

- A. EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT:** The Court shall administer the Personnel System in a manner consistent with federal, state and local laws, rules and regulations concerning equal employment opportunity and affirmative action.
- B. NONDISCRIMINATION:** Discrimination against any person in recruitment, examination, appointment, training, pay promotion, retention, discipline or any other aspect of personnel administration, term or condition of employment, due to political or religious opinions or affiliations, race, color, national origin, veteran's status or other non-merit factors shall be prohibited. Discrimination on the basis of age, sex or disability with reasonable accommodation shall be prohibited except where specific age, sex, physical or mental requirements constitute a bona fide occupational qualification necessary to proper and efficient administration or where an attempt to accommodate such limitation would impose an undue hardship on the operation of a program or activity.
- C. PROHIBITION OF HARASSMENT:** Harassment based on race, color, religion, national origin, gender, veteran's status, or disability is a form of illegal discrimination which violates the law and spirit of Judicial employment. The Court has a program to prevent harassment, including a policy on the Court's prohibition of harassing behavior; a training program for elected officials, supervisory and non-supervisory personnel; and prompt remediation and correction of any known instances of harassment. Individuals employed by the Court who are found to have engaged in harassing behavior as defined by this Rule may be subject to discipline, up to and including dismissal.
- D. AFFIRMATIVE ACTION:** As used herein, affirmative action means equal treatment and employment opportunities for minorities and females as required and/or permitted by state and federal laws, regulations and executive orders. Affirmative action includes making reasonable accommodations for qualified individuals with disabilities as provided for under applicable federal and state law.
- E. ACCESS TO COURT SERVICES BY PERSONS WITH DISABILITIES:** The following policy on access to court services by persons with disabilities was adopted by the Arizona Supreme Court on October 19, 1992 pursuant to Administrative Order No. 92-32 and represents the Superior Court policy:

"The Arizona Supreme Court does not tolerate discrimination in any form against persons with disabilities and intends to fully implement the Americans with Disabilities Act to prevent such discrimination. Arizona court facilities, programs and employment opportunities shall be readily accessible to qualified persons with disabilities. When the access needs of persons with disabilities cannot be anticipated, these needs shall be reasonably accommodated upon request.

Persons with disabilities are persons who have a physical or mental impairment that substantially limits one or more major life activities, who have a record of such an impairment or who are regarded as having such an impairment. These persons shall receive particular attention to further the Supreme Court policy (i.e., Administrative Order 91-40) that all Arizona citizens have access to their court system.

The Superior Court shall provide for auxiliary aids and services to afford persons with disabilities the fullest possible participation in services, programs and employment without fundamentally altering the services or program or incurring an undue financial burden."

- F. DISABILITY ACCOMMODATION:** The Superior Court is committed to compliance with the Americans with Disabilities Act (ADA), including ensuring access to employment opportunities for qualified individuals with disabilities. Hiring procedures will be reviewed on an ongoing basis to determine continuing compliance with the provisions of the ADA, and changes made where indicated. The Superior Court does not discriminate based on actual or perceived disability or association with an individual who is disabled under the ADA. The Court will endeavor to work with employees and applicants who meet the criteria of qualified individuals with disabilities in seeking to identify and implement reasonable accommodations where such accommodations do not place an undue burden on the Court.
- G. IMMIGRATION LAW COMPLIANCE:** The Superior Court is committed to employing only United States citizens and aliens who are authorized to work in the United States. The Superior Court, however, does not discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not filed one with the Superior Court within the past three (3) years or if their previous I-9 is no longer retained or valid. Employees who have questions or seek more information on immigration law issues are encouraged to contact their Division Head. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.