAM DIRECTOR
BAY COUNTY PRETRIAL RELEASE PROGRAM DIRECTOR
ADMINISTRATIVE ASSISTANT (WORK PROGRAM)
ADMINISTRATIVE ASSISTANT (PRETRIAL RELEASE PROGRAM)
RECEPTIONIST, CIRCUIT COURT
RECEPTIONIST, COUNTY COURT
OFFICIAL COURT REPORTERS

Diane Crawford
(~~Douglas Warren~~)
(Jerry Riddle)
(~~Michelle Kiefer~~) *Susan Meadows*
(Stephanie Reeder)
(~~Susan Meadows~~) *Stacy Emanuel*
(~~Ann Edwards~~) *Myra Powell*
(Rebecca Akins)
(Susan Diltz)
(Jerry Edwards)
(Sherri Lessig)
(Marie Bazzel)

4. A copy of the Manual and any future amendments thereto, shall be delivered to or made available to all county judicial employees.

5. The payment of salaries and benefits of county judicial employees shall be authorized and administered by the Board of County Commissioners with the approval of the Chief Judge or designee. All personnel actions with respect to or affecting employees of the Court system, including county judicial employees, shall be authorized and administered by the Chief Judge or his designee according to the applicable provisions of the Manual or as otherwise authorized, directed or approved by said Chief Judge or designee.

DONE AND ORDERED in chambers at Panama City, Bay County, Florida this 25th day of October, 1995.



DON T. SIRMONS, Chief Judge

A CERTIFIED TRUE COPY.
HAROLD BAZZEL, CLERK
OF THE CIRCUIT COURT.

BY *Dawn Campbell*
Deputy Clerk