
MEMORANDUM

TO: FILE

FROM: LISA L. HANSEN

SUBJECT: MERIT INCREASES

DATE: 12/08/2021

Merit increases were approved at the June 16, 2021 meeting of the Budget Committee effective for the July 15, 2021 payroll (for pay period starting 6/26/21). Budgeted merit pool 3.0% (2.5% formula 0.5% discretionary).

- 283 employees received a merit pay increase
- Actual annual impact is approximately \$418k.
- The discretionary pool was 0.5% or approximately \$69k, which was allocated based on the judge's discretion.

Merit Pay Statistics	July 2021	July 2020	July 2019*	July 2015*
Maximum of 6.0%	0	1	1	0
5.0%-5.99%	2	1	7	2
4.0%-4.99%	6	5	34	16
3.0%-3.99%	136	137	183	130
2.0%-2.99%	111	110	37	82
Less than 2.0%	3	4	4	9
Receiving an amount over Max	25	21	21	58
TOTALS (*updated to eliminate duplicate info)	283	279	287	297

Historical Information:

- 3.0% COLA was in January 2014
- Comp Study Phase I implemented November 2015
- Comp Study Phase II implemented June 2019
- Merit increases up to 3.5% implemented July 2019
- 3.0% COLA increase implemented January 2020
- Merit increases up to 3.0% implemented December 2020, retroactive to July 2020
- 3.0% COLA increase implemented January 2021

PCA Policy Manual
101 STAFF COMPENSATION ADJUSTMENTS

POLICY

The Probate Court Budget Committee may periodically authorize cost of living adjustments (COLAs) and merit increases for court staff. Each judge is responsible for the implementation of COLA and merit increases for the staff of the judge's court in accordance with the budget committee's guidelines.

GENERAL INFORMATION

Generally, all court staff, except temporary employees, rehired retirees, and those whose rates of pay exceed the maximums for their positions, are eligible to receive compensation adjustments in the form of COLAs and merit increases. The total pool of funds for compensation adjustments will be determined by the budget committee, provided that approved COLAs and merit increases will be implemented only if the Chief Court Administrator approves a budget for the Probate Court system that includes funding for the increases. Planned compensation adjustments may be withheld or postponed by action of the budget committee.

PROCEDURES

COLAs

A COLA is a periodic compensation increase intended to maintain employees in an equivalent position as inflation increases the cost of purchasing goods and services. When a COLA is authorized, all court staff, except temporary employees, rehired retirees and those whose existing rates of pay exceed the maximums for their positions, receive the same percentage increase. In addition, the minimum, market, and maximum rates of pay for each position are increased by the amount of the COLA.

Merit Increases

In addition to COLAs, the budget committee may periodically authorize merit increases for court staff. When the budget committee authorizes a merit increase, all court staff who were employed by a court as of the end of the applicable performance evaluation period, except temporary employees, rehired retirees and those whose rates of pay exceed the maximums for their positions by 2% or more, are eligible for an increase. If the sum of the employee's current pay and merit increase would exceed the maximum for his or her position, the sum is capped at maximum plus 2%. Any amount of merit pay that exceeds maximum is not added to the employee's base pay. The performance evaluation system calculates the amount of each employee's increase, if any, based on his or her performance evaluation for the applicable evaluation period. The budget committee may establish additional guidelines for the implementation of merit increases.

Promotions

An employee who is promoted will be paid minimum for the new position or 3.5% more than the employee's rate of pay before the promotion, whichever is higher. If, however, the employee's rate of pay before the promotion exceeds the maximum for the pre-promotion position, the promoted employee will be paid the greatest of the current rate of pay, the minimum for the new position, or 3.5% more than the maximum for the pre-promotion position. A promoted employee is eligible for any merit increase or COLA that the budget committee authorizes for implementation after the date of promotion.

Transfers

See Policy No. 306 for general information on applicable policies when a judge hires a court staff member from another court to fill a vacant position that is authorized under the court's benchmark staffing level. A transfer employee who is hired to continue in the same position (e.g., an assistant clerk at another court is hired as an assistant clerk) will be paid at the same rate that he or she was receiving prior to the transfer. A transfer employee who is promoted to another position (e.g., an assistant clerk at another court is hired as a clerk) will be paid in accordance with the promotions policy set forth above. A transfer employee who accepts a position with a lower pay range (e.g., a clerk at another court is hired as an assistant clerk) will be paid the maximum for the new position or the rate that he or she was receiving prior to the transfer, whichever is lower.

Progressions

Advancement from assistant clerk to the clerk level is available to incumbents after strong performance of four years of experience in the Probate Court system. Advancement is not automatic and requires judge approval. **Progressions do not change approved court benchmark staffing level.**

An incumbent must be in full-time status (35+ scheduled work hours per week) to be eligible. Rehired retirees and part-time employees (those working less than 35 hours per week) are not eligible. Cumulative hours over a four-year period must equal or exceed 7,280 hours (35 hours per week x 52 weeks x 4 years).

