



STATE OF CONNECTICUT

OFFICE OF THE
PROBATE COURT ADMINISTRATOR

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Probate Court Budget Committee

Meeting Agenda

Wednesday, November 30, 2011
4:00 PM

Library at the Office of the Probate Court Administrator
186 Newington Road, West Hartford

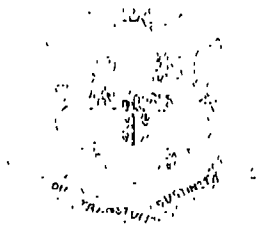
- I. Convene Meeting
- II. Public Comment and Correspondence
- III. Remarks by the Chair
- IV. Adopt Compensation and Benefits Plan for 2012
- V. Update on FY11 Financial Reviews
- VI. Review FY12 Proposed Budget Adjustments
- VII. Update on MAG Project re: Pay Equity Adjustments
- VIII. Review Process for Establishing FY13 Court Office Budgets
- IX. Review Draft of Policy for Retired Rehires
- X. Discuss Unpaid Leave Policy to Cap at 12 Months
- XI. Review Draft of Policy for Inclement Weather
- XII. Other Business
- XIII. Schedule Next Meeting
- XIV. Adjournment

MILFORD-ORANGE PROBATE COURT

District No. 40

BEVERLY K. STREIT-KEFALAS
JUDGE

Telephone (203) 783-3205
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Parsons Government Center
P.O. Box 414
70 West River Street
Milford, CT 06460-0414

November 14, 2011

Hon. Paul J. Knierim
Probate Court Administrator
186 Newington Rd.
West Hartford, CT 06110

RE: BUDGET COMMITTEE AGENDA

Dear Judge Knierim,

The Milford-Orange Probate Court respectfully requests the following topics be added to the next Budget Committee agenda:

- Request to extend the transitional hours approved in January 2011
- Request to increase staffing hours

Very truly yours,


Beverly Streit-Kefalas, Judge

BK.S/ed

CAPC

Connecticut Association of Probate Clerks

Patricia E. Saviano
President, Danbury

Elaine D. Johnson
Treasurer, Wallingford

Mary M. MacGregor
Vice President, Glastonbury-Hebron

Secretary

16 November 2011

Dear Budget Committee Members:

It has come to my attention at the recent financial audit of the Danbury Probate Court that because the March 2011 meeting of CAPC did not have a guest speaker, clerks who attended the meeting would have to reimburse the State for the cost of the dinner. It was stated by the auditor, Rob Guzzo, that since there was no guest speaker, there was no educational component to the meeting. There has also been some controversy regarding the upcoming December meeting because it initially did not have a guest speaker.

On behalf of CAPC, I am making a request to the Budget Committee that the cost of the March 2011 meeting and all other CAPC meetings be allowed from the Education, Seminars and Meetings line item whether there be a guest speaker or not on the following basis:

Policy 502 states “fees and attendance at educational programs, seminars, and conferences that have an educational component with a direct relationship to probate matters should be allocated to this account”. Nowhere does the policy state that a meeting must have a guest speaker to be educational. The Connecticut Association of Probate Clerks, by nature, **IS** educational. CAPC Bylaws state “The purpose of CAPC shall be to further and promote the interest of all clerks, assistant clerks and office staff of the probate courts throughout the State of Connecticut by exchange of ideas and information”. We exchange ideas and information about probate at every meeting. And while there was no “formal educational component”, by way of a guest speaker to the March meeting, there was and always in an “informal educational” component to our meetings. At all meetings the discussion at dinner always seems to revolve around probate and the question always seems to be asked “How do you do things in your court?” We share ideas and informally discuss cases, situations and policies in our courts and how they are handled. We offer suggestions and help to one another. In fact, from a suggestion by a clerk, the roundtables we have now are a direct result of these “roundtable” discussions at our CAPC meetings. Whether there is a guest speaker or not, our meetings **ARE** educational.

Therefore, I ask that the Budget Committee based on the above, consider granting that all payments for CAPC meetings be granted under Policy 502.

Thank you again for listening to our concerns. Your attention to this matter is greatly appreciated.

Respectfully submitted,

Patricia E. Saviano, President

PCA Policy Manual

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Compensation Ranges

Effective January 5, 2011

Hourly Rates

Class Title	Exempt /NE	Min.	Market	Max.
Chief Clerk III	Exempt	27.43	32.91	38.40
Chief Clerk II	Exempt	24.93	29.92	34.91
Chief Clerk I	Exempt	22.67	27.20	31.73
Staff Attorney	Exempt	24.93	29.92	34.91
Deputy Chief Clerk	Exempt	20.61	24.73	28.85
Clerk	Non-Exempt	18.73	22.48	26.23
Assistant Clerk	Non-Exempt	15.48	18.58	21.67
Court Assistant	Non-Exempt	14.07	16.89	19.70
Probate Court Officer *	Exempt	20.61	24.73	28.85
Security Officer *	Non-Exempt	14.07	16.89	19.70

* Regional Children's Probate Courts

**Office Expense Budget
 FY 2012 Budget
 July 1, 2011 - June 30, 2012**

Budget Committee Meeting: November 30, 2011

District: **Trumbull Probate District**

District No.: **46**

No. of Employees (Judge and Court Staff) **4**

Description	FY 2012 Original	Proposed Budget Adjustment	FY 2012 Revised	Comments
Workers Compensation	546		546	
Educ/Seminars/Mtgs	600		600	
Dues	1,767		1,767	
Subscriptions	1,047		1,047	
Bank Fees	-		-	
Coffee/Tea Expenses	140		140	
Holiday/Special Occasion	180		180	
Other Expenses	500	2,546	3,046	Balance due on 4/25/11 invoice from outside accountant
TOTAL EXPENSES	4,780	2,546	7,326	

