

AGREEMENT

Between and For

**THE SUPERIOR COURT OF CALIFORNIA,
COUNTY OF SAN FRANCISCO**

And

**THE SAN FRANCISCO OFFICIAL COURT REPORTERS
ASSOCIATION,
INTERNATIONAL FEDERATION OF PROFESSIONAL
AND TECHNICAL ENGINEERS, LOCAL 21, AFL-CIO**

February 11, 2025 – October 31, 2025

**MEMORANDUM OF UNDERSTANDING
SUPERIOR COURT AND SFOCRA, IFPTE, LOCAL 21**

TABLE OF CONTENTS

AGREEMENT	1
ARTICLE I: REPRESENTATION	2
I.A. REPRESENTED CLASSIFICATIONS	2
I.B. REPRESENTATION AND RECOGNITION	2
I.C. INTENT	2
I.D. GENERAL PROVISIONS.....	3
1. No Strike/No Lockout	3
2. Supersession	3
I.E. COURT'S RIGHTS.....	3
I.F. UNION RIGHTS	4
I.G. JOINT LABOR MANAGEMENT COMMITTEE	4
I.H. OFFICIAL REPRESENTATIVES AND STEWARDS.....	4
1. Official Representatives.....	4
2. Stewards	5
3. Union Leave.....	5
I.I. UNION SECURITY	5
1. Automatic Payroll Deduction and Remittance of Dues and Fees	5
2. Authorization for Other Deductions	6
3. Indemnification.....	6
4. Employee Lists.....	6
5. Bulletin Boards	7
6. New Hires	7
I.J. GRIEVANCE PROCEDURES	7
1. Definition.....	7
2. Grievance Description.....	7
3. Time Limits	8
4. Steps of the Procedure	8
5. Arbitration	9
6. Authority of the Arbitrator	9
7. Fees and Expenses of Arbitrator.....	9

I.K.	PROPERTY LOSS DISCIPLINARY ACTION GRIEVANCES:	10
1.	Definitions	10
2.	Exclusions.....	10
3.	Rejection from Probation	10
4.	Disciplinary Action.....	10
5.	Arbitration	11
6.	Selection of the Arbitrator	11
7.	Hearing.....	11
8.	Duties and Powers of the Arbitrator	12
9.	Arbitrator's Decision.....	12
10.	Expenses of Arbitration.....	12
11.	Review by the Court.....	12
12.	Writ.....	13
13.	Time Limits	14
I.L.	PROBATION	14
1.	Probationary Period.....	14
2.	Rejection from Probation	14
ARTICLE II: EMPLOYMENT CONDITIONS		14
II.A.	NON-DISCRIMINATION	14
II.B.	AMERICANS WITH DISABILITIES ACT	15
II.C.	LAYOFF	15
1.	Seniority Defined	15
2.	Order of Layoff.....	16
3.	Exceptions to the Order of Layoff	16
4.	Establishment of Seniority Roster	16
5.	Layoff – Non-List Temporary and/or As-Needed Employees (Official Reporters Pro Tempore)	17
6.	Layoff – Permanent Employees (Permanent Official Reporters).....	17
7.	Reinstatement to Former Classification.	17
8.	Holdover Status and Return to Duty	17
9.	Involuntary Leave of Absence	17
II.D.	LAYOFF ADJUSTMENT	18
II.E.	DAILIES	18
II.F.	PERSONNEL FILES	19
ARTICLE III: WAGES		19
III.A.	WAGES	19
III.B.	ADDITIONAL COMPENSATION	20

1.	Realtime Certification Requirement	20
2.	Realtime Qualification Requirement.....	21
3.	CART Reporting	21
4.	Bilingual Premium.....	21
5.	Acting Assignment Premium.....	22
6.	Recruitment Bonuses	22
III.C.	SEVERANCE PAY	22
III.D.	PAYROLL PROCEDURES	23
1.	Recovery of Overpayment.	23
ARTICLE IV: HEALTH AND WELFARE		23
IV.A.	HEALTH AND DENTAL INSURANCE	23
1.	Maintenance of Benefits.....	23
2.	Court Contribution to Health Benefits.....	24
3.	Dental Benefits.....	24
4.	Computer Vision Care	24
5.	Benefits While on Unpaid Leave.....	24
IV.B.	TERM LIFE INSURANCE	25
IV.C.	LIABILITY COVERAGE	25
IV.D.	LONG-TERM DISABILITY INSURANCE	25
IV.E.	STATE UNEMPLOYMENT AND DISABILITY INSURANCE	25
IV.F.	RETURN TO WORK	26
IV.G.	PARTICIPATORY PLANS	26
ARTICLE V: RETIREMENT		27
ARTICLE VI: HOURS OF WORK AND TIME OFF		27
VI.A.	HOURS OF WORK	27
1.	Full-time Work Schedules.....	27
2.	Part-time Work Schedules.....	27
3.	Rest Periods and Lunch Breaks	27
4.	Overtime/Compensatory Time	28
VI.B.	HOLIDAYS	28
1.	Floating Holidays.....	28
2.	Legal Court Holidays	29
3.	Holiday Compensation for Time Worked.....	29
4.	Holiday Pay for Employees Laid Off.....	29
5.	Employees Not Eligible for Holiday Compensation.	30

6.	Part-time Employees Eligible for Holidays.....	30
VI.C.	VACATION	30
VI.D.	LEAVES OF ABSENCE.....	32
a.	Bereavement Leave	35
b.	Maternity/Paternity Leave.....	35
c.	Reproductive Loss	35
d.	Leave to Care for Medical Needs of Child.....	35
e.	Family Medical Leave Act Leave	36
f.	Wellness Program.....	36
g.	Transfer of Leave Credits.....	36
VI.E.	WORKERS' COMPENSATION.....	36
VI.F.	PERSONAL LEAVE.....	36
VI.G.	JURY DUTY	37
VI.H.	TIME OFF FOR VOTING.....	37
VI.I.	PARENTAL RELEASE TIME	37
VI.J.	FAMILY CARE LEAVE.....	37
VI.K.	STATUTORILY REQUIRED LEAVE.....	38
VI.L.	MILITARY LEAVE.....	38
VI.M.	UNPAID ADMINISTRATIVE LEAVE	38
ARTICLE VII: TRAINING AND EDUCATION		38
ARTICLE VIII: APPLICATIONS AND PERSONNEL SELECTION.....		39
VIII.A.	APPLICATION PROCESS.....	39
1.	Protests of Employment Opportunity Examination Announcements.....	39
2.	Re-issuance of Employment Opportunity Examination Announcements	40
VIII.B.	PERSONNEL SELECTION PROCESS.....	40
1.	Protests of Personnel Selection Results.....	40
2.	Re-issuance of Personnel Selection Placement Results.....	40
ARTICLE IX: WORKING CONDITIONS.....		40
IX.A.	HEALTH AND SAFETY	40
IX.B.	ERGONOMIC ENVIRONMENT	41

IX.C.	REIMBURSEMENT OF WORK-RELATED EXPENSES	41
1.	Mileage	41
2.	Business Travel.....	41
3.	Meals and Lodging.....	41
4.	Damaged or Stolen Property.....	41
IX.D.	FINGERPRINTING	42
ARTICLE X: UNION ACCESS TO NEW EMPLOYEE ORIENTATIONS & EMPLOYEE CONTACT INFORMATION		42
ARTICLE XI: AGREEMENT CONDITIONS		44
XI.A.	SCOPE OF THE AGREEMENT.....	44
XI.B.	SAVINGS CLAUSE	45
XI.C.	TERM OF AGREEMENT.....	45
APPENDIX A: WAGE TABLE		46

AGREEMENT

This Agreement is entered into by the Superior Court of California, County of San Francisco, (hereinafter "Court") and the San Francisco Official Court Reporters Association, International Federation of Professional and Technical Engineers, Local 21 (hereinafter "Union"). References may be made to the State of California, (hereinafter "State") or the City and County of San Francisco, (hereinafter "City") and the San Francisco Official Court Reporters Association (hereinafter "SFOCRA"). It is agreed that the delivery of Court services in the most efficient, effective, and courteous manner is of paramount importance to the Court, the Union, and represented employees. Such achievement is recognized to be a mutual obligation of the parties to this Agreement within their respective roles and responsibilities.

Throughout this Agreement, the term "days" shall refer to calendar days, unless otherwise specified in the text of the applicable section.

Revised 04/2025

AGREEMENT 2/11/25 through 10/31/2025
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO AND
SFOCRA, IFPTE LOCAL 21

ARTICLE I: REPRESENTATION

I.A. REPRESENTED CLASSIFICATIONS

1. Permanent official reporters and official reporters pro tempore providing the official verbatim record of oral proceedings in the Superior Court of California, County of San Francisco, will be appointed and work in classification 500C and 501C Pro Tempore Court Reporter. The provisions of this Agreement will only apply to said employees.
2. All Court Reporters must be holders of a valid Certified Shorthand Reporter (CSR) license in either stenography or voice writing in full force and effect issued by the Court Reporters Board of California in order to engage in the practice of court reporting. (See also Section VI.M. (UNPAID ADMINISTRATIVE LEAVE).)
3. All Court Reporters must possess Realtime Qualification from the Court as defined in Section III.B.2 Realtime Qualification Requirement.

I.B. REPRESENTATION AND RECOGNITION

4. San Francisco Official Court Reporters Association/International Federation of Professional & Technical Engineers, Local 21 is the exclusive bargaining representative for classifications 500C and 501C Pro Tempore court Reporter employees.

I.C. INTENT

5. It is the intent of the parties signatory hereto that the provisions of this Agreement shall become binding upon adoption or acceptance by the Executive Committee of Judges of the Court and ratification by the general membership of the Union. Pursuant to Government Code Section 71634.4, if, after a reasonable period of time, representatives of the Court and the union fail to reach an agreement, the Court shall contact the State Mediation and Conciliation Service (SMCS) and obtain the services of a mediator randomly assigned by the SMCS. Pursuant to Title 8, Division 1, Chapter 7, Article 1, Section 17300 (Reimbursement for Services), some fees may apply for certain types of mediations. Costs of mediation, if any, shall be divided equally between the parties.
6. Pursuant to the provision of the Court Employee Labor Relations, CRC 10.651 - 659, et. seq., as amended, the Court agrees to meet and confer with the Union on matters, the court has the authority to determine that are within the scope of representation, except as provided elsewhere in this Agreement.

Revised 04/2025

AGREEMENT 2/11/25 through 10/31/2025
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO AND
SFOCRA, IFPTE LOCAL 21

I.D. GENERAL PROVISIONS

1. No Strike/No Lockout
7. During the term of this Agreement neither the Union nor its agents, nor any unit SC5 employee, for any reason, will authorize, institute, aid, condone or engage in a work slowdown, work stoppage, strike, or any other interference with the work and statutory functions or obligations of the Court.
8. The Union agrees to notify all its officers, stewards, chief stewards, and staff of their obligation and responsibility for maintaining compliance with this Section.
9. The Court agrees not to conduct a lockout against any of the employees covered by this Agreement during the term of this Agreement.

