



STATE OF CONNECTICUT

OFFICE OF THE
PROBATE COURT ADMINISTRATOR

PAUL J. KNIERIM
Probate Court Administrator

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Probate Court Budget Committee
Meeting Agenda
Wednesday, March 5, 2014
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. Financial Impact of January 2014 COLA
- V. FY 13-14 Office Budget Adjustment
- VI. FY 14-15 Office Budgets
- VII. RFP for Compensation Study
- VIII. Performance Evaluations
- IX. July 2014 Merit Pay Adjustments
- X. January 2015 COLA
- XI. Proposed Staffing Level Adjustments
- XII. Other Business
- XIII. Schedule Next Meeting
- XIV. Adjournment



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STATE OF CONNECTICUT
COURT OF PROBATE
DISTRICT OF STAMFORD

GERALD M. FOX, JR.
JUDGE

ROSELYN B. RAMIST
CHIEF CLERK

888 WASHINGTON BLVD.
P.O. BOX 10152
STAMFORD, CT 06904-2152

TELEPHONE: (203) 323-2149
FAX: (203) 964-1830

January 16, 2014

Hon. Paul J. Knierim, Chairman
Hon. Joseph J. Marino
Hon. Fred J. Anthony
Probate Administration Budget Committee
186 Newington Road
West Hartford, CT 06110-2320

Gentlemen:

The Stamford Probate Court is requesting an increase to its staff level from 6.2 FTE (full-time equivalents) to 6.68 FTE.

In November, 2010, when the Stamford Probate Court staffing level was established, our staff was down by two part-time people. Sandra Wilson, who had been with the Court for more than 20 years, died in January, 2009. The other person, Nabil Valencia, a temporary part-time employee, had left employment in the summer of 2010 to complete her college education. Neither of them were replaced. The result was that in November of 2010, our staff level was at 6.2 FTE or 248 hours.

Please note that Nabil Valencia came back to the Court replacing a Court Assistant who resigned in May of 2011 as a full time, 30 hour a week Court Assistant.

We have managed to conduct the work of the Court, but our "turn around time," and follow-through on estate and conservatorship matters and accounts receivable have suffered because the two part-time employees were not replaced. In addition, the number of Stamford residents who need the Court and act *pro se* is steadily increasing. Our staff spends a great deal of time with people who need help completing estate, conservatorship, and children's matter forms. Almost all of our applications for temporary guardian, removal of guardian, termination of parental rights, and affidavit estates are *pro se*. The weighted work-load points show the number of these matters, but not the time spent by the staff with the interested parties before and after the hearings.

Moreover, we are losing experienced staff. Linda Sessa, who was with the Court 12 years, has left the Court. Her replacement, Idaliz Gomez, recently left the Court. Also, as of the end of 2013, Patricia North retired after 20 years with the Court. Earlier in 2013, Beverleigh Shaylor, who worked two days a week, terminated her employment after 24 years.

Inasmuch as salary levels significantly limit our ability to hire experienced paralegals, we will continue to suffer staffing gaps as employees terminate with the Court for other opportunities. For example, the starting salary for a Clerk or an Assistant Clerk is less than the cost of a modest one bedroom apartment in Stamford. Accordingly, we ask the Budget Committee to consider a modest increase in our staffing.

We need additional part-time staff to take care of the Court's bookkeeping and accounts receivable and, another, to handle the scanning of documents, filing, and making photo-copies. These part-time positions are unfilled as we do not have the staffing level to fill both of them. We took one of our temporary employees, Elizabeth Koslo, and made her a 30 hour a week Court Assistant. The Court Assistant she replaced (Nabil Valencia) is now going to be an Assistant Clerk. The Court staff is comprised of 3 Assistant Clerks, 1 Clerk, one Clerk/Assistant Clerk to be hired, one part-time Clerk (two days a week for one-half year), and 1 Chief Clerk. These staff members provide 231 work hours a week. The two part-time people we would like to hire, each working 18 hours a week, would bring the total hours to 267 hours a week or 6.68 FTE. We note that the Norwalk/Wilton Court is at 7.3 FTE to be transitioned to 6.7 FTE. Stamford has a larger population and a somewhat greater Weighted Workload.

