

1. BET HR Comm. Webinar Agenda

Documents:

[BET HR COMM. WEBINAR AGENDA_2-24-2021.PDF](#)

2. BET HR Comm. Webinar Package

Documents:

[BET HR COMM. WEBINAR PACKAGE_2-24-2021.PDF](#)

3. SUB_TO_APP_BET HR Comm. Meeting Minutes_02-24-2021

Documents:

[SUB_TO_APP_BET HR COMM MEETING MINUTES_02-24-2021.PDF](#)



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

**HUMAN RESOURCES COMMITTEE
REGULAR MEETING
Wednesday, February 24, 2021 - 8:30 A.M.**

Join Zoom Webinar:
<https://greenwichct.zoom.us/j/82123394962?pwd=cnkzenBoNzI0SjJLR3NrL25XR2lCdz09>
Password: 8395982

Or iPhone one-tap: +16465189805,,82123394962#,,1#,8395982#

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AGENDA

1. HR Reports
 - Vacant and Posted Vacant Position Listings
 - Workers Compensation Expense Report
2. Office of the First Selectman – proposed Economic Development position; discussion and vote
3. Fire Department – Proposed reorganization and Table of Organization; discussion and vote
4. Management Confidential and Elected Official Salary; discussion and vote
5. Adjournment

Next Meeting – Wednesday March 10, 2021, at 8:30 AM virtual meeting

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 - February 2021

<u>Department and Job Description</u>	<u>Grade</u>	<u>Vacant Since</u>	<u>Comments</u>
105 First Selectman's Office			
109025 Collective Bargaining Specialist	MC-8	1/15/2021	Position Under Review
109 Human Resources			
109022 HRIS/Payroll Administrator	L-C	7/18/2019	Consultant temporarily overseeing functions; Updated Job Description Under Review with LIUNA
130 Finance			
130026 Internal Audit Manager	L-B	8/21/2019	Position on hold
135 Tax Assessor			
135002 Assistant Assessor	MC-7	12/2/2019	Position on hold
140 Law Department			
140002 Asst. Town Attorney 3	AT-3	3/1/2020	Position on hold
140010 Legal Assistant 1	G-D	4/1/2020	Position on hold
201 Police General Services			
201006 Director of General Services	MC-7	1/1/2021	Position Under Review
20008 Parking Services			
219006 Parking Facilities Technician	T-10	10/27/2019	Filled as Part-Time on trial basis (9/1/20)
302 Public Works Engineering			
302006 Engineering Technician	G-A	8/1/2020	Position under review
312 Public Works Highway			
312001 Highway Planning and Program Manager	L-C	12/28/2020	Job Description Being Updated
312000 Highway Asset Engineer	L-E	11/13/2020	Conditional Offer Pending
312004 Highway Foreman	T-13	7/26/2020	Position cannot be filled at this time
312040 Laborer	T-4	1/18/2021	Conditional Offer Pending
318 Public Works - Traffic Division			
318011 Communications Specialist - DPW	L-E	7/25/2019	Posted
345 Public Works - BC&M			
345024 Lead Painter	T-9	6/1/2020	Awaiting Request to Fill
345006 Building Maintenance Mechanic	T-8	12/14/2020	Written Exam 2/9/21
345007 Carpenter	T-8	12/14/2020	Written Exam 2/4/21
351 Building Inspection			

