

NEW MEXICO JUDICIAL BRANCH

GENERAL PERSONNEL POLICY AND PROCEDURE

Reference: NMJBPR Part I, Section 2.03
NMJBPR Part II, Section 16.03

ALTERNATE CLASSIFICATION COMMITTEE MEMBER POLICY

1. PURPOSE

To establish guidelines for appointment and participation of alternate members to the Classification Committee.

2. DEFINITIONS

- A. **Alternate Classification Committee Member** - An individual appointed by the Supreme Court to serve as an alternate member of the Classification Committee and who has voting rights when selected to replace a Classification Committee member.
- B. **Closed Session** - A session where attendance is limited to Committee members and staff members specifically invited by the Chairperson.
- C. **Director** - The Director of the Administrative Office of the Courts or designee.
- D. **Job Measurement** - A process that involves the exercise of judgment in identifying and assessing the differences between jobs.

3. APPOINTMENT OF ALTERNATE COMMITTEE MEMBERS TO THE CLASSIFICATION COMMITTEE

- A. Upon recommendation of the Chairperson and the Director, the Supreme Court shall appoint up to seven (7) alternate classification committee members from the Judicial Branch.
- B. The AOC HR Director shall coordinate job measurement training of appointed alternate members as soon as possible, contingent upon scheduling and budget availability.

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4. TERM AND REAPPOINTMENT

- A. Each alternate member shall be appointed for a three (3) year term.
- B. An alternate member may be appointed for one (1) additional three (3) year term.
- C. An alternate member may serve an additional third term with the recommendation of the Committee and the approval of the Supreme Court, by Supreme Court Order.
- D. Each new alternate member shall be trained in the currently used job evaluation methodology before becoming eligible to become a voting member.
- E. Alternative members are strongly encouraged to attend every job measurement meeting to facilitate continued application of the job measurement process and appointment. (Ref NMJBPR Part I, Section 2.03(5))

5. CLASSIFICATION COMMITTEE JOB MEASUREMENT MEETINGS

- A. **Job Measurement Discussions, Closed Session Deliberations and Voting**
 - (1) An alternate member shall not be present during the closed session during which the Committee deliberates or votes on the classification of that alternate member.
- B. **Selection of Voting Alternate Committee Member**
 - (1) Only those alternate members present at the meeting are eligible to vote.
 - (2) The chairperson shall select the number of alternative members necessary to constitute a quorum.

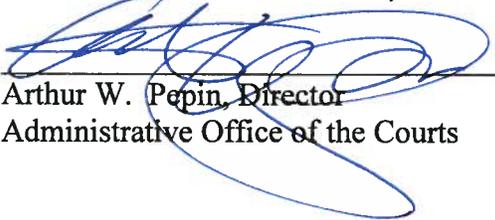
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- (3) The chairperson selects the members to vote based upon.
 - a. Alternate member job classification.
 - b. Number of Classification Committee meetings previously attended.
 - c. Number of times previously selected as voting alternate member.
 - d. All things being equal, *a voting* alternate member will be selected *by the drawing of a name*.

Effective Date: November 12, 2010



Arthur W. Pepin, Director
Administrative Office of the Courts

12/7/10
Date

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
5800 S. DICKINSON DRIVE
CHICAGO, ILLINOIS 60637

Dear _____
I am pleased to inform you that your application for admission to the M.S. program in Chemistry has been accepted. You will be joining the Department of Chemistry at the University of Chicago in the fall of 20____. Your advisor will be _____.

Sincerely,
