

**MINUTES OF THE CHESHIRE TOWN COUNCIL PERSONNEL COMMITTEE
MEETING HELD ON TUESDAY, JUNE 3, 2014 AT 7:00 P.M. IN ROOM 210,
TOWN HALL, 84 SOUTH MAIN STREET, CHESHIRE, CT 06410**

Present

Chairman Thomas Ruocco and Peter Talbot.

Town Manager Michael A. Milone; Personnel Director Louis Zullo; and Police Chief Neil Dryfe.

Absent:

Robert J. Oris

Due to a pre-empted meeting in Room 207, the Personnel Committee meeting was moved to Room 210. The Town Hall building attendant was notified to direct any public to Room 210 and the door to Room 210 was kept open.

1. ROLL CALL

The meeting was called to order at 7:07 p.m. Clerk called the roll and a quorum was determined to be present.

2. PLEDGE OF ALLEGIANCE

The group Pledged Allegiance to the Flag.

3. NON-UNION PAY PLAN AND CLASSIFICATIONS

Deputy Chief Position Reclassification

Chief Dryfe explained that as part of the reorganization of the Cheshire Police Department, he is requesting that the position of Deputy Police Chief be reclassified from its current E-3 classification to E-4. The reorganization of the police department has "flattened" the organization, eliminating a total of four mid-management and command staff positions. The elimination of the two non-union Captains positions will have the most impact on the position of Deputy Chief, as the Deputy Chief and the Chief are the only non-union positions remaining in the police department. Any administrative responsibilities that should be handled by a non-union employee, such as grievances, discipline and contract negotiations, will be the responsibility of the Deputy Chief. The Deputy Chief will also have a larger role in the day-to-day operation of the Department.

This reclassification job description will reflect the increased responsibilities of the position. The revised job description will also reflect the current position titles within the Department. This reclassification changes the salary range for the position, but not the current salary amount. The Deputy Chief's salary increase will be a performance adjustment. Mr. Milone stated he will factor in the fact that the Deputy Chief has additional responsibilities.

Chief Dryfe left the meeting at 7:17 p.m.

Building Official Position Reclassification

Mr. Zullo is recommending that the Building Official position job classification receive an upgrade from E-2 to E-3. This upgrade does not affect the current salary. The salary survey conducted in 2011 recommended that the Building Official, the Director of Senior Services/Transportation and the Director of Youth/Social Services positions be upgraded at some point. These recommendations were based on research of other towns. The latter two positions were previously combined and upgraded into one position, Director of Human Services, leaving the Building Official at an E-2 classification. The salary survey results support the upgrade based on average minimum and maximums of comparable cities and towns. Also, the Building Official would be best classified in the higher job grade when compared to those positions already classified as E-3s. There are no changes to the job description nor increase in the compensation outside of any award attributed to the completion of the annual job performance review.

Mr. Ruocco questioned the need to upgrade the position. Mr. Zullo explained as an E-2 classification, the Building Official is the lowest ranked Department Head in the same classification as Division Heads, yet he supervises other employees and has greater responsibility than other E-2 employees. The position also requires more technical responsibilities. Mr. Milone stated that this upgrade resolves an inequity of placement.

MOTION BY Mr. Talbot; seconded by Mr. Ruocco.

MOVED that the Personnel Committee advance this reclassification of the Deputy Chief position and the Building Official position to the full Town Council for their approval.

VOTE The motion passed unanimously by those present.

Non-Union Pay Plan

Mr. Milone reviewed the existing pay plans for non-union and Library non-union employees as well as the pay classification level assigned to each of the job titles covered in these pay ranges. He also reviewed documentation which identified the pay scale increases in this pay plan since 2010; a comparison of this pay plan increases to that of the Town's bargaining unit positions; along with the changes they recommended to these pay plans in FY2012, based on the comprehensive salary survey conducted by Mr. Zullo in 2012.

Two things are evident in these comparisons. First is that the eventual revisions made to the pay plan, with one exception, were all below the recommended increases of this study such that parity with similar job pay scales in other municipalities was not achieved.

