



STATE OF CONNECTICUT

OFFICE OF THE  
PROBATE COURT ADMINISTRATOR

PAUL J. KNIERIM  
Probate Court Administrator

THOMAS E. GAFFEY  
Chief Counsel

HELEN B. BENNET  
Attorney

DEBRA COHEN  
Attorney

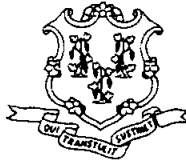
186 NEWINGTON ROAD  
WEST HARTFORD, CT 06110

TEL (860) 231-2442  
FAX (860) 231-1055

**Probate Court Budget Committee**  
Meeting Agenda  
Wednesday, February 27, 2013  
4:00 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. FY 13-14 Office Expense Budgets
- V. Compensation Policy Issues:
  - i. Promotions
  - ii. New Hires
- VI. Other Business
- VII. Schedule Next Meeting
- VIII. Adjournment



**COPY**

STATE OF CONNECTICUT  
COURT OF PROBATE, DISTRICT OF NORTH CENTRAL CONNECTICUT  
Serving the towns of Enfield, Somers, Stafford and Union

820 ENFIELD STREET, ENFIELD, CONNECTICUT 06082

PHONE: (860)253-6305

FAX: (860)253-6388

Timothy R.E. Keeney, Judge

December 11, 2012

Hon. Paul J. Knierim, Chair  
Hon. Joseph D. Marino  
Hon. Fred J. Anthony  
Probate Court Budget Committee  
Office of the Probate Court Administrator  
186 Newington Road  
West Hartford, CT 06110

Re: Request for Staffing Level Adjustment

Dear Judge Knierim, Judge Marino and Judge Anthony:

On behalf of the North Central Connecticut Probate District, I wish to express my appreciation for the Committee's prior timely and responsive assistance in July and December 2011 providing temporary authorization to exceed benchmark hours (overtime). As a result of these authorizations, we were able to dramatically reduce the number of full decedent estates open over 18 months, complete all small decedent estates open over 18 months, bring all conservatorships, guardianships, and trusts current, and convert over 200 files to the new filing system of the consolidated court. However, the documented composition and volume of work in the consolidated court warrants additional staff to accomplish the services which the public deserves and the Statutes require. As a result, I seek your approval for a staffing level adjustment to address the following concerns:

- The Certified Annual Weighted Workload for Fiscal Year 2012 is considerably more than what was anticipated at the time of consolidation, based upon the combined weighted workload of the Enfield and Stafford courts. Applying the guideline of 1,050 per full-time staff person, and subtracting the children's matters that are being transferred to the Hartford Regional Children's Probate Court, I arrive at a recommended staffing level of 170 hours per week (4.25). Based upon the weighted workload for the first five months of this fiscal year, it appears we will have a similar weighted workload for Fiscal Year 2013.
- Though the Court operates at a high level of efficiency, it is difficult, and sometimes impossible, for the Chief Clerk to perform her duties during normal working hours. She is currently assisting other staff persons with their workload in all areas, in addition to her normal duties.
- The public traffic at the Enfield office of the court is extremely heavy, often requiring two or three staff persons to wait on the public at the same time. Staff members often shorten or forego their lunch break due to the volume of public traffic, which limits their ability to address other duties.

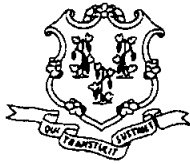
Linda Chrzanowski  
Chief Clerk

Michelle L. Tallis  
Clerk

Janice L. Singer  
Assistant Clerk

Katharine N. Chiodo  
Assistant Clerk

Trudy C. Feddersen  
Assistant Clerk



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Timothy R.E. Keeney, Judge

- Although staff persons are quite proficient in maintaining their case-type files and processing applications and other documents, following up on past due filings and recordkeeping functions (Probate Regulation 10.5) are often postponed and cannot be addressed in a timely manner. In addition, original records continue to be stored in the vault for decedent's estates from the 1970s and children's matters from the 1950s (estimated to be over 8,000 files). Staff persons do not have time to review said files to determine whether additional documents need to be recorded or if they can be destroyed.
- A cyclical problem has developed regarding the regular destruction of records that takes place after a CD is burned from Laserfiche (Regulation 10.9) and converted to microfilm. Destruction of records is often left undone due to staff obligations performing their other duties. When a CD is burned approximately every three months, if the staff have not had time to destroy the files from the prior media set, the court now holds double the files that require shredding. The staff is always playing catch up with destruction of files. Therefore, in addition to non-compliance with the Regulation, it also creates a shelf-space issue.

