

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

MINUTES – Gisborne Conference Room, 8:00 A.M.

Wednesday, December 10, 2008

Committee: Leslie Tarkington, Chairman
Nancy Barton and Michael Mason; (William Kelly, absent)

Attendants: Peter Mynarski, Comptroller; Maureen Kast, Director of Human Resources; Peter Tesei, First Selectman; Al Cava, Director of Labor Relations; Nancy Weissler, Chairman, Board of Education; Dr. Ellen Flanagan, Director HR BOE; John Wayne Fox, Town Attorney; Alma Rutgers; Joseph Siciliano, Director, Parks and Recreation; Thomas Greco, Manager Business Services Operations, P&R; Diane Fox, Director, Planning & Zoning, Alma Rutgers, M/C Pay Plan Working Committee

The meeting was called to order at 8:05 A.M.

1. Approval of Human Resources Committee Minutes:

**November 12, 2008 Meeting Minutes and November 17, 2008
Special Meeting Minutes:**

On a motion by Ms. Barton, seconded by Mr. Mason, the Committee voted 3 to 0 to approve the November 12, 2008 and November 17, 2008 Minutes.

2. Discussion of M/C Pay Plan – Executive Session

Mr. Fox stated that the discussion of the memorandum and opinion Responsibilities and Roles Regarding Compensation as to Unrepresented Regular Full-Time Town Staff (MC); Opinion Regarding Approvals prepared by Mr. Fox and Valerie Maze Keeney dated May 4, 2008 did not require the HR Committee to enter into Executive Session.

3. Discussion and Approval of M/C Pay Plan

To begin the discussion on the Amended M/C Employee Pay Plan, Wayne Fox reviewed and responded to questions on the Memorandum and Opinion.

The Committee discussed the proposed Amended M/C Employee Pay Plan, and its next steps. Mr. Mason raised the discussion of the power of appointing authorities and the reclassification approval process. Ms. Kast reviewed the current process which would start with an appointing authority contacting Human Resources, along with documentation justifying the requested change. After Approval by the BET of the Amended M/C Employee Pay Plan and implementation of the performance and training

component, appointing authorities may, as has been the practice in place, appeal a job classification.

Mr. Mason brought up potential issues with standardized review processes and the Town's liability regarding grievances. Ms. Kast said that M/C employees cannot file grievances and may appeal reviews by discussing any disputes with their appointing authority and then if needed by contacting the HR Department for review. Mr. Fox concluded that M/C employees potentially have the right to file lawsuits based on discrimination.

Nancy Weissler advised the Committee that the 7 BOE senior staff members will participate.

Ms. Barton had prepared a 2 page summary describing the Amended M/C Employee Pay Plan, to present to the full BET and a Resolution for the BET to use for its approval. Ms. Kast, Ms. Tarkington, and Ms. Maze Keeney had provided input to the documents prior to their distribution. On a motion by Ms. Barton, seconded by Mr. Mason, the Committee voted 3 to 0 to approve the following Proposed Resolution to present to the full BET:

RESOLVED, that the Board of Estimate and Taxation ("BET") adopts the Amended Managerial and Confidential Employee Pay Plan with base wages predicated upon comparable market rates, and with salary increases based upon performance, substantially in the form attached hereto as Exhibit A, subject to annual review and approval of the proposed salary increase guide by the BET and the Representative Town Meeting as part of the budget process.

4. Discussion of Full Time Equivalent (FTE) Employees and Definitions

The Committee and Diane Fox, Joe Siciliano, and Tom Greco reviewed the "Full Time Equivalent Employee Definitions Worksheet" distributed at the meeting, which the Department heads found helpful.

Mr. Mason asked Ms. Kast about the timing establishing the hourly rates for the various part-time and seasonal positions. Ms. Kast stated that each position comes with a range of hourly rates. The rates are reviewed periodically and changed, if warranted. Mr. Siciliano also stated that the hourly rates are subject to certain criteria. Mr. Siciliano stated that they take into consideration if the employee is returning to the same position and has gained valuable prior work experience. In addition, employees with certain accreditations or work related certificates would warrant a higher rate of pay.

Ms. Tarkington inquired as to whether Mr. Siciliano and Mr. Greco had a chance to review the questions submitted to the Parks and Recreation ("P&R") and Planning and Zoning ("P&Z") Departments by Bill Kelly, HR Committee member.

Mr. Siciliano summarized his answer to the questions by stating that each year his department invites back successful, seasonal employees. In addition, P&R publishes all part-time and seasonal positions through the Human Resources Department in the local newspapers. Hourly rates for all positions are reviewed annually for budgetary purposes. Mr. Siciliano stated that the hiring process is a lengthy process, conducted with the assistance of the HR Department.

Ms. Fox, upon reviewing her listing of part-time and seasonal positions offered that she does not have the number of FTE's of other larger departments. Ms. Fox reviewed each position listed in the report for the Committee members. Ms. Fox also offered her comments about the turnover rate in this area. She stated that a number of part-timers take the opportunity to turn their positions into full-time positions with the Town of Greenwich. She said that although it is good for the Town overall, her department expends a good deal of time training part-timers only to lose them to other departments in a full-time capacity. Ms. Fox had also previously responded in an email to Mr. Kelly's questions.

5. Discussion of HR Reports

Due to time constraints, this matter was not discussed.

6. Discussion and Approval of 2009 Meeting Schedule

Ms. Barton made a motion to approve the 2009 Human Resources Committee Meeting Schedule, as amended (to substitute January 23 for the January 21 date if Mr. Kelly is available on that date). Mr. Mason seconded the motion. The 2009 Meeting Schedule with the pending selection for the January meeting of one of two dates, passed 3 to 0, with Mr. Kelly absent.

Ms. Tarkington stated that she would check with Mr. Kelly to ensure his additional approval on the 2009 meeting schedule. The schedule together with conference room locations would be circulated thereafter.

Upon a motion by Ms. Barton, seconded by Mr. Mason, the Committee voted 3 to 0 to adjourn the meeting at 10:08 A.M.

Leslie L. Tarkington, HR Committee Chairman

Peter Mynarski, Comptroller