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ADMINISTRATIVE REGULATIONS

For Court Reporting Services
in the Illinois Courts

Court Reporting Services
325 West Adams Street, Room 306
Springfield, IL 62704
(217) 557-0876
www.illinoisofficialcourtreporters.com

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I. INTRODUCTION

A. OVERVIEW

The regulations and instructions in this manual govern employees who provide court reporting services for the State of Illinois. This manual is intended to instruct each court reporting services employee of the responsibilities, requirements and policies of his or her employment, and to provide guidelines to the Chief Judges for the administration of the reporting services in each circuit.

For the purposes of this manual, court reporting services employees include employees working under the titles: official court reporter, court specialist and any other personnel who may be responsible for taking the official court record. Additionally, this manual's employment policies apply to all other supervisory, administrative and clerical employees under Court Reporting Services. For any employee group which has entered into a collective bargaining agreement, the agreement shall supercede this manual to the extent any inconsistency exists.

All court reporting services employees shall be provided a copy of this document either through print or web address. Any new employees shall be provided a copy of this document upon employment. It is the responsibility of all court reporting services employees to familiarize themselves with these regulations. Any questions should be directed to your Chief Judge, supervisor, or Court Reporting Services.

Nothing contained herein is intended or should be construed as a promise of continued employment, nor as an expressed or implied contract for employment. Nothing contained in these regulations shall operate to change, alter or modify the at-will employment status of non-union employees or the collective bargaining agreement for union employees. It should be expressly understood that at-will employment and compensation are for no definite period of time, and the Chief Judge or the employee may terminate the employment relationship at any time with or without cause and with or without notice. The Chief Judges reserve the right to change any provision contained in this manual.

B. CONTACT INFORMATION

Court reporting services employees are encouraged to discuss any employment questions or concerns with their Chief Judge or supervisor. There may be occasions when it is necessary to contact Court Reporting Services, the Office of the Comptroller or another agency directly. Relevant agency information is listed below for your reference.

- The Court Reporting Services (CRS) unit is housed in the Office of the Comptroller building, but are employees of the Chief Circuit Judges. CRS is responsible for tracking leave benefits, employment documents, personnel procedures, testing, correspondence, seminars and all other aspects of court reporting services which are not payroll, insurance benefits, or worker's compensation related.

  Court Reporting Services
  325 West Adams Street, Room 306
  Springfield, IL 62704
  General inquiries and leave benefits: (217) 557-0876

Testing and transcript voucher policy questions: (217) 557-0270
Fax (217) 557-0267
Online Forms: www.illinoisofficialcourtreporters.com/documents

- Office of the Comptroller is responsible for court reporting services payroll, insurance benefits, worker's compensation and voucher processing.

  Office of the Comptroller
  Attn: Christine Belle
  325 West Adams Street, 3rd Floor
  Springfield, IL 62704
  Payroll: (217) 782-6085
  Payroll Fax: (217) 557-9958
  Benefits: (217) 524-9535
  Benefits Fax: (217) 557-0666
  Voucher Payments (Records Center): (217) 782-5897
  Worker's Compensation: (217) 524-9535

- Judicial Management Information Services (JMIS) division of the Administrative Office is responsible for state electronic equipment installed for electronic recording.

  JMIS Division
  Administrative Office of the Illinois Courts
  3101 Old Jacksonville Road
  Springfield, IL 62704
  Help Desk: (217) 524-HELP (4357)

- Department of Financial and Professional Regulation
  Division of Professional Regulation
  320 West Washington Street
  Springfield, IL 62786
  www.ildfpr.com
  Main Line (automated) (217) 785-0800
  License Maintenance Unit (217) 782-0458

- State Employees' Retirement System
  2101 South Veterans Parkway
  PO Box 19255
  Springfield, IL 62794
  General (217) 785-7444
  Disability Section (217) 785-7318
  Pension Section (217) 785-7343

- Worker's Compensation Program
  Department of Central Management Services
  Bureau of Benefits, Division of Risk Management
  604 Stratton Building

Springfield, IL 62706
(217) 785-4197

- Occupational Injury Reporting Hotline
  Tristar Risk Enterprise Management, Inc. 1 (855) 495-1554

C. DEFINITIONS

Common terminology is defined below as it applies to court reporting services employees in regard to employment policies.

Administrative Authority - The administrative authority for court reporting services employees is the Chief Judge of the circuit in which they are appointed and his or her designee(s).

Code of Conduct - The document created by Court Reporting Services, under the direction of the Chief Judges, in order to inform and instruct CRS employees on proper conduct during the course of their employment.

Compensatory Time - Compensatory time must be approved and is awarded when an employee has worked more than 40 hours in a workweek and is provided at the rate of one and one-half times the number of hours over 40 in that week. The policy is adopted to comply with the Fair Labor Standards Act of 1938 (29 U.S.C. § 207).

Continuous Service - The uninterrupted period of service from the date of original appointment to full-time service, within the State of Illinois including, but not limited to: (1) Judicial Branch on State and/or county payroll, (2) Executive Branch, and (3) Legislative Branch. Per diem, seasonal, limited duration or otherwise temporary employees shall not accrue continuous service.

Continuous Service Date – The date assigned to each employee which determines the eligibility period for vacation benefits. Please note that this date is unrelated to your monthly service credits for pension calculations. The continuous service date is always the first day of a month. The continuous service date for a new hire without prior service is the first day of the month in which the employee was hired. In determining the continuous service date for employees with prior service on the State or a county payroll, Court Reporting Services will determine the continuous service date based upon the total length of continuous service and may not correspond to the actual first day of employment.

Court Reporting Services - The Court Reporting Services unit is the administrative staff for the Chief Judges to assist in the administration and management of court reporting issues located in Springfield. The administrative staff are employed by the Chief Judges, not the Office of the Comptroller.

Disability - As defined by the Americans With Disability Act (ADA), in order to be considered an individual with a disability the individual must satisfy at least one of the following characteristics:

1. having a physical or mental impairment that substantially limits one or more of that person's major life activities;
2. having a record of such an impairment; or
3. being regarded as having such an impairment.

Employee(s) - Court reporting services employees, which include employees working under the titles: official court reporter, court specialist and any other personnel who may be responsible for taking the official court record. When employment policies are addressed, all other supervisory, administrative and clerical employees are also included in this definition.

Employer Group - One of three (3) groups of employees as defined by 5 ILCS 315/3(o-5)(3): (Group 1) Circuit Court of Cook County; (Group 2) 12th Judicial Circuit, 18th Judicial Circuit, 19th Judicial Circuit and the 22nd Judicial Circuit; and (3) all other circuits.

Employer Representative – The Chief Judges' role as the employer representative as outlined in 5 ILCS 315/3(o-5)(3) consists of three groups: (1) Circuit Court of Cook County; (2) 12th Judicial Circuit, 18th Judicial Circuit, 19th Judicial Circuit and the 22nd Judicial Circuit; and (3) all other circuits.

Executive Committee of Chief Judges - A committee formed of a representative chief judge from each employer group and the Chairperson of the Conference of Chief Judges in order to determine and administer statewide court reporting policies**.**

Fair Labor Standards Act of 1938 - This Act provides for minimum standards for both wages and overtime entitlement, and spells out administrative procedures by which covered work time must be compensated. Included in the Act are provisions related to child labor, equal pay, and portal-to-portal activities. In addition, the Act exempts specified employees or groups of employees from the application of certain provisions.

Family and Medical Leave Act of 1993 (FMLA) - This Act provides an "eligible" employee up to 12 weeks of unpaid leave in a rolling 12-month period. Family leave may be provided to "eligible" employees for the following reasons: (1) Childbirth, adoption and foster care. This entitlement expires 12 months from the date of birth or placement; (2) Caring for a child, spouse or parent who has a serious health condition; and (3) The inability of the employee to perform the functions of his/her job due to the employee's own serious health condition.

Full-Time Employees - Court reporting services employees who work the full allocation of working days in a pay period.

Immediate Family

a. A group of individuals living under one roof, having one head of the household and usually, but not always, having a common ancestry, and including the employee's spouse;

b. Adoptive, custodial, "in-law" individuals, step-children and step-parents, when residing in the employee's household but excluding persons not otherwise related of the same or opposite sex sharing the same living quarters but not meeting any other criteria for family.

c. For purposes of bereavement leave, the definition of immediate family is extended to include parents, siblings, children, adoptive individuals, "in-law" individuals, step-children, step-parents, grandparents, grandchildren, and the parent of the employee's minor child(ren) whether or not residing in the employee's household.

Leave of Absence - As used in this manual, leave of absence shall refer to paid or unpaid time off work for non-occupational illness or injury, family leave or for personal reasons. All leaves of absence must be approved in accordance with the Leave of Absence Policies contained in this manual or within the employee's collective bargaining agreement.

Non-occupational Illness or Injury - An injury or illness that is unrelated to the employee's work responsibilities and/or the work place.

Occupational Illness or Injury - Injuries that occur in the workplace or in conjunction with work responsibilities and illnesses or diseases that are the result of the workplace. Repetitive motion injuries, such as carpal tunnel syndrome, may be considered an occupational injury. (See also Total Temporary Disability (TTD), Worker's Compensation).

Part-time Employee - An employee who works less than the standard number of working days in a pay period. Payroll, leave benefits and all other benefits are prorated to the percentage of time worked.

Per Diem Reporter - A court reporter who is appointed on a temporary basis to an approved position to cover court proceedings. Per diem reporters are paid in full or half day increments and are not entitled to insurance, vacation or sick leave benefits.

Total Temporary Disability (TTD) - An employee's status when he or she has been found compensable for worker's compensation benefits (see also Occupational Illness and Injury, Worker's Compensation)

Transition Year - The year in which an employee reaches a higher vacation schedule. The employee will earn vacation at the higher vacation schedule as of the month of their continuous service date.

Worker's Compensation - Benefits in the form of compensation and payment of medical expenses for accidental injuries, occupational illnesses or death suffered in the course of employment. (See also Occupational Illness and Injury, Total Temporary Disability).

II. POLICIES AND PROCEDURES FOR COURT REPORTING SERVICES

A. COURT REPORTING SERVICES EMPLOYEE TITLES

There are five (5) titles of employees providing court reporting services for the State of Illinois. The general qualifications for each title are listed below.

1. Court Specialist

a. Must have three (3) years of clerical or office experience. Education, training or an associate degree may be substituted for up to two (2) years of experience; and

b. Must be able to successfully pass training and certification on electronic recording operation as promulgated by the Administrative Office of the Illinois Courts and Illinois Supreme Court (Supreme Court Rule 46).

2. Official Court Reporter 1

a. Must possess an unrestricted CSR license and have a ‘B’ proficiency rating; or

b. Must have an 'A' proficiency rating by examination.

3. Official Court Reporter 2

a. Must possess an unrestricted CSR license; and

b. Must possess an ‘A’ proficiency rating or pass the Part-A of the proficiency examination within one (1) year of employment.

4. Official Court Reporter 3

b. Must possess an ‘A’ proficiency rating or pass the Part-A of the proficiency examination within one (1) year of employment; and

c. Must demonstrate computer-aided transcription (CAT) proficiency by examination administered by Court Reporting Services.

5. Official Court Reporter 4

a. Must possess an unrestricted CSR license; and

b. Must possess an ‘A’ proficiency rating or pass the Part-A of the proficiency examination within one (1) year of employment; and

c. Must demonstrate realtime proficiency by passing the NCRA Certified Realtime Reporter (CRR) examination or similar exam administered by Court Reporting Services.

B. COURT REPORTING SERVICES ADMINISTRATORS AND SUPERVISORS

The titles and the general qualifications for each supervisor position are:

1. **Court Reporting Services Supervisor 1**- Must possess a minimum of four years of experience in court related or legal environment, one of which should be in a managerial or supervisory capacity. Relevant education, training or degree may be substituted for experience.

2. **Court Reporting Services Supervisor 2** - Must possess a minimum of six years of experience in court related or legal environment, three of which should be in a managerial or supervisory capacity. Relevant education, training or degree may be substituted for experience.

3. **Court Reporting Services Supervisor 3** - Must possess a minimum of eight years of experience in court related or legal environment, five of which should be in a managerial or supervisory capacity. Relevant education, training or degree may be substituted for experience.

4. **Administrator of Court Reporting Services** - Must possess a minimum of ten years of experience in court related or legal environment, seven of which should be in a managerial or supervisory capacity. Relevant education, training or degree may be substituted for experience.

Additional supervisory titles for single county circuits are defined by the Court Reporters Act (705 ILCS 70/4.1).

C. PROFICIENCY PROMOTIONS

If a court reporter advances to a higher level title due to a proficiency increase, he or she will receive a 5% salary increase for each level of advancement. For example, an OCR2 to an OCR3 would receive 5%; an OCR2 to an OCR4 would receive 10% salary increase.

D. APPOINTMENTS AND ALLOCATION OF PERSONNEL

1. General

The Chief Judge is the employer of the court reporting services employees and has the authority to hire, appoint, promote, evaluate, discipline and discharge employees within that judicial circuit. Court reporting services employees are not required to be Illinois residents, however for new employees, preference shall first be given to qualified Illinois applicants.

As a need arises, a Chief Judge may request that the Executive Committee review the budget appropriation in order to approve additional court reporting services positions.

The Chief Judge assigns all personnel to specific duties within the circuit, and may assign an employee to any county within the circuit. The Chief Judge may temporarily assign an employee to work outside of the circuit in which he or she is appointed.

Implementation of a rotational schedule by the Chief Judge is recommended. Court reporting services employees should be pooled and rotated at regular intervals as determined by the Chief Judge. The purpose of rotation is to evenly distribute work loads among courts with heavier or lighter cases or transcript volume. A rotation schedule should act to equalize transcript work loads. Such rotation shall occur on a circuit-wide or county-wide basis as determined by the Chief Judge.

The Chief Judge should insure that in trials lasting more than five (5) days, an adequate rotation of court reporters is utilized in order to prevent any difficulties in providing a transcript in a timely manner in protracted cases.

The Chief Judge is neither required, nor prohibited, from rotating all employees, regardless of title, into electronic recording control rooms.

2. Court Reporting Services Supervisors

Each Chief Judge shall designate a court reporting services supervisor. A Chief Judge may wish to designate the court administrator or administrative assistant as the supervisor. Such supervisors shall maintain close contact with Court Reporting Services and assist in maintaining an efficient statewide reporting service.

It is the duty of each supervisor to instruct court reporting services employees as to their duties and to see that they are properly carried out. If any employee is not capable of performing his or her duties, it is the obligation of the supervisor to advise the Chief Judge.

The supervisor should monitor and follow up on transcripts and reports which must be filed by court reporting services employees. Supervisors should monitor compliance with performance standards for the preparation of transcripts.

Increased opportunities for supervisors to perform administrative functions are essential to maintaining efficient court reporting services in Illinois. By limiting reporting assignments for supervisors who possess CSR licenses, supervisory staff may more properly attend to the management of court reporting resources, thereby assuring adequate courtroom coverage, providing complete and accurate vouchers and monitoring compliance with the regulations contained herein. Court reporting services supervisors who possess CSR licenses should only be assigned to stenographic reporting in courtrooms in emergency coverage situations or upon completion of all supervisory duties.

3. Job Share and Part-Time Positions

A "job share" position means a full time court reporting services position that is divided among two or more employees with the full time salary and benefits being apportioned among the employees in the same percentage as the duties of the full time position are apportioned. Job share situations are governed by written agreement drawn and executed by and between the Chief Judge and the court reporting services employees who will be sharing the position.

A "part-time" position means an employee works less than the standard number of work hours in the regular pay period. A circuit with a part-time position may or may not have another part-time position to equal a full-time position.

Job share and part-time court reporting services employees shall meet all obligations of a full time court reporting services employee.

4. Per Diem and Contract Reporters

Per diem reporters may be requested for temporary and/or emergency coverage of courts. Upon approval of a per diem position, the Chief Judge may appoint multiple reporters to this position. However, the number of reporters utilized at one time shall not exceed the number of approved positions.

Per diem reporters may be used in full or half day increments. Per diem reporters are paid monthly on a salary schedule set by the Chief Judges. Attendance records for per diem reporters are due to the Office of the Comptroller on or before the 10th day of the following month.

When a former State of Illinois employee who is receiving pension benefits is appointed to a per diem position, he/she may not work more than 75 whole and/or half days in a calendar year due to State Retirement System's pension guidelines. For more information, contact State Retirement System Pension Section at (217) 785-7343.

Court Reporting Services may contract with private reporting firms for emergency or temporary coverage in courts.

E. RESPONSIBILITIES AND REQUIREMENTS OF COURT REPORTING SERVICES EMPLOYEES

1. General

Reducing the spoken word to a verbatim report is only the first requirement of court reporting services employees. In addition, court reporting services employees must be adept at vocabulary, particularly legal, medical and other technical terminology. Court reporting services employees must be excellent grammarians and spellers, and must also be familiar with the laws and rules relating to the responsibilities of the position.

Court reporting services employees shall make a full reporting of the evidence and such other proceedings in trials and judicial proceedings to which he or she is assigned. It is the duty of a stenographic court reporting services employee to record verbatim all that is said during every court proceeding to which he or she is assigned. When a transcript is prepared, court reporting services employees are to transcribe verbatim without editing or correcting what was said.

Court reporting services employees come in personal contact with many people and must be cooperative and courteous at all times. The demeanor of the court reporting services employee in the courtroom should be that of quietness and dignity. The court reporting services employee should not engage in idle conversation and should not transact business in the courtroom with lawyers or parties except as may be necessary to the case on trial or the proceedings being heard. Since the court reporting services employee is an officer of the court, he or she should dress appropriately as the other officers of the court do, and should avoid extremes in dress.

Promptness and attention to detail are essential. During the proceedings, the court reporting services employee must keep a record of witnesses and exhibits, and must be alert to obtain any information necessary to make a proper transcript. The type of information to be obtained will vary with what is being reported.