2. Supersession

10. All existing rules, regulations, standards, and policies of the Court are hereby incorporated into this Agreement. However, if any other provision of this Agreement alters or is in conflict with any rule, regulation, standard, or policy of the Court, which is subject to meet and confer, the Agreement shall be controlling and supersede said rule, regulation, standard, or policy.

I.E. COURT'S RIGHTS

11. Except for those rights which are abridged or limited by this Agreement, all rights are reserved to the Court.
12. Consistent with this Agreement, the rights of the Court shall include, but not be limited to, the right to determine the mission of the Court, its divisions and work units; to maintain the efficiency of Court operations; to set standards of service; to determine, consistent with the Government Code, California Rules of Court, and Court Personnel Rules pertaining thereto, the procedures and standards of selection for employment and promotion, layoff, assignment, scheduling and training; to determine the methods, means and personnel by which this Court's operations are to be conducted; to take all necessary action to carry out its mission in emergencies; to exercise control and discretion over the merits, necessity, or organization of any service or activity provided by law or executive order.

The Court has the right to make reasonable rules pertaining to employees consistent with this Agreement.

Revised 04/2025

AGREEMENT 2/11/25 through 10/31/2025
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO AND
SFOCRA, IFPTE LOCAL 21

I.F. UNION RIGHTS

13. Notwithstanding any other provision of this Agreement, the Union retains all rights granted to employee organizations by the Trial Court Employment Protection and Governance Act, including, but not limited to , the right to represent its members in their employment relations with the Court; the right to be provided by the Court with reasonable written notice of any proposed changes to rules, practices, or policies directly relating to matters that are within the scope of representation under the Act prior to the implementation of those rules, practices, or policies; and the right to meet and confer with the Court over matters that are within the scope of representation under the Act. Nothing in this Agreement shall be interpreted as constituting a waiver of those rights by the Union, nor shall anything in this Agreement be interpreted or applied so as to deprive the Union or any employee represented by the Union of any rights granted to them by any federal or state law.

I.G. JOINT LABOR MANAGEMENT COMMITTEE

14. The Court and the Union agree to the establishment of a Joint Labor Management Committee (JLMC) to serve as a forum to address issues of mutual concern.
15. 1. The Union representatives will be comprised of up to 3 representatives of Classification 500C. This number may be increased by mutual consent.
16. 2. The committee will meet quarterly, and more often by mutual agreement.
17. 3. After a meeting has been scheduled, the Court and the Union must provide each other with a written agenda not less than 48 hours in advance of the meeting specifying topics to be discussed. If neither side provides a written agenda, the scheduled meeting will be canceled until the following quarter.

I.H. OFFICIAL REPRESENTATIVES AND STEWARDS

1. Official Representatives

18. The Union may select from among the covered employees up to three (3) representatives for the purposes of negotiating with the Court, during the employees' regular duty or work hours without loss of compensation, on matters within the scope of representation.
19. In scheduling meetings due consideration shall be given to the operating needs and work schedules of the Court.

Revised 04/2025

AGREEMENT 2/11/25 through 10/31/2025
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO AND
SFOCRA, IFPTE LOCAL 21

2. Stewards

20. The Union shall furnish the Court with an accurate list of stewards and alternate stewards. The Union may submit amendments to this list at any time because of the permanent absence of a designated steward.
21. The Union recognizes that it is the responsibility of the stewards to assist in the resolution of grievances at the lowest possible level.
22. Stewards or designated officers of the Union, subject to management approval which shall not be unreasonably withheld, shall be granted reasonable release time to investigate and process grievances and appeals. Stewards shall advise as to the area or work location where they will be investigating or processing grievances. The Union will attempt to ensure that steward release time will be equitably distributed.
23. In emergency situations, where immediate disciplinary action is taken because of an alleged violation of law or an issue regarding health, human safety, property damage or inappropriate interaction with clients or other public members, the steward shall not unreasonably be denied the right to leave their post or duty to assist the employee in the disciplinary process.
24. Stewards shall not interfere with the work of any employee. It shall not constitute interference with the work of an employee for a steward, in the course of investigating or processing a grievance, to interview an employee during the employee's duty time, after scheduling such time with the approval of the applicable supervisor.
25. Stewards shall orient new employees on matters concerning employee rights under the provisions of the Agreement.

3. Union Leave

26. Leave without pay for a reasonable term for up to a reasonable number of covered employees shall be granted upon ten (10) days' advance written notice.

I.I. UNION SECURITY

1. Automatic Payroll Deduction and Remittance of Dues and Fees
27. Effective June 27, 2018, upon certification by the Union that an employee has signed a deduction authorization, the Court will arrange for the City Controller to deduct the appropriate dues or fees (such as, membership dues, initiation fees, and political action fund contributions) from the employee's pay, as established and as may be changed from time to time by the Union, and remit such dues or fees to the Union. Employee requests to cancel or change deductions must be

Revised 04/2025

AGREEMENT 2/11/25 through 10/31/2025
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO AND
SFOCRA, IFPTE LOCAL 21

directed to the Union, rather than the Court.

28. The effective date of dues deductions for employees shall be the pay period immediately following the Union's notification to the Court of the dues deduction authorization. The effective date of any revocation of any existing authorization shall be the end of the pay period immediately following receipt by the Court of the Union's written notice of revocation.

2. Authorization for Other Deductions

29. The Court shall arrange for the City to make other deductions, including but not limited to SFOCRA dues and premiums for insurance programs, from an employee's pay, upon receipt by the City Controller of a form authorizing such deductions by the employee.

30. The Court shall arrange for the City to pay over to the designated payee all sums so deducted. Upon request of the Union, the Court agrees to meet with the Union to discuss and attempt to resolve issues pertaining to delivery of services relating to such deductions.

3. Indemnification

31. The Union shall indemnify, defend and hold the Court, its Officers, agents and employees harmless from and against any and all claims, demands, suits, orders, damages, judgements, losses, defense costs, or liability of any kind or nature which may be imposed upon them from the maintenance of dues deductions or from complying with any demand for termination hereunder, including any claims made by any employee or former employee for deductions made by the Court in reliance on the certification from the Union requesting a deduction or reduction that the Union has and will maintain an authorization signed by the individual from whose salary or wages the deduction or reduction is to be made or in reliance on information provided by the Union regarding whether deductions for an employee or former employee were properly canceled or changed, provided that the Court promptly provide notice to the Union of any claim, demand, suit, or other action for which it is seeking indemnification. With regard to any such claim, demand, suit, or other action, the Union shall have the exclusive right to appoint and direct counsel, control the defense of any action or proceeding, and determine whether any such action or proceeding shall or shall not be compromised, resisted, defended, tried, or appealed.

4. Employee Lists

32. The Court shall arrange that the City Controller shall provide to the Union, following each pay period, a list of employees who have contributed, via automatic payroll deductions, union dues and fees pursuant to Article I.I.1. All such lists shall contain the employee's name, employee number, classification, and amount deducted.

Revised 04/2025

AGREEMENT 2/11/25 through 10/31/2025
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO AND
SFOCRA, IFPTE LOCAL 21

33. The Court shall also provide SFOCRA with a list of employees paying SFOCRA dues.
34. The Court shall, as soon as practicable, send notice of any changes in the employment status of any covered employees to the Union upon such change occurring.
35. **5. Bulletin Boards**
Reasonable space may be allowed on bulletin boards for use by the Union to communicate with employees.
36. **6. New Hires**
The Court agrees to provide the Union with the names and work address of newly hired employees in the class covered by this Agreement. The Court will provide such new employees with information regarding the Union and agency shop. During new hire in-service training the Union steward may participate in the new hire orientation for the sole purpose of providing new Court Reporter employees information regarding SFOCRA membership. The Court will notify the Union of these meetings in a timely manner.

I.J. GRIEVANCE PROCEDURES

37. The following procedures are adopted by the Parties to provide for the orderly and efficient disposition of grievances and are the sole and exclusive procedures for resolving grievances as defined herein.
38. **1. Definition**
A grievance is defined as an allegation by an employee, a group of employees, or the Union that the Court has violated, misapplied, or misinterpreted a term or condition of employment provided in this Agreement or Court rules, policies, or procedures subject to the scope of bargaining as set forth in this Agreement. Disciplinary actions or discharges that result in a property loss, i.e. specifically known as a “property loss grievance,” may not be grieved in this section, but may be grieved in accordance with the Property Loss Grievance provisions of this Agreement.
39. Written reprimands, counseling memos, or evaluative material of a negative nature that documents performance are not subject to either grievance procedure. An employee shall be entitled to submit a written rebuttal.
40. **2. Grievance Description**
The Union and the Court agree that all grievances shall contain the following information:

Revised 04/2025

AGREEMENT 2/11/25 through 10/31/2025
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO AND
SFOCRA, IFPTE LOCAL 21

41. a. A written description of the grievance;
42. b. The section(s) of the Agreement, or court rule(s), policy(ies) or procedure(s) violated;
43. c. The remedy or solution sought by the Grievant.

3. Time Limits

44. The time limits set forth herein may be extended by agreement of the parties. Any such extension must be confirmed in writing. A "working day" is defined as any Monday through Friday, excluding legal holidays granted by the Court or specified by statute.

4. Steps of the Procedure

45. Except for grievances involving multiple employees, all grievances must be initiated at Step 1 of the grievance procedure.
46. Step 1: An employee shall discuss the grievance informally with the Managing Court Reporter as soon as possible but in no case later than twenty (20) working days from the date of the occurrence of the act or the date the grievant might reasonably have been expected to have learned of the alleged violation being grieved. The grievant may have a Union representative present.
47. If the grievance is not resolved within five (5) working days after contact with the Managing Court Reporter, the grievant will submit the grievance in writing to the Managing Court Reporter on a mutually agreeable grievance form within five (5) working days of the Managing Court Reporter's decision or the deadline for such a decision. The grievance will set forth the facts of the grievance, the terms and conditions of employment claimed to have been violated, misapplied, or misinterpreted, and the remedy or solution being sought by the grievant.
48. The Managing Court Reporter shall respond in writing within five (5) working days following receipt of the written grievance.
49. Step 2: A grievant dissatisfied with the Managing Court Reporter's response at Step 1 may appeal to a Court executive manager/administrator, as designated by the Court Executive Officer, in writing, within ten (10) working days of receipt of the Step 1 answer. Upon designation by the Court Executive Officer, the designated executive manager/administrator will have the delegated authority to resolve the grievance at Step 2. The designated executive manager/administrator will convene a grievance meeting within ten (10) working days with the grievant and/or the grievant's Union and/or the grievant's Union representative. Within five (5) working days following the meeting, the designated executive manager/administrator shall respond in writing to the grievance.

Revised 04/2025

AGREEMENT 2/11/25 through 10/31/2025
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO AND
SFOCRA, IFPTE LOCAL 21

50. Step 3: A grievant dissatisfied with the designated executive manager/administrator's response at Step 2 may appeal to the Court Executive Officer, in writing, within fifteen (15) working days of receipt of the Step 2 answer. The Court Executive Officer may convene a grievance meeting within ten (10) working days with the grievant and/or the grievant's Union. The Court Executive Officer shall respond to the grievance in writing within ten (10) working days of the meeting or, if none is held, within ten (10) working days of receipt of the appeal.

