



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee

March 12, 2020

7:30AM

Main Meeting Room, Town Hall, 933 Hopmeadow Street

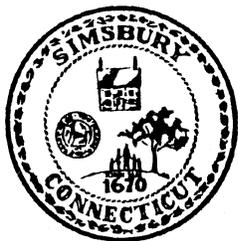
REGULAR MEETING AGENDA

Call to Order

- 1) Classification and Compensation Work
 - a) Recreation Coordinator (part-time)
 - b) Accountant Position
- 2) Pension Plan Overview and Discussion
- 3) Technology Task Force Vacancies
- 4) Town Manager Employment Agreement
- 5) Approval of Minutes
 - a) February 13, 2020

Adjournment

Pursuant to §CGS 1-200(2) the Personnel Sub-Committee and staff will meet to discuss strategy and negotiations with respect to collective bargaining for the units represented by AFSCME, CSEA, and CILU.



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

To: Personnel Sub-Committee

From: Maria E. Capriola, Town Manager

Cc: Eric Gomes, HR Coordinator; Tom Tyburski, Director of Culture, Parks and Recreation

Date: March 12, 2020

Re: Proposed Creation of Recreation Coordinator Position

Background

For more than 25 years, the Culture, Parks and Recreation Department had a programming staff that consisted of two full time Recreation Supervisors. In FY'20 a staffing reduction took effect for financial reasons. This has left the department understaffed at the current time with the Culture, Parks and Recreation Director covering many of the programming responsibilities for the department. The FY'20 budget did allocate \$39,927 for part time programming positions and/or some consulting assistance. Programming assistance is needed in order for the Culture, Parks and Recreation Department to fill its mission of creating outstanding recreational, natural, and cultural experiences to enrich and enhance our community for this and future generations.

Management has had an opportunity to evaluate its organizational needs moving forward for the department. One of those needs is to establish a part-time recreation coordinator position, estimated for 25 hours per week. A job description has been prepared and is attached.

Chapter 9, Section 902 of the Charter requires that I prepare and submit proposed job descriptions to the Board of Selectmen for review and approval. Excerpted Charter language reads:

"...the Town Manager shall cause to have prepared a statement of the duties and responsibilities of each position in the Town service and of the minimum qualifications for appointment to such position. The statement so prepared shall become effective upon the approval by resolution of the Board of Selectmen and may be amended, upon recommendation of the Town Manager, by resolution of the Board."

Past practice has included a review by the Personnel Sub-Committee of proposed job descriptions.

Financial Impact

This proposal does not add to the overall number of full-time employees assigned to the Culture, Parks and Recreation Department. After a full time staff position was reduced in FY'20, \$39,927 in the Parks and Recreation Special Revenue Fund was allocated for part-time programming positions and/or consulting help. For budgeting purposes, the same allocation has been budgeted in FY'21. The proposed pay scale for this position would be \$25.13-\$30.03 per hour, with a typical work week 25 hours, year round, with flexible scheduling. A survey of towns with similar positions was conducted. Based on feedback from surveyed towns, it is recommended that the pay range be competitive to attract and retain a capable candidate for this position.

Recommendation

I am recommending that the proposed classification of Recreation Coordinator and job description be established as presented. I further recommend that the salary range be established at \$25.13-\$30.03 per hour.

Suggested Motion

If the Personnel Sub-Committee is in support of the proposed recommendation, the following suggested motion is in order:

Move effective, March 12, 2020 to endorse the creation of the position classification of Recreation Coordinator and the job description as presented. Further move to endorse an hourly pay range for the Recreation Coordinator position of \$25.13-\$30.03.