Consequently, I respectfully request your consideration to increase our staffing level from 3.7 to 4.25, an increase of 22 hours per week for an Assistant Clerk. Commensurate with the necessary staffing increase, I also request the Chief Clerk's classification be changed to Chief Clerk II due to the breadth of her responsibilities and voluminous work requirements. It is my intention to have the person filling the new position to focus on scanning and recordkeeping, with additional responsibilities supporting other staff members.

I would be happy to discuss this request in further detail. Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink that reads "T.R.E. Keeney".

Timothy R.E. Keeney  
Judge

TREK/lc

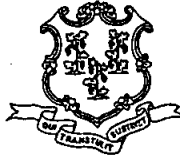
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Assistant Clerk



STATE OF CONNECTICUT

OFFICE OF THE  
PROBATE COURT ADMINISTRATOR

November 19, 2012

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NORTH CENTRAL CT PROBATE DISTRICT 11

PAUL J. KNIERIM  
Probate Court Administrator

THOMAS E. GAFFEY  
Chief Counsel

HELEN B. BENNET  
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Hon. Timothy R. Keeney  
North Central Connecticut Probate District  
820 Enfield Street  
Enfield, CT 06082

Dear Judge Keeney:

In a letter from this office dated October 5, 2012, we informed you of your preliminary Weighted Workload for January 1, 2012 through June 30, 2012 and provided you with an opportunity to report information that would result in an adjustment to your final computation.

Since we did not receive additional information from your court, the computation for Fiscal Year 2012 Weighted Workload is as follows:

Certified Weighted Workload for July 1, 2011 through December 31, 2011 is 2208.  
Certified Weighted Workload for January 1, 2012 through June 30, 2012 is 2339.

**The Total Certified Annual Weighted Workload for Fiscal Year 2012 is 4547.**

Thank you and your staff for your cooperation.

Very truly yours,

Helen B. Bennet

Enc.

**Office Expense Budget  
FY 2014 Budget  
July 1, 2013 - June 30, 2014**

Budget Committee Meeting - February 27, 2013

Budget Proposal

District: **All Probate Districts**

District Nos.: **1 through 54**

No. of Employees (Judge and Court Staff) **354** \*\*

Description	FY 2013	FY 2014	Budget Committee Assumptions
Educ/Seminars/Mtgs	32,880	32,400	\$600 per district
Dues	98,918	95,250	Probate Assembly = \$1,600; Other = \$25 per person average (Excludes bar and NCPJ dues)
Subscriptions	46,030	47,791	Court proposal, subject to \$1,500 maximum
Coffee/Tea/Holiday/Special Occ	28,880	28,320	\$80 per person
Other Expenses	49,780	49,200	\$500 per district
<b>TOTAL EXPENSES</b>	<b>256,488</b>	<b>252,961</b>	

\*\* Represents number of individuals (not FTE)

**Office Expense Budget- FY 2014 Budget  
July 1, 2012 - June 30, 2014**

Budget Committee Meeting - February 27, 2013

RCPC:

**All RCPCs**

Budget Proposal

District No.:

55-60

No. of Employees (Judge and Court Staff)

48

*Represents number of individuals (not FTE)*

Description	FY 2013	FY 2014	Budget Committee Assumptions
Rent and Taxes	202,587	260,121	Court proposal
Repairs, Maint and Utilities	65,000	71,050	Court proposal
Office Supplies	33,000	37,300	Court proposal
Office Furniture and Equip	25,900	29,500	Court proposal (increase due to needed new file cabinets)
Postage Equip and Fees	30,500	38,700	Court proposal
Legal Notices and Ads	16,200	18,700	Court proposal
Liability Insurance	7,637	9,520	Court proposal (increase based on agent estimate)
Educ/Seminars/Mtgs	6,800	6,800	\$600 per district, plus \$200 per PCO
Dues	1,250	1,200	\$25 per person average (Excludes bar and NCPJ dues)
Subscriptions	2,125	2,125	Court proposal
Coffee/Tea/Holiday/Special Occasion	4,370	3,840	\$80 per person
Other Expenses	3,000	3,500	\$500 per district
<b>TOTAL EXPENSES</b>	<b>398,369</b>	<b>482,356</b>	

