

1. BET HR Comm. Meeting Agenda 11-9-2022

Documents:

[BET HR COMM MEETING AGENDA 11-9-2022.PDF](#)

2. BET HR Comm. Meeting Packet 11-9-2022

Documents:

[BET HR COMM MEETING PACKET 11-9-2022.PDF](#)



**TOWN OF GREENWICH  
BOARD OF ESTIMATE & TAXATION  
HUMAN RESOURCES COMMITTEE  
REGULAR MEETING  
Mazza Room**

**Wednesday, November 9, 2022 - 8:30 A.M.**

**AGENDA**

1. Review the Responsibilities of this Committee in Relation to HR Matters in Public Schools, including TOO and Cabinet Positions
2. Request for Proposal (RFP) for a review of management and confidential salaries and benefits
3. Update on Greenwich Public Schools hiring practices investigations
4. HR Reports
  - Vacant and Posted Vacant Position Listings
  - Workers Compensation Expense Report
5. New Business
  - None
6. Approval of Minutes
  - October 12, 2022
7. Adjournment

Next Meeting – Thursday, December 8, 2022, at 8:30 AM in the Cone Room.



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**The Human Resources Committee**

Four members (two from each party) shall be appointed biennially in January at the Organizational Meeting by the Chair of the BET. The BET Chair will designate one such appointee from the majority party to serve as Chair of the Human Resources Committee. The Human Resources Committee shall have responsibility for developing recommendations for BET action within the scope of its powers regarding human resources and retirement administration. In developing such recommendations, the Committee shall consider the constraints that may affect its decisions, such as the terms of an existing labor agreement or state statutes. Recommendations concerning retirement issues shall be developed by the committee for BET consideration and action and shall reflect a proper exercise of the powers of the BET under the Town's Charter. The Human Resources Committee concerns regarding human resources are monetary, therefore requiring an evaluation of its fiscal implication on the Town's budget and tax rate.

The Human Resources Committee shall meet to consider all matters referred to it by the Human Resources Department, the Chair of the BET, or any of its members and promptly report thereon.

It shall review the level of compensation of Town employees annually and make recommendations to the BET on any changes. It shall review, as needed, Town job descriptions, salary ranges, and hiring points in the market place with comparable or nearby communities.

In order to assist the Budget Committee in its deliberations for the new fiscal year, the Human Resources Committee shall consider all requests for new positions and reclassifications and possible changes in associated overtime and part time costs, and present a report of its recommendations to the Budget Committee and the full BET prior to departmental budget presentations.

The Committee shall also consider interim requests for changes in positions and present its recommendations to the BET for its action.

**The Audit Committee**

Four members (two from each party) shall be appointed biennially in January at the organizational meeting by the Chair of the BET. The BET Chair will designate one such appointee from the majority party to serve as Chair of the Audit Committee. The Audit Committee shall have those powers

**TOWN OF GREENWICH, CT**  
**REQUEST FOR PROPOSAL DEADLINE: Date/Time**  
**M&C COMPENSATION REVIEW**

**Background**

The Town of Greenwich Purchasing Department on behalf of the Board of Estimation and Taxation is soliciting proposals for a review of the Managerial and Confidential (M&C) Salary Plan.

M&C Employees of the Town of Greenwich hold the approximately 57 positions which are not represented by a union. The group consists primarily of senior level directors and professionals. The current salary plan was created around 2009 and was reviewed in 2013. Since that time there has been no review of the plan to determine its appropriateness in keeping current with market trends and in regard to the compensation of comparable or lesser positions at the Town and the Board of Education.

Nor is there any specific policy in regard to M&C salary and benefits. The Town is requesting proposals for Provider(s) to:

- Evaluate the current M&C salary structure for both Town and Board of Education employees to determine its relevance in comparison to current market values in the Fairfield County, Connecticut and Westchester County, New York regions.
- Evaluate the current salary structure for the Board of Education Cabinet in comparison to current market values in the Fairfield County, Connecticut and Westchester County, New York regions.
- Evaluate the current M&C salary structure in regard to internal parity specifically in relation to those Town union positions which are comparable to the M&C positions and to the Cabinet and GOSA positions at the Board of Education.

