

1. BET HR Comm. Webinar Agenda 01-12-2022

Documents:

[BET HR COMM WEBINAR AGENDA\\_01-12-2022.PDF](#)

2. BET HR Comm. Webinar Packet 1-12-2022

Documents:

[BET HR COMM WEBINAR PACKET\\_01-12-2022.PDF](#)



**TOWN OF GREENWICH  
BOARD OF ESTIMATE & TAXATION**

**HUMAN RESOURCES COMMITTEE  
REGULAR MEETING**

**Wednesday, January 12, 2022 - 8:30 A.M.**

**New Zoom Webinar Link:**

<https://greenwichct.zoom.us/j/84064615407?pwd=ZkkrYU1maUFTTXBZaDhmMUZsZ1E4UT09>

Password: [1084010](#)

**Dial: +1 646 518 9805 or 833 548 0282**

**Webinar ID: 840 6461 5407**

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**AGENDA**

1. HR Reports
  - Vacant and Posted Vacant Position Listings
  - Workers Compensation Expense Report
2. New Business:
  - Request to reclassify a part-time GMEA position to a full-time GMEA position at the Planning & Zoning Dept.
3. Acceptance of Minutes
  - December 14, 2021
4. Adjournment



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**Town of Greenwich**

**Vacant Position Listing - January 2022**

<u>Department and Job Description</u>	<u>Grade</u>	<u>Vacancy Date</u>	<u>Comments</u>
<b>105 First Selectman's Office</b>			
Collective Bargaining Specialist	MC-8	1/15/2021	Position filled by Consultant
<b>109 HR</b>			
HRIS Administrator	L-C	11/2/2021	Posted
<b>Human Services</b>			
Administrative Staff Assistant II	G-D	1/1/2022	Awaiting request to fill
Human Services Provider I	L-F	1/1/2022	List to Department 1/6/22
<b>134 IT</b>			
Network Specialist	L-E	8/31/2021	List to Department 12/28/21
<b>135 Tax Assessor</b>			
Assistant Assessor	MC-7	12/2/2019	Posted as Statistician (L-D)
Assessment Technician	G-B	12/1/2021	Posted
<b>200 Police Department</b>			
Police Officer	P-01	5/1/2021	List to Department 12/10/21
Police Officer	P-01	6/14/2021	List to Department 12/10/21
Police Officer	P-01	7/1/2021	List to Department 12/10/21
Police Officer	P-01	7/1/2021	List to Department 12/10/21
Police Officer	P-01	10/1/2021	List to Department 12/10/21
Police Officer	P-01	11/1/2021	List to Department 12/10/21
Police Officer	P-01	11/1/2021	List to Department 12/10/21
Police Officer	P-01	11/1/2021	List to Department 12/10/21
Police Officer	P-01	12/20/2021	List to Department 12/10/21
Lead Public Safety Dispatch Telecommunicator	G-C	11/8/2021	List Established 8/17/21
<b>20008 Parking Services</b>			
Parking Facilities Technician	T-10	10/27/2019	Filled as Part-Time
<b>302 Public Works Engineering</b>			
Civil Engineer - Traffic Asset	L-E	8/1/2020	List to Department 11/30/21
<b>312 Public Works Highway</b>			
Highway Planning and Program Manager	L-C	12/28/2020	Job Description Under Review
Laborer	T-4	12/13/2021	List to Department 1/28/20
<b>345 Public Works BC&amp;M</b>			
Building Maintenance Mechanic	T-8	9/17/2021	Re-Posted

<b>Department and Job Description</b>		<b>Grade</b>	<b>Vacancy Date</b>	<b>Comments</b>
	Carpenter	T-08	11/17/2021	Transfer Posted
	Building Inspection - DPW Staff Assistant	G-D	12/27/2021	To be Posted
<b>361 Sewer Division</b>				
	Sewer Plant Operator I	T-7	1/1/2022	Written Exam 1/14/22
	Sewer Plant Operator II	T-12	4/1/2019	List to Department 12/1/21
	Sewer Collection Repairperson	T-9	11/9/2020	To be re-posted
	Process Control Manager	L-C	1/23/2018	Position cannot be filled at this time
<b>380 Fleet</b>				
	Heavy Duty Mechanic Technician	T-13	4/24/2021	Job Description Under Review
<b>405 Health Department</b>				
	Business Office Manager	L-E	12/20/2021	List to Department 1/6/22
<b>Nathaniel Witherell</b>				
	Director of Facilities Operations, NW	L-B	12/15/2021	Posted
	Business Services Administrator	L-D	1/1/2022	Posted
	Building Maintenance Mechanic, NW	TNW	4/19/2021	Re-Posted
	Building Maintenance Mechanic, NW	TNW	6/1/2021	Re-Posted
	Patient Care Coordinator	H-4	1/1/2022	Awaiting request to fill
<b>BOE - Administration</b>				
	PPS Data Specialist @ Havemeyer	G-D	3/25/2019	Grant Funded Position on Hold
	Asst. to Deputy Superintendent @ Havemeyer	G-A	1/1/2020	Position on Hold
	IT Support Technician @ Glenville	G-C	8/24/2021	List to Department 10/4/21
	PHN School Nurse	N-1	12/13/2021	Conditional Offer Pending
	Administrative Staff Assistant II @ North Street School	G-D	12/17/2021	Transfer Posted
<b>BOE - Operation of Plants</b>				
	Custodian II @ Parkway	T-07	7/1/2021	Performance Exam being scheduled
	Custodian II @ North Street	T-07	8/30/2021	Performance Exam being scheduled
	HVAC Lead Mechanic	T-12	1/1/2022	List to Department 12/29/21
<b>BOE - Food Services</b>				
	Executive Chef	L-E	N/A	Conditional Offer Pending
<b>822 Parks &amp; Rec</b>				
	Tree Operation Manager	L-C	8/31/2021	Posted