Attachments

a) Proposed Job Description – Recreation Coordinator

Town of Simsbury

TITLE: Part Time Recreation Coordinator

GROUP: **To be Determined**

SALARY RANGE: \$25.13 - 30.03 per hour, 25 hours per week

DEPARTMENT: Culture, Parks and Recreation

DATE: March 12, 2020

FLSA: Non-Exempt

POSITION DESCRIPTION:

This position performs intermediate professional work managing a variety of recreation programs as well as related work as required. Duties include: planning and supervising recreation programs; scheduling programs and events; supervising program staff; monitoring budgets of assigned programs; maintaining appropriate records and files; preparing reports. Work is performed under regular supervision and limited supervision is exercised over subordinate program staff. Position reports to Director of Culture, Parks and Recreation. Flexible scheduling as needed to complete assigned tasks.

ESSENTIAL JOB FUNCTIONS:

- Plans, organizes and supervises assigned recreation programs such as year round after school sport and enrichment programs, summer and school vacation specialty camps and general youth, teen, adult and senior programs.
- Coordinates facility issues and needs for assigned off-site and on-site recreation programs.
- Coordinates and leads seasonal special events and trips.
- Coordinates, supports and/or leads various summer and vacation camps as assigned
- Assists with coordination and supervision of youth sport programs.
- Manages and schedules part-time and seasonal program staff.
- Interviews, hires, trains, supervises and evaluates part-time and seasonal personnel.
- Coordinates recruitment, screening and use of volunteers within the Department.
- Hires contractors as needed for special events and program instruction. Ensures Town's purchasing procedures are adhered to in selection and oversight of contractors.
- Communicates with clients, citizens, supervisors and staff.
- Coordinates CPR and related first responder training to staff; maintains related records.
- Assists in monitoring budgets and enrollment for assigned recreation programs.
- Assists in office work and program registration.
- Orders and maintains supplies for recreation programs.
- Solicits donations and funds for programs and special events.
- Prepares news releases flyers, social media postings, and other promotional material with information about assigned recreation programs and events.
- Ensures safe environment for participants and staff.
- Coordinates background screening for seasonal and part time staff and volunteers.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- General knowledge of the equipment and techniques necessary to successfully conduct recreation programs; general knowledge of the methods involved in organizing, conducting, promoting and supervising recreation activities.

- Some knowledge of computer software appropriate to programs such as MyRec.com and Munis.
- General knowledge of first aid methods and necessary safety precautions to be used in recreation work.
- Ability to express ideas clearly both orally and in writing.
- Ability to establish and maintain effective working relationships with participants, associates and the general public.

REQUIRED PHYSICAL AND MENTAL HEALTH EFFORT AND ENVIRONMENTAL CONDITIONS:

(The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The list is not all-inclusive and may be supplemented as necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- This work requires the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.
- Work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside environmental conditions, noise, hazards, and atmospheric conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

MINIMUM QUALIFICATIONS:

Any combination of education and experience equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation, sports or leisure sciences, physical education or related field and some experience in organized recreation programs.

SPECIAL REQUIREMENTS:

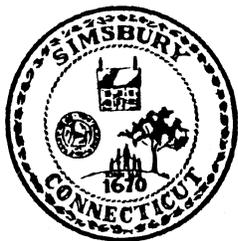
Possession of or ability to obtain a driver's license valid in the State of Connecticut within three months of employment. Possession of CPR and first aid certification within three months of employment.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Simsbury and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

Part Time Program Coordinator Salary Survey - March 2020

Town	Min Salary Range	Max Salary Range	PT Hours per week	Comments
Cheshire, CT	\$25	\$32.53	19.5 hours	full time position, eliminated changed to part time (staff comment is that 19 hrs is not enough)
Avon, CT		\$25.27	22 hours	new postion as of Dec. 2019
Windsor , CT	\$15.00	\$20.00	15-27 hours	hours/pay varied by responsibilities and season
Enfield, CT		\$18.00	30 hours	Updgraded PT to FT in FY 20
West Hartford, CT	\$19.00	\$27.00	19 hours	One PT position just upgraded to Full Time
Granby,CT		\$20.00	25-30 hours	Updgraded PT to FT in FY 20
Glastonbury		\$28.00	30 hours	Year round Aquatics
Canton, CT	\$18	\$25	26 hours	full time in summer, 3 hires in four years

