

PCA Policy Manual
101 STAFF COMPENSATION ADJUSTMENTS

POLICY

The Probate Court Budget Committee may periodically authorize cost of living adjustments (COLAs) and merit increases for court staff. Each judge is responsible for the implementation of COLA and merit increases for the staff of the judge's court in accordance with the budget committee's guidelines.

GENERAL INFORMATION

Generally, all court staff, except temporary employees, rehired retirees, and those whose rates of pay exceed the maximums for their positions, are eligible to receive compensation adjustments in the form of COLAs and merit increases. The total pool of funds for compensation adjustments will be determined by the budget committee, provided that approved COLAs and merit increases will be implemented only if the Chief Court Administrator approves a budget for the Probate Court system that includes funding for the increases. Planned compensation adjustments may be withheld or postponed by action of the budget committee.

PROCEDURES

COLAs

A COLA is a periodic compensation increase intended to maintain employees in an equivalent position as inflation increases the cost of purchasing goods and services. When a COLA is authorized, all court staff, except temporary employees, rehired retirees and those whose existing rates of pay exceed the maximums for their positions, receive the same percentage increase. In addition, the minimum and maximum rates of pay for each position are increased by the amount of the COLA.

Merit Increases

In addition to COLAs, the budget committee may periodically authorize merit increases for court staff. When the budget committee authorizes a merit increase, all court staff who were employed by a court as of the end of the applicable performance evaluation period, except temporary employees, rehired retirees and those whose rates of pay exceed the maximums for their positions by 2% or more, are eligible for an increase. If the sum of the employee's current pay and merit increase would exceed the maximum for his or her position, the sum is capped at maximum plus 2%. Any amount of merit pay that exceeds maximum is not added to the employee's base pay. The performance evaluation system calculates the amount of each employee's increase, if any, based on his or her performance evaluation for the applicable evaluation period. The budget committee may establish additional guidelines for the implementation of merit increases.

Promotions

An employee who is promoted will be paid minimum for the new position or 3.5% more than the employee's rate of pay before the promotion, whichever is higher. If, however, the employee's rate of pay before the promotion exceeds the maximum for the pre-promotion position, the promoted employee will be paid the greatest of the current rate of pay, the minimum for the new position, or 3.5% more than the maximum for the pre-promotion position. A promoted employee is eligible for any merit increase or COLA that the budget committee authorizes for implementation after the date of promotion.

Transfers

See Policy No. 306 for general information on applicable policies when a judge hires a court staff member from another court to fill a vacant position that is authorized under the court's benchmark staffing level. A transfer employee who is hired to continue in the same position (e.g., an assistant clerk at another court is hired as an assistant clerk) will be paid at the same rate that he or she was receiving prior to the transfer. A transfer employee who is promoted to another position (e.g., an assistant clerk at another court is hired as a clerk) will be paid in accordance with the promotions policy set forth above. A transfer employee who accepts a position with a lower pay range (e.g., a clerk at another court is hired as an assistant clerk) will be paid the maximum for the new position or the rate that he or she was receiving prior to the transfer, whichever is lower.

Progressions

Advancement from assistant clerk to the clerk level is available to incumbents after strong performance of four years of experience in the Probate Court system. Advancement is not automatic and requires judge approval. Progressions do not change approved court benchmark staffing level.

An incumbent must be in full-time status (35+ scheduled work hours per week) to be eligible. Rehired retirees and part-time employees (those working less than 35 hours per week) are not eligible. Cumulative hours over a four-year period must equal or exceed 7,280 hours (35 hours per week x 52 weeks x 4 years).

After the initial implementation in 2020, employees may be considered for progression in the first payroll following the first full month after month of eligibility.

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

Forms for this policy: Compensation Ranges

Date Issued: 01/01/2011

Revisions: 12/01/2011, 01/01/2013, 07/01/2013, 01/01/2014, 01/01/2015, 11/01/2015, 01/01/2017, 01/01/2018, 07/01/2019, 01/01/2020, 01/01/2021, 01/01/2022, 01/01/2023

Compensation Ranges

January 2023

Hourly Rates

Class Title	Exempt /NE	Min.	Max.
Chief Clerk III	Exempt ¹	34.33	51.49
Chief Clerk II	Exempt ¹	30.32	45.48
Chief Clerk I	Exempt ¹	28.38	42.55
Staff Attorney	Exempt ¹	32.09	48.13
Deputy Chief Clerk	Exempt ¹	26.76	40.15
Clerk	Non-Exempt	23.23	34.84
Assistant Clerk	Non-Exempt	20.48	30.71
Court Assistant	Non-Exempt	16.95	25.43
Lead Family Specialist	Exempt ¹	33.96	50.93
Family Specialist	Exempt ¹	29.39	44.09
Security Officer ²	Non-Exempt	16.95	25.43

¹Rehired retirees are classified as non-exempt regardless of position.

