

SUPREME COURT OF COLORADO  
OFFICE OF THE CHIEF JUSTICEDIRECTIVE CONCERNING HIRING FREEZE,  
OPERATION PLANS, AND RECLASSIFICATIONS

1. This directive, effective July 1, 1992, replaces CJD 91-03 which implemented a hiring freeze and suspended reclassifications.
2. Effective July 1, 1992, districts may establish eligibility lists for all positions and may fill vacancies in cash funded programs (Collections, Mediation, and ADDS), and law clerk positions.
3. The hiring freeze is lifted on July 1, 1992, for all districts which achieved FY 1992 vacancy savings assessment and did not exceed FY 1992 budget allocation, and are staffed below 85% of need under the weighted caseload standards for trial courts or the workload model for probation departments. Districts will be notified by the State Court Administrator as to the number of positions which may be filled, up to the 85% of need level. Districts which are staffed at or above 85% of need may not fill any vacancies other than those referenced in Paragraph 2 until their operation plans are submitted to and approved by the State Court Administrator. However, those districts which exceeded their budget allocation in FY 1992 or which did not make their assessed vacancy savings may not fill any vacancies other than those referenced in Paragraph 2 and must submit an explanation of the overage to the State Court Administrator by July 10, 1992. The State Court Administrator may, based upon a showing of good cause for the overage, authorize the filling of vacancies up to the 85% of need level.
4. An operation plan consisting of a current organization chart, a vacancy savings plan, and a proposed long term organization model shall be approved by the chief judge of each district, and submitted for approval to the State Court Administrator by August 3, 1992. Components of the plan will be established by the State Court Administrator. Upon approval of the plan by the State Court Administrator, vacancies in a court or probation department may be filled consistent with the plan and at the discretion of the administrative authority.
5. A management committee consisting of district administrators, chief probation officers, and staff of the Office of the State Court Administrator, shall be established by July 1, 1992. The committee shall address issues raised by the development of operation plans and shall develop statewide staffing models for trial courts and probation departments.

6. The suspension of Colorado Judicial System Personnel Rule 8 (Reclassification of Positions) is lifted, effective July 1, 1992. Reclassifications requested in FY 1993 must be reflected in the operation plan and funded by the districts via the operation plans. There will be no central funding of reclassifications.

BY THE COURT

June 13, 1992  
Date

Luis D. Rovira  
LUIS D. ROVIRA  
Chief Justice