We would appreciate your granting this request.

Please let us know if you need additional information.

Very truly yours,


Gerald M. Fox, Jr.

CAPC

Connecticut Association of Probate Clerks

Patricia E. Saviano
President, Danbury

Evan Brunetti
Vice President, Farmington-Burlington

Elaine D. Johnson
Treasurer, Wallingford

Pamela Griffin
Secretary, Tobacco Valley

5 March 2014

Judge Knierim, Judge Marino, Judge Anthony:

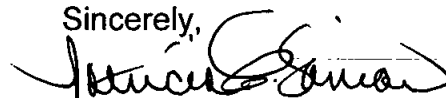
Dear Budget Committee Members:

On behalf of CAPC, I would like to mention that we appreciate all that Judge Knierim, Vinny Russo and the Probate Assembly have done regarding the health insurance bill and we are happy to be part of the process.

We look forward to input regarding the new salary study and feel CAPC would be able to add to the conversation about job expectations, duties, comparables, salary, benefits and day to day operations of the Court and be an asset to the process.

We look forward to the opportunity to work with the Budget Committee, Probate Assembly and PCA to make the system and our Courts better for all.

Sincerely,



Patricia E. Saviano
President

Mary M. MacGregor

March 5, 2014

Dear Budget Committee Members;

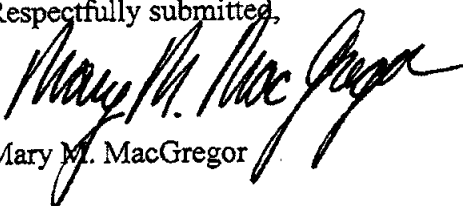
A family commitment interferes with my attending tonight's meeting; I attend in spirit.

I applaud the Committee for its efforts in moving the Health Care Insurance Coverage forward. I know the Clerk's Association has been asking that this very important issue be addressed for years. The Association was not alone in addressing the health insurance issue, as I know Judge Sidney Elkin has addressed this Committee as well as I.

I have raised this issue in the past and feel I need to address it again. As I understand it, the Budget Committee was empowered by the Governor to give all employees uniform benefits effective January 2011. As I know I don't need to remind any Committee member, sick, vacation and holiday benefits were put in place by that deadline.

Today, I again, address salary. Salary is a benefit and I feel that the salary increases put into effect in mid-2013 should be retroactive to January, 2011.

Respectfully submitted,



Mary M. MacGregor

Cecelia B. Hann
Berlin Probate District
One Liberty Sq.
New Britain, CT 06051

March 5, 2014

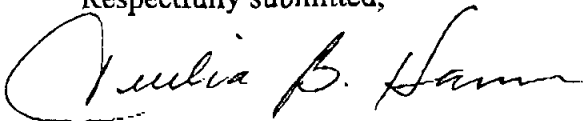
Dear Budget Committee Members:

I cannot attend tonight's meeting due to prior commitment, but I wanted to remind the Committee of an issue that needs discussion.

First of all, I want to thank the Committee for its effort to move forward with the Health Care Insurance Coverage. I remember that Clerk's Association did raise this issue previously.

I want to bring to the Budget Committee's attention an issue that has not been addressed or acted on. The Governor empowered the Budget Committee to give all employees uniform benefits as of January 2011. Sick, vacation and holiday benefits were put in place by the deadline; however, the salary increases were not. I believe that the increases that the clerks received in 2013 should be retroactive to January 2011. This will ensure that all the Probate Clerks are treated in equal manner as other state employees.

Respectfully submitted,



Cecelia B. Hann
Chief Clerk II



General Assembly

February Session, 2014

Raised Bill No. 5488

LCO No. 2035



Referred to Committee on JUDICIARY

Introduced by:
(JUD)

***AN ACT CONCERNING HEALTH INSURANCE COVERAGE FOR
PROBATE COURT PERSONNEL.***

Be it enacted by the Senate and House of Representatives in General Assembly convened:

1 Section 1. Subsection (g) of section 5-259 of the 2014 supplement to
2 the general statutes is repealed and the following is substituted in lieu
3 thereof (*Effective October 1, 2014*):

4 (g) (1) (A) Notwithstanding the provisions of subsection (a) of this
5 section, [the] prior to July 1, 2015: (i) The Probate Court Administration
6 Fund established [in accordance with] under section 45a-82 [.] shall
7 pay for each probate judge and each probate court employee not more
8 than one hundred per cent of the portion of the premium charged for
9 the judge's or employee's individual coverage and not more than fifty
10 per cent of any additional cost for the judge's or employee's form of
11 coverage, [. The] and (ii) the remainder of the premium for such
12 coverage shall be paid by the probate judge or probate court employee,
13 [to the State Treasurer. Payment shall be credited by the State
14 Treasurer to the fund established by section 45a-82.]

