



STATE OF CONNECTICUT

OFFICE OF THE  
PROBATE COURT ADMINISTRATOR

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## **Probate Court Budget Committee**

Meeting Agenda  
Wednesday, June 10, 2015  
5:00 p.m.

**SUBJECT TO CHANGE IF THE STATE BUDGET IS NOT ADOPTED BY  
JUNE 3, 2015**

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. Update re: 2015 Merit Pay Adjustments
- V. Compensation Study Implementation Policies
- VI. Adjustments to FY 2015-16 Office Budgets
- VII. Employee Paid Benefits: Disability Insurance
- VIII. Other Business
- IX. Schedule Next Meeting
- X. Adjournment

## **Compensation Study Proposed Implementation Policies**

***Budget Committee Meeting  
June 10, 2015***

### **Proposed Policies**

**GROUP 1** – Employees hired PRIOR to January 5, 2011 who were below their target rates and received equity adjustments in 2013 (116 employees):

*Increase the hourly rate of each Group 1 employee by the compensation study percentage for the employee's position.*

**GROUP 2** – Employees hired PRIOR to January 5, 2011 who DID NOT receive an equity adjustment in 2013 because their hourly rates at the time were higher than the equity study rates (90 employees):

*First calculate an updated equity study rate by adding all COLA and merit raises to the 2013 equity study rate. Then calculate the compensation study hourly rate for each employee by applying the compensation study percentage for the employee's position to the updated equity study rate. The employee will receive the greater of the compensation study hourly rate or the employee's current rate.*

**GROUP 3** – Employees hired PRIOR to January 5, 2011 who were grandfathered because their hourly rates were higher than the maximum (17 employees):

*Calculate adjustments for Group 3 in the same manner as Group 2.*

**GROUP 4** – Employees hired SINCE January 5, 2011 who were hired at the minimum for their positions (71 employees):

*Increase the hourly rate of each Group 4 employee by the compensation study percentage for the employee's position.*

*The adjustment will apply to employees who were hired before July 1, 2015. Employees hired on or after July will receive an increase to the new minimum for the position.*

**GROUP 5** – Employees hired SINCE January 5, 2011 who were hired ABOVE the minimum for their positions (8 employees):

*On September 28, 2011, the budget committee adopted a policy requiring new hires from outside the system to start at the minimum for the position. Several employees were hired above minimum before the policy became effective. Calculate the compensation study rate for these employees by applying the compensation study percentage to an adjusted hourly rate equal to the sum of the minimum for the position plus all merit and COLA increases.*

**GROUP 6 – Rehired retirees (16 employees):**

*Make a one-time adjustment to standardize rates for rehired retirees at the following updated market rates, provided that the rate does not exceed the employee's pre-retirement rate of pay:*

- \$25.79 Clerk
- \$22.74 Assistant Clerk
- \$18.83 Court Assistant

*Temporary and floating clerk positions held by rehired retirees would be treated as Assistant Clerk positions.*

**PROMOTIONS**

*If an employee in Group 2, 3 or 5 was promoted on or after January 5, 2011, calculate the adjustment as if the employee was hired at minimum in the original position and add the promotion increase, along with the COLA and merit increases, before applying the compensation study factor.*

# Office Expense Budget

Northeast RCPC

Budget Committee Meeting: June 10, 2015

## FY 2016 Budget

July 1, 2015 - June 30, 2016

59
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No. of Employees (Judge and Court Staff):

7
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No. of PCO's included in total count above:

2
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Description	Original Submission	Proposed Budget	Increase (Decrease)	Comments
Rent and Taxes	51,650	15,500	(36,150)	Willimantic relocation; rent savings
Repairs, Maint and Utilities	5,000	4,000	(1,000)	Willimantic relocation; cleaning expense savings
Office Supplies	5,000	5,000	-	
Office Furniture and Equip	4,000	4,000	-	
Postage Equip and Fees	6,000	6,000	-	
Legal Notices and Ads	2,600	2,600	-	
Liability Insurance	700	700	-	
Education/Seminars/Meetings	1,000	1,000	-	
Dues	175	175	-	
Subscriptions	-	-	-	
Coffee/Tea/Holiday/Special Occasion	560	560	-	
Other Expenses	500	500	-	
<b>TOTAL EXPENSES</b>	<b>77,185</b>	<b>40,035</b>	<b>(37,150)</b>	

\*\* Represents number of individuals (not FTE); excludes temporary employees

**Office Expense Budget  
 FY 2016 Budget  
 July 1, 2015 - June 30, 2016**

Budget Committee Meeting - June 11, 2015

District Nos.: 1 through 54

No. of Employees (Judge and Court Staff) 344 \*\*

Description	FY 2016	Budget Committee Assumptions
Education/Seminars/Meetings	32,800	\$600 per district
Dues	8,600	Other = \$25 per person average (Excludes Probate Assembly, bar & NCPJ dues)
Subscriptions	51,020	Court proposal, subject to \$1,500 maximum
Coffee/Tea/Holiday/Special Occasion	0	Budget Elimination
Other Expenses	54,040	\$500 per district
<b>TOTAL EXPENSES</b>	<b>146,460</b>	

\*\* Represents number of individuals (not FTE)

**Office Expense Budget- FY 2016 Budget  
July 1, 2015 - June 30, 2016**

Budget Committee Meeting - June 11, 2015

District No.: 55-60

No. of Employees (Judge and Court Staff) 50 *Represents number of individuals (not FTE)*

Description	FY 2016	Budget Committee Assumptions
Rent and Taxes	243,668	Court proposal
Repairs, Maint and Utilities	82,580	Court proposal
Office Supplies	39,800	Court proposal
Office Furniture and Equip	32,000	Court proposal
Postage Equip and Fees	42,365	Court proposal
Legal Notices and Ads	18,700	Court proposal
Liability Insurance	10,500	Court proposal
Education/Seminars/Meetings	6,800	\$600 per district, plus \$200 per PCO
Dues	1,250	Other = \$25 per person average (Excludes Probate Assembly, bar & NCPJ dues)
Subscriptions	2,925	Court proposal, subject to \$1,500 maximum
Coffee/Tea/Holiday/Special Occasion	0	Budget Elimination
Other Expenses	3,500	\$500 per district
<b>TOTAL EXPENSES</b>	<b>484,088</b>	

## PROPOSED SUPPLEMENTAL BENEFITS

Budget Committee Meeting

June 10, 2015

### ***SHORT-TERM DISABILITY INSURANCE***

Voluntary short-term disability insurance replaces a portion of income when an individual is unable to work due to a covered injury or illness. Short-term disability coverage provides a percentage of income for a relatively short period depending on the injury or illness. Benefits from this plan are tax free.

Court staff members, other than temporary employees, are eligible for coverage provided they work 20 hours or more per week and meet the issue-age requirements of 17-69 years of age.

### ***LONG-TERM DISABILITY INSURANCE***

Long-term disability insurance replaces a portion of income when an employee is unable to work due to a covered injury or illness. Long-term disability coverage delivers a percentage of income each month for as long as a person remains disabled, or until they reach Social Security Normal Retirement Age, whichever is sooner. Benefits from this plan are tax free.

Court staff members, other than temporary employees, who work at least 20 hours or more per week are eligible for coverage on their first day of employment.

Premium payments for Short-Term and Long-Term Disability Insurance can be made via bi-weekly payroll deduction (post-tax).