**DURATION OF PROPOSAL**

The proposal will remain in effect for a minimum of ninety (90) calendar days from the deadline for submission of the proposal or until it is formally withdrawn, a contract is executed, this RFP is canceled, whichever occurs first.

**CONTRACT TERM**

The initial term of the Contract shall be one (1) year.

**PRESENTATIONS**

Selected Respondents may be required to present their proposals to the Evaluation Committee. The costs of such presentations and interviews shall be borne solely by the Respondents.

## **PROPOSAL FORMAT AND REQUIREMENTS**

Respondent shall submit **one (1)** original and **three (3)** copies along with **one (1)** Flash Drive of the complete proposal.

## **EVALUATION PROCESS**

All responsive proposals received will be evaluated by the Evaluation Committee using the following criteria:

<b>CRITERIA</b>	<b>MAXIMUM POINTS</b>
Proposed Cost of Services	30
Respondent's qualifications and experience	25
Proposed Approach	25
Proposal Content and Delivery	20
<b>TOTAL</b>	<b>100</b>

## **EVALUATION COMMITTEE**

The Evaluation Committee will be comprised of **no less than seven (7) members.**

The finalists may be interviewed by the Evaluation Committee. The interviews will be graded, and the finalists will be ranked based on the grades they receive for the interviews.

Exceptions raised by the highest-ranked finalist (if any) will need to be reconciled to the mutual satisfaction of both parties.

If the Town elects to make an award for this service, the highest-ranked responsive finalist will receive the award.

## **SCOPE OF SERVICES**

- Evaluate the current M&C salary structure and benefits (total compensation) **for both Town and Board of Education employees** to determine its relevance in comparison to current market values in the Fairfield County, Connecticut and Westchester County, New York regions. Include historical 5 year growth for both Greenwich and comparative regions.
- Evaluate the current salary structure for the Board of Education Cabinet and Management and Confidential employees in comparison to current market values in the Fairfield County, Connecticut and Westchester County, New York regions. Include historical 5 year growth for both Greenwich and comparative regions.

- Evaluate the current M&C salary structure in regard to internal parity specifically in relation to those Town union positions which are comparable to the M&C positions and to the Cabinet and GOSA positions at the Board of Education.
- [The services to include a draft policy to be considered and adopted by the Town. This policy would set parameters for salary and benefits \(total compensation\) for Town M&C employees, Board of Education M&C employees and Board of Education cabinet positions.](#)

**OPTIONAL (To be bid as a separate, optional component)**

- Evaluate the total compensation of both Town and Board of Education M&C employees to determine its relevance in comparison to current market values in the Fairfield County, Connecticut and Westchester County, New York regions and in relation to those Town union positions which are comparable to the M&C positions and to the Cabinet and GOSA positions at the Board of Education.

**AVAILABLE INFORMATION**

Management and Confidential Salary Schedules, see page 320 of the FY23 Operating Budget:

<https://www.greenwichct.gov/DocumentCenter/View/31768/Final-Budget-2022-2023?bidId=>

Town's Collective Bargaining Agreements are located here:

<https://www.greenwichct.gov/537/Labor-Relations>

**General Information:**

- The Provider shall:
  - Provide an analysis and evaluation of the appropriateness of the current M&C salaries and of the current Board of Education Cabinet salary structure relative to the market area in the Fairfield County, Connecticut and Westchester County, New York regions.
    - Review the current job descriptions, organizational structure and compensation plans of all positions relevant to the study.
    - Identify comparable position matches from both the public and private sector in the relevant market area and gather and provide relevant data in regard to compensation for those positions.
  - Provide an analysis of the internal parity issues in regard to M&C salaries as compared to comparable Town union positions and to Cabinet and GOSA positions at the Board of Education.
  - Make recommendations for addressing issues of disparity.
  - Meet with appropriate personnel and officials as needed.
  - Make presentations of results, if required.

