

Connecticut Probate Courts Annual Budget by Court - FY 22

		FY21 Budget	FY22 Budget	Percent inc/(dec)
PD01	Hartford	2,875	2,875	0.00%
PD02	West Hartford	1,300	1,300	0.00%
PD03	Tobacco Valley	2,225	2,725	22.47%
PD04	Greater Windsor	2,725	2,025	-25.69%
PD05	East Hartford	2,725	2,725	0.00%
PD06	Glastonbury-Hebron	2,200	2,200	0.00%
PD07	Newington	1,300	1,300	0.00%
PD08	Berlin	2,475	2,475	0.00%
PD09	Simsbury Regional	2,175	2,275	4.60%
PD10	Farmington-Burlington	2,750	2,750	0.00%
PD11	North Central Connecticut	1,775	1,775	0.00%
PD12	Ellington	1,225	1,725	40.82%
PD13	Greater Manchester	2,775	2,775	0.00%
PD14	Region # 14	2,700	2,700	0.00%
PD15	Middletown	2,775	2,800	0.90%
PD16	Meriden	1,675	1,675	0.00%
PD17	Wallingford	2,725	2,725	0.00%
PD18	Cheshire-Southington	2,025	1,825	-9.88%
PD19	Region # 19	2,825	2,800	-0.88%
PD20	Waterbury	2,850	2,825	-0.88%
PD21	Naugatuck	2,725	1,725	-36.70%
PD22	Region # 22	2,775	2,775	0.00%
PD23	Torrington Area	2,750	2,750	0.00%
PD24	Litchfield Hills	2,150	2,600	20.93%
PD25	Tolland-Mansfield	1,700	1,700	0.00%
PD26	Northeast	1,725	2,225	28.99%
PD27	Plainfield-Killingly Regional	1,700	1,800	5.88%
PD28	Windham-Colchester	1,225	1,725	40.82%
PD29	Norwich	2,250	2,250	0.00%
PD30	Southeastern CT Regional	1,250	1,700	36.00%
PD31	New London	4,425	4,425	0.00%
PD32	Niantic Regional	1,450	1,450	0.00%
PD33	Saybrook	2,800	2,800	0.00%
PD34	Madison-Guilford	2,175	2,035	-6.44%
PD35	Branford-North Branford	3,100	2,700	-12.90%
PD36	East Haven-North Haven	1,725	1,225	-28.99%
PD37	Hamden-Bethany	2,025	2,025	0.00%
PD38	New Haven	27,870	27,820	-0.18%
PD39	West Haven	1,900	1,900	0.00%
PD40	Milford-Orange	2,750	2,750	0.00%

Connecticut Probate Courts Annual Budget by Court - FY 22

	FY21 Budget	FY22 Budget	Percent inc/(dec)
PD41 Derby	2,725	2,750	0.92%
PD42 Shelton	1,700	2,150	26.47%
PD43 Danbury	2,750	2,750	0.00%
PD44 Housatonic	2,725	2,725	0.00%
PD45 Northern Fairfield County	2,725	2,725	0.00%
PD46 Trumbull	1,825	2,025	10.96%
PD47 Stratford	2,241	2,725	21.60%
PD48 Bridgeport	2,425	2,475	2.06%
PD49 Fairfield	2,775	2,750	-0.90%
PD50 Westport	2,725	2,725	0.00%
PD51 Norwalk-Wilton	2,800	2,825	0.89%
PD52 Darien-New Canaan	2,700	2,700	0.00%
PD53 Stamford	2,397	2,524	5.30%
PD54 Greenwich	1,250	1,250	0.00%
SUBTOTAL - DISTRICTS	<u>150,333</u>	<u>151,754</u>	<u>0.95%</u>
PD55 New Haven RCPC	143,200	141,700	-1.05%
PD56 Central CT RCPC	83,525	84,250	0.87%
PD57 New London RCPC	75,800	76,425	0.82%
PD58 Waterbury RCPC	87,613	82,863	-5.42%
PD59 Northeast RCPC	39,225	39,250	0.06%
PD60 Hartford RCPC	37,100	35,000	-5.66%
SUBTOTAL - RCPC's	<u>466,463</u>	<u>459,488</u>	<u>-1.50%</u>
TOTAL - ALL COURTS	<u><u>616,796</u></u>	<u><u>611,242</u></u>	<u><u>-0.90%</u></u>

Office Expense Budget
FY 2022 Budget Proposal
July 1, 2021 - June 30, 2022

District Nos.: 1 through 54

No. of Employees (Judge and Court Staff) 332 **

Description	FY 2021 Budget	FY 2022 Proposed	Budget Committee Assumptions
Educ/Seminars/Mtgs	32,800	32,400	\$600 per district
Dues	8,325	8,300	\$25 per person average (Excludes Probate Assembly, bar & NCPJ dues)
Subscriptions	54,088	55,934	Court proposal, subject to \$1,500 maximum
Other Expenses	55,120	55,120	\$500 per district
TOTAL EXPENSES	150,333	151,754	0.95%

