



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## **Personnel Sub-Committee**

### **Regular Meeting**

Thursday June 10, 2021

Virtual Meeting Broadcast Live via SCTV

### **MINUTES – DRAFT**

**Members Present:** Wendy Mackstutis, Sean Askham

**Staff Present:** Maria Capriola, Melissa Appleby, Tom Tyburski, Orlando Casiano, Eric Gomes

The meeting was called to order at 8:05am.

#### **1) Approval of Minutes**

##### **a) March 11, 2021**

The minutes of March 11, 2021 were approved as presented by consensus.

#### **2) Classification Work**

##### **a) Parks Facility Maintenance Technician**

Ms. Capriola provided an overview of the new position that was approved for FY2022. She said that the union reviewed the job description and has two minor edits. Mr. Tyburski said that the goal is to eventually have this person focus on preventive maintenance, one the department is caught up on its backlog of work. Mr. Casiano said that this position will help the department perform functions that should be done regularly, such as playground inspections.

Ms. Mackstutis inquired about the entry rate. Ms. Capriola said that T7 is what we budgeted for. Mr. Tyburski and Mr. Casiano explained that this is not an entry level position; it is a skilled position that requires a technical background and prior experience.

Ms. Mackstutis made a motion effective June 10, 2021, to endorse the creation of the position classification of Facility Maintenance Technician and the job description and pay grade as presented. Further move to recommend the proposed classification be forwarded to the full Board of Selectmen for approval. Mr. Askham seconded the motion. All were in favor and the motion passed unanimously.

##### **b) Construction Inspector**

This item was tabled.

#### **3) Personnel Rules Updates – Vacation Accrual Carryover Process and Dates**

Ms. Capriola said that during contract negotiations with the AFSCME and Dispatcher groups, the vacation carryover section was updated to simplify the process for all

involved and to move the deadline to use vacation time to after the summer months when people use most of their earned time. Staff is proposing to make the same changes for the unaffiliated group, which requires an update to the Personnel Rules and Regulations section that addresses vacation carryovers.

The changes would allow employees to carryover ten days in addition to his/her annual earned leave, and would change the forfeiture date for vacation leave in excess of the maximum amount from July 1 to November 1 of each year. Employees seeking to make a vacation carryover request must do so in writing, have the request signed by their department head, and then forward the request to the Town Manager's Office no later than October 15th for review and consideration. Should an employee leave service for any reason, they will not be paid out for any balance of vacation leave in excess of the maximum accrual amount on November 1 of each year.

After some discussion, there was consensus that this change makes the vacation carryover process easier from an administrative standpoint.

Ms. Mackstutis made a motion effective June 10, 2021 to endorse the proposed changes to the Personnel Rules and Regulations vacation carryover section. Further move to recommend that the changes be forwarded to the full Board of Selectmen for approval. Mr. Askham seconded the motion. The motion passed unanimously.

#### **4) FY 21/22 and FY 22/23 Non-Union Compensation**

Mr. Askham opened this topic for conversation, but noted that a decision would not be made until Mr. Wellman was present to participate. Ms. Capriola noted that the presented proposal is for two years, since we have some internal settlements in future years. Ms. Mackstutis inquired further about the two-year proposal, and Ms. Capriola explained that because the unaffiliated group is so small, and because we have good external and internal settlement data, the information was readily available to run this analysis for presentation purposes.

Ms. Mackstutis inquired about the salary ranges, and discussion ensued regarding how the ranges for unaffiliated employees are arrived, and the difference between a merit-based system and a general wage increase method.

Mr. Askham made a motion to table this item. Ms. Mackstutis seconded the motion. The motion passed unanimously.

#### **5) FY 20/21 Town Manager Performance Review Process and Timeline**

Ms. Capriola noted that the memo outlines the proposed dates, and that the existing form was updated with the current goals. Ms. Mackstutis inquired about incorporating a peer review component to the review process. Mr. Askham said that 360 reviews are typically used as a coaching tool, not as a performance review tool. He also noted that a 360 review was just completed last year. Discussion ensued regarding common practices for seeking input from an employee's direct reports, and the benefit of including this input in the coaching process as opposed to the performance review process.

Ms. Capriola said that it was helpful to have a third party facilitator coordinating the 360 review, as this ensured anonymity of responses and allowed for the presentation of aggregate data. The group noted that it is most common to conduct a 360 review every 2-3 years to allow time for coaching and progress.

There was consensus from the committee on the presented timeline.

**6) FY 21/22 Draft Town Manager Goals**

This item was tabled.

Mr. Askham made a motion to adjourn the meeting at 8:41am. Ms. Mackstutis seconded the motion. The motion passed unanimously.

Respectfully Submitted,  
Melissa Appleby  
Deputy Town Manager