	1	2	3	4	5	6	7	8	9	10
Hourly	25.13	25.63	26.14	26.66	27.20	27.74	28.30	28.86	29.44	30.03
25 hr/wk	32,663	33,317	33,984	34,664	35,357	36,064	36,785	37,521	38,270	39,037



Town of Simsbury

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Maria E. Capriola - Town Manager

To: Personnel Sub-Committee

From: Maria E. Capriola, Town Manager

Cc: Eric Gomes, HR Coordinator; Amy Meriwether, Finance Director

Date: March 12, 2020

Re: Proposed Updates to Accountant Job Description

Background

Attached please find a proposed revised job description for the Accountant position in the Finance Department. The position has been vacant since 2013. The position is represented by the CSEA Administrative & Professionals unit and is currently classified at grade "A0" on that employees' pay plan. The position is classified as non-exempt and would be regularly scheduled for 40 hours per week to match the number of hours for other positions in the Finance Department. Creating and recruiting for the Accountant position will provide the Finance Department greater resources for enhanced financial reporting, as well as ensuring the Town adheres to its financial policies.

Management is also proposing this position be placed on a new pay scale titled "A2-B". This would be similar to the current A5-B category that the Information Technology Analyst is currently in. This pay grade would accurately reflect the 40 hours that the position works as opposed to the general 35 hours that most Town Hall employees in that pay grade currently work. The Union and Management need to come to agreement on this pay grade.

The Finance Director, Management Specialist, Employee Benefits and Human Resources Coordinator and Town Manager were involved in preparing the job description. The Union will need to review the proposed revisions to the Accountant job description as well as the proposed pay grade for the position. If any significant issues are noted I will bring the matter back to the Personnel Sub-Committee prior to submitting the proposal to the Board of Selectmen. If minor issues are noted I will update accordingly and make note of it for an upcoming Board of Selectmen meeting.

Chapter 9, Section 902 of the Charter requires that I prepare and submit proposed changes to job descriptions to the Board of Selectmen for review and approval. Excerpted Charter language reads:

"...the Town Manager shall cause to have prepared a statement of the duties and responsibilities of each position in the Town service and of the minimum qualifications for appointment to such position. The statement so prepared shall

become effective upon the approval by resolution of the Board of Selectmen and may be amended, upon recommendation of the Town Manager, by resolution of the Board.”

Past practice has included a review by the Personnel Sub-Committee of proposed job descriptions.

Financial Impact

This proposal does add to the overall number of full-time employees assigned to the Finance Department. This position was approved in the last fiscal year budget and is included in the upcoming budget preparations as well. The proposed annual range (40-hour/wk basis) for this position would be \$70,438 through \$84,179.

Recommendation

I am recommending that the modifications to the Accountant job description and pay scale be endorsed as presented.

Suggested Motion

If the Personnel Sub-Committee is in support of the proposed changes, the following suggested motion is in order:

Move effective, March 12, 2020 to endorse the proposed modifications to the job description and the proposed pay grade for the Accountant position.

Attachments

- a) Proposed Revised Job Description – Accountant

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of municipal accounting principles and procedures.
- Knowledge of State and Federal laws and regulations relating to accounting and auditing procedures.
- Knowledge of modern principles and practices of finance administration
- Ability to prepare accurate and complete reports in a timely manner.
- Plans and organizes work according to established or standard office procedures.
- Ability to handle and process high volumes of paperwork accurately and efficiently and establish and maintain complex files, record system and computer databases.
- Ability to perform complex mathematical computations.
- Ability to work effectively with staff, superiors and the general public.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Must be able to sit at a desk or stand and work continuously for extended periods of time.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Works in office setting subject to continuous interruptions.
- Includes exposure to video display terminals on a daily basis.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.
- Stands, sits and walks extended periods of time; bends and reaches to file records, correspondence, reports, etc.

REQUIRED EQUIPMENT OPERATIONS:

- Operates standard office equipment, including but not limited to a personal computer, fax, copier and telephone.

