

Personnel Review Board
Regular Meeting Minutes
May 16, 2016
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Present: Cheryl Larder
Brigitte Shinault
Stephen J. Negri
Edward Murphy

Absent: Rik Wells

Also Present: Joyce Sauchuk, Human Resources Director
Maryann Stevens, Director of Finance
Kerry Sullivan, Recreation and Parks Program Coordinator
Brian Flaherty, Director of Recreation and Parks
Dani Gorman, Director of Youth Services
Tali Soto, Director of Utility Commission
Sally Ritchie, Director of Senior Services
Ellen Fougere, Assistant Director of Senior Services

Acting Chairman Negri called the May 16, 2016 Personnel Review Board Regular Meeting to order at 6:30 PM.

1. Review and Approval of Minutes of the Regular Meeting April 18, 2016.

Mr. Negri asked for additions, deletions and corrections to the Personnel Review Board Regular Meeting of April 18, 2016.

MOTION: Ms. Larder made a motion to approve the April 18, 2016 Regular Meeting Minutes of the Personnel Review Board, as presented. Seconded by Ms. Shinault. Mr. Negri abstained from voting. (3-0) Motion carried.

2. Updated Job Description -- Accounts Receivable Clerk - Utility Commission.

Board members reviewed Memo dated May 11, 2016 from Joyce Sauchuk, Director of Human Resources, attaching an updated Job Description for the position of Accounts Receivable Clerk in the Utility Commission. The former Accounts Receivable Clerk retired and the Department revised the Job Description to accurately reflect the duties of the position. The Board also reviewed the prior job description dated June 2009. The Union President will receive the new Job Description.

MOTION; Ms. Larder made a motion to approve the updated Job Description for the Accounts Receivable Clerk for the Utility Commission. Seconded by Ms. Shinault. (3-0) Unanimous.

Commission member Edward Murphy arrived.

3. Updated Job Description - Data Technician II - Police Department.

Ms. Sauchuk reviewed the updated Job Description for the Data Technician II in the Police Department with Board members. The former employee was promoted and the Department reviewed the Job Description to accurately reflect the duties associated with the position. The Board also reviewed the present Job Description dated February 1999. The changes to the Job Description will be sent to the Union President.

Ms. Larder asked that item 5 of the Job Description be revised as follows: "Collect fees for parking tickets, pistol permit applications, motor vehicle accident reports, FOI requests and record checks,"

MOTION: Ms. Larder made a motion to accept the updated Job Description for the Data Technician II position in the Police Department with the above changes to item 5 of the Job Description. Seconded by Ms. Shinault. (4-0) Unanimous.

4. New Job Description, Seasonal Occasional - Recreation and Parks, Senior Services and Youth Services.

- a. Enrichment Instructor
- b. Fitness/Wellness Instructor I
- c. Fitness Instructor II
- d. Technology/Technical Instructor

Ms. Sauchuk reported she and staff had several meetings regarding independent contractors vs. employees.

Ms. Stevens is working with Town Attorney and the Town's insurance company on the independent contractors. They are reviewing this matter.

Mr. Flaherty reported when we reviewed these positions, we found we will have very few independent contractors. Ms. Sullivan stated the Recreation & Parks expects to have four to six. Ms. Stevens provided some examples of criteria for independent contractors, primarily those who may also have a business.

Ms. Fougere indicated Senior Services currently has two independent contractors and six employees. Ms. Sullivan indicated in addition to the four to six vendors, Recreation & Parks has between 25-30 employees that would fall under the proposed job descriptions. Ms. Gorman replied she has one employee.

General discussion of the types of programs that each of the departments have that would fall under each of the proposed job descriptions and potential programs that have been discussed in their departments and what description they would fall under. The Board reached a general consensus regarding the job descriptions and the departments will come back with some minor revisions together with suggested paygrades.

5. Paygrades for New Job Description, Seasonal Occasional-Recreation and Parks, Senior Services and Youth Services.

Historically the individuals being considered for these positions have been paid on a per class basis and an hourly rate for these individuals will need to be determined. Some have worked for a long time in Waterford. Consideration will be given to those individuals who have prep work and whether or not the individual taking the class pays for needed supplies for the program. Some research has been done with towns and how this type of employee is paid.

Ms. Sauchuk felt any proposed paygrades should include a maximum hours per week to be approved by the department. The next step for staff is to determine a pay scale. Ms. Sauchuk recommended that the steps be limited to five. Mr. Negri asked why does the Town have steps? Ms. Sauchuk indicated it will allow individuals to be appropriately compensated for longevity and the level of training/expertise in the program they are instructing.

Generally it was agreed that programs should probably include either a cost for supplies or the course/program description will include what supplies the participants will be expected to bring with them.

Ms. Sauchuk reported that as employees these individuals will have background checks. The Town attorney is working on how background checks will be done. Ms. Sullivan stated Recreation & Parks does check references. Ms. Gorman stated independent contractors for Youth Services presently undergo background checks.

Based on the discussion and comments of the board and staff, staff will further review the amounts currently being paid to program instructors, whether they provide supplies, have prep time or other considerations and provide a suggested wage scale for the Board's review in advance of the June 20th with the hope of having a proposal for the RTM's August meeting. The goal is to have approved paygrades in place prior to fall hiring.

Ms. Sauchuk felt the RTM will want to see the labor cost and any anticipated impact to the budget.

MOTION: Ms. Larder made a motion to table items 4 and 5 of this evening's Agenda to give staff time to make minor adjustments to the job descriptions and propose pay grades to go with the job descriptions. Seconded by Ms. Shinault. (4-0) Unanimous.

MOTION: Ms. Shinault made a motion to adjourn the May 16, 2016 Regular Meeting of the Personnel Review Board at 7:50 p.m. Seconded by Mr. Murphy. (4-0) Unanimous.

Respectfully submitted,

Frances Gheri, Recording Secretary

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