

ARTICLE 5. CONDITIONS OF EMPLOYMENT
RULE 509. EDUCATION, TRAINING &
REQUIRED EDUCATION CREDITS

EFFECTIVE DATE: 05/04/98
REVISED DATE: 08/14/02

- A. EDUCATION AND STAFF TRAINING:** The Superior Court encourages employees to grow professionally through continuing education and training. Division Heads will identify education needs and provide opportunities for employees to enroll in courses or seminars which increase their ability to contribute to Superior Court or division goals. To the extent possible, training opportunities will be offered in an equitable and non-discriminatory manner and must be job-related. Sufficient funds must be available in the Superior Court budget to cover training costs.
- B. REQUIRED EDUCATION CREDITS:**
1. Arizona Supreme Court Administrative Order 99-08 requires that full and part-time regular employees complete a minimum of sixteen (16) hours of approved coursework each year including ethics training and designated core curriculum training.
 2. Employees should obtain and maintain professional competence through court-related education programs and report compliance with these standards by completing required reports. Compliance forms should be filed with the employee's designated training coordinator. Employees who fail to comply with this policy may be subject to disciplinary action up to and including termination of employment.
 3. Only accredited programs meet the requirements of these standards. Programs are accredited pursuant to guidelines approved by the Arizona Supreme Court Council on Judicial Education and Training (COJET).