

1. BET HR Committee Webinar Agenda

Documents:

[BET - HR COMM WEBINAR AGENDA - 11-9-2020.PDF](#)

2. BET HR Committee Webinar Agenda Packet

Documents:

[BET - HR COMM WEBINAR AGENDA PACKET - 11-9-2020.PDF](#)



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

**HUMAN RESOURCES COMMITTEE VIRTUAL MEETING
Monday, November 9, 2020 - 8:30 A.M.**

Join Zoom Webinar

<https://greenwichct.zoom.us/j/82867722915?pwd=bzlnC0tTNkVGOXIQbSthVW9LQ0V2dz09>

Password: 7262028

Or iPhone one-tap: US: +16465189805,,82867722915#,,1#,7262028#

Or Telephone: Dial (for higher quality, dial a number based on your current location):

US: +1 646 518 9805

Webinar ID: 828 6772 2915

Password: 7262028

AGENDA

- HR Reports:
 - Vacancy Report

- Old Business:
 - Human Resources COVID-19 Update
 - Town
 - Board of Education

 - Board of Education
 - Request for an addition of 2 custodians

- New Business
 - BOE Student Headcount and Faculty Requirements

- Approval of BET HR Committee Meeting Minutes of October 14, 2020

- Adjournment

Next Meeting – Tuesday, December 15, 2020, at 8:30 A.M. either a virtual meeting or in the Cone Meeting Room, Town Hall

The Town complies with all applicable federal and state laws regarding non-discrimination, equal opportunity, affirmative action, and providing reasonable accommodations for persons with disabilities. If you require an accommodation to participate, please contact the Commissioner of Human Services at 203-622-3800 or demetria.nelson@greenwichct.org as soon as possible in advance of the event.



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Town of Greenwich

Vacant Position Listing - November 2020

Department and Job Description	Grade	Vacant Since	Comments
105 First Selectman's Office			
109025 Senior Management Analyst	M&C	9/14/2020	Start Date 11/23/20
106 Purchasing			
106002 Procurement Specialist	L-G	1/24/2020	Start Date 11/23/20
109 Human Resources			
109022 HRIS Administrator	L-C	7/18/2019	Consultant temporarily overseeing functions; Posted
130 Finance			
130026 Internal Audit Manager	L-B	8/21/2019	Position on hold
135 Tax Assessor			
135002 Assistant Assessor	M&C	12/2/2019	Position on hold
140 Law Department			
140002 Asst. Town Attorney 3	AT-3	3/1/2020	Awaiting Request to Fill
140010 Legal Assistant 1	G-D	4/1/2020	Awaiting Request to Fill
217 Police Department			
217005 Police Officer	P01	8/2/2020	Conditional Offer Pending
217005 Police Officer	P01	9/1/2020	Conditional Offer Pending
217005 Police Officer	P01	11/1/2020	Department Interviewing 11/10/20
20008 Parking Services			
219006 Parking Facilities Technician	T-10	10/27/2019	Filled as Part-Time on trial basis (9/1/20)
219008 Parking Enforcement Officer	G-E	11/5/2020	Posted
302 Public Works Engineering			
302006 Engineering Technician	G-A	8/1/2020	Position under review
312 Public Works Highway			
312001 Highway Division Manager	L-A	8/1/2019	List to Department 10/23/19; Filled on Interim Basis
312004 Highway Foreman	T-13	7/26/2020	Position cannot be filled at this time
312040 Highway Laborer	T-04	10/16/2020	List to Department 10/20/20
318 Public Works - Traffic Division			
318011 Traffic Ops Coordinator	G-B	7/25/2019	Position Under Review
345 Public Works - BC&M			

Department and Job Description		Grade	Vacant Since	Comments
345024	Lead Painter	T-9	6/1/2020	Awaiting Request to Fill
345006	HVAC Repair/Main	T-11	6/1/2020	Written Exam 7/30/20; Performance Exam to be Scheduled
345007	Carpenter Foreman	T-11	9/5/2020	Performance Exam to be Scheduled
351 Building Inspection				
351014	Building Inspection/DPW Staff Assistant	G-D	12/8/2019	Position on Hold
361 Sewer Division				
361010	Sewer Plant Operator 2	T-12	7/7/2017	Re-Posted
361010	Sewer Plant Operator 2	T-12	4/1/2019	Re-Posted
361019	Maintenance Mechanic 2 (Sewer)	T-08	8/31/2020	Posted
361002	Process Control Manager	L-C	1/23/2018	Position cannot be filled at this time
380 Fleet				
380007	Heavy Duty Mechanic Technician	T-13	7/1/2020	Re-Posted
405 Health Department				
405003	Environmental Hygienist	G-A	6/22/2020	Conditional Offer Pending
415003	Public Health Nurse 1	HDN	6/1/2020	List to Department 10/14/20
425001	Laboratory Director	L-C	7/1/2020	List to Department 7/24/20
450 Nathaniel Witherell Nursing				
457001	Staff Nurse, RN	H01	9/21/2020	Awaiting Request to Fill
460110	MDS Coordinator	H04	6/16/2020	Conditional Offer Pending
460007	Special Services, R.N. (Infection Control)	H04	8/28/2020	Conditional Offer Pending
502 Human Services				
502003	Human Services Provider I (Bilingual Spanish)	L-F	10/19/2020	To be Posted
BOE - Administration				
6010097	Media Assistant @ GHS	G-E	11/25/2019	Position on Hold
6010048	Media Assistant @ Central Middle School	G-E	1/6/2020	Position on Hold
6010051	PPS Data Specialist @ Havemeyer	G-D	3/25/2019	Grant Funded Position on Hold
6010098	Asst. to Deputy Superintendent @ Havemeyer	G-A	1/1/2020	Position on Hold
6010052	IT Support Technician @ Eastern Middle School	G-C	7/1/2020	Posted
6010071	Administrative Assistant - School @ GHS Folsom House	G-B	8/1/2020	Posted
6010054	Administrative Staff Assistant 2 @ Eastern Middle School	G-D	8/31/2020	List to Department 9/25/20

