

Supreme Court of Kentucky

2022-03

ORDER

IN RE: Amendments to Pay Practices for the Kentucky Court of Justice

Under Sections 110(5)(b) and 116 of the Kentucky Constitution, the following Pay Practices for the Kentucky Court of Justice are hereby adopted:

(1) Probationary Increment

The first six months of service from the effective date of hire constitutes a probationary period for all tenured employees. This probationary period may be extended for a period of up to six months at the discretion of the appointing authority.

The starting salary of an employee in a tenured position will be 5% below the designated salary for his or her pay grade. An employee in a tenured position will receive tenured status and a 5% salary increase following the completion of the designated probationary period.

(2) Future Increases Based on the KCOJ Salary Scale

Eligible KCOJ employees shall receive a 10% increase upon reaching five, ten and fifteen years of continuous KCOJ service. The adjustment will be applied in the year of the service milestone, on the first day of the month in which the employee was first hired.

(3) Moving from Grade to Grade

- (a) An employee promoted to a higher-grade level may receive a salary increase of 7% per grade, not to exceed a total increase of 21%; or be assigned to the appropriate pay tier of the pay grade based on his or her years of continuous KCOJ work experience.
- (b) An employee transferred or demoted to a lower grade level may receive a salary decrease of 7% per grade, not to exceed a total decrease of 21%; or be assigned to the appropriate

pay tier of the pay grade based on his or her years of continuous KCOJ work experience.

(4) Shift Differential

An employee assigned to work a full 7.5-hour shift between the hours of 3:00 p.m. and 8:00 a.m. for a period of ninety days or more is eligible for shift differential of 10% of his or her base salary.

(5) Increased Job Duties

- (a) An employee who has substantial and permanent change to his or her job duties may receive an increase in salary, subject to the approval of the Chief Justice or his or her designee.
- (b) If an employee provides support to two or more judges, resulting in a reduction of a full-time vacant position, he or she will be eligible to receive a one-time 15% salary increase. If the employee ceases to provide support for two or more judges, the employee's salary will be decreased by 15%.
- (c) Judicial support specialists will be eligible to receive a one-time 7% salary increase if they meet the following criteria:
 - (i) The judge to whom the judicial support specialist reports is utilizing e-Filing for the entry and issuance of court orders and is regularly conducting remote court proceedings; and
 - (ii) The judicial support specialist has completed standardized training provided by the Administrative Office of the Courts (AOC) on various remote meeting platforms (i.e. MS Teams, Zoom, etc.) and e-Filing procedures, and completes additional training on these topics when new or updated trainings become available.

The AOC Human Resources Department will verify that the judicial support specialist meets the criteria in paragraphs (i) and (ii). To request a salary increase based on this increase in job duties, the judge to whom the judicial support specialist reports must submit a request to the AOC Human Resources Department with any requested documentation. If the judicial support specialist ceases to meet the criteria in

paragraphs (i) and (ii), the employee's salary will be decreased by 7%.

(6) Salary Adjustment for Experience Outside KCOJ and Earning a College or Graduate Degree

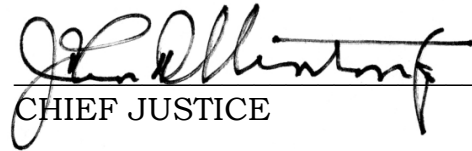
- (a) A new employee's starting salary may be adjusted from the minimum of a pay grade based on his or her job-related experience outside of the KCOJ.
- (b) A new employee's starting salary may be adjusted from the minimum of a pay grade based on college or graduate degrees earned.
 - (i) An associate degree will equate to two additional years of experience on the salary scale; a bachelor's degree will equate to an additional four years of experience on the salary scale; and a graduate degree, such as a master's, doctorate, or juris doctor, will equate to seven (7) additional years of experience on the salary scale.
 - (ii) The employee's starting salary will be determined by subtracting the educational and experience requirements of the position from the employee's combined total years of higher education and work experience outside of the KCOJ.
- (c) An employee who has completed twenty-four months of continuous KCOJ work service and subsequently earns an associate, bachelor's, master's, doctorate, or juris doctor degree from a nationally or regionally accredited academic institution in a field of study relevant to the employee's official job duties may apply to receive an education achievement salary increase.
 - (i) To be eligible for a salary increase, an employee must follow all policies and procedures set forth by the AOC. Questions regarding eligibility requirements should be directed to AOC Human Resources.
 - (ii) To request an education achievement salary increase, an employee must file an official application with AOC Human Resources. The application will be reviewed by the AOC Director, Human Resources Director, and Budget Director. Eligibility and approval of the salary increase is within the discretion of the AOC Director

and subject to the availability of budgetary funds. An employee can obtain an application by contacting AOC Human Resources.

- (iii) Employees who complete a work-related advanced degree while employed by the KCOJ may be eligible for a 7% salary increase if they otherwise comply with the requirements of this rule and do not hold a similar advanced degree.
- (iv) Employees who obtained a degree obtained on or after July 1, 2018, are eligible for an education achievement salary increase.
- (v) Employees with the official job title of manager, executive officer, chief information officer, deputy director, or director are not eligible to receive an education achievement salary increase.

This Order shall be effective February 1, 2022, and until further Order of this Court.

Entered this 11th day of January 2022.


CHIEF JUSTICE

All sitting; all concur.