

1.000 PHILOSOPHY AND MISSION STATEMENT

1.100 Purpose of the Manual

This Manual is promulgated to provide direction and guidance to employees of the Trial Court and department heads who administer the Human Resources program. It contains general statements of policy and procedure and does not form the basis of an employment agreement. The Trial Court may amend the policies and procedures in this Manual at any time.

1.200 Coverage of the Manual

The provisions of this Manual apply to all employees except where otherwise noted or where otherwise provided for by statute or collective bargaining agreement. The Manual is not intended to be a substitute for the collective bargaining process for unionized employees. Whenever the policies contained in this Manual conflict with the policies contained in a collective bargaining agreement, the policies of the collective bargaining agreement shall prevail for union employees and confidential employees.

1.300 Trial Court Mission Statement

The Trial Court is committed to providing equal access to justice for all who use the Commonwealth's courts; to the efficient and effective administration of justice and the fair and impartial resolution of disputes; to the protection of constitutional and statutory rights and liberties; to prompt and courteous service to the public by committed and dedicated professional employees utilizing best practices in a manner that inspires public trust and confidence.

1.301 Human Resources Mission Statement

The Human Resources Department partners with management to create and maintain a talented, qualified workforce by recruiting a diverse applicant pool, by facilitating the fair merit-based selection for appointment of the most qualified candidates, by developing appropriate workforce training, by fostering positive management-employee relations, by promptly addressing workplace issues, and by developing performance based measures to ensure the continued excellence of the workforce. The Human Resources Department will use best practices to ensure that this collaborative effort advances the mission of the Trial Court.

For other Trial Court department specific mission statements visit the Trial Court Website.