** Represents number of individuals (not FTE)

**Office Expense Budget
 FY 2022 Budget Proposal
 July 1, 2021 - June 30, 2022**

RCPC:

ALL RCPCs

District No.:

55-60

No. of Employees (AJ and Court Staff)

43

Description	FY 2021 Budget	FY 2022 Proposed	Budget Committee Assumptions
Rent and Taxes	254,968	254,968	Court proposal
Utilities	25,600	27,700	Court proposal
Office Supplies	40,500	38,500	Court proposal
Office Cleaning	31,920	31,920	Court proposal
Leased Office Equipment	22,900	18,500	Court proposal
Postage Equip/Fees(incl leased equip)	41,600	40,100	Court proposal
Legal Notices and Ads	26,400	25,400	Court proposal
Liability Insurance	9,700	10,100	Court proposal
Education/Seminars/Meetings	6,800	6,800	\$600 per RCPC, plus \$200 per Family Specialist
Dues	1,000	1,075	\$25 per person average (Excludes Probate Assembly, bar & NCPJ dues)
Subscriptions	1,375	1,125	Court proposal, subject to \$1,500 maximum
Other Expenses	3,700	3,300	\$500 per district
TOTAL EXPENSES	466,463	459,488	-1.50%

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

Educ/Seminars/Mtg

Budget Committee Meeting - March 09, 2021

No.	District Name	FY22 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-Guilford	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	Derby	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	1,200	(200)
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	1,200	(200)
SUBTOTAL		6,800	6,400	(400)
TOTAL		39,200	38,800	(400)

Family Specialists

Family Specialists

Dues

Budget Committee Meeting - March 09, 2021

No.	District Name	# of Court Staff	FY22 Budget	Budget Committee Guidelines	Variance over (under) guideline
1	Hartford	11	275	275	0
2	West Hartford	8	200	200	0
3	Tobacco Valley	5	125	125	0
4	Greater Windsor	5	125	125	0
5	East Hartford	5	125	125	0
6	Glastonbury-Hebron	4	100	100	0
7	Newington	8	200	200	0
8	Berlin	7	175	175	0
9	Simsbury Regional	7	175	175	0
10	Farmington-Burlington	6	150	150	0
11	North Central Connecticut	7	175	175	0
12	Ellington	5	125	125	0
13	Greater Manchester	7	175	175	0
14	Region # 14	4	100	100	0
15	Middletown	8	200	200	0
16	Meriden	3	75	75	0
17	Wallingford	5	125	125	0
18	Cheshire-Southington	5	125	125	0
19	Region # 19	8	200	200	0
20	Waterbury	9	225	225	0
21	Naugatuck	5	125	125	0
22	Region # 22	7	175	175	0
23	Torrington Area	6	150	150	0
24	Litchfield Hills	6	150	150	0
25	Tolland-Mansfield	4	100	100	0
26	Northeast	5	125	125	0
27	Plainfield-Killingly Regional	4	100	100	0
28	Windham-Colchester	5	125	125	0
29	Norwich	6	150	150	0
30	Southeastern CT Regional	6	150	150	0
31	New London	5	125	125	0
32	Niantic Regional	5	125	125	0
33	Saybrook	8	200	200	0
34	Madison-Guilford	4	100	100	0
35	Branford-North Branford	4	100	100	0
36	East Haven-North Haven	5	125	125	0
37	Hamden-Bethany	5	125	125	0
38	New Haven	12	300	300	0

39	West Haven	8	200	200	0
40	Milford-Orange	6	150	150	0
41	Derby	6	150	150	0
42	Shelton	4	100	100	0
43	Danbury	6	150	150	0
44	Housatonic	5	125	125	0
45	Northern Fairfield County	5	125	125	0
46	Trumbull	5	125	125	0
47	Stratford	5	125	125	0
48	Bridgeport	15	375	375	0
49	Fairfield	6	150	150	0
50	Westport	5	125	125	0
51	Norwalk-Wilton	9	225	225	0
52	Darien-New Canaan	4	100	100	0
53	Stamford	8	200	200	0
54	Greenwich	6	150	150	0
SUBTOTAL		332	8,300	8,300	-
55	New Haven Regional Children's	12	300	300	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	6	150	150	0
60	Hartford Regional Children's	8	200	200	0
SUBTOTAL		43	1,075	1,075	-
TOTAL		375	9,375	9,375	-