**Office Expense Budget
 FY 2012 Budget
 July 1, 2011 - June 30, 2012**

Budget Committee Meeting November 30, 2011

District: **Newington Probate District**

District No.: **7**

No. of Employees (Judge and Court Staff) **8**

Description	FY 2012 Original	Proposed Budget Adjustment	FY 2012 Revised	Comments
Workers Compensation	1,539	579	2,118	Annual premium of \$1,464 pd in August 2011. Audit premium billed in Nov 2011 for \$654. Net adjustment of \$579 needed.
Educ/Seminars/Mtgs	600		600	
Dues	1,867		1,867	
Subscriptions	20		20	
Bank Fees	60		60	
Coffee/Tea Expenses	280		280	
Holiday/Special Occasion	360		360	
Other Expenses	500	912	1,412	Budget adjustment relates to outstanding invoice from Hartford Courant (republished notices and other notices)
TOTAL EXPENSES	5,226	1,491	6,717	

**Office Expense Budget
 FY 2012 Budget
 July 1, 2011 - June 30, 2012**

Budget Committee Meeting: November 30, 2011

District: West Hartford Probate Dist.

District No.: 2

No. of Employees (Judge and Court Staff) 10

Description	FY 2012 Original	Proposed Budget Adjustment	FY 2012 Revised	Comments
Workers Compensation	1,385		1,385	
Educ/Seminars/Mtgs	600	(100)	500	Reallocate to Holiday/Special Occasion
Dues	1,917		1,917	
Subscriptions	50		50	
Bank Fees			-	
Coffee/Tea Expenses	350		350	
Holiday/Special Occasion	450	200	650	Reallocation from Educ/Seminars and Other per court request
Other Expenses	500	(100)	400	Reallocate to Holiday/Special Occasion
TOTAL EXPENSES	5,252	-	5,252	

PCA Policy Manual

203 REEMPLOYMENT AFTER RETIREMENT

POLICY

Retired judges and court employees receiving benefits under the Probate Judges and Employees Retirement System (PJERS) are prohibited from working more than 630 hours in the probate system in a calendar year. The rate of pay of any retiree shall not exceed the employee's rate of pay immediately prior to retirement or the maximum for the position for which the retiree is hired, whichever is lower.

GENERAL INFORMATION

C.G.S. § 45a-42 limits retirees to 90 working days in any year. The Retirement Commission has interpreted this provision to mean that a retiree may not exceed 630 hours of work in a calendar year. A retiree who exceeds the annual maximum forfeits his or her retirement allowance for the year.

A court may hire a retiree only if the position and the court's overall staffing level fall within the budget committee's benchmark staffing level authorization. The maximum rate of pay for a retiree shall not exceed the lesser of the pre-retirement rate of pay or the maximum wage for the position for which the retiree is hired. Rehired retirees are not eligible for benefits other than compensation.

Hours worked are defined as time for which an employee is paid and include regular work time, holiday time and time allowed for inclement weather. Rehired retirees will be granted holiday or inclement weather pay only when the court is closed on a day that the employee normally is scheduled to work. The amount of pay shall be based on the employee's standard working hours for that day of the week.

Rehired retirees are paid bi-weekly in accordance with the pay schedule established by PCA.

PROCEDURES

Judges and court staff have online access to payroll information, including year-to-date hours. The judge and rehired retiree are responsible for ensuring compliance with this policy.

Questions on this policy: Contact PCA Financial Services Department at (860) 231-2442

Forms for this policy: None

PCA Policy Manual
**115 INCLEMENT WEATHER AND
OTHER EMERGENCY CONDITIONS**

POLICY

Judges shall maintain the normal schedule of operations for their courts whenever reasonably possible. A judge may temporarily close the court when severe inclement weather or other emergency makes travel to the court or use of court facilities unsafe. The judge should base closure decisions upon local conditions. While not the only factor, judges should consider whether municipal offices are open.

GENERAL INFORMATION

Judges should designate a method to communicate decisions about temporary court closures to court staff. When notifying court staff, the judge will indicate the time of a delayed opening, closure for the entire day or an early closing time. The judge or chief clerk should notify PCA of any temporary closure. The judge or chief clerk should then make reasonable efforts to notify parties and counsel of the postponement of any scheduled hearing. If the court is expected to be closed for an entire day or longer, a notice with emergency contact information should be posted at the court facility.

Announcements made by the Governor or the Judicial Branch concerning the closure of state offices do not apply to probate court employees, unless the Governor has declared a state of emergency.

An employee who arrives at work later than a specified delayed opening time due to weather conditions will not be charged for such lateness if the employee made a good faith effort to arrive on time and reports such conditions to the judge or chief clerk upon arrival. An employee who does not report to work for an entire day should record the time after the delayed opening as either personal or vacation time, based upon available time off accruals.

PROCEDURES

Court staff use the payroll time and attendance reporting system to record time off and report inclement weather time. Proper codes must be used for reporting absences.

Questions on this policy: Contact PCA Financial Services Department at (860) 231-2442

Forms for this policy: None