

UNIFIED JUDICIAL SYSTEM

Policy 222

Effective April 1, 2022

GUIDELINES FOR PLANNING EDUCATIONAL OPPORTUNITIES

Section 1. Definitions.

Break Service: Beverages and snack items provided for participants during a scheduled break in an educational opportunity.

Educational Opportunity: Any conference, seminar, training, course or forum provided by the North Dakota Court system for judge, employee or public education.

Instructor: Any speaker, moderator, instructor, teacher or consultant retained by the North Dakota Court System to provide an educational opportunity.

Section 2. Intent.

The Court has directed the Judicial Branch Education Commission to provide an integrated education program for all personnel involved in providing judicial services to the citizens of North Dakota from any municipal, district or appellate court of the State of North Dakota, or any municipal subdivision thereof (N.D.Admin.R.36(3)(1)). The Court also has a responsibility to provide information to the public and to work cooperatively with other governmental and private or non-profit entities to address common issues. The intent of this policy is to establish guidelines for planning and providing educational opportunities to judges, employees, and members of the public.

Section 3. Procurement.

A. **Instructors:** The Court System has highly specialized educational needs that may require the court to retain instructors who are not members of the North Dakota Court System. The Director of Education is authorized to procure the services of instructors consistent with this policy and within the budget approved by the Supreme Court for this purpose. In procuring an instructor, consideration should be given to the following factors: area of expertise and level of experience in the area of expertise, experience as an instructor, references from the National Judicial College, the National Center for State Courts, members of the National Association of State Judicial Educators, or judges and employees of the North Dakota Court System, and fees.

1. **Fees:** Fees for an instructor may not exceed \$2,500 per contracted session or a total of \$5,000 per day. An exception to the fee policy may be granted by the State Court Administrator depending on the degree of expertise provided by the instructor and the availability of other qualified instructors

and the degree of demand and urgency of the need for education in the instructor's area of expertise.

2. Honorarium: An honorarium of up to \$450 may be given to an instructor who provides his or her service without charge, except that no honorarium may be given to an instructor who is currently employed by the State of North Dakota or who is receiving continuing education credits for serving as an instructor.
 3. Travel expenses: Travel expenses for instructors may be authorized consistent with Policy 305 – Travel Reimbursement for Non-State Employees.
- B. Facilities: The Director of Education shall contract for rent of suitable facilities as needed. In procuring facilities, the following factors should be considered: location of the educational opportunity, estimated number of participants, need for simultaneous sessions, availability of court facilities adequate to meet conference requirements and cost.
- C. Break Service: Educational opportunities that exceed 6 hours on a single day may include both morning and afternoon break service. Educational opportunities that exceed 4 hours on a single day may include either a morning or an afternoon break service. Break service is not allowed for educational opportunities that are scheduled for less than 3 hours on a single day. Break items include coffee, water, soda, juice, snack bars, cookies and similar light snacks.
- D. Meals: Meals may be provided for participants only if the educational opportunity encompasses the lunch hour and participants are expected to remain for the presentation. Fees for meals may not exceed the cap specified for the 2nd Quarter meal allowance under Policy 301 – Reimbursement for Meals and Lodging. An exception to the fee cap may be granted by the State Court Administrator if there is no other suitable venue and the venue requires use of its catering service.
- E. Equipment: The Director of Education is authorized to rent audio-visual and computer equipment whenever the cost to purchase the required equipment would exceed the rental cost or if the required equipment is owned by the court but its use is not feasible because of incompatibility with venue wiring or is too bulky for transport or set up.
- F. Supplies: The Director of Education is authorized to purchase necessary supplies for educational opportunities, including books and binders which become the property of the participants at the conclusion of the educational opportunity.

Section 4. Registration and Other Fees.

To cover cost increases incurred by extending participation in educational opportunities to other government, private or non-profit entities or the public, the Director of Education may require payment of a registration, class fee, or conference fee by participants who are not current employees of the State of North Dakota. Any fees collected under this section will be deposited in the General Fund.

Approved by the Supreme Court 06/29/16 effective 08/01/16; amended 03/02/22, effective 04/01/22