While a court reporting services employee may, and should, interrupt proceedings when it is necessary to assure a complete and accurate record, his or her requests for clarification, etc., should be stated politely and succinctly and should be timed, when possible, so as not to interrupt a question, answer or comment of the court, counsel or witness. These requests should be directed to the court, unless the court authorizes otherwise.

A court reporting services employee is an impartial recorder of the verbatim record of the proceedings. Because of the impartial character of this function, a court reporting services employee should not display partiality or undue friendliness to any of the contesting parties or their counsel and should not express opinions about the proceeding or its participants. Under no circumstances may a court reporting services employee suggest in any way his or her personal feelings about any matter occurring in the courtroom, particularly during a jury trial.

All court reporting services employees serving the courts or assigned to any judicial hearing or proceeding must comply with all applicable statutes, administrative orders, court rules and regulations promulgated by Chief Judges, and any amendments thereof. This obligation extends not only to full-time court reporting services employees, but to all court reporting services employees serving on a part-time or per diem basis. Dereliction of duty relative to any obligation of the court reporting services employee may result in appropriate discipline.

To the extent that it does not substantially interfere with the court reporting services employees' other official duties, a court reporting services employee may be assigned to office or clerical duties arising out of official court operations.

2. Oath of Office

All court reporting services employees are required to subscribe to an oath to perform their duties faithfully. All court reporting services employees appointed permanently or temporarily must execute the oath before entering upon their duties. The oath shall be filed with the Clerk of the Circuit Court and shall continue in force until revoked by the Chief Judge of the circuit in which the employee is appointed.

3. Confidentiality of Proceedings

"Confidential proceedings" as defined by the Administrative Office of the Illinois Courts' (AOIC) *Standards for Security of the Official Record of Court Proceedings* (pursuant to Supreme Court Rule 46) includes adoption, juvenile, grand jury, search warrants, mental health and in-camera proceedings. Other proceedings may be deemed confidential by order of the court.

a. Confidential Transcripts

Transcripts of confidential proceedings shall be handled as provided for in AOIC's Standards. Additionally, transcripts of confidential proceedings shall not be

provided to any person or entity which is not a party to the case except as ordered by the court. Court reporting services employees shall not be held responsible for unauthorized publication or dissemination of transcripts of court proceedings unless it is determined that the employee was directly responsible for or negligent in preventing public release.

b. Confidential Communications and Other Functions

The following functions performed by court reporting services employees shall not be considered a violation of the Supreme Court's Confidentiality Policy:

- Any job function which is required or permitted to be performed pursuant to rule, statute, court order, or regulation
- Discussing relevant case information with other court personnel, attorneys, and/or litigants as a result of performing the functions of their employment
- Informing a judge or supervisor of information acquired either in the course of employment or through unauthorized disclosure by another which the employee felt should be shared with a person of authority for their information and/or guidance
- All other functions or actions expressly authorized by the Chief Judge.

Court reporting services employees shall not discuss confidential information with individuals who are not court personnel or a party to a case unless directed to do so by a judge or supervisor. If there is any question of whether specific information is to be considered confidential, the employee should request direction from a judge or supervisor.

4. Retention of Notes and Electronic Recordings

Stenographic notes and/or electronic media containing court proceedings stenographically recorded by a court reporting services employee and electronic recordings of court proceedings shall be retained for the time periods defined by Supreme Court Rule 46 and the Administrative Office of the Illinois Courts' *Standards for Security of the Official Record of Court Proceedings* or as required by the Illinois Shorthand Reporters Act (225 ILCS 415/26.1), whichever is greater.

5. Storage of Notes and Electronic Files

Notes and electronic files containing original records of court proceedings are the property of the court and shall be retained by the court and stored in a secure manner. Paper notes shall be stored in suitable facilities until any retention period required by rule or law has passed. Facilities for storing paper notes and electronic media are available at most courthouses. Each court reporting services employee is responsible for the safekeeping of notes, electronic files, and electronic media which he or she produces and should ensure they are properly stored as required by this provision and local customs.

As of January 1, 2015, all court reporting services employees, including per diem reporters, in lieu of turning in paper notes, shall upload electronic files of court proceedings taken stenographically to their online directory through ShareFile. All official court reporters hired

on or after January 1, 2015 must have adequate equipment to meet the requirement of this provision. Reporters who do not have a ShareFile account may request access by emailing BumgaT@mail.ioc.state.il.us.

The types of files which should be uploaded include raw stenographic notes, dictionaries, translated files, completed transcripts, and audio (if available) to the employee's online directory. A supervisor may request access to view the files and receive email notifications when new files are uploaded to ensure compliance.

Files shall be uploaded monthly at a minimum, however, it is recommended that they are uploaded once a week for optimum security of the court records. If the file name does not include a hearing date or case number identification, a subdirectory with a name reflecting at least the month and year should be utilized.

Uploaded files will be transferred to a secure server in the Springfield office and backed up on a regular basis. It is the intention that all files created on or after January 1, 2015 be backed up to the server. The files on the server should not be the only copy of a file. In addition to the copy the state is keeping, it is recommended that court reporting services employees backup files for themselves to an external hard drive and store the device in a separate location from their equipment. It is highly recommended that older copies of files be uploaded as well, especially if stored on removable media such as diskettes, CDs, or flash drives as this type of storage media has a high probability of failure or corruption.

All employees as of January 1, 2015 who do not have the proper equipment to upload raw stenographic notes and other files from court reporting software must upload, at a minimum, files of completed transcripts in PDF format. Employees who do not have access to an internet connection during regular work hours will not be required to backup files through ShareFile. However, those employees should provide a copy of the files with the circuit through other means.

It is the preference that the reporter who created the files produce the transcripts from those files, and he or she will always retain the first right of transcription. In the event it becomes necessary to transcribe proceedings which were taken by a reporter who is no longer employed by the court, nothing in these regulations shall be construed as prohibiting the Chief Judge from requiring the former employee who covered the proceedings to prepare the transcript. A former employee who transcribes notes of proceedings taken while he or she was in the employ of the court shall be compensated in accordance with the Uniform Schedule of Charges for Transcripts (Appendix A).

6. Realtime Translations of Court Proceedings and CART Services

Any court reporting services employee with the proper equipment and realtime skills may provide realtime translation services as necessary for judges, court personnel and other parties involved in court proceedings to which the employee is assigned. Special requests for realtime translation in cases to which a reporter is not normally assigned shall be approved by the administrative authority. Realtime certification is not required to provide realtime translation, but it is highly recommended.

No additional fees may be charged by a court reporting services employee for realtime

translation services. Rough draft (unedited) text file of the realtime translation may be purchased by parties to the case or by the county, but shall not be provided to the public, including media organizations and other non-participants. Providing a rough draft is at the employee's discretion and any request may be declined.

The text file(s) must not be certified in any manner and shall not be considered the official record. An uncertified rough draft transcript should include a header or footer on each page stating "uncertified rough draft transcript only." If provided in electronic format, the diskette or CD label should be similarly labeled. A disclaimer is recommended as a cover page which states that the transcript is unedited and uncertified, not an official record, not to be used for verbatim citation, and not to be disclosed to any outside parties.

Court reporting services employees are authorized to charge a page rate for unedited files consistent with the regular delivery (not daily copy) rates pursuant to the Uniform Schedule of Charges for Transcripts.

Official court reporters should only be used as a CART (communication access realtime translation) service or realtime provider for the purpose of communication assistance for the hearing impaired when no other options are available. CART is not necessarily verbatim and commonly contains more than just the spoken word. Since the official court reporter's purpose is to provide a verbatim record of court proceedings, assisting the hearing impaired with an unofficial record would fall outside of his/her standard duties.

The preferred option should be for the county to provide a freelance CART services provider. The second option may be using an official court reporter who is providing a realtime verbatim translation of the court proceedings upon approval of the party requiring translation services. Finally, if no other option is available, the official court reporter may be used for communication assistance; however, a second official court reporter may need to be present to provide the official record. If the official court reporter does not have the proper equipment to provide a realtime translation display, it is not his/her responsibility to purchase or provide the necessary equipment.

Displayed realtime translation can be both mentally and physically taxing on a court reporter. Accordingly, when an official court reporter provides realtime translation for communication assistance, mandatory breaks and maximum hours of work shall be imposed. A fifteen minute break should be provided at least every other hour. Additionally, if realtime translation is needed for a duration exceeding three and a half hours, a second reporter should be utilized whenever possible.

F. TRANSCRIPTS

1. General

The court reporting services employee shall provide a transcript of the evidence and proceedings in a trial, or other judicial proceeding, at the request of a party or attorney. Unless ordered for the purpose of appeal, or ordered by the court to be made a part of the court record, the court reporting services employee is not required to file a copy of the transcript with the case file. All orders for transcripts should be in writing and acknowledged

by the court reporting services employee upon receipt. The court reporting services employee should start producing the transcript upon receipt of the order and deposit when required. Requests to go slowly or to delay the start of a transcript shall not be honored by the court reporting services employee.

Transcripts of court proceedings filed with the clerk of the circuit court shall become part of the public record of the case and may be reproduced without any additional fee payable to the court reporting services employee.

2. Transcript Fees

The employer representative groups, in accordance with Section 5 of the Court Reporters Act, have adopted a Uniform Schedule of Charges for Transcripts. This schedule appears in Appendix A. Each court reporting services employee shall be entitled to retain the approved fees collected for transcripts as approved by the Uniform Schedule of Charges for Transcripts. Payments for transcripts may be received from private parties, counties, municipalities, the State of Illinois or other governmental agencies. Except for transcripts ordered by the state or county, court reporting services employees may charge a premium for expedited production of transcripts as permitted by the Uniform Schedule of Charges for Transcripts.

Court reporting services employees must request payment for state-paid transcripts by submitting a voucher with allowable charges on a form prescribed by the Chief Judges. Voucher forms may be obtained from the employee's supervisor or online www.illinoisofficialcourtreporters.com/documents. The employee shall complete and submit the voucher as directed. A table of state-paid transcripts has been provided as Appendix J.

Transcripts of proceedings for purposes of appeal in cases in which a minor has been found to be abused, neglected or dependent shall be fixed by the court and charged to a parent or other person liable under the law for the support of the minor, to the extent that the person is able to pay. Any portion of such fees which the person is unable to pay shall be paid from the general fund of the county (705 ILCS 75/6).

3. Application of Original and Copy Page Rates

With the exception of transcripts ordered by the court for its own use, or for indigent defendants reimbursed by the State, persons ordering transcripts of a court reporting services employee's notes or electronic recorded media of court proceedings shall be charged either the original page rate or the copy page rate, appropriate for the manner of delivery, as provided in the Uniform Schedule of Charges for Transcripts.

The first transcript produced in accordance with an order is considered an original and shall be charged at the original page rate. A second and any subsequent transcripts of the same proceedings are considered copies, and shall be charged at the copy page rate provided they are ordered by a party to the case or his/her counsel within seven (7) days following the date of notification by the court reporting services employee of the original transcript order. Thereafter, the original page rate may be charged unless otherwise prohibited by rule, statute or regulation.

Whenever a transcript of proceedings is ordered by counsel representing a party in a pending matter, the court reporting services employee should ask opposing counsel, or pro se litigant, whether he or she wants a copy of the proceedings also. This inquiry is in keeping with the court reporting services employee's ethical responsibility as the impartial keeper of the record. Counsel ordering the transcript in the first instance shall be charged for an original and any copies also ordered. If, pursuant to the court reporting services employee's inquiry, opposing counsel, or pro se litigant, requests one or more transcripts of the proceedings, these shall be charged at the copy page rate.

4. Deposits for Transcripts

The appellant or party requesting a transcript should serve on the court reporting services employee a written request for the preparation of an original and specified number of copies of the transcript or portion or portions thereof required. Except where the transcript is ordered by the State or any of its political subdivisions, or by an indigent criminal defendant pursuant to Rule 607, the court reporting services employee may require a deposit up to the estimated total fee for the transcript. The party ordering the transcript shall deposit a sum sufficient to pay the fee for the transcript when required.

Accordingly, it is incumbent on the court reporting services employee from whom the transcript was ordered to promptly advise attorneys or parties requesting transcripts of the estimated cost. The employee should promptly prepare the transcript and file it with the clerk of the court or the Official Court Reporters office, who will file it with the clerk of the court, or otherwise deliver it to the requesting party as the rules may provide.

5. Monthly Report of Transcripts on Order

Each court reporting services employee shall file with the Chief Judge or supervisor a monthly report of transcripts on order (Appendix B) as required by the Chief Judge. The court reporting services employee shall send the original to the Chief Judge or supervisor, and the court reporting services employee should also retain a personal copy. Reports must be filed for each month a court reporting services employee is on duty. The report must indicate transcripts ordered, filed, and those not filed.

All orders for transcripts of court proceedings, whether on appeal or not, must be listed. A transcript should be reported for the month during which it is ordered and carried until filed with the date of filing noted. A cumulative count is called for and each report should include all transcripts outstanding including arraignments, changes of plea, or other special proceedings. If there are no outstanding transcripts, the report should be marked "none". A blank report is not sufficient. When a transcript has been ordered by a party other than the State or any of its political subdivisions, and a required deposit has not yet been paid, report it as being ordered on the date the order is received and note "deposit not received." When the deposit is received, thereafter report both dates until filed.

6. Certification of Transcripts

Court reporting services employees must certify the accuracy of transcripts. For the purpose of appeal, the transcript is certified by the court reporting services employee and filed with the clerk of the court or the Official Court Reporters office, who will file it with the clerk of

the court, pursuant to Supreme Court Rules 607(b) and 608(b). The transcript shall be taken as true and correct unless shown to be otherwise and corrected in the manner prescribed by Supreme Court Rules 323(b) and 329.

Certification in all cases shall be made on the final page of the transcript in substantially the following form:

Certification of transcript from stenographic notes:

I, _____, certify the foregoing to be a true and accurate transcript of the testimony and proceedings in the above entitled cause. (If partial transcript, so indicate.)

_____
(Signature)

_____
(License or Restricted License Number)
Date: _____

Certification of transcript from electronic recording:

I, _____, certify the foregoing to be an accurate transcript of the electronic recording of the proceeding in the above entitled cause to the best of my ability. (If partial transcript, so indicate.)

_____
(Signature)

_____
(Title)

Date: _____

7. Format of Transcripts

The format of transcripts shall meet the following minimum standards:

(1) Type size shall not be less than nine characters per inch and consistent with local requirement, if any.

(2) A page shall be 8 ½ x 11 inches and contain a minimum of 24 lines of type.

(3) Lines shall be double spaced, pre-numbered on the left-hand margin.

(4) The left margin shall be 1½ inch and the right margin shall be ¾ inch from the edge of the paper. Unnecessary indentations and blank spaces shall be

avoided.

(5) There should be no more than five spaces before Q or A, and no more than 10 spaces before a new paragraph.

Additional formatting recommendations are available in the *Formbook for Official Court Reporters of Illinois*. This document can be found online at:

www.illinoisofficialcourtreporters.com/documents

An index page on a transcript shall only be required if there are witnesses or exhibits within the transcript.

If the entire transcript will not exceed 250 pages, it may be bound as one volume. If the transcript exceeds 250 pages, it shall be bound into two or more volumes of approximately equal size, not exceeding 250 pages each. Each volume will have a sturdy front and rear cover. The front cover shall contain the title and number of the case, the name of the judge who entered the order being appealed from, if any, the name and title of the court reporting services employee(s) who prepared the transcript, license or restricted license number(s), if applicable, and a notation indicating the volume number and pages contained therein (e.g. "Volume 1 of 2 volumes, page 1 through 250; "Volume 2 of 2 volumes, pages 251 through 500"). Transcripts may be bound on the left margin or on top depending on local customs. The covers and binding material may vary depending upon local customs. Transcripts being sent to the Department of Corrections are exempt from front and rear cover requirements unless it may be accomplished without metal components.

At the request of any party, a standard page in compliance with these format regulations may be reduced to a condensed format. The employee shall be entitled to the per page rate for each standard page, regardless of the number of pages are condensed on a single page.

Upon the written request of any party, a court reporting services employee may also provide a keyword index. Except when billed to the state or the county, the employee shall be entitled to the per page rate for each page of the index.

All orders for condensed versions or keyword indexes should be in writing and acknowledged by the court reporting services employee upon receipt.

All transcripts filed with the clerk of the circuit court or the Official Court Reporters office, who will file it with the clerk of the court, must be typewritten or printed on white or lightly colored paper. Security paper, or any other paper which would prevent legible reproduction, is prohibited. Likewise, any electronic transcript file submitted to the Clerk of the Circuit Court for the purpose of appeal shall not be password protected in any manner.

8. Transcripts in Electronic File Format

If the court reporter has the appropriate equipment, a party or attorney may request, for his or her own use, a transcript in an electronic file format. The preferred file format is Adobe Acrobat PDF file. Transcripts may also be faxed at the request of an ordering party. A certification page with an embedded digital signature may be provided in lieu of an original signature.

The amount charged by the employee for a transcript of court proceedings shall conform to the page rate as directed by the Uniform Schedule of Charges for Transcripts, regardless of whether the transcript is printed or provided in electronic format. Accordingly, if both a printed transcript and an electronic file are ordered, the employee may charge the "original" page rate for the printed transcript and the "copy" page rate for the electronic file format. If an electronic file is the only transcript ordered, the employee would charge the "original" page rate.

9. Extension of Time for Filing Transcripts

A transcript ordered for use on appeal to the Supreme Court or to the Appellate Court must be prepared and filed by the court reporting services employee within 49 days after the date on which the notice of appeal is filed. Transcripts for certain juvenile custody issues as defined in Supreme Court Rule 311 must be prepared and filed within 35 days of the notice of appeal date. Extensions may be granted only by order of the reviewing court (Supreme Court Rules 311, 323 (b) and (e); and 608 (b) and (d)).