**Educ/Seminars/Mtg Budget Committee Meeting - Feb 27, 2013**

No.	District Name	FY14 Budget	Budget Committee Guidelines	Variance over (under) guideline
1	Hartford Probate District	600	600	-
2	West Hartford Probate District	600	600	-
3	Tobacco Valley	600	600	-
4	Greater Windsor	600	600	-
5	East Hartford Probate District	600	600	-
6	Glastonbury-Hebron Probate District	600	600	-
7	Newington Probate District	600	600	-
8	Berlin Probate District	600	600	-
9	Simsbury Regional Probate District	600	600	-
10	Farmington-Burlington Probate District	600	600	-
11	North Central Connecticut	600	600	-
12	Ellington Probate District	600	600	-
13	Greater Manchester Probate District	600	600	-
14	Region # 14 Probate District	600	600	-
15	Middletown Probate District	600	600	-
18	Meriden Probate District	600	600	-
17	Wallingford Probate District	600	600	-
18	Cheshire-Southington	600	600	-
19	Region # 19 Probate District	600	600	-
20	Waterbury Probate District	600	600	-
21	Naugatuck Probate District	600	600	-
22	Region # 22 Probate District	600	600	-
23	Tomnigton Area Probate District	600	600	-
24	Litchfield Hills Probate District	600	600	-
25	Tolland-Mansfield Probate District	600	600	-
26	Northeast Probate District	600	600	-
27	Plainfield-Killingly Regional	600	600	-
28	Windham-Colchester Probate District	600	600	-
29	Norwich Probate District	600	600	-
30	Southeastern CT Regional	600	600	-
31	New London Probate District	600	600	-
32	Niantic Regional Probate District	600	600	-
33	Saybrook Probate District	600	600	-
34	Madison-Guilford Probate District	600	600	-
35	Branford-North Branford Probate District	600	600	-
36	East Haven-North Haven Probate District	600	600	-
37	Hamden-Bethany Probate District	600	600	-
38	New Haven Probate District	600	600	-
39	West Haven Probate District	600	600	-
40	Milford-Orange Probate District	600	600	-
41	Derby Probate District	600	600	-
42	Shelton Probate District	600	600	-
43	Danbury Probate District	600	600	-
44	Housatonic Probate District	600	600	-
45	Northern Fairfield County Probate District	600	600	-
46	Trumbull Probate District	600	600	-
47	Stratford Probate District	600	600	-
48	Bridgeport Probate District	600	600	-
49	Fairfield Probate District	600	600	-
50	Westport Probate District	600	600	-
51	Nonwalk-Wilton Probate District	600	600	-
52	Darien-New Canaan Probate District	600	600	-
53	Stamford Probate District	600	600	-
54	Greenwich Probate District	600	600	-
<b>SUBTOTAL</b>		<b>32,400</b>	<b>32,400</b>	<b>-</b>
55	New Haven Regional Children's	1,400	1,400	-
56	Central CT Regional Children's	1,000	1,000	-
57	New London Regional Children's	1,000	1,000	-
58	Waterbury Regional Children's	1,000	1,000	-
59	Northeast Regional Children's	1,000	1,000	-
60	Hartford Regional Children's	1,400	1,400	-
<b>SUBTOTAL</b>		<b>6,800</b>	<b>6,800</b>	<b>-</b>
<b>TOTAL</b>		<b>39,200</b>	<b>39,200</b>	<b>-</b>

