

FUND ALLOCATION

AVAILABLE FUNDS

2% set a side	1,184,600
Fiscal Note Funds	209,500
Data Processing	400,000
Child Welfare Mediation	150,000
Drug Court	193,700
Justice Auditor	68,200
JC Research	30,000
Est Carry Forward	400,000
FY 2001 PS from 2002 Legislature	424,600
<i>CHARLIE LADDON</i>	
<i>SALARY SELECTIVES</i>	
	3,060,600

REQUIRED ALLOCATIONS

Personal Services	1,138,900
Child Welfare Mediation	150,000
Auditor	68,200
JC Research	30,000
Data Processing	400,000
<i>CHARLIE LADDON</i>	
<i>Ext. SELECTIVES</i>	
	1,787,100

UNOBLIGATED

2%	45,700
Fiscal Note	209,500
Drug Court	193,700
Carry Forward (1 Time funds)	400,000
FY 2001 PS (1 Time Funds) *	424,600
	1,273,500

↗ Available One Time Funds	824,600
↘ Available Ongoing Funds	448,900
	1,273,500

REQUIRED ALLOCATIONS	1,787,100
UNOBLIGATED FUNDS	1,273,500
TOTAL	3,060,600

FUNDING RECOMMENDATIONS

One Time Funds

Contract Sites 3% FY 2000	17,300
Racial/Ethnic Fairness Grant Match	20,000 <i>13,000</i>
Incentive Awards/Bonus	150,000
2nd Language incentive	50,000
Court Administrator Reserve	300,000
Lexix/Nexis	25,000
District/Juvenile File Folders	25,000
Juvenile Mental Health Program	12,000
UNIX Server	125,000
2nd District Case Manager	35,000
Unallocated	65,300 <i>+7,000</i>
	824,600

Ongoing Funds

7 Clerks funded from one time FY 2000	223,700
<i>POSITIONS</i> 5 new clerks (Drug Court)	150,000
Out of State Travel (Education)	19,400
Instate Travel (Rural Districts)	14,700
Contract Sites 4%	41,100
	448,900

FUNDING RECOMMENDATIONS

Ongoing Funds

7 Clerks funded from one time FY 2000	223,700
5 new positions (Drug Court)	150,000
Out of State Travel (Education)	19,400
Instate Travel	14,700
Contract Sites 4%	41,100
	<u>448,900</u>

- 193,700

Reduce
ONE-TIME

One Time Funds

Contract Sites 3% FY 2000	17,300
Racial/Ethnic Fairness Grant Match	13,000
Incentive Awards/Bonus	150,000
2nd Language incentive	50,000
Reserve	300,000
Lexis/Nexis	25,000
District/Juvenile File Folders	25,000
Juvenile Mental Health Program	12,000
UNIX Server	125,000
2nd District Case Manager	35,000
Capital	72,300
	<u>824,600</u>

\$ 335,000
has Decision
on 2nd DIST.

reduce

Make TO
ONE-TIME

Building Block Request Detail

PRIORITY	Item	Legislature	Council	Notes
A	<i>Lease O&M</i>			Not prioritized
	<i>General Fund</i>	1,200,000	1,262,000	
	<i>GFR-Court Fees</i>	176,800	176,800	
B	<i>Juror/Witness</i>			Not prioritized
	<i>General Fund</i>	500,000	526,500	
	1 <i>Deputy Court Clerks</i>			
	<i>General Fund</i>	-	280,100	
	2 <i>Base Budget Adjustment</i>			
	<i>General Fund</i>		500,000	
	3 <i>Career ladder</i>			
	<i>General Fund</i>	185,000	201,600	
	4 <i>Electronic Filing</i>			
	<i>General Fund</i>	400,000	400,000	
	5 <i>Child Welfare Mediation</i>			
	<i>General Fund</i>	150,000	294,000	(HB 329 Fiscal Note)
	6 <i>GAL Staff</i>			
	<i>General Fund</i>		664,500	
	7 <i>Law Clerks</i>			
	<i>General Fund</i>		302,000	
	8 <i>Justice Court Auditor</i>			
	<i>General Fund</i>	68,200	68,200	
	<i>Salary Selectives-Juv Ct</i>			Submitted under salary package.
	<i>General Fund</i>	250,300	318,300	
	<i>Juv Ct/DYC Research</i>			
	<i>General Fund</i>	30,000		
	<i>Internal Service Fund Adjustments</i>			
	<i>General Fund</i>	(181,600)		Motor Pool/Risk Management
	<i>In-State/Out of State Travel</i>			
	<i>General Fund</i>	(62,400)		10% Travel reduction
	TOTAL	2,716,300	4,994,000	