If an extension of time to file a transcript is necessary, the court reporting services employee shall send a request for a motion of extension to the party which filed the appeal, with a copy provided to his or her Chief Judge or supervisor. The request must be in the form of an affidavit or be accompanied by an affidavit showing the necessity for extension and the requested length of the extension.

10. Appeal Transcripts - Contents

In civil appeals the content of the report of proceedings is governed by Supreme Court Rule 323 (a). Both the appellant and the appellee may designate specific proceedings or portions thereof to be transcribed.

In criminal appeals the content of the report of proceedings is governed by Supreme Court Rule 608(a). The rule specifies proceedings which must be transcribed and provides for appellant and appellee designations of additional proceedings not directly specified.

11. Transcript Requests - Not on Appeal

When a transcript is ordered by a party, other than for the purpose of appeal, the party shall not be charged for an additional transcript to be filed in the case file unless specifically requested. If, at a later date, a duplicate transcript is necessary to be filed in the case file for appeal, the court reporting services employee shall then prepare, certify and file the transcript directly with the circuit court in accordance with Supreme Court Rule 323 for civil appeals or Supreme Court Rule 608 for criminal appeals.

A party which has already paid the cost of a transcript at an original rate shall pay the copy rate for the same transcript when it is specifically ordered for the purpose of filing an appeal regardless of the length of time since the original request. The certified copy shall serve as an original in the case file for the purpose of appeal.

Court reporting services employees shall not file a transcript with the circuit court for the purpose of appeal which has been out of possession of the court.

12. Transcript Excerpts from a Proceeding

At times when an excerpt from a transcript is requested to be prepared, there shall be a minimum which can be provided by the court reporting services employee. Except when requested by the court for its own use, a transcript excerpt shall be, at a minimum, a full portion or section of a hearing (i.e. a witness direct-examination, closing arguments by one attorney, etc.) or the entire morning or afternoon session, whichever is less. In order to ensure statements are not provided out of context, a court reporting services employee shall not provide a transcript which omits paragraphs, sentences, words, questions or answers.

G. EXHIBITS

Unless otherwise provided by rule or order of court, the clerk of the circuit court, not the court reporting services employee, is responsible for the care and custody of exhibits offered for admission. At the direction of the trial judge, the court reporting services employee may be required to mark all exhibits with an identifying mark or stamp. He or she shall record references to all exhibits, the offering party, a short and general description of the exhibit and court-directed marking. The court reporting services employee should also, where possible, record what disposition was made of each exhibit (i.e., retained by the court clerk, returned to counsel for the party who introduced it, or other disposition of the exhibit).

H. ANNUAL FINANCIAL DISCLOSURE REPORT

Every court reporting services employee is required to file an Annual Financial Disclosure form (Appendix C) with the Office of the Chief Judge on or before May 1st of each year. The Chief Judge's office shall email, fax or mail a copy to Court Reporting Services.

In lieu of an Annual Financial Disclosure form, an employee may file a copy of the Schedule C from his/her federal tax returns. Upon request, the employee must be able to provide the following supporting documentation:

1. A sheet or sheets itemizing each transcript by name of case, the amount received for payment, and the amount of expense for the preparation -- which expense shall be the actual expense of supplies and payment to a typist, if any, but not to include any sum for your own compensation.
2. An itemization showing the nature of the work itemized in item (3) of the financial disclosure form, for whom it was performed, the amount received and the expenses incurred.
3. For item (4) from the form, a separate sheet or sheets showing the nature of the work, for whom it was performed, and the amount received. It is only necessary under this paragraph to include income from employment or services provided and not from such sources as investments, alimony, child support, gifts, bequests, and so forth.

Each of the three items are mutually exclusive. Do not include an item of income or expense in more than one category.

Supervisors, who are also court reporting services employees, are requested to attach a separate sheet indicating any special expenses incurred by them as supervisors, if any, which they would not have incurred but for their designation as such.

Unless otherwise ordered by the Chief Judge, the information thus supplied will be confidential and only for the use of the court.

Failure to File Report - Sanctions

Financial disclosure reports will be accepted up to and including June 15th without sanction. Thereafter, the following sanctions may be imposed as well as any other sanction deemed appropriate by the Chief Judge. If the financial disclosure report has not been filed by June 15th, then commencing June 16th, the employee shall be placed on leave of absence without pay for up to 30 days. If, by the end of the 30 day period, the employee has not filed a financial disclosure report with the office of the Chief Judge, the employee may then be terminated.

I. CSR LICENSING REQUIREMENTS

It is the responsibility of court reporting services employees to fulfill requirements for renewing Certified Shorthand Reporter (CSR) licenses issued by the Department of Financial and Professional Regulation. May 31st of each odd numbered year is the expiration for CSR licenses. Following the expiration date in a renewal year, the Department of Financial and Professional Regulation will provide Court Reporting Services a list of active, non-renewed, inactive and canceled licenses. If a court reporting services employee has not renewed or allowed their license to become inactive, the Chief Judge's office shall be notified. If the employee has not provided proof of renewal within 10 days of the notification, the employee may be placed on an unpaid leave of absence until proof is provided.

If a court reporting services employee has an official complaint filed against their license, or their license has been suspended or revoked, the reporter shall notify the Chief Judge's office immediately. If notification is not provided in a timely manner, or if the reporter continues to practice shorthand reporting without an active license, the employee may be subject to disciplinary action up to, and including, termination.

CSR license status may be verified online at www.idfpr.com. Any questions about license renewal may be directed to the Department's License Maintenance Unit at (217) 782-0458.

J. EXAMINATIONS

The following examinations are prepared and administered by Court Reporting Services for employment certification and advancement opportunities:

1. Part A Proficiency Examination - this stenographic exam consists of two parts: a 5 minute testimony portion at 190 words per minute and a 5 minute general portion at 150 words per minute. Both portions must be passed with at least 95% accuracy. New employees with CSR licenses who do not already have this certification must successfully complete this exam within one (1) year of employment.

2. Computer Proficiency Examination - this stenographic exam consists of 5 minutes of two-voice testimony at 200 words per minute. The translation must be at 80% or higher accuracy. Employees may take this exam to obtain computer proficiency, to practice for the National Court Reporters Association's Certified Realtime Reporter examination and/or to qualify for the Official Court Reporter 3 position.

3. Realtime Proficiency Examination - this stenographic exam consists of 5 minutes of two-voice testimony at 200 words per minute. The reporter must be displaying realtime translation during the exam. Following the 5 minute dictation, an unedited ASCII text file must be created. The translation must be at 96% or higher accuracy. Employees may take this exam to obtain realtime proficiency, to practice for the National Court Reporters Association's Certified Realtime Reporter examination and/or to qualify for the Official Court Reporter 4 position.

All examinations may be scheduled by calling Court Reporting Services at (217) 557-0270. All examinations will be scheduled in the employee's circuit and should be coordinated through the supervisor.

III. STATEWIDE PROGRAMS AND EMPLOYMENT POLICIES

A. SALARY

Salaries paid to court reporting services employees are determined by the employer representative groups or collective bargaining agreement.

1. Pay Day

Court reporting services employees are paid twice monthly, on the 15th and the last business day of the month. If the 15th falls on a weekend day or holiday, the pay date will be on the last business day prior to the 15th. Per diems are paid monthly, on the last day of the following month.

2. Payroll Deductions

Federal and state income taxes and social security taxes are deducted from an employee's salary as directed by their completed W-4 form. An employer is also obligated to make any deductions ordered by a court of law, e.g.: wage garnishments and/or assignments, tax levies or bankruptcies. Employees may change their tax deductions at any time by completing new W-4 forms.

At an employee's written request, additional deductions may also be withheld. These additional deductions include:

a. *Deferred Compensation Program* - Employees have the option of participating in the Deferred Compensation Program through payroll deductions. This gives employees an opportunity to accumulate tax exempt/deferred savings. Both deductions and account earnings are exempt from the State of Illinois Income Tax. Federal Income Tax obligations are deferred until funds are distributed. This program is designed to encourage long-term savings for retirement. Funds in these accounts are available only upon separation or retirement from state employment, financial hardship or death. Employees may change their contribution or cancel the deduction at any time.

b. *U.S. Savings Bonds* - Employees may purchase U.S. Savings Bonds through regular payroll deductions.

c. *Dependent Care Assistance Program* - The purpose of this program is to afford State employees the opportunity to pay for their dependent care expenses with tax-free dollars. Participants estimate their dependent care expenses for the tax year and designate a certain dollar amount to be deducted from each paycheck. The deductions are taken before Illinois, Federal and Social Security taxes are withheld, thereby reducing an employee's taxable income. These tax exempt deductions are deposited into the Flexible Spending Account. Then the participant periodically submits claims for reimbursement from their account of dependent care expenses.

   Since the deductions are tax exempt, the irrevocability rule applies for the entire plan year unless there is a change in family status. Any unused balance in the account at the end of the plan year will be forfeited.

d. *Medical Care Assistance Program* - The purpose of this program is to afford State employees the opportunity to pay for their medical care expenses with tax-free dollars. The Medical Care Assistance Program operates in the same manner as the Dependent Care Program. Eligible expenses include expenses not covered by the State Health Plan such as deductibles, well baby care, annual physicals, dental expenses not covered, etc. Again, any unused balance in the account at the end of the plan year will be forfeited.

3. Direct Deposit

It is highly recommended that employees direct deposit their salary into a checking or savings account by completing the required form. This allows the Comptroller's Office to electronically transfer the employee's salary to their bank each payday.

If employees have questions pertaining to their paycheck or deductions from their paycheck, they may contact the Office of the Comptroller (see Contact Information, Section I)

B. TRAVEL REIMBURSEMENT

Pursuant to Section 5 of the Court Employees Act (705 ILCS 70/6), court reporting services employees are entitled to reimbursement of travel expenses when assigned to duties outside their county of residence. Under certain circumstances, court reporting services employees may also seek reimbursement for travel expenses for assignment within their county of residence. Under these limited circumstances, a certification signed by the Chief Judge must accompany the travel reimbursement voucher. The certification must identify the facts and circumstances necessitating the travel within the court reporting services employee's county of residence for which reimbursement is sought.

Travel between an employee's residence and headquarters, or any portion thereof, is not a reimbursable expense. Travel between an employee's residence and a temporary location outside his/her county of residence is reimbursable as long as (1) the employee does not pass through his/her headquarters city, and (2) the travel does not coincide with the employee's regular commute, including any miles between the employee's headquarters and residence. If the employee travels through his/her headquarters city to a temporary location outside his/her county of residence, only the mileage between the headquarters city and the temporary location is eligible for reimbursement.

1. Transportation

The most economical mode of transportation that is reasonably available should be used for travel, in light of time, cost, work requirements, safety and customary practice.

Privately owned motor vehicles may be used for job related travel. For the most current mileage reimbursement rate, please check the travel voucher forms on our website. The trip should be by the most direct, normally used route. The mileage may be based on a mileage table provided by Court Reporting Services, an online map of the route taken, or by the actual odometer readings. Mileage in and around the destination city may also be included for reimbursement. Parking fees, tolls, phone calls, and similar expenses directly related to travel on official business may also be reimbursed. Travel between residence and

headquarters, or any portion thereof, shall not be reimbursed.

Illinois statute 625 ILCS 5/10-101 requires that an individual using a privately owned vehicle on state business certify that they are duly licensed and that they have the minimum insurance coverage under 625 ILCS 5/7-203. A Certification Form used to comply with this statute will be provided by Court Reporting Services upon request. If this form was not completed at the time of your original employment with the State of Illinois, it should be completed before the private vehicle is used for official travel.

Illinois statute 625 ILCS 5/12-603.1 requires the use of seat belts when an individual is operating a motor vehicle in the State of Illinois. In addition, an executive order issued by the Governor directs all Executive Branch employees to wear seat belts when traveling by motor vehicle on state business. It is presumed that in the interest of safety, all persons using a motor vehicle while traveling on official business of the State of Illinois will also comply with this law.

Receipts for all other miscellaneous travel charges which exceed $10.00 (such as tolls, parking or taxi cabs) should be submitted with the travel voucher.

The use of leased or rented vehicles, other than taxi cabs and shuttle vehicles, as well as the use of privately owned aircraft is permitted only when circumstances warrant and when authorized by the Chief Judge in advance. (A certification form for privately owned aircraft must also be filed with the Chief Judge. The form will be provided upon request.)

In order to satisfy auditing requirements, reimbursement for travel outside the State of Illinois should first be approved by the Chief Judge in advance.

2. Lodging

If necessary, the reasonable cost of overnight lodging will be reimbursed upon approval of the Chief Judge. As a general rule, lodging expenses should not be reimbursed for travel which is less than 100 miles from the court reporting services employee's residence. For approved lodging expenses, a hotel receipt must accompany the voucher. The receipt must depict that payment was provided by the employee and a "zero balance" is shown on the receipt. However, if lodging costs exceed the approved state rate for that location, employees must submit a statement that they have contacted at least three hotels within a reasonable distance of the local courthouse, and that the lowest rate available exceeds the approved amount.

Each traveler should insure that he or she obtains the lowest available rate for lodging and that the rate is within the maximum reimbursement allowed. Effective January 1, 2000, the maximum lodging rate for Cook County is $149.00, plus tax. The maximum lodging rage for the Counties of DuPage, Kane, Lake, McHenry, and Will is $80.00, plus tax. The maximum lodging rate for the Counties of Champaign, Kankakee, LaSalle, McLean, Macon, Madison, Peoria, Rock Island, St. Clair, Sangamon, Tazewell, and Winnebago is $70.00, plus tax. In all other counties of the state, the rate is $60.00, plus tax. Unless a higher amount is approved by the Chief Judge, any amount which exceeds the maximum reimbursement allowed must be absorbed by the traveler.

Cost for lodging at conference or meeting sites which have been arranged or approved by

the Chief Judge will be reimbursed at the rates negotiated with the facility offering the lodging, even though the rate may exceed the amount otherwise allowable. Please be certain to identify yourself as a participant in any of these types of programs so that you will be credited with the negotiated rate. Please also submit receipts for lodging expenses with the travel voucher. In order for the Comptroller's Office to initiate payment, the lodging receipt must show that the lodging bill was paid and that the bill has a zero balance. Generally, overnight lodging expenses will not be reimbursed within the area surrounding the traveler's headquarters.

3. Per Diem/Meals

Per diem will be paid for travel which includes overnight lodging or is 18 or more continuous hours. Per diem is based on a quarter day system. Each quarter of a day shall be 6 hours commencing at midnight, 6:00 a.m., noon, and 6:00 p.m. Effective July 1, 1995, the traveler shall be allowed $7.00 for each quarter of a day or fraction thereof spent on travel status up to the $28.00 daily maximum.

Breakfast and/or dinner is reimbursable if travel does not include overnight lodging, provided the traveler leaves home at or before 6:00 a.m. (breakfast) or arrives home at or after 7:00 p.m. (dinner). The traveler is eligible for up to $5.50 for breakfast and up to $17.00 for dinner. No receipts are needed to support meal claims. Lunch is not a reimbursable expense.

If meals are provided at a state-sponsored work event, an employee who is requesting a per diem reimbursement shall deduct the corresponding amounts shown in the above paragraph for each meal provided from the total per diem for that day.

4. Vouchers

All allowable travel expenses should be itemized on a State of Illinois Travel Voucher C-10 form. Please be certain to identify the date, time, purpose of travel, city of headquarters and city of residence in the appropriate boxes. No travel vouchers will be processed without a city designation for both residence and headquarters. The traveler's headquarters should ordinarily be the city at which the traveler performs the largest portion of his or her work. If this is not the case, the traveler should be prepared to document the facts and circumstances by which another city is designated as headquarters. It is the responsibility of the traveler and his or her supervisor to designate both the headquarters and residence in accordance with federal tax regulations.

Information submitted on a State of Illinois Travel Voucher C-10 form must be typed, certified by the Chief Judge, and forwarded to Court Reporting Services. Expenses should be reported on vouchers at the end of each month.

Any unusual items contained on the travel voucher should be identified in the traveler's comments or a cover memorandum. The receipts for all expenses claimed (other than meals) which exceed $10.00 should be attached to the submitted voucher. Vouchers should be submitted within 30 days of travel to ensure that it will not be considered taxable income pursuant to the Internal Revenue Service travel guidelines.

C. ACCIDENT REPORTING PROCEDURES

The State of Illinois has in place a Self Insured Motor Vehicle Liability Plan which provides primary coverage limited to bodily injury and property damage liability coverage for state employees operating state-owned or leased vehicles while in the course of their employment. The Plan also provides excess coverage for employees operating their own vehicles in the course of their employment.

Upon the occurrence of a motor vehicle accident, whether operating a State vehicle or a privately owned or leased vehicle while on State business, a written accident report should be filed with CMS Risk Management, Auto Liability Unit. Proper and timely reporting of these accidents is a very important condition of coverage and should be taken very seriously.

The Illinois SR-1 Form "Motorist's Report of Illinois Vehicle Accident" should be completed by the driver. The law enforcement officer investigating the accident may complete the form and give it to the driver. This form can be found in the glove compartment of each state vehicle. The SR-1 form should then be forwarded to Court Reporting Services. Court Reporting Services will complete a Uniform Cover Letter and submit both forms to Risk Management, Auto Liability Unit. These forms must be submitted to Risk Management WITHIN SEVEN (7) CALENDAR DAYS FOLLOWING THE ACCIDENT. Again, this requirement is a very important condition of coverage and should be taken very seriously. Without accurate reporting or a delay in filing the appropriate forms, insurance coverage may be forfeited.

If an employee operates his/her privately owned vehicle on State business and an accident occurs, his/her personal insurance coverage will be PRIMARY. This means that the employee's personal insurance carrier will be asked to respond to the loss, investigate the loss, and determine if coverage will be afforded under the State driver's personal auto policy. If so, the State's involvement will only be as EXCESS over the policy limits of the primary carrier.

Operating a State vehicle for unauthorized purposes will result in denial of coverage and/or legal defense of the driver in the event a lawsuit is filed.

