

Memo

To: Members of the Personnel Committee
From: Barbara Smyth, Chairwoman
Date: January 11, 2019
Re: Personnel Committee Meeting – Wednesday, January 16, 2019

There will be a meeting of the Personnel Committee on **Wednesday, January 16, 2019 at 7:00 pm** in **Conference Room 123 (first floor)**, 125 East Avenue, Norwalk, Connecticut.

AGENDA

1. Call to order / roll call
2. Public comments
3. Approval of minutes from meeting held on October 17, 2018
4. Update on Reorg
5. Approval of 2019 calendar of meetings
6. Adjourn

The next regular meeting is scheduled for Wednesday, February 20, 2019.

cc: Mayor Harry W. Rilling
Donna King, City Clerk
Irene Dixon, Assistant City Clerk
Bob Barron, Finance Director
Mario Coppola, Corp Counsel

**CITY OF NORWALK
PERSONNEL COMMITTEE
OCTOBER 17, 2018**

ATTENDANCE: Barbara Smyth, Chair; Gregory Burnett; Douglas Hempstead;
Nicholas Sacchinelli; Beth Siegelbaum; Douglas Stern

STAFF: Ray Burney, Director of Personnel and Labor Relations;
John Schlosser, Personnel Administrator

OTHERS: Karen Doyle Lyons and Stuart Wells, Registrars of Voters

CALL TO ORDER / ROLL CALL

Ms. Smyth called the meeting to order at 7:00 p.m. and called the Roll.

PUBLIC COMMENTS

There were no members of the public present this evening.

APPROVAL OF MINUTES FROM MEETING HELD ON AUGUST 15, 2018

**** MR. SACCHINELLI MOVED TO ACCEPT THE MINUTES AS PRESENTED
** MOTION PASSED UNANIMOUSLY**

DISCUSSION AND VOTE ON ORDINANCE INCREASES AND BONUS POOL

Mr. Burney described the Pay Plan. On July 1, 2018 the unionized employees received an increase, but the Ordinance employees did not. He requested authorization for a salary adjustment to those eligible employees of 2.36% retroactive to July 1, 2018.

Mr. Burney also explained the bonus pool. In the Pay Plan, there is latitude for the Mayor to award bonuses of up to 5% of an individual's salary.

Mr. Burney said in the past an Ordinance had to be passed for the employee to get an increase, but that changed with the creation of the Pay Plan. He said he would like to come back to the Committee in the spring with a revised Pay Plan. Currently the plan does not allow for regular adjustments of anyone's rate of pay.

Mr. Hempstead gave an overview of past practices.

Mr. Burney said that he understood reviews were not done in a few years. He said he would like to revise the reviews to make them more meaningful.

Mr. Burnett said there did not appear to be a defined structure for the way the \$50,000 bonus pool is distributed. Mr. Burney explained that the Pay Plan says the Mayor can distribute up to 5% of an individual's salary based on his assessment of their performance. He agreed there should be a better structure in place which is why he wants to revise the evaluation process.

Mr. Burnett suggested holding off on awarding bonuses until the revised evaluation process is in place. Mr. Sacchinelli asked if they have a handbook. Mr. Burney said they do not, but they have a personnel rules and regulations book that is presented during on-boarding.

Mr. Burney explained the tentative plan is to come back to the Committee in March or April with a revised performance evaluation plan. Mr. Hempstead suggested including the name of the evaluator on the evaluation form. He added that criteria needs to be established, including individuals in a managerial role would present their goals.

Mr. Burnett asked if there was flexibility to defer the 2018 bonus to the first quarter of 2019 when a defined distribution plan would be in place and then make the payments retroactive. Mr. Burney that would delay the bonuses nine months or later and seems punitive. Mr. Burnett said a bonus is not guaranteed and is supposed to be something that is above and beyond what is expected.

Ms. Smyth suggested thinking about awarding the bonuses this time, as grandfathering those individuals. Mr. Burney said that all of the individuals on the list have the expectation that there will be a salary adjustment and a bonus.

