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PROBATE COURT ADMIN

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PROBATE COURT

District of West Haven • City Hall • 355 Main Street • West Haven, CT 06516 • (203) 937-3552

F. Michael Heffernan

Judge

March 3, 2010

By fax and regular mail

Office of the Probate Court Administrator
186 Newington Road
West Hartford, CT. 06110

Hon. Paul J. Knierim, Probate Court Administrator
Hon. Joseph Marino
Hon. Dianne Yamin

Re: Budget Committee
Preliminary Staffing Levels:

In trying to understand how the staffing levels were determined I have reviewed the verification of Court Employees form for 2008. I believe it is the total annual hours of all employees divided by 2080 that determines the FTE.

If this is the data that was used to determine the 4.3 FTE listed for our Court, I believe that data may be skewed by the following factor:

In November 2007 one 35 hour employee left this Court. The Court did not fill that vacancy until November 3, 2008. Therefore even though the new employee was a 35 hour employee her total annual hours for 2008 would only be 245 hours instead of the 1820 hours that she would work ever year thereafter.

If you calculate that employee at the normal annual hours she would work for a full year then our actual number of FTE would be 5 rather than 4.3.

From what I understand there will be an opportunity for us to correct this when the preliminary staffing sheets are sent to the individual courts but wanted the Committee to be aware of what we perceive to be a discrepancy in our particular Court.

Thank you for your attention in this regard.

Very truly yours,


Maureen O'Connor, Clerk