After the initial implementation in 2020, employees may be considered for progression in the first payroll following the first full month after month of eligibility.

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

Forms for this policy: Compensation Ranges

Date Issued: 01/01/2011

Revisions: 12/01/2011, 01/01/2013, 07/01/2013, 01/01/2014, 01/01/2015, 11/01/2015, 01/01/2017, 01/01/2018, 07/01/2019, 01/01/2020, 01/01/2021, **01/01/2022**

Compensation Ranges

January 2022

Hourly Rates

Class Title	Exempt /NE	Min.	Max.
Chief Clerk III	Exempt ¹	33.33	49.99
Chief Clerk II	Exempt ¹	29.44	44.16
Chief Clerk I	Exempt ¹	27.55	41.31
Staff Attorney	Exempt ¹	31.16	46.73
Deputy Chief Clerk	Exempt ¹	25.98	38.98
Clerk	Non-Exempt	22.55	33.83
Assistant Clerk	Non-Exempt	19.88	29.82
Court Assistant	Non-Exempt	16.46	24.69
Lead Family Specialist	Exempt ¹	32.97	49.45
Family Specialist	Exempt ¹	28.53	42.81
Security Officer ²	Non-Exempt	16.46	24.69

¹Rehired retirees are classified as non-exempt regardless of position.

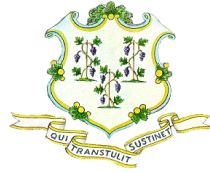
²Regional Children's Probate Courts

Office Expense Budget

FY 2023 Proposed Budget Assumptions

Budget Committee Meeting: December 8, 2021

Description	Proposal
Education / Seminars / Meetings	\$600 per district \$600 per RCPC, plus \$200 per Family Specialist
Dues	Other = \$25 per person
Subscriptions	Court proposal, subject to \$1,500 maximum
Other Expenses	\$500 per district



CENTRAL CONNECTICUT
REGIONAL CHILDREN'S PROBATE COURT
1501 East Main Street, Suite 203
Meriden, Connecticut 06450-2860

Judge Philip A. Wright, Jr.
Administrative Judge

203-235-1014
Fax: 203-235-1075

Judge Jennifer L. Berkenstock
Judge Michael A. Carrier
Judge Ariana F. Ceneviva
Judge Matthew J. Jalowiec
Judge Jeannine M. Lewis
Judge Joseph D. Marino

November 30, 2021

Re: Staffing Request for the Central Connecticut Regional Children's Probate Court

Dear Judge Streit-Kefalas,

I am writing to you in your capacity as chair of the Budget Committee to seek permission to add an additional assistant clerk and family specialist to the staff of the CCRPC. Please know that I do not make this request without a great deal of consideration, but I believe this staffing increase to be a necessity for the continued high level of service provided to the children and families we serve.

By way of background, you will recall that this Court was formed and renamed when the Middletown Probate District joined the Meriden Wallingford Regional Children's Probate Court in 2009. At that time, the CCRPC was staffed with two clerks and two family specialists, each working 37 1/2 hours per week. We have since been joined by Region 14 in 2011, Cheshire-Southington in 2015, the District of Saybrook in 2018, and most recently the District of Berlin earlier this year. These additions represent an increase of approximately 150% in the population we serve, but it is noteworthy that this Court has not requested additional staffing until now.

Our case intake log indicates that New Britain cases represent between 1/3 and 1/2 of new filings since the District of Berlin joined the CCRPC in July of this year. As you know, this does not include the ongoing services required in active cases filed over the previous 18 years. Most importantly, my staff has clearly indicated that they no longer feel that they can continue to handle their increased responsibilities in a professional and appropriate manner.

Please place this request on the agenda for the upcoming Budget Committee meeting for its consideration. Thank you.

Sincerely,

Philip A. Wright, Jr.
Administrative Judge

STAFFING PLAN

Probate District:

Central CT RCPC

District No.:

56

12/8/21 Budget Committee Submission

Positions	Benchmark	Proposed Benchmark
Chief Clerk III		
Chief Clerk II		0.9
Chief Clerk I	0.9	
Deputy Clerk		
Clerk	0.9	0.9
Assistant Clerk		1.0
Court Assistant		
Court Staff Attorney		
Temporary Staff		
Family Specialist	2.0	3.0
Security Officer		
TOTAL	3.8	5.8

Notes Subsequent to 1/5/2011

Notes: 11/30/21 Request by Judge Wright to present his proposal to add 1.0 FTE for a Family Specialist and 1.0 FTE for an Assistant Clerk at the 12/8/21 Budget Committee meeting. Per PCA policy 201, total court benchmark will now be between 4.0 and 7.9, reclassifying the Chief Clerk I to Chief Clerk II.

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