²Regional Children's Probate Courts

PCA Policy Manual

114 UNPAID LEAVE

POLICY

Except as provided in Policies 108 and 109, court staff members who work 20 or more hours per week may not take unpaid time off, unless the Probate Court Administrator determines that an unpaid leave of absence is necessary to avoid a hardship. Court staff members who work less than 20 hours per week may take time off without pay with advance approval from the judge.

GENERAL INFORMATION

Except as set forth in Policy 109, employees who wish to take unpaid leave must first exhaust all accrued vacation or personal time. Employees taking time off for illness or other reasons in accordance with Policy 104 must exhaust all accrued sick time before taking unpaid leave.

Employees are generally not permitted to take more time off than is allowed under the vacation, sick and personal time policies, unless the time off is for military leave in accordance with Policy 108 or for family or medical leave in accordance with Policy 109. This policy establishes a limited additional exception for circumstances in which an unpaid leave of absence is necessary to avoid a hardship. The maximum period for which unpaid leave may be approved under this policy is 12 months. Unpaid leave under this policy is in addition to any other applicable leave.

During an unpaid leave under this policy, an employee continues to be eligible for health insurance as an active employee. An employee on unpaid leave who participates in the health insurance plan is billed directly by the PCA Financial Services Department for the employee's share of the premium. The Retirement Services Division at the Office of the State Comptroller should be consulted for information concerning service credit during periods of leave.

Vacation and sick time does not accrue for any calendar month in which an employee is off the payroll for an aggregate of more than three of the employee's normal work days.

Employees who work less than 20 hours per week are exempt from this policy, since they are not eligible for paid vacation, sick and personal time. Such employees must, however, obtain advance approval from the judge to work fewer hours than scheduled.

PROCEDURES

An employee who wishes to take unpaid time off under this policy must obtain approval from the judge by submitting **the Employee Request for Leave of Absence Without Pay form**. If approved, the judge shall request authorization from the Probate Court Administrator. PCA will notify the judge and employee whether an unpaid leave of absence has been granted within 15 days of receipt of the request.

Court staff use the payroll time and attendance reporting system to record time off and report unpaid leave time. Proper codes must be used for reporting absences.

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

Forms for this policy: **Employee Request for Leave of Absence Without Pay**
Medical Certificate for Employee
Employee Fitness for Duty Certification
Medical Certificate for Family Member

Date Issued: 06/01/2011

Revisions: 12/01/2011, 01/01/2013, 07/01/2013, 07/01/2019, 01/01/2022, **01/01/2023**

Connecticut Probate Courts
EMPLOYEE REQUEST
FOR LEAVE OF ABSENCE WITHOUT PAY
(To be completed by employee)

Carefully read the unpaid leave benefits under Policy #114 before completing the form and returning it to the judge. Please be sure to attach any required documentation.

Employee's Name: _____

Probate Court: _____

Duration of Leave: *(from)* _____ *(to)* _____

TO BE FILLED OUT BY THE EMPLOYEE

Please state the reason(s) why an unpaid leave of absence is necessary to avoid a hardship.

I affirm the accuracy of the circumstances represented herein. I understand that failure to return to work at the end of my leave period may be treated as a resignation unless an extension has been requested, agreed upon, and approved in writing by the judge.

Employee's Signature

Date

TO BE COMPLETED BY THE JUDGE (check one):

To the best of my knowledge, this request meets the requirements of Policy #114 and is approved.

I do not approve this request as it does not meet the requirements of Policy #114 because:

Judge's Signature

Date

TO BE COMPLETED BY THE PROBATE COURT ADMINISTRATOR (check one):

Approval granted.

Approval denied because:

Probate Court Administrator's Signature

Date

Date Issued: 01/01/2023

PCA Policy Manual

106 HOLIDAYS

POLICY

Court staff members, other than temporary employees, are eligible to receive up to **13** paid holidays during the calendar year.

GENERAL INFORMATION

Before the start of each calendar year, each judge will select **13** holidays to be observed by court staff. Consideration should be given to holidays observed by the town(s) served and state holidays.

