



# Colorado Judicial Department Human Resources

## Executive Summary FY23 Colorado Judicial System Personnel Rules

The following provides a summary of important rule revisions. It is not intended to provide an exhaustive list and does not include formatting, numbering, grammatical or other nonsubstantive changes.

**Summary:** Late last year the Supreme Court's Workplace Culture Initiative (WCI) began the process of reviewing and rewriting Personnel Rule 20. They gathered a subgroup to focus on this work. The goal of the rewrite was to increase accessibility and understanding of the Code of Conduct and Anti-Harassment and Anti-Discrimination policies and reporting processes, for all employees. The subgroup hosted voluntary focus groups to gather employee input on these policies. Feedback supplied during these focus groups along with submissions to the Personnel Rules Open Comment period were combined and considered as part of this project.

The policy rewrite includes language changes, restructure and reformatting of areas as well as some substantive policy updates. The table of contents for Rule 20 was also updated to make finding these policies easier for employees. Specific edits are summarized below.

### **20.A. Purpose of All Employee Conduct Policies**

**20.A.1. – Purpose** – Moved from 20.C to the beginning of the rule to state expressly the purpose for all policies under Rule 20.

**20.A.2. – Provisions that Apply to All Employee Policies** – This section was created to clearly define Provisions that apply to all policies in Rule 20. Previously there was not clarity in the rules that these items applied to all policies. This section includes areas such as Supervisory Responsibility, Retaliation, and the Complaint Procedure.

Information that was previously duplicated throughout Rule 20 has been removed and is now part of 20.A.2.

**20.A.2.e. – Retaliation** – The section on retaliation was updated.

**20.B.2. - Anti-Harassment and Anti-Discrimination Policy** – Definitions were updated to include protective hairstyles in accordance with the [Colorado Crown Act of 2020](#). Socio-economic Status was removed from this rule as it is not a protected status.

**20.C. – Code of Conduct** – Rule 20.C.4 moved to the beginning of this rule (20.C.1.).

**20.C.2.d.** – New section clarifying that information provided to employees or judicial officers by the SCAO Executive Division Legal Team or the Attorney General's office may not be shared with any individual not employee by the Judicial Department.

**20.D.2. – Drug Free Workplace Policy** – Section added to address alcohol consumption after hours at work related events.



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**20.E.2. – Mandatory Education Policy** – Change in timeframe for new employees and supervisors to take applicable Anti-Harassment and Anti-Discrimination, Code of Conduct and Equity, Diversity and Inclusion Classes. It is recommended new employees and supervisors take these classes within 30 days of hire and is required within the first 6 months.

The recertification period for all employees and supervisors for Anti-Harassment and Anti-Discrimination and Code of Conduct trainings has been updated from every 5 years to every 3 years.

**20.F. – Policy for Maintaining a Non-Violent Workplace** – Clarification added that weapons may not be brought onto state or county parking lots.

**20.F.3.c.** – Clarifying updates on when weapons may be permitted.

**20.F.4.a.** - Employee Convicted of Crime Involving Violent Behavior or Restrained Party to a Protection Order – update to reporting requirements

**20.I. - Policy on the Use of Recording Devices by Judicial Department Employees** – Section on allowable recordings has been updated.

**All changes listed above were reviewed and approved effective April 24, 2023. Following this approval, the language in 20.B.2. was corrected from “protected hairstyles” to “protective hairstyles” and the definition of Protective Hairstyles added to Rule 36. The rules were re-approved effective May 15, 2023.**

**Definition for protective hairstyles added to Rule 36 - Protective Hairstyles.** Includes such hairstyles as braids, locs, twists, tight coils, or curls, cornrows, bantu knots, afros and headwraps. See [Colorado Crown Act 2020](#).