



## Minnesota Judicial Branch Policy

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### Human Resources General Policy

#### I. POLICY STATEMENT

It is the policy of the Minnesota Judicial Branch to ensure human resources programs attract, develop, and retain qualified, dedicated, and motivated employees to achieve the mission and strategic priorities of the Branch in a relationship which is mutually beneficial for the employees and the public they serve.

The Branch shall establish and maintain equitable and uniform policies, procedures, job classifications, and compensation plans in order to effectively:

1. Provide equal opportunities to all applicants on the basis of merit without regard to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, veteran status, or age;
2. Provide a system of compensation which bears direct relationship to the position occupied;
3. Provide regular evaluations of employee performance in order that meritorious performance may be rewarded and unacceptable or substandard performance may be addressed; and
4. Provide comprehensive insurance and other benefits comparable to the other branches of state government.

There shall be a single classification plan developed and maintained such that all positions substantially similar with respect to the kind, difficulty, and responsibility of work are included in the same class and that the same pay grade may be applied to all positions in a class.

At least each biennium, the Judicial Council shall approve a compensation plan for employees who are not covered by a collective bargaining agreement.

Policies and procedures shall be established to govern the relationship with employees of the Minnesota Judicial Branch who are not covered by a collective bargaining agreement including but not limited to the following areas:

1. Classification plan
2. Compensation plan
3. Recruitment, appointments, and status
4. Performance evaluations
5. Separations
6. Employee discipline
7. Grievance procedures
8. Appeal procedures
9. Holidays
10. Hours of work
11. Sick leave
12. Vacation leave
13. Other leaves of absence
14. Benefits
15. Workers' compensation: injured on duty pay

## **II. IMPLEMENTATION AUTHORITY**

Implementation of this policy shall be the responsibility of the State Court Administrator, acting as the Judicial Council's agent.

## **III. EXECUTIVE LIMITATIONS**

Voluntary and involuntary layoff policies must be approved by the Judicial Council.