

AGENDA

In accordance with Governor Lamont's Executive Order 7B and social distancing guidelines recommended by the CDC to slow community spread of COVID-19, this meeting is physically closed to the public. The public may view the meeting live at <https://mansfieldct.gov/video> or on Charter Spectrum Cable Channel 191 (the website is recommended as it is a higher image clarity).

Public Comment will be accepted by email at TownMngr@mansfieldct.org or by USPS mail at 4 South Eagleville Road, Mansfield CT 06268 and must be received prior to the meeting (public comment received after the meeting will be shared at the next meeting). Additionally, public comment can be phoned in live. Please email TownMngr@mansfieldct.org or call 860-429-3336 ext. 5 by 11:00AM on the day of the meeting to receive instructions for how to phone in public comment.

Call to Order

1. Public Comment
2. Approval of Minutes
February 24, 2020

New Business

3. FY 2020-2021 Non-Union Compensation (Cost of Living Adjustment, Payment in Lieu of Health Insurance and Tuition Reimbursement)

Adjournment

Town of Mansfield
Personnel Committee Meeting

Monday, February 24, 2020
Conference Room B
Audrey P. Beck Municipal Building
5:30 P.M.

Draft Minutes

Members Present: Terry Berthelot (Chair), Ronald Schurin & David Freudmann
Other Council Members Present: Mayor Toni Moran (arrived at 5:34pm)
Staff Present: John Carrington, Robert McCue, Holly Schaefer, Noelle Shepard

Terry Berthelot called the meeting to order at 5:30 p.m.

1. PUBLIC COMMENT

Terry Berthelot closed public comment as no members of the public were in attendance.

2. APPROVAL OF MINUTES

Terry Berthelot asked for a motion to approve minutes of the January 27, 2020 Personnel Committee meeting. Ron Schurin so moved, and David Freudmann seconded. All in favor, motion passed unanimously.

3. SCHOOL RESOURCE OFFICER PROGRAM MEMORANDUM OF UNDERSTANDING

Interim Assistant Town Manager Robert T. McCue and Interim Town Manager John Carrington explained the limitations of drafting a completely new agreement rather than drafting a MOU between Region 19 and the Town. Terry Berthelot expressed concern over which entity covers the liability for these positions as well as that the agreement does not explicitly mention which entity owns the equipment. Terry Berthelot also requested that the MOU include that there will be no cost for cars for the SROs. Interim Assistant Town Manager Robert T. McCue explained he would find out from the Town Attorney if the liability can be removed from the Town as well as the amount by which the SRO positions increase the Town's insurance policy. Ron Schurin expressed concern over the second bullet of the agreement. The Committee pointed out that the third bullet required a revision from "all School Resource Officer" to "Officers." The fourth bullet required "agrees" added to the beginning. Terry Berthelot requested clarification on how often the training at the schools occur and asked that "annually" be added to the bullet. Mayor Toni Moran asked that "evidence based" also be included in the anti-bias training requirements of the agreement. Terry Berthelot stopped the meeting and called back to order at 6:10pm. Terry Berthelot pointed out that the fourth and fifth bullet may be able to be merged. Terry Berthelot pointed out that "That the Board of Education" needed to be removed from the sixth bullet of the agreement. Interim Assistant Town Manager Robert T. McCue explained that he would follow up on what the school plans on reporting and already reports regarding the SRO positions. No motion associated with this agenda item.

4. TOWN COUNCIL RULES OF PROCEDURE

Ron Schurin expressed that he would like to see "amplification" added to Rule 4, Subsection A, second paragraph. Terry Berthelot suggested the change of "intent" in Rule 4, Subsection A, second paragraph to "subject matter." She then suggested that the sentence read "Council members are free to ask questions to clarify and/or amplify citizens' comments" as well as "Such

questions will not be argumentative." Terry Berthelot also asked that the word "citizen" be changed to either "public," "members of the public," or "speakers" all throughout the document. Interim Town Manager John Carrington informed the Committee he would review and bring back an updated draft to the next Committee meeting. No motion associated with this agenda item.

5. ADJOURNMENT

Terry Berthelot motions to adjourn meeting. David Freudmann seconded. Meeting adjourned at 6:36pm.

Respectfully submitted,
Noelle Shepard, Human Resources



**Town of Mansfield
Personnel Committee Agenda Item Summary**

To: Personnel Committee
From: John C. Carrington, Interim Town Manager
Cc: Holly Schaefer, Director of Human Resources, Cherie Trahan, Director of Finance
Date: June 15, 2020
Re: FY 2020-2021 Non-Union Compensation (Cost of Living Adjustment, Payment in Lieu of Health Insurance and Tuition Reimbursement)

Subject Matter/Background:

Cost of Living Allowance (COLA)

The Town Council establishes compensation for Town employees on a fiscal year basis (July 1 through June 30). With respect to salary, the Town pays regular nonunion personnel according to the Town Administrators Pay Plan, which is organized on a pay grade and step system.

