

ALASKA COURT SYSTEM  
OFFICE OF THE ADMINISTRATIVE DIRECTOR  
ADMINISTRATIVE BULLETIN NO. 67  
(AMENDED August 22, 2014)

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

All Justices	Senior Staff/Court Analyst
All Judges	General Services Manager
Area Court Administrators	Judicial Services
Clerk of the Appellate Courts	APD Warrants
Rural Court Training Assistants	
All Clerks of Court	
All Magistrates	
Law Libraries at Anchorage, Fairbanks, Juneau & Ketchikan	

SUBJECT: Employee Advisor Position

The position of Employee Advisor is established in the court systems administrative office.

Description of Position: The Employee Advisor (“EA”) is a member of the court system’s administrative staff who is available to assist employees throughout the Alaska Court System with the resolution of workplace issues. The EA is not a member of the Human Resources staff. The EA reports directly to the Administrative Director with regard to EA duties and responsibilities.

Most employees approach the Human Resources Department with workplace issues when assistance is needed. In some circumstances, employees may feel a conflict exists or prefer another method to seek advice on workplace issues. The establishment of the EA position is meant to provide employees with another avenue for resolution of problems.

The EA may assist an employee in the following ways:

1. Through listening to an employee’s concerns, the EA acts as a “sounding board,” allowing the employee to articulate and explore these concerns in a manner that may lead to better understanding and resolution.
2. The EA may suggest to the employee appropriate approaches for resolving issues.
3. The EA may provide information to the employee about Alaska Court System policies and procedures as they apply to a specific issue and/or problem.

4. The EA may refer the employee to appropriate Alaska Court System resources including Human Resources, the Area Court Administrators, the employee's immediate supervisor, or the Employee Assistance Program ("EAP").
5. The EA may explore solutions and coping strategies for problems and concerns with the employee.
6. At the employee's request, the EA may act as a facilitator in resolving employee/supervisor conflicts.
7. The EA may assist the employee with the preparation and presentation of information at meetings between the employee and the employee's supervisor, if the EA determines that such assistance is necessary to insure an adequate presentation of the issues. (For example, the EA may assist in presentation at the meeting if the employee is unusually fearful, emotional, or otherwise hampered in the ability to proceed alone.)

An employee may contact the EA when the employee has a specific employment problem that cannot be resolved by following other standard workplace procedures. The EA may assist when:

1. The employee has a concern at work that is too complicated for the employee to handle alone.
2. The employee needs to talk with an objective, non-involved person about a work situation.
3. An employee wants to know what options are available to deal with a particular situation.
4. An employee is unsure about court policies, procedures or regulations that apply to a work situation, and there is a reason that the employee does not want to approach the Human Resources staff with these issues.

The EA maintains confidentiality when appropriate and permissible, but EA-employee communications are not privileged and confidential as a matter of law or policy. The EA may decline to assist an employee further if the EA determines that EA assistance is unlikely to promote a resolution of the issues or is inappropriate for other reasons.

The EA does not:

1. provide legal advice or interpret court policies, procedures or regulations that apply to a work situation

