

# **Merit Pay Proposal**

## **June 11, 2025**

### **Implementation planned for the July 10, 2025 pay date**

- Merit pay applicable to active employees as of June 21, 2025
- Pay date July 10, 2025
- Pay period Saturday, June 21 through Friday, July 4, 2025

### **FY25 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 compensation**

- Based upon performance evaluation
- Amount capped at 2%
- One-time lump sum payment in July 10, 2025 payroll
- Merit pay is not added to base pay for purposes of calculating COLAs and future merit increases

**FARMINGTON REGIONAL PROBATE COURT**

**Evelyn M. Daly, Judge**  
One Monteith Drive  
Farmington, CT 06032  
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EMAIL [probate@farmington-ct.org](mailto:probate@farmington-ct.org)  
WEBSITE [www.ctprobate.gov](http://www.ctprobate.gov)

**RECEIVED**

**MAY 28 2025**

**Probate Admin.**

May 27, 2025

Hon. Beverly Streit, Administrator  
Budget Committee Chair  
Office of the Probate Court Administrator  
186 Newington Road  
West Hartford, CT 06110

Re: Urgent Staffing Request

Dear Budget Committee,

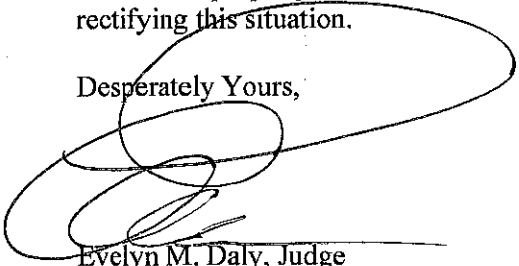
The Court respectfully requests an extremely necessary change in staffing from a 3.9 FTE to a 4.5 FTE. We are requesting this increase to bring the 12 hour per week part-time assistant clerk position to a full-time position. The staffing levels at the Farmington Regional Probate Court are as follows: one Chief Clerk I, one full-time clerk, one full-time assistant clerk, two part-time assistant clerks.

This request is dire due to our significant increase in Weighted Workload (WWL). Without this change in staffing, this Court's ability to remain compliant with statutory deadline requirements will be virtually impossible. Our Court has been experiencing a drastic uptick in volume which has been clearly reflected in our annual WWL numbers over the past 6 years. We are beyond the tipping point in that we have exceeded our capacity.

We have requested the updated EEL per full-time equivalent (FTE) number, but have not received that number yet. Therefore, we will use the number used during the consolidation which was 1050 WWL per FTE. Our most recent certified annual WWL was 5375. This equates to 5.12 FTE.

In closing, it is my hope that this request will be seriously considered. This Court is operating in an emergency state due to a lack of proper staffing. I am concerned that it would be neglect if this staffing issue is not properly addressed. The weighted workload overwhelmingly demonstrates the urgency of rectifying this situation.

Desperately Yours,



Evelyn M. Daly, Judge  
CC: Hon. Michael Brandt  
Hon. Fred Anthony

## Farmington Regional Probate Court Staffing Information

- Since adding Plainville in 2019, our Court's Weighted Workload has increased precipitously.

Year	Weighted Workload
2018-2019	3563.5
2019-2020	3957
2020-2021	4344.5
2021-2022	4695
2022-2023	4767.5
2023-2024	Projected: 5354.5 Actual: 5375
2024-2025	Projected: 5247 ( <del>5354.5</del> )

NOT CERTIFIED  
- 1st half

85 PTS  
deduction  
Jan-June  
2024  
claim status  
conf

July - Dec = middle  
of fine  
or July

Probate District: Farmington Regional  
PD Number: 10

Position	Approved Benchmark	Proposed Benchmark
Chief Clerk I	1.0	-
Chief Clerk II	-	1.0
Clerk	1.0	1.0
Assistant Clerk	1.9	2.5
	3.9	4.5

### 6/11/25 Budget Committee Submission

12/4/24 request was tabled to the June 2025 meeting for further review.

#### NOTES:

**12/4/24:** Request by Judge Daly to add .6 FTE at the Assistant clerk level.

**6/11/25:** Judge Daly resubmitted her request.

# Probate Court

Glastonbury-Hebron Probate District

Sean Michael Peoples, Judge

Mary M. MacGregor, Chief Clerk

RECEIVED

MAY 09 2025

Probate Admin.

May 7, 2025

Judge Beverly K. Streit  
Members of the Budget Committee  
186 Newington Road  
West Hartford, CT 06110-2320

Dear Judge Streit and Members of the Budget Committee:

I had two staff members that recently retired: Mary M. MacGregor, Chief Clerk who works full-time, and Lori Crandall Macri, Assistant Clerk, who presently works a 32-hour week.