51. In the event a grievance is not filed or appealed in a timely manner, it shall be dismissed. Failure of the Court to timely reply to a grievance shall authorize appeal to the next grievance step.

5. Arbitration

52. If the Union is dissatisfied with the Step 3 answer, it may appeal by notifying the Court Executive Officer, in writing, within fifteen (15) working days of the 3rd Step decision that arbitration is being invoked.

53. Within five (5) working days of receipt of such a request and a pre-paid amount equaling half of the total cost for requesting a list of arbitrators from SMCS the Court will contact the SMCS and obtain a randomly selected listing of seven (7) arbitrators. From this list, the parties shall alternately strike until a single arbitrator's name remains. Said remaining arbitrator shall be designated to hear the matter. Which party strikes first in the selection process shall be determined by a coin toss.

6. Authority of the Arbitrator

54. The arbitrator shall have no authority to add to, ignore, modify, or amend the terms of this Agreement. The arbitrator's decision shall be final and binding; however, the arbitrator's decision cannot supersede all applicable laws.

7. Fees and Expenses of the Arbitrator

55. The fees and expenses of the arbitrator shall be shared equally by the Union and the Court. If required by SMCS, applicable fees must be paid in advance. Transcripts shall not be required except that either party may request a transcript provided, however, that the party making such a request shall be solely responsible for the cost. Direct expenses of the arbitration shall be borne equally by the parties.

I.K. PROPERTY LOSS DISCIPLINARY ACTION GRIEVANCES:

1. Definitions

56. Property Loss Disciplinary Actions are defined as any disciplinary action which results in a monetary loss.
57. An employee who has completed the initial probationary period may not be subjected to property loss disciplinary action without cause and without written notice of the intended action. The Court agrees to follow the principles of progressive discipline. For purposes of this section, “for cause” means a fair and honest cause or reason, regulated by good faith on the part of the party exercising the power.

2. Exclusions

58. Disciplinary actions that do not result in a property loss are not subject to the provisions set forth in this Property Loss Grievance Section. Grievances filed for such actions may be grieved through the grievance procedures stated earlier in this section, but only through the second level of review and therefore are not subject to Arbitration.
59. Property Loss actions taken due to layoff for organizational necessity are not covered by this section but are instead covered by the Layoff Process, defined elsewhere in this Agreement.
60. The grievance process defined in this section does not apply when employment ceases at the expiration of a temporary appointment or an appointment of specified duration. Such cessation of employment shall not be subject to challenge under this or any other section.

3. Rejection from Probation

61. Rejection from probation is defined as the removal of the employee from the classification in which the probationary period is being served. Rejection from probation is not grievable.

4. Disciplinary Action

62. When property loss discipline is intended, the Court shall provide the employee with the following, at least ten (10) working days prior to the effective date of the action being imposed:
- a. Written notice of the proposed action; and
- b. The reasons for the proposed discipline; and

Revised 04/2025

AGREEMENT 2/11/25 through 10/31/2025
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO AND
SFOCRA, IFPTE LOCAL 21

65.
 - c. A copy of the charges and the materials upon which the action is based; and
66.
 - d. The right to respond, within ten (10) working days of the notice of proposed disciplinary action being received, either orally or in writing, to the Court Executive Officer, or designee who is at least at the level of authority of that imposing the discipline. The choice of oral or written response shall be determined by the grievant. The grievant is entitled to representation. The decision of the Court Executive Officer, or designee, to confirm, amend, or rescind the disciplinary action shall be rendered prior to the effective date of the disciplinary action.
67. In cases of property loss disciplinary action grievances, the initial level of review will be a member of the Court's Executive Management Team who is not in the employee's direct line of command. Within thirty (30) calendar days of receipt of the notice of disciplinary action involving a property loss, the employee may file a grievance directly to the Human Resources Director or designee, whether or not the employee chooses to respond to the charges. The written grievance must state the reasons for the grievance, the facts supporting the grievance, and the remedy sought by the grievant.
68. The Executive Management Team member shall have fifteen (15) working days after receipt of the written grievance to review and seek resolution of the grievance and respond in writing.

5. Arbitration

69. Should there by no satisfactory resolution at the Executive Management Team member step, the Union has the right to submit the grievance to arbitration within thirty (30) days of receipt of the Executive Management Team member's response.

6. Selection of the Arbitrator

70. The Union files a request for arbitration with the Court Executive Officer of the Court. Within five (5) working days of receipt of such a request and a pre -paid amount equaling half of the cost for requesting a list of arbitrators from SMCS the Court will contact the SMCS and obtain a randomly selected listing of 7 arbitrators. From this list, the parties shall alternately strike until a single arbitrator's name remains. Said remaining arbitrator shall be designated to hear the matter. Which party strikes first in the selection process shall be determined by a coin toss.

7. Hearing

71. The hearing shall result in an appropriate record with a written report that

Revised 04/2025

AGREEMENT 2/11/25 through 10/31/2025
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO AND
SFOCRA, IFPTE LOCAL 21

has findings of fact and conclusions that reference the evidence.

72. The parties shall have the right to call witnesses and present evidence. The Court shall be required to release employees to testify at the hearing.

8. Duties and Powers of the Arbitrator

73. Except when a statement of facts mutually agreeable to the parties is submitted to the arbitrator, it shall be the duty of the arbitrator to hear and consider facts submitted by the parties.

74. The arbitrator shall have the authority to issue subpoenas of witnesses and subpoenas duces tecum for the production of books, records, documents, and other evidence as provided in Section 1282.6 of the Code of Civil Procedure.

The arbitrator shall have no authority to add to, subtract from, or modify the terms of this Agreement.

9. Arbitrator's Decision

75. The arbitrator shall render a recommendation based upon the evidence provided during the arbitration process and hearing to the Court Executive Officer, as described below, under "Review by the Court."

76. The parties shall encourage the arbitrator to render their recommendation within forty-five (45) calendar days following the receipt of closing arguments and/or briefs.

10. Expenses of Arbitration

77. Each party shall bear its own expenses. All fees and expenses of the arbitrator and court reporter shall be borne and paid in full and shared equally by the parties. Unless jointly requested, the cost of a transcript shall be paid separately by the party requesting the transcript. If the arbitrator disagrees with the Court's disciplinary decision, the Court shall furnish a certified copy of the record of the proceedings before the arbitrator to the Union without cost.

11. Review by the Court

78. The recommended decision of the arbitrator shall be submitted to the Court Executive Officer for review.

79. The Court Executive Officer shall have thirty (30) calendar days from receipt of the arbitrator's recommendation or receipt of the record of the hearing, whichever is later, to issue a written decision accepting, rejecting or modifying the arbitrator's report or modifying the arbitrator's report or recommendation, unless

Revised 04/2025

AGREEMENT 2/11/25 through 10/31/2025
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO AND
SFOCRA, IFPTE LOCAL 21

the Court and Union mutually agree to a different time frame.

80. In making their decision, the Court Executive Officer shall be bound by the factual findings of the arbitrator, except factual findings that are not supported by substantial evidence, and the Court Executive Officer shall give substantial deference to the recommended disposition of the arbitrator.

81. If the Court Executive Officer rejects or modifies the arbitrator's recommendation, the Court Executive Officer shall specify the reason or reasons why the recommended disposition is rejected in a written statement which shall have direct reference to the facts found and shall specify whether the material factual findings are supported by substantial evidence.

The Court Executive Officer may reject or modify the recommendation of the arbitrator only if the material factual findings are not supported by substantial evidence, or for any of the following reason or reasons of substantially similar gravity or significance:

82. (1.) The recommendation places an employee or the public at an unacceptable risk of physical harm from an objective point of view.

83. (2.) The recommendation requires an act contrary to law.

84. (3.) The recommendation obstructs the Court from performing its constitutional or statutory function from an objective point of view.

85. (4.) The recommendation disagrees with the Court's penalty determination, but the arbitrator has not identified material, substantial evidence in the record that provides the basis for that disagreement.

86. (5.) The recommendation is contrary to past practices in similar situations presented to the arbitrator that the arbitrator has failed to consider or distinguish.

87. (6.) From an objective point of view, applied by the Court in a good faith manner, the recommendation exposes the Court to present or future legal liability other than the financial liability of the actual remedy proposed by the arbitrator.

88. If the Court's review results in rejection or substantial modification of the arbitrator's recommendation, then the review shall be conducted by an individual other than the disciplining officer.

12. Writ

89. The Union may challenge the decision of the Court, rejecting or modifying the arbitrator's recommendation by filing a writ of mandamus pursuant to Section

Revised 04/2025

AGREEMENT 2/11/25 through 10/31/2025
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO AND
SFOCRA, IFPTE LOCAL 21

1094.5 of the Code of Civil Procedure, in the appropriate court, and such review by that court shall be based on the entire record. In reviewing the disciplining court's rejection or modification of the arbitrator's recommendation, the reviewing court shall be bound by the arbitrator's material factual findings that are supported by substantial evidence.

13. Time Limits

90. All time limits referred to in this section are binding on each party and can be mutually waived in writing. Steps of the procedure can only be skipped with the express written, prior approval of both parties, unless otherwise detailed in this procedure.
91. Any time limit or deadline date under this procedure falling on a Saturday, Sunday, or holiday shall be continued to the next business day.

I.L. PROBATION

1. Probationary Period

92. Effective for permanent employees hired after ratification of this agreement, the probationary period shall be defined as the first nine (9) months worked, (exclusive of overtime), including paid holidays and other paid time off, under a permanent appointment. Periods of leave of absence in excess of ten (10) working days, whether paid or unpaid, shall automatically extend the probationary period by the total time of the absence.

2. Rejection from Probation

93. Rejection from probation is defined as the removal of the employee from the classification in which the probationary period is being served.
94. Rejection from probation is not grievable.

ARTICLE II: EMPLOYMENT CONDITIONS

II.A. NON-DISCRIMINATION

95. The Court and the Union agree that this Agreement shall be administered in a non-discriminatory manner and that no person covered by this Agreement shall in any way be discriminated against because of any ground prohibited by state or federal law, including race, color, creed, religion, sex (including gender, gender identity, gender expression, transgender, pregnancy, and breastfeeding), sexual orientation, marital status, national origin, physical or mental disability, medical

Revised 04/2025

AGREEMENT 2/11/25 through 10/31/2025
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO AND
SFOCRA, IFPTE LOCAL 21

condition, genetic characteristics or information, age, military service, veteran status, political affiliation or opinion, union membership or activity, or non-membership, nor shall a person be subject to sexual harassment. The Court will abide by both federal and state law.

96. Claims of discrimination or sexual harassment are subject to the Property Loss Disciplinary Action Grievance Procedure, except that if an employee files a complaint of discrimination or harassment with state or federal agencies, he/she may not pursue a grievance based on the same allegations.
97. Claims of discrimination shall be adjusted in accordance with prevailing legal standards regarding elements and burdens of proof applicable to the discrimination being claimed.

II.B. AMERICANS WITH DISABILITIES ACT

98. The parties agree that they are required to provide reasonable accommodations for persons with disabilities in order to comply with the provisions of the Americans with Disabilities Act and the California Fair Employment and Housing Act, and further agree that this Agreement shall be interpreted, administered and applied so as to respect the legal rights of the parties covered by the Act. The Court reserves the right to take any action necessary to comply with the Act.

