



STATE OF CONNECTICUT

OFFICE OF THE
PROBATE COURT ADMINISTRATOR

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Probate Court Budget Committee
Meeting Agenda
Wednesday, December 12, 2012
5:00 PM

Library at the Office of the Probate Court Administrator
186 Newington Road, West Hartford

(Revised and Rescheduled from November 7, 2012)

- I. Convene Meeting
- II. Public Comment and Correspondence
- III. Remarks by the Chair
- IV. Internal Pay Equity Study
- V. 2013 Employee Compensation and Benefits Plan
- VI. Proposed Office Expense Budget Adjustments
- VII. FY 13-14 Office Expense Budgets
- VIII. Lead PCO Position
- IX. Proposed Staffing Level Adjustments
- X. Flexible Spending Accounts
- XI. Other Business
- XII. Schedule Next Meeting
- XIII. Adjournment

Compensation Ranges Calendar Year 2013

Hourly Rates

Class Title	Exempt /NE	Min.	Market	Max.
Chief Clerk III	Exempt	27.43	32.91	38.40
Chief Clerk II	Exempt	24.93	29.92	34.91
Chief Clerk I	Exempt	22.67	27.20	31.73
Staff Attorney	Exempt	24.93	29.92	34.91
Deputy Chief Clerk	Exempt	20.61	24.73	28.85
Clerk	Non-Exempt	18.73	22.48	26.23
Assistant Clerk	Non-Exempt	15.48	18.58	21.67
Court Assistant	Non-Exempt	14.07	16.89	19.70
Lead Probate Court Officer *	Exempt	22.67	27.20	31.73
Probate Court Officer *	Exempt	20.61	24.73	28.85
Security Officer *	Non-Exempt	14.07	16.89	19.70

* Regional Children's Probate Courts

Office Expense Budget

RCPC:

Northeast

Budget Committee Meeting November 7, 2012

FY 2013 Budget

Dist. No.:

59

July 1, 2012 - June 30, 2013

No. of Employees (Judge and Court Staff):

6

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

2

Description	FY 13 Original	Proposed Budget Adjustment	FY 13 Revised	Comments
Rent and Taxes	37,000	4,000	41,000	Escalation clause in lease
Repairs, Maintenance and Utilities	3,000	1,300	4,300	Continuance of security upgrades to be done
Office Supplies	5,000		5,000	
Office Furniture and Equipment	4,000		4,000	
Postage Equip and Fees	6,000	600	6,600	Increase in applications and postal rate change
Legal Notices and Ads	2,000	500	2,500	Increase in applications
Liability Insurance	687		687	
Education/Seminars/Meetings	1,000		1,000	
Dues	150		150	
Subscriptions			-	
Coffee/Tea/Holiday/Special Occasion	480		480	
Other Expenses	500		500	
TOTAL EXPENSES	59,817	6,400	66,217	

Office Expense Budget

FY 2014 Proposed Budget Assumptions

Budget Committee Meeting: December 12, 2012

Description	Proposal
Education / Seminars / Meetings	\$600 per district \$600 per RCPC, plus \$200 per PCO
Dues	Probate Assembly Dues = \$1,600 Other = \$25 per person
Subscriptions	Court proposal, subject to \$1,500 maximum
Coffee / Special Occasions	\$80 per person
Other Expenses	\$500 per district

LEAD PROBATE COURT OFFICER

Class definition:

This class is accountable for supervising the probate court officer staff of a Regional Children's Court.

Guidelines for Class Use:

Assignment of Lead Probate Court Officers will be made only in those Regional Children's Courts having three or more Probate Court Officers.

Supervision Received:

Works under the general supervision of the Administrative Judge of the Regional Children's court. Receives clinical supervision from the probate court administration Manager of Mental Health and Family programs. Reports to the chief clerk for administrative and attendance purposes.

Supervision Exercised:

Supervises Probate Court Officers and interns as assigned.

Examples of Duties:

Performs or may perform the duties of a Probate Court Officer. Plans office workflow and determines priorities; schedules, assigns, oversees, and reviews work; establishes and maintains office procedures; assists with providing staff training and assistance; may conduct performance evaluations; acts as liaison with other operating units, agencies, and outside officials regarding office policies and procedures; may make recommendations on policies or standards; prepares reports and correspondence; reviews and approves contents and recommendations of reports prior to submission to the court; may review and respond to complaints involving staff performance or office procedures and policies; may maintain a caseload of direct services to the court and the public; may testify regarding case studies and provide other direct services as necessary; performs related duties as required.