15 (B) On and after July 1, 2015: (i) The Probate Court Administration
16 Fund established under section 45a-82 shall pay for each probate judge
17 and each probate court employee the same portion of the premium
18 charged for the judge's or employee's individual coverage, and the
19 same portion of any additional cost for the judge's or employee's form
20 of coverage, as is paid by the Comptroller for insurance coverage
21 procured under subsection (a) of this section for active state
22 employees, and (ii) the remainder of the premium for such coverage
23 shall be paid by the probate judge or probate court employee.

24 (C) The total premiums payable shall be remitted by the Probate
25 Court Administrator directly to the insurance company or companies
26 or nonprofit organization or organizations providing the coverage.

27 (2) The Probate Court Administrator shall issue regulations
28 governing group hospitalization and medical and surgical insurance
29 procured for probate judges and probate court employees. Such
30 regulations shall be issued pursuant to [subsection (b) of] section 45a-
31 77.

This act shall take effect as follows and shall amend the following sections:		
Section 1	<i>October 1, 2014</i>	5-259(g)

Statement of Purpose:

To revise the calculation of premium payments for hospitalization and medical and surgical insurance coverage procured for probate court judges and probate court employees.

[Proposed deletions are enclosed in brackets. Proposed additions are indicated by underline, except that when the entire text of a bill or resolution or a section of a bill or resolution is new, it is not underlined.]

Connecticut Probate Courts

*Health Insurance Analysis - Impact of change regarding dependent coverage premiums
As of October 1, 2013*

		<u>Notes</u>
Number of Eligible Employees as of 10/01/2013	344	
Number of Active Participants:		
Medical	304	(a)
Dental	314	(a)
Analysis of Additional Cost to State		
Medical additional cost	\$ 353,306	
Dental additional cost	34,476	
	<u>387,782</u>	
FY 2013 - 2014 cost increase	9%	(b)
	<u>422,682</u>	
Assume 10 eligible employees change coverage to State Plan	22,000	(c)
	<u>\$ 444,682</u>	
Estimate for FY15 (assume 9% cost increase)	<u>\$ 484,704</u>	

Notes:

- a) The number of active participants increased over the prior year for medical and dental by one and four employees, respectively.
- b) For FY 2013 - 2014, medical insurance costs increased 9% and dental costs increased 8%. For purposes of analysis above, 9% is used.
- c) For employees with dependent coverage, the additional cost to the State per employee is \$2,000 as an average. At 9% increase, this equates to \$2,200.

Waterbury RCPC

58

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

7
2

No. of Employees (AJ and Court Staff):

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

Description	FY 14 Original	Proposed Budget Adjustment	FY 14 Revised	Comments
Rent and Taxes	50,863	2,335	53,198	
Repairs, Maint and Utilities	13,750		13,750	
Office Supplies	4,800		4,800	
Office Furniture and Equip	2,000		2,000	
Postage Equip and Fees	3,000	1,500	4,500	
Legal Notices and Ads	4,000	1,250	5,250	
Liability Insurance	1,000		1,000	
Educ/Seminars/Mtgs	1,000		1,000	
Dues	175		175	
Subscriptions	600		600	
Coffee/Tea/Holiday/Special Occasion	560		560	
Other Expenses	500		500	
TOTAL EXPENSES	82,248	5,085	87,333	

**Office Expense Budget
 FY 2015 Budget Proposal
 July 1, 2014 - June 30, 2015**

Budget Committee Meeting - March 5, 2014

District: **All Probate Districts**
 District Nos.: **1 through 54**
 No. of Employees (Judge and Court Staff) **349** **

