



STATE OF CONNECTICUT

OFFICE OF THE  
PROBATE COURT ADMINISTRATOR

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**Probate Court Budget Committee**

Meeting Agenda  
Wednesday, August 16, 2017  
4:00 PM

- I. Convene Meeting
- II. Public Comment and Correspondence
- III. Remarks by the Chair
- IV. Staffing Adjustments
- V. Policy re: hourly rate when re-hiring former Probate Court employee
- VI. Other Business
- VII. Schedule Next Meeting
- VIII. Adjournment

# STAFFING PLAN

Budget Committee Meeting August 16, 2017

Probate District:

West Hartford

District No.:

2

Positions	Current Benchmark	Proposed Benchmark	Transitional Authorization
Chief Clerk III			
Chief Clerk II	0.9	0.9	0.9
Chief Clerk I			
Deputy Clerk			0.9
Clerk	1.8	2.8	0.9
Assistant Clerk	1.8	1.8	0.9
Court Assistant	1.9	0.9	1.6
Court Staff Attorney			0.9
Temporary Staff			0.3
Probate Court Officer			
Security Officer			
<b>TOTAL</b>	<b>6.4</b>	<b>6.4</b>	<b>6.4</b>

Full Time Equivalents (FTE) = 40 Hour Work Week (2,080 Annual Hours)

# STAFFING PLAN

Budget Committee Meeting August 16, 2017

Probate District:

Glastonbury - Hebron

District No.:

6

Positions	Current Benchmark	Proposed Benchmark
Chief Clerk III		
Chief Clerk II		
Chief Clerk I	1.0	1.0
Deputy Clerk		
Clerk		
Assistant Clerk	0.8	1.3
Court Assistant	0.5	
Court Staff Attorney		
Temporary Staff		
Probate Court Officer		
Security Officer		
<b>TOTAL</b>	<b>2.3</b>	<b>2.3</b>

Full Time Equivalents (FTE) = 40 Hour Work Week (2,080 Annual Hours)

# STAFFING PLAN

Budget Committee Meeting August 16, 2017

Probate District:

Milford - Orange

District No.:

40

Positions	Current Benchmark	Proposed Benchmark
Chief Clerk III		
Chief Clerk II	0.9	0.9
Chief Clerk I		
Deputy Clerk		
Clerk	0.9	0.9
Assistant Clerk	2.0	2.9
Court Assistant	0.9	
Court Staff Attorney		
Temporary Staff		
Probate Court Officer		
Security Officer		
<b>TOTAL</b>	<b>4.7</b>	<b>4.7</b>

Full Time Equivalent (FTE) = 40 Hour Work Week (2,080 Annual Hours)

## PCA Policy Manual

# 301 NEW HIRES

### POLICY

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A judge may, in consultation with PCA, hire a new employee to fill a vacant position that is authorized under the court's benchmark staffing level.

A new employee must meet the minimum qualifications set forth in the job description for the position. The judge shall determine the employee's rate of pay in accordance with the compensation plan. An offer of employment, other than for a temporary employee, is contingent upon a satisfactory background check.

The judge or chief clerk is responsible for obtaining all necessary documentation from the new employee and submitting the material to PCA as set forth below.

The authority to fill a vacant position may be suspended by a hiring freeze. A hiring freeze supersedes authorized staffing levels.

### GENERAL INFORMATION

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A judge has the authority to hire new employees to fill vacant authorized positions. Before initiating the process to fill a vacancy, the judge shall contact PCA to review applicable policies and procedures and determine the most cost-effective use of available hours. Judges should fill vacancies with full-time employees whenever possible. The following budget committee policies govern the authority to fill a vacancy:

First, the judge may hire a new employee only if the position and the court's overall staffing level fall within the budget committee's benchmark staffing level authorization. Transitional staffing level authorizations, which the budget committee adopted to avoid the mandatory layoff of incumbent staff members working at courts as of December 31, 2009, do not apply to new hires.

Second, the budget committee establishes job descriptions that include specific minimum qualifications for each position within the Probate Court system. The judge must verify that a candidate meets the minimum qualifications before extending an offer to hire the prospective employee.