Department and Job Description		Grade	Vacant Since	Comments
351007	Building Inspector	G-A	1/1/2021	Conditional Offer Pending
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	Sewer Collection Repairperson	T-9	11/9/2020	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	Written Exam 2/4/21
450 Nathaniel Witherell Nursing				
457001	Staff Nurse, LPN	TNW	9/21/2020	List to Department 1/5/21
457001	Staff Nurse, RN	H01	11/4/2020	Position being eliminated
460109	Medical Records Specialist & Supervisor	L-E	11/30/2020	Job Description Being Updated
460038	Certified Nursing Assistant	N1	1/1/2021	Position being eliminated
460038	Certified Nursing Assistant	N1	1/1/2021	Position being eliminated
460038	Certified Nursing Assistant	N1	2/1/2021	Position being eliminated
502 Human Services				
502003	Human Services Provider I (Bilingual Spanish)	L-F	10/19/2020	List to Department 1/7/2021
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	Conditional Offer Pending
6010006	IT Support Technician @ Glenville Elem School	G-C	1/4/2020	List to the Department 1/13/21
6010103	Accounting Clerk I @ Havemeyer	G-E	12/1/2020	Position under review
BOE - Operation of Plants				
6020074	Building Maintenance Mechanic	T-08	7/22/2019	List to Department 9/3/20
6010091	School Health Services Clerk	G-F	12/7/2020	List to Department 1/14/21
BOE - Food Services				
6080099	Food Services Manager K-8	L-E	10/1/2019	Position on Hold

Department and Job Description		Grade	Vacant Since	Comments
6010098	Food Service Manager - GHS	L-E	8/1/2020	Position on Hold
822 Parks & Rec				
822002	Park Foreman	T-13	10/1/2020	List to Department 12/16/20
833002	Island Caretaker	T-07	6/1/2020	List to Department 1/4/21
833002	Island Caretaker	T-07	12/2/2020	List to Department 1/4/21
701 Greenwich Library				
701104	Library Clerk	G-E	12/25/2020	To be posted
701003	Librarian III	L-C	2/1/2021	To be posted
902 Fire Training				
202001	Deputy Chief of Training	F05	12/1/2020	Written Exam 1/22/21; Oral Exam 2/9/21
Total Vacant Positions		47		
Upcoming Vacancies or Recruitments Underway				
DPW				
	Laborer	T-04	3/1/2021	List to Department
	Building Inspection Staff Assistant	G-D	3/1/2021	Conditional Offer Pending
Fire				
	Fire Lieutenant	F-02	N/A	Written Exam 3/22/21; Oral Exam 3/26/21
Police				
	Police Officer	P-01	3/1/2021	Conditional Offer Pending
	Police Sergeant	P-02	3/1/2021	Written Exam 11/13/21; Oral Exam 2/8/21

TOWN OF GREENWICH
WORKER'S COMPENSATION ANALYSIS
FY 20-21 - @ February 17, 2021

#	PERIOD COVERED	MONTHLY	Y-T-D	BUDGET	Y-T-D	VARIANCE
1	July 1, 2020	\$10,221.57		\$36,057.00		
2	July 8, 2020	\$24,117.24		\$36,057.00		
3	July 15, 2020	\$16,369.54		\$36,057.00		
4	July 22, 2020	\$40,147.49		\$36,057.00		
5	July 29, 2020	\$25,409.12		\$36,057.00		
	sub-total	\$116,264.96	\$116,264.96	\$180,285.00	\$180,285.00	\$64,020.04
6	August 5, 2020	\$58,402.00		\$36,057.00		
7	August 12, 2020	\$93,352.34		\$36,057.00		
8	August 19, 2020	\$22,243.69		\$36,057.00		
9	August 26, 2020	\$56,251.40		\$36,057.00		
	sub-total	\$230,249.43	\$346,514.39	\$144,228.00	\$324,513.00	-\$22,001.39
10	September 2, 2020	\$36,330.65		\$36,057.00		
11	September 9, 2020	\$0.00		\$36,057.00		
12	September 16, 2020	\$0.00		\$36,057.00		
13	September 23, 2020	\$301,533.00		\$36,057.00		
14	September 30, 2020	\$70,418.18		\$36,057.00		
	OPEB Transfer	-\$352,166.22				
	sub-total	\$56,115.61	\$402,630.00	\$180,285.00	\$504,798.00	\$102,168.00
15	October 7, 2020	\$11,418.92		\$36,057.00		
16	October 16, 2020	\$38,447.39		\$36,057.00		
17	October 23, 2020	\$1,480.11		\$36,057.00		
18	October 30, 2020	\$33,061.84		\$36,057.00		
	sub-total	\$84,408.26	\$487,038.26	\$144,228.00	\$649,026.00	\$161,987.74
19	November 4, 2020	\$9,901.55		\$36,057.00		
20	November 11, 2020	\$20,684.59		\$36,057.00		
21	November 18, 2020	\$16,641.20		\$36,057.00		
22	November 25, 2020	\$47,666.91		\$36,057.00		
	sub-total	\$94,894.25	\$581,932.51	\$144,228.00	\$793,254.00	\$211,321.49
23	December 2, 2020	\$9,967.74		\$36,057.00		
24	December 9, 2020	\$2,435.30		\$36,057.00		
25	December 16, 2020	\$18,884.72		\$36,057.00		
26	December 23, 2020	\$62,039.45		\$36,057.00		
27	December 30, 2020	\$32,921.06		\$36,057.00		
	OPEB Transfer	-\$51,911.74				
	sub-total	\$74,336.53	\$656,269.04	\$180,285.00	\$973,539.00	\$317,269.96
28	January 6, 2021	\$45,052.89		\$36,057.00		
29	January 13, 2021	\$12,766.27		\$36,057.00		
30	January 20, 2021	\$21,755.89		\$36,057.00		
31	January 27, 2021	\$9,695.12		\$36,057.00		
	sub-total	\$89,270.17	\$745,539.21	\$144,228.00	\$1,117,767.00	\$372,227.79
32	February 3, 2021	\$30,982.13		\$36,057.00		
33	February 10, 2021	\$70,558.11		\$36,057.00		
34	February 17, 2021	\$30,861.05		\$36,057.00		
35	February 24, 2021	\$36,057.00		\$36,057.00		
	sub-total	\$168,458.29	\$913,997.50	\$144,228.00	\$1,261,995.00	\$347,997.50