Subscriptions

Budget Committee Meeting - March 09, 2021

No.	District Name	FY21 Budget	FY22 Budget	Change from previous year
1	Hartford	1,500	1,500	-
2	West Hartford	-	-	-
3	Tobacco Valley	1,000	1,500	500
4	Greater Windsor	1,500	800	(700)
5	East Hartford	1,500	1,500	-
6	Glastonbury-Hebron	1,000	1,000	-
7	Newington	-	-	-
8	Berlin	1,200	1,200	-
9	Simsbury Regional	900	1,000	100
10	Farmington-Burlington	1,500	1,500	-
11	North Central Connecticut	500	500	-
12	Ellington	-	500	500
13	Greater Manchester	1,500	1,500	-
14	Region # 14	1,500	1,500	-
15	Middletown	1,500	1,500	-
16	Meriden	500	500	-
17	Wallingford	1,500	1,500	-
18	Cheshire-Southington	800	600	(200)
19	Region # 19	1,500	1,500	-
20	Waterbury	1,500	1,500	-
21	Naugatuck	1,500	500	(1,000)
22	Region # 22	1,500	1,500	-
23	Torrington Area	1,500	1,500	-
24	Litchfield Hills	900	1,350	450
25	Tolland-Mansfield	500	500	-
26	Northeast	500	1,000	500
27	Plainfield-Killingly Regional	500	600	100
28	Windham-Colchester	-	500	500
29	Norwich	1,000	1,000	-
30	Southeastern CT Regional	-	450	450
31	New London	-	-	-
32	Niantic Regional	225	225	-
33	Saybrook	1,500	1,500	-
34	Madison-Guilford	950	835	(115)
35	Branford-North Branford	1,500	1,500	-
36	East Haven-North Haven	500	-	(500)
37	Hamden-Bethany	800	800	-
38	New Haven	1,500	1,500	-
39	West Haven	600	600	-

40	Milford-Orange	1,500	1,500	-
41	Derby	1,500	1,500	-
42	Shelton	500	950	450
43	Danbury	1,500	1,500	-
44	Housatonic	1,500	1,500	-
45	Northern Fairfield County	1,500	1,500	-
46	Trumbull	600	800	200
47	Stratford	1,016	1,500	484
48	Bridgeport	1,000	1,000	-
49	Fairfield	1,500	1,500	-
50	Westport	1,500	1,500	-
51	Norwalk-Wilton	1,500	1,500	-
52	Darien-New Canaan	1,500	1,500	-
53	Stamford	1,097	1,224	127
54	Greenwich	-	-	-
	SUBTOTAL	54,088	55,934	1,846
55	New Haven Regional Children's	-	-	-
56	Central CT Regional Children's	325	325	-
57	New London Regional Children's	-	-	-
58	Waterbury Regional Children's	750	500	(250)
59	Northeast Regional Children's	-	-	-
60	Hartford Regional Children's	300	300	-
	SUBTOTAL	1,375	1,125	(250)
	TOTAL	55,463	57,059	(1,596)

Other Expenses

Budget Committee Meeting - March 09, 2021

		FY22 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	3,700	500	3,200	Parking
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	25,420	500	24,920	Parking
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	Darien-New Canaan	500	500	0	
53	Stamford	500	500	0	
54	Greenwich	500	500	0	
	SUBTOTAL	55,120	27,000	28,120	
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	800	500	300
SUBTOTAL		3,300	3,000	300
TOTAL		58,420	30,000	28,420

Validation stamps for Judges who visit court

Office Expense Budget

Hartford Probate District

FY 2022 Budget

July 1, 2021 - June 30, 2022

1

No. of Employees (Judge and Court Staff):

11

11

**

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	275	275	
Subscriptions	1,500	1,500	
Other Expenses	500	500	
TOTAL EXPENSES	2,875	2,875	0%

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

Office Expense Budget

West Hartford Probate District

FY 2022 Budget
July 1, 2021 - June 30, 2022

2

No. of Employees (Judge and Court Staff):

8	8
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**

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	200	200	
Subscriptions	-	-	
Other Expenses	500	500	
TOTAL EXPENSES	1,300	1,300	0%

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

Office Expense Budget

Tobacco Valley

FY 2022 Budget
July 1, 2021 - June 30, 2022

3

No. of Employees (Judge and Court Staff):

5 5 **

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	125	125	
Subscriptions	1,000	1,500	
Other Expenses	500	500	
TOTAL EXPENSES	2,225	2,725	22%

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

Office Expense Budget

Greater Windsor

FY 2022 Budget

July 1, 2021 - June 30, 2022

4

No. of Employees (Judge and Court Staff):

5

5

**

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	125	125	
Subscriptions	1,500	800	
Other Expenses	500	500	
TOTAL EXPENSES	2,725	2,025	-26%

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

Office Expense Budget

East Hartford Probate District

FY 2022 Budget
July 1, 2021 - June 30, 2022

5

No. of Employees (Judge and Court Staff):

5	5
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Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	125	125	
Subscriptions	1,500	1,500	
Other Expenses	500	500	
TOTAL EXPENSES	2,725	2,725	0%

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

Office Expense Budget

Glastonbury-Hebron Probate District

FY 2022 Budget
July 1, 2021 - June 30, 2022

6

No. of Employees (Judge and Court Staff):

4 4

**

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	100	100	
Subscriptions	1,000	1,000	
Other Expenses	500	500	
TOTAL EXPENSES	2,200	2,200	0%

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

Office Expense Budget

Newington Probate District

FY 2022 Budget
July 1, 2021 - June 30, 2022

7

No. of Employees (Judge and Court Staff):

8	8
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Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	200	200	
Subscriptions	-	-	
Other Expenses	500	500	
TOTAL EXPENSES	1,300	1,300	0%

