

**BOARD FOR JUDICIAL ADMINISTRATION
COURT EDUCATION COMMITTEE
POLICIES FOR JUDICIAL EDUCATION PROGRAM FUNDING**

GENERAL POLICY STATEMENT

It is the intent of the Court Education Committee (CEC) to promote the judicious use of the limited funds appropriated for education of judicial officers and court personnel for programs and activities that address the core education and training needs of the judiciary.

These policies provide guidance to the court community and the Administrative Office of the Courts (AOC) to support the effective implementation of that strategy.

ELEMENTS FOR EDUCATION FUNDING

CEC resources are available only for programs and organizations that affirmatively demonstrate that they satisfy the following conditions:

1. Course content shall be educational in nature. Social or recreational programs or activities may not be supported by CEC resources.
2. CEC funds cannot be used for association or court level business meetings, extra costs of guests, Association needs, or events.
3. CEC funds cannot be used for any educational program required due to a sanction of any type.
4. In order to minimize the perception of improper influence, CEC funded programs shall not include vendors or business sponsors. CJC Rule 2.4 (C) provides that “a judge shall not convey or authorize others to convey the impression that any person or organization is in a position to influence the judge. CJC Rule 2.12(A) provides: “A judge shall require court staff, court officials, and others subject to the judge's direction and control to act with fidelity and in a diligent manner consistent with the judge's obligations under this Code.” National educational opportunities are exempt from this rule.

ATTENDANCE ELIGIBILITY

Participation in CEC sponsored education courses shall be limited to full and part-time persons having substantial responsibility on behalf of the administration of the Washington State judiciary. Judges pro tem are not eligible to attend CEC sponsored education. Tribal courts will be provided CEC education program announcements. Attendance will be open to tribal court judges and staff on a space available basis. Tribal court judges and staff are not eligible for CEC reimbursement.

TRAVEL REIMBURSEMENT

1. Travel and per diem reimbursement is subject to state travel policies.
2. Only participants who are Washington state judicial officers, administrators, county clerks, and their employees are eligible for expense reimbursement from CEC funds
3. A participant must attend a minimum of five (5) hours of education per day to warrant full per diem reimbursement. A participant who attends at least three (3) hours of education may be eligible for partial reimbursement, unless a multiple day program begins and ends with less than a full day. In the latter circumstance, a participant may qualify for per diem reimbursement by attending three (3) hours on one day and two (2) hours on another day of the same program for a total of five (5) education hours.
4. The reimbursement allowance will be based on that which is most economical to the state. Reimbursement for programs funded by the CEC may be less than the maximum allowed under state or federal law in order to meet budget constraints. Education committees are responsible for their budgets. Per diem and housing rates are not to exceed the state rates for the county in which their education is conducted. Committees' develop their own housing and per diem restrictions (i.e. reimbursement levels, or reimbursement days) or decide to pay in full leaving what remains for all the costs associated with the education program (supplies, audio-visuals, faculty costs, etc.) We encourage you to work with your Court Education Professional on the impact of any reimbursement changes on the budget, incidental fees and programming costs. There still is a restriction on the reimbursement of travel to participants. **Any overages beyond the CEC budget allotted will be the responsibility of the education committee or Association.**
5. Housing: In most cases attendees are responsible for making their own housing arrangements. Each reservation must be guaranteed by credit card for the amount of the first night's room and tax. Attendees are responsible for cancellation within the cancellation date noted in the flyers to avoid penalty. If attendees choose to depart earlier than your reservation states at check-in, you will be held accountable for the charges if applicable.
6. If participants choose to stay off-site, out of the contracted room block provided for the program, they may not claim reimbursement for their stay unless the designated housing block has been filled.

7. There is no state reimbursement available for travel, per diem or other expenses related to association or court level business meetings, guests or events.
8. Requests for reimbursement to CEC programs must be submitted to the AOC within 30 days of the completion of the program. Or no later than June 30, whichever comes first. If you are not submitting a voucher, please inform the AOC.

INSTRUCTORS/FACULTY:

Committees are responsible for negotiating all costs associated with instructors/faculty. All contracts are developed and held by the AOC. Payment will occur after the course has been conducted.

1. Instructors/faculty shall be entitled to reimbursement for travel in accordance with current state travel policies.
2. Instructors/faculty who are not court employees or employees of state agencies may receive a stipend for instructional services.
3. Instructor payment will be based on a written contract between the instructor and AOC in the form of an AOC Educational Services Agreement (ESA), executed before services are rendered, describing the goods and services to be provided, the amount of compensation, rights and obligations, non-exclusivity, and other terms and conditions.

GOING GREEN

The Court Education Committee is committed to sustainable and environmental management of education and training materials. The CEC encourages all Association's education committees and other CEC sponsored programs to go green where possible and print only when needed.

The CEC is dedicated to reducing printing costs which allows additional funding to be allocated toward the education and training costs. The CEC is committed toward the development of an online environment accessible by all court personnel at any time, from any device.

The CEC is committed to reducing the education and training carbon footprint.

The purpose of this commitment is to:

- Conserve resources
- Conserve energy
- Reduce consumption and waste
- Reallocate printing costs toward increasing costs of education
- Develop robust online education/training programs

The CEC is committed to purchasing and maintaining a platform where all education and training materials and supplemental materials are easily accessible by all court personnel.

COORDINATION OF EDUCATION AND TRAINING

The CEC encourages the Association education committees and Commissions to coordinate education presentations and to open educational opportunities to a wider audience when the content is general in nature and applicable to others. The CEC is available as a resource to assist the Association education committees and Commissions to identify and coordinate common education and training content.

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