II.C. LAYOFF

1. Seniority Defined

99. Seniority shall be determined by the date of appointment to the Superior Court of California, County of San Francisco as a permanent official reporter after the last (if any) break in service. For the purposes of this section, appointment to the Court is service in the Superior Court of California, County of San Francisco, and shall also include service in the San Francisco Superior Court and/or the San Francisco Municipal Court.
100. Seniority for Official Reporters Pro Tempore shall be determined by the date the employee completed 1040 hours within a consecutive 12-month period of time and is eligible for benefits, after the last (if any) break in service. If there is a break of less than six months, the new seniority date shall be the date of reinstatement if the employee is eligible for benefits on that date. Otherwise, the new seniority date would be following 1040 hours within a consecutive 12-month period following reinstatement.
101. Any break in service will negate any prior time served for the purposes of seniority calculation. A break in service is that which was brought about by a

Revised 04/2025

AGREEMENT 2/11/25 through 10/31/2025
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO AND
SFOCRA, IFPTE LOCAL 21

separation from Court service.

102. Seniority shall not be affected or reduced by current or previous periods of authorized leave of absence or authorized reduction in work schedules.

103. In the event of ties, seniority will be determined by lot.

2. Order of Layoff

104. Except as may otherwise be provided in this Section, layoff of employees shall be by inverse order of seniority, as defined in this Section, in a classification in the following order of absolute priority:

105. (1.) Non-list Temporary or As-Needed (Official Reporters Pro Tempore), who have not completed 1040 hours in a consecutive 12-month period of time and who are not eligible for benefits.

106. (2.) Non-list Temporary or As-Needed (Official Reporters Pro Tempore) with more than 1040 hours in a consecutive 12-month period of time who are eligible for benefits.

107. (3.) Permanent (Permanent Official Reporters).

3. Exceptions to the Order of Layoff

108. In the event of a layoff, a person appointed to a position requiring special qualifications or skills as approved by the Court Executive Officer shall continue in the position unless a more senior employee or holdover in the class in which the layoff occurs possesses the same qualifications and skills. The Court Executive Officer may administer such tests as deemed necessary to determine possession of special qualifications and skills. Such exceptions to the order of layoff shall require the prior express approval of the Court Executive Officer.

4. Establishment of Seniority Roster

109. When a layoff is imminent, the Court Executive Officer will identify the classifications affected by the impending layoff and direct the Human Resources Office to provide seniority rosters for each affected classification. The seniority roster for each classification shall include, but not be limited to, the name, appointment status and seniority date (as defined in this Section) of all employees in the affected classes and the number of such employees to be laid off. The Court Executive Officer will notify affected employees at least sixty (60) days in advance of a layoff.

Revised 04/2025

AGREEMENT 2/11/25 through 10/31/2025
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO AND
SFOCRA, IFPTE LOCAL 21

5. Layoff – Non-List Temporary and/or As-Needed Employees (Official Reporters Pro Tempore)

110. Non-List Temporary and As-Needed Employees (Official Reporters Pro Tempore) shall be laid off at the discretion of the Court Executive Officer.

6. Layoff – Permanent Employees (Permanent Official Reporters)

111. Layoff of permanent appointees (Permanent Official Reporters) shall be by classification in inverse order of seniority, as defined in this section.

7. Reinstatement to Former Classification.

112. An employee laid off from an appointment shall be reinstated to their next former classification to which the employee held a permanent appointment with no break in service. If necessary, layoffs in the classes affected shall follow by the same procedure.

8. Holdover Status and Return to Duty

113. Permanent employees who are laid off, when such layoff results in a break in service, shall be placed on a holdover list in order of seniority for a period of five (5) years or return to duty whichever comes first.

114. Return to Duty from holdover lists shall be in order of the list, unless a contacted employee is unavailable after contact or refuses the return to duty assignment.

9. Involuntary Leave of Absence

115. Whenever it becomes necessary to affect a reduction in force due to lack of work or lack of funds which will result in the displacement of a permanent appointee from Court service, the Court Executive Officer shall place such employees on an involuntary leave of absence, in lieu of layoff, unless the employee elects to be laid off. The period of such leave of absence cannot exceed five (5) years.

116. Involuntary leave is unpaid.

117. Such reductions in force shall be affected by the provisions of this rule governing seniority and order of layoff.

118. Employees placed on an involuntary leave of absence may be ranked on holdover rosters the same as they would under a layoff.

119. While on involuntary leave under this provision, the affected employee shall retain their balance of sick leave and vacation credits, but will not continue to

Revised 04/2025

AGREEMENT 2/11/25 through 10/31/2025
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO AND
SFOCRA, IFPTE LOCAL 21

earn additional credits during the leave. Such balance of leave credits will be restored when the employee is returned to duty from the holdover status. Should the employee be laid off, the balances will be treated the same as under any other separation from Court service.

120. A member of the Retirement System who wishes to remain a member must elect to be placed on involuntary leave. Membership will be frozen at the time of leave and additional time will not accrue during the period of leave, as with any period of unpaid leave. An employee choosing layoff will be treated as any other separating employee by the Retirement System. These provisions are in accordance with the rules of the San Francisco Employees Retirement System rules regarding layoff and involuntary leave.
121. A member of the Health Services System who wishes to remain a member must be placed on involuntary leave. Continued membership will be treated as with any other unpaid mandatory leave of absence. (See Article IV.A. 5 Benefits While on Unpaid Leave.) An employee electing layoff will be treated as any other separating employee by the Health Services System.
122. Leaves of absence imposed under the provisions of this rule will expire upon the return to duty of the holdover, upon the expiration of holdover status, or upon written request by the employee who elects to be laid off while on involuntary leave.

II.D. LAYOFF ADJUSTMENT

123. An employee who is (1) "laid off," (2) immediately and continuously employed in another classification with the Court, and (3) thereafter re-employed in their original position without a break in service, shall, for the purposes of determining salary increments, receive credit for time served while laid off from their original appointment.

II.E. DAILIES

124. Permanent official reporters may be permitted to accept reassignment from their regular duties to perform dailies without being required to go off salary and/or benefits. Any such assignment may be taken only with the written permission of the Managing Court Reporter.
125. Annually in January, the Managing Court Reporter shall send to each Permanent Official Court Reporter on the roster a ballot as to who wishes to be assigned dailies. From the returned ballots, the Managing Court Reporter shall establish a volunteer list for dailies. The list shall include the software and transcript production method (half-day v switch box, etc.) of the Reporter.

126. A Permanent Official Reporter who initiates a request for the second reporter shall choose a second Reporter with whom to share the daily from among those on the list. A chosen Permanent Official Reporter must obtain the written permission the Managing Court Reporter.

II.F. PERSONNEL FILES

127. Only one personnel file shall be maintained on any covered employee. The personnel file shall be used only for the purposes of internal court business without the signed permission of the employee, unless otherwise required by law.

128. Each employee shall have the right to review the contents of their personnel file upon request in the presence of and at the convenience of Human Resources (HR) staff. The employee shall have the right to respond in writing to any derogatory material placed in their personnel file. Such written response shall be maintained together with the related derogatory material. On reviewing their personnel file, the employee may request and have any written warnings and/or reprimands more than three (3) years prior removed from their personnel file, unless there have been subsequent related incidents documented in the file.

129. An employee shall have the opportunity to review, sign, and date any material of a negative nature to be included in the file. The employee may also submit a response to such materials within thirty (30) days of receipt for inclusion in their file. All material in the file must be signed and dated by the author.

130. With the written permission of the employee, a representative of the Union may review the employee's personnel file when in the presence of an HR representative and obtain copies of the contents upon request.

ARTICLE III: WAGES

III.A. WAGES

131. Salary shall at all times be in compliance with state law.

132. Realtime Qualified Reporters, as defined in the following section, shall continue to receive a salary differential of 5.5% added to their regular rate of pay. Realtime Certified Reporters, as defined in the following section, shall receive a salary differential of 10.0% added to their regular rate of pay. These differentials shall be included as salary for pension purposes.

133. The salary structure for the classification 500C Court Reporter will consist of four (4) salary steps which are defined below. In these definitions, "service" will be defined by the "Date entered city/court service" by the City and County of

Revised 04/2025

AGREEMENT 2/11/25 through 10/31/2025
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO AND
SFOCRA, IFPTE LOCAL 21

San Francisco personnel system. This date will be the appointment start date following any new appointment or following a separation of greater than 6 months.

- Step 1 Base wage
- Step 2 2% higher than base wage and applies to permanent official court reporters who have more than 10 years of “service,” as defined above.
- Step 3 4% higher than base wage and applies to permanent official court reporters who have more than 15 years of “service,” as defined above.
- Step 4 6% higher than base wage and applies to permanent official court reporters who have more than 20 years of “service,” as defined above.

All rates referred to above will be rounded to the nearest standard salary schedule for the City and County of San Francisco.

- 134. PRO TEMPORE DAILY RATE: The parties agree to reduce the daily rate for Pro Tempore Court Reporters to \$600 per day, upon ratification of this agreement.
- 135. Any percentage change in wages will be rounded to the nearest salary schedule for the City and County of San Francisco. (A salary schedule incorporating the rates included in this section are attached to this Agreement and identified as “Appendix A.”)

III.B. ADDITIONAL COMPENSATION

- 136. In addition to the wages provided for above, additional pay adjustments shall apply as described in this section.
 1. Realtime Certification Requirement
- 137. Any covered employee who is certified as a Certified Realtime Reporter (CRR) by the National Court Reporters Association (NCRA) or is certified as a California Certified Realtime Reporter (CCRR) by the Deposition Reporters Association (DRA), or is certified as a Federal Certified Realtime Reporter (FCRR) by the United States Court Reporters Association (USCRA) or is certified as a Realtime Verbatim Reporter – Master – Stenotype (RVR-M-S) (RVR-M or RVR-MS) by the National Verbatim Reporters Association (NVRA), shall be eligible for the 10% realtime differential.

2. Realtime Qualification Requirement

138. Completion of the prescribed form, by the Managing Court Reporter, attesting that the reporter has provided Realtime text for a substantial portion of time within the previous three (3) months in a courtroom setting and that the reporter will continue to provide Realtime for a substantial portion of time in the subsequent twelve (12) months. Each Reporter is responsible for knowing their equipment and software and for the operation of said equipment and software. Each Reporter must be willing to provide Realtime for any bench officer who requests it. Refusal is a withdrawal of the Realtime pay differential. When a Reporter is paid a Realtime differential, but is unable to communicate Realtime to a bench officer upon request due to the Reporter's equipment failure for more than two (2) days, the Realtime differential shall be discontinued until the Reporter is again able to provide Realtime. If the Reporter requires time off to obtain repairs to their equipment, the resulting time off will be taken as vacation or floating holiday time off or unpaid leave time, subject to the approval of the Managing Court Reporter.

Any covered employee who is certified as a Realtime Verbatim Reporter – Stenotype (RVR or RVR-S) by the National Verbatim Reporters Association (NVRA), shall be eligible for the 5.5% Realtime Differential at the time of hire in lieu of the three-month time period to receive qualification status.

