



STATE OF CONNECTICUT

OFFICE OF THE
PROBATE COURT ADMINISTRATOR

186 NEWINGTON ROAD
WEST HARTFORD, CT 06110

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Probate Court Budget Committee

Meeting Agenda
Wednesday, October 28, 2015
5:00 p.m.

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. Compensation Study Adjustments
- V. Results of 2015 Merit Pay Adjustments
- VI. 2016 COLA
- VII. Staffing Level Adjustments
- VIII. Other Business
- IX. Next Meeting: December 2, 2015, 4:30 p.m.
- X. Adjournment

Group Definitions

Note: For purposes of this memorandum, "compensation study percentage" refers to the hourly rate increase, by position, recommended by the HR Consultant.

GROUP 1 – Employees hired PRIOR to January 5, 2011 who were below their target rates and received equity adjustments in 2013:

Increase the hourly rate by the compensation study percentage.

GROUP 2 – Employees hired PRIOR to January 5, 2011 who DID NOT receive an equity adjustment in 2013 because their hourly rates at the time were higher than the equity study rates:

Calculate an updated equity study rate by adding all COLA and merit raises to the 2013 equity study rate. Then calculate the compensation study hourly rate by applying the compensation study percentage to the updated equity study rate. The employee will receive the greater of the compensation study hourly rate or the employee's current rate.

GROUP 3 – Employees hired PRIOR to January 5, 2011 who were grandfathered because their hourly rates were higher than the maximum:

Calculate adjustments for Group 3 in the same manner as Group 2.

GROUP 4 – Employees hired SINCE January 5, 2011 who were hired at the minimum for their positions:

Increase the hourly rate by the compensation study percentage.

*The adjustment will apply to employees who were hired before July 1, 2015. Employees hired on or after July 1 will receive **an increase to the new minimum for the position if the adjusted minimum for the employee's position is higher than the employee's current rate.***

GROUP 5 – Employees hired SINCE January 5, 2011 who were hired ABOVE the minimum for their positions:

On September 28, 2011, the budget committee adopted a policy requiring new hires from outside the system to start at the minimum for the position. Several employees were hired above minimum before the policy became effective. Calculate the compensation study hourly rate for these employees by applying the compensation study percentage to an adjusted hourly rate equal to the sum of the minimum for the position plus all merit and COLA increases.

GROUP 6 – Rehired retirees:

*Make a one-time adjustment to standardize rates for rehired retirees at the updated market rates **as of November 2015, based on their position title,** provided that the rate does not exceed the employee's pre-retirement rate of pay.*

Temporary and floating clerk positions held by rehired retirees would be treated as Assistant Clerk positions.

STAFFING PLAN

Budget Committee Meeting: October 28, 2015

Probate District:

Tolland-Mansfield

District No.:

25

Positions	Benchmark	Proposal
Chief Clerk III		
Chief Clerk II		
Chief Clerk I	0.8	0.9
Deputy Clerk		
Clerk	0.7	0.9
Assistant Clerk	0.8	0.9
Court Assistant		
Court Staff Attorney		
Temporary Staff		
Probate Court Officer		
Security Officer		
TOTAL	2.3	2.7

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

Office Expense Budget

RCPC: New Haven

FY 2016 Budget
July 1, 2015 - June 30, 2016

Dist. No.: 55

No. of Employees (Judge and Court Staff): 13 **

No. of PCO's included in total count above: 4

Description	FY 16 Budget	Proposed Budget Adjustment	FY 16 Revised	Notes
Rent and Taxes	64,500		64,500	
Repairs, Maint and Utilities	45,000	(14,000)	31,000	
Office Supplies	10,000		10,000	
Office Furniture and Equip	12,000	(2,000)	10,000	
Postage Equip and Fees	10,000		10,000	
Legal Notices and Ads	4,500	15,500	20,000	Indigent costs processed with the court's P-Card rather than sending to PCA for processing
Liability Insurance	4,000		4,000	
Education/Seminars/Meetings	1,400		1,400	
Dues	325		325	
Subscriptions	1,500		1,500	
Other Expenses	500	500	1,000	To replenish Kinship and Respite new checks
TOTAL EXPENSES	153,725	-	153,725	

** Represents number of individuals (not FTE); excludes temporary employees

ADDITIONAL NOTES: Transfer request as recommended by PCA auditor on 9/30/2015.