

Merit Pay

June 8, 2022

Implementation planned for the July 14, 2022 pay date

- Merit pay applicable to active employees as of June 25, 2022
- Pay date July 14, 2022
- Pay period Saturday, June 2 to Friday, July 8, 2022

FY23 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

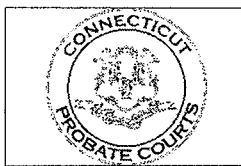
- Based upon performance evaluation
- Amount capped at 2%
- One-time lump sum payment in July 14, 2022 payroll
- Merit pay is not added to base pay for purposes of calculating COLAs and future merit increases

Bonus Pay Proposal

Provide a one-time maximum \$3,500 bonus pro-rated based on regularly scheduled hours for all court staff excluding temporary employees and rehired retirees.

- Eligibility: employees active on or before 3/31/22 and remain in employment as of 6/10/22
- To be paid in the June 30, 2022 payroll

DRAFT



Region # 19 Probate Court

William A. Hamzy, Judge

240 Stafford Avenue
Bristol, CT 06010-4682
(860) 584-6230

Wendy E. Murphy, Chief Clerk

June 3, 2022

Dear Judge Streit-Kefalas,

I'm writing to follow up on the phone call we had yesterday regarding our request to hire an Assistant Clerk instead of a Court Assistant to replace the Assistant Clerk who transferred to another Probate Court. As we discussed, since I've been Judge in this Probate Court (which is exactly 1 year ago today), we've implemented some changes in the way our staff's duties and responsibilities are handled.

Rather than assigning staff to specific types of matters, we are now cross-training everyone to handle multiple types of cases. We are also rotating the responsibility of serving people who walk in to the court requesting assistance as well as answering the phones. Early in my tenure, we had a couple of staff members take extended leaves of absence which hindered our ability to serve the public. That experience convinced us that cross-training is the right way to assign these tasks. If our most important responsibility is to serve the people who need our system then we have to fulfill that obligation the best we can regardless of who is or isn't here.

As you may know, our Court has been processing Kinship & Respite applications for approximately two years. We took over this responsibility from the Berlin Probate Court. As part of the request to hire an Assistant Clerk as opposed to a Court Assistant, we have agreed to maintain that responsibility. Like you, I also believe that these applications should be administered by a local Probate Court instead of PCA and we will continue to handle these applications.

In conclusion, I'd like to thank you and the budget committee for considering our request to hire an Assistant Clerk to replace the Assistant Clerk who transferred.

Respectfully,

William Hamzy, Judge of Probate

STAFFING PLAN

Probate District:

Region #19 (Bristol Area)

District No.:

19

6/8/22 Budget Committee Submission

Positions	Original Benchmark	Transitional Benchmark	Approved Benchmark	Proposed Benchmark
Chief Clerk III				
Chief Clerk II	1.0	1.0	1.0	1.0
Chief Clerk I				
Deputy Clerk				
Clerk	2.4	2.4	2.0	2.0
Assistant Clerk	2.4	3.0	2.0	3.0
Court Assistant	1.0		1.0	
Court Staff Attorney				
Temporary Staff				
Family Specialist				
Security Officer				
TOTAL	6.8	6.4	6.0	6.0

Notes Subsequent to 1/5/2011

Notes:

06/12/2019: Budget Committee approved 0.8 FTE decrease to reflect the transition of services for residents of Plainville to Farmington Regional.

06/08/22 Request by Judge Hamzy to change 1.0 FTE from Court Assistant to Assistant Clerk to better utilize court staff and provide cross-training efficiencies.

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