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

**HUMAN RESOURCES COMMITTEE
REGULAR MEETING MINUTES**

Wednesday, February 24, 2021
Virtual Webinar

Committee

- Present: Karen Fassuliotis, Committee Chair; William Drake; Miriam Kreuzer; Elizabeth K. Krumeich
- Staff: Roland Gieger, Director, Budget & Systems Director, Finance Department (Dept); Allison Graham, Employee Benefits Manager, Human Resources (HR) Dept; Brian M. Kelly, Coordinator, Volunteer Firefighter Recruitment & Retention; Brian Koczak, Assistant Chief, Fire Dept; Erica Mahoney, Assistant Director, HR Dept; Joseph McHugh, Chief, Fire Dept; Peter Mynarski, Comptroller; Mary Pepe, Director, HR Dept
- BET: Michael Mason, Chairman; Andy Duus; Laura Erickson; Leslie Moriarty
- Selectmen: Fred Camillo, First Selectman; Jill K. Oberlander, Select-person
- BOE/GPS: Regina Williams, Ass't Director, Human Resources, Greenwich Public School
- RTM: Phil Dodson, (D-8), Town Services; Lucia Jansen, (D-7), Chair, Budget Overview Committee (BOC); Danyal Ozizmir, (D-5), Chair, Labor. Contracts , Vice Chair BOC
- Public: David Chass, Vice President, Round Hill Volunteer Fire Dept

1. **HR Reports**

• **Vacancy Report**

Director Pepe reviewed the Vacancy Report noting the number of positions "On Hold" and therefore not posted, and when positions and job descriptions are under review. Director Pepe commented on a request made to a union to fill a closed position (due to a Grievance) by re-ordering the sequence of Grievance Hearing and attempting to resolve the legal matter with the union given the need to fill the position which must be a closed position (*i.e.*, not filled) during the Grievance process pursuant to provisions in the collective bargaining agreement with the union. Director Pepe also explained the reorganization of The Nathaniel Witherell's Registered Nurses (RN), Licensed Practical Nurses (LPN) and Certified Nursing Assistants (CNA) staffing model.

• **Workers Compensation Expense Report**

The Comptroller reported that the Workers' Compensation Fund spending was uneventful with a current surplus of \$347,997.50 for the past 34 weeks. The Fund is trending well, and the Comptroller suggested that he would be recommending a cut of \$100,000 to the FY 21-22 budget. Mr. Mynarski cautioned that the Town was self-insured and indicated that if a catastrophic claim were made beyond the capacity of the Workers Compensation budget in the future, funds could be transferred from the Unemployment budget line, or a supplemental appropriation could be requested.