<b>Department and Job Description</b>		<b>Grade</b>	<b>Vacancy Date</b>	<b>Comments</b>
<b>Planning &amp; Zoning</b>				
	Asst. to P&Z Director	G-A	11/5/2021	Job Description Under Review
<b>701 Greenwich Library</b>				
	Library Clerk	G-E	9/27/2021	List to Department 4/28/21
	Library Clerk	G-E	12/24/2021	List to Department 4/28/21
	Librarian III	L-C	2/1/2021	Awaiting request to fill
<b>Perrot</b>				
	Head of Youth Services, Librarian III	L-C	1/3/2022	List to Department 12/2/21
<b>905 Fire Department</b>				
	Firefighter	F-01	8/23/2021	Conditional Offer Pending
	Firefighter	F-01	10/1/2021	Conditional Offer Pending
<b>Total Vacant Positions</b>		<b>52</b>		
<b>Upcoming Vacancies or Recruitments Underway</b>				
<b>FIRE</b>				
	Firefighter	F-01	2/1/2021	Conditional Offer Pending
<b>Greenwich Library</b>				
	Librarian I	L-F	2/1/2022	Awaiting request to fill
	Library Technical Assistant	G-C	2/1/2022	Transfer Posted
<b>NW</b>				
	Associate Director of Nursing	H-2	4/1/2022	Awaiting request to fill
	Assistant Director of Nursing	H-3	2/1/2022	Awaiting request to fill
<b>Police</b>				
	Police Lieutenant	P-03	N/A	Written Exam 11/17/21; Oral Exam 2/8/22
	Property & Evidence Clerk	G-C	2/1/2022	Job Description Under Review

**TOWN OF GREENWICH**  
**WORKER'S COMPENSATION ANALYSIS**  
**FY 21-22 @ December 29, 2021**

#	PERIOD COVERED	MONTHLY	Y-T-D	BUDGET	Y-T-D	VARIANCE
1	July 7, 2021	\$15,635.87		\$34,135.00		
2	July 14, 2021	\$42,533.19		\$34,135.00		
3	July 21, 2021	\$40,065.39		\$34,135.00		
4	July 28, 2021	\$1,818.54		\$34,135.00		
	sub-total	\$100,052.99	\$100,052.99	\$136,540.00	\$136,540.00	\$36,487.01
5	August 4, 2021	\$17,455.81		\$34,135.00		
6	August 11, 2021	\$17,041.17		\$34,135.00		
7	August 18, 2021	\$30,881.58		\$34,135.00		
8	August 25, 2021	\$16,697.02		\$34,135.00		
	sub-total	\$82,075.58	\$182,128.57	\$136,540.00	\$273,080.00	\$90,951.43
9	September 1, 2021	\$41,263.00		\$34,135.00		
10	September 8, 2021	\$11,321.29		\$34,135.00		
11	September 15, 2021	\$129,896.72		\$34,135.00		
12	September 22, 2021	\$25,087.36		\$34,135.00		
13	September 29, 2021	\$27,741.34		\$34,135.00		
	OPEB Transfer	-\$61,080.37				
	sub-total	\$174,229.34	\$356,357.91	\$170,675.00	\$443,755.00	\$87,397.09
14	October 6, 2021	\$27,708.89		\$34,135.00		
15	October 13, 2021	\$25,583.48		\$34,135.00		
16	October 20, 2021	\$21,846.04		\$34,135.00		
17	October 27, 2021	\$29,065.60		\$34,135.00		
	sub-total	\$104,204.01	\$460,561.92	\$136,540.00	\$580,295.00	\$119,733.08
18	November 3, 2021	\$19,017.05		\$34,135.00		
19	November 10, 2021	\$36,091.10		\$34,135.00		
20	November 17, 2021	\$542,618.41		\$34,135.00		
21	November 24, 2021	\$22,193.37		\$34,135.00		
	sub-total	\$619,919.93	\$1,080,481.85	\$136,540.00	\$716,835.00	-\$363,646.85
22	December 1, 2021	\$21,105.29		\$34,135.00		
23	December 8, 2021	\$16,527.56		\$34,135.00		
24	December 15, 2021	\$15,442.95		\$34,135.00		
25	December 22, 2021	\$18,625.69		\$34,135.00		
26	December 29, 2021	\$30,147.30		\$34,135.00		
	OPEB Transfer	-\$583,005.75				
	sub-total	-\$481,156.96	\$599,324.89	\$170,675.00	\$887,510.00	\$288,185.11

**TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION  
HUMAN RESOURCES COMMITTEE  
REGULAR MEETING MINUTES**

Cone Room  
Tuesday, December 14, 2021

Committee

Present: Karen Fassuliotis, Committee Chair; William Drake, Miriam Kreuzer, Elizabeth K. Krumeich

Staff: Erica Mahoney, Ass't Director, Human Resources (HR Dept); Peter Mynarski, Comptroller; Mary Pepe, Director, HR Dept

Guest: Nisha Arora, BET-Elect

Committee Chair, Ms. Fassuliotis, called the meeting to order at 8:30 A.M.

**HR Reports**

• **Vacancy and posted Vacant Position Listings**

Ms. Pepe highlighted the following items from the written HR Department's Vacancy Report.

- **Statistician** – Due to retirement and succession planning, the Assessor's Office exchanged the vacant position of Assistant Assessor for an immediate need, a Statistician. The position title and job description have been rewritten during the process of approval for the change.
- **Heavy Duty Mechanic Technician** – The Fleet Department is reviewing the job description with the intention of downgrading the job title and position grade to lesser mechanical skills that would reduce costs and build a support team for less demanding repairs.
- **Director of Facilities** – The Director of Facilities for The Nathaniel Witherell (TNW) resigned his position. TNW management anticipates posting this position in January 2022.
- **Social Worker** – Due to a promotion at TNW, its staffing requires the addition of a part-time social worker.
- **Certified Nursing Assistant** –The staffing model was subject to changes to address certain units that needed greater support. Two grievances were filed by Local 456 International Brotherhood of Teamsters (Teamsters). One grievance alleged outsourcing contract work. The other grievance states that the employees were working full-time hours (35 hours a week) but being paid part-time wages. TNW is also recruiting a full-time CNA.

• **Unemployment**

The Committee asked if unemployment costs were related to COVID-19 absences. It was explained that a state/Federal credit of 75% was stopped in September. The footnotes will be adjusted to clarify the numbers in the report are gross off all credits.



- **Workers' Compensation Report**

Mr. Mynarski reported at 22-week into the fiscal year, the Workers' Compensation Fund was trending well with a surplus balance of \$210,722.

**Old Business**

- **Human Resources Update**

**Town** - Ms. Pepe remarked that 75% of employees volunteered information about receiving COVID-19 vaccinations. The Health Department continues to recommend wearing masks in Town Hall. On a case-by-case basis, religious accommodations have been extended to some TNW employees. Currently there are no notable negative budgetary repercussions due to unvaccinated employees.

- **Board of Education** – BOE Director of Human Resources Shamain Johnson did not attend the meeting. The Committee requested additional information from the BOE Human Resources Department on the number of vaccinated BOE employees and the number undergoing weekly testing for COVID-19 rather than being vaccinated.

**Approval of BET HR Committee Meeting Minutes**

Ms. Kreuzer made a motion, seconded by Mr. Drake, to approve the Minutes of October 13, 2021, Regular BET Human Resources Committee Meeting together with her amendments and the Committee voted 4-0-0. Motion carried.

Ms. Kreuzer made a motion, seconded by Mr. Drake, to approve the Minutes of November 8, 2021, Regular BET Human Resources Committee Meeting and the Committee voted 4-0-0. Motion carried.

**Chair's Remarks**

The Chair thanked Ms. Krumeich for her contribution to the HR Committee work upon her retirement from the BET and the Committee.

**Adjournment**

Mr. Drake made a motion, seconded by Ms. Kreuzer, to adjourn the meeting at 9:14 A.M. Motion carried.

Respectfully submitted,

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Catherine Sidor, Recording Secretary

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Karen Fassuliotis, HR Committee Chair

Next Meeting – Wednesday, January 12, 2022, at 8:30 A.M. which will be either a virtual meeting, hybrid or in-person meeting depending on the status of COVID-19 and any COVID-19 instructions.

SUBJECT TO APPROVAL