D. EMPLOYEE PHOTO IDENTIFICATION CARDS

Employee photo identification cards are available to all court reporting services employees employed by the State of Illinois. A request form with instructions is available on our website.

E. CHANGES IN PERSONAL DATA

Employees are responsible for notifying the Chief Judge's office in writing of any changes in personal data including changes in name, address, and/or telephone number. Change of name and/or address packets are available on the website at www.illinoisofficialcourtreporters.com/change. All forms must be returned as instructed on the website for the changes to be effective. Some forms will be returned to the Chief Judge's office who shall forward a copy to Court Reporting Services. All other forms will be sent to the payroll/benefits department.

F. STUDENT LOAN REPAYMENT

The Educational Loan Default Act (5 ILCS 385/2) requires any employee who is in default on the repayment of any educational loan for a period of six (6) months or more and in an amount of $600 or more will, as a condition of employment, make a satisfactory loan repayment arrangement with the maker or guarantor of the loan prior to the completion of the sixth month of employment.

The employee shall provide the Chief Judge with a written certification from the maker or guarantor of the loan in order to confirm the establishment of a satisfactory repayment arrangement.

If an employee fails to establish a satisfactory repayment arrangement prior to the completion of the sixth month of employment, the employee will be terminated.

G. PERSONNEL RECORD REVIEW

Upon written request, an employee shall be permitted to inspect his or her own personnel record subject to the provisions of the Personnel Record Review Act (820 ILCS 40/):

1. The inspection shall be allowed within a reasonable amount of time;
2. The employee shall not be permitted to remove part of the personnel file, but may obtain copies of information contained therein;
3. Such inspection may occur on the premises of the employer at a mutually agreeable time during normal business hours;
4. Such inspection of a copy of the personnel file may be accomplished via mail upon the written request from the employee;

H. ILLINOIS STATE EMPLOYEES' RETIREMENT SYSTEM

Court reporting services employees are included in the State Employees' Retirement. The State Employees' Retirement System administers a disability compensation program as well as a retirement program for qualified employees.

If a court reporting services employee leaves state service before they are eligible to retire, his or her contributions to the pension system may be refunded in full upon written request to the State Employees' Retirement System.

Detailed questions regarding either retirement or disability benefits should be directed to the State Employees' Retirement System (see Contact Information, Section I).

I. INSURANCE

All court reporting services employees working at least 50% of the regular work days in a month (except temporary) are eligible for state-paid hospital, medical-surgical, vision, dental and life insurance under the State of Illinois Group Insurance Program. Qualified dependants may also be provided insurance coverage through the State of Illinois Group Insurance with paid premiums.

In accordance with Public Act 92-0600, State of Illinois full-time employees may elect to not participate in the health, dental and vision coverage of the State of Illinois Group Insurance Program. If an employee wishes to "opt out" of the insurance coverage, he/she must provide proof of coverage through a major medical insurance provider.

Information concerning health, vision, dental and life insurance programs is provided to all new employees. Updated benefit information is provided to employees annually during the benefits choice period in May. If employees have any questions regarding insurance benefits they may contact the Office of the Comptroller (see Contact Information, Section I). Additional information is also available online at www.benefitschoice.il.gov.

J. ON CALL POLICY

If it is necessary for an employee to be on call outside of normal working hours, the time shall be calculated as half-time working hours. For example, if an employee is on call for four hours, it shall be considered two hours working. On call time shall be used in calculating hours worked and subject to the compensatory time policy if total hours exceed 40 hours in a work week.

In order to grant on call hours for an employee, the trial judge must request an employee to be on call including the date and hours that the employee will be considered on call (see Appendix H). On call hours must be for a specific case and purpose, and shall not be approved for unscheduled matters, such as possible emergency orders of protection. One form must be submitted for each date that the employee is on call. This form shall be submitted to the Chief Judge and approved prior to the employee being placed on call. On call status shall not be approved during the employee's normal scheduled working hours or during any time that an employee is on leave status (i.e. vacation, personal day, sick leave, compensatory time, etc.). Placing an employee on call during a weekend, a scheduled court holiday or between the hours of 11:00 p.m. and 6:00 a.m. shall be avoided when at all possible. If estimated on call hours will result in overtime, an overtime authorization form must also be completed prior to the employee being place on call.

When an employee is on call, he or she must be able to be contacted at any time during the approved on call hours by telephone or paging device. If an employee is called in to the work site while on call, accumulation of full-time hours worked shall begin when the employee arrives at the work site.

K. DRESS CODE

Court reporting services employees are not required to follow an official dress code. However, a certain professional appearance is required at all times. The following is a non-exclusive list of those items deemed inappropriate office attire:

- Jeans
- Tank, tube or halter tops
- Cut-offs, casual or recreational shorts
- Torn clothing or clothing with holes or patches

- Clothing which contains obscene messages
- Sweat pants or sweat suits

Anyone coming to work inappropriately attired may be asked to change and will be required to make up the time missed from work. Exceptions to this policy for special circumstances may be approved by the Chief Judge.

L. PERFORMANCE EVALUATIONS

Employee performance evaluations shall be conducted on an annual basis. The evaluation process is intended to facilitate communication between employees and supervisory personnel. Individual performance factors as well as an overall performance rating will be given to each employee. Employees are given feedback on their performance and provided with guidance as to which areas of performance can be improved and how such improvements can be made. Any questions regarding evaluations should be directed to your immediate supervisor.

M. TELEPHONE USAGE POLICY

Court reporting services employees, in respect to telephone usage, shall follow the telephone usage policies established by the county.

N. INCLEMENT WEATHER/OFFICIAL WORK SITE CLOSINGS

When work sites are open, but weather prevents an employee from reaching work, or an employee must leave before the end of their scheduled time, the employee must account for such absence by use of accrued time such as vacation or compensatory time.

When work sites are officially closed due to fire, snow or any other reason, employees will not need to account for such absence. However, the employee must contact his or her supervisor to verify that the employee is not needed in another work site. The Chief Judge or his/her designee will determine when a facility is officially closed.

O. SECONDARY EMPLOYMENT AND PRIVATE REPORTING WORK

1. Private Reporting Work Prohibited

Court reporting services employees may not engage in private reporting employment. Court reporting services employees are prohibited from being partners, associates, or employees of any reporting firm or corporation, and they may not receive any payments or fees for transcripts or appearances paid for reporting work done by another court reporter.

With the permission of the Chief Judge, any court reporting services employee may serve the Prosecutor, Grand Jury or other official or governmental agency, but the court reporting services employee shall not charge an attendance fee for such work. Transcripts from such service shall be charged at the approved rates in the Uniform Schedule of Charges.

With the permission of the Chief Judge, a court reporting services employee who is current on transcript production may provide closed-captioning or realtime translation of meetings and/or hearings of governmental departments, agencies or commissions conducted outside of regular court hours for the sole purpose of rendering assistance to participants who are hearing-impaired. An appearance fee, of which the Chief Judge shall be notified, may be charged. Any transcript production from this captioning or realtime translation for additional compensation is prohibited.

Nothing in this policy shall prohibit court reporting services employees from providing closed-captioning or realtime translations for assisting the hearing- impaired on a voluntary basis outside of normal working hours. Court reporting services employees who volunteer captioning or realtime services should notify the Chief Judge or supervisor in writing and confirm that the services are on a voluntary basis. Any transcripts of the captioning or realtime translation must be provided free of charge.

2. Secondary (Non-Reporting) Employment

Employees may choose to seek secondary employment while employed by the State of Illinois. (Secondary employment includes part-time, seasonal or periodic employment by an employee for which compensation is received.) Secondary employment is permitted under the following conditions:

- The position has no actual or potential conflict of interest with the employee's primary job with the State of Illinois.
- The supervisor is notified of potential outside employment, prior to accepting the position, to determine if a conflict of interest exists.
- The outside employment will not require an amount of time or effort which will prevent the employee from rendering satisfactory service to the State of Illinois.
- The employee will be available to work overtime for the State of Illinois, when required and authorized.
- State equipment or facilities are not used by the employee when performing work for a secondary employer. This includes, but is not limited to vehicles, office space and office equipment.
- Work for an outside employer cannot be performed during normal working hours. Paid vacation leave, personal leave and non-working time, such as lunch periods, can be used.

If an employee accepts a position without notifying his or her employer or accepts a position which poses an actual or potential conflict of interest, the employee may be subject to disciplinary action, up to and including termination.

If an employee holds a secondary position which does not involve private reporting work prior to accepting employment with the State of Illinois, the employee should discuss the secondary position with his or her supervisor to determine if a conflict of interest exists between the two positions. If no conflict exists, the employee may continue secondary employment not involving private reporting work under the conditions listed herein.

However, if a conflict arises or the secondary employment prevents the employee from timely completion of court transcripts, the employee should understand that their primary employment is with the State of Illinois, and that he or she may be required to forfeit the secondary position as a condition of continued employment with the State.

P. POLITICAL ACTIVITIES

Court reporting services employees, shall not:

1. become a candidate for nomination, or election to, or accept appointment to any public office;
2. hold any office in, or solicit funds for any political organization; or
3. publicly endorse, publicly oppose, or solicit funds for candidates for public office.

Except as indicated below, any employee who engages in any of the above activities shall be deemed to have vacated his or her position and shall be discharged.

Employees subject to this policy may request a leave of absence to become a candidate for public office. Such requests shall be made to the Chief Judge and shall not be unreasonably denied. A request for such leave of absence may, however, be denied if the leave would substantially interfere with the operational needs of the courts. Any leave granted under this paragraph shall be without pay.

Q. DRUG-FREE WORKPLACE POLICY STATEMENT

1. Purposes

   The purposes of this policy statement are to:

   a. establish and maintain a safe, healthy working environment for all employees;
   b. reduce the incidence of accidental injury to person or property;
   c. reduce absenteeism, tardiness, and indifferent job performance; and
   d. comply with the Drug Free Workplace Act (30 ILCS 580/1 et seq.).

2. Definitions

   a. alcohol or alcoholic beverage means any beverage that may be legally sold and consumed and that has an alcoholic content in excess of .5% by volume.
   b. controlled substance means a controlled substance as defined in the Illinois Controlled Substance Act (720 ILCS 570/100 et seq.), or cannabis as defined in the Cannabis Control Act (720 ILCS 550/1 et seq.).
   c. mind-altering substance means any substance other than alcohol, controlled substances, or prescription drugs capable of altering the mood, perception,

pain level, or judgment of the individual using it.

3. Scope

The policies contained in numbers 4 through 7 apply while employees are at the work site (including circuit court and/or county vehicles, offices, and parking areas), while performing State of Illinois business, or at any time between the beginning and the end of the employee's workday (including lunch and break times).

4. Controlled Substances

Court Reporting Services policy prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, in the workplace.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, is cause for disciplinary action, up to and including discharge.

5. Alcohol

Court Reporting Services policy prohibits being under the influence of alcohol in the workplace. Being under the influence of alcohol in the workplace is cause for disciplinary action, up to and including discharge.

6. Mind-Altering Substances

Court Reporting Services policy prohibits the use of any mind-altering substance in the workplace. Use of a mind-altering substance in the workplace is cause for disciplinary action, up to and including discharge.

7. Criminal Convictions

Employees must notify the Chief Judge of any criminal drug statute conviction for a violation occurring in the workplace. Such notification must be given to the Chief Judge no later than five (5) days after the conviction.

A conviction under any criminal drug statute for a violation occurring in the workplace is cause for disciplinary action, up to and including discharge.

8. At-Will Employees

Nothing contained in this policy statement shall operate to change, alter, or modify the at-will employment status of any court reporting services employee.

9. Effective Date

The policies set forth in this policy statement are effective immediately upon notice to employees. Each current employee will be given a copy of this policy statement. Later-hired employees will each be given a copy before or at the time of hiring.

R. SEXUAL HARASSMENT POLICY AND PROCEDURES

I. Statement of Policy on Sexual Harassment

It is the policy of the Chief Judges to provide to all court reporting services employees a work environment free of sexual harassment. The Chief Judges prohibit sexual harassment of and by its employees. Sexual harassment is inappropriate, offensive and illegal and will not be tolerated.

Sexual harassment is defined as any unwelcome sexual advances, or requests for sexual favors, or any conduct of a sexual nature when:

a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or,

b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or,

c. such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment , such that the aggrieved party perceived the environment to be abusive and a reasonable person would find the environment to be hostile or abusive.

The Chief Judges direct all supervisory personnel to ensure their workplaces are free of sexual harassment. The Chief Judges shall be responsible for supporting training on sexual harassment prevention and this sexual harassment policy. The Chief Judges shall post and distribute this policy, encourage employees to report sexual harassment incidents and assure employees they do not have to endure a sexually harassing work environment.

A. Sexual Harassment Behavior - Examples

Sexual harassment, as defined above, most frequently involves a man harassing a woman. However, sexual harassment also can involve a woman harassing a man or harassment between members of the same gender. Sexually harassing behavior can include, but is not limited to, the following:

Verbal behavior: negative or offensive comments, jokes, or suggestions about another employee's gender or sexuality, threats related to sexual conduct, repeated unwelcome requests for dates, statements about other employees of a sexual nature, obscene or lewd sexual comments; using slang names or labels that can be considered derogatory or too familiar, such as "honey", "sweetie", "dear", "darling", "boy", "girl", or other terms people may find offensive; or talking about or calling attention to an employee's body or characteristics in a sexually negative or embarrassing way.

Nonverbal behavior: sexually suggestive looks, sexually suggestive or insulting sounds (whistling, catcalls, smacking or kissing noises), or obscene or sexually suggestive bodily gestures.

Physical behavior: unwelcome pats, squeezes, hugs, kissing, pinching, repeatedly brushing against someone's body or actual sexual assault or abuse.

Visual behavior: displaying pictures, cartoons, posters, pinups, calendars, signs, etc., of a nude or sexual nature.

Other behavior that can constitute sexual harassment includes laughing at, ignoring or not taking seriously an employee who experiences sexual harassment; blaming the victim of sexual harassment for causing the problems; continuing the offensive behavior after a co-worker has expressed objection to the behavior; retaliating against an employee who rejects sexual advances by denying promotions or other job related benefits; or, gossiping about or ridiculing a victim or alleged harasser with respect to the alleged harassment.

B. Notification

Employees are encouraged to report incidents of sexual harassment and/or ask questions about conduct that may be considered sexual harassment in confidence and without fear of retaliation. Employees should immediately report incidents of sexual harassment in the manner set forth below. This includes employees who think they have witnessed another employee being sexually harassed. Any employee bringing a good faith sexual harassment complaint or assisting in the investigation of a complaint will not be adversely affected in terms and conditions of employment, nor discriminated against or discharged because of the complaint or assistance.

C. Confidentiality

The disclosure of allegations of sexual harassment shall be restricted to those individuals who have a "need to know." The complaint shall not be discussed with anyone other than those directly involved in the incident or the investigation process. It is as important to protect the confidentiality rights of the alleged harasser as it is the rights of the complainant.

D. Harassment by Non-Employees

With respect to incidents of sexual harassment where the offending individual is not an employee of Court Reporting Services, the appropriate judicial or supervisory personnel shall communicate the alleged conduct to the offending person and/or his or her employer. They shall be informed that the offensive conduct will not be tolerated and that steps must be taken to assure such actions do not occur again.

E. Discipline

Complaints and cases of sexual harassment will be dealt with promptly. Employees who sexually harass others and/or supervisors who knowingly allow such activities to go on, subject themselves to the full range of disciplinary procedures, including reprimand, suspension or discharge, depending on the seriousness and/or frequency of the violations. In the most severe cases, employees are subject to immediate discharge.

F. False and Frivolous Complaints

False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action.

G. Application of Policy

This policy and the procedures set forth herein shall be applicable to all court reporting services employees, whether full-time, part-time, temporary or contractual.

H. Further Information

Any employee who has questions about this policy should contact his or her Chief Judge or supervisor. All inquiries will be handled in strictest confidence.

II. Procedures

A. Initial Step

An employee who believes she or he is sexually harassed may first identify the offensive behavior to the offending party as directly and firmly as possible and request that it stop. Employees are particularly urged to take this step if they believe that the offensive conduct may be unintentional. However, if the employee does not feel comfortable confronting the offending party, or feels threatened or intimidated by the situation, or if the behavior does not cease after a confrontation with the offending party, the matter should be reported as set forth below.

B. Reporting

An employee's complaint of sexual harassment may be reported to his or her immediate supervisor, a higher supervisory authority, Court reporting services employees may file complaints with their immediate supervisor, the presiding judge, or the Chief Judge for the circuit in which the employee is employed.

Notwithstanding the foregoing, any complaint alleging that a member of the judiciary has committed an act of sexual harassment may be filed with the Judicial Inquiry Board at (312) 814-5554. Complaints must be in writing, describing the alleged incident(s) of sexual harassment, the date(s) and time(s) of the incident(s) and any witnesses to the incident(s).

Any complaints of alleged sexual harassment which are received by judicial or supervisory personnel shall be reported to the Chief Judge within seven (7) days, unless the alleged harasser is the Chief Judge.

C. Investigation

When an appropriate authority has received a complaint alleging sexual harassment, he or she shall promptly initiate an investigation of the complaint. The investigation may be conducted by the judicial or supervisory authority receiving the complaint or by an individual he or she has designated to conduct the investigation.

The complainant shall be assured of confidentiality in the investigation to the extent possible. The complainant should be made aware that in order to investigate the complaint to its fullest extent, it may be necessary to make his/her name known and/or necessary for the complainant to confront the alleged harasser. Disclosure of the allegation of sexual harassment shall be restricted to individuals who have a "need to know" in order to conduct a proper investigation.

The investigation shall include the following steps:

1. The investigating party shall conduct an interview with the employee registering the complaint. The intent of the interview is to determine a true and complete account of the complaint. The following information should be sought in the interview: severity of conduct; the number and frequency of acts of alleged harassment; the apparent intent of the alleged harasser; the relationship of the parties; the response of the complainant at the time of the incident(s); and the relevant work environment.