Description	FY 2014 As Adjusted	FY 2015 Proposed	Budget Committee Assumptions
Educ/Seminars/Mtgs	32,880	32,400	\$600 per district
Dues	95,250	95,125	Probate Assembly = \$1,600; Other = \$25 per person average (Excludes bar and NCPJ dues)
Subscriptions	48,421	50,720	Court proposal, subject to \$1,500 maximum
Coffee/Tea/Holiday/Special Occ	28,320	27,920	\$80 per person
Other Expenses	48,570	51,120	\$500 per district
TOTAL EXPENSES	253,441	257,285	

** Represents number of individuals (not FTE)

**Office Expense Budget
 FY 2015 Budget Proposal
 July 1, 2014 - June 30, 2015**

Budget Committee Meeting - March 5, 2014

RCPC:

ALL RCPCs
55-60
50

 District No.:

50

 No. of Employees (AJ and Court Staff)

50

 **

Description	FY 2014 As Adjusted	FY 2015 Proposed	Budget Committee Assumptions
Rent and Taxes	260,259	276,716	Court proposal
Repairs, Maint and Utilities	71,050	77,380	Court proposal
Office Supplies	37,300	38,300	Court proposal
Office Furniture and Equip	29,500	34,500	Court proposal
Postage Equip and Fees	38,700	42,565	Court proposal
Legal Notices and Ads	18,700	18,750	Court proposal
Liability Insurance	9,570	8,150	Court proposal
Educ/Seminars/Mtgs	6,800	6,400	\$600 per district, plus \$200 per PCO
Dues	1,200	1,250	\$25 per person average (Excludes bar and NCPJ dues)
Subscriptions	2,125	3,275	Court proposal, subject to \$1,500 maximum
Coffee/Tea/Holiday/Special Occasion	3,840	4,000	\$80 per person
Other Expenses	3,312	3,500	\$500 per district
TOTAL EXPENSES	482,356	514,786	

** Represents number of individuals (not FTE)

Educ/Seminars/Mtg Budget Committee Meeting - March 5, 2014

No.	District Name	FY15 Budget	Budget Committee Guidelines	Variance over (under) guideline
1	Hartford	600	600	-
2	West Hartford	600	600	-
3	Tobacco Valley	600	600	-
4	Greater Windsor	600	600	-
5	East Hartford	600	600	-
6	Glastonbury-Hebron	600	600	-
7	Newington	600	600	-
8	Berlin	600	600	-
9	Simsbury Regional	600	600	-
10	Farmington-Burlington	600	600	-
11	North Central Connecticut	600	600	-
12	Ellington	600	600	-
13	Greater Manchester	600	600	-
14	Region # 14	600	600	-
15	Middletown	600	600	-
16	Meriden	600	600	-
17	Wallingford	600	600	-
18	Cheshire-Southington	600	600	-
19	Region # 19	600	600	-
20	Waterbury	600	600	-
21	Naugatuck	600	600	-
22	Region # 22	600	600	-
23	Torrington Area	600	600	-
24	Litchfield Hills	600	600	-
25	Tolland-Mansfield	600	600	-
26	Northeast	600	600	-
27	Plainfield-Killingly Regional	600	600	-
28	Windham-Colchester	600	600	-
29	Norwich	600	600	-
30	Southeastern CT Regional	600	600	-
31	New London	600	600	-
32	Niantic Regional	600	600	-
33	Saybrook	600	600	-
34	Madison-Gulford	600	600	-
35	Branford-North Branford	600	600	-
36	East Haven-North Haven	600	600	-
37	Hamden-Bethany	600	600	-
38	New Haven	600	600	-
39	West Haven	600	600	-
40	Milford-Orange	600	600	-
41	Darby	600	600	-
42	Shelton	600	600	-
43	Danbury	600	600	-
44	Housatonic	600	600	-
45	Northern Fairfield County	600	600	-
46	Trumbull	600	600	-
47	Stratford	600	600	-
48	Bridgeport	600	600	-
49	Fairfield	600	600	-
50	Westport	600	600	-
51	Norwalk-Wilton	600	600	-
52	Darien-New Canaan	600	600	-
53	Stamford	600	600	-
54	Greenwich	600	600	-
SUBTOTAL		32,400	32,400	-
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	1,000	1,000	-
SUBTOTAL		6,400	6,400	-
TOTAL		38,800	38,800	-