**Dues**

Budget Committee Meeting - Feb 27, 2013

No.	District Name	# of Court Staff	FY14 Budget	Budget Committee Guidelines	Variance over (under) guideline
1	Hartford Probate District	11	1,875	1,875	0
2	West Hartford Probate District	10	1,850	1,850	0
3	Tobacco Valley	5	1,725	1,725	0
4	Greater Windsor	5	1,725	1,725	0
5	East Hartford Probate District	6	1,750	1,750	0
6	Glastonbury-Hebron Probate District	4	1,700	1,700	0
7	Newington Probate District	8	1,800	1,800	0
8	Berlin Probate District	7	1,775	1,775	0
9	Simsbury Regional Probate District	8	1,800	1,800	0
10	Farmington-Burlington Probate District	6	1,750	1,750	0
11	North Central Connecticut	6	1,750	1,750	0
12	Ellington Probate District	5	1,725	1,725	0
13	Greater Manchester Probate District	7	1,775	1,775	0
14	Region # 14 Probate District	4	1,700	1,700	0
15	Middletown Probate District	6	1,750	1,750	0
16	Meriden Probate District	3	1,875	1,875	0
17	Wallingford Probate District	5	1,725	1,725	0
18	Cheshire-Southington	5	1,725	1,725	0
19	Region # 19 Probate District	11	1,875	1,875	0
20	Waterbury Probate District	9	1,825	1,825	0
21	Naugatuck Probate District	5	1,725	1,725	0
22	Region # 22 Probate District	9	1,825	1,825	0
23	Torrington Area Probate District	6	1,750	1,750	0
24	Litchfield Hills Probate District	6	1,750	1,750	0
25	Tolland-Mansfield Probate District	4	1,700	1,700	0
26	Northeast Probate District	5	1,725	1,725	0
27	Plainfield-Killingly Regional	4	1,700	1,700	0
28	Windham-Colchester Probate District	5	1,725	1,725	0
29	Norwich Probate District	6	1,750	1,750	0
30	Southeastern CT Regional	8	1,800	1,800	0
31	New London Probate District	6	1,750	1,750	0
32	Niantic Regional Probate District	6	1,750	1,750	0
33	Saybrook Probate District	10	1,850	1,850	0
34	Madison-Guilford Probate District	5	1,725	1,725	0
35	Branford-North Branford Probate District	4	1,700	1,700	0
36	East Haven-North Haven Probate District	5	1,725	1,725	0
37	Hamden-Bethany Probate District	5	1,725	1,725	0
38	New Haven Probate District	14	1,950	1,950	0
39	West Haven Probate District	9	1,825	1,825	0
40	Milford-Orange Probate District	6	1,750	1,750	0
41	Derby Probate District	6	1,750	1,750	0
42	Shelton Probate District	5	1,725	1,725	0
43	Danbury Probate District	6	1,750	1,750	0
44	Housatonic Probate District	6	1,750	1,750	0
45	Northern Fairfield County Probate District	5	1,725	1,725	0
46	Trumbull Probate District	4	1,700	1,700	0
47	Stratford Probate District	6	1,750	1,750	0
48	Bridgeport Probate District	14	1,950	1,950	0
49	Fairfield Probate District	7	1,775	1,775	0
50	Westport Probate District	4	1,700	1,700	0
51	Norwalk-Wilton Probate District	9	1,825	1,825	0
52	Darien-New Canaan Probate District	6	1,750	1,750	0
53	Stamford Probate District	11	1,875	1,875	0
54	Greenwich Probate District	6	1,750	1,750	0
<b>SUBTOTAL</b>		<b>354</b>	<b>96,250</b>	<b>96,250</b>	<b>-</b>
55	New Haven Regional Children's	13	325	325	0
56	Central CT Regional Children's	5	125	125	0
57	New London Regional Children's	5	125	125	0
58	Waterbury Regional Children's	7	175	175	0
59	Northeast Regional Children's	5	125	125	0
60	Hartford Regional Children's	13	325	325	0
<b>SUBTOTAL</b>		<b>48</b>	<b>1,200</b>	<b>1,200</b>	<b>-</b>
<b>TOTAL</b>		<b>402</b>	<b>96,450</b>	<b>96,450</b>	<b>-</b>



