



The Superior Court of California

COUNTY OF SAN JOAQUIN

180 East Weber Avenue • Stockton, California 95202

Telephone 209-992-5695 • Fax 209-992-5667

www.sicourts.org

BRANDON E. RILEY
Court Executive Officer – Jury Commissioner

April 27, 2020

Hello all, as we continue on this perilous journey through this pandemic, I'm reminded of the Persian saying, *"this too shall pass,"* and keeping that in mind right now seems like a good idea. Together we will get past this, and life will be back to that familiar hum we are all missing right now.

Very little has changed since my letter dated April 3, 2020. The Court is seeking to extend the emergency order until May 31. Therefore, the direction I outlined below is still valid.

All employees who are non-exempt (eligible for overtime) and are required to report to work physically will be compensated at time and a half for actual hours worked at the courthouse. All employees who are non-exempt (not eligible for overtime) and are required to report to work physically will be compensated at their regular rate.

If you are identified as an employee who is eligible to fill an essential position, on your scheduled workdays or hours off, you will be on paid leave at your regular rate.

If your manager or supervisor has not personally communicated with you and identified you as an employee that is eligible to fill an essential position, **do not report to work until further notice**. You will be on paid leave at your regular rate.

ON LEAVE FOR COVID-19 REASONS (March 17, 2020, until presiding judge's emergency implementation order expires)

If you reported to your manager or supervisor that you were unable to continue to work because of one of the following reasons:

1. must stay home because they have children who need care as a result of school, daycare, and other service closures;
2. are sick or suffer from health conditions such as heart disease, lung disease, diabetes, kidney disease, and weakened immune systems;
3. are caring for the elderly or sick children;
4. you are 65+ years old; or
5. did not report to work because of the Emergency declaration or Shelter in Place order

April 27, 2020

Page 2

you have been on paid leave at your regular rate. **You will continue to be on paid leave at your regular rate and are instructed not to report to work until further notice.**

NOTE: If you are out on leave because of #5, if needed, you can be required to report to work.

TELECOMMUTING (March 17, 2020, until presiding judge's emergency implementation order expires)

If you have been authorized by your manager or supervisor to telecommute from home, please continue to do so. You will be paid at your regular rate. If you do not work the entire day, you will be on paid leave at your regular rate.

CONTRACT EMPLOYEES (March 17, 2020, until presiding judge's emergency implementation order expires)

Grant-funded contract employees will be paid according to the grant's payment provisions.

Again, if your manager or supervisor has not personally communicated with you and instructed you to report to the courthouse for work physically, **do not report to work until further notice.**

If you come to the courthouse, you will be requested to leave.

We want to continue to do our part to help curb the spread of the coronavirus.

The compensation and leave policy detailed above are temporary and dependent upon further funding and direction from State and Federal authorities. I will continue to communicate any new developments. Thank you for your continued patience and flexibility!

Finally, Robert Frost said, "The best way out is always through," so as we navigate our way through the unknowns of COVID-19 just know that when we come-out the other side we will be stronger, wiser and more grateful.

And remember - if you're overwhelmed and need some help to cope, contact our Employee Assistance Program (EAP). It's situations like this that an EAP is in place.

Be well,



Brandon E. Riley
Court Executive Officer
San Joaquin County Superior Court