



STATE OF CONNECTICUT

OFFICE OF THE
PROBATE COURT ADMINISTRATOR

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Probate Court Budget Committee
Meeting Agenda
Wednesday, November 6, 2013
5:00 PM

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. Report on Internal Equity and Merit Pay Adjustments
- V. Implementation of 2014 COLA
- VI. Guidelines for FY 14-15 Office Budgets
- VII. Revised Policy No. 502 – NCPJ Conference Fee
- VIII. RFP for Compensation Consultant to Review Pay Ranges
- IX. Policy on Compensation of New Hires
- X. Other Business
- XI. Schedule Next Meeting
- XII. Adjournment

Compensation Ranges

Calendar Year 2014

Hourly Rates

Class Title	Exempt /NE	Min.	Market	Max.
Chief Clerk III	Exempt	28.25	33.90	39.55
Chief Clerk II	Exempt	25.68	30.82	35.96
Chief Clerk I	Exempt	23.35	28.02	32.68
Staff Attorney	Exempt	25.68	30.82	35.96
Deputy Chief Clerk	Exempt	21.23	25.47	29.72
Clerk	Non-Exempt	19.29	23.15	27.02
Assistant Clerk	Non-Exempt	15.94	19.14	22.32
Court Assistant	Non-Exempt	14.49	17.40	20.29
Lead Probate Court Officer *	Exempt	23.35	28.02	32.68
Probate Court Officer *	Exempt	21.23	25.47	29.72
Security Officer *	Non-Exempt	14.49	17.40	20.29

* Regional Children's Probate Courts

Office Expense Budget FY 2015 Proposed Budget Assumptions

Budget Committee Meeting: November 6, 2013

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

PCA Policy Manual
**502 MISCELLANEOUS OFFICE EXPENSES:
ANNUAL BUDGET PROCESS AND
DEFINITION OF EXPENSE CATEGORIES**

POLICY

The Probate Court Budget Committee will establish expense categories and annual expense budgets for each court within anticipated available funding.

In accordance with Regulation § 29.2(d), lapsed funds shall be returned to the Probate Court Administration Fund.

GENERAL INFORMATION

Miscellaneous office budgets include the following expense categories:

- Education, seminars, and meetings
- Dues
- Subscriptions
- Coffee and special occasions
- Other

Expense categories are further defined below:

Education, seminars, and meetings – Fees for attendance at educational programs, seminars, and conferences that have an educational component with a direct relationship to probate matters should be allocated to this account. Reimbursement for an individual's meal consumed on the way to a meeting or at a meeting scheduled during the lunch hour is prohibited. Travel expenses for transportation, lodging, and meals associated with out-of-state conferences are not considered a reimbursable probate business expense and shall be paid out-of-pocket.

Registration fees for attendance at conferences of the National College of Probate Judges (NCPJ) shall not be paid using the office budget. Annually, Judges are eligible to receive reimbursement of 50% of the early registration fee from PCA to attend one NCPJ conference. Requests for reimbursement should be sent to the Probate Court Administrator. Approved fees will be reimbursed through the payroll system as a non-taxable reimbursement. The court shall retain support documentation evidencing payment (cancelled check or receipt confirmation).

Dues – This account may be used for the cost of membership dues in professional organizations, such as the Connecticut Probate Assembly and the Connecticut Association of Probate Clerks. NCPJ and bar association dues shall not be paid using the office budget. PCA will cover NCPJ dues for judges who are active participants in the organization. In addition, judges and staff attorneys who do not engage in private practice are eligible for dues for one bar association in which the member is an active participant, up to a maximum of \$335 per year.

PCA pays NCPJ dues directly to NCPJ for judges who are active members. Other approved fees will be reimbursed through the payroll system as a non-taxable reimbursement. Requests for reimbursement should be sent to the Probate Court Administrator. Dues for civic organizations such as chambers of commerce and Rotary Club are not reimbursable. Occupational taxes, professional license fees, and client security fund fees are not reimbursable.

Subscriptions – This account includes annual subscriptions for reference materials, magazines, newspapers, and books that relate directly and principally to probate court business. The Connecticut Estates Practice Series authored by Gayle Wilhelm and/or Ralph Folsom is an appropriate court expense. Subscriptions not allowed include the Connecticut Law Tribune (since PCA publishes digests of Supreme, Appellate, and Superior Court decisions), out-of-town newspapers, and online legal research services other than Casemaker (which is available at no expense to all courts).

Coffee and special occasions – At the judge's discretion, coffee and tea may be purchased for employees and customers of the court. These funds may also be used to purchase water; however, courts are encouraged to show fiscal responsibility and avoid purchasing bottled water unless the tap water at the location is determined to be non-potable. Courts may also purchase simple refreshments when hosting meetings necessary for the conduct of probate court business. Refreshments should only be allowed in group settings with judges and/or court staff from other court districts. Examples include meetings of a probate court region for which the host court provides morning coffee or situations where a court hosts an afternoon training session and provides soda. Generally, lunch and/or dinner meals are prohibited. Alcoholic beverages are strictly prohibited.

At the judge's discretion, expenditures may be incurred to celebrate a holiday or special occasion. Alcoholic beverages are strictly prohibited. The budget committee has determined that the use of state funds for the purchase of gifts or charitable contributions is not allowed.

Other – This category is included in the budget for contingency purposes to cover non-routine expenditures such as legal notice corrections or bank fees for check stock replenishment. These funds may not be used as a supplement for any expense category defined above.

PROCEDURES

Budgets will be prepared annually for the fiscal year July 1 through June 30. Each court will submit budget proposals to the budget committee based on historical spending and anticipated future needs.

The budget committee will review budget proposals and finalize budgets by March 31 for the next fiscal year. PCA will notify the judges of approved miscellaneous office budgets in June after approval of the annual budget for the probate court system is received from the Chief Court Administrator.

Actual spending in any one expense category may not exceed the budget without advance approval. Requests to exceed the budget shall be submitted to the PCA Financial Services Department. PCA has authority to approve transfers not to exceed \$1,000 that do not increase the court's overall budget. Other requests will be forwarded to the budget committee.

Excess funds as of June 30 of each fiscal year will lapse to the Probate Court Administration Fund. The amount of the lapse will be determined at the time of each court's annual financial review.

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

Forms for this policy: None