REQUIRED MINIMUM QUALIFICATIONS:

- Graduation from an accredited college or university with a Bachelor's Degree in Accounting and 2 years of accounting experience or an Associate's Degree and four (4) years of accounting experience. CPA and municipal experience desirable.
- The incumbent in the position is occasionally expected to attend early morning, evening and weekend meetings and events as needed in support of the work of assigned Town Committees, Commissions, and Boards.

SPECIAL REQUIREMENTS:

Must possess a valid driver's license.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

Last Name	First Name	Possible Membership Slot	Party Affiliation	Notes
Alexander	Stephen	Technology Task Force	R	I have been involved in technology for my entire career, starting in 1985 upon college graduation. I have specifically been involved in information security for the past 20 years for two Fortune 250 companies: Circuit City in Richmond, Virginia (until 2008), then MassMutual (Fortune 100 company) since then. I hold my CISSP (Certified Information Security Systems Professional) designation, originally obtained in January of 2004. I have lived in Simsbury since 2016 with my wife, a direct descent of a Simsbury founding (Case) family that has lived here for the entire 350 years of the town's existence. Finally, I have been a licensed amateur radio (ham) operator since 1979, holding a General Class license since the early 2000s (originally licensed in 1979).
Bowden	Frank	Technology Task Force	U	associates degree in computer science. Experience: 25 years in IT -- including programming through management of a team of 7 developers. Systems analysis - development and deployment. Process engineering / re-engineering. Hardware and software evaluation, acquisition and deployment. RFP development and evaluation
Freidline	Greg	Technology Task Force	Not Registered	I have a BS in Computer Science and a MBA. I have over ten years of total experience in Information Technology with the past 8 at an assistant director or directors level within higher education. Of that six years with a public university. Both higher education and working in the public sector add to my knowledge and experience that would benefit this task force. I am available most evenings and weekends.
Colangelo	Thomas	Technology Task Force	R	I can be available at least 8 hours per week. I have no specific training or education in technology. However, while working as a Department of the Army civilian, I conceived and directed development of the Army's first web-based, enterprise-wide, AIS.
Perissi	Robert	Technology Task Force	U	IT entire career over 20 years. Manage the IT infrastructure and strategy for a manufacturer in Farmington CT. Have intimate knowledge of modern enterprise IT solutions in small and large scale deployments.
V Sathyamangalam	Narayana prashant	Technology Task Force	Not Registered	I work as an cloud architect with over 22 yrs experience in IT field. Been working working on cloud and on-Prem IT infrastructure from past 6 + yrs.
Veale	Andrew	Technology Task Force	D	Attorney with deep knowledge and experince in civil litigation, technology editor of Connecticut Insurance Law Journal (2013)
Cabral	Jason	Technology Task Force	D	a certification in Data Analysis and three years experience in Data Engineering. In my professional capacities, I specialize in statistical analysis and data visualization, programming (R/Python), version control (git), big data infrastructure, unix and some web development (R Shiny, HTML, CSS)
Ruiz	Elena	Technology Task Force	Not Registered	IT engineer and experienced vocational teacher in computers, from Spain
Diamond	Elizabeth	Board of Assessment Appeals	D	I am applying to be a alternate member of the Board of Assessment Appeals. As there is no check box for this below I have sent an email to the town clerk Ericka Butler on 12/18/19. With my strong financial background and my interest in the town (resident for 12 years), combined with my compassion I believe I would make a great alternative. I am available in the evenings for meetings.
Germano	Michael	Board of Assessment Appeals	U	Law degree, focused in construction litigation, well-seasoned in the negotiation and valuation of a diverse array of damage and claim models, including valuations of residential and commercial real esate
O'Flaherty	Katherine	Board of Assessment Appeals	D	currently a Corporate Recruiter with Guardian Life Insurance and have over 15 years of experience in the financial services industry.
Morkan	Christopher	Board of Assessment Appeals	R	Professional experience with property loss just net and values and comparable value assessments
Landerman	Sheree	Board of Assessment Appeals	D	30+ years as local real estate broker, 21 years as EBA
Wagner	Lori Ann	EDC	R	Business Owner in town, experience in multiple different agencies.
Jacobus	Pattie	EDC	R	former career in business industry was around marketing/communications, post retirment has founded simsbury free bike regional bike share
Woessner	Scott	EDC	R	31 years of experience in private sector, 5 years as Navy Officer.
Thorne	John	EDC	R	former career involved establishing and developing new companies that were moving to different communitites