TOWN OF GREENWICH, CT  
REQUEST FOR PROPOSAL #    DEADLINE:  
REPLY SHEET (Page 1 of 8)

FEE STRUCTURE

DRAFT



**Town of Greenwich**

**Vacant Position Listing - November 2022**

<u>Department and Job Description</u>	<u>Grade</u>	<u>Vacancy Date</u>	<u>Comments</u>
<b>600 BOE - Administration</b>			
PPS Data Specialist @ Havemeyer	G-D	3/25/2019	Grant Funded Position on Hold
Food Production Coordinator (10 Month) @ GHS	GF1	10/1/2022	List to Department 10/7/22
Administrative Assistant - General @ Havemeyer (preschool program)	G-B	11/1/2022	Transfer List to Department 10/18/22
Accounting & Medicaid Clerk @ Havemeyer	G-C	11/10/2022	Posted
<b>640 BOE - Operation of Plants</b>			
Building Maintenance Mechanic	T-8	4/1/2021	List to Department 10/27/22
HVAC Repair and Maintenance Mechanic	T-11	4/18/2021	Performance exam being scheduled
Custodian II	T-7	7/1/2022	List to Department 9/29/22
Custodian II	T-7	7/1/2022	List to Department 9/29/22
Custodian II	T-7	7/1/2022	List to Department 9/29/22
Lead Custodian @ WMS	T-10	10/19/2022	List to Department 11/4/22
<b>205 Fire</b>			
Firefighter	F-1	10/20/2022	Conditional Offer Pending for January 2023 Fire Academy
<b>105 First Selectman</b>			
Senior Management Analyst	MC-7	10/17/2022	Posted; Department Interviewing
Executive Assistant to First Selectman	MC-5	11/7/2022	Posted; Department Interviewing
<b>173 Environmental Affairs</b>			
Assistant Director of Environmental Affairs	L-B	4/8/2022	List to Department 10/28/22; Department Interviewing
<b>380 Fleet</b>			
Heavy Duty Vehicle Mechanic	T-12	5/1/2021	Conditional Offer Pending
<b>701 Greenwich Library</b>			
Library Clerk	G-E	12/24/2021	List to Department 11/3/22
Library Clerk	G-E	6/3/2022	List to Department 11/3/22
Library Technical Assistant	G-C	2/1/2022	List to Department 10/18/22
Librarian II (Performing Arts)	L-C	9/25/2022	List to Department 10/17/22
Librarian I/II	L-F/E	11/21/2022	Posted
Librarian III (Business Librarian)	L-C	7/16/2022	Start Date 11/21/22

