

ALASKA COURT SYSTEM
OFFICE OF THE ADMINISTRATIVE DIRECTOR
ADMINISTRATIVE BULLETIN NO. 64
(AMENDED September 13, 2007)

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS

Justices	Judges
Area Court Administrators	Clerk of the Appellate Courts
Rural Court Training Assistants	Clerks of Court
Magistrates	Senior Staff
Supervisors at Anchorage and Fairbanks	
Law Libraries at Anchorage, Fairbanks, and Juneau	

SUBJECT: Training and Development Policy for Court Employees

The Alaska Court System aspires to provide quality training and development opportunities for its employees. The goal of employee training and development is to maintain the professional competencies of all employees to contribute to the mission of the court system.

I. Training and Development Advisory Committee

A. Members

The Training and Development Advisory Committee is appointed by the Administrative Director for a three year term. Committee members may be reappointed. The Resource Development Officer chairs the committee. Providing funding is available, the Committee shall hold one in-person meeting a year and conduct periodic teleconferences as needed for committee work.

B. Purpose

The Training and Development Advisory Committee advises the Resource Development Officer regarding selection, development, and delivery of mandatory and discretionary statewide employee training programs. The Training and Development Advisory Committee oversees and reviews current materials and programs being used to deliver the mandatory training set out in Section II makes recommendations for additional materials or changes to existing training programs, and periodically evaluates training effectiveness.

The Committee may provide advice on the frequency of mandatory employee training.

II. **Mandatory Training**

The requirements listed in this section are only mandatory to the extent that the court system has provided the resources to enable the training to occur. If the training resources are unavailable, due to funding restraints or otherwise, these requirements will be aspirational rather than mandatory

A. **Orientation Training**

Supervisors shall require new employees to complete, within the first year of employment, an Employee orientation program that includes customer service, diversity awareness, and discriminatory harassment training approved by the Resource Development Officer and the Training & Development Advisory Committee. Other mandatory orientation training may be added as training needs are identified. Usually within the first week of employment, employees shall participate in the orientation session provided by the Human Resources Department. Supervisors shall make every reasonable effort to provide this orientation training to temporary employees.

When an employee completes the Employee Orientation Program, the employee's immediate supervisor shall notify the Resource Development Officer who will document the completion of this training in the employee's official personnel file.

B. **New Supervisor Training**

A new employee who is a supervisor, or an employee who is promoted to a position as a supervisor, shall complete, within the first year of employment in the supervisory position, Orientation for New Supervisors developed by the Resource Development Officer.

When a supervisor completes the Orientation for New Supervisors, the Resource Development Officer will document the completion of this training in the supervisor's official personnel file.

C. **Technical and Computer Training**

Supervisors shall ensure that employees receive reasonable technical and computer training as necessary for the employee to perform his or her job. Where such training is delegated to the Rural Court Training Assistant or to other employees, the supervisor shall be responsible for identifying to the proper trainer those employees who need technical and computer training. The district trainer shall keep a record of training conducted.

D. Ongoing Training

1. Customer Service Training

Every three years, a new statewide customer service program will be selected by the Training and Development Advisory Committee, approved by the Resource Development Officer, and distributed to each district for employee training.

Each district shall send to the Resource Development Officer the names of the employees who have completed the training. The Resource Development Officer shall document this information in the employee's official personnel file.

2. Diversity Training

Every three years, a new diversity training program will be selected by the Training and Development Advisory Committee, approved by the Resource Development Officer, and distributed to each district for employee training.

Each district shall send to the Resource Development Officer the names of the employees who have completed the training. The Resource Development Officer shall document this information in the employee's official personnel file.

3. Preventing Discriminatory Harassment Training

Every three years, supervisors shall require employees to complete training about recognizing and preventing discriminatory harassment. This training will be selected and approved by the Resource Development Officer and the Human Resources Director. The Resource Development Officer and the Human Resources Director shall determine the method of training delivery.

The Human Resources Department shall keep a record of the employees who have completed this training and document completion of training in the employee's official personnel file.

4. Advanced Supervisor Training

Within three to five years of hire in or promotion to a supervisory position, and after completing the Orientation for New Supervisors, supervisors shall complete the Advanced Supervisor Training developed by the Resource Development Officer.

When a supervisor completes Advanced Supervisor Training, the Resource Development Officer will document the completion of this training in the supervisor's official personnel file.

Mandatory training programs may be combined in one or more workshops, conferences, distance learning programs, computer conferencing, or other methods of presentation, and may include other topics as deemed necessary by the Administrative Director.

III. Discretionary Training

The Training and Development Advisory Committee identifies areas of discretionary training for employees. Employees may refer suggestions for training to the Committee. If funding is available, the Committee advises the Resource Development Officer on the method by which discretionary training can best be delivered to employees.

Discretionary training and development programs may be combined in one or more workshops, conferences, distance learning programs, computer conferencing, or other methods of presentation, and may include other topics as deemed necessary by the Administrative Director.

Dated: September 13, 2007
Effective: September 13, 2007



Stephanie J. Cole
Administrative Director

Amended: The original bulletin was issued on August 1, 1995. It was amended July 15, 1998, October 10, 2003, December 8, 2004 and September 13, 2007.