1. BET HR Comm. Meeting Documents

Documents:

BET_HR_COMM_MTG_AGENDA_05-14-08.PDF
SUB_TO_APP_BET_HR_COMM_MTG_MINUTES_05-14-08.PDF
AGENDA

1. Approval of Human Resources Committee April 16, 2008 Meeting Minutes

2. Discussion of 2008-2009 TOO: Full Time Funded (FTF) and Full Time Equivalent (FTE) Employees

3. Review of HR Schedules Prepared by the HR and Finance Departments

4. Progress Update: M/C Pay Plan Compensation Study

5. Update: Policy Manual and Training
Present: Committee: Leslie Tarkington, Chairman
Nancy Barton, Michael Mason, William Kelly

Other: Peter Mynarski, Comptroller
Maureen Kast, Human Resources Director
Dr. Ellen Flanagan, BOE, Human Resources Director
Al Cava, Director of Labor Relations

The meeting was called to order at 8:03 A.M.

1. Approval of Human Resources Committee April 16, 2008 Meeting Minutes:
On a motion by Michael Mason, seconded by Nancy Barton, the Committee voted 4-0-0 to accept the April 16, 2008 minutes as amended.

2. Discussion of 2008-2009 TOO (Table of Organization): Full time Funded and Full Time Equivalent Employees
Leslie Tarkington distributed the draft TOG Full Time Equivalent Employee Worksheet.

Maureen Kast responded to several questions from the Committee:
- Number of Part-time Unrepresented Employees – 565 including 365 substitute teachers
- Number of GMEA Employees – 139 approximately
  - Sixteen to twenty-five hours a week
  - Permitted over twenty five hours per week for short periods
  - No medical benefits, except GEA - approximately 68 people
  - Holiday, vacation and sick time pro-rated based on work days
- Regular Part Time workers include Elected Officials, GMEA, GEA, Baby LIUNA, LIUNA, Public Health Nurses and Teamsters - total 342

The worksheet will be updated for the additional information. After being reviewed by the Committee at the June meeting, it will be forwarded to Roland Gieger for calculation of Town FTE employees.

Maureen Kast presented information on Seasonal, Temporary or Unrepresented Employees for 2008 – 2009 and the GMEA contracts with employee category descriptions, rights and policies. After an inquiry, Ms. Kast stated that the documents did not include Nathaniel Witherell employees. They have a different hourly workweek based on thirty-seven and one half hours, as of their July 2007 contract.
Al Cava joined the meeting at 8:47 A.M.

A discussion ensued regarding the need for revising the policy manual for the employment of relatives’ policy. Ms. Kast explained that seasonal part-time employees must now complete a TOG Employment Application, due to the Federal Government’s I-9 (Immigration Naturalization Form) requirement.

Ellen Flanagan excused herself at 8:51 A.M. Al Cava excused himself at 8:54 A.M.

Mr. Kelly requested that reports usually distributed to the HR Committee Members during meetings, be emailed or sent to members prior to the meeting.

3. Review of Human Resources Schedules prepared by the HR and Finance Departments

Maureen Kast supplied and reviewed the Vacant Position Listing, Severance/Settlement Agreements 2006 – 2008, and the Position Reclassification, Upgrade, Reorganization reports. An executive search firm is being used to fill the DPW Commissioner vacancy. Ms. Kast said the use of an executive search firm creates a fair, unbiased process. The value of succession planning was discussed.

Mr. Kelly questioned whether settlements are reviewed by the Budget Committee. Mr. Mason stated no, but it is looking into reviewing settlements in the future. Ms. Kast added that without a change in the stated policy regarding severance and settlements, the appointing authority does not have to bring these agreements to the BET if they are able to fund them out of the current fiscal year’s budget for personnel (100 accounts).

4. Progress Update: M/C Pay Plan Compensation Study

Maureen Kast provided a progress update. She expects a schedule or time line of next steps will be established and that at the May or June regular BET meeting, that the Hay Group will review its proposed recommendations with the BET in executive session.

5. Update: Policy Manual and Training

Maureen Kast informed the group that ADL has been contacted for diversity training and that the RFP for the Policy Manual is in process.

Upon a motion by William Kelly, seconded by Nancy Barton, the Committee voted 4-0-0 to adjourn the meeting at 9:26 A.M.

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Leslie L. Tarkington, HR Committee Chairman

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Elaine JV Brown, Recording Secretary