The second issue is that union pay plan has increased by an average of 4.28% to 7.28% more than non-union pay plan during this five-year period. Consequently, the pay differential between the higher level union positions and the non-exempt non-union

positions has closed significantly, which is why Mr. Milone is requesting a 4.0% increase in the non-exempt non-union portion of the pay plan and a 2.3% increase to the exempt non-union portion of the pay plan.

Note that the Town budgeted an average increase of 2.3% for non-union employees, similar to the other bargaining units except for the Police union. Increasing the maximum pay range beyond this 2.3% for the non-exempt group does not mean that they will receive a 4% raise; it simply creates a more equitable pay plan and allows for salary flexibility for exceptional performance within the pool of money available for increases. In response to committee member questions, Mr. Milone explained that the minimum and maximum pay ranges will be increased by the respective amounts (4% for non-exempt and 2.3% for exempt). There are no employees at the current minimum pay range. Mr. Milone also explained the difference between exempt and non-exempt employees – non-exempt employees qualify for overtime pay and usually have little to no supervisory responsibility. Exempt employees do not qualify for overtime pay and usually have supervisory responsibilities.

MOTION BY Mr. Talbot; seconded by Mr. Ruocco.

MOVED that the Personnel Committee advance the proposed increases to the Non Union Pay Plan to the full Town Council for their approval.

VOTE The motion passed unanimously by those present.

4. PERSONNEL RULES AND REGULATIONS.

The Non-Union Personnel Rules and Regulations are reviewed annually. Mr. Zullo always asks for any changes to the rules and regulations. These recommended changes are proposed to keep pace with the changes in the settled union contracts. The first change is a proposed increase of an additional .25% effective July 1, 2014, to the employee contribution amount to the retirement plan. The second recommendation changes the premium cost share of Medical and Life Insurance from 14% to 15% for the Preferred Provider Organization (PPO) Option; from 5% to 5.5% contribution for cost for employees selecting the Health Savings Account (HSA) as of January 1, 2014; and the premium cost of the Health Maintenance Organization (HMO) will increase from 10% to 12% as of July 1, 2014.

In response to questions, Mr. Zullo explained the HAS option, which is increasing in popularity. Mr. Milone explained that Mr. Zullo has organized a Wellness Fair/Medical Benefits Fair for this Thursday, at which he has invited representatives from each of the medical plans to speak with employees about the medical and life insurance benefits.

MOTION BY Mr. Ruocco; seconded by Mr. Talbot.

MOVED that the Personnel Committee advance the recommended changes to the Personnel Rules and Regulations to the full Town Council for their approval.

VOTE The motion passed unanimously by those present.

5. AMENDMENTS TO JOB DESCRIPTIONS.

Mr. Zullo discussed amendments to four job descriptions in the Human Services Department. These amendments involve changes in Department names and titles within the Human Services Department; changes in responsibilities and reporting requirements; and removal of positions that no longer exist within the Department. The positions include: Youth Program Supervisor, Youth Activities Coordinator, Program Assistant and Teen Helper. A new position in this year's budget is one of Teen Helper. Due to the turnover at the Program Assistant position (employees returning to college, etc.), the Teen Helper position provides the Department the opportunity to hire younger teens (high school aged teens) to assist with the operation and onsite supervision of the Yellow House and related Cheshire Youth Services programs and sponsored activities.

These amendments are simply changes to the job descriptions and do not change salary amounts. Ms. Piccerillo provided the position and personnel updates, which were reviewed by Mr. Zullo.

MOTION BY Mr. Talbot; seconded by Mr. Ruocco.

MOVED that the Personnel Committee advance the recommended amendments to the Human Services Department Job Descriptions to the full Town Council for their approval.

VOTE The motion passed unanimously by those present

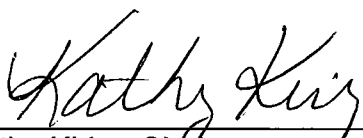
6. ADJOURNMENT.

MOTION BY Mr. Talbot; seconded by Mr. Ruocco.

MOVED to adjourn the meeting at 7:48 p.m.

VOTE: The motion passed unanimously by those present.

ATTEST:



Kathy Kirby, Clerk