<b>Department and Job Description</b>		<b>Grade</b>	<b>Vacancy Date</b>	<b>Comments</b>
	Library Innovation Lab Specialist	L-E	9/19/2022	Job Description Under Review; Posted for a Temp
<b>109 Human Resources</b>				
	Payroll Administrator	L-C	10/3/2022	Posted
<b>140 Law</b>				
	Assistant Town Attorney III	L-AIII	11/1/2022	Conditional Offer Pending; Tentative Start Date 12/5/22
<b>450 Nathaniel Witherell</b>				
	Deputy and Nursing Director	MC-8	9/19/2022	Posted
	Associate Director of Nursing	H-2	8/1/2022	Position under review
	Resident Relations Manager	L-C	4/24/2022	Department Interviewing
	Staff Nurse, R.N.	H-5	9/3/2021	Position Under Review for an Acute Care Nurse
	Patient Care Coordinator	H-4	1/1/2022	Position Under Review for an Acute Care Nurse Supervisor Rehabilitation Unit
	Clinical Case Management Liaison	L-D	5/1/2022	Job Description Under Review
	Certified Nursing Assistant (3:30 pm shift)	TNW	7/22/2022	List to Department 10/10/22
	Certified Nursing Assistant (3:30 pm shift)	TNW	10/1/2022	List to Department 10/10/22
	Certified Nursing Assistant (7:30 am shift)	TNW	9/1/2022	Transfer Posted
	Business Services Coordinator	L-F	7/29/2022	Job Description Under Review
	Building Maintenance Mechanic, NW	TNW	6/1/2021	Written Exam 11/10/22
	Housekeeper	NT2	9/30/2022	List to Department 10/28/22
<b>822 Parks &amp; Rec - Parks</b>				
	Park Gardener I	T-4	6/27/2022	List Established 7/15/21
	Park Gardener I	T-4	7/1/2022	List Established 7/15/21
	Park Gardener I	T-4	7/10/2022	List Established 7/15/21
<b>829 Parks &amp; Rec - Trees</b>				
	Tree Climber	T-11	6/5/2022	Conditional Offer Pending
	Tree Climber	T-11	9/20/2022	Written Exam 11/4/22
<b>832/834 Parks &amp; Rec - Marine</b>				
	Dockmaster	T-7	6/1/2022	Performance Exam 11/10/22
<b>710 Perrot</b>				
	Librarian III	L-C	9/5/2022	Position Under Review
<b>212 Police - Dispatch</b>				

<b>Department and Job Description</b>		<b>Grade</b>	<b>Vacancy Date</b>	<b>Comments</b>
	Public Safety Dispatch Telecommunicator	G-D	6/13/2022	Posted
<b>217 Police - Patrol</b>				
	Police Officer	P-01	2/6/2022	Conditional Offer Pending
	Police Officer	P-01	8/1/2022	Conditional Offer Pending
	Police Officer	P-01	8/6/2022	Conditional Offer Pending
	Police Officer	P-01	9/25/2022	Conditional Offer Pending
	Police Officer	P-01	10/1/2022	Conditional Offer Pending
	Police Officer	P-01	11/4/2022	List to Department 7/12/22; Department Interviewing
<b>302 Public Works - Engineering</b>				
	Senior Civil Engineer	L-B	6/3/2022	Job Description Under Review
	Civil Engineer - Highway Asset	L-E	3/28/2022	List to Department 9/8/22
<b>312 Public Works - Highway</b>				
	Laborer	T-4	3/4/2022	Start Date 11/7/22
	Laborer	T-4	9/15/2022	Conditional Offer Pending
	Laborer	T-4	10/1/2022	List to Department 3/10/22; Department Interviewing
	Laborer	T-4	10/1/2022	List to Department 3/10/22; Department Interviewing
<b>345 Public Works - BC&amp;M</b>				
	Project Manager BC&M	L-C	8/29/2022	List to Department 10/14/22
<b>351 Building Inspection</b>				
	Building Construction Inspector	G-A	10/1/2022	List to Department 10/18/22
<b>361 Public Works - Sewer Division</b>				
	Sewer Plant Operator II	T-12	4/1/2019	List to Department 12/1/21
	Process Control Manager	L-C	1/23/2018	Position cannot be filled at this time
	Sewer Collection Repair Person	T-09	2/25/2022	Posted
	Maintenance Mechanic 2 Sewer	T-08	10/23/2022	Posted
<b>Total Vacant Positions</b>		<b>62</b>		
<b>Upcoming Vacancies or Recruitments Underway</b>				
<b>Board of Education</b>				
	Administrative Staff Assistant II @ Cos Cob School	G-D	1/1/2023	Transfer Posted
	Administrative Assistant @ North Street School	G-B	1/1/2023	Transfer Posted
	HR Specialist BOE	L-D	1/1/2023	Job Description Under Review

