

TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
HUMAN RESOURCES COMMITTEE
REGULAR MEETING

MINUTES – Gisborne Room
8:00 A.M.

Wednesday, June 11, 2008

Present: Committee: Leslie Tarkington, Chairman
Nancy Barton, Michael Mason, William Kelly

Other: Peter Mynarski, Comptroller
Maureen Kast, Human Resources Director
Regina Williams, BOE, Human Resources Asst. Director
John Crary, Town Administrator
Nancy Weissler, BOE Member

The meeting was called to order at 8:04 A.M.

1. Approval of Human Resources Committee May 14, 2008 Meeting Minutes

The Committee postponed the acceptance of the BET Human Resources Committee May 14, 2008 meeting minutes.

2. Discussion of 2008-2009 TOO (Table of Organization): Full time Funded and Full Time Equivalent Employees:

Leslie Tarkington distributed a revised TOG Full Time Equivalent Employee Worksheet noting that it included input from Maureen Kast, Al Cava, and Peter Siecienski. The worksheet defines types of employees including temporary, regular part-time, seasonal, and unrepresented part-time, and clarifies the Town's benefits provided to each group. A discussion of the volunteer fire fighters medical benefits followed. Nancy Barton stated that a strategic review of the Fire Department is needed to review the benefits and cost to TOG. Ms. Barton recommended that the Committee individually review the table and evaluate it at the next month's meeting.

Roland Gieger had prepared a first try at developing a report for part timers (TOO format for Full Time Equivalent (FTE) Employees). During the two week pay period ended May 16, the Town paid a total of 594 part-time, temporary, and seasonal employees whose hours represented the equivalent of 344 Town FTE Employees.

3. Discussion and Recommendation of MC Pay Plan GWI for FY 2008 – 2009

John Crary joined the meeting at 8:09 A.M.

Since Maureen Kast had not arrived, Leslie Tarkington circulated a chart, Town of Greenwich General Wage Increases, which she had received from Ms. Kast. It provided the information on the historic GWI for M/C employees (without steps) as well as for the other represented employee groups. Ms. Tarkington noted that many M/C employees have reached the top of their grade, or are recent hires at the top of their grade, and therefore their compensation no longer has the opportunity for future step increases.

William Kelly questioned if a performance component was included.

Maureen Kast joined the meeting at 8:10 A.M.

Leslie Tarkington directed questions regarding BOE bonuses to Nancy Weissler. Ms. Tarkington noted that TOG employees do not receive bonuses. Ms. Weissler said she should be receiving a proposal from Superintendent Betty Sternberg this week. She also stated that last year the bonuses were 2%. There is \$23,000 available for bonuses to be paid this year. A performance component is in effect for principals and the BOE Cabinet.

Maureen Kast described the performance component for non-BOE M/C employees as an employee evaluation of satisfactory or better (3 or above) to enable an employee to increase a step. The GWI is given across the board. Mr. Kelly mentioned that he would prefer a performance component to be part of the teacher wage increase.

Ms. Kast pointed out that The Hay Group would present their proposal to the BET at an Executive Session on June 16. Maureen Kast said that the proposed pay plan is tied to performance.

Ms. Kast discussed her recommendation for the M/C Pay Plan GWI. Discussion revolved on the increase (3.25%) put in the Budget for FY 2008-2009 almost a year ago, as well as the Bureau of Labor Statistics regional CPI-W historical indices. Also, Mr. Cava had provided Ms. Kast projections, based on recent wage growth rates using this data. In ending, Ms. Kast stated that with the cost of living increasing, she is requesting to increase the M/C GWI to 3.5%, since many of these employees are currently at the top step and that this will be their only increase.

Mr. Kelly was not prepared to recommend a GWI and vote until Ms. Kast circulated a chart which included a summary of the participants in the M/C Pay Plan's step increase together with the proposed GWI for an overall percent increase of compensation. A special meeting on June 16 was proposed to accommodate the delivery of this information.

William Kelly left the meeting at 8:38 A.M.

Maureen Kast continued the topic with a discussion concerning the eleven appointing authorities and performance management training that will be required. She recommended that The Hay Group provide this needed resource to complete the pay plan implementation process.

A group discussion initiated by Michael Mason, followed relating to past and possible future pay compression problems.

4. Review of HR Schedules Prepared by the HR and Finance Departments

Maureen Kast provided the TOG Vacant Position Listing as of June 10, 2008. The Committee briefly discussed the Vacancy List with Ms. Kast noting that many openings are litigation situations.

Nancy Weissler left the meeting at 9:02 A.M.

5. Update: Policy Manual and Training

Maureen Kast then ended by circulating the Revision of Employment of Relative Policy 404.5. She clarified the 3 separate policies as follows: 1. hiring of non-citizens; 2. hiring of a minor; and 3. employment of relatives.

Upon a motion by Nancy Barton, seconded by Michael Mason, the Committee voted 4-0-0 to adjourn the meeting at 9:41 A.M.

Leslie L. Tarkington, HR Committee Chairman

SUBJECT TO APPROVAL

Elaine JV Brown, Recording Secretary