

RECEIVED FOR RECORD 1/19, 2016
M. ATTEST David J. Cameron 11:51a.m.
TOWN CLERK

Present: Rik Wells
Cheryl Larder
Brigitte Shinault
Edward Murphy

Also Present: Joyce Sauchuk, Human Resources Director
Rozlyn Rubinstein, Library Director
Cliff Grandjean, Library Board member
Ellen Fougere, Assistant Director of Senior Services
Bruce Miller, Director of Fire Services

Excused: Stephen J. Negri

Chairman Wells called the January 11, 2016 Personnel Review Board Regular Meeting to order at 6:30 PM.

1. **Welcome new member Brigitte Shinault.** Ms. Shinault was welcomed as a new member of the Personnel Review Board.
2. **Review and Approval of Minutes of the Regular Meeting July 20, 2015.**

Mr. Wells asked for additions, deletions and corrections to the Personnel Review Board Regular Meeting of July 20, 2015.

MOTION: Ms. Larder made a motion to approve the July 20, 2015 Regular Meeting Minutes of the Personnel Review Board, as presented. Ms. Shinault abstained from voting. Seconded by Ms. Shinault. (3-0-1)
Motion carried.

3. **New Job Description - Program Facilitator, Senior Services.**

The Board reviewed Memo dated January 4, 2016 from First Selectman Daniel Steward and Joyce Sauchuk, Director of Human Resources, regarding the Program Facilitator Job Description for Senior Services.

Ms. Sauchuk reported this is a new position. A current job description does not exist. The ACBL Bridge Program Director position was previously paid as an independent contractor. This individual does not carry insurance.

Ms. Fougere stated the individual who formally ran this program held this position for thirty years. It was held every week for 46 meetings. There are residents and non-resident individuals attending the ACBL Bridge Program. They pay a fee. The ACBL Bridge Program Director has to pass tests to be certified. The participants are very serious bridge players. Ms. Ritchie is asking that this employee be classified at the PT-Grade 14, Step 7 level.

Mr. Wells asked is the Groton Director of this program an employee of Groton? Ms. Fougere replied that he is and when the former Waterford ACBL Bridge Director individual retired, the Groton Director informed us that he is available.

Mr. Wells noted that this individual will work as an employee for Senior Services 7-8 hours per week. He suggested including a more specific certification requirement? Ms. Fougere replied ACBL has certain requirements. It was felt under item E. of the Minimum Qualifications the first sentence should be revised as follows: "Possess the required certifications as a qualified Director from the ACBL."

Ms. Shinault reported anyone who works for the company she works at as a contractor must have insurance and needs to pay their own taxes. Ms. Sauchuk stated taxes are a contractor's responsibility. Ms. Sauchuk indicated that this position meets the requirements for an employee rather than a contractor.

Ms. Larder felt we are starting this position at the highest grade possible. Ms. Sauchuk stated the intention is to place this individual into an existing pay grade. Ms. Larder stated it was my understanding that individuals were being paid this way because it allows certain departments to be able to pay a higher hourly wage than the Town would like to pay. Ms. Sauchuk replied that this will not necessarily set the grade for other positions. The request to start at the top step is only for this particular person, based on experience.

MOTION: Ms. Larder made a motion to approve the Job Description as revised for the Program Facilitator to include ACBL Bridge and its required qualifications. Seconded by Ms. Shinault. (4-0) Unanimous.

MOTION: Mr. Murphy made a motion to approve the hiring of a Program Facilitator as a PT-Grade 14, Step 7 level for this individual. Seconded by Ms. Larder. (4-0) Unanimous.

4. Non-Union AS and Non-Union TC Wage Schedules for July 1, 2015 - June 30, 2017 Including Changes To Health Benefits.

The Personnel Review Board reviewed the proposed non-union Administrative Support (AS) and Technical Crafts (TC) Wage Schedules.

Ms. Sauchuk reported these individuals are non-union employees and the schedules cover 36 individuals. Some are part time and some full time. Ms. Rubinstein added six are full time and nine are part time. These are rates approved previously for the 1303 bargaining unit. There were changes to health insurance as well.