The **13** holidays observed by the Judicial Branch and the State of Connecticut are:

New Year's Day	Good Friday	Columbus Day
Martin Luther King, Jr. Day	Memorial Day	Veterans' Day
Lincoln's Birthday	Independence Day	Thanksgiving Day
Washington's Birthday	Labor Day	Christmas Day
Juneteenth		

When a holiday falls on a Saturday, the preceding Friday is observed as a paid holiday by the State of Connecticut. When a holiday falls on a Sunday, the following Monday is observed.

Employees will be granted holiday pay only if the holiday falls on a day that the employee normally works. The amount of holiday pay shall be based on the employee's standard working hours for that day of the week.

Employees who are on an unpaid leave of absence on a scheduled day immediately before or after a holiday shall not be paid for the holiday.

PROCEDURES

On or before December 1, each judge will select **13** holidays to be observed in the upcoming calendar year and shall communicate the holiday schedule to PCA and court staff. Judges may permit a maximum of two floating holidays by reducing the number of designated holidays on which the court is closed by an equivalent number and specifying the days on which employees may choose to take their floating holidays. Courts must be open on days designated as floating holidays. Employees must request advance approval from the judge to take a floating holiday.

Court staff use the payroll time and attendance reporting system to record time off. Proper codes must be used for reporting purposes.

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

Forms for this policy: None

Date Issued: 01/01/2011

Revisions: 11/14/2011, 01/01/2013, **01/01/2023**

PCA Policy Manual

903 COVID-19 LEAVE

POLICY

Due to the coronavirus disease 2019 (COVID-19) pandemic, court staff members, other than temporary employees and rehired retirees, may be eligible for leave under this policy beginning March 17, 2020 for the duration of the pandemic or until otherwise terminated by the Probate Court Budget Committee.

GENERAL INFORMATION

As employees are impacted by COVID-19, the following chart provides eligibility for COVID-19 Leave. Refer to CDC Guidelines and the Isolation and Exposure Calculator on the CDC website ([Isolation and Precautions for People with COVID-19 | CDC](#)) to determine isolation dates and guidance once isolation ends.

Eligibility

REASON	GUIDANCE
<ul style="list-style-type: none">Have tested positive for COVID-19 with or without symptoms	<ul style="list-style-type: none">Employee should isolate in accordance with current CDC guidelines and will be paid for their regularly scheduled, non-worked hours during the isolation period.

Duration of Leave

Eligible employees are entitled to paid leave for isolation taken in accordance with current CDC guidelines to a maximum of the employee's regularly scheduled hours for a pay period. These paid hours are not charged to accruals. When the maximum of 10 days/80 hours (prorated based on regularly scheduled hours) has been used, the employee is no longer eligible for COVID-19 leave.

PROCEDURES

An employee who wishes to take leave under this policy must obtain approval from the judge by submitting an Employee Request form stating the reason, the duration of the leave and required documentation to support it. Required documentation includes one or more of the following: laboratory test results, photograph of positive at-home test result, medical certification, public health government official order, written documentation from a health care provider or public health official, employee written statement. If approved, the judge shall request authorization from the Probate Court Administrator. PCA will notify the judge whether a leave of absence has been granted within three business days from receipt of the request. The judge will then inform the employee.

Documentation shall be maintained in the employee medical file. Refer to PCA Policy 801 for retention requirements.

Time and Attendance Approvers will use the payroll time and attendance reporting system to record time off and report COVID-19 related absences. Proper codes must be used for reporting absences.

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

Forms for this policy: Employee Request Form

DRAFT

Connecticut Probate Courts
EMPLOYEE REQUEST
FOR COVID-19 LEAVE OF ABSENCE
(To be completed by employee)

Carefully read the COVID-19 leave benefits under Policy #903 before completing the form and returning it to the judge. Please be sure to attach any required documentation.

Employee's Name: _____

Probate Court: _____

Duration of Leave: (from) _____ (to) _____

Type of Time Off after use of maximum COVID-19 paid leave. Number order of use:

_____ Accrued Sick Time

_____ Accrued Vacation Time

_____ Accrued Personal Time

_____ Unpaid Leave

Examples of required documentation: laboratory test results, photograph of positive at-home test result, medical certification, public health government official order, written documentation from a health care provider or public health official, employee written statement.

I affirm the accuracy of the circumstances represented herein. I understand that failure to return to work at the end of my leave period may be treated as a resignation unless an extension has been requested, agreed upon, and approved in writing by the judge.