2. To the extent practicable, the investigating party shall interview all other individuals who witnessed or may have witnessed the incident or who may have knowledge of the incident.

3. The investigating party shall interview the alleged harasser and inform the individual that a complaint has been made against him or her. The individual shall be informed that the incident is not to be discussed with co-workers and that retaliatory action against the complainant will not be tolerated.

4. To the extent practicable, the investigating party shall review any other relevant information or evidence and/or interview any other relevant witnesses.

5. The investigating party shall make a written record of the interviews and any other aspects of the investigation.

6. The investigating party shall prepare a written summary of the findings of the investigation and, in appropriate cases, any recommendations for discipline.

7. The findings of the investigation shall be reported to a supervisor of the alleged harasser for appropriate action.

D. Disciplinary Action

The supervisor receiving the report of the investigation shall review the report and make a determination as to whether the individual charged has committed sexual harassment, and, if so, determine and impose the appropriate discipline. Where required by a collective bargaining agreement, the discipline will be imposed pursuant to the relevant provisions of the collective bargaining agreement. The discipline imposed shall reflect the severity of the improper conduct, taking into consideration the nature of the conduct, the frequency of the conduct, the relationship of the parties involved, the intent of the offending party, and any other relevant matters.

Available discipline for sexual harassment includes, but is not limited to, verbal reprimand, written reprimand, transfer, reassignment of duties, demotion, suspension or discharge. In the most severe and blatant cases of sexual harassment, the offending employee may be immediately discharged.

In all cases, the complainant shall be notified of the results of the investigation and the discipline imposed, if any.

III. Appeals

A. Any party seeking an appeal of a sexual harassment investigation and/or discipline

imposed shall transmit a written Notice of Review to the supervisor ruling on the complaint within seven (7) days of the ruling, with a copy of the Notice to all interested parties.

B. The supervisor ruling on the complaint shall, within ten (10) days of receiving the notice, transmit a copy of the Notice to the Chief Judge, by letter of transmittal with copies to all interested parties, and shall include:

1. The written record of interviews and any other aspects of the investigation as provided in paragraph (II)(C)(5) of this policy;

2. The written summary and recommendations of the investigating party as provided in paragraph (II)(C)(6) of this policy; and

3. The findings of the supervisor ruling on the complaint, together with the disciplinary action imposed, if any, and the reasons therefor.

C. Within seven (7) days of the date of the supervisor's transmittal letter, all interested parties may submit written comments, together with case law, if appropriate, to the Chief Judge, with copies to all interested parties and the supervisor ruling on the complaint.

D. The findings of fact and conclusions of the supervisor hearing the complaint shall be held to be *prima facie* true and correct.

E. Within thirty-nine (39) days of receiving the supervisor's transmittal letter, the Chief Judge shall, after review of all reports, summaries, comments and findings, enter a written order:

1. Affirming or reversing the supervisor in whole or in part;

2. Remanding the matter back to the supervisor for further investigation and/or hearing; or

3. Affirming the finds of fact and conclusions, but increasing or decreasing the discipline imposed, if any, under paragraph (II)(D) of this policy.

F. The Chief Judge or his/her designee shall transmit the written order as provided in paragraph (III)(E) of this policy to the supervisor and all interested parties.

S. COMPENSATION/GIFTS/GRATUITIES

Employees may not directly or indirectly request or accept any gift, favor, service, loan or hospitality for themselves or others under circumstances that might reasonably be construed to influence the performance of their official duties for the State of Illinois. If circumstances make it impossible to refuse a gift (for example, it is received by mail) the employee must write a brief letter to the donor indicating that policy prohibits the acceptance of the item(s). The letter and item(s) must be given to a supervisor, who will arrange for returning them to the donor.

Employees may accept nominal courtesies extended in a spirit of hospitality such as lunches at meetings, conferences, seminars, etc., which are considered to be customary or accepted business

practices. Employees may also accept certificates, plaques, cups or similar mementos awarded for contributions to government, civic, athletic, recreational, social, fraternal, professional, religious or comparable activities provided the value of the item is not in excess of $50. This policy is not intended to prevent court reporting services employees and individuals from socializing as long as any services, favors or hospitalities extended are those normally extended between friends.

T. ARREST OR CRIMINAL INDICTMENT

At the Chief Judge's discretion, the arrest or criminal indictment of an employee under one of the following circumstances, may be grounds for disciplinary action up to and including discharge.

1. The arrest or criminal indictment resulted from an employee's conduct in the course of employment duties including a failure to perform such duties, or
2. The incident occurred on or proximate to state premises and as a result of the employee's conduct thereon, or
3. The nature of the charge(s) raises reasonable doubt concerning the employee's suitability for continued employment.

The Chief Judge may, at the request of the employee, place the employee on leave without pay pending a final court determination of innocence or guilt or pending further investigation.

U. PRIVACY POLICY

The Chief Judges respect the privacy of their employees. At the same time, however, reasonable measures must be taken to maintain security. The Chief Judge of each circuit or his/her designee reserves the right to inspect and search any person entering or leaving work sites, including any briefcase, purse, lunch box, vehicle, package, backpack or other personal belongings brought into or carried from the facility. The Chief Judge also reserves the right to search circuit or county owned property and equipment (i.e. computers, filing cabinets and desks) at any time and without notice. Any stolen items, drugs, weapons or other contraband found in such a search may result in discipline, up to and including immediate termination.

The Chief Judges are concerned with employee off-duty behavior only when it affects the employee's ability to perform the job or affects the reputation of the court in a negative manner. Only when the court's legitimate interests are substantially injured by an employee's off-duty behavior will that behavior result in disciplinary action.

V. EMPLOYEE ASSISTANCE PROGRAM

The EAP can help identify issues such as:

- Drug/alcohol abuse
- Marital problems
- Depression

- Aging parent issues
- The EAP serves employees and their families by providing information, advocacy, support and access to high-quality mental health and chemical dependency treatment programs, as well as community resources for various other personal issues. The State of Illinois and the Chief Judges are invested in the health and well-being of all their employees, and through the EAP, shows its commitment to helping individuals address personal issues which may affect their quality of life.

The Employee Assistance Program (EAP) is a free benefit offered by the State of Illinois to employees and their eligible dependents covered under the State of Illinois Employees Group Insurance Act.

The Employee Assistance Program (EAP) is administered by Magellan Behavioral Health. To obtain assistance, all eligible employees and their dependents may access the Employee Assistance Plan (EAP), 24 hours a day, seven days a week by calling toll-free 1-866-659-3848.

W. WORKERS' COMPENSATION/EARLY INTERVENTION PROGRAM

All employers are required by law to maintain accurate records of occupational illnesses and injuries that occur at work sites. This includes any injury that occurs on work premises or in the commission of an employee's work. This also includes minor injuries that may not involve medical treatment or time off from work. It is illegal for an employer to discriminate against an employee in any way for exercising his or her rights under the Illinois Workers' Compensation and Occupational Diseases Acts.

An employee who is injured or suffers an occupational illness on the job should:

- Call the Tristar Risk Enterprise Management, Inc. toll-free Injury Reporting Hotline, 1-855-495-1554, immediately after the related injury or illness occurs. Notify your immediate supervisor and file an official report with the Office of the Comptroller, Workers' Compensation (see page 3, Contact Information).
- Be able to provide information regarding your injury, symptoms of your illness, and return to work prognosis when Tristar Risk Enterprise Management, Inc. contacts you.

While an employee is on a leave due to an occupational illness or injury, paid leave benefits do not accrue. The employee's continuous service date remains unchanged.

X. RESIGNATION NOTIFICATION

When employees choose to resign from employment with the State of Illinois, they must submit their written resignation to the Chief Judge who shall provide a copy to Court Reporting Services. It is customary to give at least two weeks notice of the intention to resign unless an emergency is involved. Individuals terminating their employment with the State of Illinois must return all property, keys, identification cards and any other state, circuit or county property to their immediate supervisor prior to departing.

IV. EMPLOYMENT POLICIES FOR NON-UNION EMPLOYEES

A. HOURS, ATTENDANCE AND TIME SHEETS

Court reporting services employees will observe hours as determined by the Chief Judge of their circuit. A workweek shall consist of a minimum of 35 hours worked per week. Court reporting services employees serving the courts shall be assigned a work schedule.

Any employee who is not available to work as scheduled, will be late for work or unable to report to work, must contact his or her supervisor as soon as possible. Absences other than emergency situations should be scheduled in advance. Excessive tardiness and/or absenteeism may be cause for disciplinary action.

Court reporting requires a high degree of concentration, mental alertness and physical stamina. The performance of even the most highly skilled individual can be diminished by stress, fatigue or distraction, potentially affecting the accuracy of the record. Accordingly, in establishing court reporting services employees' work assignments, and in the daily conduct of court proceedings, judges shall adopt a schedule which incorporates reasonable work hours and an appropriate number of relief breaks.

If court is adjourned early, an employee is required to complete his or her scheduled work hours at the courthouse unless the approval of the supervisor is sought and granted. Occasionally, matters may arise causing the court to reconvene, in which case it is necessary that the employee be available. When requested by the judge, court reporting services employees must also be present on the days that court is not ordinarily held, such as Saturdays, Sundays or holidays.

Each court reporting services employee is required to complete a time sheet showing hours worked (see Appendix D). These time sheets serve as certification of the employee's presence or absence from work, as well as identify the nature of any used leave benefit. The time sheet shall be completed and signed by the employee and submitted to the employee's supervisor. A court reporting services employee who has worked approved overtime and is eligible for compensatory time pursuant to the Compensatory Time Policy must also complete a weekly time record documenting hours worked.

Any revisions to time sheets must be accompanied by written justification by the employee identifying the reason for such revision. The employee's supervisor is required to approve or deny any requests for such revisions.

The supervisors shall verify the information received from the employee against the work schedule and leave benefits available before submitting the information to Court Reporting Services.

B. OVERTIME

A workweek shall run from Monday through Friday. Normal weekly work schedules assigned to court reporting services employees by the Chief Judge of each circuit shall not exceed 40 hours per week. The salary paid to full time court reporting services employees is for all hours worked up to a maximum of 40 hours per workweek.

However, in certain circumstances, it may be necessary for a court reporting services employee to work more than 40 hours in a workweek or on a Saturday, Sunday or holiday. All hours worked in employee status exceeding 40 hours in a workweek or a Saturday, Sunday or holiday are considered overtime and shall be subject to the compensatory time policy. The following compensatory time policy is adopted to comply with the Fair Labor Standards Act of 1938 (29 U.S.C. § 207).

C. COMPENSATORY TIME POLICY

1. Compensatory time shall be provided for all overtime hours worked by court reporting services employees which are hours worked in excess of 40 in a workweek or for hours worked on a Saturday, Sunday or holiday. Compensatory time shall be provided at the rate of one and one-half times the number of overtime hours worked. Compensatory time off means hours during which an employee is not working and which are not counted as hours worked during the applicable workweek taken for purposes of overtime compensation.

   Example 1: Employee works 42 hours in a workweek. Two hours of overtime have been worked. The employee shall receive 3 hours of compensatory time off.

   Example 2: Employee works four hours on Saturday. Four hours of overtime have been worked. The employee shall receive six hours of compensatory time off.

2. Hours worked in a workweek outside the assigned normal weekly work schedule on transcript preparation for which court reporting services employees receive separate compensation by page rate are not counted toward the 40 hour workweek. However, any hours worked listening to electronically recorded proceedings required for the preparation of transcripts, whether separate compensation by page rate is received or not, shall be considered hours worked and counted toward the 40 hour workweek.

3. Time off in a workweek for holidays, sick leave, vacation leave, personal leave, the use of accumulated compensatory time or any other leave shall not be counted in calculating compensatory time.

4. Court reporting services employees shall not work any overtime (hours in excess of 40 in a workweek or a Saturday, Sunday or holiday) without the express written authorization of the judge or supervisor. When unexpected extended court sessions occur, a verbal approval by the trial judge shall be followed by the written authorization (Appendix E).

5. Court reporting services employees must complete and sign an Employee's Weekly Time Sheet to Report Overtime Hours when overtime hours occur, or when any compensatory time is earned or used (see Appendix F). The weekly time record shall document all hours worked in the week by the court reporting services employee, including the overtime hours. The time sheet shall be signed by the Chief Judge or his or her designated representative and a copy shall be maintained by the Chief Judge with a copy of the overtime authorization attached.

6. The Chief Judge for each circuit shall maintain records both of the actual overtime hours worked by each court reporting services employee, the accumulated compensatory time available to each employee and any compensatory time off used by an employee during the workweek. Copies of the Monthly Employee Overtime Record for court reporting services employees shall be forwarded each month, by the 10th of the month, to Court Reporting Services (see Appendix G).

7. Court reporting services employees who have accrued compensatory time shall be permitted to use such compensatory time within a reasonable period after making the request. Requests to use compensatory time shall be made to the Chief Judge of the circuit and shall be honored unless to do so would unduly disrupt the court's operation.

8. Court reporting services employees with accumulated compensatory time are encouraged to use earned compensatory time within 30 days of its accrual. Ideally, compensatory time will be used as it is earned and shall never exceed 18 hours accumulation (12 hours of overtime worked).

9. Should a court reporting services employee accumulate 18 hours of compensatory time (12 hours of overtime worked), the Chief Judge shall develop a plan for the employee to use the earned compensatory time and attempt to prevent similar excessive overtime to occur in the future.

10. Court reporting services employees shall not be allowed to accumulate more than 24 hours of compensatory time (16 hours of overtime worked). Should a court reporting services employee accumulate 24 hours of compensatory time, the Chief Judge shall direct the employee's use of the accumulated compensatory time in a manner which will not unduly disrupt the court's operation.

11. Time spent in travel to a work location other than the court reporting services employee's headquarters may, in certain circumstances, be considered as hours worked during a workweek. Such hours shall also be subject to overtime and the compensatory time policy.

    a. Residence and Headquarters. Time spent in travel between a court reporting services employee's residence and headquarters is never considered hours worked and is not eligible for mileage reimbursement or compensatory time.

    b. Residence and Temporary Work Location. Time spent in travel between a court reporting services employee's residence and a temporary work location (and from the temporary work location back to the residence) shall be considered hours worked provided the employee does not pass through his/her city of headquarters in travel to the temporary work location. This travel is eligible for compensatory time off in the event the employee works more than 40 hours in the workweek. Should the employee travel through his/her city of headquarters while traveling between his/her residence and a temporary work location, subsection © of this paragraph shall apply.

    c. Headquarters and Temporary Work Location. Time spent in travel between

a court reporting services employee's headquarters and a temporary work location (and from the temporary work location back to headquarters) shall be considered hours worked. This travel is eligible for compensatory time off in the event the employee works more than 40 hours in the workweek.

12. It is preferred that court reporting services employees utilize all unused compensatory time prior to their separation from employment. If this is not possible, any unused earned compensatory time will extend the effective date of the employee's separation by the amount of unused compensatory time.

Questions concerning overtime hours worked or the compensatory time policy and its application should be directed to either the court reporting services employee's Chief Judge, supervisor or Court Reporting Services.

D. HOLIDAYS

The Supreme Court establishes the holidays observed by the judicial branch. In addition to those holidays, the Chief Judge in each circuit may declare a court holiday in any county in the circuit when the court facilities in that circuit or county are otherwise closed for the observance of a holiday not designated by the Supreme Court.

In the event the court facilities in a circuit or county are to remain open on one or more of the holidays, the Chief Judge of the circuit in which that situation occurs may disregard the listed holiday and declare the court open on that day.

In order to be eligible for holiday pay, employees must work their last regularly scheduled workday immediately preceding and their first regularly scheduled workday immediately following the holiday, unless they are excused in writing by the administrative authority from compliance with this requirement. Excuses shall be granted for pre-approved vacation, personal and sick leave, or other pre-approved leave with pay. Excuses may be granted for other reasons at the discretion of the Chief Judge. Employees who are not excused as provided above are considered ineligible for holiday pay.

The following holidays are generally observed by judicial branch employees:

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
Lincoln's Birthday	Veteran's Day
Washington's Birthday	Thanksgiving Day
Memorial Day	Day following Thanksgiving Day
Independence Day	Christmas Day

E. LEAVE POLICIES AND SCHEDULES

1. Vacation

An employee shall earn vacation days at a rate based upon the employee's length of continuous service. The employee must be in pay status at least one-half of the work days in a month to earn vacation for that month. No employee on an unpaid leave of absence may earn vacation time.

Vacation days are awarded for the calendar year as follows:

Years of Service	Vacation Days Awarded
0-5	10
6-9	15
10-14	17
15-19	20
20-25	22
26+	25

Vacation time is earned monthly according to the following schedule and is awarded on January 1st of each year before it is actually earned. Employees are not allowed to borrow vacation days from the next calendar year.

	10 days	15 days	17 days	20 days	22 days	25 days
January	0.5	2	2	2	2	2.5
February	1	1	1	2	2	2
March	1	1	2	2	2	2
April	0.5	1	1	1	1	2
May	1	2	2	2	2	2
June	1	1	1	1	1	2
July	0.5	1	2	2	2	2.5
August	1	1	1	2	2	2
September	1	2	2	2	2	2
October	0.5	1	1	1	2	2
November	1	1	1	2	2	2
December	1	1	1	1	2	2

An employee may carry over vacation days into the next calendar year, however, the number of days carried over may not exceed the number of days which were awarded in the previous calendar year per the employee's length of service. All unused vacation days that exceed the maximum carry-over amount will be forfeited.

Part-time or job-sharing employees shall earn vacation on a prorated basis according to the vacation accrual schedule set forth in this policy, providing the employee works at least 50%

of the regular work days in a month as determined by the Chief Judge.

An employee is considered in a "transition year" if they will reach a higher vacation earning schedule during the calendar year based on his/her continuous service date. In a transition year, an employee will be awarded vacation days pursuant to the previous vacation schedule until the month of his/her continuous service date and then earn on the higher vacation schedule for the remainder of the calendar year.

