

Merit Pay

June 16, 2021

Implementation planned for the July 15, 2021 pay date

- Merit pay applicable to active employees as of June 26, 2021
- Pay date July 15, 2021
- Pay period Saturday, June 26 to Friday, July 9, 2021

FY22 budget assumption is 3.0%

- Each court allocated a merit pool based on compensation of eligible employees (excludes temps, retirees, over max)

Formula considerations

- 2.5% allocated based on overall rating from performance evaluation
- 0.5% allocated at discretion of the judge
- No increase for scores of 1 to 1.99 (unacceptable or needs improvement)
- Scores of 2.00 to 2.99 will receive a pro-rated increase up to 1.99%
- Minimum 2% for a score of 3 (meets expectations)
- Maximum 6%

Consideration of merit pay for court staff at max

- Based upon performance evaluation
- Amount capped at 2%
- One-time lump sum payment in July 15, 2021 payroll
- Merit pay is not added to base pay for purposes of calculating COLAs and future merit increases

State of Connecticut
Ellington Probate Court
Serving the Towns of Ellington & Vernon

Elisa H. Bartlett
Judge

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April 27, 2021

Judge Beverly K. Streit-Kefalas
Probate Court Administrator
186 Newington Road
West Hartford, CT 06110

Re: Budget Committee Request

Dear Judge Streit-Kefalas,

On behalf of the Ellington Probate Court, I respectfully submit this request for a modification of our benchmark staffing levels. Our current benchmark staffing levels are as follows:

- Clerk FTE: 0.5
- Assistant Clerk: FTE at 1.7

At this time I am seeking the following staffing levels:

- Clerk FTE: 1.0
- Assistant Clerk: FTE at 1.2

I would like to provide a little background into my current staffing situation and the timing of this request. When I was elected, I was immediately informed that the Court had three full-time Clerks and a full-time Chief Clerk, although my benchmark only supported three full-time positions and one part-time position. I was kindly afforded emergency staffing hours through May 2018 so that I could determine which employee would be reduced to a part-time clerk position. Fortunately, the most junior employee transferred from my Court in February 2018, which left me with two full-time Clerks and a Chief Clerk. In May 2018, I hired a part-time Assistant Clerk (11 hours/week).

On April 5, 2021, my Chief Clerk, Kelley Clairmont, informed me that she was retiring effective May 31, 2021. On April 12, 2021, one of my full-time Clerks, Julie Mathison, tendered her notice of retirement effective April 16, 2021. I immediately contacted Probate Administration

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Probate Admin.

regarding my staffing levels and my ability to fill these positions. I worked with Lisa Hansen and Alyce Cariseo to insure that I was properly proceeding in this hiring process. I intend to promote Thomas Clerk, the remaining full-time clerk, to the position of Chief Clerk at the time of Ms. Clairmont's departure and maintain my 11-hour Assistant Clerk at her current staffing level.

I was also informed when I took office that this Court is only authorized to have one Clerk position. As such, it was explained that when one of the two Clerks resigned, his/her replacement would be hired as an Assistant Clerk. Therefore, I set out to hire a full-time Clerk (to replace Mr. Smith) and a full-time Assistant Clerk (to replace Ms. Mathison). After confirming with Ms. Hansen that I could split the total open hours available between the positions--full-time Clerk at 40 hrs/wk and a full-time Assistant Clerk at 35 hrs/wk--I made an offer to a very qualified individual for the Clerk position who immediately accepted the offer. Unfortunately, shortly thereafter, you notified me that while the total hours available were correct, my Court's benchmark for a Clerk is only 0.5.

I truly apologize for this confusion and hope that the Budget Committee understands that I was not trying to overstep my benchmark limitations. I am not sure how the staffing levels were maintained prior to my arrival, but appreciate your consideration in moving forward.

Please let me know if you have any questions or need additional clarification.

Sincerely,

A handwritten signature in black ink, appearing to read "Elisa H. Bartlett", with a long horizontal line extending to the right.

Elisa H. Bartlett
Judge

STAFFING PLAN

Probate District: Ellington

District No.: 12

DRAFT

Positions	Benchmark	Proposed Benchmark
Chief Clerk III		
Chief Clerk II		
Chief Clerk I	0.9	0.9
Deputy Clerk		
Clerk	0.5	1.0
Assistant Clerk	1.7	1.2
Court Assistant		
Court Staff Attorney		
Temporary Staff		
Family Specialist		
Security Officer		
TOTAL	3.1	3.1

Notes Subsequent to 1/5/2011

Notes:

11/17/10: Transitional adjusted from 3.5 to 3.8

4/27/21: Request by Judge Bartlett to present her proposal to move 0.5 FTE from Assistant Clerk to Clerk at the 6/16/21 Budget Committee meeting.

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