**Subscriptions**

Budget Committee Meeting - Feb 27, 2013

No.	District Name	FY14 Budget
1	Hartford Probate District	845
2	West Hartford Probate District	-
3	Tobacco Valley	-
4	Greater Windsor	1,500
5	East Hartford Probate District	-
6	Glastonbury-Hebron Probate District	-
7	Newington Probate District	-
8	Berlin Probate District	800
9	Simsbury Regional Probate District	1,500
10	Farmington-Burlington Probate District	1,500
11	North Central Connecticut	-
12	Ellington Probate District	-
13	Greater Manchester Probate District	1,500
14	Region # 14 Probate District	1,500
15	Middletown Probate District	500
16	Menden Probate District	1,500
17	Wallingford Probate District	300
18	Cheshire-Southington	800
19	Region # 19 Probate District	1,500
20	Waterbury Probate District	1,000
21	Naugatuck Probate District	1,500
22	Region # 22 Probate District	1,500
23	Tomnington Area Probate District	1,500
24	Litchfield Hills Probate District	750
25	Tolland-Mansfield Probate District	-
26	Northeast Probate District	250
27	Plainfield-Killingly Regional	175
28	Windham-Colchester Probate District	300
29	Norwich Probate District	500
30	Southeastern CT Regional	-
31	New London Probate District	1,500
32	Niantic Regional Probate District	150
33	Saybrook Probate District	1,000
34	Madison-Guilford Probate District	1,500
35	Branford-North Branford Probate District	1,500
36	East Haven-North Haven Probate District	1,500
37	Hamden-Bethany Probate District	380
38	New Haven Probate District	1,500
39	West Haven Probate District	1,200
40	Milford-Orange Probate District	1,500
41	Derby Probate District	1,000
42	Shelton Probate District	-
43	Danbury Probate District	1,000
44	Housatonic Probate District	600
45	Northern Fairfield County Probate District	1,500
46	Trumbull Probate District	1,361
47	Stratford Probate District	380
48	Bridgeport Probate District	1,500
49	Fairfield Probate District	1,500
50	Westport Probate District	1,500
51	Norwalk-Wilton Probate District	1,500
52	Darien-New Canaan Probate District	1,500
53	Stamford Probate District	1,500
54	Greenwich Probate District	-
<b>SUBTOTAL</b>		<b>47,791</b>
55	New Haven Regional Children's	-
56	Central CT Regional Children's	375
57	New London Regional Children's	350
58	Waterbury Regional Children's	600
59	Northeast Regional Children's	-
60	Hartford Regional Children's	800
<b>SUBTOTAL</b>		<b>2,125</b>
<b>TOTAL</b>		<b>49,916</b>

## Coffee/Tea/Holiday/Special Occasion

Budget Committee Meeting - Feb 27, 2013

		# of Court Staff	FY14 Budget	Budget Committee Guidelines	Variance over (under) guideline
1	Hartford Probate District	11	880	880	0
2	West Hartford Probate District	10	800	800	0
3	Tobacco Valley	5	400	400	0
4	Greater Windsor	5	400	400	0
5	East Hartford Probate District	6	480	480	0
6	Glastonbury-Hebron Probate District	4	320	320	0
7	Newington Probate District	8	640	640	0
8	Berlin Probate District	7	560	560	0
9	Simsbury Regional Probate District	8	640	640	0
10	Farmington-Burlington Probate District	6	480	480	0
11	North Central Connecticut	6	480	480	0
12	Ellington Probate District	5	400	400	0
13	Greater Manchester Probate District	7	560	560	0
14	Region # 14 Probate District	4	320	320	0
15	Middletown Probate District	6	480	480	0
16	Meriden Probate District	3	240	240	0
17	Wallingford Probate District	5	400	400	0
18	Cheshire-Southington	5	400	400	0
19	Region # 19 Probate District	11	880	880	0
20	Waterbury Probate District	9	720	720	0
21	Naugatuck Probate District	5	400	400	0
22	Region # 22 Probate District	9	720	720	0
23	Torrington Area Probate District	6	480	480	0
24	Litchfield Hills Probate District	6	480	480	0
25	Tolland-Mansfield Probate District	4	320	320	0
26	Northeast Probate District	5	400	400	0
27	Plainfield-Killingly Regional	4	320	320	0
28	Windham-Colchester Probate District	5	400	400	0
29	Norwich Probate District	6	480	480	0
30	Southeastern CT Regional	8	640	640	0
31	New London Probate District	6	480	480	0
32	Niantic Regional Probate District	6	480	480	0
33	Saybrook Probate District	10	800	800	0
34	Madison-Guilford Probate District	5	400	400	0
35	Branford-North Branford Probate District	4	320	320	0
36	East Haven-North Haven Probate District	5	400	400	0
37	Hamden-Bethany Probate District	5	400	400	0
38	New Haven Probate District	14	1,120	1,120	0
39	West Haven Probate District	9	720	720	0
40	Milford-Orange Probate District	6	480	480	0
41	Derby Probate District	6	480	480	0
42	Shelton Probate District	5	400	400	0
43	Danbury Probate District	6	480	480	0
44	Housatonic Probate District	6	480	480	0
45	Northern Fairfield County Probate District	5	400	400	0
46	Trumbull Probate District	4	320	320	0
47	Stratford Probate District	6	480	480	0
48	Bridgeport Probate District	14	1,120	1,120	0
49	Fairfield Probate District	7	560	560	0
50	Westport Probate District	4	320	320	0
51	Norwalk-Wilton Probate District	9	720	720	0
52	Danvers-New Canaan Probate District	6	480	480	0
53	Stamford Probate District	11	880	880	0
54	Greenwich Probate District	6	480	480	0
SUBTOTAL		354	28,320	28,320	-
55	New Haven Regional Children's	13	1,040	1,040	0
56	Central CT Regional Children's	5	400	400	0
57	New London Regional Children's	5	400	400	0
58	Waterbury Regional Children's	7	560	560	0
59	Northeast Regional Children's	5	400	400	0
60	Hartford Regional Children's	13	1,040	1,040	0
SUBTOTAL		48	3,840	3,840	-
<b>TOTAL</b>		<b>402</b>	<b>32,160</b>	<b>32,160</b>	<b>-</b>

