



Dear LACCRA Members:

We will get right to the point. Today we participated in a Meet and Confer conference call arranged by SEIU 721 where we were given the opportunity to ask questions of Court Management.

Here's what we know after that meeting today:

- Employees who need to take time off of work due to childcare or elder care issues or being considered high-risk for exposure to COVID-19 illness are to contact their manager to discuss the possibility of alternative work situations (shift work, telework, distancing). If those options are not workable solutions, employees are to use their 100% Sick Time to exhaustion. Thereafter, those employees will be able to use Paid Administrative Leave (proper codes found in the previously-sent "COVID-19 School and Leave Policies 3.13.2020" document).
- If your work area does not have wipes nor hand sanitizer, make a request to your manager. There may not be any of those items available. The Court expects their backorder of 60,000 8-oz. units of hand sanitizer to be made available for distribution by the end of the month.
- If an employee is aware of a member of the public or employee that does not seem well, that employee is encouraged to notify their manager/supervisor so that the manager/supervisor can handle the situation as necessary. Management has been specifically directed to NOT ask questions about an employee's health/medical conditions.
- No employees are being forced to leave work - regardless of their risk factors. If an employee is identified as being high-risk but still wants to come to work, they will be counseled by their manager/supervisor and encouraged to stay home and discuss alternative options for work.
- If the Court closes and employees are forced to stay home, the Court will clarify at that time as to how the employees are to be compensated for their time. Court Admin. Expressed emphatically several times that the Court has no desire to impact anyone's pay.
- Court was asked several times throughout the almost-hour-long conference call and had no official updates for us during that timeframe. Subsequently, an update was emailed to all court staff at 4:59 p.m.
- A request was made for the Court to clarify in a future communication to its employees the difference between being a County employee and a Court employee and to expand on whether or not Court employees are or are NOT subject to being considered "Disaster Service Workers."
- In the event of Court closures which include employees being told to NOT come to work, the request was made for the Court to specifically address the effect of those closures on transcript deadlines.

- If an employee becomes ill - at any time during these events - they are to notify their manager as soon as possible.
- Considering the vast and varied population that our court system serves and that the current situation relies heavily on self-reporting, self-quarantine, self-containment - the Court is currently working on translating all public notices into the five most-common foreign languages used in Los Angeles County.
- "Hazard Pay" is not offered as an option for those employees designated to stay to work through the closures - if closures do occur. That Court will inform us if that changes.

A couple hours after our conference call, at 4:59 p.m., 3/16/2020, all employees should have received an email update to their court email. You are encouraged to read the email in its entirety. However, the bulk of that emails states the following:

"By the end of today, Chief Justice Tani Cantil-Sakauye should authorize the Presiding Judge to take emergency measures to protect the public, court users, and ourselves by ordering the temporary closure of Court operations to the public on March 17, 18 and 19. The Court will re-open to the public on Friday, March 20 with reduced services to be determined and outlined by a Presiding Judge Administrative Order. Details about what and how reduced services will be provided to the public beginning Friday, March 20 will be shared with you once this Administrative Order has been issued.

"Although the Court will be closed to the public, Court staff will continue to work regular hours. You may wear office casual clothing (such as jeans) and your manager will work with you to adjust your duties, if necessary.

"If you are currently approved to telework, you should continue to do so. If you are on a COVID-19-related leave for child care, elder care or your own health, you should continue in leave status until your situation changes. Human Resources (HR) is preparing additional information in a follow-up email about employee leaves, frequently asked HR questions, and the processing of time cards [emphasis added]."

In conjunction with SEIU 721, we have scheduled another conference call tomorrow, 3/17/2020, with Court Admin. to discuss further developments.

Until we hear official word from Los Angeles Superior Court Administration, you are encouraged to communicate with your immediate supervisors and managers for information about activities here at the Court and continue following information released by public health organizations on appropriate measures to ensure your safety.

In Solidarity,
Your LACCRA Board of Directors