2. Office of the First Selectman –Economic Development position

The First Selectman commented that the current volunteer structure to recruit and retain businesses needed to be expanded. He reviewed the draft job description and discussed his expectations as to the needs of the Town government to promote economic development in the Town. Concern was expressed that the part-time position as a union position (without the authority to make decisions that an M&C position would be able to make) would not have the standing or contacts to influence decision-makers who might be attracted to the Town. The Committee discussed whether a high-ranking business leader might be recruited as a volunteer to discuss economic development with executives in C-Suites throughout the country which, combined with a lower level analyst position, could be more effective. Consulting with the Chamber of Commerce to see if they would have the resources, or possible consideration of a public-private partnership to take on the position were also discussed. The Committee expressed a need for clarity from the Office of the First Selectman before the BET's final vote on the BET Decision Day.

Upon a motion made by Ms. Krumeich, seconded by Mr. Drake, to approve the addition of a Part-Time Economic Development position to the Table of Organization of the Office of the First Selectman, the Committee voted 3-1-0 (Opposed: Fassuliotis). Motion carried.

3. Fire Department –Reorganization and Table of Organization

The Committee discussed the proposed reorganization of the Fire Department and that the addition of personnel to the Table of Organization (TOO)) is requested to assure, in part, that both the recently-issued Matrix Study's recommendations and the Strategic Plan being prepared by a consultant can be completed. Chief McHugh and Assistant Chief Koczak requested the retention of the Volunteer Coordinator position and stated that, in their view, the work that should be carried out by the Volunteer Coordinator should not be added to a new Assistant Chief's responsibilities; both positions are needed. First Selectman Camillo added support for the Chief's request to reinstate the Volunteer Coordinator despite his removal from the proposed FY21-22 Operating Budget. The Committee discussed with the Chief and Director Pepe whether a part-time or temporary position for the Volunteer Coordinator could be a suitable alternative for the next year.

Upon a motion made by Ms. Krumeich, seconded by Ms. Kreuzer, to add an additional Assistant Chief of Administration to the Fire Department's Table of Organization, the Committee voted 3-1-0 (Opposed: Fassuliotis). Motion carried.

Upon a motion by Ms. Krumeich, seconded by Ms. Kreuzer, to add a Part-Time Coordinator of Volunteers to the Fire Department's Table of Organization. Motion Withdrawn.

Upon a motion by Ms. Krumeich, seconded by Ms. Kreuzer, to maintain a Full-Time Volunteer Coordinator position in the Fire Department's Table of Organization, the Committee voted 2-2-0 (Opposed: Drake, Fassuliotis). Motion Failed.

Those voting against the motion stated that the Budget Guidelines passed unanimously by the full BET intends that the department head-counts remain flat.

4a. Management & Confidential Employees (M&C) and Elected Officials Salaries

The Committee reviewed Human Resources Department benchmark information of Management and Confidential employees (M&C) salaries in peer communities and a 3-year analysis of Town M&C salaries. A discussion with members of the Department attempted to clarify the difference between the appropriations within FY20-21 Operating Budget versus actual payroll and healthcare contribution, decision-making process of awarding raises, and the performance review and bonus structure process. The Committee established that while the BET had voted for and appropriated a 2% M&C salary increase and a healthcare contribution increase from 10% to 11% in the FY20-21 Operating Budget, the First Selectman decided not to proceed with invoking either increases due to budgetary concerns arising from the COVID-19 pandemic.

Upon a motion made by Ms. Kreuzer, seconded by Ms. Krumeich, to recommend an increase in healthcare contribution from a budgeted 11% to 12% for FY21-22, the Committee voted 4-0-0. Motion carried.

It was clarified by one Committee member that the assumption was that this would mean an actual increase from 10% to 12% given the FY20-21 Operating Budget previously referenced.