3. CART Reporting

139. In addition to wages paid to Realtime Certified and/or Qualified Reporters, a 5 % wage differential will be paid daily to Court Reporters who provide Realtime services as described above and who provide CART (Communication Access Realtime Translation) services. The additional 5% differential will be paid only on the days when CART is provided.

4. Bilingual Premium

140. Employees who are assigned to a “designated bilingual position” for a minimum of ten (10) hours but less than forty (40) hours biweekly shall be granted additional compensation of forty dollars (\$40) biweekly. Any employee assigned as a “designated bilingual position” who translates forty (40) hours or more biweekly will be granted additional compensation of sixty dollars (\$60) biweekly. A “designated bilingual position” is a position, which shall be designated by the Court, which requires translating to and from a foreign language, including sign language for the hearing impaired and Braille for the visually impaired.

5. Acting Assignment Premium

141. An employee assigned to substitute for the Managing Court Reporter or Assistant Managing Court Reporter shall be paid a premium of 7.5%, paid on a daily basis for the duration of the assignment.

6. Recruitment Bonuses

142. Signing Bonus: Upon hire, a new Official Court Reporter will be eligible to be paid a \$4,000 signing bonus. The bonus will be paid in four, equal installments as follows: 1) payment one - upon hiring; 2) payment two - upon completing 1040 paid hours of work; 3) payment three - upon completing 1,560 paid hours of work; 4) payment four - upon completing 2,080 paid hours of work. These payments will be processed through the corresponding payroll cycles and issued accordingly.
143. If the new reporter previously worked for the Court, there must be a break in service of at least one year from the separation date to the rehire date for that reporter to be eligible for this signing bonus.

III.C. SEVERANCE PAY

144. The Court agrees that when removing or releasing from employment a represented employee who has completed one year of paid service in a permanent appointment, the Court Executive Officer will endeavor to inform the employee at least thirty (30) days before their final day of work. Where the Court Executive Officer fails or declines to inform the employee a full thirty (30) days in advance, the employee shall receive pay in lieu of the number of days working days less than those within the thirty (30) day period upon which the employee was informed, if the employee would otherwise have been entitled to pay during this period. If the employee is on unpaid time off during this period, the Court will not pay for dates that otherwise would be unpaid.
145. In addition to the notice or pay in lieu thereof provided above, a represented employee with more than five (5) years, but less than ten (10) years of paid Court service in classification 500C, in a permanent appointment, who is removed or released from Court service by the Court Executive Officer, except an employee who is being terminated for cause, shall receive one (1) pay period of severance pay.
146. In addition, the Court agrees that when removing or releasing from employment, except an employee who is being terminated for cause, a represented employee with ten (10) or more years, but less than fifteen (15) years of Court service, in a permanent appointment, the employee shall receive six (6) pay periods of severance pay.

Revised 04/2025

AGREEMENT 2/11/25 through 10/31/2025
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO AND
SFOCRA, IFPTE LOCAL 21

147. In addition, the Court agrees that when removing or releasing from employment, except an employee who is being terminated for cause, a represented employee with fifteen (15) or more years, but less than twenty (20) of Court service, in a permanent appointment, the employee shall receive eight (8) pay periods of severance pay.
148. In addition, the Court agrees that when removing or releasing from employment a represented employee, except an employee who is being terminated for cause, with twenty (20) or more years of Court service, in a permanent appointment, the employee shall receive ten (10) pay periods of severance pay.
149. The Reporter shall receive the severance pay in the amounts reflected in the preceding paragraphs in exchange for a release, signed by the employee, of any and all claims the employee may have against the Court, including any officer of employee thereof.

III.D. PAYROLL PROCEDURES

1. Recovery of Overpayment.
150. The schedule of recovery of any overpayment shall be made by mutual agreement between the Court and the employee. In the absence of a mutual agreement, the Court will recover no more than 20% of the total amount in any one biweekly paycheck.

ARTICLE IV: HEALTH AND WELFARE

IV.A. HEALTH AND DENTAL INSURANCE

151. Permanent full-time Official Reporters, as well as Official Reporters Pro Tempore with 1040 hours of service within a consecutive 12-month period of time and whose regular work schedules are at least 20 hours per week, are eligible to be enrolled in the Health Service System.
 1. Maintenance of Benefits
152. Benefits plans and coverage shall be determined by the Health Service Board and shall be consistent with similarly situated non-sworn employees of the City and County of San Francisco.

Revised 04/2025

AGREEMENT 2/11/25 through 10/31/2025
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO AND
SFOCRA, IFPTE LOCAL 21

2. Court Contribution to Health Benefits

153. The Court shall contribute and continue to contribute biweekly up to the amount listed below for employee and dependent health benefits:

Through 2022	\$1,299
Effective 1/1/2023	\$1,325
Effective 1/1/2024	\$1,405
Effective 1/1/2025	\$1,490
Effective 1/1/2026	\$1,565

3. Dental Benefits

154. The Court shall continue to contribute the amount required per represented employee sufficient to continue the family dental coverage consistent with similarly situated non-sworn employees of the City and County of San Francisco.

4. Computer Vision Care

155. In addition to any vision plan contained as part of the health benefits referred to above, beginning with the benefit plan year effective January 1, 2013, all represented employees, who are Health Service System members shall be eligible for one (1) annual Computer Vision Care examination and prescribed eyewear as defined under the Health Service System of San Francisco Vision Service Plan (VSP) Vision Care “VDT Benefit,” in addition to the vision care benefits provided in the standard VSP plan provided. For reference, this additional plan is the same plan provided to CCSF Local 21 represented employees.

5. Benefits While on Unpaid Leave

156. The Court will cease payment of any and all contributions for employee health and dental benefits for those employees who remain on unpaid status in excess of twelve (12) continuous weeks, with the exception of approved sick leave and any leaves protected by federal, state, or local law, including workers’ compensation leave, family care leave (including qualifying exigency leave for an active duty military family member) or bonding leave, pregnancy disability leave, or mandatory administrative leave. For mandatory administrative leave, the Court will cease payment of any and all contributions for employee health and dental benefits for those employees who remain on unpaid status in excess of one hundred and fifty-six (156) continuous weeks.

157. The aforesaid payments shall not be considered as part of any employee’s salary for the purpose of computing straight time earnings, compensation for overtime worked, premium pay, retirement benefits or retirement contributions; nor shall

Revised 04/2025

such contributions be taken into account on determining the level of any other benefit which is a function of or percentage of salary.

IV.B. TERM LIFE INSURANCE

158. The Court shall arrange for the City on behalf of the Court to provide permanent official court reporters group term life insurance in the amount of \$50,000 per employee.

IV.C. LIABILITY COVERAGE

159. The Court shall defend and indemnify an employee against any claim or action against the employee on account of any act or omission in the scope of the employee's employment with the Court, in accord with, and subject to, the provisions of California Government Code Sections 825 et seq. and 995 et seq. Nothing herein is deemed to supersede or expand referenced State law.

IV.D. LONG-TERM DISABILITY INSURANCE

160. The Court shall continue to arrange with the City to provide to covered employees with six (6) months continuous service a Long-Term Disability (LTD) plan that provides, after a ninety (90) day elimination period, sixty-six percent (66%) salary (subject to integration) up to age sixty-five (65). Employees who receive payments under the LTD plan shall not be eligible to continue receiving payments under the City's Catastrophic Illness Program.

IV.E. STATE UNEMPLOYMENT AND DISABILITY INSURANCE

161. Covered employees shall continue to be enrolled in the State Disability Insurance Program.
162. An employee entitled to SDI shall receive in addition thereto such portion of their accumulated sick leave with pay as will equal, but not exceed, the regular biweekly gross earnings of the employee, excluding optional deductions. Such supplementary payments shall continue for the duration of the employee's illness or disability or until sick leave with pay credited to the employee is exhausted, whichever occurs first.
163. At an employee's option, an employee's accrued vacation, holiday, and compensatory time off can also be integrated with SDI payments in the same manner as sick leave.

Revised 04/2025

AGREEMENT 2/11/25 through 10/31/2025
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO AND
SFOCRA, IFPTE LOCAL 21

IV.F. RETURN TO WORK

164. The Court will make a good-faith effort to return and reassign employees who have sustained an occupational injury or illness where the employee's doctor certifies that the employee is temporarily unable to perform specified aspects of his or her regular job duties. Duties of this modified assignment may differ from the employee's regular job duties and/or from job duties regularly assigned to employees in the injured employee's class. However, the employee will be required to perform the essential job duties of a position in order to be paid in the classification assigned.
165. Where appropriate, temporary modified duty is not available within the employee's classification, on the employee's regular shift, and in the employee's work unit, the employee may be temporarily assigned to work in another classification, on a different shift, and/or in another work unit, subject to the approval of the Court Executive Officer or designee.
166. Neither the decision to provide or deny modified duty, nor the impact of such a decision shall be subject to grievance or arbitration.
167. It is also understood that modified duty assignments are temporary only.
168. Nothing in this section shall be interpreted to limit or expand the right of an employee who is a qualified individual with a disability to request accommodation under the Americans with Disabilities Act. Provision of modified duty shall not be interpreted as evidence of the Court's ability to make accommodations pursuant to the Americans with Disabilities Act on a long-term or permanent basis.

IV.G. PARTICIPATORY PLANS

169. The Court shall continue to make available to covered employees the following benefit plans in accordance with current practice, as long as they are provided by the City and County of San Francisco to their employees and allow Court employee participation:

Vision Care Plan
Flexible Spending Accounts
Health care Dependent care
Deferred Compensation Plan
Chemical Dependency
Rehabilitation Plan
CalPERS
Long-term Care Coverage
Short-term Disability Insurance
Long-term Disability Plan
Employee Assistance Plan

Revised 04/2025

ARTICLE V: RETIREMENT

170. Pursuant to applicable state and local laws, Court employees will continue to participate in the City and County of San Francisco Retirement System (SFERS). Permanent official reporters shall participate from the date of their first day of employment. Official reporters pro tempore become eligible for participation upon the completion of 1040 hours within a consecutive 12-month period.
171. Employees shall pay the entire amount of the employee's retirement contribution obligation as similarly situated City and County of San Francisco employees, as determined by the Charter of the City and County of San Francisco for miscellaneous members.

ARTICLE VI: HOURS OF WORK AND TIME OFF

V.I.A. HOURS OF WORK

1. Full-time Work Schedules.

172. A full-time work schedule is a tour of duty of forty (40) hours per week, usually worked in eight (8) hour increments within a nine (9) hour period, during five consecutive days. An alternative work schedule may be established by mutual agreement. Salaries for full-time services shall be based upon the hours actually worked.
2. Part-time Work Schedules.

173. A part-time work schedule is a tour of duty less than forty (40) hours per week. Salaries for part-time services shall be calculated upon the compensation for normal work schedules proportionate to the hours actually worked. Procedures for requesting a part-time schedule are contained in the Court's Personnel Rules.
3. Rest Periods and Lunch Breaks

174. For the health and safety of covered employees, a fifteen (15) minute break from reporting will be provided at least every ninety (90) minutes. Break time is included within the 40-hour work week, and the employee is compensated for break time. Therefore, breaks not taken during the appropriate period cannot be taken on other days or accumulated. As the employee is already compensated for break time, the absence of a break does not constitute time owed to the employee for the purposes of the calculation of overtime or compensating time off. Exceptions to the number and length of breaks may be modified occasionally, pursuant to the operational needs of the Court.