FISCAL NOTES

SHORT TITLE	AMOUNT	BILL NUMBER	
Drug Court	193,700	SB 15	
OTHER FISCAL NOTES			
Safety Belt Law Amendments	52,700	SB 12	
DUI Amendments	147,800	HB 209	
On Line Court Assistance	34,000	SB 147	(General Fund Restricted)
Judicial Amendments	50,000	HB 330	(General Fund Restricted)
Identification Number Fraud	3,400	HB 163	
Identity Fraud	3,400	SB 75	
Highway Amendments	2,200	HB 180	
TOTAL	487,200		
Total Available for Clerks	209,500		

OTHER LEGISLATIVE ACTION

Logan Court House	2,000,000	Appropriated to DFCM
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ASSUMPTIONS IN INITIAL SPREAD

- All existing programs funded at existing level, or as expanded or reduced by FY 2001 Appropriation Act.
- Maintenance budget in Current Expense with exception of Motor Pool, Travel, and ITS (Data Processing) rates.
- Market Analysis funded as part of DHRM Salary Selective Package.

AVAILABLE FUNDS

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FY 2001 PS from 2002 Legislature	424,600
Career Ladder	185,000
Salary Selectives	250,300
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	3,495,900
	<hr/>

REQUIRED ALLOCATIONS

Personal Services	1,094,200
Child Welfare Mediation	150,000
Auditor	68,200
JC Research	30,000
Data Processing	400,000
Career Ladder	216,700
Salary Selectives	263,300
	<u>2,222,400</u>

UNOBLIGATED

2%	45,700
Fiscal Note	209,500
Drug Court	193,700
Carry Forward (1 Time funds)	400,000
FY 2001 PS** (1 Time Funds)	424,600
	<u>1,273,500</u>
Availabe Ongoing Funds	448,900
Available One Time Funds	824,600
	<u>1,273,500</u>
<i>REQUIRED ALLOCATIONS</i>	2,222,400
<i>UNOBLIGATED FUNDS</i>	1,273,500
<i>TOTAL</i>	<u>3,495,900</u>

FUNDING RECOMMENDATIONS

Ongoing Funds

7 Clerks funded from one time FY 2000	223,700
5 new positions (Drug Court)	193,700
Out of State Travel (Education)	19,400
Instate Travel	12,100
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	448,800
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One Time Funds

Contract Sites 3% FY 2000	17,300
Contract Sites 4% FY 2001	41,100
Racial/Ethnic Fairness Grant Match	13,000
Incentive Awards/Bonus	150,000
2nd Language incentive	50,000
Reserve	335,000
Lexix/Nexis	25,000
District/Juvenile File Folders	25,000
Juvenile Mental Health Program	12,000
UNIX Server	125,000
Capital	31,200
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	824,600
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2nd District Case Manager

To be reviewed
by Council at
later date

PROPOSAL

Second Language Policy:

A set number of slots would be allocated to each judicial district for an incentive to hire employees who deal directly with those members of the public who speak a second language.

A stipend would be added to their income while they are in a position directly dealing with the public.

INCENTIVE AWARDS

PURPOSE

The purpose of the incentive award program is to recognize and encourage superior employee performance.

SCOPE

This policy applies to all court employees.