Employee's Signature

Date

TO BE COMPLETED BY THE JUDGE (check one):

_____ To the best of my knowledge, this request meets the requirements of Policy #903 and is approved.

_____ I do not approve this request as it does not meet the requirements of Policy #903 because:

Judge's Signature

Date

TO BE COMPLETED BY THE PROBATE COURT ADMINISTRATOR *(check one)*:

____ Approval granted.

____ Approval denied because:

Probate Court Administrator's Signature

Date

DRAFT

Office Expense Budget

FY 2024 Proposed Budget Assumptions

Budget Committee Meeting: December 14, 2022

Description	Proposal
Education / Seminars / Meetings	\$600 per district \$600 per RCPC, plus \$200 per Family Specialist
Dues	Other = \$25 per person
Subscriptions	Court proposal, subject to \$1,500 maximum
Other Expenses	\$500 per district

Farmington Regional Probate Court

Serving the Towns of Burlington, Farmington, and Plainville

Probate District 10

Evelyn M. Daly
Judge

One Monteith Drive
Farmington, CT 06032
Tel. (860) 675-2360
Fax (860) 673-8262



www.ctprobate.gov
probate@farmington-ct.org

William D. Kinley, Esq
Chief Clerk

Yolanda Candeias-Ferreira, Clerk
Lynn Kapitan, Clerk
Marcia Edgerton, Asst. Clerk
Jonathan Donovan, Asst. Clerk

To: Budget Committee Members:
From: Judge Evelyn M. Daly
Date: 12/06/2022
Re: Staffing Increase

Committee Members,

The Farmington Regional Probate Court is requesting your review and approval of our submitted staffing request. The approval of this request would bring our benchmark up from 3.6 FTE to 3.9 FTE. Our most current, certified Weighted Workload was 4695.

Thank you for considering this staffing increase.

Warm Regards,

A handwritten signature in black ink, appearing to be "Evelyn M. Daly", written over a circular stamp or seal.

Evelyn M. Daly, Judge

Probate District: Farmington

PD Number: 10 **12/14/22 Budget Committee Submission**

Position	FTEs	
	Approved Benchmark	Proposed Benchmark
Chief Clerk III		
Chief Clerk II		
Chief Clerk I	0.9	1.0
Staff Attorney		
Deputy Chief Clerk		
Clerk	0.9	1.0
Assistant Clerk	1.8	1.9
Court Assistant		
Lead Family Specialist		
Family Specialist		
Security Officer		
Other		
	3.6	3.9

Probate District: Stamford

PD Number: 53 **12/14/22 Budget Committee Submission**

Position	FTEs	
	Approved Benchmark	Proposed Benchmark
Chief Clerk III		-
Chief Clerk II	0.9	0.9
Chief Clerk I		-
Staff Attorney		-
Deputy Chief Clerk		-
Clerk	1.8	2.6
Assistant Clerk	2.7	2.8
Court Assistant	0.8	-
Lead Family Specialist		-
Family Specialist		-
Security Officer		-
	6.2	6.3



STATE OF CONNECTICUT
COURT OF PROBATE
DISTRICT OF STAMFORD

GERALD M. FOX, III
JUDGE

Nelly V. Stocum
CHIEF CLERK

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

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

November 3, 2022

Hon. Beverly K. Streit-Kefelas
Office of the Probate Court Administrator
186 Newington Road
West Hartford, CT 06110-2320

RE: Request for Budget Committee

Dear Hon. Streit-Kefelas:

I am writing regarding the upcoming Budget Committee meeting this December.

Our employee Clara Gutierrez currently serves as our Court Assistant and has held that position since February 2016. Her duties have expanded since that time and I'd like to request the Budget Committee consider changing the position of Court Assistant in the Stamford Court to Assistant Clerk. This will enable Clara to continue to expand her responsibilities and also make the position consistent with what the court needs.

Also, we currently have an assistant clerk's position that allows for 30 hours per week. While the position is currently filled, I respectfully request we expand the position to 35 hours per week for any prospective future hires at this position. This will enable us to attract more candidates for the position and allow us to better meet the growing workload of the court. Also, this will allow all of our positions to be at least 35 hours per week.

Therefore, I respectfully request the Budget Committee review these items for consideration at your December meeting. If you or any members of the committee have any questions regarding this request, please do not hesitate to reach out to me at 203-323-2149 or gefox@ctprobate.gov.

Very truly yours,


Gerald M. Fox, III