

ADMINISTRATIVE POLICY NO.

COURT REPORTER REASSIGNMENT POLICY

The judge is the appointing authority for their official court reporter. If the official court reporter's appointing judge is on unassigned status, judicial, quasi-judicial, vacation or sick leave, the court reporter must be available and may be reassigned to any judge serving in the Seventh Judicial District on master and individual calendars within 65 miles from the reporter's work county. The Employer's Travel and Reimbursement Policy will apply.

A. Vacation and Sick Leave Procedure

1. All requests for time off should be submitted via a "Request for Leave form." The request form must be received ten working days (excludes Saturdays, Sundays, and holidays) before the requested time off.
2. Exceptions to the ten-day notice may be made to accommodate emergency or extraordinary situations.
3. Outlook will show where individual and master coverage is needed, the reporter who has been assigned, and the reporters that are unavailable to cover due to approved leaves. Reporters have the option to sign up where coverage is needed, realizing that changes in calendars may require reassignment revisions by the assignment coordinator.
4. When needed, the official court reporter will be assigned to the appointing judge's calendar when a substitute judge is assigned unless the substitute judge's reporter covers the calendar. In that case, the original reporter will be subject to reassignment.

B. Emergency Sick Leave Procedure

Court Reporter emergency sick leave requests require notification to the District's emergency contact by 7:00 a.m. on the day of the absence. Once a replacement reporter is assigned to cover, the assignment coordinator will notify the affected county of the replacement reporter's estimated time of arrival.

C. Coverage Shortages

On those occasions where no official court reporter is available, free-lance court reporters or court administration staff will be utilized to keep the record.

When a scheduled court calendar settles or is cancelled, it is the court reporter's responsibility to immediately notify the assignment coordinator, check the Outlook calendar and be available for reassignment.

D. Reassignment During a Judge's Unassigned Week

The judge may request up to two (2) days on his/her unassigned week for his/her court reporter to be exempt from reassignment for the purpose of a special project as directed by the judge. These special duties shall not include transcript work.

E. County-benefit reporters

County-benefit reporters shall not be included in this policy, but should a county-benefit reporter volunteer to be reassigned the reporter shall receive day-for-day credit for that assignment, up to a ten (10) day maximum. When the county-benefit reporter uses that day-for-day credit, the assignment coordinator shall provide a replacement reporter for that county-benefit reporter.

F. Reassignment

Court Reporters will be notified via email regarding their reassignment. For absences with shorter notice provided due to illness or other emergencies, court reporters will be notified by phone. Each court reporter will, at all times, keep the assignment coordinator informed of their current home and cell phone numbers and home email addresses.

A reassignment greater than 65 miles from a reporter's work county is voluntary. The assignment coordinator may contact the court reporter and ask if they are willing to cover a calendar when there is a need.

G. Policy Review

Policy review will occur in six and twelve months from date of implementation. Policy changes may be considered for implementation as needed.

Approval of this policy replaces Seventh Judicial District Administrative Policies 11.1, 11.2, 11.3, and 11.6.