Minimum Qualifications Required:

Knowledge, Skill and Ability:

Considerable knowledge of family dynamics and child development; considerable knowledge of the social, cultural, economic psychological and legal issues influencing the attitudes and behaviors of clients and their families; considerable knowledge of relevant state and federal laws; statutes and regulations pertaining to Department of Children and Families; considerable knowledge of relevant agency policies and procedures; considerable knowledge of and ability to utilize multi-party negotiation skills; interpersonal skills; oral and written communication skills; computer skills; considerable ability to relate to different cultural and economic backgrounds; considerable interviewing and counseling skills; considerable ability to objectively analyze highly conflicted and/or volatile situations and the ability to utilize logical, defensible judgment in recommending appropriate solutions or dispositional options; supervisory ability.

Experience and Training:

General Experience:

A Bachelor's degree in the social sciences or a related field and five years of experience providing family and marital counseling, mediation, and dispute resolution services.

A Master's Degree in the social sciences or a related field is preferred.

Substitutions Allowed:

A Master's degree in the social sciences or a related field or a J.D. may be substituted for one year of General Experience.

SPECIAL REQUIREMENT: Incumbents may be required to travel in the course of their daily work.

STAFFING PLAN

Budget Committee Meeting: November 7, 2012

Probate District:

Region #14 (Portland Area)

District No.:

14

Positions	Current Benchmark	Proposed Benchmark
Chief Clerk III		
Chief Clerk II		
Chief Clerk I	0.7	0.7
Deputy Clerk		
Clerk	1.0	1.0
Assistant Clerk	0.5	0.6
Court Assistant		
Court Staff Attorney		
Temporary Staff		
Probate Court Officer		
Security Officer		
TOTAL	2.2	2.3

Notes Subsequent to 1/5/2011

Notes:

11/7/12 - proposal to add 0.1 FTE to Assistant Clerk as a result of WWL factors and security concerns.

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

STAFFING PLAN

Budget Committee Meeting: November 7, 2012

Probate District:

New Haven RCPC

District No.:

55

Positions	Current Benchmark	Proposed Benchmark
Chief Clerk III	0.8	0.8
Chief Clerk II		
Chief Clerk I		
Deputy Clerk	1.0	1.0
Clerk	2.6	2.6
Assistant Clerk	1.0	1.0
Court Assistant	1.0	1.0
Court Staff Attorney		
Temporary Staff		
Lead Probate Court Officer		1.0
Probate Court Officer	4.0	3.0
Security Officer	0.9	0.9
TOTAL	11.3	11.3

Notes Subsequent to 1/5/2011

Notes:

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

STAFFING PLAN

Budget Committee Meeting: November 7, 2012

Probate District:

Hartford RCPC

District No.:

60

Positions	Current Benchmark	Proposed Benchmark
Chief Clerk III	1.0	1.0
Chief Clerk II		
Chief Clerk I		
Deputy Clerk	1.0	1.0
Clerk	2.0	2.0
Assistant Clerk	2.5	2.5
Court Assistant	1.0	1.0
Court Staff Attorney		
Temporary Staff		
Lead Probate Court Officer		1.0
Probate Court Officer	4.0	3.0
Security Officer		
TOTAL	11.5	11.5

Notes Subsequent to 1/5/2011

Notes:

- New court effective 1/1/2012.
- Transitional is not applicable.

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

PCA Policy Manual

103 VACATION TIME

POLICY

Court staff members, other than temporary employees, who work 20 or more hours per week are eligible for paid vacation time in accordance with this policy.

Vacation time accrues on a monthly basis after the first full calendar month of employment. Employees may accumulate accrued vacation time, subject to a maximum of 960 hours. Employees who separate from service will automatically receive a lump sum payment for unused vacation time, subject to the 960-hour maximum.

All monthly accruals, limitations on the accumulation of vacation time and payment for unused vacation time are prorated for employees who work less than 40 hours per week.

GENERAL INFORMATION

Accrual of Vacation Time

The vacation time accrual rates set forth in the table below are based on a 40-hour work week. Vacation time accrues at the beginning of the calendar month.

Years of Service	Accrual Rate (Hrs./Mo.)	Annualized Vacation Days
Zero to five	6.67	10
Six to Ten	10.00	15
Eleven	10.67	16
Twelve	11.33	17
Thirteen	12.00	18
Fourteen	12.67	19
Fifteen to twenty-four	13.33	20
Twenty-five or more	16.67	25

Vacation time continues to accrue during periods when vacation is taken. It does not accrue for any calendar month in which an employee is off the payroll for an aggregate of more than three of the employee's normal work days. Vacation time accrues for the first 12 months during which an employee is receiving workers' compensation benefits.

