

SUPERIOR COURT - COURT REPORTERS POLICIES AND PROCEDURES

Official Superior Court Reporter classifications and salaries, as provided by ordinance, shall be subject to the following conditions:

- Basis for pension calculation, no transcript or per diems included.
- Included as part of the pay plan and will receive pay increases the same as other City employees.
- Not included in the merit system
- Fiscal year shall be from July 1st to June 30th.
- Include all City benefits to include pension, health insurance, life insurance, except that there shall be no sick and vacation time accrual.

Payment **up to \$15,000** in transcript page charges per fiscal year per Court Reporter shall be permitted (in 12 equal monthly installments if total amount utilized) subject to the following conditions:

- All transcripts and invoices must be checked and stamped by the Clerk of Superior Court or his/her representative, then signed by the authorized Superior Court Judge.
- Paid out of Accounts Payable (does not include FICA).
- Shall be reported on 1099.
- A business license and compliance with the Occupation Tax ordinance (Chapter 19, Article IV) may be required if work is performed outside the scope of employment with the Columbus Consolidated Government
- Not included in pension calculation.
- Excludes capital cases where notice of intent to seek the death penalty has been given by the District Attorney or other capital cases as specified by the Chief Superior Court Judge.
- All transcripts over \$15,000 for each Court Reporter will be completed at no cost to the City (included in the base salary).
- Copies of transcripts for City or State departments or agencies (i.e. District Attorney, Public Defender) will be furnished at no additional cost to the City.

The primary duty of Court Reporters paid by the City shall be to service the Muscogee County Superior Court. Court Reporters shall be individually responsible for providing and, if necessary, paying from allocated transcript funds, a replacement Court Reporter approved by an appointing Judge when they cannot report for court in Muscogee County. Court Reporters shall be required to work for senior and other non-Chattahoochee Circuit Judges handling Muscogee County matters unless previously engaged in criminal court.

Expenses to include City standardized equipment, maintenance agreements on City equipment and supplies for City work, license renewal, and training as included in the Superior Court judges' budgets annually procured through City bid/RFP/purchasing process and within city guidelines (only for City of Columbus/Muscogee County Superior Court criminal work)

- All expenses must be justified and approved by the Superior Court Judge hiring said reporter. Expenses must be in the adopted budget.

- City of Columbus equipment shall not be used outside of Muscogee County or for private use, including civil cases.
- City equipment may be leased by the Court Reporters on a daily basis for private work, including civil cases as well as work performed outside of Muscogee County, at a rate of \$50.00 per day.
- Equipment remains property of the City.
- Other City equipment not being used for a city purpose may be used by other court reporters if their assigned equipment is in need of repair
- Any jobs utilizing the City print shop must be for City business only, initiated through a print shop work order and approved by a Superior Court Judge.