

GUNNISON DISTRICT AND COUNTY COURT

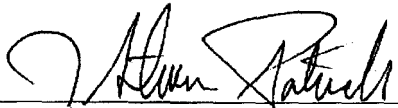
ADMINISTRATIVE ORDER 16-01

FROM: J. STEVEN PATRICK, DISTRICT COURT JUDGE  
BEN F. EDEN, GUNNISON COUNTY JUDGE

DATE: Januaiy 27, 2016

As of March 1, 2016, the Useful Public Service fee of \$120.00 will be paid directly to the Gunnison County Useful Public Service Coordinator. That fee will not be imposed in any District or County Court case.

This Order applies to any sentencing occurring on or after March 1, 2016.



J. Steve Patrick  
District Court Judge



Ben F. Eden  
County Court Judge



**Thomas L. Maxwell**  
District Administrator

Office of the  
**JUDICIAL DISTRICT ADMINISTRATOR**

**Seventh Judicial District**  
**State of Colorado**  
Montrose County Justice Center, Courts Building  
1200 North Grand Ave., Bin A  
Montrose, CO 81401  
Voice - (970) 252-4308 Fax - (970) 2524345

District Policy 16-01  
February 17, 2016

**Policy regarding carpooling and compensatory time related to travel and trainings**

**Carpooling:**

- a. The department manager will make the determination whether it is in the best interest of the court and current business need of the department when deciding who will attend specific trainings/conferences on a given date and time.
- b. Due to budget implications, it is the standard operating procedure for the 7<sup>th</sup> Judicial District that employees carpool if there are multiple employees attending the same training. Emphasis will be placed on taking a state car if one is available and fit for the road conditions.
- c. The department manager(s) is (are) responsible for deciding who will be the carpool driver(s).
- d. If the employee has reason to drive their own car without carpooling he/she needs to present those reasons to their manager. The manager, in turn, will take the reasons to the District Administrator who will make the final determination whether the court will pay reimbursement for mileage to the driver.
- e. No employee will be paid mileage reimbursement for driving their own car without prior approval of the District Administrator.

**Drive Time:**

- a. All non-exempt employees will be granted flex time that work week or compensatory time if the travel adds time beyond the employee's 40 hour work week for their travel time to and from trainings/conferences. (See CJSPP 21.A.1 and 35.A.18 and 19)

**Evening Activities:**

- a. All non-exempt employees will be granted flex time that work week or compensatory time if the activity adds time beyond the employee's 40 hour work week for attending mandatory evening activities while at a training/conference.
- b. If the evening activity is optional it will be at the discretion of the employee's manager whether any flex or compensatory time is granted for the time used to attend the activity.

Tom Maxwell  
District Administrator  
7<sup>th</sup> Judicial District