



Administrative Policies  
And Procedures  
Tennessee Supreme Court  
Administrative Office of the Courts

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Approved by: Chief Justice Frank F. Drowota, III and Cornelia A. Clark, Director

Subject: Attendance by non AOC employees at AOC work related events

- I. Authority: T.C.A. § 16-3-803
- II. Purpose: To provide guidance to AOC employees by more clearly describing when a spouse, significant other or child is permitted to attend AOC work-related events.
- III. Application: All employees of the AOC.
- IV. Definitions:
  - A. AOC Employee: Any person whether in a full or part time status that is included on the payroll register for the AOC.
  - B. Spouse: Person related by marriage to an AOC employee.
  - C. Significant Other: A person who is important to one's well being.
  - D. Child: A son, daughter, grandchild or stepchild of AOC employee.
- V. Policy:
  - A. AOC sponsored conferences: A spouse or significant other may accompany an AOC employee to the June Judicial Conference annual meeting and/or the September General Sessions Conference annual meeting, provided such accompaniment does not either directly or indirectly hinder assigned job duties. A spouse or significant other is not permitted to accompany an AOC employee to other AOC sponsored conferences. Children may not accompany an AOC employee to any AOC sponsored conference.
  - B. Other work related events: A spouse or significant other may accompany an AOC employee to other work-related events if approved by his/her division director. A child may not accompany an employee

to a work related event unless the event is specifically designed for AOC families (AOC Picnic).

- C. Travel with a spouse, significant other or child is not permitted in state vehicles.

VI. Procedures:

- A. If a spouse or significant other accompanies an AOC employee to an approved work-related event, the AOC employee is responsible for any additional costs, including meals and lodging expense over and above the approved conference or state rate for the employee.
- B. This policy shall be distributed to all AOC employees.
- C. All questions regarding application or interpretation of this policy should be addressed to the employee's division director.