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

Office Expense Budget

Berlin Probate District

FY 2022 Budget

July 1, 2021 - June 30, 2022

8

No. of Employees (Judge and Court Staff):

7 7 **

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	175	175	
Subscriptions	1,200	1,200	
Other Expenses	500	500	
TOTAL EXPENSES	2,475	2,475	0%

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

Office Expense Budget

Simsbury Regional Probate District

FY 2022 Budget
July 1, 2021 - June 30, 2022

9

No. of Employees (Judge and Court Staff):

7	7	**
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Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	175	175	
Subscriptions	900	1,000	
Other Expenses	500	500	
TOTAL EXPENSES	2,175	2,275	5%

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

Office Expense Budget

Farmington Regional Probate Court

FY 2022 Budget

July 1, 2021 - June 30, 2022

10

No. of Employees (Judge and Court Staff):

6 6

**

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	150	150	
Subscriptions	1,500	1,500	
Other Expenses	500	500	
TOTAL EXPENSES	2,750	2,750	0%

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

Office Expense Budget

North Central Connecticut Probate District

FY 2022 Budget

July 1, 2021 - June 30, 2022

11

No. of Employees (Judge and Court Staff):

7 7

**

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	175	175	
Subscriptions	500	500	
Other Expenses	500	500	
TOTAL EXPENSES	1,775	1,775	0%

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

Office Expense Budget

Ellington Probate District

FY 2022 Budget
July 1, 2021 - June 30, 2022

12

No. of Employees (Judge and Court Staff):

5	5
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Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	125	125	
Subscriptions	-	500	
Other Expenses	500	500	
TOTAL EXPENSES	1,225	1,725	41%

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

Office Expense Budget

Greater Manchester Probate District

FY 2022 Budget
July 1, 2021 - June 30, 2022

13

No. of Employees (Judge and Court Staff):

7	7
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Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	175	175	
Subscriptions	1,500	1,500	
Other Expenses	500	500	
TOTAL EXPENSES	2,775	2,775	0%

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

Office Expense Budget

Region #14 Probate District

FY 2022 Budget

July 1, 2021 - June 30, 2022

14

No. of Employees (Judge and Court Staff):

4 4

**

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	100	100	
Subscriptions	1,500	1,500	
Other Expenses	500	500	
TOTAL EXPENSES	2,700	2,700	0%

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

Office Expense Budget

Middletown Probate District

FY 2022 Budget
July 1, 2021 - June 30, 2022

15

No. of Employees (Judge and Court Staff):

7 8

**

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	175	200	
Subscriptions	1,500	1,500	
Other Expenses	500	500	
TOTAL EXPENSES	2,775	2,800	1%

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

Office Expense Budget

Meriden Probate District

FY 2022 Budget
July 1, 2021 - June 30, 2022

16

No. of Employees (Judge and Court Staff):

3 3 **

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	75	75	
Subscriptions	500	500	
Other Expenses	500	500	
TOTAL EXPENSES	1,675	1,675	0%

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

Office Expense Budget

Wallingford Probate District

FY 2022 Budget
July 1, 2021 - June 30, 2022

17

No. of Employees (Judge and Court Staff):

5 5

**

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	125	125	
Subscriptions	1,500	1,500	
Other Expenses	500	500	
TOTAL EXPENSES	2,725	2,725	0%

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

Office Expense Budget

Cheshire-Southington Probate District

FY 2022 Budget
July 1, 2021 - June 30, 2022

18

No. of Employees (Judge and Court Staff):

5	5
---	---

 **

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	125	125	
Subscriptions	800	600	
Other Expenses	500	500	
TOTAL EXPENSES	2,025	1,825	-10%

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

Office Expense Budget

Region #19 Probate District

FY 2022 Budget

July 1, 2021 - June 30, 2022

19

No. of Employees (Judge and Court Staff):

9 8

**

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	225	200	
Subscriptions	1,500	1,500	
Other Expenses	500	500	
TOTAL EXPENSES	2,825	2,800	-1%

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

Office Expense Budget

Waterbury Probate District

FY 2022 Budget
July 1, 2021 - June 30, 2022

20

No. of Employees (Judge and Court Staff):

10	9	**
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Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	250	225	
Subscriptions	1,500	1,500	
Other Expenses	500	500	
TOTAL EXPENSES	2,850	2,825	-1%

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

Office Expense Budget

Naugatuck Probate District

FY 2022 Budget
July 1, 2021 - June 30, 2022

21

No. of Employees (Judge and Court Staff):

5 5

**

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	125	125	
Subscriptions	1,500	500	
Other Expenses	500	500	
TOTAL EXPENSES	2,725	1,725	-37%

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

Office Expense Budget

Region #22 Probate District

FY 2022 Budget
July 1, 2021 - June 30, 2022

22

No. of Employees (Judge and Court Staff):

7

7

**

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	175	175	
Subscriptions	1,500	1,500	
Other Expenses	500	500	
TOTAL EXPENSES	2,775	2,775	0%