Individuals who transfer from one court to another shall maintain accrued vacation time balances.

Vacation time may accrue up to a maximum of 960 hours.

Use of Vacation Time

Judges should permit employees to take vacations at such times as they choose as long as the operational needs of the court can be fulfilled and the employee has accrued vacation time. Accrued sick time shall not be used as a substitute for or to supplement vacation or personal time.

Payment of Unused Accrued Vacation Time

Employees may accumulate vacation time in an amount not to exceed 960 hours, prorated for employees working less than 40 hours per week. Upon separation from employment by retirement, discharge, resignation, or death, employees will be paid for unused accrued vacation time, subject to the 960-hour maximum. Payment for unused accrued vacation time will be based upon the employee's rate of pay at the time of separation.

Proration of Accrual and Payout Amounts

All provisions of this policy establishing vacation time accrual rates and the maximum amount that can be accumulated and paid out on separation from employment are based upon a 40-hour work week. Amounts are prorated for employees whose standard work week is less than 40 hours.

For example, vacation time for an employee who works 35 hours per week and has 10 years of service is as follows:

Monthly accrual rate: 8.75 hours (35 hours divided by 40 hours)

Maximum accrual and payout: 840 hours

PROCEDURES

To avoid conflicts in vacation schedules, judges shall establish procedures for scheduling vacation time.

Court staff use the payroll time and attendance reporting system to record time off and report vacation time. Proper codes must be used for reporting absences.

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

Forms for this policy: None

PCA Policy Manual

104 SICK TIME

POLICY

Court staff members, other than temporary employees, who work 20 or more hours per week are eligible for paid sick time in accordance with this policy.

Sick time accrues on a monthly basis after the first full calendar month of employment. Sick time may be used for illness, injury, or medical disability. It may also be used in other special circumstances as set forth below.

Employees may accumulate sick time without limitation. After completion of 10 years of service, one-quarter of an employee's accrued sick time is paid upon retirement or death, subject to a maximum payment of 480 hours.

All accruals, limitations on the use of sick time, and payments for unused sick time are prorated for employees who work less than 40 hours per week.

GENERAL INFORMATION

Accrual of Sick Time

Employees accrue sick time at a rate of 10 hours per month, totaling 120 hours per year, prorated for employees who work less than 40 hours per week. Sick time accrues at the beginning of the calendar month.

Sick time continues to accrue in any month during which sick time is taken, including the period of time an employee is on an authorized leave of absence with pay. It does not accrue for any calendar month in which an employee is off the payroll for an aggregate of more than three of the employee's normal work days. Sick time accrues for the first 12 months during which an employee is receiving workers' compensation benefits.

Individuals who transfer from one court to another shall maintain accrued sick time balances.

Use of Sick Time

The policies concerning sick time are designed to enable employees to continue to receive pay and benefits when they are unable to work because of illness, injury, or medical disability. **Accrued sick time shall not be used as a substitute for or to supplement vacation or personal time.**

Sick time may be used for pregnancy not more than four weeks before the expected date of delivery and for a period not exceeding six weeks following the date of birth. The expected date of delivery must be certified by the employee's physician. Additional sick time may be taken for pregnancy before or after this period by submitting medical documentation satisfactory to the judge. An employee is responsible for notifying the PCA Financial Services

Department of the date of birth. Appropriate benefit change forms will be sent upon request, and must be returned within 30 days of the date of birth.

The following special circumstances may be charged to accrued sick time:

- Medical or dental appointments for which arrangements cannot be made outside of an employee's normal work schedule
- When attendance would expose others to contagious disease
- A maximum of 40 hours per occasion in the event of death in the immediate family (spouse, father, mother, sister, brother, child, or any other member of the employee's household)
- A maximum of eight hours per occasion for the purpose of traveling to, attending, and returning from funerals of persons other than members of the immediate family, if prior permission is requested and granted by the judge
- A maximum of 80 hours during a calendar year in the event of critical illness or severe injury in the immediate family (same as above) creating an emergency requiring the attendance or aid of the employee
- A maximum of 24 hours in connection with the birth, adoption or taking custody of a child, or the prenatal or postnatal care of a spouse
- A maximum of 240 hours following the adoption or taking custody of a child if the employee is the primary caregiver

Employees who are receiving workers' compensation benefits may elect to draw upon sick time to the extent authorized by the general statutes (to provide for a full day's pay if such is not provided through workers' compensation).