**Other Expenses** Budget Committee Meeting - Feb 27, 2013

		FY14 Budget	Budget Committee Guidelines	Variance over (under) guideline
1	Hartford Probate District	500	500	0
2	West Hartford Probate District	500	500	0
3	Tobacco Valley	500	500	0
4	Greater Windsor	500	500	0
5	East Hartford Probate District	500	500	0
6	Glastonbury-Hebron Probate District	500	500	0
7	Newington Probate District	500	500	0
8	Berlin Probate District	500	500	0
9	Simsbury Regional Probate District	500	500	0
10	Farmington-Burlington Probate District	500	500	0
11	North Central Connecticut	500	500	0
12	Ellington Probate District	500	500	0
13	Greater Manchester Probate District	500	500	0
14	Region # 14 Probate District	500	500	0
15	Middletown Probate District	500	500	0
16	Meriden Probate District	500	500	0
17	Wallingford Probate District	500	500	0
18	Cheshire-Southington	500	500	0
19	Region # 19 Probate District	500	500	0
20	Waterbury Probate District	500	500	0
21	Naugatuck Probate District	500	500	0
22	Region # 22 Probate District	500	500	0
23	Torrington Area Probate District	500	500	0
24	Litchfield Hills Probate District	500	500	0
25	Tolland-Mansfield Probate District	500	500	0
26	Northeast Probate District	500	500	0
27	Plainfield-Killingly Regional	500	500	0
28	Windham-Colchester Probate District	500	500	0
29	Norwich Probate District	500	500	0
30	Southeastern CT Regional	500	500	0
31	New London Probate District	3,500	500	3,000
32	Niantic Regional Probate District	500	500	0
33	Saybrook Probate District	500	500	0
34	Madison-Guilford Probate District	500	500	0
35	Branford-North Branford Probate District	500	500	0
36	East Haven-North Haven Probate District	500	500	0
37	Hamden-Bethany Probate District	500	500	0
38	New Haven Probate District	19,700	500	19,200
39	West Haven Probate District	500	500	0
40	Milford-Orange Probate District	500	500	0
41	Derby Probate District	500	500	0
42	Shelton Probate District	500	500	0
43	Danbury Probate District	500	500	0
44	Housatonic Probate District	500	500	0
45	Northern Fairfield County Probate District	500	500	0
46	Trumbull Probate District	500	500	0
47	Stratford Probate District	500	500	0
48	Bridgeport Probate District	500	500	0
49	Fairfield Probate District	500	500	0
50	Westport Probate District	500	500	0
51	Norwalk-Wilton Probate District	500	500	0
52	Darien-New Canaan Probate District	500	500	0
53	Stamford Probate District	500	500	0
54	Greenwich Probate District	500	500	0
<b>SUBTOTAL</b>		<b>49,200</b>	<b>27,000</b>	<b>22,200</b>
55	New Haven Regional Children's	500	500	0
56	Central CT Regional Children's	500	500	0
57	New London Regional Children's	500	500	0
58	Waterbury Regional Children's	500	500	0
59	Northeast Regional Children's	500	500	0
60	Hartford Regional Children's	1,000	500	500
<b>SUBTOTAL</b>		<b>3,500</b>	<b>3,000</b>	<b>500</b>
<b>TOTAL</b>		<b>52,700</b>	<b>30,000</b>	<b>22,700</b>

## PCA Policy Manual

# 117 FLEXIBLE SPENDING ACCOUNTS

## POLICY

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Judges and court staff members, other than temporary employees, who work 20 or more hours per week are eligible to enroll in a Flexible Spending Account (FSA). For purposes of this policy, the term "employee" refers to judges and court staff who are eligible to participate in the FSA benefit.

