

**Probate Court Budget Committee  
Action Item List -- As of 3/31/10**

<b>Topic</b>	<b>Action</b>
<b>Compensation</b>	
Job Classifications	Adopted 2/17
Staff Salaries	Adopted 3/24
COLAS/Merit Raises	Adopted 3/24
Exempt and Non-exempt status	Per FLSA
Lunch breaks unpaid	Adopted 3/31
Longevity Pay	Deferred until state budget is finalized
<b>Benefits</b>	
Paid Time-Off Policies	
Vacation	Adopted 1/6 - revised 3/31 (below)
Personal days	Adopted 1/6
Sick	Adopted 1/6
Holidays	Adopted 1/6
Vacation Issues	
Transition to Accrual System	Adopted 3/31
Incremental Days	Adopted 3/31
Other benefit requests	
<b>Staffing Levels</b>	
Initial staffing guidelines	Adopted 3/3
Receive Court Proposals	Deadline 3/18
Benchmark and Transitional Staffing Levels	Adopted 3/31
<b>Miscellaneous Office Budgets</b>	
Workers Compensation	Adopted 3/10 - revised 3/24
Travel and Mileage	Adopted 3/10
Education	Adopted 3/10 - revised 3/24
Dues	Adopted 3/10
Subscriptions	Adopted 3/10
Accounting/Other Professionals	Adopted 3/10
Temporary Help	Adopted 3/10
Bank Fees	Adopted 3/10
Coffee/Tea	Adopted 3/10
Holidays/Special Occasions	Adopted 3/10
Interpreters	Adopted 3/10 - revised 3/24
Gifts	Adopted 3/10
Software	Adopted 3/10
Interpreters	Adopted 3/10
Parking	Adopted 3/24
Finalize office budgets for each court	Adopted 3/24