Dues

Budget Committee Meeting - March 5, 2014

No.	District Name	# of Court Staff	FY15 Budget	Budget Committee Guidelines	Variance over (under) guideline
1	Hartford	11	1,875	1,875	0
2	West Hartford	9	1,825	1,825	0
3	Tobacco Valley	5	1,725	1,725	0
4	Greater Windsor	5	1,725	1,725	0
5	East Hartford	6	1,750	1,750	0
6	Glastonbury-Hebron	4	1,700	1,700	0
7	Newington	8	1,800	1,800	0
8	Berlin	7	1,775	1,775	0
9	Simsbury Regional	8	1,800	1,800	0
10	Farmington-Burlington	6	1,750	1,750	0
11	North Central Connecticut	6	1,750	1,750	0
12	Ellington	5	1,725	1,725	0
13	Greater Manchester	7	1,775	1,775	0
14	Region # 14	4	1,700	1,700	0
15	Middletown	6	1,750	1,750	0
16	Meriden	3	1,675	1,675	0
17	Wallingford	5	1,725	1,725	0
18	Cheshire-Southington	6	1,750	1,750	0
19	Region # 19	11	1,875	1,875	0
20	Waterbury	9	1,825	1,825	0
21	Naugatuck	5	1,725	1,725	0
22	Region # 22	9	1,825	1,825	0
23	Torrington Area	6	1,750	1,750	0
24	Litchfield Hills	6	1,750	1,750	0
25	Tolland-Manfield	4	1,700	1,700	0
26	Northeast	5	1,725	1,725	0
27	Plainfield-Killingly Regional	4	1,700	1,700	0
28	Windham-Colchester	5	1,725	1,725	0
29	Norwich	6	1,750	1,750	0
30	Southeastern CT Regional	7	1,775	1,775	0
31	New London	6	1,750	1,750	0
32	Niantic Regional	6	1,750	1,750	0
33	Saybrook	9	1,825	1,825	0
34	Madison-Guilford	5	1,725	1,725	0
35	Branford-North Branford	4	1,700	1,700	0
36	East Haven-North Haven	5	1,725	1,725	0
37	Hamden-Belthary	5	1,725	1,725	0
38	New Haven	14	1,950	1,950	0
39	West Haven	8	1,800	1,800	0
40	Milford-Orange	6	1,750	1,750	0
41	Derby	6	1,750	1,750	0
42	Shelton	5	1,725	1,725	0
43	Danbury	6	1,750	1,750	0
44	Housatonic	5	1,725	1,725	0
45	Northern Fairfield County	5	1,725	1,725	0
46	Trumbull	4	1,700	1,700	0
47	Stratford	6	1,750	1,750	0
48	Bridgeport	14	1,950	1,950	0
49	Fairfield	7	1,775	1,775	0
50	Westport	4	1,700	1,700	0
51	Norwalk-Willton	9	1,825	1,825	0
52	Darien-New Canaan	5	1,725	1,725	0
53	Stamford	11	1,875	1,875	0
54	Greenwich	6	1,750	1,750	0
SUBTOTAL		349	95,125	95,125	-
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	6	150	150	0
58	Waterbury Regional Children's	7	175	175	0
59	Northeast Regional Children's	7	175	175	0
60	Hartford Regional Children's	12	300	300	0
SUBTOTAL		50	1,250	1,250	-
TOTAL		399	96,375	96,375	-