Revised 04/2025

AGREEMENT 2/11/25 through 10/31/2025
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO AND
SFOCRA, IFPTE LOCAL 21

175. Each employee must take a lunch period of not less than 30 minutes each day. This lunch period should follow not more than five hours of work time. The lunch period is not included in the 40-hour work week. The length and timing of the lunch break is determined by the applicable manager or Judicial Officer in conjunction with the work schedule approved. Employees may not elect to work through lunch and leave early, nor make up for tardy arrival by missing the required lunch period.

4. Overtime/Compensatory Time

176. All employees in classification 500C Court Reporter are non-exempt employees under the federal Fair Labor Standards Act. Overtime pay and compensatory time shall be provided in conformance with the Fair Labor Standards Act.
177. a. Rate of Overtime Pay: Overtime shall be compensated at the overtime rate of one and one-half times the base hourly rate.
178. b. Compensatory Time: Compensatory time shall be earned at the rate of time and one-half time worked.
179. If the provisions of the Fair Labor Standards Act exceed the amounts listed above, the Court will comply with the provisions of the Act.

VI.B. HOLIDAYS

1. Floating Holidays

180. In addition to those days designated by state statute as Court holidays and listed below, Official Court Reporters shall receive additional holidays, known as Floating Holidays, to be taken on days mutually agreed upon by the employee and the Court. Six (6) Floating Holidays will be granted each July 1st. The number of floating holidays granted will be reduced by the number of holidays unused by the preceding June 30th. Therefore, adding new credits will not result in a balance of more than six (6) days on July 1st of any year. Any covered employee commencing employment on other than July 1st of a given year shall be awarded floating holidays proportionate to the percentage of the year they are employed. All requests for floating holidays shall be in writing. Unused floating holidays shall be cashed out upon separation.
181. In addition to holidays already granted under the terms of the existing MOU, all full-time represented employees will be granted three additional, one-time-only Floating Holidays to be used prior to October 31, 2025. Less than full-time employees will be granted a prorated number of Floating Holiday hours corresponding to their time basis

Revised 04/2025

AGREEMENT 2/11/25 through 10/31/2025
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO AND
SFOCRA, IFPTE LOCAL 21

182. When an Official Reporter Pro Tempore reaches their first 1040 hours of paid time in a consecutive twelve (12) month period, he/she will be credited with half of the floating holiday credits provided to Permanent Official Reporters within that fiscal year and a proportional number in future years based upon the time worked. As with Permanent Official Reporters, these credits do not accumulate but must be used prior to the end of the applicable fiscal year.

2. Legal Court Holidays

183. The following days are designated as Court holidays:

- January 1 (New Year's Day)
- The 3rd Monday in January (Martin Luther King, Jr's Birthday)
- The 3rd Monday in February (President's Day)
- Lincoln's Birthday
- March 31st (Cesar Chavez Day)
- The last Monday in May (Memorial Day)
- June 19th (Juneteenth)
- July 4th (Independence Day)
- The 1st Monday in September (Labor Day)
- The 2nd Monday in October (Columbus Day)
- November 11th (Veteran's Day)
- Thanksgiving Day
- The day after Thanksgiving
- December 25th (Christmas Day)

184. And any other day specified by the Judicial Council pursuant to CCP 135. The Court shall accommodate religious belief or observance of covered employees as required by law.

3. Holiday Compensation for Time Worked.

185. Covered employees required to work on any of the above-specified holidays shall be granted time off equivalent to the time worked at the rate of time and one-half (1 ½) the rate.

4. Holiday Pay for Employees Laid Off.

186. An employee who is laid off at the close of business the day before a holiday who has worked not less than five (5) previous consecutive workdays shall be paid for the holiday.

Revised 04/2025

AGREEMENT 2/11/25 through 10/31/2025
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO AND
SFOCRA, IFPTE LOCAL 21

5. Employees Not Eligible for Holiday Compensation.

187. Persons employed for holiday work only, or persons employed on a part-time work schedule which is less than twenty (20) hours in a biweekly pay period, or persons employed on an intermittent part-time work schedule (not regularly scheduled), or persons on leave without pay status both immediately preceding and immediately following the legal holiday shall not receive holiday pay.

6. Part-time Employees Eligible for Holidays.

188. Part-time employees who regularly work a minimum of twenty (20) hours in a biweekly pay period shall be entitled to holiday pay on a proportionate basis.
189. Regular full-time employees are entitled to 8/80 or 1/10 time off when a holiday falls in a biweekly pay period. Therefore, part-time employees, as defined in the immediately preceding paragraph, shall receive a holiday based upon the ratio of 1/10 of the total hours regularly worked in a biweekly pay period. Holiday time off shall be determined by calculating 1/10 of the hours worked by the part-time employee in the biweekly pay period immediately preceding the pay period in which the holiday falls. The computation of holiday time off shall be rounded to the nearest hour.
190. The proportionate amount of holiday time off shall be taken in the same fiscal year in which the holiday falls. Holiday time off shall be taken at a time mutually agreeable to the employee and the appointing officer.

VI.C. VACATION

191. All requests for vacation shall be in writing. Court reporters will have the opportunity to request vacation for the upcoming calendar year in the first two weeks of October. Each reporter will be allowed to request one block of five days or more of vacation. This initial block will be granted on a seniority basis. Any vacation time off requested by a court reporter after the initial period will be granted on a first-come-first-served basis with priority going to the earliest-dated written request for such coverage submitted to the Managing Court Reporter.
192. "Continuous service" for vacation allowance purposes means paid service pursuant to a regular work schedule which is not interrupted by a breach in paid service. Employees will earn vacation credits based on years of service. "Service" for vacation allowance purposes will be defined by the "Date entered city/court service" by the City and County of San Francisco personnel system. This date will be the appointment start date following any new appointment or following a separation of greater than 6 months. Individuals on the holdover list will maintain their appointment date while on involuntary unpaid leave.

Revised 04/2025

AGREEMENT 2/11/25 through 10/31/2025
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO AND
SFOCRA, IFPTE LOCAL 21

193. For Permanent Official Reporters, vacation may be earned and used from the first day of employment after earned time is credited per the preceding paragraph. For any Official Reporter Pro Tempore who reaches their first 1040 hours of paid time in a consecutive twelve (12) month period, he/she will be credited with 40 hours of the vacation credits and continue to accrue based upon the formula contained herein. However, these credits are not available to the employee to use until six calendar months following the crediting of these initial 40 hours. Should an Official Reporter Pro Tempore become a Permanent Official Court Reporter, all vacation credits earned during time as an Official Pro Tempore will be transferred to the Permanent Official Court Reporter's balance and available for immediate use.
194. Once vacation time is credited per the preceding paragraphs, employees will earn future credits based on years of service. For the first five (5) years of continuous service, future credits will be credited at the rate of .0385 of an hour for each hour of paid service in the pay period up to a maximum of 3.08 hours and an annual maximum of 80 hours.
195. At the end of the first five (5) years of continuous service, a Reporter shall be awarded a one-time vacation allowance computed at the rate of .01924 of an hour for each hour of paid service in the preceding year, except that the amount of the vacation allowance shall not exceed forty (40) hours. If the employee's first five-year anniversary date was passed prior to the effective date of this agreement, this one-time allowance will not be credited. Starting with the five-year anniversary date of continuous service, future vacation credits will be credited at a rate of .0577 of an hour for each hour of paid service in the pay period, up to a maximum of 4.616 hours and an annual maximum of 120 hours per year.
196. At the end of the first fifteen (15) years of continuous service, a Reporter shall be awarded a one-time vacation allowance computed at the rate of .01924 of an hour for each hour of paid service in the preceding year except that the amount of the vacation allowance shall not exceed forty (40) hours. If the employee's first fifteenth-year anniversary date was passed prior to the effective date of this agreement, this one-time allowance will not be credited. Starting with the fifteen-year anniversary date of continuous service, future vacation credits will be credited at a rate of .0770 of an hour for each hour of paid service in the pay period, up to a maximum of 6.16 hours and an annual maximum of 160 hours per year.
197. At the end of the first twenty (20) years of continuous service, a Reporter shall be awarded a one-time vacation allowance computed at the rate of .01924 of an hour for each hour of paid service in the preceding year except that the amount of the vacation allowance shall not exceed forty (40) hours.
198. The maximum number of vacation hours a Reporter may accrue consists of two hundred and forty (240) hours carried forward from prior years plus the Reporter's maximum vacation entitlement which is based on the number of years of service.

Revised 04/2025

The maximum number of vacation hours which a Reporter may accrue is as follows:

<u>Years of Continuous Service</u>	<u>Maximum Accrual</u>
1 through 5 years	320 hours
more than 5 through 15 years	360 hours
more than 15 years	400 hours

199. If, in a pay period, the hours earned cause the balance to reach the maximum allowable, the Reporter will stop earning hours until the Reporter reduces the balance by using hours.

VI.D. LEAVES OF ABSENCE

a. Sick Leave

1. Definitions

200. "Continuous service" for sick leave allowance purposes means paid service pursuant to a regular work schedule which is not interrupted by a breach in paid service. Individuals on the holdover list maintain the sick leave balance they had prior to being placed on involuntary unpaid status.

2. Award and Accrual of Sick Leave

201. Sick leave may be earned and used from the first day of employment, after the earned time is credited as described below, for Permanent, Full-Time Official Court Reporters and for Official Reporters Pro Tempore with a specified term of longer than 90 days.

202. Sick Leave may be earned from the first day of employment for Official Reporters Pro Tempore with an unspecified term or with a specified term of fewer than 90 days, but accrued sick leave may not be used until after 90 days of employment.

203. An employee accrues sick leave allowance at a rate of .05 of an hour for each hour of paid service during each pay period up to a maximum of 4 hours each pay period to an annual maximum of 104 hours.

204. Employees shall be entitled to accumulate unused sick leave up to a maximum of 1040 hours. If, in a pay period, the hours earned cause the balance to reach the maximum allowable, the employee will stop earning hours until he/she reduces the balance by using hours.

205. Sick leave accruals may also be used for other categories of leave, including bereavement and reproductive loss leaves. Employees should confirm with Human Resources what type of accrued leave may be used for otherwise unpaid leaves.

Revised 04/2025

AGREEMENT 2/11/25 through 10/31/2025
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO AND
SFOCRA, IFPTE LOCAL 21

206. 3. Acceptable Uses Of and Process for Requesting Sick Leave
207. The following are acceptable uses of sick leave, whether paid or unpaid:
- Illness or injury
 - Medical or dental appointments
 - Pregnancy, or the convalescent period following childbirth or to provide care during the period following childbirth or the adoption of a child. Such leave is limited to six (6) months, but may be extended to two years if a physician certifies that a longer convalescence is required.
 - Quarantine established and declared by the Department of Public Health or other authority.
208. Illness or medical appointment of a person related by blood or marriage, a person with whom the employee has a legal relationship, or a person living in the same household.
209. In accordance with California's Paid Sick Leave law, an employee may use the first 3 days or 24 hours of accrued paid sick leave in a 12-month period for one of the following reasons:
- a. For the employee's own diagnosis, care, or treatment of an existing health condition or preventative care.
 - b. For the diagnosis, care, or treatment of an existing health condition or preventative care for an employee's family member, person with whom the employee has a legal relationship, or person living in the same household, including:
 - i. Child (including a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis.)
 - ii. Spouse or Registered Domestic Partner
 - iii. Parent (including biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.)
 - iv. Grandparent
 - v. Grandchild.
 - vi. Sibling.
 - c. To obtain any relief or services related to being a victim of domestic violence, sexual assault, or stalking including the following with appropriate certification of the need for such services:
 - i. A temporary restraining order or restraining order.