Vacation leaves must be approved by the administrative authority prior to being taken. In establishing vacation schedules, the administrative authority shall consider both the employee's preference and the operating needs of the court.

Employees may only take vacation leave in one-half or whole day increments.

Upon termination of employment, and provided the employee is not employed in another position with Court Reporting Services payroll within four (4) days, an employee is entitled to receive a lump-sum payment for the equivalent value of unused and earned vacation days pursuant to the monthly schedule. If the employee has used more vacation days than earned on the date of their termination, payroll reimbursement for those days will be deducted from the employee's final pay warrant. If the employee's final pay warrant is not sufficient to cover used/unearned vacation time, the employee must reimburse the State for the remaining balance owed.

The lump-sum payment for unused vacation days shall not extend the effective date of termination by the number of vacation days represented in the lump-sum payment. Upon the death of a State employee, the lump-sum payment for unused vacation days shall be paid to the employee's estate or other person entitled to the payment under the Probate Act.

The Chief Judge will maintain a vacation record for each employee showing time earned, time used, time forfeited and the available balance. Vacation records will be reviewed with records maintained by Court Reporting Services, audited at the close of the calendar year and will be adjusted in accordance with this policy.

2. Sick Leave Policy

a. General Provisions

All full-time court reporting services employees, except those in temporary or contractual status or on certain types of leave, shall accumulate sick leave credits for each month of service, for a maximum of twelve (12) days per calendar year. Part-time employees shall be eligible for sick leave benefits on a prorated basis providing the employee works at least 50% of the work days in the month.

Sick leave will be awarded on January 1st of each year for the year, which assumes the employee will be in paid status for the entire year. New employee benefits will be prorated and awarded upon employment based on the month they are hired.

The Chief Judge's office will maintain a sick leave record for each employee. Sick leave records will be reviewed with records maintained by Court Reporting Services, audited at the close of the calendar year and will be adjusted in accordance with this policy.

The Chief Judge, at his or her discretion, may allow a court reporting services employee to

"make up" a maximum of two hours for time taken off work for medical appointments rather than require the use of sick leave. Requests to make up time and the suggested date(s) and time(s) that the employee will work to make up time to cover the absence, must be approved by the supervisor prior to the absence.

The use of sick leave may be requested when it is necessary for the employee to be absent from work due to their own or an immediate family member's illness, injury or doctor/dental appointments. An employee should request approval of sick leave in advance of the time it will be used, except when the use of unscheduled sick leave is necessary because of a sudden illness or medical emergency. An employee must notify the supervisor or other designated person prior to the start of the work day of an absence due to a sudden illness or medical emergency.

The Chief Judge may require documentation to substantiate that such sick days were used for the purposes set forth herein in cases of chronic use of sick leave. Chronic use of sick leave is defined as three (3) or more sporadic and/or consecutive sick days within a four week period.

Employees may only use sick leave in one-half or whole day increments. Sick leave cannot be used for occupational illnesses and injuries that are eligible for workers' compensation benefits.

Sick leave time is not compensable at the time of the employee's termination of service, but the time may be used to establish State Employees' Retirement System credit as provided in the Illinois Pension Code.

b. Extended Sick Leave of Absence

If it is necessary for an employee to be absent from work for three (3) or more consecutive working days because of a non-occupational illness or injury, an employee may be granted extended sick leave upon providing medical documentation of the illness or injury.

When an extended sick leave of absence is requested due to an immediate family member's illness or injury, a physician's statement or medical documentation is required. Sick leave for a family illness shall not exceed twelve (12) days in a calendar year.

An employee requesting to use sick leave for an extended absence may be required to execute consent forms and see an independent doctor designated by the Chief Judge. The cost for the independent doctor will be borne by the State of Illinois. The independent doctor will evaluate the medical conditions of the employee and make a recommendation to the Chief Judge as to the extent of the illness and the ability/inability of the employee to perform her/his normal work responsibilities. If the independent doctor finds that the employee can perform normal work responsibilities, the employee, with the approval of the administrative authority, will have the option of using either vacation leave, personal leave or unpaid leave days for the extent of the illness.

Under these circumstances where an extended sick leave is disallowed, the employee has ten (10) working days to communicate to the administrative authority the preference in which her/his time will be accounted. If no communication is received from the employee, the administrative authority will determine the method by which the time is accounted.

Additionally, if any employee fails to provide proper documentation of illness or injury when required by this policy, the administrative authority may also determine the method by which the time is accounted.

c. Sick Leave for Maternity Purposes

After utilizing maternity/paternity leave, sick leave may be used for additional maternity leave time. When sick leave is used for maternity purposes, the following presumptions will be assumed in the absence of a physician's statement to the contrary:

- In cases of normal (vaginal) delivery, the presumptive recovery period is six (6) weeks;
- In cases of delivery by Cesarean section, the presumptive recovery period is eight (8) weeks.

If an employee who is utilizing sick leave for maternity purposes cannot return to work within the time limits specified above, she must provide a physician's statement to the administrative authority as soon as possible. The physician's statement should explain the reason for delay in returning to work and the approximate date of return.

All other provisions of the extended sick leave of absence also apply when used for maternity purposes.

3. Sick Leave Bank

Court Reporting Services has established a sick leave bank for use by participating employees who have exhausted all other paid leave due to an illness or injury which is considered catastrophic in nature. The purpose of the sick leave bank is to allow employees to share their sick days with co-workers who do not have enough sick days of their own to deal with a catastrophic illness or injury. The following are the sick leave bank rules:

1. The sick leave bank shall be open to all permanent full-time and part-time employees and is entirely a voluntary benefit.
2. An employee must deposit at least one (1) sick day in the sick leave bank in order to be a member.
3. Once an employee has contributed sick days to the sick leave bank, he or she shall not be able to withdraw the contribution for any reason.
4. An employee must retain at least five (5) sick days in his or her own sick leave account in order to donate days.
5. A participating employee may only use the sick leave bank for his or her own illness.
6. A participating employee must use up all accrued vacation, personal days, sick leave, compensatory time and/or any other paid leave benefit before using the sick leave bank.
7. An employee may only use the sick leave bank for a catastrophic illness or injury. A catastrophic illness or injury shall be defined as a life-threatening condition or a severe illness or injury of other catastrophic proportions.

8. The Chief Judge of the circuit shall evaluate whether or not a particular illness or injury is considered to be "catastrophic" as defined above.

9. The Chief Judge may grant a participating employee up to a maximum of thirty (30) days out of the sick leave bank in a rolling twelve (12) month period.

10. A participating employee must have been a member of the sick leave bank for thirty (30) days prior to utilizing the sick leave bank benefit.

11. An employee may voluntarily enroll at any time, provided he or she meets the qualifications for membership by applying to their Chief Judge's office.

12. An employee may contribute as many sick leave days as he or she wishes to the sick leave bank as long as five (5) sick leave days are retained in the contributing employee's personal account.

13. Each circuit shall maintain a list of participating employees showing the number of days contributed by each member and the number of days each member has used in the rolling twelve (12) month period.

14. Participating employees who transfer from one circuit to another shall be able to transfer their participation in the sick leave bank.

15. An employee whose injury or illness is compensable under the Workers' Compensation Act or Workers' Occupational Diseases Act shall not be eligible to use sick leave bank days for such illness or injury.

16. Upon termination, retirement or death, neither a participating employee nor the participating employee's estate shall be entitled to payment for unused sick leave.

17. The circuit shall forward sick leave bank documentation to Court Reporting Services at any time when days are added to or requested to be used from the sick leave bank.

4. Personal Leave

On January 1st of each year, employees will be granted three (3) personal leave days. For new hires, the days will be prorated and granted at the rate of ½ day for every two months of service in the calendar year. Employees will not be paid for any unused personal days at termination, nor will employees be charged for used personal days prior to termination. Personal days will be used in full or half day increments. There will be no carryover of personal days into the next calendar year

5. Maternity/Paternity Leave

Qualified employees who become parents are eligible for fifteen (15) paid work days as maternity/paternity leave. This leave is limited to one per family per calendar year. For multiple births or adoptions, only one leave may be taken. Either the father or mother may take this leave, but not both, if both are employed by the State of Illinois.

This leave is for consecutive workdays and may not be staggered or broken up over a period of time. Use of this time shall occur during the first fifteen (15) work days following the birth or adoption of a child unless other arrangements are made and approved by the Chief Judge. This leave shall run concurrently with any Family and Medical Leave Act benefits for which an employee may be eligible.

For the purposes of this policy, a qualified employee is defined as follows:

a. an employee who submits to the Chief Judge's office a certification of pregnancy and expected due date signed by a physician;

b. an employee who, because of medical emergency, is unable to submit a certification of pregnancy and expected due date signed by a physician as specified in (A) above, but who submits a certification as soon as reasonably practicable from a physician stating the nature of the medical emergency; or

c. an employee who submits to the Chief Judge's office as soon as reasonably practicable, documentation (court order, adoption agency forms, etc.) relating to the adoption of a child and showing the date of the adoption.

Court Reporting Services should be forwarded any pregnancy certification or adoption information received by the Chief Judge's office, and additionally notified of the leave date once the leave begins. If additional paid or unpaid leave time will be used in combination with maternity/paternity leave, a projected attendance record should be provided to Court Reporting Services as soon a possible.

6. Unpaid Leaves of Absence

a. General Provisions

When an employee has used all eligible paid leave time, he or she may request an unpaid leave of absence. Unpaid leaves of absence should be requested on a Leave of Absence form and submitted with a projected attendance record. Supervisors should monitor employee leave balances and notify Court Reporting Services at least 14 days prior to an employee exhausting their paid leave time if he or she is on an extended leave of absence. If prior notice of unpaid leave is not possible, it should be reported to Court Reporting Services immediately by fax or email even if the proper forms have not yet been returned by the employee.

During an unpaid leave, the employee is removed from the payroll. Member-paid portions of insurance premiums are bill directly to the employee by the Department of Central Management Services (CMS). If the leave is for personal reasons, the state-paid portion of the insurance premium will also be billed directly to the employee. Failure to pay insurance premiums in a timely manner may result in an interruption of insurance benefits and/or an involuntary withholding of premium payments. Employees on unpaid leave have the option, within 60 days of beginning unpaid leave, to drop dependant insurance coverage, drop or reduce optional life insurance coverage, or waive insurance coverage completely.

Employees on unpaid leaves do not accrue vacation or sick leave benefits. If you have any questions about your insurance options and responsibilities while on an unpaid leave of absence, contact the Comptroller payroll division (see Contact Information, Section I). If an employee does not return to work within five (5) days of the reported return date and does not provide a request for an extension of leave time, this may be considered job abandonment and grounds for dismissal. The maximum period that an employee may remain on unpaid leave is one year. If an employee is unable or unwilling to return within the permitted time frame, it may be cause for discharge.

When an employee is on unpaid personal leave on a sporadic basis, on the 31st unpaid leave

day in one fiscal year, CMS will bill the employee for one month of member and state portions of the insurance premiums. Additionally, the employee's vacation leave, sick leave and continuous service date will be adjusted accordingly.

Upon return from unpaid leave, an employee will have his/her leave benefits and continuous service date adjusted for all time not classified under FMLA.

b. Unpaid Medical Leave of Absence

If an employee uses all accumulated paid sick leave due to a non-occupational illness or injury, the employee may qualify for unpaid leave under the Family and Medical Leave Act (FMLA) or request unpaid medical leave. The employee may be eligible for non-occupational disability benefits under the provisions of the State Employees' Retirement System for leave extending beyond the maximum FMLA or unpaid medical leave time.

Employees on unpaid medical leaves must submit a physician's statement to support their leave requests. The physician statement must include either a follow up appointment date or a return to work date. If an employee on unpaid medical leave does not provide the necessary documentation, the leave will then be classified as an unpaid personal leave.

c. Unpaid Personal Leave of Absence

An employee may request approval for an unpaid personal leave of absence for reasons such as family illness, extended maternity, or other personal reasons. An employee may also be involuntarily placed on an unpaid personal leave of absence when the proper request forms or documentation have not been provided to substantiate an unpaid medical leave of absence or unpaid FMLA leave. Unpaid personal leave may not be requested until the employee has exhausted all vacation and personal leave. When an employee is involuntarily placed on unpaid personal leave, vacation and personal leave time do not need to be utilized first.

7. Bereavement Leave

Leave with pay is granted to employees for death in the immediate family from the date of death up to and including the day of the funeral. This leave may not exceed four (4) days. For purposes of bereavement leave, the definition of immediate family is extended to include parents, siblings, children, adoptive individuals, "in-law" individuals, step-children, step-parents, grandparents, grandchildren, and the parent of the employee's minor child(ren) whether or not residing in the employee's household.

In addition, an employee may be allowed one (1) day paid leave to attend the funeral of a close relative who is not an immediate family member. This leave must be approved by the administrative authority.

8. Family and Medical (FMLA) Leave

The Family and Medical Leave Act of 1993 (FMLA) provides eligible employees up to 12 weeks of unpaid leave in a rolling 12-month period. “Eligible employees” are those who have worked for the State of Illinois for at least 12 months prior to the time of the leave request (not necessarily successively), and who have worked for at least 1,250 hours in a position within Court Reporting Services during the previous 12-month period. Family leave may be provided to eligible employees for the following reasons:

- Childbirth, adoption and foster care. This entitlement expires 12 months

from the date of birth or placement.

- Caring for a child, spouse, or parent who has a serious health condition.
- The inability of the employee to perform the functions of his or her job due to the employee's own serious health condition.

FMLA is not a paid leave benefit unless the employee utilizes accrued leave time in conjunction with FMLA leave. An employee is required to use paid sick leave concurrently with FMLA benefits in the case of the employee's own serious health condition for any portion of the 12 weeks. An employee may also choose to use accrued vacation and personal time during FMLA, but shall not be required to use this time prior to going on an unpaid FMLA leave.

In no instance may the total FMLA leave, paid and unpaid portions, extend beyond 12 weeks in a rolling 12-month period. (A "rolling" 12-month period is measured backwards from the date an employee uses any FMLA leave.) Any other paid leave time used as part of a qualified FMLA leave may also be counted as part of the 12 week allowance.

The employee must notify the Chief Judge at least 30 days prior to the date of the leave request for foreseeable leaves of absence. If 30 days advance notice cannot be given, the employee must provide notice within a practicable period of time.

An employee taking FMLA leave will be offered the same or equivalent job upon returning to work.

Vacation days, as well as sick leave benefits, do not accrue during the time the employee is on unpaid FMLA leave. The employee's state-paid basic health coverage will continue to be paid by the state during FMLA leave. Employees will continue to pay their own member portion and any optional or dependent coverage in effect at the time of the leave. The employee's continuous service date does not change during FMLA leave.

A Leave of Absence Request form should be completed by the employee, submitted along with any necessary medical documentation to be approved by the Chief Judge, with a copy forwarded to Court Reporting Services. Court Reporting Services should be notified prior to the beginning of the leave so that proper FMLA notification may be provided to the employee.

9. Educational Leave Policy

Court reporting services employees may request up to two (2) education days for training other than the annual court reporting services seminars held by Court Reporting Services. The following requirements must be met for an approved education day(s):

- Employees requesting education days must submit the training agenda and receive prior approval from the Chief Judge to attend the training. The attendance sheet should identify an 'O' for the day of training, with a notation in the comments section referencing the employee's attendance at an approved seminar.
- Training must be job-related and awarded continuing education credit by the Illinois Department of Professional Regulation or the National Court Reporters Association.
- The employee must successfully complete the training course. A copy of a

certificate of completion or continuing education credit must be maintained by the administrative authority.

- Mandated cases shall have adequate coverage for the day(s) that a reporter is on educational leave. Per diem services cannot be used to allow a reporter to attend training.
- Court Reporting Services is not responsible for the payment of any registration fees or travel expenses incurred, although the employee may use training time for necessary travel to the training location.
- Any time taken for training may not be included as hours worked nor used in the calculation of compensatory time for that week.
- Any request for variance to this policy must be submitted to the administrative authority in writing prior to the employee participating in training.

Employees who are unable to meet all the above requirements for educational leave will be required to use vacation, personal leave or accrued compensatory time for educational training.

10. Professional Recruitment and Promoting Days

Court reporting services employees may request time off work to promote the court reporting profession and/or to perform approved recruitment activities for the circuit. The employee should submit a request in writing to their Chief Judge's office with a description of recruiting/promotional activities, including the location and time of the event(s), and the type of audience (i.e. high school students, junior college, etc.).

The attendance record should be marked 'O' with a comment that the employee attended an approved recruitment day.

11. Jury Duty/Work-Related Subpoena

Full-time or part-time, regular employees called for jury duty or subpoenaed by any legislative, judicial or administrative tribunal for work-related purposes, shall be allowed time away from work with pay for such reasons.

Upon receiving the sum paid for serving as a witness or on a jury, employees shall submit the warrant, or its equivalent, to the Office of the Comptroller to be returned to the fund in the state treasury from which the original payroll warrant was drawn. If part of the sum received includes serving during a time when employees were not scheduled to report to work, employees may retain that portion of the warrant. Employees may also retain any portion of pay that covers items such as mileage and parking reimbursement.

An employee may elect to fulfill such call or subpoena by taking vacation leave, leave without pay or compensatory time if approved by the Chief Judge or designee. Under these circumstances, an employee is allowed to retain the sum paid for jury service or as a witness fee.

Employees on a temporary status shall be allowed time off without pay for such purpose and shall be allowed to retain the reimbursement received for such services. Employees must

report to work during regularly scheduled hours upon being excused from jury duty or released as a witness.

Chief Judges will not ask that employees be excused from jury duty except in cases of real necessity. Chief Judges should request that employees be excused from jury duty in those instances where their services are required to meet essential work schedules and where the courts or public interests are better served by the employees remaining at work.

Employees must notify the Chief Judge or designee as soon as possible when called to jury duty or upon being subpoenaed.

