



FORT BEND COUNTY

COURT COORDINATOR COMPENSATION PROGRAM

Issue Date: October 13, 2016

Career Progression:

Level I: Newly hired District or County Court at Law Court Coordinators will be placed at a salary level (FY2017-\$67,017.51) which is \$6,000.00 less than full Level III Court Coordinator salary regardless of education or experience. Associate Court Level I Coordinators will be placed at a salary level (FY2017 - \$63,666.64) which is 5% below District or County Court at Law Level I Coordinators.

Level II: To achieve Level II, a Court Coordinator must complete the Trial Court Coordination course as part of The Texas Center for the Judiciary's Professional Development Program. District and County Court at Law Level II Coordinators will then be placed at a salary level (FY2017 - \$70,017.51) which is \$3,000.00 less than full Level III Court Coordinator salary. Associate Court Level II Coordinators will be placed at a salary level (FY2017 - \$66,516.64) which is 5% below District or County Court at Law Level II Coordinators.

Level III: To achieve Level III, a Court Coordinator must have completed both the Trial Court Coordination and the Trial Court Management courses as part of the Texas Center for the Judiciary's Professional Development Program. District and County Court at Law Level III Court Coordinators will then be placed at full coordinator salary (FY2017 - \$73,017.51). Associate Court Level III Coordinators will be placed at a salary level (FY2017 - \$69,336.64) which is 5% below District or County Court at Law Level III Coordinators.

General Provisions:

1. To implement a salary change, the Court Coordinator must submit to Human Resources a copy of the certificate of course completion and an Employee Action Form approved by their Judge. The effective date of the change will be the first day of the pay period commencing after the fully executed form is received by Human Resources.
2. It is the responsibility of the Court Coordinator to submit their executed documentation to Human Resources when they reach Level II or Level III. If the Court Coordinator fails to do so in a timely manner, retroactive pay will not be issued. As with timely submitted documents, the effective date of the change will be the first day of the pay period commencing after the fully executed form is received by Human Resources.
3. If a newly hired Court Coordinator has already completed the necessary courses for Level II or Level III placement, they will begin employment at the appropriate Level II or Level III salary. A certificate of course completion must be provided.
4. Successful completion of the course(s) presented by the National Center for State Courts that encompasses the PDP1 and PDP2 course content, may be used to satisfy the educational requirements shown above for Level II and Level III achievement.
5. Subsequent increases to the amounts shown above will be in accordance with those approved by Commissioners' Court.

Understood and Agreed:

Printed Name

Title

Signature

Date