Revised 04/2025

- ii. Other injunctive relief to help ensure the health, safety, or welfare of themselves or their children.
- iii. To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- iv. To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking.
- v. To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.
- vi. To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

An employee shall provide reasonable advance notification of their need to use accrued paid sick leave to his or her supervisor if the need for paid sick leave use is foreseeable (*e.g.*, doctor's appointment scheduled in advance). If the need for paid sick leave use is unforeseeable, the employee shall provide notice of the need for the leave to their supervisor as soon as is practicable.

- Paid sick leave will not be considered hours worked for purposes of overtime calculation. An employee will not receive compensation for unused accrued paid sick leave upon termination, resignation, retirement or other separation from employment from the Court.

If an employee separates from Court employment and is re-hired by the Court within one year of the date of separation, previously accrued and unused paid sick leave hours shall be reinstated. However, if a rehired employee had not yet worked the requisite 90 days of employment to use paid sick leave at the time of separation, the employee must still satisfy the 90 days of employment requirement collectively over the periods of employment with the Court before any paid sick leave can be used.

- 210. All requests for leave for medical appointments shall be in writing on the currently used vacation/sick leave form.
- 211. All sick leaves may require written medical verification at the discretion of the Managing Court Reporter. Written verification is required in any case where such leave exceeds five working days.

212. Covered employees may participate in the Catastrophic Leave Program offered by the City and County of San Francisco.

a. Bereavement Leave

213. Bereavement leave may be taken because of the death of an employee's parents, step-parents, grandparents, parents-in-law, spouse, domestic partner, sibling, child, step child, adopted child, legal guardian, any person who is permanently residing in the household of the employees, or any other person to whom the employee may be reasonably deemed to owe respect. Such leave shall not exceed three (3) working days and shall be taken within thirty (30) calendar days after the date of death; however, two (2) additional working days shall be granted in conjunction with the bereavement leave if travel outside the State of California is required as a result of the death. Covered employees who have exhausted paid leave shall be granted unpaid leave. Effective January 1, 2022, employees will be entitled to Bereavement Leave no more than three times per calendar year and will be required to produce verification in support of the leave.

b. Maternity/Paternity Leave

214. Leave may be used for absences due to the employee's pregnancy or convalescent period following childbirth or to provide care during the period following childbirth or the adoption of a child. Such leave shall not exceed six (6) months, provided that such leave may be extended for up to two (2) years for permanent employees if a physician certifies that a longer convalescence period is required.

c. Reproductive Loss

215. Employees who may qualify for leave under Government Code 12945.6 Reproductive Leave should contact Human Resources.

216. Employees may use up to five (5) days of accrued leave, including sick leave, in the event of a reproductive loss. Reproductive loss leave is otherwise unpaid. Reproductive loss events include but are not limited to failed adoption, failed surrogacy, miscarriage, stillbirth, and unsuccessful assisted reproduction - such as intrauterine insemination, embryo transfer, or other assisted reproductive technology. Such leave shall not exceed five (5) working days and shall be taken within three (3) months after the qualifying reproductive loss. Leave granted for multiple reproductive loss events shall not exceed twenty (20) working days within a rolling twelve (12)-month period.

d. Leave to Care for Medical Needs of Child

217. Leave may be taken because of the illness, injury or medical or dental appointment of a biological or adoptive child for whom the employee has parenting or childrearing responsibilities.

Revised 04/2025

AGREEMENT 2/11/25 through 10/31/2025
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO AND
SFOCRA, IFPTE LOCAL 21

e. Family Medical Leave Act Leave

218. Reporters may apply for and be granted leave pursuant to the Family Medical Leave Act to care for themselves or other family members in the same manner as other court employees.

f. Wellness Program

219. Any full-time employee leaving employment of the Court upon service or disability retirement may receive payment for a portion of sick leave earned but unused at the time of separation. The amount of this payment shall be equal to two and one-half percent (2.5%) of the employee's sick leave balance earned but unused at the time of separation times the number of whole years of continuous employment times the employee's hourly salary rate, exclusive of premiums or supplements, at the time of separation. Vested sick leave hours previously earned while employed by the City and County of San Francisco under Civil Service Rules shall not be included in this computation. This wellness incentive bonus shall not be considered as part of an employee's compensation for the purpose of computing retirement benefits.

g. Transfer of Leave Credits

220. Employees shall be allowed to transfer leave credits from sick leave to vacation or vice versa under the conditions listed in this section. No other leave balances may be used. The transfer may not exceed one complete block of eighty (80) hours per fiscal year per employee. The transfer must be from one balance to the other in one block and in only one direction per fiscal year. The cap on either balance may not be exceeded with the transfer of credits.

VI.E. WORKERS' COMPENSATION

221. An employee who is absent because of an occupational or non-occupational disability and who is receiving Temporary Disability, Vocational Rehabilitation Maintenance Allowance, State Disability Insurance, may request that the amount of disability indemnity payment be supplemented with salary to be charged against the employee's accumulated unused sick leave with pay credit balance at the time of disability (also known as the workers' compensation shadow account [WS]), compensatory time off, floating holidays or vacation, so as to equal the normal salary the employee would have earned for the regular work schedule.

VI.F. PERSONAL LEAVE

222. Any employee may request leave without pay for personal reasons with the approval of the CEO through the Managing Court Reporter. All requests for unpaid leave longer than five working days are to be in writing on the approved form.

Revised 04/2025

AGREEMENT 2/11/25 through 10/31/2025
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO AND
SFOCRA, IFPTE LOCAL 21

VI.G. JURY DUTY

223. An employee excused from work on a workday on which they perform jury service shall be paid up to an amount of the difference between jury fees and their regular earnings.

VI.H. TIME OFF FOR VOTING

224. If an employee does not have sufficient time to vote outside of working hours, the employee may request as much time off as will allow time to vote, in accordance with the state election code.

VI.I. PARENTAL RELEASE TIME

225. All covered employees shall be granted a total of four (4) hours per semester of paid release time to attend parent/teacher conferences.
226. Upon proper advance notification, employees may be granted up to 40 hours of Parental Leave—four (4) hours of which will be paid leave each semester—each year to participate in the activities of a school or licensed child day care facility of any of the employee’s children. Parental Leave shall not exceed eight (8) hours in any calendar month of the year.
227. In order to qualify for Parental Leave, the employee must give reasonable notice to their immediate supervisor prior to taking the time off. The employee must provide written verification from the school or licensed child daycare facility that he/she participated in school/childcare related activities on a specific date and at a particular time, if requested by management.
228. The covered employee may utilize either existing vacation, compensatory time off, or personal (unpaid) leave to account for absences after the four (4) paid hours per semester have been used. If both of the child’s parents are employed by the Court at the same work site, the entitlement to a planned absence applies only to the parent who first gives notice.

VI.J. FAMILY CARE LEAVE

229. Unpaid Family Care Leave may be approved for up to one (1) year for permanent employees who have one (1) or more years of continuous service for the birth of the employee’s child; the assumption of parenting or child rearing responsibilities; or the serious illness, health condition, mental or physical impairment of the employee’s family member, domestic partner, child, parent or child for whom the employee has parenting responsibilities.

Revised 04/2025

AGREEMENT 2/11/25 through 10/31/2025
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO AND
SFOCRA, IFPTE LOCAL 21

VI.K. STATUTORILY REQUIRED LEAVE

230. An employee shall take involuntary leave without pay but with no negative impact on medical and/or vacation benefits to complete transcripts on appeal if, in spite of all due diligence on the part of that employee, such leave is necessary in order to comply with Misc. Order 91-1 of the First Appellate District or Government Code Section 69944.
231. The Managing Reporter shall make an objective assessment as to due diligence based on knowledge of the reporter's assignments, the number of pages on appeal, and the number of pages that can realistically be produced in a given time frame.

VI.L. MILITARY LEAVE

232. Provide Military Leave to Court Reporters consistent with Court Rules, practices, and applicable laws.

VI.M. UNPAID ADMINISTRATIVE LEAVE

233. Pursuant to Business and Professions Code 8016, all reporters must be holders of a certificate in full force and effect issued by the Court Reporters Board of California in order to engage in the practice of shorthand reporting. Should a Court Reporter's license not be in full force and effect, the Court Reporter will be placed on unpaid administrative leave and not be eligible for reporting in the Court until the license is brought back to full force and effect.

ARTICLE VII: TRAINING AND EDUCATION

234. All permanent official reporters may request up to 5 days paid educational leave annually. Covered employees will be provided with an "in lieu" day(s) for approved training that is pre-approved by the Managing Court Reporter and occurs on a weekend or other scheduled day(s) off. Educational leave requests must be in writing on the prescribed form.
235. Educational leave may be used for travel to and attendance at programs, classes and/or seminars that provide for the continuing education of court reporters.
236. The Court shall reimburse covered employees for travel, registration, tuition, and related fees paid for courses of study taken in off-duty status if the subject matter is related to the worker's present or probable future work assignments, subject to the approval of the Managing Court reporter and within fiscal rules.
237. The Court shall allocate thirty thousand dollars (\$30,000) for each year of this Agreement for tuition and training reimbursement to allow reporters in classifications represented by Local 21 to obtain their continuing education and training.

Revised 04/2025

AGREEMENT 2/11/25 through 10/31/2025
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO AND
SFOCRA, IFPTE LOCAL 21

Any portion of this amount which has not been used by June 30 each year shall not be carried forward into subsequent fiscal years.

238. Eligibility: Any regularly scheduled full-time Court employee represented by this Agreement, who has worked a minimum of one (1) year of continuous service, may apply for tuition reimbursement. Such reimbursement shall be for training courses pertaining to professional development and enhancement within the employee's current classification.
239. The Court shall reimburse covered employees for the cost of the required CSR (Certified Shorthand Reporter) and other professional licenses, as determined by the Court.

ARTICLE VIII: APPLICATIONS AND PERSONNEL SELECTION

VIII.A. APPLICATION PROCESS

240. An Employment Opportunity Announcement shall provide the qualifications, dates, duration of eligibility lists and other particulars regarding the examinations thereon announced. Applicants must be guided solely by the announcement of the examination(s) for which they apply.
241. Official notice of employment opportunity shall be posted at the following locations:

Room 208, Civic Center Courthouse
Employee Lunchroom, Civic Center Courthouse
Room 101, Hall of Justice
Room 101, Youth Guidance Center
Electronic Bulletin Board at the Website for the Court at
www.sfsuperiorcourt.org.
And any other posting locations deemed appropriate by the Court's Human Resources Office

242. Notice of employment opportunity examinations for all positions in Class 500 C will be posted for a minimum period of ten (10) calendar days.

