

Supervisor's Meeting March 19, 2020

There was a suggestion made that our office participate in the employee of month. It was decided that our office will participate. Employees in the COC's office can nominate any employee within the COC's office. Along with your nomination, you MUST submit a reason as to why you are nominating that person. Your vote will not be considered unless a reason is submitted along with your nomination. After all the votes have been submitted, Darlene and myself will look over the votes and decide who the employee of the month will be. However, the first time it is said that we are not being fair, the nomination process will stop and we will no longer participate.

There have been a lot of whispering & gossiping going on lately. Not only is the person gossiping at fault, but the listening ear is just as much to blame. Everyone wants to be friendly by lending an ear, but Do NOT be that person. Stop the gossip right there by telling that person they need to address the issue with that person or with their supervisor. If they have an issue with the supervisor, then take that issue to Darlene or myself. Do NOT be the listening ear! If you are caught doing this, whether you are the one venting or whether you are the one listening, you will be subject to discipline up to termination. Gossiping will not be tolerated. This also applies to supervisors especially.

As everyone knows, I now have opposition for the elected seat of the Clerk of Court. My position is this...my staff cannot work for me and against me at the same time. In other words, you cannot hold a position at the COC's office and campaign against me at the same time. Although, I would love your support, I do not expect it. I realize it puts you, as an employee of this office, in a difficult position and that's the last thing I want to do. I want every person in this office to have a job whether or not I am re-elected. It is best that you stay out of politics and concentrate on your job.

Some of you have been hanging out at each other's desks in the mornings, and throughout the day. Please remember that if you are on break, but that person is not, you are hindering that person from their work. If you both want to take a break at the same time, then go do that. Otherwise, this must stop.

Gloria has asked for help at the switchboard. I don't have another employee to give her. Therefore, if you are passing through the front and see that Gloria is busy assisting someone, please ask if you can help. It's just common courtesy. They see your badge and know you work here. At times, it can be very overwhelming up front. Please help out in any way that you can, whenever you can. Gloria is now directly under Darlene because she works for all of us, not any particular department.

All departments are currently helping to relieve the switchboard. If you are the person relieving the switchboard for the day, call Gloria that morning to find out what time she takes her lunch and breaks. When it's time for her break, call her beforehand to make sure she is ready and not in the middle of helping someone. This way, the person relieving her doesn't have to sit up front for 15 minutes while Gloria finishes helping the person in need and then wait another 15 minutes for Gloria to get back from break.

Due to the COVID-19 virus, our office is now closed to the public with an exception to title searchers and emergency payments and filings. For now, we will let the title searches self-police themselves. If we see that they are not sharing the four computers up front, then a schedule will be set and the title searchers will have to make appointments. This way, it will be fair for everyone. Also, CP will scan everything into on-base immediately once received so the title searchers will have access to it from on-base and not have travel to the back of the office. However, if they need to view a divorce, they may have to come to the back. We still need to be taking the temperature of anyone who crosses our threshold.

When talking to folks on the phone, please advise them that if they can do their business with us via e-mail, snail mail, fax, etc. to please try and avoid being in the office. Please feel free to extend a little extra help if you so choose. In other words, if an attorney asks you to mail a letter that he would normally mail, you may feel inclined to make an exception so he doesn't have to get out, come to the court house, and pick it up to mail it out himself. If so, please feel free to do so, though, I will not volunteer you to do this. When things go back to normal, and our workload is back, and they still want you to do it, just let them know that you did it as a favor because of the circumstances and "The Clerk" allowed you to extend the courtesy during the pandemic, but now, we are to resume our normal

business practice. Just because we do it one time, doesn't mean we will continue to do it forever. I will back you on this.

Supervisors, if you have an employee out for the day or one that leaves early or comes in late for more than a couple of hours, email Darlene the reason why they are out. She has to report the reason to HR. They are keeping tabs on the COVID-19.

A break sign and a lunch sign will be given to each employee, including supervisors. Before going on break or going to lunch, you must hang your sign in plain view so others can see. This way, if you are on your phone, we know why. If you are not at your desk, we know why. If someone comes in to have something clocked, everyone knows not to disturb you because you are on break/lunch. Remember, everyone is entitled to a 15 minute break in the morning, 1 hour lunch, and a 15 minute break in the afternoon. If you are a smoker, you can take two 7 minute breaks. If this is abused and you are taking 2 10 minute breaks, this will cease.

All Departments report that things are moving smoothly.

Family court will use this time to scan and file legacy wage packets, keep up their normal work and work on reports preparing for the implementation of FCCMS.

The File Room is using this time to box up old files.

CP is moving forwarding since they are on e-filing.

GS is as good as they have been in a long time. Things are caught up and looking good.

Sheila, CeCe, Tammie, Krystle and Tania are rescheduling and rebuilding rosters.

We will continue sending out Jury Summons, not knowing when this thing will end and wanting to be prepared to move forward as quickly as we can. In the meantime, Lara will call and cancel as we learn that we need to.

Surfside is hanging on.

It has been asked that I address this... That there is a difference between trying to find a solution that is more productive than just complaining about something all day every day. If you have addressed the fact that you are spending too much time on a task with your supervisor, then her supervisor, then me, and you don't have a better way, you just have to do it. Wasting time beating that dead horse is not constructive, so just buckle down do it until someone comes up with a better way.