Employees who receive a subpoena to appear in personal, non-work related litigation must use available paid leave time (excluding sick leave) or be placed on a leave without pay status.

12. Military Leave of Absence Act

Illinois statute 5 ILCS 325/1 requires that any full-time court reporting services employee who is a member of any reserve component of the United States Armed Forces or of any reserve component of the Illinois State Militia shall be granted leave from employment with the State of Illinois for any period actively spent in such military service, including:

- basic training;
- special or advanced training; and
- annual training (up to 10 days per year).

During such leaves, the employee's seniority and other benefits shall continue to accrue.

During leaves for annual training, the employee shall continue to receive his or her regular compensation as a court reporting services employee. During leaves for basic training and up to 60 days of special or advanced training, if such employee's compensation for military activities is less than his or her compensation as a court reporting services employee, he or she shall receive his or her regular compensation as a court reporting services employee minus the amount of his or her base pay for military activities.

13. Disaster Service Volunteer Leave Act

According to 5 ILCS 335/3, the Disaster Service Volunteer Leave Act, employees who are certified disaster service volunteers of the American Red Cross may be granted leave with pay by their administrative authority to participate in specialized disaster relief services upon the request of the American Red Cross. Leave with pay may be granted for not more than 20 work days in any 12-month period without loss of seniority, vacation time, sick time and if applicable, earned overtime, compensatory time or personal days. Employees will be compensated at their regular rate of pay for those regular work hours during which employees are absent from work.

14. Voting

According to Illinois statute 10 ILCS 5/17-15, any employee entitled to vote at general or special election or at any election at which propositions are submitted to a popular vote in this State, shall, on the day of such election, be entitled to a leave period of two (2) hours

between the time of opening and closing the polls to vote without penalty. The employee must request this leave prior to the day of election. The Chief Judge may specify the hours during which the employee may be absent.

V. APPENDICES

A. Uniform Schedule of Charges for Transcripts

B. Monthly Report of Transcripts on Order

C. Annual Financial Disclosure

D. Court Reporting Services Employee Time Record

E. Overtime Authorization Form

F. Weekly Time Sheet to Report Overtime Hours Worked

G. Monthly Employee Overtime Record

H. On Call Request and Authorization Form

I. Compensation Schedule for Court Reporting Services Classifications

J. State-Paid Transcript Information

K. Code of Conduct for Court Reporting Services Employees

UNIFORM SCHEDULE OF CHARGES FOR OFFICIAL TRANSCRIPTS

In accordance with Section 5 of the Court Reporters Act (705 ILCS 70/5), the employer representatives adopt the following Uniform Schedule of Charges for Transcripts of evidence and proceedings:

1. Transcript charges shall be computed on a "per page" basis.
2. Each page for which a charge is to be made shall meet the minimum standards set forth in the *Administrative Regulations for Court Reporting Services in the Illinois Courts*.
3. Pursuant to the *Administrative Regulations*, other than transcripts ordered by the state or county, court reporting services employees may charge a premium for expedited production of transcripts as permitted below.
4. In any instance where page rate is set by a collective bargaining contract, to any extent where inconsistencies may exist, the contract shall prevail.
5. The page rates below are effective for requests made on or after July 1, 2009.
6. **Regular copy delivery** (the period allowed by law or rule or any extensions thereof) charges shall be:

   (a) Private Paid Original $3.15 per page

   (b) All Other Originals $3.00 per page

   (c) Private Paid Copies $1.00 per page

   (d) All Other Copies $ .50 per page

7. **Expedited copy delivery** (when the party requests delivery of a transcript more than 24 hours but less than seven (7) days from the request or proceeding) charges shall be:

   (a) Private Paid Original $3.70 per page

   (b) All Other Originals $3.15 per page

   (c) Private Paid Copies $1.00 per page

   (d) All Other Copies $ .50 per page

8. **Daily copy delivery** (when the party requests delivery within 24 hours from the request or proceeding) charges shall be:

   (a) Private Paid Original $4.20 per page

   (b) All Other Originals $3.30 per page

   (c) Private Paid Copies $1.00 per page

   (d) All Other Copies $ .75 per page

9. Daily copy to be delivered within 24 hours of the proceeding must be approved by the judge to whom the case is assigned. If the judge to whom the case is assigned is unavailable, a judge of the circuit to which the case is assigned may enter an order allowing the court reporting services employee to prepare daily copy.

MONTHLY REPORT OF TRANSCRIPTS ON ORDER

Reporter Name:	Month/Year:	Circuit:

Transcripts Ordered for Use on Appeal										
Date Ordered	Case Number	Name(s) of Person(s) Ordering Transcript	Estimated # of Pages	Number of		Pages Completed this Month	Pages Pending	Completed Transcripts		
				Orig	Copies			Date Delivered	Pages	Fee
										$
										$
										$
										$
										$
										$
										$
										$
										$
										$
Transcripts Ordered Other Than for Use on Appeal										
										$
										$
										$
										$
										$
										$
										$
										$
										$
										$
										$
				Totals:						$

Form AFD Court Reporting Services Rev. 01/2009	**Annual Financial Disclosure** **For Court Reporting Services** **State of Illinois**	_____ Calendar Year

(1) Employee Information

Name (please print)	Circuit

(2) Transcript Income from Official Duties

Income paid to you for transcripts prepared as a court reporting services employee from **all** sources (state, county, private parties, etc.)	

(3) Income from outside court reporting activities (if any)

Income paid to you for any reporting activities other than your official duties as a court reporting services employee (transcripts and/or appearance fees, etc.) Description: _____	

(4) Income from secondary employment

Income from any secondary employment or activities. You **do not** need to include any interest income, dividends, return on investments, alimony, child support or State of Illinois salary. Description: _____	

(5) Expenses

(OPTIONAL) Expenses paid by you for work as a court reporting services employee.	

(6) Certification

I certify that the information provided in this form is accurate and true to the best of my knowledge. I understand that upon the request of the Chief Judge, I shall provide for inspection all records relative to the above matters and furnish such additional information that may be requested. I also understand that sanctions may be enforced against me if I do not file this form with the Office of the Chief Judge by the appropriate deadlines as imposed by the *Administrative Regulations*.

Signature:	Date:	Daytime Phone Number: ( )

IMPORTANT FILING INSTRUCTIONS:
Return this form with an original signature (you may want to keep a copy for your records) to the Office of the Chief Judge or your Court Reporting Supervisor or Administrator on or before the filing deadline. Do not submit this form directly to Court Reporting Services.

Rec'd Date

COURT REPORTING SERVICES EMPLOYEE TIME RECORD

Regular Hours Worked																
Holiday																
Vacation Time Taken																
Nominal Sick Leave																
Personal Days Taken																
Extended Sick Leave																
Unpaid Leave																
Other Leave																

To be used in whole day or half day increments.

	Vacation	Nominal Sick Leave	Persona l Days	Extended Sick Leave
Balance forwarded from last report				
Days earned this period				
Days used this period				
New balance to be forwarded				

Comment(s):

Employee Signature Date

Supervisor Signature Date

Completed time sheet must be submitted to the Supervisor within three business days after the end of the period.

Appendix D

COURT REPORTING SERVICES EMPLOYEE
OVERTIME AUTHORIZATION

_____ of the _____ Judicial Circuit, is authorized to work overtime on the date specified herein.

Date of Authorized Overtime: _____

Overtime Will be Worked:

From: _____ a.m./p.m.

To: _____ a.m./p.m.

This overtime is necessary because:

_____

_____

_____

_____

Judge or Supervisor Certification

By signing this authorization for overtime, I certify that:

1. An effort was made to utilize other court reporting services employees with fewer than 40 hours worked during the workweek, and that no other court reporting services employee could be utilized to perform this work without also incurring overtime;
2. The hours authorized for overtime were not spent in transcript preparation for which an additional page rate would be paid.

_____

Judge or Supervisor Signature Date

This form is to be maintained by the Chief Judge and a copy forwarded to: Court Reporting Services, 325 West Adams Street, Room 140, Springfield, IL 62704 or fax (217) 557-0267.

WEEKLY TIME SHEET TO REPORT OVERTIME HOURS WORKED

Employee:	**Week Ending Date:** Friday,
Circuit:	**County or Division:**

DATE	ATTENDANCE CODE	START WORK	OUT FOR LUNCH	IN AFTER LUNCH	END WORK	HOURS WORKED	COMP TIME USED	COMP TIME EARNED
					Total Hours Worked in Workweek:			

Attendance Codes					
P	Present	PL	Personal Leave	Beginning Compensatory Time Balance	
H	Holiday	ES	Extended Sick Leave	Compensatory Time Earned This Week	
V	Vacation	C	Comp Time Leave	Compensatory Time Used This Week	
NS	Nominal Sick Leave	O	Other Leave	New Compensatory Time Balance	

Employee Certification:
I certify that the time worked identified above is true and accurate according to the provisions of law, that all of my working time is directly related to the objectives and policies of the Supreme Court and that all working time was expended in the service of the State.

_____ Date: _____

Supervisor Certification:
I certify that the time worked reported above is true and accurate report to the best of my knowledge. Any overtime hours reported received prior authorization when possible and were not the employee's normal scheduled hours for the week.

_____ Date: _____

Overtime must be reported to the Supervisor within three business days following the end of the workweek.
This form to be maintained by the Chief Judge's office and a copy forwarded with the Monthly Overtime Record to Court Reporting Services.

MONTHLY EMPLOYEE OVERTIME RECORD

Employee Name:	Circuit:
Record Completed by:	Month:

Week Ending Date (Friday)	Total Hours Worked this Week	Comp Time Carried Over from Previous Week	Overtime Hours Worked this Week	Comp Time Earned this Week	Comp Time Used this Week	Comp Time Balance Remaining at End of this Week
Week 1:						
Week 2:						
Week 3:						
Week 4:						
Week 5 (if applicable):						

Certification: I certify that this record is true and accurate and that none of the overtime hours worked was spent in the production or preparation of transcripts of court proceedings. I have attached the required Weekly Time Sheets to Report Overtime Hours for any overtime hours worked this month.

_____

Signature of Designated Overtime Recordkeeper Date

Instructions: One form is completed for each employee who has earned, used or is carrying a compensatory time balance. The week ending date should always determine the month of reporting. For example, when the 1st of the month falls on a Wednesday, the week ending date would be the 3rd of the month. This week would be considered Week 1 for reporting purposes. Copies of the Weekly Time Record to Report Overtime Hours shall be attached for any week that compensatory time is earned or used. This form and any necessary attachments should be submitted by the 10th of each month for the previous month to:

Court Reporting Services
325 West Adams Street, Room 140
Springfield, IL 62704
Fax (217) 557-0267

EMPLOYEE ON CALL REQUEST FORM
COURT REPORTING SERVICES EMPLOYEES

Circuit: _____ County/Division: _____

I, _____, request to utilize _____,
Trial Judge *Employee Name*

Court Reporting Services Employee for on call hours for the case and time listed below:

Case Name: _____ Date: _____

On call from:

Time beginning: _____ a.m./p.m.

On call to:

Time ending: _____ a.m./p.m.

Total estimated hours on call: _____

The on call status is necessary for:

_____

_____

_____

_____
Requesting Trial Judge Signature Date

_____
Chief Judge Approval Date

The original form to be maintained by the Chief Judge with a copy forwarded to the requesting judge who shall provide a copy to the employee. If any overtime is accrued due to the on call status, a copy of this form shall be forwarded to the Court Reporting Services Unit at (217) 557-0267 with the Weekly Overtime Records.

GROUPS 2 and 3

Classification	Minimum Salary for Months of Relevant Experience						Years of Service From Most Recent Hire Date	
	0 years/Step 1	1 year/Step 2	2 years/Step 3	3 years/Step 4	4 years/Step 5	5 years/Step 6	7 years/Step 7	10 years/step 8
	0-11	12-23	24-35	36-47	48-59	60-83	84-119	120+
CSP	$25,438 $2,119.84/mo	$26,438 $2,203.16/mo	$27,438 $2,286.50/mo	$28,438 $2,369.84/mo	$29,438 $2,453.16/mo	$30,438 $2,536.50/mo		
OCR1	$28,328 $2,360.66/mo	$29,327.92 $2,444.00	$30,328.08 $2,527.34/mo	$31,328 $2,610.66/mo	$32,328 $2,694.00/mo	$33,328 $2,777.34/mo		
OCR2	$37,440 $3,120.00/mo	$38,440 $3,203.34/mo	$39,440 $3,286.66/mo	$40,440 $3,370.00/mo	$41,440 $3,453.34/mo	$42,439.92 $3,536.66/mo	$44,440 $3,703.34/mo	$47,440 $3,953.34/mo
OCR3	$39,562 $3,296.84/mo	$40,562 $3,380.16/mo	$41,562 $3,463.50/mo	$42,562 $3,546.84/mo	$43,562 $3,630.16/mo	$44,562 $3,713.50/mo	$46,562 $3,880.16/mo	$49,562 $4,130.16/mo
OCR4	$41,790 $3,482.50/mo	$42,790 $3,565.84/mo	$43,790 $3,649.16/mo	$44,790 $3,732.50/mo	$45,790 $3,815.84/mo	$46,760 $3,896.66/mo	$48,760 $4,063.34/mo	$51,790 $4,315.84/mo

COOK COUNTY

Classification	0 years	1 year	2 years	3 years	4 years	5+ year
OCR2	$47,942 $3,995.16/mo.	$48,942 $4,078.50/mo.	$49,942 $4,161.84/mo.	$50,942 $4,245.16/mo	$51,942 $4,3428.50/mo.	$52,942 $4,411.84/mo
OCR3	$50,400 $4,200.00/mo.	$51,400 $4,283.34/mo.	$52,400 $4,366.66/mo.	$53,400 $4,450/mo.	$54,400 $4533.34/mo.	$55,400 $4,616.66/mo
OCR4	$52,980 $4,415.00/mo.	$53,980 $4,498.34/mo.	$54,980 $4581.66/mo.	$55,980 $4,665.00/mo.	$56,980 $4,748.34/mo.	$57,980 $4,831.66/mo

Classification	Starting Salary	Monthly
Court Specialist	$33,295.00	$2,774.58/mo
Official Court Reporter 1	$34,959.60	$2,913.30/mo

EFFECTIVE FOR NEW HIRES ON OR AFTER 1/1/2014

POLICIES FOR APPEAL TRANSCRIPT PAYMENTS

It is the policy to approve payment of transcript fees for appeals where payment is provided by the State of Illinois pursuant to statute, rule or order. A proceeding is transcribed only once at the original rate and any subsequent transcripts of the hearing for the defendant, additional case files and/or additional defendants, when such payments are also to be provided by the State of Illinois, shall be created at the copy rate.

Example 1 (one defendant, two+ cases)
A proceeding was held for Defendant John Doe. This hearing included his cases #1 and #2. Both cases are appealed.

Simultaneous Appeal
The court reporter produces one (1) original transcript for case #1 and two (2) copies (at copy rate): one to serve as original in case #2 and one for John Doe's (attorney) copy for cases #1 and #2.

Separated Appeals
The court reporter produces one (1) original transcript and one (1) copy for the first case when it is appealed. When the second case appealed, the reporter produces two (2) transcripts at copy rate: one to serve as the original in case #2 and one for John Doe's (attorney) copy.

Example 2 (two co-defendants, two cases)
A proceeding was held for co-defendants Bill Jones and Mary Johnson. This hearing included Bill Jones' case #3 and Mary Johnson's case #4. Whether the case is appealed simultaneously or separately, the billing does not change. Multiple defendants may be put on one voucher for billing purposes with co-defendant name(s) and case number(s) listed under "multiple defendants."

The court reporter produces one (1) original and three (3) copies.

1 original at for court file of case #3 (Bill Jones)
3 copies at copy rate
- -Bill Jones' (attorney) copy for case #3
- -Copy to serve as original in court file of case #4 (Mary Johnson)
- -Mary Johnson's (attorney) copy for case #4

Example 3 (two co-defendants, one case)
A proceeding was held for co-defendants Bob Smith and Jane Miller. This hearing was case #5 with Bob Smith as defendant 01 and Jane Miller as defendant 02.

The court reporter can charge for one (1) original and two (2) copies.

1 original for court file of case #5
2 copies at copy rate
- -Bob Smith's copy for case #5
- -Jane Miller's copy for case #5

Code	Description	Statutes/Rules	Synopsis	Transcripts Provided
			01 - APPEALS	
01	Appeal	SCR 607 SCR 608	Defendant must be indigent.	Orig + 1
01	Death Penalty/ Capital Cases	SCR 607 SCR 608	Indigent; original + two copies required Designates which contents/hearings are to be provided, including the jury selection.	Orig + 2
01	Post-Conviction Appeal	SCR 651 725 ILCS 5/122-4	Indigent; record of post-conviction proceedings, for use on appeal	Orig + 1
01	Juvenile Delinquent Appeal	SCR 661 SCR 660(a) SCR 607	Minor found delinquent and indigent; appeal.	Orig + 1
01	Mental Health Appeal	405 ILCS 5/3-816 405 ILCS 5/3-817 405 ILCS 5/3-818	Right to appeal and free transcript if indigent. Verbatim record must be made of all judicial hearings. Court shall enter an order for payment of transcript.	Orig + 1
			02- VOIR DIRE	
02	Voir Dire (Jury Selection)	SCR 608(a)(9)	Requires a record to be taken of jury selection in death penalty cases and included in the record on appeal. In other cases, the transcript is only provided when a party designates that it be included in the record on appeal.	Orig + 1

IMPORTANT NOTICE: The synopsis is provided as a quick reference and basic description of the statutes and rules applied to transcript payments. The synopsis is not a legal opinion. If clarification or supporting documentation is necessary, you must consult the applicable statute(s) and/or rule(s).

