

**EMERGENCY COMPENSATION PLAN
FOR PAY PERIODS ENDING MAY 1, 2020 AND ENDING MAY 15, 2020**

Due to the declarations of public health and civil preparedness emergencies, the Probate Court Budget Committee authorizes an Emergency Compensation Plan for the pay periods beginning April 18, 2020 and ending May 1, 2020, and beginning May 2, 2020 and ending May 15, 2020.

GENERAL INFORMATION

Judges shall maintain the normal schedule of operations for the Probate Courts whenever reasonably possible. Courts shall continue to be closed to in-person access by the public. Judges and Chief Clerks must manage court operations while ensuring a minimum of 6' social distancing at all times. This may be accomplished with staggered staff work schedules. Normal operations include but are not limited to:

1. Daily review and processing of:
 - a) telephone messages with voice mailboxes set up
 - b) eFiling
 - c) mail
 - d) email
 - d) facsimile emergency filings
 - e) petitions, motions, requests, and tax returns
2. Scheduling of petitions, motions and requests using the streamline procedures as permitted under the Probate Court Rules of Procedures to the greatest extent possible or if a hearing is necessary, then by telephonic or approved videoconference hearing with no in-person attendance.

Court staff members, other than temporary employees and rehired retirees, will continue to be paid their regularly scheduled hours from April 18, 2020 to May 15, 2020 if they adhere to the work schedule established by the Judge. Court staff members will accrue COVID-19 personal time equal to 25% of actual hours worked in the Probate Court up to a maximum accrual of 40 hours. Accrued COVID-19 personal time will lapse if it is not used by June 30, 2022. COVID-19 personal time can only be taken with the advance approval of the judge. There will be no payment for unused COVID-19 personal time.

Staff will continue to have uninterrupted health insurance coverage.

If court staff members do not adhere to the work schedule established by the Judge, then they may be eligible for leave as provided in Policy 903.

Temporary employees and rehired retirees will be paid for actual hours worked in the Probate Court.

PROCEDURES

For this time period, both non-work hours and actual hours worked in the Probate Court (equivalent to regularly scheduled hours) must be entered in the payroll time and attendance reporting system for both non-exempt and exempt employees. Non-exempt and exempt employees are defined in Policy 102. Note that this a change in the usual procedure for exempt employees.