It was noted that the bonus pool is up to the Mayor's discretion and is not based on a performance evaluation. Ms. Smyth asked if the Mayor routinely gave out the entire \$50,000. Mr. Burney said he distributed the entire amount last year. Ms. Siegelbaum said the Mayor's decision to award bonuses has to be based on something. Mr. Burney said the Pay Plan states that performance evaluations drive adjustments to salaries and the bonus pool is up to the Mayor's discretion. Ms. Smyth asked if the Mayor would still give out a bonus if the department head recommends otherwise. Mr. Burney said he would.

Mr. Stern said it is a limited number of employees and is not in favor of deferring the bonus because it seems punitive. He said he was concerned that a year from now another Personnel Committee would be having this same discussion. He said it needs to be fair to the employee, but in the interest of future discussion, they need to have something concrete as to how decisions are made.

Mr. Burney explained that he and others gave input to the Mayor and he took their comments into consideration when he distributed the bonuses last year.

Moving forward, Ms. Smyth asked Mr. Burney to provide a date when a revised bonus structure will be in place.

Mr. Hempstead asked to have a copy of the Personnel rules and regulations available at the next meeting.

- ** MR. SACCHINELLI MOVED TO AUTHORIZE THE MAYOR, HARRY RILING TO GRANT SALARY ADJUSTMENTS TO THOSE ELIGIBLE EMPLOYEES OF 2.36% RETROACTIVELY TO JULY 1, 2018 AND TO AUTHORIZE THE DISTRIBUTION OF THE BONUS POOL FUNDS**
- ** MOTION PASSED WITH ONE (1) VOTE IN OPPOSITION (MR. HEMPSTEAD)**

DISCUSSION AND VOTE ON REGISTRAR OF VOTERS SALARY DEMANDS

Ms. Lyons and Mr. Wells discussed their requests for salary increases. Mr. Wells said the Pay Plan is not designed to cut the value of their pay, but that is what has happened. He said their salaries have not kept up with inflation. He added that their jobs have grown, the way it has in other cities, but their salaries have not.

Ms. Lyons said they are the gatekeepers of democracy and as such feel their office is entitled to the same respect and salary as everyone else in the building. She said the Secretary of the state uses Norwalk as an example because of their expertise. Mr. Wells said they were not looking for lofty salaries.

- ** MR. BURNETT MOVED TO GO INTO EXECUTIVE SESSION TO DISCUSS THE REGISTRAR OF VOTERS SALARIES**
- ** MOTION PASSED UNANIMOUSLY**

The Committee members and Personnel staff went into Executive Session at 8:25 p.m.

The Committee members and Personnel staff came out of Executive Session at 9:04 p.m. During Executive Session, no motions were made, and no votes were taken.

- ** MR. BURNETT MOVED TO APPROVE A 2.36% SALARY INCREASE FOR THE REGISTRAR OF VOTERS EFFECTIVE JANUARY 1, 2019 AND AN ADDITIONAL SALARY INCREASE OF 2.36% EFFECTIVE JULY 1, 2019 WITH LANGUAGE TO BE DRAFTED BY THE DIRECTOR OF PERSONNEL**

Ms. Lyons said to take her off the ticket and that the Veteran's Hall of Honor is gone, because it is hers. Mr. Wells said he was going home to update his resume.

- ** MOTION PASSED UNANIMOUSLY**

ADJOURN

**** MR. BURNETT MOVED TO ADJOURN
** MOTION PASSED UNANIMOUSLY**

There was no further business and the meeting was unanimously adjourned at 9:15 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services

DRAFT



OFFICE OF PERSONNEL AND LABOR RELATIONS

Schedule of Meetings for Personnel Committee 2019

Personnel Committee Meetings

3rd Wednesday each month

@ 7:00 p.m.

Room #123

January 16

February 20

March 20

April 17

May 15

June 19

July 17

August 21

September 18

October 16

November 20

December 18