Code	Description	Statutes/Rules	Synopsis	Provided
03 - ARRAIGNMENTS/WAIVER OF COUNSEL/SENTENCING (ORIGINALS FOR CASE FILE ONLY)				
03	Arraignment	705 ILCS 75/1 SCR 608(a)(4)	Not an appeal. Defendant is charged w/ crime punishable by imprisonment in penitentiary; transcript includes plea and admonishment at arraignment. Indigency not a factor. It is also part of the record for appeals. If prepared later for indigent appeal, one copy for defendant may be billed.	Original only for case file
03	Waiver of Counsel	705 ILCS 75/1 SCR 401(b) SCR 608(a)(7)	Not an appeal. Defendant waives counsel and is charged w/ crime punishable by imprisonment in penitentiary; transcript includes waiver and court information required by Rule 401. Indigency not a factor. It is also part of the record for appeals. If prepared later for indigent appeal, one copy for defendant may be billed.	Original only for case file
03	Sentencing Hearing, Code of Corrections	730 ILCS 5/5-4-1(c)	Sentencing hearing for a violent crime or DUI with personal injury is transcribed and filed with the clerk of the court and shall be a public record. Indigency is not a factor. It is also part of the record for appeals. If prepared later for indigent appeal, one copy for defendant may be billed.	Original only for case file
04 - GUILTY PLEA OR CHANGE OF PLEA (ORIGINALS FOR CASE FILE ONLY)				
04	Guilty Pleas or Stipulations Sufficient to Convict	705 ILCS 75/1 SCR 402(e) SCR 608(a)(4)	Not an appeal. Defendant is charged w/ crime punishable by imprisonment in penitentiary, includes plea, admonitions and determinations required by 402. Indigency not a factor. It is also part of the record for appeals. If prepared later for indigent appeal, one copy for defendant may be billed.	Original only for case file
04	Change of Plea	705 ILCS 75/1	Not an appeal. Transcribed for the case file to be made a part of the common law record. Indigency is not a factor.	Original only for case file
05 - JUDGEMENT AND SENTENCING AFTER GUILTY PLEA				
05	Judgment and Sentence after plea of guilty	SCR 605(b)(5)	Indigent; transcript of plea hearing and sentencing provided.	Orig + 1
05	Judgment and sentence after negotiated plea of guilty	SCR 605(c)(5)	Indigent; transcript of plea and sentencing hearings; not required that he has filed an appeal. When/if appeal is filed, original will serve as appellate copy, may not be billed again.	Orig + 1

IMPORTANT NOTICE: The synopsis is provided as a quick reference and basic description of the statutes and rules applied to transcript payments. The synopsis is not a legal opinion. If clarification or supporting documentation is necessary, you must consult the applicable statute(s) and/or rule(s).

Code	Description	Statutes/Rules	Synopsis	Provided
06 - MOTION TO RECONSIDER OR WITHDRAW				
06	Motion to reconsider sentence after plea of not guilty	SCR 605(a)(3)(B)	Indigent; transcript of sentencing hearing provided prior to appeal. When/if appeal is filed, original will serve as appellate copy, may not be billed again.	Orig + 1
06	Motion to reconsider sentence after guilty plea	SCR 604(d) SCR 402(e)	Indigent; transcript of plea hearing provided. If transcript has already been provided under 605(b)(5), may not be billed again.	Orig + 1
06	Motion to withdraw plea of guilty	SCR 604(d) SCR 402(e)	Indigent; transcript of plea hearing provided. If transcript has already been provided under 605(b)(5), may not be billed again.	Orig + 1
06	Motion to withdraw negotiated plea and vacate judgment	SCR 605(c)(2)	Indigent; transcript of plea and sentencing hearings provided. If transcript has already been provided under 605(c)(5), may not be billed again.	Orig + 1
07 - ALL OTHER TRANSCRIPTS				
07	Bail Order Appeals	SCR 604(c)(4)	Any proceeding on the question of bail for the Appellate Court.	Original only for case file
07	Post Conviction Petition	705 ILCS 75/2 725 ILCS 5/122-1(a)(1) 725 ILCS 5/122-4 SCR 471 (indigent)	Indigent; assertion of denial of constitutional rights *or* death penalty was imposed and there is new evidence; petition determined sufficient by presiding judge; evidence at trial transcribed; defendant was convicted and imprisoned.	Orig. + 1
07	Habeas Corpus	Illinois Constitution	If court ordered (by trial judge, Appellate Court or Supreme Court order) and defendant is indigent and/or incarcerated.	Orig + 1
07	Sexually Violent Persons	725 ILCS 207/25 SCR 607	Gives a person who has been determined to be sexually violent the right to have a court reporter present at the hearing. Transcript of the hearing may be provided to a person found indigent pursuant to Supreme Court Rule 607.	Orig + 1
07	Preliminary Hearings	Court Order	Upon order of the trial judge or chief judge. Defendant must be indigent	Orig + 1
07	Other Hearings for Indigent Defendants	Court Order	If court ordered (by Chief Judge, Appellate Court or Supreme Court order) and defendant is indigent and/or incarcerated. Case cannot be a civil proceeding.	Orig + 1

IMPORTANT NOTICE: The synopsis is provided as a quick reference and basic description of the statutes and rules applied to transcript payments. The synopsis is not a legal opinion. If clarification or supporting documentation is necessary, you must consult the applicable statute(s) and/or rule(s).

Code of Conduct for Court Reporting Services Employees

Preface

The Chief Judges, as employers of court reporting services employees, adopt this Code of Conduct to provide guidance regarding the ethical conduct of court reporting services employees. The Code of Conduct is effective January 16, 2014.

The seven sections of this Code establish broad standards of ethical conduct and provide general guidelines for meeting the public's expectations of court reporting services employees. As such, the Code is not exhaustive and is not intended to cover every aspect of an employee's behavior. Nor does the Code supplant or infringe upon existing or future policies of Court Reporting Services; rather, it should be read in conjunction with the relevant policies and regulations governing court reporting services employees[1] and the laws of the State of Illinois to the extent applicable to each employee. Moreover, the standards set forth shall not affect or preclude more stringent standards imposed by law or by court order.

Preamble

Employment in the court system is a public trust justified by the confidence that Illinois citizens hold in those individuals employed by judicial branch. To remain faithful to that trust, court reporting services employees must observe high standards of conduct in order to ensure that the integrity and independence of the courts is preserved. A court reporting services employee must engender public confidence that those matters involving life, liberty and property are decided by a fair and impartial judicial system; that court decisions, rules and policies are made through established procedures; and that a court reporting services employee will not use his or her position to obtain personal benefits. A court reporting services employee must avoid not only impropriety but the appearance of impropriety.

It is the Chief Judges' expectations that court reporting services employees will carry out all assigned duties with loyalty to the principles embodied in this Code. A court reporting services employee must uphold the Constitution, laws and legal regulations of the United States, the State of Illinois and all governments therein, and never be a party to their evasion. A court reporting services employee shall abide by the standards set out in this Code and shall endeavor to expose violations of this Code wherever they may appear to exist.

Applicability

The term, "court reporting services employee," includes within its scope all state-paid employees employed under the Court Reporting Services division including court reporters, court specialists, administrative staff, office assistants and supervisors.

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[1] For more detailed guidance on issues such as confidentiality, conflicts of interest or political activities by court reporting services employees, please consult the appropriate Court Reporting Services regulation.

Section I - Performance of Duties

A) Every court reporting services employee shall endeavor at all times to perform official duties properly and with diligence. Every court reporting services employee shall devote his or her attention to the business and responsibilities of the employee's office during working hours.

B) Every court reporting services employee shall carry out responsibilities as a servant of the public in a respectful, courteous, patient and responsive manner.

C) A court reporting services employee shall respect and comply with the law and conduct himself or herself at all times in a manner that promotes public confidence in the integrity and impartiality of the judiciary.

D) Every court reporting services employee shall maintain or obtain current licenses or certificates as a condition of employment as required by law or court rule and otherwise work to improve professional knowledge, skills and abilities in order to provide quality service to the court and the public.

E) No court reporting services employee shall alter, falsify, destroy, mutilate, backdate or fail to make required entries on any records within the employee's control. This provision does not prohibit alteration or expungement of records or documents pursuant to a court order.

F) No court reporting services employee shall discriminate on the basis of, nor manifest by words or conduct, bias or prejudice based on race, religion, national origin, gender, sexual orientation or political affiliation in the conduct of service to the court.

G) No court reporting services employee shall give legal advice or recommend the names of private attorneys.

H) No court reporting services employee shall refuse to enforce or otherwise carry out any properly issued rule or order of court, nor shall court reporting services employees exceed that authority.

I) Every court reporting services employee shall immediately report violations of this Code to the appropriate authority.

J) A court reporting services employee who knowingly violates the Code of Conduct shall be subject to discipline as determined by the employee's Chief Judge.

K) Court reporting services employees who are licensed in the State of Illinois as shorthand reporters are also bound by the appropriate professional duties of those licenses.

Section II - Confidentiality

A) No court reporting services employee shall disclose to any unauthorized person for any purpose any confidential information acquired in the course of employment, or acquired through unauthorized disclosure by another.

B) Confidential information includes, but is not limited to, information on pending cases that is not already a matter of public record and information concerning the work product of any

judge, law clerk, staff attorney or other employee including, but not limited to, notes, papers, discussions and memoranda.

C) Confidential information that is available to specific individuals by reason of statute, court rule or administrative policy shall be provided only by persons authorized to do so.

D) A court reporting services employee who is privy to confidential information that the employee reasonably believes may be evidence of a violation of law or of unethical conduct shall report such information to the appropriate authority. No court reporting services employee shall be disciplined for disclosing such confidential information to an appropriate authority.

E) Court administrators and/or supervisors shall educate court reporting services employees about what information is confidential and, where appropriate, should designate materials as confidential.

F) Court reporting services employees are not precluded from responding to inquiries concerning court procedures, but a court reporting services employee shall not give legal advice.

G) A court reporting services employee shall not comment publicly or express a personal opinion on a case or matter that has been before the court. Public opinions include, but are not limited to: social media posts, agreeing/disagreeing with or "liking" another person's online comments, or comments/entries on web pages or blogs. All media requests for information should be referred to the Chief Judge's office. This provision does not prohibit court reporting services employees from having employment-related discussions with parties to a case or with other employees of the court.

H) No court reporting services employee shall either initiate or repeat ex parte communications from litigants, witnesses or attorneys to judges, jury members, or any other person.

I) A former court reporting services employee should not disclose confidential information when disclosure by a current court reporting services employee would be a breach of confidentiality.

Section III - Improper Use of Position and Related Prohibitions

A) No employee shall use or attempt to use his or her official position to secure unwarranted privileges or exemptions for the employee or others.

B) No employee shall accept, solicit, or agree to accept any gift, favor or anything of value based upon any understanding, either explicit or implicit, that the official actions, decisions or judgment of any employee would be influenced thereby. Gifts that do not violate this prohibition against abuse of position are further regulated in Section IV, Subsection (B)(5) of the Code.

C) No employee shall discriminate by dispensing special favors to anyone, whether or not for remuneration, nor shall any employee so act that the employee is unduly affected or appears to be affected by kinship, rank, position or influence of any party or person.

D) No employee shall request or accept any fee or compensation, beyond that received by the employee in his or her official capacity, for advice or assistance given in the course of his or her public employment.

E) Each employee shall use the resources, property, personnel facilities, equipment, time or funds under the employee's official control judiciously and solely in accordance with prescribed statutory and regulatory procedures.

F) Court reporting services employees shall not

(1) authorize or use the authority or influence of his or her office to secure authorization of any contract in which the employee, a member of the employee's family, or a business, organization or person with which the employee is associated has an interest; or

(2) have an interest in the profits or benefits of a contract entered into by or for the use of the court.

G) A court reporting services employee shall not participate in, vote on, influence, or attempt to influence an official decision if the employee, a family member, or a business or organization with which the employee is associated has a primary interest in or may derive a reasonably foreseeable benefit from the decision, unless the pecuniary interest or potential benefit is incidental to the employee's position or accrues to the employee as a member of a profession, occupation, or large class to no greater extent than could reasonably be foreseen to accrue to all other members of the profession, occupation, or large class.

H) Each employee shall immediately report to the appropriate authority any attempt to induce him or her to violate any of the standards set out above.

Section IV - Conflict of Interest

A) Every court reporting services employee shall avoid conflicts of interest, as defined below, in the performance of professional duties. Even though no misuse of office is involved, such a conflict of interest involving a court reporting services employee can seriously undermine the community's confidence and trust in the court system. Therefore, every court reporting services employeeis required to exercise diligence in becoming aware of conflicts of interest, disclosing conflicts to the designated authority and ending them when they arise.

1) A conflict of interest exists when the court employee's objective ability or independence of judgment in the performance of his or her job is impaired or may reasonably appear to be impaired or when the court reporting services employee, or the employee's immediate family, as defined below, or business would derive financial gain as a result of the employee's position within the court system.

2) No conflict of interest exists if any benefit or detriment accrues to the employee as a member of a profession, business or group to the same extent as any other member of the profession, business or group who does not hold a position within the court system.

3) For the purposes of this Code, "immediate family" shall include the following, whether related by marriage, blood or adoption: spouse, child, parent, brother, sister, grandparent, grandchildren, first cousin, uncle, aunt, niece, nephew, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, and father-in-law.

B) Prohibited Activities:

1) No court reporting services employee shall enter into any contract with the court system for services, supplies, equipment, leases or realty, apart from the employment contract relating to the employee's position, nor use that position to assist any member of his or her immediate family in securing a contract with the court system in a manner not available to any other interested party.

2) No court reporting services employee shall receive tips or other compensation other than approved page rates for transcripts in any interaction with parties engaged in transactions or involved in proceedings with the court system.

3) No court reporting services employee shall participate in any business decision involving a party with whom either the court reporting services employee or any member of the employee's immediate family is negotiating for future employment.

4) Relatives of court reporting services employees shall not be employed, whether by hire, appointment, transfer, or promotion (i) where one person has any degree of supervisory authority over the other, whether direct or indirect, (ii) where one person has any degree of audit authority over the other, whether direct or indirect, (iii) where the employment would create favoritism or a conflict of interest, or the appearance of favoritism or a conflict of interest; or (iv) for reasons of confidentiality.

5) No court reporting services employee shall solicit, accept or agree to accept any gifts, loans, gratuities, discounts, favors, hospitality or services under circumstances from which it could reasonably be inferred that a major purpose of the donor is to influence the court reporting services employee in the performance of official duties.

a) Nothing in this section shall prohibit an employee from accepting a public award presented in recognition of public service.

b) Nothing in this section shall prohibit an employee from receiving a commercially reasonable loan made as part of the ordinary transaction of the lender's business.

c) Nothing in this section shall prohibit any person or group from donating a gift of historical or other significant value that is given for the benefit of the court system, provided that such a gift is received on behalf of the court system by the appropriate designated authority.

C) To secure conformity to the above standards, every court reporting services employee who has authority to enter into or to approve contracts in the name of the court system shall file a financial disclosure statement with the appropriate designated authority annually while so employed.

D) Every full-time court reporting services employee's position with the court system must be the employee's primary employment. Outside employment is permissible only if it complies with all the following criteria:

1) The outside employment is not with an entity that regularly appears in court or conducts business with the court system, and it does not require the court reporting services employee to have frequent contact with attorneys who regularly appear in the court system;

2) The outside employment is capable of being fulfilled outside of normal working hours and is not incompatible with the performance of the court employee's duties and responsibilities;

3) The outside employment does not require the practice of law;

4) The outside employment does not require or induce the court reporting services employee to disclose confidential information acquired in the course of and by reason of official duties;

5) The outside employment shall not be within the judicial, executive or legislative branch of government without written consent of both employers; and

6) Where a conflict of interest exists or may reasonably appear to exist or where the outside employment reflects adversely on the integrity of the court, the employee shall inform the appropriate designated authority prior to accepting the other employment.

Section V - Political Activity

A) Each employee retains the right to vote as the employee chooses.

B) Court reporting services employees shall not: (1) become a candidate for nomination, or election to, or accept appointment to any public office elected by the public electorate; (2) hold any office in, or solicit funds for any political organization; or (3) publicly endorse, publicly oppose, or solicit funds for candidates for public office.

C) An employee who intends to run for public office must resign his or her position or request an unpaid leave of absence from Court reporting services employment.

D) No employee shall use his or her official authority or position, directly or indirectly, to influence or attempt to influence any other employee in the court system to become a member of any political organization or to take part in any political activity;

E) No employee shall discriminate in favor of or against any employee or applicant for employment on account of political party affiliation, political contributions or permitted political activities.

Section VI - Personal Activities

A) A court reporting services employee may write, lecture, teach and speak on legal or nonlegal subjects and engage in the arts, sports and other social and recreational activities, as long as the activities do not detract from the dignity of the office or the court, or interfere with the performance of the employee's official duties.

B) A court reporting services employee may participate in civic and charitable activities that do not detract from the dignity of the court or interfere with the performance of his or her official duties. A court employee may serve as an officer, director, trustee, or nonlegal advisor of an educational, religious, charitable, fraternal or civic organization and solicit funds for any such organization, subject to the following limitations:

1) The name and prestige of the court shall not be used in the solicitation of funds; and

2) Funds shall not be solicited, individually or on behalf of an organization, from persons likely to come before or do business with the court.

C) A court reporting services employee shall not engage in financial and business dealings that detract from the dignity of office or the court, interfere with the performance of official duties, or exploit the employee's official position.

Section VII - Court Administrators and Supervisors

A) Court reporting administrators and supervisors shall require employees subject to their direction and control to observe the ethical standards set out in this Code.

B) Court reporting administrators and supervisors shall diligently discharge their administrative responsibilities, maintain professional competence in judicial administration and facilitate the performance of other court employees.

C) Court reporting administrators and supervisors shall take action regarding any unethical conduct of which they may become aware, initiating appropriate disciplinary measures against an employee for any such conduct and reporting to appropriate authorities any evidence of unethical conduct by judges or lawyers.

D) Court reporting administrators and supervisors shall not act as leaders in or hold office in any political organization, make speeches for any political organization or publicly endorse a candidate for political office.