Department and Job Description		Grade	Vacant Since	Comments
6010132	Administrative Assistant - School @ GHS (Student Activities)	G-B	11/1/2020	Transfer Posted
BOE - Operation of Plants				
6020016	Custodian II @ GHS	T-7	9/20/2020	Start Date 11/9/20
6020074	Building Maintenance Mechanic	T-08	7/22/2019	List to Department 9/3/20
6060003	School Health Nurse I @ New Leb	N11	7/1/2020	Filled by temporary reassignment; Posted as School Health Nurse II
BOE - Food Services				
6080099	Food Services Manager K-8	L-E	10/1/2019	Position on Hold
6010098	Food Service Manager - GHS	L-E	8/1/2020	Position on Hold
822 Parks & Rec				
822015	Park Gardener I	T-4	3/1/2020	List to Department 2/21/20
822002	Park Foreman	T-13	10/1/2020	Posted
833002	Island Caretaker	T-07	6/1/2020	Posted
905 Fire Department				
205018	Fire Fighter	F-01	4/1/2020	Conditional Offer Pending
205018	Fire Fighter	F-01	10/1/2020	Conditional Offer Pending
205018	Fire Fighter	F-01	10/1/2020	Conditional Offer Pending
Total Vacant Positions		52		
Upcoming Vacancies or Recruitments Underway				
BOE				
	Administrative Staff Assistant II - Bilingual Spanish@ Western Middle School (10 months)	G-D	12/1/2020	Written Exam 11/12/20
	Accounting Clerk I @ Havemeyer	G-E	12/1/2020	To be Posted
	Network Specialist @ Havemeyer	L-E	1/1/2021	To be Posted
HR	Payroll Manager	L-B	11/18/2020	Posted
Fire	Deputy Chief of Training	F05	12/1/2020	To be Posted

**TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION**

**HUMAN RESOURCES COMMITTEE
REGULAR MEETING MINUTES**

Tuesday, October 14, 2020
Virtual Webinar

Committee

Present: Karen Fassuliotis, Committee Chair; Debra Hess, Miriam Kreuzer, Elizabeth K. Krumeich

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

Board: Michael Mason, Board of Estimate and Taxation (BET) Chairman; Andy Duus, Laura Erickson, Leslie Moriarty

BOE/GPS: Shamain Johnson, Director, HR, Greenwich Public Schools (GPS); Sean O'Keefe, Chief Operating Officer, GPS; Regina Williams, Ass't Director, HR, GPS

RTM: Lucia Jansen, (D-7), Representative Town Meeting (RTM) Budget Overview Committee, Chair; Danyal Ozizmir, (D-5), RTM Budget Overview Committee, Vice Chair; Labor Contracts Committee, Chair

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

HR Reports

• **Vacancy Report – Town and BOE**

Ms. Pepe, HR Director, highlighted items from the HR Department's written report:

- Assistant Fire Chief. A recommendation has been forwarded to Board of Selectmen for their approval
- Senior Business Analyst – Recruitment is ongoing.
- Executive Assistant to the Comptroller, Finance Department. A conditional offer has been made.
- Police Department Probationary Officer (Academy graduate). This position has been filled and the individual will be replacing a Police Officer who has retired.
- Health Department Environmental and Laboratory Director. Candidates being interviewed.
- Health Department Dental Hygienist. Recruitment is ongoing
- Human Services Program Director. An individual has been offered the position and has accepted with a start date October 19, 2020; A Bi-lingual Provider to be posted to replace the individual who was promoted.

- **Unemployment Report - Town**

Ms. Pepe commented that CT State Unemployment Dept reports have not been received since May. Substitute teachers have been filling classroom position which may have future impact on Town Unemployment Claims. Ms. Pepe reminded the Committee that claims filed under COVID-19 as the reason for unemployment are 50% reimbursable from the State through December 31, 2020.