CROSS REFERENCES

Leave, Policy 400

POLICY AND PROCEDURE

1. Eligibility.
 - 1.1 A career service employee is eligible to receive an incentive award.
 - 1.2 A career service exempt or other non-career service employee is eligible to receive an incentive award, only upon nomination of the employee's supervisor and with prior approval of the director.
 - 1.3 An employee is eligible to receive a maximum of two (2) incentive awards in a fiscal year.
 - 1.4 In order to qualify for the award, the employee must have received a minimum rating of successful on the most recent performance rating and be subject to no current disciplinary action.
2. Award Criteria.
 - 2.1 An incentive award may be given for:
 - (1) An innovative idea or suggestion, implemented by the courts, which improves operations or results in cost savings;
 - (2) The exercise of leadership beyond that normally expected in the employee's assignment;

- (3) An action which brings favorable public or professional attention to the courts:
- (4) Successful completion of an approved special assignment which falls outside of the employee's ordinary job responsibilities and which requires an unusual investment of time and effort.
- (5) Exemplary performance on a special individual or team project; and
- (6) Continually outstanding performance of normal responsibilities.

3. Award Administration.

- 3.1 An incentive award may be monetary or non-monetary. A non-monetary award may be in the form of administrative leave, certificate of recognition, or other appropriate reward.
- 3.2 The state court administrator shall establish guidelines for monetary awards based upon the annual availability of funds.
- 3.3 The court executive shall develop a local process for soliciting nominations and selecting recipients. The court executive shall prepare a written notice of selection, specifying in detail the type, amount, and reasons for the award. The court executive shall submit the selection notice to the director.
- 3.4 Award selections shall be made within the fiscal year in which the action for which the employee is recognized occurred. In order to recognize actions completed at the end of the fiscal year, management shall have a 60 day grace period beyond the year end to accept and consider nominations.
- 3.5 The award amount and type should relate as closely as possible to the worth of the performance being rewarded.
- 3.6 An award may be shared by two or more employees.
- 3.7 The director shall annually report to the Judicial Council the position classification of individuals receiving awards and the amount of the awards.

Senate Bill 1 Intent Language.

It is the intent of the Legislature that the Department of Administrative Services develop and implement a mileage reimbursement program that requires agencies to reimburse employees for personal vehicle use at a rate equal to, or less than, the per mile cost of a mid-size sedan operated by the Division of Fleet Operations. It is also the intent of the Legislature that these rules be applied to Legislative Staff, the Judicial Branch and to the Utah System of Higher Education. The rule should make exception for instances where a State fleet vehicle is not available to the employee, for mileage reimbursements for Elected Officials of the State and members of Boards and Commissions who do not have access to the State fleet for use in their official duties.

TRAVEL
PRIVATE VEHICLE USE

Policy:

1. Private vehicles (automobile, airplane, motorcycle, or other) may be used for official business when an appropriate State vehicle is not available.
2. Judges, State level Department Heads (as defined by the State Court Administrator), and those authorized by District Court Executives or respective Department Heads at the local level, may elect to use private vehicles for official business travel. If a State Vehicle leased by the Court is available or through daily rental from the State Motor Pool, and a private vehicle is used, the reimbursement rate shall be at \$0.25 (twenty-five cents) per mile. If no State Vehicle is available, the rate shall be \$0.31 per mile.
3. Any written authorization required for an employee to use a private vehicle for court business must be renewed at the beginning of each fiscal year by the appropriate authority. A copy of the authorization must be provided to the AOC Finance Department, Finance Manager.
4. Prior to authorization for reimbursement at \$0.31 per mile for personal vehicle use, the "Increased Re-imbusement Request" form must be filled out by the traveler and signed by the Court Executive. The request form must accompany the "Travel Reimbursement Request".