The maximums set forth above are prorated for employees who work less than 40 hours per week.

Medical Certificate/Examination Requirements

Within the confines of employee medical privacy rights, judges are responsible for verifying that employees are using their accrued sick time properly. The judge should require employees to submit a medical certificate, signed by a licensed physician or other practitioner whose method of healing is recognized by the State of Connecticut, to substantiate requests to charge time off to accrued sick time under the following circumstances:

- Any period of absence consisting of more than five consecutive work days (medical certificate mandatory)
- When the employee is absent because his or her attendance would expose others to a contagious disease
- When there is a critical illness or severe injury in the employee's immediate family creating an emergency requiring the attendance or aid of the employee
- Any other circumstance causing the judge to be concerned about excessive absenteeism

The medical certificate should verify that the employee (or his/her family member) was medically unable to work from the first date of absence through the last date of absence and was under the practitioner's care. No information about diagnosis or prognosis is required. A

request for a medical certificate to verify use of sick time should be made to the employee before his or her return to duty; preferably at the time the employee calls to notify the judge of his or her absence.

Accumulation and Payment for Unused Accrued Sick Time

Employees accumulate sick time without limitation. After completion of 10 years of service, one-quarter of an employee's accrued sick time is paid upon retirement or death, subject to a maximum payment of 480 hours, prorated for employees working less than 40 hours per week. Payment for unused accrued sick time will be based upon the employee's rate of pay at the time of retirement or death.

Proration of Accrual, Use Limitations, and Payout Amounts

All provisions of this policy establishing sick time accrual rates, limitations on the use of sick time for various purposes, and the payout of sick time upon retirement or death are based upon a 40-hour work week. Such amounts are prorated for employees whose standard work week is less than 40 hours.

The following is an example for an employee who works 35 hours per week:

Monthly accrual amount = 8.75 hours (35 hours divided by 40 hours)

Events that can be charged against the accrual and maximum allowable hours:

- Pregnancy/maternity – 350 hours
- Death of immediate family – 35 hours
- Attendance at funeral of non-immediate family member – 7 hours
- Critical illness or severe injury of family member – 70 hours
- Birth, adoption, taking custody of child – 21 hours
- Adoption or taking custody – primary caregiver – 210 hours

Maximum payout: 420 hours

PROCEDURES

Employees must notify the judge of any extended absence due to illness, injury, or medical disability. The judge will note the reason for absence as "sick" and will not solicit additional detail regarding the illness beyond duration of the anticipated absence, except as stated under "Medical Certificate/Examination Requirements" above.

Court staff use the payroll time and attendance reporting system to record time off and report sick time. Proper codes must be used for reporting absences.

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

Forms for this policy: None

PCA Policy Manual

202 TEMPORARY STAFFING

POLICY

The Probate Court Budget Committee authorizes staffing levels for each court. Courts may hire temporary staff without advance approval if the court's benchmark staffing level is not exceeded. The budget committee must give advance approval for a temporary need exceeding authorized benchmark staffing levels.

GENERAL INFORMATION

Temporary positions are those established for one of the following reasons:

- To provide services on a relief or as-needed basis to ensure proper coverage
- For a short-term, definite period of employment in order to:
 - Fill in for a staff member who is absent for an extended length of time
 - Work on a special project, the requirements of which (deadlines, needed skills, etc.) preclude the utilization of court staff
 - Alleviate a hardship caused by extended delay in filling a vacancy
- For any other reason that the budget committee determines is reasonable

Typically, the duration of an assignment will not exceed three months, but periods in excess of three months may be approved under appropriate circumstances.

Individuals in temporary positions serve on an as-needed basis, and there is no expectancy of continued employment. Temporary staff are not eligible for benefits other than compensation. Temporary staff are automatically covered by social security, regardless of the provisions of the court's 218 agreement.

If a temporary employee is hired to fill a regular authorized position, service credit is not applied for time worked as a temporary employee.

Temporary staff are paid bi-weekly in accordance with the pay schedule established by PCA.

PROCEDURES

For temporary staffing needs outlined above that fall within benchmark staffing levels, personnel data shall be provided to the PCA Financial Services Department for payroll processing.

For temporary staffing needs exceeding benchmark staffing levels, judges must submit a Request for Temporary Staffing form to the budget committee for review and approval. A temporary employee may not begin working until the budget committee approves the request.

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

Forms for this policy: Request for Temporary Staffing Form