Subscriptions

Budget Committee Meeting - March 5, 2014

No.	District Name	FY16 Budget
1	Hartford	845
2	West Hartford	-
3	Tobacco Valley	-
4	Greater Windsor	1,500
5	East Hartford	-
6	Glastonbury-Hebron	-
7	Newington	325
8	Berlin	1,100
9	Simsbury Regional	1,500
10	Farmington-Burlington	1,500
11	North Central Connecticut	500
12	Ellington	375
13	Greater Manchester	1,500
14	Region # 14	1,500
15	Middletown	500
16	Meriden	1,500
17	Wallingford	300
18	Cheshire-Southington	800
19	Region # 19	1,500
20	Waterbury	1,500
21	Naugatuck	1,500
22	Region # 22	1,500
23	Torrington Area	1,500
24	Litchfield Hills	750
25	Tolland-Mansfield	-
26	Northeast	500
27	Plainfield-Killingly Regional	225
28	Windham-Colchester	300
29	Norwich	300
30	Southeastern CT Regional	300
31	New London	1,500
32	Niantic Regional	150
33	Saybrook	1,000
34	Madison-Guilford	1,500
35	Branford-North Branford	1,500
36	East Haven-North Haven	1,500
37	Hamden-Bethany	450
38	New Haven	1,500
39	West Haven	1,200
40	Milford-Orange	1,500
41	Derby	1,300
42	Shelton	-
43	Danbury	1,200
44	Housatonic	600
45	Northern Fairfield County	1,500
46	Trumbull	1,300
47	Stratford	400
48	Bridgeport	1,500
49	Fairfield	1,500
50	Westport	1,500
51	Norwalk-Wilton	1,500
52	Darien-New Canaan	1,500
53	Stamford	1,500
54	Greenwich	-
SUBTOTAL		50,720
55	New Haven Regional Children's	1,500
56	Central CT Regional Children's	325
57	New London Regional Children's	350
58	Waterbury Regional Children's	600
59	Northeast Regional Children's	-
60	Hartford Regional Children's	500
SUBTOTAL		3,275
TOTAL		53,995

Coffee/Tea/Holiday/Special Occasion

Budget Committee Meeting - March 5, 2014

		# of Court Staff	FY15 Budget	Budget Committee Guidelines	Variance over (under) guideline
1	Hartford	11	880	880	0
2	West Hartford	9	720	720	0
3	Tobacco Valley	5	400	400	0
4	Greater Windsor	5	400	400	0
5	East Hartford	6	480	480	0
6	Glastonbury-Hebron	4	320	320	0
7	Newington	8	640	640	0
8	Berlin	7	560	560	0
9	Simsbury Regional	8	640	640	0
10	Farmington-Burlington	6	480	480	0
11	North Central Connecticut	6	480	480	0
12	Ellington	5	400	400	0
13	Greater Manchester	7	560	560	0
14	Region # 14	4	320	320	0
15	Middletown	6	480	480	0
16	Meriden	3	240	240	0
17	Wallingford	5	400	400	0
18	Cheshire-Southington	6	480	480	0
19	Region # 19	11	880	880	0
20	Waterbury	9	720	720	0
21	Naugatuck	5	400	400	0
22	Region # 22	9	720	720	0
23	Torrington Area	6	480	480	0
24	Litchfield Hills	6	480	480	0
25	Tolland-Mansfield	4	320	320	0
26	Northeast	5	400	400	0
27	Plainfield-Killingly Regional	4	320	320	0
28	Windham-Colchester	5	400	400	0
29	Norwich	6	480	480	0
30	Southeastern CT Regional	7	560	560	0
31	New London	6	480	480	0
32	Niantic Regional	6	480	480	0
33	Saybrook	9	720	720	0
34	Madison-Guilford	5	400	400	0
35	Branford-North Branford	4	320	320	0
36	East Haven-North Haven	5	400	400	0
37	Hamden-Bethany	5	400	400	0
38	New Haven	14	1,120	1,120	0
39	West Haven	8	640	640	0
40	Milford-Orange	6	480	480	0
41	Derby	6	480	480	0
42	Shelton	5	400	400	0
43	Danbury	6	480	480	0
44	Housatonic	5	400	400	0
45	Northern Fairfield County	5	400	400	0
46	Trumbull	4	320	320	0
47	Stratford	6	480	480	0
48	Bridgeport	14	1,120	1,120	0
49	Fairfield	7	560	560	0
50	Westport	4	320	320	0
51	Norwalk-Wilton	9	720	720	0
52	Darien-New Canaan	5	400	400	0
53	Stamford	11	880	880	0
54	Greenwich	6	480	480	0
SUBTOTAL		349	27,920	27,920	-
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	6	480	480	0
58	Waterbury Regional Children's	7	560	560	0
59	Northeast Regional Children's	7	560	560	0
60	Hartford Regional Children's	12	960	960	0
SUBTOTAL		50	4,000	4,000	-
TOTAL		399	31,920	31,920	-