- **Unemployment Report - BOE**

Ms. Johnson, BOE HR Director, and Ms. Williams, BOE Ass't Director HR, informed the Committee that there were 47 teacher retirements and resignations since July 1, 2020 and 32 teachers on leave under the Family Medical Leave Act (FMLA). Unemployment claims for the BOE are expected to appear on the updated CT State Dept of Unemployment reports for June, July, August, and September that have not yet been received by the Town HR Dept.

- **Workers' Compensation Claims**

Mr. Mynarski directed the Committee's attention to a large claim that was settled in September. He noted that since the individual was no longer a Town employee, a settlement could be negotiated, which then resulted in the expense being transferred to the Other Post Employment Benefit (OPEB) Trust. He pointed out that the transfer to the OPEB Trust also reduced the future annual Town contribution to Worker's Compensation and will be reflected in the annual Audit. A surplus of \$93,333.06 remained in the Workers' Compensation account. Ms. Krumeich requested that the Committee be provided with a compilation of Workers Compensation settlements. Ms. Pepe and Mr. Mynarski indicated that they would provide the information after consulting with the attorney representing Connecticut Interlocal Risk Management Agency (CIRMA) on behalf of the Town to determine how any HIPPA-restricted information could be redacted.

Old Business

- **Human Resources COVID-19 update**

- **Town** – Ms. Pepe reported that the Town Hall was now open to “walk-in traffic” from 8 AM to 1 PM and the Town would be monitoring individuals to assure that COVID-19 protocols were being observed within the building. Town Hall would also be open from 1 PM to 4 PM by appointment only. Some employees have expressed concern about visitor compliance with COVID-19 protocols and have asked the HR Department for guidance with enforcing compliance protocols. Ms. Pepe commented that employees have been advised that they could request that their supervisor to speak with an individual to request adherence with COVID-19 protocols. Every Department has protocols in place to contact the police and a police vehicle is stationed in the public parking lot adjacent to Town Hall, should law enforcement intervention become necessary.

- **Board of Education** – Ms. Johnson reported that PPE and cleaning materials were in adequate supply. She also noted that in some schools, windowed administrative staff office space has been re-allocated to cohort classrooms. Both the staffing and environment planning tactics put in place by the School Administration appear to be working well, despite the number of students in the classroom being fluid. As parents and students reconsider their early remote-learning decisions. Faculty have been encouraged to use outdoor space when possible.
 - **Enrollment** There are currently 8,792 students enrolled in the school district, of which 1,472 were exclusively learning remotely. The largest remote-learning population were in the elementary schools.
 - **Staffing** – 52 teachers were working remotely, 32 qualified for ADA accommodations and 11 teachers were “new hires”.
 - **Substitute Staffing** - Both long-term and per diem substitutes are consistently being sought. Special Education and special programs such as music are a challenge to staff which makes recruitment a continuing process.

- **Labor Contracts Update**

Ms. Pepe reported that two unions (LIUNA and UPSEU) have ratified their labor contracts which have already been reviewed by the RTM Labor Contracts Committee. The GMEA contract has not yet been ratified, but is expected to be ratified once union members are able to meet. The collective bargaining agreement with the Firemen’s union is currently in arbitration. The labor contract with the Teamsters union will be going to arbitration.

New Business

- **Discussion and vote on BOE request to add 2 full time Custodians**

Mr. O’Keefe presented a justification for the request for two full-time custodians as a less expensive solution to mounting overtime costs due to additional COVID-19 cleaning processes, vacation, and sick leave. The Committee asked if there was any offset to account for the additional headcount and Mr. O’Keefe indicated that there would not be. The Committee requested that Mr. O’Keefe provide a breakdown of the salary and benefits of the new hires and analyze the anticipated cost savings as a result of these hires for discussion at the full BET meeting.

Upon a motion by Ms. Hess, seconded by Ms. Kreuzer, the Committee voted 4-0-0 to recommend conditional approval of the BOE request for two new custodians as a Non-Routine Application subject to the receipt of a cost/benefit analysis. Motion carried.

Approval of BET HR Committee Meeting Minutes

Upon a motion made by Ms. Hess, seconded by Ms. Kreuzer, the Committee voted 4-0-0 to accept the Minutes of the Regular Meeting of the HR Committee of July 15, 2020, subject to the amendment of scrivener errors. Motion carried.

Upon a motion made by Ms. Hess, seconded by Ms. Kreuzer, the Committee voted 4-0-0 to accept the Minutes of the Regular Meeting of the HR Committee of September 15, 2020. Motion carried.

Adjournment

Upon a motion by Ms. Kreuzer, seconded by Ms. Hess, the Committee voted 4-0-0 to adjourn the meeting at 10:12 A.M. Motion carried.

The next Regular Meeting of the BET Human Resources Committee is scheduled for Monday, November 9, 2020 at 8:30 A.M. The Meeting will either be a virtual meeting or in the Cone Room, 2nd Floor, Town Hall.

Respectfully submitted,

Catherine Sidor, Recording Secretary

Karen Fassuliotis, HR Committee Chair