

ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS

SUPERVISORY PROBATIONARY PERIOD STATEMENT OF UNDERSTANDING

The basic mission of the AO is to provide administrative, management, and program support to the federal courts and implement the policies of the Judicial Conference of the United States and support the Conference and its network of committees. The fundamental goals that embody the values and direction of the AO are Good Relations, Openness, Accountability & Achievement, Leadership, and Service

I, _____, understand that I must serve a supervisory probationary period which ends on _____. This probationary period is the indispensable test of suitability for a supervisory position in the AO. During this probationary period, I must work successfully toward fulfilling the mission and goals of the AO in the performance of my duties; exhibit high ethical standards of conduct to preserve the integrity and independence of the judiciary; and display professional behavior in my interactions with other AO employees, court officials and employees, other government agencies, vendors, and the public.

I understand that, if my performance and/or conduct is unacceptable, I will be evaluated unsatisfactorily for completion of this supervisory probationary period and that I may be returned to a nonsupervisory position equivalent either to (1) a position comparable to the one held immediately before this supervisory assignment, or (2) if I was not employed by the federal government before this supervisory assignment, then I may be moved to a position one level below this supervisory position. I further understand that, if I am serving a trial period for appointment, I may be removed from employment under the provisions of the AO's trial period policy.

I have read the attached policy and fully understand the conditions of this supervisory probationary period. Upon request, I may receive a copy of any of the AO's human resources policies published in the AO Manual and posted on the AOWeb.

Signature of Appointee

Date

Human Resources Representative

Date

Send completed form to the AO Human Resources Office, Suite G-200.