

We apologize for the issue with the links in the first version of this message. The links have been fixed and you should be able to access these updates. Thank you for your patience!

Human Resources Update for April 15, 2020

Justices, Judges, Circuit Court Clerks and Kentucky Court of Justice Personnel:

Announcing updates to pandemic-related personnel guidance for court employees

To ensure that we continue to meet the needs of our workforce during the COVID-19 pandemic, the Department of Human Resources will make periodic updates to the Kentucky Court of Justice's pandemic-related personnel guidance materials. Today marks the first opportunity to provide you with such an update.

Below are the three updated guides and the corresponding summaries that describe the revisions:

KCOJ Pandemic or Public Health Emergency Staffing Guide

| [Updated Guide](#) | [Summary of Revisions](#) |

Staffing Guidance for Court Clerks During a Pandemic or Public Health Emergency

| [Updated Guide](#) | [Summary of Revisions](#) |

Timekeeping Guidance for Employees During Public Health Emergency

| [Updated Guide](#) | [Summary of Revisions](#) |

The most significant revisions include the incorporation of the paid leaves authorized by the Families First Coronavirus Response Act and the Special Emergency Directed Leave. These revisions will help clarify when these paid leaves may be available. You will also see new guidance addressing the Code of Conduct, outside employment, compensatory time, and when to send employees home and when they can return to work.

In addition, you can find guidance on how to protect yourself and what to do if you are sick on the Centers for Disease Control's [website](#).

If you have questions, please contact the AOC Department of Human Resources at COJHR2@kycourts.net. Thank you.

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