

PCA Policy Manual  
**101 STAFF COMPENSATION ADJUSTMENTS**

**POLICY**

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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**

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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**

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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.

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

# Compensation Ranges

January 2021

## Hourly Rates

Class Title	Exempt /NE	Min.	Market	Max.
Chief Clerk III	Exempt <sup>1</sup>	32.36	40.44	48.53
Chief Clerk II	Exempt <sup>1</sup>	28.58	35.73	42.87
Chief Clerk I	Exempt <sup>1</sup>	26.75	33.43	40.11
Staff Attorney	Exempt <sup>1</sup>	30.25	37.81	45.37
Deputy Chief Clerk	Exempt <sup>1</sup>	25.22	31.53	37.84
Clerk	Non-Exempt	21.89	27.36	32.84
Assistant Clerk	Non-Exempt	19.30	24.12	28.95
Court Assistant	Non-Exempt	15.98	19.97	23.97
Lead Family Specialist	Exempt <sup>1</sup>	32.01	40.01	48.01
Family Specialist	Exempt <sup>1</sup>	27.70	34.63	41.56
Security Officer <sup>2</sup>	Non-Exempt	15.98	19.97	23.97

<sup>1</sup>Rehired retirees are classified as non-exempt regardless of position.

<sup>2</sup>Regional Children's Probate Courts

# Office Expense Budget FY 2022 Proposed Budget Assumptions

Budget Committee Meeting: December 9, 2020

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

**GREATER MANCHESTER PROBATE DISTRICT**

**66 Center Street  
Manchester, Connecticut 06040  
Telephone (860) 647-3227**

**Michael M. Darby, Judge**

**Keshet R. Spadaccini, Chief Clerk**

November 30, 2020

Dear Judge Streit-Kefalas

I am writing to request that you place an item on the agenda for the December 2020 Budget Committee meeting.


This matter concerns Linda Scanlon, an employee at the Greater Manchester Probate Court. Linda has served at the Court as a Court Assistant for over nine years. She works for 21.5 hours per week.

Linda has done a superb job for us over the years. Her role has significantly expanded over time. She has been especially helpful in assimilating the e-filing system. Linda is an incredibly hard worker, and an asset to both this Court and the Probate system as a whole.

If Linda were already an Assistant Clerk, I would have recommended that she be promoted to Clerk; however, there is no analogous policy that applies to a Court Assistant who has over five years of service. I am therefore requesting that the Budget Committee authorize me to promote Linda from Court Assistant to Assistant Clerk.

I appreciate the Committee's consideration of this matter.

Respectfully yours,



Michael M. Darby  
Judge of Probate  
Greater Manchester Probate District

# STAFFING PLAN

Probate District: **Greater Manchester**

District No.: **13**

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	2.3	2.8
Court Assistant	0.5	
Court Staff Attorney		
Temporary Staff		
Family Specialist		
Security Officer		
<b>TOTAL</b>	<b>4.6</b>	<b>4.6</b>

**Notes Subsequent to 1/5/2011**

**Notes:**  
 Updated during financial review in 2014; transitional staff level not applicable.  
**11/30/2020:** Request by Judge Darby to present his proposal to change 0.5 Court Assistant FTE to Assistant Clerk FTE at the 12/9/2020 Budget Committee meeting.

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

NOTES supporting original staffing plans:

Transitional is equal to 2008 staffing level of 4.9

WWL=3.9 and Pop=4.6

Benchmark = Pop

**Hansen, Lisa**

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**Subject:** FW: Middletown FW: Following up on staff request

**From:** Marino, Joseph

**Sent:** Wednesday, December 2, 2020 9:32 AM

**To:** Streit-Kefalas, Beverly

**Subject:** Re: Following up on staff request

Dear Judges of the Budget Committee: I am writing to respectfully request an increase to my Court's staffing level to add one Assistant Clerk. My long time Chief Clerk is retiring at the end of the year. One of my current clerks will be elevated to the position of Chief Clerk II. That will leave me a Chief Clerk, three Clerks and one Assistant Clerk. The Court's weighted workload has been consistently in the area of 8,000 and based on the Committee's guideline formula that would justify an FTE between seven and eight staff. My request, if approved, would still put me lower than the guideline amount. Thank you for your consideration and to allow us to continue to effectively serve the people of our communities. Sincerely, Joe Marino.

# STAFFING PLAN

Probate District:

Middletown

District No.:

15

Positions	Current Benchmark	Proposed Benchmark
Chief Clerk III		
Chief Clerk II	0.9	0.9
Chief Clerk I		
Deputy Clerk		
Clerk	1.8	1.8
Assistant Clerk	1.8	2.8
Court Assistant		
Court Staff Attorney		
Temporary Staff		
Family Specialist		
Security Officer		
<b>TOTAL</b>	<b>4.5</b>	<b>5.5</b>

Notes Subsequent to 1/5/2011

**Notes:**

12/2/2020: Request by Judge Marino to present his proposal to add 1.0 FTE for an Assistant Clerk at the 12/9/2020 Budget Committee meeting.

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