<u>Department and Job Description</u>	<u>Grade</u>	<u>Vacancy Date</u>	<u>Comments</u>
<b>Commission on Aging</b>			
Senior Center Program Specialist	L-F	12/1/2022	List to Department 10/21/22
<b>Environmental Affairs</b>			
Director of Environmental Affairs	MC-8	12/31/2022	Posted
<b>Fire</b>			
Assistant Fire Chief	MC-8	12/1/2022	Posted
Deputy Fire Chief	F-DFC	12/1/2022	List to Department 6/13/22
<b>Greenwich Library</b>			
Director	MC-9	12/31/2022	Posted; Department Interviewing
<b>Planning and Zoning</b>			
Director of Planning and Zoning/Zoning Enforcement Officer (Town Planner)	MC-11	12/31/2022	Posted; Department Interviewing
<b>Police</b>			
Police Sergeant	P-02	N/A	Written Exam 11/17/22

**TOWN OF GREENWICH**  
**WORKER'S COMPENSATION ANALYSIS**  
**FY 2022-2023 @ November 2, 2022**

#	PERIOD COVERED	MONTHLY	Y-T-D	BUDGET	Y-T-D	VARIANCE
1	July 6, 2022	\$62,365.24		\$32,212.00		
2	July 13, 2022	\$33,001.91		\$32,212.00		
3	July 20, 2022	\$27,037.82		\$32,212.00		
4	July 27, 2022	\$36,394.86		\$32,212.00		
	sub-total	\$158,799.83	\$158,799.83	\$128,848.00	\$128,848.00	-\$29,951.83
5	August 3, 2022	\$37,533.10		\$32,212.00		
6	August 10, 2022	\$39,760.31		\$32,212.00		
7	August 17, 2022	\$10,921.67		\$32,212.00		
8	August 24, 2022	\$24,354.20		\$32,212.00		
9	August 31, 2022	\$30,674.28		\$32,212.00		
	sub-total	\$143,243.56	\$302,043.39	\$161,060.00	\$289,908.00	-\$12,135.39
10	September 7, 2022	\$53,201.31		\$32,212.00		
11	September 14, 2022	\$14,411.44		\$32,212.00		
12	September 21, 2022	\$20,512.19		\$32,212.00		
13	September 28, 2022	\$18,435.96		\$32,212.00		
	OPEB Transfer	-\$72,426.08				
	sub-total	\$34,134.82	\$336,178.21	\$128,848.00	\$418,756.00	\$82,577.79
14	October 5, 2022	\$15,078.86		\$32,212.00		
15	October 12, 2022	\$24,147.28		\$32,212.00		
16	October 19, 2022	\$5,031.21		\$32,212.00		
17	October 26, 2022	\$38,999.42		\$32,212.00		
	sub-total	\$83,256.77	\$419,434.98	\$128,848.00	\$547,604.00	\$128,169.02
18	November 2, 2022	\$20,555.68		\$32,212.00		
19	November 9, 2022	\$32,212.00		\$32,212.00		
20	November 16, 2022	\$32,212.00		\$32,212.00		
21	November 23, 2022	\$32,212.00		\$32,212.00		
22	November 30, 2022	\$32,212.00		\$32,212.00		
	sub-total	\$149,403.68	\$568,838.66	\$161,060.00	\$708,664.00	\$139,825.34
23	December 7, 2022	\$32,212.00		\$32,212.00		
24	December 14, 2022	\$32,212.00		\$32,212.00		
25	December 21, 2022	\$32,212.00		\$32,212.00		
26	December 28, 2022	\$32,212.00		\$32,212.00		
	OPEB Transfer	-\$26,595.95				
	sub-total	\$102,252.05	\$671,090.71	\$128,848.00	\$837,512.00	\$166,421.29

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

**HUMAN RESOURCES COMMITTEE  
REGULAR MEETING MINUTES**

**Mazza Room**

**Wednesday, October 12, 2022 – 8:30 A.M.**

Committee

Present: William Drake, Committee Chair; Miriam Kreuzer, Dan Ozizmir, Stephen Selbst

Staff: Erica Mahoney, Assistant Human Resources Director; Michael Mason, Head of Labor Relations; Peter Mynarski, Comptroller; Mary Pepe, Human Resources Director

BOE: Dr. Jonathan Budd, Greenwich Public Schools Chief Human Resources Officer

BET: Harry Fisher

Committee Chairman Drake called the meeting to order at 8:32 A.M.

