

BEST PRACTICES FOR IMPROVING EQUAL EMPLOYMENT OPPORTUNITY PRACTICES

Trial court chief judges and court administrators have responsibility for the supervision of trial court employees pursuant to Michigan Court Rule 8.110. Often the local funding unit, under the direction of the court, conducts initial advertising, posting, and screening for court employee positions. Therefore, we recommend that the leadership of the trial court work with the funding unit to ensure that these “best practices” are employed.

- ❑ Clearly communicate to all persons involved in the hiring process that such process should be designed to promote equal employment opportunity, and should be carried out in a non-discriminatory manner.
- ❑ Clearly communicate to all persons involved in the hiring process that such process should be designed and carried out in compliance with all applicable equal employment opportunity laws.
- ❑ Ensure that job announcements and postings are disseminated widely and in a manner that reasonably ensures the greatest number of qualified applicants.
- ❑ Ensure that job announcements and postings, in their substance, are non-discriminatory and designed to promote equal employment opportunity.
- ❑ Clearly communicate in all job announcements and postings that the court is an equal employment opportunity employer, and that it does not discriminate on the basis of factors prohibited by law.
- ❑ Develop and implement a non-discriminatory performance evaluation system for all employees.
- ❑ Ensure that all employees who believe that they have been subject to discrimination in the performance evaluation system, or in some other aspect of their employment, know to whom such treatment can be communicated.
- ❑ Clearly communicate to all court employees the commitment of the court to a workplace in which there is no discrimination, and in which there is fair treatment and respect for all employees.

All recruitment and selection efforts for trial court employees should be designed to promote equal employment opportunity, and should be carried out in a non-discriminatory manner.

RESOURCES

- ❑ **Michigan Supreme Court/State Court Administrative Office**
 - State Court Administrative Office
 - P.O. Box 30048
 - Lansing, Michigan 48909
 - (517) 373-0130
 - <http://courts.michigan.gov/scao/>

- **Region 1 Office**
 - PO Box 02984
 - Detroit, MI 48202
 - (313) 456-0625

- **Region 2 Office**
 - PO Box 30048
 - Lansing, MI 48909
 - (517) 373-9353

- **Region 3 Office**
 - PO Box 750
 - Mt. Pleasant, MI 48804-0750
 - (989) 772-5934

- **Region 4 Office**
 - PO Box 100
 - Gaylord, MI 49735
 - (989) 732-3311

- ❑ **National Center for State Courts**
 - 300 Newport Avenue, Williamsburg, Virginia, 23185
 - P.O. Box 8798
 - Williamsburg, Virginia 23187-8798
 - (757) 253-2000 or (800) 616-6160
 - <http://www.ncsconline.org>

- ❑ **Michigan Department of Civil Rights**
 - Capitol Tower Building
 - 110 W. Michigan Avenue - Suite 800
 - Lansing, Michigan 48913
 - (800) 482-3604
 - <http://www.michigan.gov/mdcr>

- ❑ **Michigan Works! Association**
 - The Association of Michigan Works! Agencies
 - 2500 Kerry Street
 - Lansing, Michigan 48912
 - (517) 371-1100
 - <http://www.michiganworks.org>

- ❑ **Michigan Department of Career Development**
 - 201 N. Washington Square, 1st Floor
 - Lansing, Michigan 48913
 - Attention 2002 Michigan WorkKeys Conference
 - (517) 241-0592
 - <http://www.michigan.gov/mdcd>

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