

- A. APPOINTMENTS:** Appointments to positions in the Judicial service shall be made by Division Heads on the basis of demonstrated ability and the required levels of education, knowledge, skill, training, and experience.
- B. TYPES OF APPOINTMENTS:**
1. **PROBATIONARY APPOINTMENT:** A probationary appointment is an appointment to a position for a specified length of time to determine whether further employment position is appropriate. Such appointment may be extended as provided for in these Rules.
  2. **REGULAR APPOINTMENT:** An employee given a probationary appointment and who successfully completes the applicable probationary period shall be given a regular appointment upon written recommendation of their Division Head indicating the probationary employee has met the necessary performance criteria. Regular appointments may be full-time (forty (40) hours per week), or part-time (twenty (20) hours or more but less than forty (40)). The appointment will be effective the first day of the pay period immediately following successful completion of the applicable probationary period.
  3. **TEMPORARY APPOINTMENT:**
    - a. Temporary Category:
      - 1) Temporary appointments may be made to fill positions established for a specified period of time, when the work of a division requires the services of one or more employees on a temporary basis.
      - 2) Temporary appointments must be authorized by the Court Administrator and shall be for up twenty-four (24) months unless extended for up to an additional twelve (12) months by the Presiding Judge.
      - 3) Appointments to temporary positions for short durations may be made non-competitively or through an open, competitive process or from an appropriate pending register. All temporary appointments shall be advised of the temporary nature of the position and the anticipated duration.
    - b. Emergency Category:
      - 1) When there is need to fill a vacancy, an emergency appointment may

be made without regard for the meeting of all job qualifications or examination requirements.

- 2) No emergency appointment shall be continued for more than thirty (30) days from the date of appointment, unless, due to extenuating circumstances, an extension for an additional thirty (30) days is approved by the Court Administrator. Emergency appointments may only be extended once.

c. Intermittent Category:

- 1) An intermittent appointment shall be made for a seasonal or an on-call basis and shall be made from a register or by verification of acceptable qualifications in the absence of a register.
- 2) A person who receives an intermittent appointment from a register is eligible for successive intermittent appointments to the same classification without reexamination or recertification.

4. **REINSTATEMENT APPOINTMENT:**

a. Types of Reinstatement Appointments:

- 1) Former regular status Judicial employees who have been laid-off due to lack of work, reduction in force, administrative reorganization or other reasons beyond the control of the employee causing the abolishment of the position formerly held may be reinstated to a position in the same or lower class, if recalled, within one (1) year from the date of separation. Employees receiving such reinstatement appointments will serve probationary periods pursuant to Rule 209 of these Rules.
- 2) Employees may be reinstated as directed by the Hearing Officer. Such employees shall not be required to serve a reinstatement probationary period.

- b. Reinstated employees are eligible for reinstatement at a salary up to the salary attained prior to separation.

5. **UNDERFILL OR TRAINING APPOINTMENTS:**

- a. When a vacancy is to be filled and there are no qualified applicants, the Division Head may request the Court Administrator to approve that a position be underfilled by an individual in a training capacity at an appropriate level below that at which the position is classified. The training period will vary depending upon the position. Individuals hired into such positions may be moved to the appropriate classification and pay range when the acceptable qualifications and/or requirements are met.
- b. Employees hired into a underfill or trainee position shall serve a probationary period as is appropriate to the classification.