1. Protests of Employment Opportunity Examination Announcements

243. Appeals concerning the provisions of an announcement must be received by the Human Resources Office within seven (7) business days from the issuance date. The Court Executive Officer will rule upon appeals and notify petitioners in writing.

Revised 04/2025

AGREEMENT 2/11/25 through 10/31/2025
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO AND
SFOCRA, IFPTE LOCAL 21

2. Re-issuance of Employment Opportunity Examination Announcements

244. After considering appeals submitted, the Court Executive Officer may reissue the announcement and give reasons for the re-issuance of announcements.

VIII.B. PERSONNEL SELECTION PROCESS

245. Court reporter appointments shall be made from eligibility lists. The initial appointment shall be through an open competitive process. Hiring will be accomplished in a non-discriminatory manner based upon job-related factors.

246. Upon establishment, the eligibility list shall be posted in the following places:

Employee Lunchroom, Civic Center Courthouse
Room 101, Hall of Justice
Room 101, Youth Guidance Center

1. Protests of Personnel Selection Results

247. Following the posting of an eligible list, participants may, for a period of five (5) working days, challenge the examination. Challenges are limited to either inconsistent application of uniform standards or practices inconsistent with federal or state laws, not merely because a candidate believes that he or she deserves a better score. The Court Executive Officer will rule upon appeals and notify petitioners in writing.

2. Re-issuance of Personnel Selection Placement Results

248. After considering appeals submitted, the Court Executive Officer may revise and reissue the list.

ARTICLE IX: WORKING CONDITIONS

IX.A. HEALTH AND SAFETY

249. The Court acknowledges its responsibility to provide a safe, healthful work environment for Court employees.

250. When an employee, in good faith, believes that a condition exists which is immediately dangerous to life or health, and that continuing to work under such conditions poses risks beyond those normally associated with the nature of the job, the employee shall so notify the supervisor and explain why the employee believes it is unsafe. If the Court agrees that the assignment is hazardous or unsafe, the employee shall be reassigned until the hazard is eliminated or until the

Revised 04/2025

AGREEMENT 2/11/25 through 10/31/2025
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO AND
SFOCRA, IFPTE LOCAL 21

employee has been provided with the necessary safeguards.

251. If the supervisor and the employee, or their designated representative, do not concur, the matter may be submitted to the Grievance Procedure for resolution. The employee's assignment shall be continued until the dispute is resolved. If the employee still believes a hazard to exist, the Court shall arrange to have the condition evaluated by a member of the Department of Public Health, Office of Safety and Health (DPH OSH) Program staff or equivalent for final evaluation and resolution.

IX.B. ERGONOMIC ENVIRONMENT

252. Whenever the Court plans to purchase or replace workstation furniture for Court Reporters, the Court will provide sixty (60) days advance notification to the Union prior to the submission of the purchase order. This section applies to mass purchases of more than one workstation at the time, not individual replacements for damage, unique situations, etc.

IX.C. REIMBURSEMENT OF WORK-RELATED EXPENSES

1. Mileage

253. Covered employees required to use their own vehicle for Court business shall be reimbursed for mileage as fixed by the Judicial Council of California in accordance with their Financial Policy and Procedures and will be reimbursed for all necessary parking and toll expenses.

2. Business Travel

254. An employee who travels for Court business shall be reimbursed for such travel if such travel requires the out-of-pocket expenditure of the employee.

3. Meals and Lodging

255. Meals and lodging expenses shall be paid in accordance with the Financial Policy and Procedures issued by the Judicial Council of California.

4. Damaged or Stolen Property

256. An employee who qualifies for reimbursement for property damaged, destroyed, or stolen in the line of duty shall submit a claim to the Court Executive Officer with all available documentation not later than thirty (30) calendar days after the date of such alleged occurrence. An employee shall be entitled to the appropriate reimbursement no later than one hundred twenty (120) days following the submission of such a claim. Reimbursement may be delayed if the employee does not submit the appropriate documentation.

Revised 04/2025

AGREEMENT 2/11/25 through 10/31/2025
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO AND
SFOCRA, IFPTE LOCAL 21

IX.D. FINGERPRINTING

257. The full cost of fingerprinting, whenever such is required of the employee, shall not be borne by the employee.

ARTICLE X: UNION ACCESS TO NEW EMPLOYEE ORIENTATIONS & EMPLOYEE CONTACT INFORMATION

Consistent with Government Code sections 3555-3559, the Court and Local 21 agree to the following:

258. **A. DEFINITIONS**

259. 1. A “new employee orientation” is the onboarding process of newly hired Court employees when they receive information about their employment status, rights, benefits, duties, and responsibilities, and any other employment-related matters.
264. 2. A “new employee” includes a permanent, temporary, full-time, part-time, or seasonal employee who is represented by Local 21.

265. **B. NEW EMPLOYEE ORIENTATIONS**

266. 1. The Court will provide at least 10 days’ notice to the Local 21 representative of a pending new employee orientation for the representative’s bargaining unit member(s).
267. 2. The Court may provide a shorter notice in a specific instance where there is an urgent need critical to the Court’s operations that was not reasonably foreseeable.
268. 3. The Local 21 representative will be granted reasonable time to travel to and from the meeting and will have 30 minutes to address the new employee(s) without management presence.
269. 4. The Court and Local 21 will agree on the timing and on the location of the meeting during the 10-day notice period.
270. 5. If the Local 21 representative is not available on the day of the new employee orientation, he or she may arrange with the Court to meet the new employee on another day during the employee’s first week at work.

271. **C. EMPLOYEE INFORMATION**

272. 1. The Court will provide Local 21 with a new employee’s name, job title, department, work location, work, home, and personal cellular telephone numbers,

Revised 04/2025

AGREEMENT 2/11/25 through 10/31/2025
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO AND
SFOCRA, IFPTE LOCAL 21

personal e-mail addresses on file with the employer, and the home address of the new employee within 30 days of the employee's start date.

273.
 2. By February 15, June 15, and October 15, the Court will provide Local 21 with a list of all the information referenced in the preceding paragraph for all employees Local 21 represents.
 3. Consistent with Government Code section 6254.3, employees may opt to prevent the personal contact information from being released to Local 21 by making a written request to that effect.

Revised 04/2025

AGREEMENT 2/11/25 through 10/31/2025
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO AND
SFOCRA, IFPTE LOCAL 21

ARTICLE XI: AGREEMENT CONDITIONS

XI.A. SCOPE OF THE AGREEMENT

275. The parties met and conferred in good faith regarding wages, hours, and other terms and conditions of employment of the Official Court Reporters and Official Court Reporters Pro Tempore, exchanged freely information, opinions and proposals, and endeavored to reach an agreement on matters relating to the employment conditions and employer-employee relations of such employees. This Agreement sets forth the full and entire understanding of the parties regarding the matters set forth herein. This Agreement may be modified, but only in writing, upon the mutual consent of the parties.
276. Except in cases of emergency, as defined by the Government Code or as otherwise provided in this Agreement, the Court shall give reasonable written notice to the Union of proposed changes directly relating to matters within the scope of representation as specified in the Government Code. The Union shall be provided 7^{with} the opportunity to meet and confer with regard to any such proposed change.
277. In cases of emergency, as defined by the Government Code, when the Court determines that a proposed change as described herein must be adopted immediately without prior notice or meeting with the Union, the Court shall provide such notice and an opportunity to meet at the earliest practicable time following the adoption of such change.
278. The notice shall state the proposed change, the date, if known, of the intended implementation of such proposed change, an explanation of the reason(s) for said change(s), as well as the anticipated effect on represented employees that would result.
279. If the Union does not respond within fifteen (15) working days from the date of written notification of a proposed change, the Union shall be deemed to have waived its opportunity to meet and confer on the proposed change(s).
280. Upon timely request of the Union, the Court agrees to meet and confer with the Union over such proposed change(s) within ten (10) days of receipt of the request in order to freely exchange information, opinions, and proposals and to endeavor to reach agreement on the proposed change(s). The time limits herein may be extended by mutual agreement of the parties.
281. In the event the parties do not reach an agreement upon any proposed change(s), the Union may grieve in accordance with the grievance provisions of this agreement. The parties may agree to expedited arbitration. Disputes about whether a change made by the Court violated the Agreement are grievable.

Revised 04/2025

AGREEMENT 2/11/25 through 10/31/2025
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO AND
SFOCRA, IFPTE LOCAL 21

282. Failure by either party to engage in meeting and conferring in accordance with this provision will result in the forfeiture of such party's rights under this section.

XI.B. SAVINGS CLAUSE

283. Should any part or any provisions of this Agreement be determined to be contrary to law, such invalidation of that part or portion of the Agreement shall not invalidate the remaining portions hereof, and the remaining portions hereof shall remain in full force and effect for the duration of the Agreement.
284. In the event of such a determination, the parties agree to immediately meet and confer in an attempt to agree upon a provision for the invalidated portion that meets with the precepts of the law.
285. Any term or condition of this Agreement that conflicts with the Fair Labor Standards Act, Title U.C.C., Sections 201, et seq., and/or the rules and regulations thereof shall be null and void so long as said Act and/or the rules and regulations thereof continue to be applicable to the Court. Should any dispute over the application of the Act occur, the parties agree to meet and confer to resolve the dispute before taking other action.

XI.C. TERM OF AGREEMENT

This Agreement shall be effective upon ratification by both parties and shall remain in full force and effect through October 31, 2025.

Revised 04/2025

AGREEMENT 2/11/25 through 10/31/2025
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO AND
SFOCRA, IFPTE LOCAL 21

APPENDIX A: WAGE TABLE

Salary Rate Table effective 7/1/2023:

CHANGE DATE	Step	Hourly 7/1/2023	B/W 7/1/2023	Mo. (26.1) 7/1/2023	Annual (26.1) 7/1/2023
500C Court Reporter	1	63.9456	5,115.65	11,126.53	133,518
	2	66.5030	5,320.24	11,571.52	138,858
	3	69.1630	5,533.04	12,034.36	144,412
	4	71.9295	5,754.36	12,515.73	150,189
500C Pro Tempore Court Reporter		75.00	6,000	13,050	156,600

Revised 04/2025

AGREEMENT 2/11/25 through 10/31/2025
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO AND
SFOCRA, IFPTE LOCAL 21

IN WITNESS HEREOF, the parties hereto have executed this Agreement this 25 day of April 2025.

For the Court:

Brandon E. Riley

Brandon E. Riley
Court Executive Officer

4/30/2025

J.M. Muñoz
Chief Human Resources
Officer

Jose De Anda

Jose De Anda
Senior Human Resources Analyst

For the Union:

Angela Long

Angela Long (Apr 25, 2025 10:52 PDT)

Angela Long
Representative, IFPTE, Local 21

Gordon Aiavao

Gordon Aiavao

Carlito Mandia

Carlito Mandia (Apr 25, 2025 11:36 PDT)

Carlito Mandia

Revised 04/2025

AGREEMENT 2/11/25 through 10/31/2025
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO AND
SFOCRA, IFPTE LOCAL 21