

Personnel Board Meeting
Thursday, September 29, 2016, 7:30 A.M.
Town Hall – Highland Conference Room

Minutes

Attendance

Personnel Board

Vivian Hsu, Chairperson
Patricia Forde, Vice Chair
Joseph Herlihy, Member

Staff

Christopher Coleman, Assistant Town Manager/Director of Operations
Rachel Glisper, Director of Human Resources
Chuck Murphy-Romboletti, Assistant Director of Human Resources

Call to Order – 7:36 A.M.

Ms. Hsu called for a motion to open the Personnel Board meeting. Ms. Forde made a motion to approve and Mr. Herlihy seconded.

Memorandum of Agreement – Fire Units A and C

Mr. Christopher Coleman reviewed the components of the recent negotiations between the Town and the Fire Units A and C which resulted in the Memorandum of Agreement (MOA) before the Board for consideration.

The MOA includes a cost-of-living increase over the length of the agreement of 2% beginning July 1, 2016, 2% beginning July 1, 2017, 1% beginning July 1, 2018, and 1% beginning January 1, 2019. Other notable components of the agreement include the addition of reasonable suspicion drug testing, a residency requirement, and a paramedic rotation based on seniority. Ms. Hsu asked how many Firefighters were currently not certified EMTs and Mr. Coleman replied that only two of the senior Firefighters were not certified.

Ms. Hsu called for a motion to approve the MOA between the Town and the Fire Units A and C for the fiscal years 2017, 2018 and 2019. Ms. Forde made a motion to approve and Mr. Herlihy seconded. The agreement was approved unanimously.

Reclassification – Public Facilities, Construction

Mr. Coleman explained the proposal before the Board was to reclassify the Senior Project Manager position within the Department of Public Facilities-Construction to one grade above its current classification. Mr. Coleman explained that the reclassification would help the Department meet their evolving needs. Ms. Glisper mentioned that she reviewed the position with the Director of Public Facilities-Construction, and learned that additional education, knowledge, expertise and responsibilities were needed in the current position description to fit the needs of the department.

Ms. Hsu called for a motion to approve the reclassified Senior Project Manager position. Ms. Forde made a motion to approve and Mr. Herlihy seconded. The reclassification was approved unanimously.

FY 17/18 Management Compensation

Mr. Coleman explained that this proposal was for the Management Scale to increase by 3% in fiscal years 2017 and 2018. The recently implemented Management K-Scale no longer includes step increases but instead, performance-based increases according to annual reviews.

Ms. Hsu called for a motion to approve the proposed increase to the Management Compensation scales for the fiscal years 2017 and 2018. Mr. Herlihy made a motion to approve and Ms. Forde seconded. The compensation scale was approved unanimously.

Traffic Supervisor Benefit Policy

Mr. Coleman explained that the revision to the Traffic Supervisor Policy included the deletion of the language that provided retirement benefits to new Traffic Supervisors but “grandfathered” these benefits for current Supervisors.

Ms. Hsu called for a motion to approve the proposed amendments to the Traffic Supervisor Policy #514. Mr. Herlihy made a motion to approve and Ms. Forde seconded. The amended policy was approved unanimously.

I.D Badge Policy

Ms. Glisper explained that new proposed policy required the use of official town badges by employees. The new policy will be administered by the Information Technology and Human Resources Departments. A pilot photo-taking program would occur within the coming months to capture only Town Hall employees’ photos and test out the new equipment prior to taking photos for all other employees.

Ms. Hsu called for a motion to approve the proposed the Town Identification Badge Policy. Mr. Herlihy made a motion to approve and Ms. Forde seconded. The amended policy was approved unanimously.

Other Business

Ms. Glisper mentioned that the staff would like to begin scheduling monthly Personnel Board meetings due to upcoming and on-going activity and to better accommodate board members by having a predictable schedule for meeting. The Board discussed with the Staff and agreed upon scheduling standing monthly meetings for the first Tuesday of each month at 6:30pm, beginning November 1, 2016. If a meeting was not necessary for any given month, the staff would notify board members one week prior that the meeting would be cancelled.

Adjournment - 8:45 A.M.

Ms. Hsu called for a motion to adjourn the Personnel Board Meeting. Mr. Herlihy made a motion to approve and Ms. Forde seconded. The amended policy was approved unanimously.