

Personnel Review Board
Regular Meeting Minutes
April 20, 2015
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Present: Rik Wells
Stephen J. Negri
Michael Hannan

Absent: Cheryl R. Larder
Edward Murphy

Also Present: Joyce Sauchuk, Human Resources Director
Sally Ritchie, Director of Senior Services

Chairman Wells called the April 20, 2015 Personnel Review Board Regular Meeting to order at 6:53 p.m.

1. Review and Approval of Minutes of Regular Meeting February 23, 2015.

Mr. Wells asked for additions, deletions or corrections to the Personnel Review Board Regular Meeting of February 23, 2015.

MOTION: Mr. Negri made a motion to approve the February 23, 2015 Regular Meeting Minutes of the Personnel Review Board, as presented.
Seconded by Mr. Hannan. Mr. Negri abstained from voting. (2-0-1) Motion carried.

2. Senior Services-Reclassification Assistant Director of Senior Services.

The Personnel Review Board reviewed back-up information regarding the reclassification of the Assistant Director of Senior Services.

Ms. Sauchuk reported the Town negotiated new language in the Collective Bargaining Agreement which covers the reclassification process. In accordance with this process, Ms. Sauchuk, the Human Resources Director, met previously with Ms. Ritchie the Director of Senior Services, the First Selectman, and the Finance Director.

Ms. Sauchuk stated that they evaluated the pay plans of neighboring towns and after further discussion concluded that the position should be raised to an MP-5 with a 5% meritorious increase. They concluded that the individual clearly deserves a meritorious increase and that the Assistant Director of Senior Services should have a higher classification of MP-5.

Mr. Negri asked does the contract have specific language? Ms. Sauchuk stated that the contract does have specific language and that she fully supports this request, but we also needed the support of the union. Ms. Ritchie added Ms. Fougere does a great job and deserves an increase. She acts with authority and handles whatever comes in during Ms. Ritchie's absence.

Mr. Wells referred to the educational and training requirements of this position and asked if there is a turn over in Senior Services how would that be handled? Ms. Ritchie felt there is a need for social services skills in this position since there are some individuals who come in to Senior Services needing considerable guidance.

She was asked is four year college degree, etc. important? She felt it was. The Director and Assistant Director have taken food service training, because its necessary.

Ms. Sauchuk suggested that this Board review the 2001 and 2014 requests. The Job Description would indicate an MP-5. The union has agreed to the updated language.

MOTION: Mr. Hannan made a motion to recommend the reclassification of the Assistant Director's position from an MP-4 to an MP-5 and approve a meritorious performance increase pursuant to item a. of the Recognition of Meritorious Performance.
Seconded by Mr. Negri. (3-0) Unanimous.

3. Tax Collector's Office--Accounts Receivable Clerk Part-Time. Ms. Sauchuk informed the Board that an employee in the new Tax Collector's Office took a position in the Library. This is a part-time position. This position is important when it is busy.

The Tax Collector wants any new employee to understand that they cannot take off during its busy season (last week of June, all of July, the first week of August, the last week of December, all of January and the first week of February), and that overtime might be required during these months. He has filled this position with an individual who was working part time and understood these rules. This employee also needs to be able to stand for long periods of time.

It was noted that in Paragraph D of the title one "E" in Essential be deleted and in Paragraph G. the sixth sentence be deleted.

MOTION: Mr. Hannan made a motion to approve the new Job Description for the Accounts Receivable Clerk, in the Tax Collector's Office, as amended in Paragraph D. and G. Seconded by Mr. Negri. (3-0) Unanimous.

MOTION: Mr. Hannan made a motion to adjourn the April 20, 2015 Personnel Review Board Regular Meeting at 7:15 p.m. Seconded by Mr. Hannan. (3-0) Unanimous.

Respectfully submitted,

Frances Gheri, Recording Secretary