

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

MINUTES – Gisborne Room  
8:00 A.M.

Wednesday, April 16, 2008

Present:

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

Other: Peter Mynarski, Comptroller; Maureen Kast, Human Resources Director; Dr. Ellen Flanagan, BOE, Human Resources Director; Ray Augustine, Nathaniel Witherell, Financial Operations Director, Bill Kowalewski, Nathaniel Witherell, Executive Director; John Crary, Town Administrator

The meeting was called to order at 7:59 A.M.

**1. Approval of Human Resources Committee Minutes:**

**February 21, 2007 Meeting Minutes**

On a motion by Nancy Barton, seconded by William Kelly, the Committee voted 4-0-0 to accept the February 21, 2007 minutes.

**March 12, 2007 Meeting Minutes**

On a motion by Michael Mason, seconded by William Kelly, the Committee voted 3-0-1, to accept the March 12, 2007 minutes, with Nancy Barton abstaining.

**March 17, 2007 Meeting Minutes**

On a motion by Michael Mason, seconded by Nancy Barton, the Committee voted 4-0-0 to accept the March 17, 2007 minutes.

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

The meeting began with Maureen Kast's definition of the four categories of employees: temporary, regular part-time, seasonal and unrepresented.

Temporary: Ability to be employed for six months in one department and then transfer to another department for an additional six-month period. Maximum one-year employment period.

- At will employee
- Medical benefits: - No
- Workmen's' Compensation and Unemployment - Yes

Ms. Kast will confirm whether these employees are entitled to paid holidays, vacation or sick leave.

There are approximately 15 temporary employees.

Regular Part-Time: Union represented employees. GMEA, Teamsters, GEA, LIUNA, Little LIUNA. Hours vary by union and may exceed twenty hours a week, with others exceeding twenty-five.

- Medical benefits - No, except GEA members. Ellen Flanagan explained that point five and over teachers receive medical benefits.
- Workmen's Compensation and Unemployment - Yes

Ms. Kast will confirm whether these employees are entitled to paid holidays. Vacation and sick leave are pro-rated.

There are approximately 1,000 regular part-time employees.

Seasonal: At will employees. Work schedules are determined by seasons. Weekly work hours 20 to 30, but occasionally can work up to 35.

- Medical benefits - No
- Unions - No
- Workmen's' Compensation and Unemployment - Yes

Ms. Kast said she would check on paid holidays. Vacation and sick leave are not offered.

There are approximately 500 to 600 seasonal employees.

Unrepresented Part-Time: Consists of employees who do not work enough hours to belong to a specific union. These are "at will employees" and unrepresented. Many in this category are located at the libraries.

- Medical benefits - No, but the exception to this is .5 and above teachers.
- Unions - No
- Paid holidays, vacation and sick days - No
- Workmen's' Compensation and Unemployment - Yes

A dialogue followed dealing with topics such as candidate background checks.

William Kelly left the meeting at 8:35 A.M.

Nathaniel Witherell and the Board of Education currently calculate FTE employees for their businesses. Ray Augustine and Ellen Flanagan presented their reports, respectively. Nathaniel Witherell produces a monthly FTE report for management tracking purposes, and is required to file with the State an annual Medicaid cost report, which reports FTE employees. The Nathaniel Witherell report calculates information based on a 40 hour work week (which is the norm in the industry and which is what the state requires for overtime payments: 2080 hours = 40 hours x 52 weeks), not Town union negotiated work weeks of 35 hours (GMEA and LIUNA managers and support), 37 ½ hour work week (Teamsters – housekeeping, laundry, maintenance, and dietary), 40 hour work week (M/C employees - Executive Director, Financial Director, and Director of Nursing, LIUNA RNs, PCCs and nursing administrators, and Teamster CNAs). The Board of Education calculates its FTE employees based on a school work week.

Leslie Tarkington noted that an additional category should be considered "Contract or Vendors". This category would include the Emergency Services Coordinator, Town

Attorney, and positions at Nathaniel Witherell such as physical therapy and food services. John Crary added that the number of contractors would increase due to the employee adjustments occurring in Parks and Recreation.

### **3. Review of Human Resources Schedules**

Maureen Kast circulated the Vacant Position Listing schedule. Ellen Flanagan pointed out that the report does not include open positions for the BOE. Ms. Kast agreed to report all open Town vacancies to include BOE non-instructional vacancies in the May report.

### **4. Progress Update: M/C Pay Plan Compensation Study**

Maureen Kast provided a progress update on the M/C Pay Plan Compensation study. She shared that the Hay Group analysis is almost complete. Hay has reviewed all Town and BOE M/C positions and structured position grades and salary bands. Ms. Kast is waiting for Hay to finalize its presentation after which it will be reviewed by the M/C Pay Plan Compensation Committee. She expects that review to occur within the next few weeks. A schedule or time line of next steps will then be established.

Bill Kowalewski left at 9:28 A.M.

Nancy Barton expressed a desire to have coaching and education in performance and evaluation as part of implementation of the proposed plan. Ms. Tarkington and Ms. Kast agreed, but Ms. Kast informed the Committee that the funds are not there.

Michael Mason advised that the presentation to the BET might include an invitation to all appointing authorities.

Upon a motion by Nancy Barton, seconded by Michael Mason, the Committee voted 3-0-0 to adjourn the meeting at 9:43 A.M.

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Leslie L. Tarkington, HR Committee Chairman

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Elaine JV Brown, Recording Secretary