## GENERAL INFORMATION

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An FSA is a pre-tax benefit regulated by the Internal Revenue Service, which allows eligible employees to set aside a specific pre-tax dollar amount for unreimbursed medical, dental and vision expenses, certain over-the-counter items and dependent care expenses. By setting aside pre-tax dollars in an FSA, an employee's taxable income will be reduced, and the employee pays less tax, resulting in more take-home pay.

Employees may open two separate FSAs, which are accounted for on a calendar year basis:

- Health Care Account
  - Annual maximum - \$2,500
  - Annual minimum - \$520 (\$20 per pay period)
- Dependent Care Account
  - Annual maximum - \$5,000 (\$2,500 if married and filing separately)
  - Annual minimum - \$520 (\$20 per pay period)

New hires may enroll in an FSA on the first of the month following the date of hire. All other eligible employees may enroll during the annual open enrollment period.

Each employee decides how much to set aside to his or her FSA account(s). The annual contribution amount is evenly deducted from the employee's bi-weekly payroll and is credited to the employee's FSA account (26 pay periods in a calendar year).

Employees can use an FSA debit card to pay for eligible expenses or submit paper claims and receive reimbursement.

Employees have up to 90 days after the end of the calendar year or termination of employment to submit claims for reimbursement of incurred expenses. Eligible expenses must be incurred during the plan year while an employee is an active participant.

In addition, a grace period has been established from January 1 through March 15 with respect to expenses that may be reimbursed from the prior year's FSA contributions. The

grace period only applies to employees who were active participants on December 31 and have a balance remaining in the prior year's account.

Contributions made to an FSA account and not spent during the year of the contribution or grace period, if applicable, will be forfeited. Forfeited contributions remain in the plan and are used to offset administrative expenses.

## **PROCEDURES**

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Employees may view the Employee Enrollment Information Kit located at MyPaychex.com under the Benefits Tab in the Resource Library for a detailed explanation of procedures.

The IRS requires re-enrollment each year during an annual open enrollment period and this may be done online. After open enrollment, changes cannot be made unless there is a qualifying family status change (divorce, marriage, birth of child, etc.).

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

**Forms for this policy:** None



**I WORK QUALITY ASPECTS**

	1	2	3	4	5
1. Applies job knowledge effectively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Follows through on work assignments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Pays attention to detail - accuracy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Accepts direction and supervision in a positive manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments

**II PRODUCTIVITY ASPECTS**

	1	2	3	4	5
1. Contributes to accomplishing goals, missions, and objectives of the court	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Completes assignments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Works as team member and cooperates with others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Meets deadlines	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Accepts responsibility for work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Is self-motivated	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Prioritizes work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Manages time effectively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Plans work (sets goals)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Keeps supervisors informed of problems, ideas and decisions when needed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments

**III PERSONAL SKILLS/ATTRIBUTES**

	1	2	3	4	5
1. Adaptability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Dependability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Shows flexibility when responding to change	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Impartiality and Fairness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Enthusiasm - positive approach	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Demonstrates high ethical standards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Ability to perform under pressure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Punctuality and attendance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Keeps work area orderly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments

**IV CUSTOMER SERVICE AND COMMUNICATION**

	1	2	3	4	5
1. Handles inquiries in a friendly, courteous manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Provides helpful and accurate information on court procedures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Uses friendly and courteous phone etiquette	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Presents ideas effectively and listens to others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Writes in a clear and concise manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments

**COMMENTS REGARDING OVERALL PERFORMANCE:**

[Empty box for overall performance comments]

**B. DEVELOPMENTAL RECOMMENDATIONS / PERFORMANCE GOALS AND OBJECTIVES**

**C. EMPLOYEE'S COMMENTS REGARDING EVALUATION:**

[Empty box for employee's comments regarding evaluation]

**D. EVALUATOR'S FOLLOW-UP COMMENTS:**

[Empty box for evaluator's follow-up comments]

I have received a copy of this document.

\_\_\_\_\_  
Evaluator Signature

\_\_\_\_\_  
Employee Signature