The Professional/Technical union will receive a 2.0% general wage increase for FY 2020/2021 effective on July 1, 2020.

The Fire Union received a 1% general wage increase effective on January 1, 2020 and will receive a 1% general wage increase effective on July 1, 2020.

The Public Works union will receive a 2.50% general wage increase for FY 2020/2021 effective July 1, 2020. Employees who have completed five (5) years of continuous service shall receive an additional one percent (1%) step increase.

Payment In Lieu Program (PIL)

A PIL program is an incentive to benefit eligible employees if the employee declines coverage under the employer's group health plan because the employee has coverage under another group health plan, usually a spouse's. Currently nine nonunion employees participate in the PIL program. This payment is made in two installments during the fiscal year, in January and July in arrears.

Tuition Reimbursement

Tuition Reimbursement is available to nonunion full-time regular employees who wish to pursue study outside of their normal work hours, which will contribute to their ability and skill to perform as an employee of the Town. Tuition reimbursement requests are submitted to the Department Head, then Human Resources and finally approved by the Town Manager.

Financial Impact:

COLA

Based on budgeted salaries for FY 2020/2021 with 261 working days, the estimated impact (all funds) of this general wage increase is \$75,432/yr or \$93,067¹/yr when benefits costs are included. Compared to FY 2019/2020 where the general wage increase was \$81,513/yr or \$98,940 with benefit costs included. The cost of this general wage increase was approved by the Town Council in the FY2020/2021 budget.

PIL

Annual Payment Amounts

Single – increase from \$1,200 to \$2,500

Two Person – increase from \$2,400 to \$4,000

Family – increase from \$3,000 to \$5,000

Tuition Reimbursement

Increase the annual tuition reimbursement amount from the current \$1,300 to \$1,800 for nonunion employees to be equal to the Professional/Technical Union tuition reimbursement program. We have zero nonunion employees are enrolled in the Tuition Reimbursement program.

Recommendation:

In order to stay consistent with the Professional/Technical Union:

Staff recommends a COLA to the Town Administrators Pay Plan by 2.0% effective July 1, 2020 (see attached for proposed revised salary ranges).

Staff recommends that PIL increase for nonunion employees, effective January 1, 2020 to incentivize employees to seek medical benefits under another group health plan,

Staff recommends approving a tuition reimbursement increase

If the Personnel Committee concurs with the recommendation of the Interim Town Manager, Director of Finance and Director of Human Resources, the following motion is in order:

Move, effective July 1, 2020 to endorse a 2.0% general wage increase applied to the Town Administrator's Pay Plan thus affecting compensation for nonunion regular staff for FY 2020/2021, to endorse an increase to the Payment in Lieu program for nonunion employees be retroactive to January 1, 2020, to endorse an increase to the Tuition Reimbursement Program in the amount of \$1,800 annually and to recommend approval to the Town Council.

Attachment:

Positions Impacted by Changes to Nonunion Compensation

¹ Social Security, FICA Alternative, Medicare taxes, MERS costs.