Upon a motion made by Ms. Krumeich, seconded by Ms. Kreuzer, to recommend to the Board of Estimate and Taxation an increase of the Management and Confidential employee salaries by 2% for FY21-22, the Committee voted 2-1-1 (Opposed Fassuliotis) (Abstained: Kreuzer). Motion carried.

Upon a motion made by Ms. Krumeich, seconded by Mr. Drake, to implement a performance plan for Management and Confidential employees (M&C) that states that if an M&C employee fails to perform at a satisfactory level then the employee's salary shall be increased by only 1.5%, the Committee voted 1-3-0 (Opposed: Drake, Fassuliotis, Kreuzer). Motion failed.

This motion assumed the budgeted salary increase of 2% as approved in the prior motion.

Mr. Drake made a motion to a 1.75% increase for Management and Confidential employees' salaries with an additional .25% to be allocated by supervisors according to all the subjective suitable performance criteria.

This motion required a withdrawal of the previously-voted motion for a 2% salary increase; that withdrawal was not supported by the Committee member who made the motion. No

vote taken.

Ms. Kreuzer made a motion, seconded by Ms. Fassuliotis, to recommend that compensation for Management and Confidential employees (M&C) be based on the following principles:

- Receive the increase in salary for consistently going beyond standard expectations and standing out as a performance leader and/or demonstrating performance in a special role or project. An M&C employee who meets either or both of these criteria and does so in an excellent manner will receive the increase
- An employee who does not meet expectations shall not be eligible for a salary increase

The Committee voted 2-1-1 (Opposed: Drake) (Abstained: Krumeich). Motion carried.

4b. Elected Officials Salaries

The Committee considered that newly-elected Town Officials would be sworn in and take their positions in December 2021 for the FY21-22 Operating Budget and continue for a 2-year term. The Elected Officials include the First Selectman, the Selectmen, the Tax Collector and the Town Clerk. The Committee confirmed that the First Selectman and the Selectmen received their salary increases of 2% in December 2019 and 1.5% in December 2020 as approved by the Board of Estimate and Taxation. In addition, the Town Clerk and the Tax Collector also received their salary increases of 2% in January 2020 and 1.5% in January 2021. The Committee took into consideration that Elected Officials did not voluntarily agree to receive a zero increase in salary in calendar year 2020 as proffered by other Town leaders. The Committee acknowledged that salary increases were not indicative of the individuals currently holding those positions but rather should be mindful of other unionized employee salary increases, as well as current CPI-U.

Upon a motion made by Ms. Krumeich, seconded by Ms. Kreuzer, to increase Elected Officials' salaries by zero dollars (\$0) for the first year of the two-year term of such Officials pursuant to the FY21-22 Operating Budget and increase Elected Officials' salaries by 2% for the second year of the two-year term. No vote taken.

Ms. Krumeich made a motion to amend, seconded by Mr. Drake, to increase Elected Officials' salaries by 1% for the first year of the two-year term of such Officials pursuant to the FY21-22 Operating Budget, and increase Elected Officials' salaries by 2% for the second year of the two-year term. the Committee voted 2-2-0 (Opposed: Kreuzer, Fassuliotis). Motion failed.

Upon a motion made by Ms. Krumeich, seconded by Ms. Kreuzer, to increase Elected Officials' salaries by zero dollars (\$0) for the first year of the two-year term of such Officials pursuant to the FY21-22 Operating Budget, and increase Elected Officials' salaries by 2% for the second year

of the two-year term, the Committee voted 2-1-1 (Opposed: Drake) (Abstained: Fassuliotis). Motion carried.

The salary increases for the Elected Officials (First Selectman, Selectmen, Tax Collector, and Town Clerk) reflected in the preceding vote will be calculated by the Budget Director.

Adjournment

Upon a motion made by Ms. Krumeich, seconded by Ms. Kreuzer, the Committee voted 4-0-0 to adjourn the meeting at 11:49 A.M. Motion carried.

The next Regular Meeting of the BET Human Resources Committee is scheduled for Wednesday, March 10, 2021, at 8:30 A.M.

Respectfully submitted,

Catherine Sidor, Recording Secretary

Karen Fassuliotis, HR Committee Chair