

104 – SUPERVISORY STATUS

- A. Supervisor. A supervisor is an employee or an appointing authority who has the ability or whose suggestions and recommendations are given particular weight to undertake a majority of the following supervisory functions in the interests of the Court System: appoint, employ, hire, assign and direct work, transfer, promote, evaluate, reward, discipline, suspend, demote, or terminate an employee.
- B. Appointing Authority. An appointing authority is a supervisor unless the appointing authority has otherwise delegated this authority to another employee. Appointing authorities include:
1. *Chief Justice* for the State Court Administrator, Director of Law Library, and Executive Judicial Assistant.
 2. *Justices of the Supreme Court* for the Clerk of Supreme Court and Staff Attorney-Supreme Court.
 3. *Justice* for the Justice's Judicial Assistant and Supreme Court Law Clerk.
 4. *Presiding Judge* for Judicial Referees, District Court Law Clerks, Court Reporters, Staff Attorney-District Court, Paralegal, Electronic Court Recorder/Transcriptionist, and Electronic Court Recorders.
 5. *Clerk of Supreme Court* for the Chief Deputy Clerk of Court and all Supreme Court Clerks.
 6. *Director of Law Library* for all Law Library staff.
 7. *State Court Administrator* for the Deputy State Court Administrator, Staff Attorney-State Court Administrator, State Directors, and all Office of the State Court Administrator administrative staff.
 8. *Deputy State Court Administrator* for Unit Court Administrators, Director of Juvenile and Family Services, and Manager of Specialized Dockets.
 9. *Unit Court Administrators* for all trial court positions except for those appointed by the presiding judge.

Approved by the Supreme Court 4/1/12; amended 3/17/21; amended 4/28/21; amended 9/11/24 effective 10/1/24