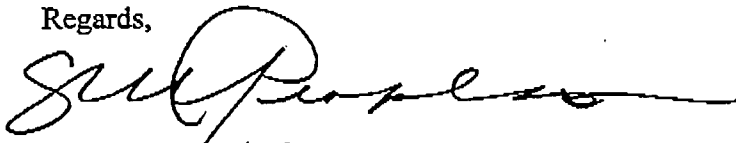
It is in the Court's best interest to replace the part-time Assistant Clerk with a full-time Clerk.

In reviewing the court's benchmark staffing chart and in consideration of staffing uniformity and court workload, I am requesting the Probate Court Budget Committee approve the staffing changes:

- Add a Clerk position at 1 FTE (40 hours)
- Reduce from 1.3 FTE to .5 FTE (not to exceed 19 hours) for the Assistant Clerk position. The transition will be that Alex may stay at 20 hours but with her attrition, the position would be filled at 19 hours.
- Total benchmark changed from 2.3 to 2.5 hours

I would welcome the opportunity to discuss the court's staffing needs.

Regards,



Sean Michael Peoples

SMP/MMM

Probate District: Glastonbury - Hebron  
PD Number: 6

**6/11/25 Budget Committee Submission**

Position	Approved Benchmark	Proposed Benchmark
Chief Clerk I	1.0	1.0
Clerk	-	1.0
Assistant Clerk	1.3	0.5
Court Assistant	-	-
	2.3	2.5

**NOTES:**

**6/11/25:** Request by Judge Peoples to move 1.0 FTE from Assistant Clerk to Clerk and increase Assistant Clerk by 0.2 FTE for a position not to exceed 19 hours. Total increase to benchmark 0.2 FTE.

To: PCA Budget Committee  
Cc: Lisa Hanson

From: Judge Katherine E. Caulfield, Fairfield Probate Court

Date: May 19, 2025 (revised from 3/3/25)

Re: Reallocation of Benchmark for Chief Clerk and Clerk of Fairfield Probate Court

Dear Budget Committee,

I respectfully request that a matter concerning the Fairfield Probate Court staffing levels be brought before the Committee at its next meeting on June 11, 2025. I would like to increase the court's benchmark for the chief clerk and clerk positions without changing the court's overall benchmark of 4.3 FTE.

Specifically, I respectfully request: (1) an increase in the benchmark for the chief clerk's position from 0.9 to 1.0 FTE; (2) an increase in the benchmark for the clerk's position from 0.9 to 1.0 FTE; and (3) a reduction in the benchmark for the assistant clerk positions from 2.5 to 2.3 FTE.

We currently utilize 3.6 FTE of the court's overall benchmark (two assistant clerks, a clerk and a chief clerk – each 0.9 FTE). Reallocating 0.1 FTE each to the chief clerk's benchmark and clerk's benchmark will more accurately reflect the work of the court staff without changing the court's overall benchmark of 4.3 FTE.

I would like to point out that the court's chief clerk holds the position of Chief Clerk II, however her staffing level is that of a Chief Clerk I. Ms. Diane Auray, with over ten years' experience as an employee of the probate court system, has been chief clerk of the Fairfield Probate Court since January 1, 2019. As attested to by my predecessor, Judge Maxham, and witnessed myself, Ms. Auray has worked forty hours per week for years. The court's workload is ever increasing. Currently, she is training two new court staff (three, if you include me).

The current and draft provisions of PCA Manual Policy 201 state that the benchmark for a Chief Clerk II is 1.0 FTE. Increasing the chief clerk's benchmark by 0.1 FTE brings her within the guidelines of the position she holds, without exceeding the court's overall staffing benchmark.

Likewise, the workload of the court's clerk has increased, as Cheryl Monk has had to take on more responsibility and handle more matters while we bring new assistant clerks up to speed. Increasing the clerk's benchmark by 0.1 FTE more accurately reflects the complexity of the workload handled by the court's clerk.

I appreciate your consideration of this request. Please let me know if you have any questions.

Respectfully,



Judge Katherine E. Caulfield  
Fairfield Probate Court

Probate District: Fairfield  
PD Number: 49

**6/11/25 Budget Committee Submission**

Position	Approved Benchmark	Proposed Benchmark
Chief Clerk II	0.9	1.0
Clerk	0.9	1.0
Assistant Clerk	2.5	2.3
Court Assistant	-	-
	4.3	4.3

**NOTES:**

**6/11/25:** Request by Judge Caulfield to increase Chief Clerk and Clerk benchmark from 0.9 to 1.0 FTE by moving the hours from the Assistant Clerk benchmark. No change to total FTE.



Office Expense Budget- New London Probate District PD31

FY 2025 Budget  
July 1, 2025 - June 30, 2026

REVISED for 6/11/25 Budget Committee Approval

No. of Employees (Judge and Court Staff): 4 \*\*

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	100	
Subscriptions	-	
Other Expenses	4,100	
TOTAL EXPENSES	4,800	-8%

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