DC Enrollment Snapshot

As of 3/10/2020

Plan Effective Dates

	SCL	A&P	Supervisor	AFSCME	Dispatch	Unaf.
Initial Effective Date	7/1/2013	7/1/2013	7/1/2013	9/4/2014	7/1/2013	7/1/2013
Contributions						
TWN	6%	6%	6%	6%	5%	6%
EE	0%	0%	0%	0%	0%	0%
Ammended	1/1/2016	1/1/2016	1/1/2016	10/18/2016	1/3/2017	1/1/2016
Contributions						
TWN	2%/7%	2%/7%	2%/7%	7%	7%	2%/7%
*EE	2%/4%	2%/4%	2%/4%	5%	5%	2%/4%

* EE enrolled prior to 1/1/16 grandfathered at Town 6% contribution

Since Inception of DC Plan													
* Includes current and terminated pension eligible employees													
	SCL		A&P		Supervisor		AFSCME		Dispatch		Unaf.		TOTAL/YR
	DC Enrolled	# Hired	DC Enrolled	# Hired									
2013	1	2	1	1	0	0	0	2	0	0	0	1	2
2014	0	0	1	3	0	1	0	4	0	1	0	4	1
2015	0	0	1	4	0	0	0	1	0	0	1	1	2
2016	2	3	1	4	0	0	0	3	0	0	0	0	3
2017	1	0	2	3	1	2	3	3	1	1	1	1	9
2018	3	3	4	5	1	1	1	1	0	0	0	4	9
2019	1	2	1	3	0	0	4	4	0	0	0	0	6
2020	1	2	2	2	0	0	0	0	0	0	0	0	3
TOTAL DC Enroll/GRP	9		13		2		8		1		2		
TOTAL Hired in GRP	12		25		4		18		2		11		
											TTL ENROLLED		35

DC Enrollment Since 7/1/16

* Includes current and terminated employees

	SCL		A&P		Supervisor		AFSCME		Dispatch		Unaf.	
	DC Enrolled	# Hired	DC Enrolled	# Hired	DC Enrolled	# Hired	DC Enrolled	# Hired	DC Enrolled	# Hired	DC Enrolled	# Hired
2016	1	3	0	4	0	0	0	3	0	0	0	0
2017	1	0	2	3	1	2	3	3	1	1	1	1
2018	3	3	4	5	1	1	1	1	0	0	0	4
2019	1	2	1	3	0	0	4	4	0	0	0	0
2020	1	2	2	2	0	0	0	0	0	0	0	0
TOTAL/GRP % Enrolled in DC	7	10 70%	9	17 53%	2	3 67%	8	11	1	1	1	5 20%

Note: 1 outstanding pension enrollment in SCL for 2020. If Enroll in DC, percentage will be 80%.

AFSCME
ARTICLE XV
PENSION PLAN/DEFERRED COMPENSATION/RETIREE HEALTH BENEFITS

SECTION 1. Pension Plan

All employees in the bargaining unit who were hired prior to the ratification of this agreement and who meet the eligibility requirements of the plan (the “Participants”) are covered by the town’s Pension Plan: Town of Simsbury Retirement Income Plan, as amended and restated, effective as of July 1, 2015.