**Town of Mansfield
Classification Plan - Non-Union Benefit Eligible**

Fiscal Year 2020/21

Classification	Grade	FLSA	Current Hourly Ranges - 7/1/2019		Current Annual Ranges 7/1/2019 (262 Days)		Proposed Hourly Ranges - 7/1/2020		Proposed Annual Ranges 7/1/2020 (261 Days)	
			Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
Kitchen Aide (PT/BE)	2	NE	\$13.15	\$15.06	\$24,117.10	\$27,620.04	\$13.41	\$15.36	\$24,505.55	\$28,064.91
Human Resources Specialist	13	E	\$27.14	\$33.94	\$49,778.43	\$62,241.83	\$27.68	\$34.62	\$50,580.20	\$63,244.35
Early Childhood Services Coordinator	15	NE	\$28.89	\$37.53	\$52,992.97	\$68,821.31	\$29.47	\$38.28	\$53,846.52	\$69,929.80
Executive Assistant to Town Manager	15	NE	\$28.89	\$37.53	\$52,992.97	\$68,821.31	\$29.47	\$38.28	\$53,846.52	\$69,929.80
Accountant	15	E	\$28.89	\$37.53	\$52,992.97	\$68,821.31	\$29.47	\$38.28	\$53,846.52	\$69,929.80
Information Specialist*	15	NE	\$28.89	\$37.53	\$60,563.40	\$78,652.92	\$29.47	\$38.28	\$61,538.88	\$79,919.78
Senior Human Resources Specialist	15	E	\$28.89	\$37.53	\$52,992.97	\$68,821.31	\$29.47	\$38.28	\$53,846.52	\$69,929.80
Asst Chief/Dep Fire Marshal/Asst. Emer. Mgmt Dir.	17	NE	\$31.84	\$41.41	\$58,388.14	\$75,945.94	\$32.47	\$42.24	\$59,328.59	\$77,169.19
Assistant Building Official	18	E	\$33.42	\$42.21	\$61,283.11	\$77,412.22	\$34.08	\$43.05	\$62,270.19	\$78,659.09
Budget Analyst	18	E	\$33.42	\$42.21	\$61,283.11	\$77,412.22	\$34.08	\$43.05	\$62,270.19	\$78,659.09
Librarian (Childrens, Reference, Systems)	18	E	\$33.42	\$42.21	\$61,283.11	\$77,412.22	\$34.08	\$43.05	\$62,270.19	\$78,659.09
Network Administrator*	18	NE	\$33.42	\$42.21	\$70,037.84	\$88,471.11	\$34.08	\$43.05	\$71,165.93	\$89,896.10
Senior Finance Manager	21	E	\$38.72	\$50.34	\$71,020.73	\$92,319.43	\$39.50	\$51.34	\$72,164.65	\$93,806.41
Assistant Director of Parks & Recreation	22	E	\$40.68	\$52.84	\$74,611.25	\$96,906.27	\$41.50	\$53.90	\$75,813.00	\$98,467.12
Public Works Operations Manager*	22	E	\$40.68	\$52.84	\$85,270.00	\$110,750.02	\$41.50	\$53.90	\$86,643.43	\$112,533.86
Town Clerk	22	E	\$40.68	\$52.84	\$74,611.25	\$96,906.27	\$41.50	\$53.90	\$75,813.00	\$98,467.12
Deputy Chief/Fire Marshal/Emerg. Mgmt. Director	23	E	\$42.69	\$55.49	\$78,295.75	\$101,775.08	\$43.55	\$56.60	\$79,556.85	\$103,414.36
Director of Facilities Management*	23	E	\$42.69	\$55.49	\$89,480.86	\$116,314.38	\$43.55	\$56.60	\$90,922.12	\$118,187.84
Director of Building and Housing Inspection	24	E	\$42.94	\$60.09	\$78,746.92	\$110,196.81	\$43.80	\$61.29	\$80,015.28	\$111,971.73
Director of Human Resources	25	E	\$45.09	\$63.17	\$82,694.60	\$115,855.16	\$45.99	\$64.43	\$84,026.55	\$117,721.22
Director of Human Services	25	E	\$45.09	\$63.17	\$82,694.60	\$115,855.16	\$45.99	\$64.43	\$84,026.55	\$117,721.22
Library Director	25	E	\$45.09	\$63.17	\$82,694.60	\$115,855.16	\$45.99	\$64.43	\$84,026.55	\$117,721.22
Fire Chief	26	E	\$47.40	\$66.29	\$86,924.26	\$121,569.90	\$48.34	\$67.61	\$88,324.34	\$123,528.01
Director of Parks and Recreation	26	E	\$47.40	\$66.29	\$86,924.26	\$121,569.90	\$48.34	\$67.61	\$88,324.34	\$123,528.01
Director of Planning and Development	26	E	\$47.40	\$66.29	\$86,924.26	\$121,569.90	\$48.34	\$67.61	\$88,324.34	\$123,528.01
Director of Public Works/Town Engineer	29	E	\$54.78	\$76.72	\$100,459.18	\$140,706.77	\$55.87	\$78.26	\$102,077.27	\$142,973.12
Director of Finance	32	E	\$63.61	\$80.35	\$116,663.49	\$147,361.44	\$64.88	\$81.96	\$118,542.57	\$149,734.97

Notes:

*40 Hour Week Employees

(PT/BE) reflects part-time benefit eligible position; however hourly

Town of Mansfield
 Classification Plan - Non-Union Part-Time Non Benefit Eligible
 Fiscal Year 2020/21

<u>Classification</u>	<u>Schedule/Grade</u>	<u>FLSA</u>	<u>Hourly Ranges - Current 7/1/2019</u>		<u>Hourly Ranges - Proposed 7/1/2020</u>	
			Minimum	Maximum	Minimum	Maximum
Office Assistant (PT)	T-ADM/TOTH/ GRADE 1	NE	\$15.38	\$15.38	\$15.68	\$15.68
School Resource Officer (PT)	T-ADM/TOTH/ GRADE 2	NE	\$31.78	\$31.78	\$32.41	\$32.41
Sr. Wellness Specialist (PT)	T-ADM/TOTH/ GRADE 5	NE	\$38.95	\$38.95	\$39.73	\$39.73
Library Assistant (PT)	T-NOPN/TOTH GRADE 3	NE	\$20.05	\$25.36	\$20.45	\$25.87
Asst. Animal Control Officer (PT)	T-NOPN/TADM GRADE 7	NE	\$20.28	\$24.33	\$20.69	\$24.82
Sexton (PT)	T-NOPN/TADM GRADE 8	NE	\$21.44	\$25.71	\$21.87	\$26.22
Housing Inspector (PT)	T-ADM/TADM GRADE 12	NE	\$25.55	\$32.50	\$26.06	\$33.15
Purchasing Agent (PT)	T-TADM/TADM GRADE 17	NE	\$31.84	\$41.41	\$32.47	\$42.24