Other Expenses Budget Committee Meeting - March 5, 2014

		FY15 Budget	Budget Committee Guidelines	Variance over (under) guideline
1	Hartford	500	500	0
2	West Hartford	500	500	0
3	Tobacco Valley	500	500	0
4	Greater Windsor	500	500	0
5	East Hartford	500	500	0
6	Glastonbury-Hebron	500	500	0
7	Newington	500	500	0
8	Berlin	500	500	0
9	Simsbury Regional	500	500	0
10	Farmington-Burlington	500	500	0
11	North Central Connecticut	500	500	0
12	Ellington	500	500	0
13	Greater Manchester	500	500	0
14	Region # 14	500	500	0
15	Middletown	500	500	0
16	Meriden	500	500	0
17	Wallingford	500	500	0
18	Cheshire-Southington	500	500	0
19	Region # 19	500	500	0
20	Waterbury	500	500	0
21	Naugatuck	500	500	0
22	Region # 22	500	500	0
23	Torrington Area	500	500	0
24	Litchfield Hills	500	500	0
25	Tolland-Mansfield	500	500	0
26	Northeast	500	500	0
27	Plainfield-Killingly Regional	500	500	0
28	Windham-Colchester	500	500	0
29	Norwich	500	500	0
30	Southeastern CT Regional	500	500	0
31	New London	3,500	500	3,000
32	Niantic Regional	500	500	0
33	Saybrook	500	500	0
34	Madison-Guilford	500	500	0
35	Branford-North Branford	500	500	0
36	East Haven-North Haven	500	500	0
37	Hamden-Bethany	500	500	0
38	New Haven	21,620	500	21,120
39	West Haven	500	500	0
40	Milford-Orange	500	500	0
41	Derby	500	500	0
42	Shelton	500	500	0
43	Danbury	500	500	0
44	Housatonic	500	500	0
45	Northern Fairfield County	500	500	0
46	Trumbull	500	500	0
47	Stratford	500	500	0
48	Bridgeport	500	500	0
49	Fairfield	500	500	0
50	Westport	500	500	0
51	Norwalk-Wilton	500	500	0
52	Danien-New Canaan	500	500	0
53	Stamford	500	500	0
54	Greenwich	500	500	0
SUBTOTAL		51,120	27,000	24,120
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
SUBTOTAL		3,500	3,000	500
TOTAL		54,620	30,000	24,620

Performance Evaluations

- Annual Review Period: April 1, 2013 through March 31, 2014
- Performance Evaluation System Available March 3, 2014
 - Prior year evaluations available online
- Deadline to complete evaluations is May 31, 2014
- Performance evaluations must be completed for all staff members at a court (excluding temporary employees and rehired retirees) before merit pay can be calculated
- Performance evaluations for rehired retirees are optional at the judges' discretion (merit pay does not apply)

July 2014 Merit Pay Adjustment

- Implementation planned for first payroll in July
 - July 10, 2014 pay date
 - Pay period June 21, 2013 – July 4, 2014
- Eligibility
 - Court staff except temporary employees and rehired retirees
- Merit pool
 - Each court allocated a merit pool based on the compensation of eligible employees
 - Each court will have their own rating curve
- Formula considerations
 - 2.5% allocated based on overall rating from performance evaluation
 - 0.5% allocated at discretion of judge
 - No increase for scores of 1 or 2 (unacceptable or needs improvement)
 - An employee with an overall rating of 3.0 (meets expectations) will receive a minimum increase of 2%
 - Maximum 6%
- Court staff at or above max
 - Based on performance evaluation
 - Amount capped at 2%
 - Added to hourly rate for the fiscal year (July 2014 to June 2015)
 - Not added to base pay for purpose of calculating COLA's and future merit increases

January 2015 Cost of Living Adjustment

- FY15 budget assumption is 3.0%
- Preliminary pay date January 8, 2015 (pay cycle 12/20/14 – 1/2/15)
- Eligibility includes all court staff except temporary employees, rehired retirees and employees above max

STAFFING PLAN

Budget Committee March 5, 2014

Probate District: **Westport**

District No.: **50**

Positions	Current Benchmark	Proposed Benchmark
Chief Clerk III		
Chief Clerk II		
Chief Clerk I	0.9	1.0
Deputy Clerk		
Clerk	1.0	0.8
Assistant Clerk		0.9
Court Assistant		
Court Staff Attorney		
Temporary Staff		
Probate Court Officer		
Security Officer		
TOTAL	1.9	2.7

Notes Subsequent to 1/5/2011

3/5/14 proposed increase

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



Commuter Tax Benefits

You can offer your employees Commuter Tax Benefits. We can help.

