

Personnel Review Board  
Regular Meeting Minutes  
March 17, 2014  
Page 1

Present: Rik Wells  
Michael Hannan  
Cheryl R. Larder  
Lisa Marie Barry

Absent: Stephen J. Negri

Also Present: First Selectman Daniel Steward  
Joyce Sauchuk, Human Resources Director

Chairman Wells called the March 17, 2014 Personnel Review Board Regular Meeting to order at 6:30 p.m.

1. Review and Approval of Minutes of Regular Meeting of November 18 (corrected); December 16 and February 24.

Mr. Wells asked for additions, deletions or corrections to the corrected Personnel Review Board Regular Meeting of November 18, 2013.

MOTION: Mr. Hannan made a motion to approve the corrected November 18, 2013 Regular Meeting Minutes of the Personnel Review Board, as presented. Seconded by Ms. Barry. Ms. Larder and Mr. Hannan abstained from voting. (2-0-2) Motion carried.

Mr. Wells asked for additions, deletions or corrections to the Personnel Review Board Regular Meeting of December 16, 2013.

The following correction was noted: the spelling of Brian Flaherty's name throughout.

MOTION: Ms. Barry made a motion to approve the

December 16, 2013 Regular Meeting  
Minutes of the Personnel Review Board,  
as amended. Seconded by Mr. Hannan  
Ms. Larder abstained from voting. (3-0-1)  
Motion carried.

Mr. Wells asked for additions, deletions or corrections to the Personnel Review Board Regular Meeting of February 24, 2014.

See corrected minutes attached.

MOTION: Ms. Larder made a motion to approve the February 24, 2014 Minutes of the Personnel Review Board, as amended. Seconded by Ms. Larder. (4-0) Unanimous.

2. Seasonal/Occasional-Pay Plan. Ms. Sauchuk reported after polling surrounding towns she found Waterford is within the pay ranges for these positions.

Grade 1 and 2 are below the minimum wage. She informed the Board that other towns give an incentive to return and for longevity.

She had discussions with department heads. The cost impact for Grade 1 and 2 after determining the number of hours worked is approximately \$2,401.

An occasional employee works less than nineteen hours per week year round or for recurring periods exceeding six months (equal to or less than 988 hours per year).

A seasonal employee works part-time or full-time on a recurring basis for less than six months in a calendar year.

Ms. Sauchuk put together a wage schedule. There are no benefits for either of these positions. She would like each employee to be evaluated yearly. Department heads have had an opportunity to review them.

Ms. Larder noted on Grade 2, Step 7, the new rate should be \$10.30, not \$10.31.

Mr. Wells asked how does this become an official policy of the Town? Ms. Sauchuk replied if it is approved by this Board. The wage schedule goes to the RTM.

MOTION: Ms. Barry made a motion to approve the Seasonal/Occasional Wage Schedules, as amended. Seconded by Mr. Hammond.  
(4-0) Unanimous.

3. Seasonal/Occasional - Policies. Ms. Sauchuk reviewed the Seasonal/Occasional Pay Policies with the Board.

Under Benefits "Temporary - No benefits" was removed and in the third and next to the last paragraph the words "standard/satisfactory" to be replaced with standards/satisfactory. In the next to the last paragraph the first sentence to be revised as follows: "Occasional employees may advance one step increase with Department Head recommendation and contingent upon receiving a performance evaluation of "meets standards/satisfactory performance or above."

MOTION: Ms. Barry made a motion to approve the Seasonal/Occasional - Policies, as amended. Seconded by Mr. Hammond.  
(4-0) Unanimous.

Personnel Review Board  
Regular Meeting Minutes  
March 17, 2014  
Page 4

Ms. Sauchuk was asked to add the date this Board approved the policies.

MOTION: Mr. Hammond made a motion to adjourn the March 17, 2014 Personnel Review Board Regular Meeting at 7:00 p.m. Seconded by Ms. Barry. (4-0)  
Unanimous

Respectfully submitted,

Frances Gheri, Recording Secretary