

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
 - June 15, 2020

New Business

1. Non-Union Personnel Employer/Employee Insurance Share Percentages
2. Non-Union Personnel Vacation Leave Allotments
3. Non-Union Personnel Longevity Payments

Adjournment

Town of Mansfield
Personnel Committee Meeting

Monday, June 15, 2020
GoToMeeting
Virtual Meeting
3:00 P.M.

Draft Minutes

Members Present: Terry Berthelot (Chair), Ronald Schurin & David Freudmann
Other Council Members Present: Mayor Toni Moran (arrived at 3:05pm)
Staff Present: John Carrington, Holly Schaefer, Audrey Conrad, Noelle Shepard

Terry Berthelot called the meeting to order at 3:00 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 February 24, 2020 Personnel Committee meeting. Ron Schurin so moved, and David Freudmann seconded. All in favor, motion passed unanimously.

3. FY 2020-2021 NON-UNION COMPENSATION

Interim Town Manager John Carrington introduced the agenda item and provided an overview on COLA's, payment-in-lieu, and tuition reimbursement. He explained his recommendation to adjust non-union employees' COLA, payment-in-lieu, and tuition reimbursement amounts to match those that the members of the Professional & Technical Union receive. Terry Berthelot asked for a motion. Ron Schurin motioned 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. David Freudmann seconded the motion. All in favor, motion passed.

4. ADJOURNMENT

Terry Berthelot asks for a motion to adjourn meeting. Ron Schurin motioned, and David Freudmann seconded. Meeting adjourned at 3:12pm.

Respectfully submitted,
Noelle Shepard, Human Resources



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

To: Personnel Committee
From: Holly Schaefer, Director Human Resource
Cc: John C. Carrington, Interim Town Manager, Charmaine Bradshaw-Hill, Director Finance
Date: September 21, 2020
Re: FY 20/21 Nonunion Personnel Employer/Employee Insurance Share Percentages

Subject Matter/Background:

Decrease by 1% the Town of Mansfield's contribution to the medical plan premiums and increase by 1% the medical plan premiums of the employee contribution beginning on January 1, 2021.

Financial Impact:

PPO – Employer = 80%; Employee = 20%

HDHP/HSA – Employer = 85%; Employee = 15%

Medical plan savings to the Town for calendar year 2021 = \$3,536

Recommendation:

In order to stay consistent with the Professional/Technical Union whose medical premiums changed to PPO 80/20% and the HDHP/HSA 85/15% effective January 1, 2019. It is recommended that the medical premium for Non-Union employees changes effective January 1, 2021.

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

Move, effective January 1, 2021 to endorse a decrease by 1% the Town's contribution to the medical plan premiums and a 1% increase to the Non-Union employees' contribution to the medical plan premiums and to recommend approval to the Town Council.



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

To: Personnel Committee
From: Holly Schaefer, Director Human Resource
Cc: John C. Carrington, Interim Town Manager
Date: September 21, 2020
Re: FY 20/21 Nonunion Personnel and Department Head Vacation Leave Allotments

Subject Matter/Background:

Vacation leave is an authorized paid absence during regularly scheduled work hours that is approved by the proper authority. Vacation leave is accrued on a monthly basis in arrears with the maximum accrual occurring on November 1.

Currently non-union employees from six months of hire to 5 years of service accrue 5.84 hrs/month for 35 hours/week and 6.67 hrs/month for 40 hours/week and Department Heads accrue 8.87 hrs/month for 35 hours/week and 10 hrs/month for 40 hours/week.

Recommend that for both non-union personnel and Department Heads the vacation leave accruals follow the Professional/Technical Union length of continuous service categories.

Comparison:

The Professional/Technical union employees from six months of hire to 10 years of service accrue 8.75 hrs/month for 35 hours/week which became effective on July 1, 2017.

Financial Impact:

For the remaining FY 20/21 (11/2020 to 06/2021) the vacation leave increase for non-union employees of 2.92 hours would be \$3,388.84. For the remaining FY 20/21 (11/2020 to 06/2021) the vacation leave increase for Department Heads of 1.25 hours would be \$4,685.60.

Recommendation:

In order to stay consistent with the Professional/Technical Union and to provide an increased incentive to Department Heads the Interim Town Manager recommends that the vacation leave accrual increase November 1, 2020. The current number of "Length of Continuous Service" categories be reduced to 4 from 5 in the elimination of the 1 year up to but not including 5 years.

If the Personnel Committee concurs with the Interim Town Manager's recommendation, the following motion is in order:

Move, effective November 1, 2020 to endorse a vacation leave accrual increase for non-union personnel and Department Heads effective November 1, 2020, and to recommend approval to the Town Council.

Attachment:

- 1) Positions Impacted by Changes to Nonunion vacation leave
- 2) Length of continuous service categories.