Ms. Larder asked if the six full time positions have retirement contributions? Ms. Sauchuk replied they do. Ms. Rubinstein added most of these individuals work under 19 hours per week. Ms. Sauchuk stated seven are eligible but one is not taking advantage of insurance.

Ms. Larder asked if annually these Waterford employees move from step to step. Ms. Rubinstein replied they work 18 months for a full step increase. Ms. Larder asked if these employees receive an increase based on supervisory recommendations. Ms. Sauchuk replied an increase can be denied.

Ms. Larder referred to Grade 1, Step 1 at a per hourly rate of \$14.80 and as of July 1, 2016 would receive \$15.58. Ms. Rubinstein stated this is comparable to a union employee doing the same work.

Mr. Granjean, a member of the Library Board, did not feel it was a good idea to deny non-union employees the same increase that the union employees received after negotiating.

MOTION: Ms. Shinault made a motion to approve as provided the Non-union AS Wage Schedule and Non-union TC Wage Schedule. Seconded by Mr. Wells.
Ms. Larder abstained from voting. (3-0-1) Motion carried.

5. Seasonal Occasional Wage Schedule - Minimum Wage Adjustments.

Ms. Sauchuk reported the minimum wage is increasing and legally we cannot pay less than the minimum wage.

It was felt the election worker hourly wage should have a different pay rate, because it is a very short period of time that they work. Ms. Sauchuk felt the Registrars should give their input prior to taking action on this matter. This matter was tabled.

6. Part Time Firefighter - Wage Schedule and Pay Policy.

Ms. Sauchuk informed the Board we are proposing to remove the Part Time Firefighter from the Public Safety Wage Schedule. We are proposing a wage schedule for those hired prior to January 1, 2016. We have also developed a pay policy associated with part-time firefighters that provides for an evaluation system and potential step increase provided the part time firefighter has worked at least 624 hours in the prior year.

Mr. Miller reported the wage schedule was presented to the chiefs. There was concern with the automatic increase following the police officers' increase. We have part timers who have worked for 24 years. Ms. Sauchuk stated we are taking away the automatic increase. Each individual who came to the Town prior to January 1, 2016 is at 1 or 2 steps.

Ms. Larder asked how the hours are logged? Mr. Miller stated the schedule is done on an app.

Ms. Sauchuk stated Step 1 is \$24.91. Mr. Miller stated there are more than eighty individuals on the payroll. He added just because a firefighter is not working does not mean he is not working as a volunteer. Mr. Miller added we have put in a lot of time to consider these hourly wages. He felt it is in line with the Fire Contract. Ms. Shinault asked how do you know if a firefighter is working or volunteering? Mr. Miller replied we have volunteers, and we also need to bring in full time firefighters to work.

Ms. Sauchuk reported we never have had a job description for the part time firefighters. Mr. Miller agreed to give some to the fire companies for review and discussion.

MOTION: Mr. Murphy made a motion to approve the part time firefighters wage schedule and pay policy as presented. Seconded by Ms. Shinault. (4-0)
Unanimous.

7. Fire-Watch Wage Schedule.

The Board reviewed the Fire Watch Wage Schedule.

Mr. Miller reported in order to be a firefighter, you need to be a driver on a major apparatus. The Fire Watch sits and makes sure the fire does not rekindle. Ms. Shinault asked are there many fire watchers? Mr. Miller stated one or two. Ms. Shinault asked if people are on the payroll but have not shown up for a year? Mr. Miller replied we are trying to eliminate that. Ms. Shinault felt that should be done once a year.

MOTION: Ms. Larder moved to approve the Fire-Watch Wage Schedule, as presented. Seconded by Mr. Murphy. (4-0) Unanimous.

MOTION: Mr. Murphy made a motion to adjourn the January 11, 2016 Personnel Review Board Regular Meeting at 8:55 p.m. Seconded by Ms. Shinault. (4-0) Unanimous.

Respectfully Submitted,

Frances Ghersi
Recording Secretary