Third, the judge must determine the rate of pay for a new employee in accordance with the budget committee's compensation plan. The budget committee establishes the compensation plan annually and periodically issues guidelines regarding specific implementation issues. The budget committee also establishes a uniform benefits plan for all court staff. Variations from the benefits plan are not permitted.

Fourth, new hires external to the probate system shall be hired at the minimum rate of pay for the applicable position. A judge may, in consultation with PCA, hire an individual who previously worked at a Probate Court at a rate of pay commensurate with the individual's

prior position, prior rate of pay and length of time since the individual separated from Probate Court service.

Finally, the judge must establish a specific work schedule for the new employee. If the scheduled work hours extend past 2:00 p.m., an unpaid lunch break is mandatory. The minimum lunch break is 30 minutes and the maximum is one hour.

## PROCEDURES

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All candidates who are interviewed shall complete an Employment Application (form attached). To assist with the employment process, a new hire checklist is attached to this policy.

C.G.S. § 31-71f requires an employer to advise employees, in writing, at the time of hiring, of the rate of pay, hours of employment and wage payment schedules. A judge hiring a new employee should provide an offer of employment letter that outlines the terms of employment. A sample letter is attached.

Upon acceptance of the position, the applicant must complete the Disclosure and Authorization for the Release of Information form. The Judge or Chief Clerk will complete the "For EMPLOYER Use Only" section to indicate the services requested (i.e., verification of employment, education, etc.) and fax the form to the PCA Financial Services Department together with the offer of employment letter, employment application and resume.

PCA will submit the information to the vendor to conduct the search. Results usually are available within a few days and PCA will communicate the results to the judge or chief clerk.

New employees must sign an acknowledgement to confirm receipt and agreement of the court's confidentiality policy. A sample confidentiality policy with an acknowledgement form is attached. The original document should be retained at the court.

Upon the new employee's acceptance of the job offer, the court should immediately contact the PCA Financial Services Department, which will send the court a New Hire Kit. The kit should be provided to the prospective new employee as soon as possible. (A judge or chief clerk may also request the kit in advance to have on hand during the interview process.) The kit includes the following forms:

- Disclosure and Authorization for the Release of Information Form
- Employee Data Sheet
- Form I-9
- Federal Form W-4
- Form CT-W4
- Direct Deposit Form
- Designation of Retirement System-Tier-Plan Beneficiary (Form CO-931p)
- Emergency Contact Information
- Online Payroll and Benefits System User Guide
- Policy on Acceptable Use of Computer Systems and E-Mail
- Computer Access Authorization Form
- Electronic Signature Form

- Oath of Office Form
- Policies related to employee benefits
- Payroll Schedule
- Information on Deferred Compensation 457 Plan
- Information on Employee Assistance Program
- Information on Credit Union membership
- Information on Short- and Long-Term Disability

Employment must commence on the first business day of a pay period. The Computer Access Authorization Form must be submitted at least two weeks prior to the hire date. Within two business days of the new employee's first day of work, the court must submit the required documents listed above to the PCA Financial Services Department. Copies of the forms should be maintained at the court.

Court staff members, other than temporary employees, who work 20 or more hours per week are eligible for health insurance. Coverage is effective the first day of the month following date of hire. If the employee is eligible for health insurance coverage, the employee must enroll or decline online within 31 days of the date of hire. If enrolling in health insurance, the employee must provide a copy of his or her birth certificate, along with the applicable documentation if enrolling a spouse or dependent(s). All supporting documentation must be received before the coverage is activated. Enrollment instructions are included in Policy No. 308 Online Payroll and Benefits System User Guide.

Court staff members, other than temporary employees and rehired retirees, may enroll in the Deferred Compensation 457 Plan. There is no minimum number of work hours per week requirement.

The judge or chief clerk should provide the new employee with a general orientation regarding the position. The New Hire Checklist contains a list of items to cover in this orientation. The orientation should also cover the manner in which employment, attendance and benefit policies are handled within the court.

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

**Forms for this policy:** New Hire Checklist  
 Sample Offer of Employment Letter  
 Sample Confidentiality Policy  
 Employment Application  
 See Policy No. 701 for Computer Access Authorization Form