

FREQUENTLY ASKED QUESTIONS

April 9, 2020

Q: I'm concerned that I might be stopped by law enforcement on my way to work and asked to prove that I'm an essential employee. Do I need a letter?

A: You can show your ID badge to demonstrate that you work for the Court, which is specifically listed as an essential operation in the California list of ["Essential Critical Infrastructure Workers"](#)

OTHER COMMUNITY-BASED GOVERNMENT OPERATIONS AND ESSENTIAL FUNCTIONS

Essential Workforce

- Critical government workers, as defined by the employer and consistent with Continuity of Operations Plans and Continuity of Government plans.
- ~~County workers responsible for determining eligibility for safety net benefits~~
- ~~The Courts, consistent with [guidance](#) released by the California Chief Justice~~
- ~~Workers to ensure continuity of building functions~~
- Security staff to maintain building access control and physical security measures
- Elections personnel
- Federal, State, and Local Tribal and Territorial Employees who support Mission Essential Functions

If you're concerned, you could also print a copy of these FAQs (or save the link on your phone) as additional verification from your employer that a) all San Diego Court employees are considered essential and b) all San Diego Court employees are considered on call during the closure and may be asked to report to work to support critical functions.

Q: The County of San Diego prohibited non-essential gatherings "of any size." How can we still work on critical functions?

A: The County's order exempts this requirement for essential businesses. The Court is defined as an essential business. Regardless, everyone should continue to observe six-foot distancing while reporting to work for critical functions.

Q: What is the current state of our Court closure, and when will we re-open?

A: The Court is currently closed except for certain identified emergency services (a full list of available services is posted on the Court's COVID-19 website at www.sdcourt.ca.gov/coronavirus).

At this time, the closure extends through April 30, 2020. As the guidance and best practices for essential services affected by COVID-19 is continually changing, we will continue monitoring the information provided by State and County Public Health agencies before making any decisions on what to do after April 30. As usual, we will keep employees informed by Court email and also through notices on the employee section of the public COVID-19 website.

Q: What hearings are the Court conducting at this time?

A: The full list of essential services the Court is providing can be found on the Court's COVID-19 website at www.sdcourt.ca.gov/coronavirus

The Court has also been working to provide video remote hearings for certain critical criminal matters as identified by our justice partners. The process began earlier this week, with the first video remote hearings heard by Presiding Judge Lorna Alksne. A San Diego Union Tribune article about the first day of hearings can be found [here](#).

Q: Am I still allowed to claim parking reimbursement for the month of April? And can I do so electronically?

A: Yes. Court employees are on call and may be asked to report for critical functions during the month of April. Additionally, many employees have monthly automatic debit for their parking spaces, which potentially happened before the Court announced the extension of the closure. Back up documentation may be submitted electronically at this time, but *you must save your hard copy receipts and claim forms and submit these once the court reopens.*

Q: I am a probationary employee and my probation was due to end soon. I haven't completed my training because of the closure.

A: Due to the current pandemic, employees on probation have been unable to complete continuous and active service pursuant to Personnel Rule 3.18.1. As a result, the probationary period will be extended. When the Court fully reopens and/or employees are able to return to work full-time, probationary employees will be provided with a revised probationary end-date.