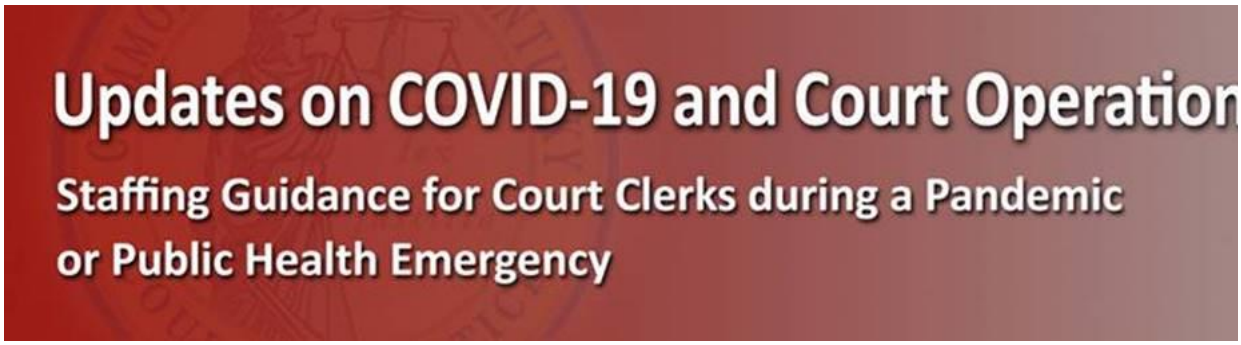
From: Chief Justice John D. Minton, Jr.
Sent: Thursday, March 19, 2020 12:06 PM
To: All Circuit Clerks <987iuy9k@kycourts.net>; Stephens, Kelly <KellyStephens@KYCOURTS.NET>; Lyon, Becky <BeckyLyon@kycourts.net>
Cc: Shepherd, Katie <KatieShepherd@kycourts.net>; Dudgeon, Laurie <LaurieDudgeon@kycourts.net>; McGinnis, Jason <JasonMcGinnis@kycourts.net>; Steele, Kevin <KevinSteele@kycourts.net>; Winkfield, Robin <RobinWinkfield@KYCOURTS.NET>; Hosea, Kimberly <KimberlyHosea@KYCOURTS.NET>; Ivie, Margaret <MargaretIvie@kycourts.net>
Subject: COVID-19 Update 3-19-20: Introducing 50/50 staffing schedule for offices of circuit and appellate clerks



CDC: Coronavirus Disease 2019 (COVID-19) ▪ Kentucky Public Health: COVID-19 ▪ KCOJ: COVID-19 and the Courts

Update for March 19, 2020

Supreme Court Clerk, Court of Appeals Clerk and Circuit Court Clerks:

Introducing 50/50 staffing schedule for offices of circuit and appellate clerks

Court clerks and their deputies have more contact with the public than nearly anyone in the court system and their job duties cannot be handled by telecommuting. During the pandemic, we want to reduce the risk to our front-line employees while continuing to keep the courts up and running.

At my request, the Administrative Office of the Courts has designed a plan that will give circuit and appellate clerks the authority to divide their workforce into teams and allow them to alternate when they will be at work. This plan will allow the team that is not at work to be on "special leave," an emergency status under which they will continue to be paid as if at work. That means that deputy clerks will not be required to use personal leave. This Supreme Court order grants deputy clerks the use of up to 37.5 hours of special leave in any two-week period.

The rotations will be scheduled in two-week blocks, with the first block starting Monday, March 23.

You can find step-by-step instructions on how to implement the 50/50 staffing plan in the Staffing Guidance for Court Clerks During a Pandemic or Public Health Emergency.

Training to be Offered March 19-20

To help you prepare for this new staffing schedule, the AOC will provide remote training by Skype today and tomorrow, March 19-20. The training will be scheduled by Supreme Court district and you'll receive an e-invitation shortly for the training in your district.

Date - Time - EDT	District	SC Justice
Thursday, 3/19, 3pm	SC District 4	Justice Hughes
Friday, 3/20, 11am	SC District 5	Justice VanMeter
Friday, 3/20, 10am	SC District 6	Justice Keller
Friday, 3/20, 9am	SC District 7	Justice Wright
Friday, 3/20, 1pm	SC District 3	Justice Lambert
Friday, 3/20, 2pm	SC District 2	Chief Justice Minton
Friday, 3/20, 3pm	SC District 1	Justice Nickell

Once again, please know how much I appreciate your flexibility and support during this challenging time.

John D. Minton, Jr.
Chief Justice of Kentucky
Capitol Building
700 Capital Avenue, Room 231
Frankfort, Kentucky 40601
Telephone 502.564.4162