

Supreme Court of Kentucky

2017—11

AMENDED ORDER

IN RE: 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 COJ Salary Scale

If a COJ employee receives a salary adjustment based on his or her years of service in accordance with the COJ Salary Scale, the adjustment will be applied 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 90 days or more is eligible for shift differential of 5% of his or her base salary.

(5) Increased Job Duties

- a. An employee who has a substantial and permanent change to his or her job duties may receive an increase in salary, subject to approval of the Chief Justice or his or her designee.
- b. If an employee provides support to two or more judges, resulting in the 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 to two or more judges, the employee's salary will be decreased by 15%.

(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 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's degree will equate to 2 additional years of experience on the salary scale; a bachelor's degree will equate to 4 additional years of experience on the salary scale; and a juris doctor will equate to 7 additional years of experience on the salary scale.
 - (ii) The employee's starting pay 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 the KCOJ.

(7) Rehired Employees

- (a) An individual who is rehired to the same tenured position within six months of separating from employment with the KCOJ will be hired at the same salary he or she earned at the time of separation

An individual who is rehired under this provision must successfully complete a probationary period under AP Part III, Kentucky Court of Justice Personnel Policies, Sections 1.06 and 4.03. However, he or she will not receive a salary increase at the completion of the probationary period.

- (b) An individual who is rehired to the same non-tenured position six months or less after separating employment with the KCOJ will be hired at the same salary that he or she earned at the time of separation.
- (c) An individual who is rehired to a different tenured or non-tenured position six months or less after separating employment with the KCOJ will be paid according to the applicable pay practices.
- (d) An individual who is rehired more than six months after separating employment with the KCOJ will be paid according to the applicable pay practices.

Entered this 21st day of September 2017.

All sitting; all concur.


CHIEF JUSTICE