



Superior Court  
Of Snohomish County

ADMINISTRATIVE ORDER 31 - 07

Superior Court Human Resource Guidelines/Personnel Files  
Classified Employees

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Adopted: October 15, 2007

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**WHEREAS** the Snohomish County Superior Court is a component of the separate, independent and equal judicial branch of government established by Article IV of the Washington Constitution;

And GR 29 (f) (5), adopted by the Washington Supreme Court, provides that the Presiding Judge shall supervise the daily operation of the court including:

- (a) All personnel assigned to perform court functions, and
- (b) All personnel employed under the judicial branch of government including but not limited to working conditions, hiring, discipline, and termination decisions except wages or benefits directly related to wages,

Now therefore:

**IT IS HEREBY ORDERED** that the Human Resource Guidelines dated October 10, 2007, attached to this order, are adopted by the Snohomish County Superior Court, effective October 15, 2007. The attached Human Resource Guidelines and any associated policies now or later adopted by the Superior Court bench shall be the exclusive Human Resource policies applicable to classified employees of the Superior

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Court, except for policies related to wages and benefits, as provided in the Human Resource Guidelines.

**IT IS FURTHER ORDERED** that the official personnel file for all employees of the Snohomish County Superior Court shall be that file maintained by the Snohomish County Superior Court Human Resource Manager. The Human Resource Manager shall be responsible to the Superior and Juvenile Court Administrator for the maintenance of said personnel files in such manner directed by the Superior and Juvenile Court Administrator.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2013

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Michael T. Downes, Presiding Judge

Supersedes: Reformatted February 20, 2013-no change to content; Adopted October 10, 2007