Join the hundreds of Connecticut's leading corporations who offer employees commuter tax benefits. Commuter tax incentive programs are making a difference to thousands of employees throughout the state.

Win / Win / Win.

The Commuter Tax Benefit program allows commuters the opportunity to pay for a portion of their commuting expenses with pre-tax dollars. This results in a tax savings for Connecticut commuters and a reduced taxable payroll for Connecticut employers.

In addition to monetary rewards, participants enjoy a less stressful commute and take satisfaction in knowing they are helping relieve congestion and reduce the environmental impact of driving alone to work.

Here's the deal.

As of January 2014, federal tax law allows an employee to set aside up to \$130 per month of his/her salary before taxes to pay for transit or vanpool fares and \$250 qualified parking. Tax savings can be up to \$2800 a year - just for traveling to work!

We're here to help.

We can help you set up a program. It's free, easy to set up and your employees will thank you!

To find out more, contact a **CTrides** Representative:

1-877-CTrides (1-877-287-4337)

1-877-CTrides (287-4337)

**CTrides**

A Service of the CT Department of Transportation

CTrides.com





Manage a workforce in Connecticut?

Let **CTrides** show your employees newer, greener ways to get to work.

Ever wonder what you, as an employer, can do to help your employees understand the benefits of sharing a ride to work? As a matter of fact, just sharing a little information can give them the tools they need to find a stress-free solution that works best for them. That's where **CTrides** comes in.

A free service of the Connecticut Department of Transportation, **CTrides** wants to help your employees discover new, greener ways to work, from alternative transportation options to telecommuting — saving time and money for employee and employer alike.

Encouraging your employees to share a ride or telecommute can:

- ➔ **Improve productivity and morale**
- ➔ **Reduce absenteeism and late arrivals**
- ➔ **Make it easier for you to recruit and retain good talent**
- ➔ **Enable tax savings**
- ➔ **Emphasize your commitment to good corporate citizenship**

But don't take our word for it. Dozens of Connecticut companies large and small already work with **CTrides** to find solutions for their employees. Call us at 1-877-**CTrides** (1-877-287-4337) or visit **CTrides.com** to view video testimonials.



At CTrides, we can help you help them.

Research shows that an employer's supportive attitude is often the most effective motivating force to convince employees to try something new. We'll provide you with incentive suggestions and ideas tailored to your organization.

What can CTrides do for you?

The commuting solutions we provide are designed to meet the specific needs of Connecticut workers — as well as their employers. Your employees benefit from the convenience and peace of mind of not driving alone, and you benefit from increased productivity and decreased absenteeism, for starters. What's more, taking even a few cars off the road can help reduce pollution. And, less driving means less money spent on gas and car repairs. Above all, by fostering a commuter-friendly environment, you are able to attract and retain the best and the brightest talent in Connecticut. That's where we all win.

Working with CTrides is free.

We'll come to your office, at your convenience, and show your employees all the benefits of sharing a ride. We'll bring along materials to demonstrate cost savings, as well as provide information on everything from carpooling and vanpooling to public transit. It doesn't cost anything but a little bit of your time, and it shows your employees that you're looking out for them.

We know our way around.

At CTrides, we know the area, as well as which programs are available to solve your employees' specific commuting challenges. We'll work with you to plan, promote and implement greener transportation alternatives or telecommuting options that can achieve bottom-line benefits while also meeting your employees' personal needs.

Let's get to work.

For free solutions that can help you have a more productive and happier workforce, call us today at 1-877-CTrides (1-877-287-4337) or visit CTrides.com to learn more.



A service of the Connecticut Department of Transportation