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

Office Expense Budget

Torrington Area Probate District

FY 2022 Budget
July 1, 2021 - June 30, 2022

23

No. of Employees (Judge and Court Staff):

6	6
---	---

**

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	150	150	
Subscriptions	1,500	1,500	
Other Expenses	500	500	
TOTAL EXPENSES	2,750	2,750	0%

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

Office Expense Budget

Litchfield Hills Probate District

FY 2022 Budget
July 1, 2021 - June 30, 2022

24

No. of Employees (Judge and Court Staff):

6	6
---	---

**

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	150	150	
Subscriptions	900	1,350	
Other Expenses	500	500	
TOTAL EXPENSES	2,150	2,600	21%

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

Office Expense Budget

Tolland-Mansfield Probate District

FY 2022 Budget
July 1, 2021 - June 30, 2022

25

No. of Employees (Judge and Court Staff):

4	4	**
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Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	100	100	
Subscriptions	500	500	
Other Expenses	500	500	
TOTAL EXPENSES	1,700	1,700	0%

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

Office Expense Budget

Northeast Probate District

FY 2022 Budget

July 1, 2021 - June 30, 2022

26

No. of Employees (Judge and Court Staff):

5 5

**

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	125	125	
Subscriptions	500	1,000	
Other Expenses	500	500	
TOTAL EXPENSES	1,725	2,225	29%

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

Office Expense Budget

Plainfield-Killingly Regional Probate District

FY 2022 Budget
July 1, 2021 - June 30, 2022

27

No. of Employees (Judge and Court Staff):

4 4 **

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	100	100	
Subscriptions	500	600	
Other Expenses	500	500	
TOTAL EXPENSES	1,700	1,800	6%

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

Office Expense Budget

Windham-Colchester Probate District

FY 2022 Budget

July 1, 2021 - June 30, 2022

28

No. of Employees (Judge and Court Staff):

5 5

**

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	125	125	
Subscriptions	-	500	
Other Expenses	500	500	
TOTAL EXPENSES	1,225	1,725	41%

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

Office Expense Budget

Norwich Probate District

FY 2022 Budget
July 1, 2021 - June 30, 2022

29

No. of Employees (Judge and Court Staff):

6 6

**

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	150	150	
Subscriptions	1,000	1,000	
Other Expenses	500	500	
TOTAL EXPENSES	2,250	2,250	0%

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

Office Expense Budget

Southeastern CT Regional Probate District

FY 2022 Budget

July 1, 2021 - June 30, 2022

30

No. of Employees (Judge and Court Staff):

6

6

**

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	150	150	
Subscriptions	-	450	
Other Expenses	500	500	
TOTAL EXPENSES	1,250	1,700	36%

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

Office Expense Budget

New London Probate District

FY 2022 Budget
July 1, 2021 - June 30, 2022

31

No. of Employees (Judge and Court Staff):

5	5
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**

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	125	125	
Subscriptions	-	-	
Other Expenses	3,700	3,700	
TOTAL EXPENSES	4,425	4,425	0%

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

Office Expense Budget

Niantic Regional Probate District

FY 2022 Budget

July 1, 2021 - June 30, 2022

32

No. of Employees (Judge and Court Staff):

5 5 **

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	125	125	
Subscriptions	225	225	
Other Expenses	500	500	
TOTAL EXPENSES	1,450	1,450	0%

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

Office Expense Budget

Saybrook Probate District

FY 2022 Budget
July 1, 2021 - June 30, 2022

33

No. of Employees (Judge and Court Staff):

8 8

**

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	200	200	
Subscriptions	1,500	1,500	
Other Expenses	500	500	
TOTAL EXPENSES	2,800	2,800	0%

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

Office Expense Budget

Madison-Guilford Probate District

FY 2022 Budget

July 1, 2021 - June 30, 2022

34

No. of Employees (Judge and Court Staff):

5

4

**

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	125	100	
Subscriptions	950	835	
Other Expenses	500	500	
TOTAL EXPENSES	2,175	2,035	-6%

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

Office Expense Budget

Branford-North Branford Probate District

FY 2022 Budget
July 1, 2021 - June 30, 2022

35

No. of Employees (Judge and Court Staff):

4 4 **

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	1,000	600	
Dues	100	100	
Subscriptions	1,500	1,500	
Other Expenses	500	500	
TOTAL EXPENSES	3,100	2,700	-13%

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

Office Expense Budget

East Haven-North Haven Probate District

FY 2022 Budget
July 1, 2021 - June 30, 2022

36

No. of Employees (Judge and Court Staff):

5	5
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**

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	125	125	
Subscriptions	500	-	
Other Expenses	500	500	
TOTAL EXPENSES	1,725	1,225	-29%

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

Office Expense Budget

Hamden-Bethany Probate District

FY 2022 Budget
July 1, 2021 - June 30, 2022

37

No. of Employees (Judge and Court Staff):

5	5
---	---

**

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	125	125	
Subscriptions	800	800	
Other Expenses	500	500	
TOTAL EXPENSES	2,025	2,025	0%

