

EMERGENCY COMPENSATION PLAN

FOR PAY PERIOD ENDING DECEMBER 11, 2020

Due to the continued and rising spread of COVID-19, the Probate Court Budget Committee authorizes an Emergency Compensation Plan for the pay period beginning November 28, 2020 and ending December 11, 2020, in the event the judge elects to adopt a working cohort schedule.

GENERAL INFORMATION

Judges may establish two separate and exclusive working cohorts in an effort to contain the spread of COVID-19. If established, court staff members, other than temporary employees and rehired retirees, shall work fifty (50%) percent of their regularly scheduled hours during the pay period. They will be compensated for the balance of their regularly scheduled hours under the C19 Facility compensation code.

For payroll purposes, the Judge or Chief Clerk shall furnish the working cohorts and schedule to the PCA Financial Services Department.

Courts that do not elect to adopt a working cohort schedule will continue to adhere to attendance reporting under PCA Policy 303. Court staff will be compensated for actual time worked at the court and may use available accruals for the balance of their regularly scheduled hours, with the advance approval of the judge. C19 Facility compensation does not apply.

Court staff will continue to have uninterrupted health insurance coverage.

Court staff members may be eligible for leave as provided in Policy 903 and/or under the Families First Coronavirus Response Act (FFCRA).

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

PROCEDURES

For this pay period, if a judge has elected to adopt a working cohort schedule, 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 is a change in the usual procedure for exempt employees.

If a judge has not elected to adopt a working cohort schedule, court staff will continue to adhere to attendance reporting under PCA Policy 303.