5. Because substantial savings are often possible when using State vehicles in lieu of private vehicles, those authorizing the use of private vehicles should carefully review each request. If authorization is granted to use a private vehicle when a State Vehicle is available through State Motor Pool daily rental, or from the current lease of a State Vehicle by the Court, the private vehicle reimbursement shall be \$0.25 per mile.
6. Authorized use of a private vehicle on official business will be reimbursed at the ~~current rate~~ \$0.25 per mile ~~for the respective type of private vehicle~~ unless a State Vehicle is not available, then the reimbursement shall be \$0.31 per mile.
7. Travelers will be reimbursed for actual out-of-pocket costs for incidental items such as baggage tips, parking fees, toll fees, taxi and bus fares.
8. When two or more court employees are traveling in a private car, only one employee will be reimbursed for vehicle costs.
9. Reimbursement will not be allowed for commuting between the employee's place of residence and the court facility or office considered the principal place of assignment.
10. Reimbursement will not be allowed for miles traveled for purposes other than official business.
11. Computation of non-commute mileage will commence from the court facility or office considered the principal place of assignment to the point of destination unless:
 - a. The distance from the point of origin other than the principal court facility or office to the destination is less; or
 - b. the travel is between one court facility, or office, and another.
12. Expenses for damage to a private vehicle are the responsibility of the traveler or his/her insurance company. The court reimbursement rate includes an amount for the cost of insurance for a private vehicle. However, a liability claim against a traveler in excess of the limit provided by that traveler's personal policy is subject to payment by the State Risk Management fund.
13. Mileage claims are subject to verification from the latest official State Road Map and the latest UDOT State Mileage Chart. Mileage claims are subject to adjustment to reflect the most economical and usually traveled routes.

14. Requests for reimbursement which involve only mileage must be made on the "Private Vehicle Usage Report" (Form FI-40) to the local court or department payroll clerk. All information requested on the form should be complete. The form must be signed by both the traveler requesting reimbursement and the appropriate supervisor and a copy provided to the local budget support staff person.
15. Vicinity and/or local travel must be shown separately from mileage between points of travel and must be clearly identified with an explanation for its necessity.
16. Travel should be coordinated to minimize the cost of private vehicles. If one or more employees from a given location are planning to attend the same meeting, travel in private vehicles will be approved only for the number of vehicles sufficient to transport those attending.
 - a) Employees from a given location attending the same meeting will not be allowed to take separate vehicles to the meeting and all be reimbursed.
 - b) Any exception must be approved in writing by the appropriate Department Head prior to actual travel and a copy of the approval submitted to the AOC Finance Department with the employee's "Private Vehicle Usage Report".
17. An employee may choose to drive instead of flying, but must be approved by the State Court Administrator prior to doing so.
 - a) If the employee drives a private vehicle instead of flying, reimbursement will be at the ~~current rate~~ \$0.25 per mile or the airfare, **WHICHEVER IS LESS**, unless an exemption is approved by the State Court Administrator.
 - b) If an exemption is approved, the "Request for Out of State Travel Authorization" (Form FI-5) must clearly state that the State Court Administrator has approved a specific exemption from the "lesser of mileage or airfare" rule.
 - c) Allowances for meals and lodging will be paid for the same period of time that would have occurred had the employee flown. These reimbursements are all inclusive and additional expenses such as parking, toll fees, etc., will not be allowed, unless approved in writing by the State Court Administrator.

- d) If out-of-state travel time is spent driving instead of flying
 - i. during the employee's normal work week and
 - ii. is greater than the time which would have been spent had the employee flown, the excess time spent driving will be counted as hours of annual leave and will be deducted from any annual leave currently due the employee.

Documentation required

1. "Private Vehicle Usage Report" (Form FI-40), for commutes and day trips where only mileage reimbursement is due.
2. "Request for Out of State Travel Authorization" (Form FI-5), if travel was out-of-state.
3. "Travel Reimbursement Request" (Form FI-51 or FI-51A), where mileage reimbursement and per diem reimbursement is due.
4. "Employee Reimbursement/Earnings Request" (Form FI-48), for any advance.
5. "Increased Re-imbusement Request", for any payment at \$0.31 per mile for personal mileage.

INCREASED REIMBURSEMENT REQUEST

No motor pool vehicle assigned to the Court is available for use on _____ for travel to _____,
(Date) (Destination)

nor is a motor pool vehicle from the State Fleet available. As a result, I request that the reimbursement rate for using my private vehicle be set at \$0.31 for this trip.

Signed _____

Position _____

Date _____

Authorized by:

Court Executive _____ Date _____