**HR Reports**

**1. Request for Proposal (RFP) for a Review of Management and Confidential Salaries and Benefits**

The Committee is seeking a Review of Management and Confidential Salaries and Benefits. A draft RFP was included in the meeting packet. Chairman Drake proposed Mr. Mynarski, Ms. Pepe and Mr. Branyan as well as all four HR Committee members to comprise the Evaluation Committee. Ms. Kreuzer asked Ms. Pepe the number of bids anticipated for this RFP, to which Ms. Pepe replied an estimate of 4-5 bids.

Ms. Pepe estimated costs for this RFP between \$50,000-75,000. Mr. Drake said that it is the total compensation which needs to be evaluated, to which Mr. Selbst said the benchmarking should be done against the DC benefits plan.

Mr. Drake said that the RFP deliverable should be a written policy for M&C salary, benefits and total compensation. Mr. Drake proposed approving the RFP, with a few modifications if needed.

Upon a motion by Mr. Selbst, seconded by Mr. Ozizmir, the Committee voted 4 to 0 to move forward with and adopt the RFP with minor changes.

**2. Review of the Responsibilities of this Committee in Relation to HR Matters in Public Schools, including TOO and Cabinet Positions**

Mr. Selbst noted that he was in communication with Aamina Ahmad, Assistant Town Attorney, to provide the Committee with the scope of authority that the BET has over the Greenwich Public Schools. Mr. Drake asked Mr. Selbst to invite Ms. Ahmad to attend the November HR Committee meeting to provide this information.

### **3. Update from Public Schools on Hiring Practices Investigations**

Dr. Budd is leading the internal investigation, and findings will be brought to the Superintendent of Schools, Dr. Toni Jones. There are currently four external investigations: first by the Town of Greenwich, second by the Commission on Human Rights and Opportunities (CHRO), third by the State of Connecticut Attorney General, and fourth by the Connecticut State Department of Education. Dr. Budd and Assistant Town Attorney Wadler have a meeting with the CHRO this week.

### **4. HR Reports**

- **Vacancy and Posted Vacant Position Listings**

Ms. Pepe stated there are currently three Department Head openings: Director of Environmental Affairs, Town Planner and Director of Greenwich Library. For the Library position, HR department is working with a search firm. There are 2 Assistant Director vacancies within Town Government. One is the Assistant Director of Parks & Recreation which was filled internally and the second is Assistant Director of Environmental Affairs. For the open positions at The Nathaniel Witherell, the HR Department has been working with a search firm to recruit and has proved difficult to fill the positions for Deputy and Nursing Director, and Associate Director of Nursing.

- **Unemployment Report**

At the time of this meeting, the State of Connecticut had still not provided the Town HR Department with the Unemployment Report.

- **Workers Compensation Expense Report**

In response to a question, Mr. Mynarski said that terminated and retired employees are paid out of the OPEB Fund. \$72,426 of payments are for terminated and retired employees. Worker' Compensation costs continue to trend lower.

### **5. Approval of Minutes September 14, 2022**

Upon a motion by Mr. Drake, seconded by Mr. Selbst, the Committee voted 4 to 0 to approve the September 14, 2022 BET HR Committee Regular Meeting minutes, with changes made by Ms. Kreuzer and Mr. Ozizmir.

### **6. Adjournment**

Upon a motion by Mr. Ozizmir, seconded by Ms. Kreuzer, to adjourn the meeting at 9:47 A.M., the Committee voted 4-0-0. Motion carried.

Respectfully submitted,

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Shira Davis, Recording Secretary

SUBJECT TO APPROVAL