Impacted Non Union Staff

<u>Description</u>	<u>Full Time DOH</u>	<u>Current Vacation Accrual (Monthly)</u>	<u>Proposed Vacation Accrual (Monthly)</u>	<u>Increase of Vacation Hours</u>	<u>Hourly Rate as of 09/01/2020</u>	<u>Monthly Increase of Hours Cost</u>	<u>Financial Impact for remaining FY 20/21 from 11/2020 to 06/2021 for additional 2.92 monthly hrs</u>
SENIOR HUMAN RESOURC	25-Nov-2019	5.83	8.75	2.92	\$30.02	\$87.66	\$701.27
SENIOR FINANCE MANAG	03-Sep-2019	5.83	8.75	2.92	\$46.16	\$134.79	\$1,078.30
ACCOUNTANT	07-Jan-2019	5.83	8.75	2.92	\$36.09	\$105.38	\$843.06
EXECUTIVE ASSISTANT	05-Jun-2017	5.83	8.75	2.92	\$32.80	\$95.78	\$766.21
							<u>\$3,388.84</u>

Impacted Department Heads

<u>Description</u>	<u>Full Time DOH</u>	<u>Current Vacation Accrual (Monthly)</u>	<u>Proposed Vacation Accrual (Monthly)</u>	<u>Increase of Vacation Hours</u>	<u>Hourly Rate as of 09/01/2020</u>	<u>Monthly Increase of Hours Cost</u>	<u>Financial Impact for remaining FY 20/21 from 11/2020 to 06/2021 for additional 1.25 monthly hrs</u>
DIRECTOR OF FINANCE	21-Aug-2020	8.75	10.00	1.25	\$77.69	\$97.11	\$776.90
HUMAN RESOURCES DIRE	24-Feb-2020	8.75	10.00	1.25	\$51.71	\$64.64	\$517.10
FIRE MARSHAL - EMG M	30-Jan-2017	8.75	10.00	1.25	\$56.60	\$70.75	\$566.00
DIRECTOR OF DPW	10-Feb-2014	8.75	10.00	1.25	\$86.08	\$107.60	\$860.80
DIRECTOR OF HUMAN SE	30-Sep-2013	8.75	10.00	1.25	\$64.43	\$80.54	\$644.30
DIRECTOR OF LIBRARY	30-Jan-2012	8.75	10.00	1.25	\$64.43	\$80.54	\$644.30
DIRECTOR OF PLANNING	23-May-2011	8.75	10.00	1.25	\$67.62	\$84.53	\$676.20
							<u>\$4,685.60</u>

<u>Length of Continuous Service</u>	<u>Vacation Leave Accrual</u>	<u>Maximum Accrual on 11/1</u>
Six months 35 hr work week employees	8.75 hrs/month = 7.5 days	52.5 hours = 7.5 days
40 hr work week employees	8.75 hrs/month = 6.56 days	40 hours = 6.56 days
1 year up to but not including 10 years 35 hr work week employees	8.75 hrs/month = 15 days/yr	175 hours = 25 days
40 hr work week employees	10 hr/month = 15 days/yr	200 hours = 25 days
10 years up to but not including 20 years 35 hr work week employees	11.67 hrs/month = 20 days/yr	210 hours = 30 days
40 hr work week employees	13.34 hrs/month = 20 days/yr	240 hours = 30 days
20 years and over 35 hr work week employees	14.59 hrs/month = 25 days/yr	245 hours = 35 days
40 hr work week employees	16.67 hrs/month = 25 days/yr	280 hours = 35 days



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

To: Personnel Committee
From: Holly Schaefer, Director Human Resource
Cc: John C. Carrington, Interim Town Manager, Charmaine Bradshaw-Hill, Director Finance
Date: September 21, 2020
Re: Nonunion Personnel Longevity Payments for New Hires

Subject Matter/Background:

Longevity Advancement for Non-Union Employees.

Longevity pay is provided in the pay plan to give financial recognition for long and faithful full-time service to the Town. The Town Council shall periodically adopt a longevity payment schedule at the recommendation of the Town Manager. Longevity pay shall be earned on the Sunday following the employee's full-time anniversary hiring date during the fiscal year and will be paid in the second payroll of November of that fiscal year. Longevity is to be determined on the basis of total years of continuous full-time service in Town employment. Prior years of full time service which have been interrupted for just and reasonable cause may be added to years of continuous full-time service by the Town Manager.

Annual Payment FY 19/20 & 20/21

6 years but less than 10 = \$625

10 years but less than 15 = \$700

15 years but less than 20 = \$800

20 years or more = \$950

It is recommended to end the longevity advancement pay plan for future hired non-union personnel.

Financial Impact:

Unknown as this is projected future savings to the Town.

Recommendation:

That Non-Union Employees hired on or after November 1, 2020 will not eligible for longevity advancement pay.

If the Personnel Committee concurs with the Interim Town Manager, Director of Finance and Director of Human Resource's recommendation, the following motion is in order.

Move, effective November 1, 2020 to remove longevity pay for Non-Union personnel and to recommend approval to the Town Council.