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

Office Expense Budget

New Haven Probate District

FY 2022 Budget
July 1, 2021 - June 30, 2022

38

No. of Employees (Judge and Court Staff):

14	12	**
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Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	350	300	
Subscriptions	1,500	1,500	
Other Expenses	25,420	25,420	
TOTAL EXPENSES	27,870	27,820	0%

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

Office Expense Budget

West Haven Probate District

FY 2022 Budget
July 1, 2021 - June 30, 2022

39

No. of Employees (Judge and Court Staff):

8	8
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**

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	200	200	
Subscriptions	600	600	
Other Expenses	500	500	
TOTAL EXPENSES	1,900	1,900	0%

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

Office Expense Budget

Milford-Orange Probate District

FY 2022 Budget

July 1, 2021 - June 30, 2022

40

No. of Employees (Judge and Court Staff):

6 6

**

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	150	150	
Subscriptions	1,500	1,500	
Other Expenses	500	500	
TOTAL EXPENSES	2,750	2,750	0%

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

Office Expense Budget

Derby Probate District

FY 2022 Budget
July 1, 2021 - June 30, 2022

41

No. of Employees (Judge and Court Staff):

5	6	**
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Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	125	150	
Subscriptions	1,500	1,500	
Other Expenses	500	500	
TOTAL EXPENSES	2,725	2,750	1%

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

Office Expense Budget

Shelton Probate District

FY 2022 Budget

July 1, 2021 - June 30, 2022

42

No. of Employees (Judge and Court Staff):

4 4

**

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	100	100	
Subscriptions	500	950	
Other Expenses	500	500	
TOTAL EXPENSES	1,700	2,150	26%

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

Office Expense Budget

Danbury Probate District

FY 2022 Budget
July 1, 2021 - June 30, 2022

43

No. of Employees (Judge and Court Staff):

6	6
---	---

**

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	150	150	
Subscriptions	1,500	1,500	
Other Expenses	500	500	
TOTAL EXPENSES	2,750	2,750	0%

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

Office Expense Budget

Housatonic Probate District

FY 2022 Budget
July 1, 2021 - June 30, 2022

44

No. of Employees (Judge and Court Staff):

5 5

**

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	125	125	
Subscriptions	1,500	1,500	
Other Expenses	500	500	
TOTAL EXPENSES	2,725	2,725	0%

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

Office Expense Budget

Northern Fairfield County Probate District
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FY 2022 Budget
July 1, 2021 - June 30, 2022

45

No. of Employees (Judge and Court Staff):

5	5
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**

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	125	125	
Subscriptions	1,500	1,500	
Other Expenses	500	500	
TOTAL EXPENSES	2,725	2,725	0%

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

Office Expense Budget

Trumbull Probate District

FY 2022 Budget

July 1, 2021 - June 30, 2022

46

No. of Employees (Judge and Court Staff):

5 5

**

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	125	125	
Subscriptions	600	800	
Other Expenses	500	500	
TOTAL EXPENSES	1,825	2,025	11%

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

Office Expense Budget

Stratford Probate District

FY 2022 Budget

July 1, 2021 - June 30, 2022

47

No. of Employees (Judge and Court Staff):

5

5

**

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	125	125	
Subscriptions	1,016	1,500	
Other Expenses	500	500	
TOTAL EXPENSES	2,241	2,725	22%

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

Office Expense Budget

Bridgeport Probate District

FY 2022 Budget

July 1, 2021 - June 30, 2022

48

No. of Employees (Judge and Court Staff):

13

15

**

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	325	375	
Subscriptions	1,000	1,000	
Other Expenses	500	500	
TOTAL EXPENSES	2,425	2,475	2%

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

Office Expense Budget

Fairfield Probate District

FY 2022 Budget
July 1, 2021 - June 30, 2022

49

No. of Employees (Judge and Court Staff):

7	6	**
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Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	175	150	
Subscriptions	1,500	1,500	
Other Expenses	500	500	
TOTAL EXPENSES	2,775	2,750	-1%

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

Office Expense Budget

Westport Probate District

FY 2022 Budget
July 1, 2021 - June 30, 2022

50

No. of Employees (Judge and Court Staff):

5	5	**
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Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	125	125	
Subscriptions	1,500	1,500	
Other Expenses	500	500	
TOTAL EXPENSES	2,725	2,725	0%

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

Office Expense Budget

Norwalk-Wilton Probate District

FY 2022 Budget
July 1, 2021 - June 30, 2022

51

No. of Employees (Judge and Court Staff):

8 9

**

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	200	225	
Subscriptions	1,500	1,500	
Other Expenses	500	500	
TOTAL EXPENSES	2,800	2,825	1%

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

Office Expense Budget

Darien-New Canaan Probate District

FY 2022 Budget
July 1, 2021 - June 30, 2022

52

No. of Employees (Judge and Court Staff):

4 4 **

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	100	100	
Subscriptions	1,500	1,500	
Other Expenses	500	500	
TOTAL EXPENSES	2,700	2,700	0%

