

CITY OF NORWALK PERSONNEL COMMITTEE MINUTES

SEPTEMBER 11, 2003

ATTENDANCE:
Douglas Sutton,
Chairman; Betsy Bain;
Barbara Hudgins; Matt
Miklave

STAFF: John
Schlosser, Personnel
Administrator

CALL TO ORDER

Mr. Sutton called the meeting to order at 8:05 p.m.

REVIEW/APPROVAL OF MINUTES

FROM JULY 10, 2003 & JULY 22, 2003 MEETING

The following changes were made to the Minutes of July 10, 2003:

Page 1: Approval of Minutes: First sentence: Mr. Sutton asked if anyone had ...

Page 1: Approval of Minutes: Last sentence: change to: Deputy Chief Palmer.

Page 2: Second paragraph: Last sentence: She said thatand that any ordinance list of employees hired after that date make payments.

Page 3: First paragraph: Second sentence: She stated thatthe Historical Commission

Page 3: Second paragraph: Ms. Bain stated that they were only going to vote on the ordinance list of salary increases after a review of the

evaluations.

Page 3: Third paragraph: Second sentence: He suggested an Executive Committee

**** MS. BAIN MOVED TO APPROVE THE MINUTES OF JULY 10, 2003 AS AMENDED.**

**** MOTION PASSED UNANIMOUSLY.**

The following changes were made to the Minutes of July 22, 2003:

Page 2: Second paragraph: first sentence: Ms. Hudgins stated that her position was similar to that of Ms. Bain's with regard to the purpose but wanted to point out ...

Personnel Committee -1- September 11, 2003

Page 2: Second paragraph: Last sentence: On the position of salaries, Ms.

Hudgins stated that her position was that she could not agree to increases until all of the bargaining units had settled.

Page 3: Change Motion to: MS. BAIN MOVED THE ITEM BE SENT TO

COMMON COUNCIL WITHOUT RECOMMENDATION.

**** MS. BAIN MOVED TO APPROVE THE MINUTES OF JULY 22, 2003 AS AMENDED.**

**** MOTION PASSED WITH THREE IN FAVOR AND ONE ABSENTION (MATT MIKLAVE).**

OTHER OLD BUSINESS/AFFAIRS

There was no other old business/affairs discussed.

BUSINESS/AFFAIRS FOR CLOSER COMMITTEE EXAMINATION:

Employee/Personnel Handbook (Policies And Procedures)

Ms. Bain commented that it was her recollection that the Handbook came up as an issue that Ms. LeTourneau presented as it was out of date and needed to be updated from the standards of the Personnel Department. Ms. Schlosser replied that the Handbook came from the Personnel office to the Committee as an attempt to revise the existing rules and regulations. Ms. Bain asked if he was seeking a review of Handbook and Mr. Schlosser replied that he would like the Committee to add other issues and make their comments to it.

The Committee then reviewed the Handbook. Ms. Hudgins suggested changing the title because she felt these were not the Policies of the City of Norwalk.

Mr. Miklave recommended that a sexual harassment policy be included in the manual. He also stated that there should be two separate documents available to employees: one with civil service rules set forth in a civil service manual available upon request, and a second document that will be a handbook that goes to all employees, or one document with civil service in the back. Mr. Miklave also stated that the Handbook was not adequate, there were inconsistencies in the document, and the language did not make sense. Mr. Miklave commented that the Handbook did not address bump and retreat rights in the event of a layoff and that this should be checked into.

After discussion, Ms. Bain stated that the Personnel Department should take the suggestions of the Committee and incorporate them and offer their feedback. Mr. Miklave suggested that the Legal Department should have input also. Mr. Sutton stated that the Personnel Department should keep the Committee informed periodically as to the progress of the document.

Personnel Committee

-2-

September 11, 2003

Pension Plan

This item was not discussed.

Benefits Administration

This item was not discussed.

Collective Bargaining

This item was not discussed.

Salary Ranges

This item was not discussed.

Others

This item was not discussed.

ADJOURNMENT

**** MS. BAINS MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY.**

NEXT MEETING THURSDAY, OCTOBER 9, 2003 AT 8:00 PM

The next meeting of the Personnel Committee will be held on Thursday, October 9, 2003 at 8:00 p.m.

The Chairman closed the meeting at 9:50 p.m.

Respectfully submitted,

Donna DeVito

Telesco Secretarial Services

