



STATE OF CONNECTICUT

OFFICE OF THE
PROBATE COURT ADMINISTRATOR

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PAUL J. KNIERIM, JUDGE
Probate Court Administrator

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Attorney

Probate Court Budget Committee

Meeting Agenda

**Wednesday, September 1, 2010
4:00 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. Requests for staffing level reconsideration:
 - Waterbury Probate District
 - Plainfield-Killingly Regional Probate District
- V. Jury duty
- VI. Military leave
- VII. Overtime pay
- VIII. Job descriptions for PCOs and Deputy Clerks
- IX. Implementation of COLA
- X. Adjustments to transition from paid lunch breaks
- XI. Minimum job qualifications
- XII. Unauthorized pay increases since January 1, 2009
- XIII. PCA Policy Manual
- XIV. Other business
- XV. Schedule next meeting
- XVI. Adjournment