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

Office Expense Budget

Stamford Probate District

FY 2022 Budget

July 1, 2021 - June 30, 2022

53

No. of Employees (Judge and Court Staff):

8 8

**

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	200	200	
Subscriptions	1,097	1,224	
Other Expenses	500	500	
TOTAL EXPENSES	2,397	2,524	5%

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

Office Expense Budget

Greenwich Probate District

FY 2022 Budget
July 1, 2021 - June 30, 2022

54

No. of Employees (Judge and Court Staff):

6 6

**

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	600	
Dues	150	150	
Subscriptions	-	-	
Other Expenses	500	500	
TOTAL EXPENSES	1,250	1,250	0%

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

Office Expense Budget

New Haven RCPC

FY 2022 Budget

July 1, 2021 - June 30, 2022

55

No. of Employees (Judge and Court Staff):

12	12	**
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No. of Family Specialist included in total count above:

4	4
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Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Rent and Taxes	68,000	68,000	
Utilities	15,000	15,000	
Office Supplies	10,000	10,000	
Office Cleaning	15,000	15,000	
Leased Office Equipment	6,000	6,000	
Postage Equip and Fees (incl. leased equip)	11,000	10,500	
Legal Notices and Ads	13,000	12,000	
Liability Insurance	3,000	3,000	
Education/Seminars/Meetings	1,400	1,400	
Dues	300	300	
Subscriptions	-	-	
Other Expenses	500	500	
TOTAL EXPENSES	143,200	141,700	-1%

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

Office Expense Budget

FY 2022 Budget
July 1, 2021 - June 30, 2022

Central CT RCPC

56

No. of Employees (Judge and Court Staff):

5	5	**
2	2	

No. of Family Specialists included in total count above:

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Rent and Taxes	64,100	64,100	
Utilities	1,700	2,400	
Office Supplies	4,000	4,000	
Office Cleaning	4,000	4,000	
Leased Office Equipment	1,500	1,600	
Postage Equip and Fees (incl. leased equip)	4,000	4,000	
Legal Notices and Ads	1,200	1,200	
Liability Insurance	1,100	1,000	
Education/Seminars/Meetings	1,000	1,000	
Dues	100	125	
Subscriptions	325	325	
Other Expenses	500	500	
TOTAL EXPENSES	83,525	84,250	1%

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

Office Expense Budget

FY 2022 Budget
July 1, 2021 - June 30, 2022

New London RCPC

57

No. of Employees (Judge and Court Staff):

5	5	**
2	2	

No. of Family Specialists included in total count above:

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Rent and Taxes	56,000	56,000	
Utilities	1,800	2,400	
Office Supplies	3,500	3,500	
Office Cleaning	2,200	2,200	
Leased Office Equipment	2,000	2,000	
Postage Equip and Fees (incl. leased equip)	4,400	4,400	
Legal Notices and Ads	3,500	3,500	
Liability Insurance	800	800	
Education/Seminars/Meetings	1,000	1,000	
Dues	100	125	
Subscriptions			
Other Expenses	500	500	
TOTAL EXPENSES	75,800	76,425	1%

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

Office Expense Budget

FY 2022 Budget

July 1, 2021 - June 30, 2022

Waterbury RCPC

58

No. of Employees (Judge and Court Staff):

7	7	**
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No. of Family Specialists included in total count above:

2	2
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Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Rent and Taxes	50,868	50,868	
Utilities	2,100	2,900	
Office Supplies	7,000	6,000	
Office Cleaning	9,120	9,120	
Leased Office Equipment	7,000	2,500	
Postage Equip and Fees (incl. leased equip)	4,000	4,000	
Legal Notices and Ads	4,000	4,000	
Liability Insurance	1,100	1,300	
Education/Seminars/Meetings	1,000	1,000	
Dues	175	175	
Subscriptions	750	500	
Other Expenses	500	500	
TOTAL EXPENSES	87,613	82,863	-5%

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

Office Expense Budget

FY 2022 Budget

July 1, 2021 - June 30, 2022

Northeast RCPC

59

No. of Employees (Judge and Court Staff):	6	6	**
No. of Family Specialists included in total count above:	2	2	

Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Rent and Taxes	16,000	16,000	
Utilities	3,500	3,500	
Office Supplies	5,000	5,000	
Office Cleaning	1,600	1,600	
Leased Office Equipment	1,400	1,400	
Postage Equip and Fees (incl. leased equip)	6,200	6,200	
Legal Notices and Ads	3,500	3,500	
Liability Insurance	400	400	
Education/Seminars/Meetings	1,000	1,000	
Dues	125	150	
Subscriptions			
Other Expenses	500	500	
TOTAL EXPENSES	39,225	39,250	0.06%

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

Office Expense Budget

FY 2022 Budget

July 1, 2021 - June 30, 2022

Hartford RCPC

60

No. of Employees (Judge and Court Staff):

11	8	**
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No. of Family Specialists included in total count above:

3	4
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Description	FY 21 Budget	FY 22 Budget	Budget Committee Assumptions
Rent and Taxes			
Utilities	1,500	1,500	
Office Supplies	11,000	10,000	
Office Cleaning			
Leased Office Equipment	5,000	5,000	
Postage Equip and Fees (incl. leased equip)	12,000	11,000	
Legal Notices and Ads	1,200	1,200	
Liability Insurance	3,300	3,600	
Education/Seminars/Meetings	1,400	1,400	
Dues	200	200	
Subscriptions	300	300	
Other Expenses	1,200	800	
TOTAL EXPENSES	37,100	35,000	-5.66%

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

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 scenarios provide guidance for specific circumstances. Any work schedule changes under this policy shall be approved by the judge.

