

# **Court Services Role and Support for the Administrative Penalty Tribunal**

**August 28, 2017**

# Agenda

- Staff Functions
- Payroll and Remuneration
- Facility Overview
- Training
- Questions

# Staff Functions

- Case Management
  - Application intake processing
  - Scheduling hearings
  - Prepare and posting agendas
- Supporting Administrative Tribunal with Paperless Environment
  - Imaging
- Providing technical support to Administrative Tribunal (Liberty Recorder and Player, PTMS, Ad Hoc, Q-Matic, Language line)

# Staff Functions

- Counter Services Functions
- Customer Service Inquiries
- Budget Reporting
- Statistical Reporting
- Maintaining procedures & quality assurance
- Business meeting pre and post preparations
- Records management
- Payroll processing

# Agenda

- ✓ Staff Functions
- Payroll and Remuneration
- Facility Overview
- Training
- Questions

# Payroll and Remuneration

- Timesheets to be submitted to Court Services staff monthly basis
- Timesheets to be submitted no later than 3 business days after the end of the month.
- Will be deposited on the 1<sup>st</sup> of each month for the previous month's attendance
- Remuneration
  - Full day hearing - \$350.00
  - Half day hearing - \$200.00
  - Business meetings - \$200.00

# Agenda

- ✓ Staff Functions
- ✓ Payroll and Remuneration
- Facility Overview
- Training
- Questions

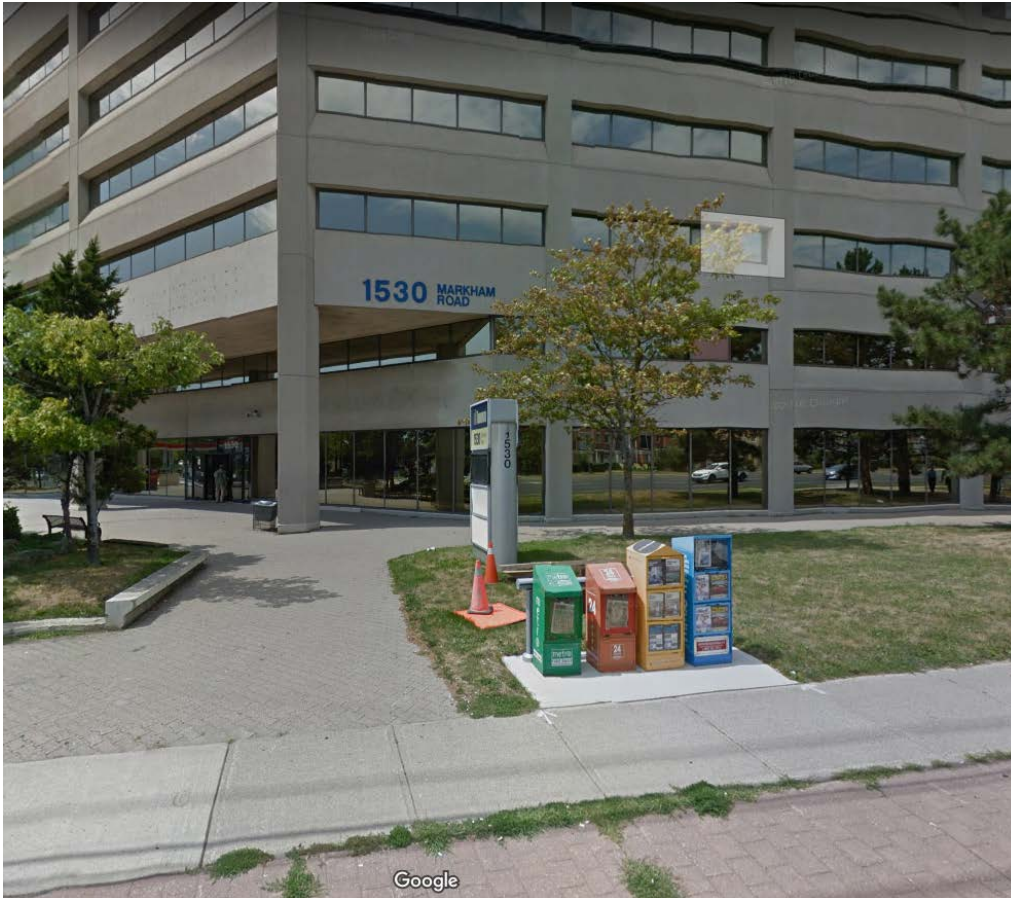
# Facility Overview



- The Administrative Penalty Tribunal will be located at 40 Orchard View Blvd
- City of Toronto ID cards for access to the facilities
- 7 workstations for hearings



# Temporary Location



- 1530 Markham Road – 1<sup>st</sup> floor.
- 4 workstations for hearings
- Anticipated temporary location start date: October 2017

# Agenda

- ✓ Staff Functions
- ✓ Payroll and Remuneration
- ✓ Facility Overview
- Training
- Questions

# Training

- Multiple training sessions will be set up for panel members including all computer software required to conduct a hearing:
  - Access to City Network
  - Computer Password, Email
  - Q-Matic
  - Liberty Recorder and Player
  - Ad Hoc Presentation Manager
  - Health and Safety Training as well as Facilities Overview will be Provided

# Agenda

- ✓ Staff Functions
- ✓ Payroll and Remuneration
- ✓ Facility Overview
- ✓ Training
- Questions

# QUESTIONS?

# Access Card Form

- Forms need to be taken to a Civic Center. List of Civic Centers and times are attached to the form.

# I.T. Security Access Form

- Needs to be submitted before leaving today

# Payroll Form

- Needs to be submitted before leaving today.
- Payroll forms be submitted no later than 3 business days after the end

# Agenda

- ✓ Staff Functions
- ✓ Payroll and Remuneration
- ✓ Facility Overview
- ✓ Training
- ✓ Questions

**THANK YOU**