

**IN THE SECOND JUDICIAL CIRCUIT OF
FLORIDA**

OFFICE OF THE CHIEF JUDGE

ADMINISTRATIVE ORDER 2017-05

IN RE: DELEGATION OF AUTHORITY AND RESPONSIBILITY

WHEREAS, rule 2.215(b)(2), Florida Rules of Judicial Administration, states that the “chief judge shall be the administrative officer of the courts within the circuit ...”, and

WHEREAS, under the State Courts System Class Specification, the essential function of the Trial Court Administrator is to direct and manage trial court operations, programs, and services, to include staff supervision and overseeing fiscal activity, it is therefore

ORDERED that:

1. I hereby delegate to the Trial Court Administrator the authority and responsibility to:
 - a. bind the circuit in contract, as per section 43.26(2)(f), Florida Statutes;
 - b. make all offers of employment, with the exception of judicial assistants, as per section 1.06.1., State Courts System Personnel Regulations Manual;
 - c. determine the person responsible for evaluating the performance of employees and the review period, as per sections 2.02.5 and 2.04.3, State Courts System Personnel Regulations Manual;
 - d. approve work schedules other than five eight hour days, with the exception of judicial assistants, as per section 4.04.1, State Courts System Personnel Regulations Manual;
 - e. properly maintain all attendance and leave records, as per section 4.05.4, State Courts System Personnel Regulations Manual;
 - f. pay cash payment instead of compensatory time in accordance with the requirements of the Fair Labor Standards Act of 1938, as amended, as per section 4.06.3.D, State Courts System Personnel Regulations Manual;
 - g. approve and manage sick leave donations, as per section 4.09.3.B-C, State Courts System Personnel Regulations Manual;



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h. grant administrative leave to an employee for any purpose for which there is reasonable justification, as per section 4.11.11, State Courts System Personnel Regulations Manual;

i. take corrective action for violations of pay rules, either through error or intentionally, as per section 7.15, State Courts System Personnel Regulations Manual;

j. approve overlap, if allowed by the Budget and Pay Administration Memorandum, as per sections 7.10.3.A-B, State Courts System Personnel Regulations Manual;

k. approve dual employment, as per section 9.03, State Courts System Personnel Regulations Manual;

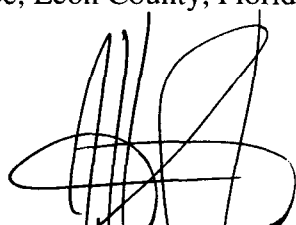
l. determine how allotted funds may be spent and request adjustments to operating budgets, as per paragraph B.1, Budget and Pay Administration Memorandum; and

m. approve travel as authorized and prescribed by State and Judicial Branch policy, as per paragraph C.1.b, Budget and Pay Administration Memorandum.

2. Discretionary salary increases and decreases remain solely within the authority and responsibility of the Chief Judge.

3. The Trial Court Administrator will execute this delegation of authority and responsibility consistent with Judicial Branch-wide policies and the Budget and Pay Administration Memorandum for the current fiscal year.

DONE and ORDERED in Tallahassee, Leon County, Florida, June 15th, 2017.



JONATHAN SJSOTROM
Chief Judge

Copies furnished to:
All Circuit and County Judges, Second Judicial Circuit
All Clerks of Court, Second Judicial Circuit

