

Trial Court Staff Attorney Incentive Plan

A staff attorney in the Trial Court Staff Attorney class upon completion of **two** years of staff attorney service with the State Courts System, at any level of court, is eligible to receive an incentive increase, up to \$2,500 annually (\$208.33 monthly), upon approval of the chief judge.

A trial court staff attorney, upon completion of **five** years of staff attorney service with the State Courts System, at any level of court, is eligible for promotion to the senior trial court staff attorney class, upon approval of the chief judge.

Procedures:

1. Increases will be effective on the date the staff attorney begins his or her third year of service with the State Courts System.
 - a. If a staff attorney who has received an incentive increase leaves State Courts System employment, and subsequently returns, he or she will be eligible to receive an incentive increase upon completion of two years of eligible service in the subsequent service.
 - b. Prior trial court staff attorney service of less than two years, for which no incentive was received counts toward eligibility.
 - c. Trial court staff attorney service in a county-funded position counts toward eligibility.
2. Promotions will be effective on the first of the month following completion of the fifth year of staff attorney service with the State Courts System. Trial court staff attorney service in a county-funded position counts toward eligibility.
3. It is the responsibility of the trial court administrator to submit a completed Personnel Action Request form (PAR) notifying the Office of the State Courts Administrator (OSCA) Office of Human Resources of staff attorneys in their court who are eligible and who were approved for the incentive increase. Likewise, it is the responsibility of the trial court administrator to submit a completed PAR form notifying the OSCA Office of Personnel Services of staff attorneys in their court who are eligible and who were approved for promotion to senior trial court staff attorney.

ESTABLISHED: November 13, 2000
AMENDED: August 24, 2012
AMENDED: January 7, 2013
AMENDED: September 4, 2014, Effective July 1, 2014
AMENDED: August 1, 2019