LEVEL A- EMPLOYEE SHALL NOT COME TO WORK

REASON	GUIDANCE
<ul style="list-style-type: none">• Actually sick with COVID-19 symptoms• Caring for sick family with COVID-19 symptoms	<ul style="list-style-type: none">• Employee will be paid for their regularly scheduled, non-worked hours within a 14-day period.• If the employee's illness or need to care for sick family members continues beyond the 14-day period, employees must use their sick leave accruals first, then they can use other available accruals or take unpaid leave.

LEVEL B- EMPLOYEE SHALL NOT COME TO WORK

REASON	GUIDANCE
<ul style="list-style-type: none">• Employee is returning from an Affected State or Affected Country and is subject to the mandatory self-quarantine requirement as set forth in the State of Connecticut Travel Advisory• Employee has been directed by a medical provider or public health government official to self-monitor at home due to potential COVID-19 exposure or employee's underlying medical condition	<ul style="list-style-type: none">• Employee will be paid for the regularly scheduled, non-worked hours within a 14-day period.• Employees with a medical condition that may put them at higher risk for serious illness from COVID-19 because of their long-term health problem or other risk factor who believe they need other or additional workplace modifications should follow the standard process for requesting accommodations under the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act and the Connecticut Fair Employment Practices Act. The judge will assess such requests in accordance with standard policies.

LEVEL C- EMPLOYEE IS NOT PROHIBITED FROM COMING TO WORK

REASON	GUIDANCE
<ul style="list-style-type: none"> Employee needs to stay at home to care for children or other dependents because school, daycare or eldercare has closed Employee cannot get to work because of transportation disruptions 	<ul style="list-style-type: none"> Temporary flexible schedule. Flexible schedule means varying the work hours during the normal work day. Total hours within a work week still equal employee's regularly scheduled hours. Employee will be paid for the regularly scheduled, non-worked hours within a 14-day period. If the employee's inability to come into work because of COVID-19 disruptions continues beyond the 14-day period, employee can apply for paid leave under FFCRA and/or has the choice of using any earned accruals, including sick leave or take unpaid leave.

LEVEL D- EMPLOYEE IS NOT PROHIBITED FROM COMING TO WORK

REASON	GUIDANCE
<ul style="list-style-type: none"> Employee is returning from a Level 2 country or has engaged in inter-state travel within the United States except as otherwise provided in the CT Travel Advisory Employee who is domiciled with or had contact with a person who has been directed by a medical provider or public health government official to self-monitor at home Employee had contact with someone who had contact with a person who has been directed by a medical provider or public health government official to self-monitor at home Employee who has concerns about exposure through contact with persons in public settings, including the workplace 	<ul style="list-style-type: none"> Come to work as usual. Employee may request to use accruals to take time away from work consistent with standard policies. Consistent with the Governor's directives regarding social distancing, judges may consider whether granting a temporary flexible schedule is possible in light of the Probate Court's overall operational needs and existing resources.

Unlike PCA Policy 104, an employee may use sick time for dependent care or transportation issues under this policy. An employee may also use in excess of the maximum of 80 hours during a calendar year in the event of critical illness or severe injury in the immediate family (as defined) creating an emergency requiring the attendance or aid of the employee. The maximum of 80 hours is prorated for employees who work less than 40 hours per week.

Unlike PCA Policy 114, an employee may take unpaid leave without having to exhaust all accrued sick, vacation or personal time.

During an unpaid leave under this policy, an employee continues to be eligible for health insurance benefits. 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 regularly scheduled work days.

PROCEDURES

Any work schedule changes under this policy shall be approved by the judge.

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 appropriate documentation to support it. 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 3 business days from receipt of the request. The judge will then inform the employee.

Documentation for Level A and B requests shall be maintained in the employee medical file and for Level C and D requests in the employee personnel file. Refer to PCA Policy 801 for retention requirements.

TLO 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. If an exempt employee has unpaid hours, the TLO approver must enter and approve negative hours in order to reduce the employee's bi-weekly salary.

The Level A, B and C scenarios may be used intermittently with the judge's approval, not to exceed the employee's regularly scheduled hours for a pay period, typically 10 days/80 hours (part time employees will be prorated). These paid hours are not charged to accruals.

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

Forms for this policy: Employee Request Form

Date Issued: 03/19/2020

Revisions: 06/01/2020, 11/04/2020, 01/01/2021, 03/xx/2021

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, supporting documentation has been received 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

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