2024 Clerk's Office COJET Training Requirements

<u>Participation Requirements</u>

1- *Effective 01 April 2022, the following IT requirements were established to ensure and encourage participation for instructor-led classes.*
   a) *Participant must have an operational camera and microphone. Class requirement directs that all participants be seen on camera and be heard on microphones for gauging and evaluating participation.*
   b) *Participant must have camera and microphone access in both the 'at-work' and 'at-home' environments.*

2- *Effective 01 Jan 2023, COJET credit will additionally be based upon participation in the class. Participants MUST engage in at least 50% of the adult learning engagements in the class. Class participants who do not meet this 50% engagement requirement will not receive credit for the class. This engagement includes, but is not limited to,*
   a) *Active response (utilization of participants microphone) to questions and queries.*
   b) *Active response (utilization of participants microphone) when assigned into group break-out rooms.*
   c) *Active response (utilization of participants microphone) to any type of 'gamification' utilized within the class.*

3- *Effective 01 Jan 2023, participants who sign into class and do not have the required IT tools as noted in (1) above will not be allowed to continue in the class and will not be allowed to attend future instructor-led classes. Leadership will be notified that IT support has not been installed and that a work order to correct this deficiency must be submitted. Leadership will follow up and notify the Learning Organizational department when the IT requirements have been met. Once the Learning Organizational department has been notified, the individual will be cleared to attend future instructor-led classes.*

4- ***Supervisors are responsible to ensure that department personnel have met the minimum COJET participation requirements as annotated above***.

5- *COC staff may attend multiple sessions of a class. However, COC staff will ONLY be awarded COJET credit for their first attendance in the class.*

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Name of Class	Staff Required to Complete	Period Required	2024 Completion Deadline
Introduction to Computer Security (or equivalent CNS course)	All	Annual	November 15th
Ethics Class	All	Annual (includes CRS temps and contract employees)	November 15th
A Higher Calling: The Code of Conduct for Judicial Staff (Parts 1 & 2)	All	Annual - Parts 1 & 2 alternate each year (includes CRS temps and contract employees)	November 15th
New Employee Orientation	All	Within 8 days of their hire date	N/A
Title VI Video Training	All	Required for all new employees during the first six months of employment	N/A
Harassment Curriculum and HR Internal HR Policy Curriculum	All	Annual (includes CRS temps and contract employees)	November 15th
Minimum Accounting Standards	All staff or supervisory personnel who handle money	First year of employment, and then every other year thereafter	November 15th
Biohazardous Materials Handling Training	Courtroom Clerks, Exhibits, Appeals, and Mailroom Staff	Annual	November 15th
Clerk of the Superior Court Leadership Academy	All supervisory personnel	Complete within one year of assuming supervisory duties.	N/A
Fingerprint Compliance Training	Identified Staff	Bi-annual	November 15th

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<u>Hourly Requirements and Good Faith Standards</u>

Personnel must accumulate total of COJET hours as described by the table below. All personnel are expected to complete a minimum of 25% of their required yearly hours of COJET training per quarter actively worked, to remain in good faith.

Hire Date	Total Hours Required (unchanged)	Live, Growth (facilitated) Requirement	Non-Facilitated (or additional Live growth) Requirement	Good Faith requirements*	
				Live, growth (facilitated)	Non-facilitated or additional live
Current employees hired prior year	16 Hours	6 Hours	10 Hours	2 Hours per quarter	2.5 Hours per quarter
January – March	12 Hours	6 Hours	6 Hours	2 Hours per quarter	2 Hours per quarter
April – June	8 Hours	4 Hours (NEO)	4 Hours	4 Hours (NEO)	2 Hours per quarter
July – December	4 Hours	4 Hours (NEO)	Mandatory courses	4 Hours (NEO)	Mandatory courses

Different departments may have approved deadlines that differ from this chart. Please direct questions to your leader and follow guidelines as set by your leadership chain.

<u>Reporting Deadlines</u>

Training and Staff Development will send out quarterly reports detailing COJET standings throughout the year, but supervisors can easily view information on their own staff by using the Report Dashboard on the HUB home page. Please keep in mind the report will automatically refresh any completions but it may take a few minutes for the information to reflect.

Supervisors are responsible to verify the COJET standing of each of their employees no less than once per quarter, and are expected to make training plans, expectations, and accomplishments a routine part of the evaluation process throughout the year.