- A. **Participant Contributions:** Effective upon the execution of this agreement, Participants shall increase their contributions to the pension plan according to the following schedule and the pension plan shall be amended accordingly:
1. Effective July 1, 2017 Participants contributing four percent (4%) of base wages shall increase their contributions to four and a half percent (4.5%).
 2. Effective July 1, 2018 Participants contributing four and a half percent (4.5%) of base wages shall increase their contributions to five percent (5%).
 3. Employees hired after September 4, 2013 and prior to the ratification date of this agreement who elect to participate in the plan shall contribute seven percent (7%) of base wages. Participants currently contributing seven percent (7%) of base wages shall continue to contribute at that level.
- B. **Participant Retirement Dates:** The plan shall be amended to permit Participants to retire upon reaching the age of sixty-two (62), or when the Participant’s age and Credited years of Service are equal to or greater than eight-five (85), without an early retirement penalty.
- C. **New Employees:** Employees hired after the ratification date of this contract shall participate in the Town of Simsbury’s Defined Contribution Plan. Such employees are required to contribute five percent (5%) of base wages into the defined contribution plan. Employees have the option of contributing additional amounts into the plan up to the maximum amount allowable by law. The employer shall make matching contribution of seven percent (7%) at no cost to the employee. There shall be a rolling five (5) year vesting period for employer contributions, provided that all employer contributions shall vest upon the completion of the fifth year and thereafter.

CSEA A&P

SECTION 9.12 Retirement Plans

- A. All employees in the bargaining unit who are hired by the Town of Simsbury on or before June 30, 2013 and who meet the eligibility requirements of the plan are covered by the Town's Pension Plan: Town of Simsbury - General Government Employees Retirement Income Plan Number (IN 15526B) which was in effect on July 3, 1992 (as amended).
- B. Effective July 1, 2013 employee contributions to the Town's Pension Plan shall be increased from two percent (2.00%) to five percent (5.00%) according to the following schedule:
1. Effective July 1, 2013 employees shall contribute two and one-half percent (2.50%) of their compensation into the pension plan.
 2. Effective July 1, 2014 employees shall contribute three percent (3.00%).
 3. Effective and retroactive each July 1 thereafter, employees shall contribute an additional one-half percent (0.50%) of their compensation to the pension plan until the Employee contribution reaches five percent (5.00%) of their compensation.
- C. Employees hired after June 30, 2013 and before January 1, 2016 shall have the following retirement benefit options:
1. Participation in General Government Defined Benefit Plan: the employee may participate in the plan provided the employee contributes seven percent (7%) of compensation as defined by the plan. All other provisions of the plan as stated in the plan documents apply.
 2. Participation in Defined Contribution Plan: Alternatively, the employee may elect to participate in the defined contribution plan. The Employer shall contribute six percent (6.00%) of the employee's salary to the plan at no cost to the employee. Employees have the option of contributing up to the maximum amount allowable by law. There shall be a rolling 5 year vesting period for employer contributions, provided that all employer contributions shall vest upon the completion of the fifth year and thereafter. Employees electing the defined contribution plan may not elect to participate in the defined benefit plan at a later date.
 3. Employees covered by this provision 9.12(C) shall have the option to convert their plans to the plan options available to employees hired on or after January 1, 2016 as described below.
- D. Employees hired on or after January 1, 2016 shall have the following retirement benefit options:
1. Participation in General Government Defined Benefit Plan: the employee may participate in the plan provided the employee contributes ten percent (10%) of compensation as defined by the plan. All other provisions of the plan as stated in the plan documents apply.

2. Participation in Defined Contribution Plan: Alternatively, the employee may elect to participate in the defined contribution plan subject to the following terms:

Employee Contribution	Employer Contribution	Total Contributions
2% (mandatory)	2%	4%
4% total	7% total	11%
Additional as permitted by law and regulation	No contributions beyond 7% total	

There shall be a rolling 5 year vesting period for employer contributions, provided that all employer contributions shall vest upon the completion of the fifth year and thereafter. Employees electing the defined contribution plan may not elect to participate in the defined benefit plan at a later date.

E. Any employee who retires from Town service, and who utilizes any or all of the 2009-2010 contract year for the purpose of calculating his or her final average earnings, shall be entitled to include an imputed wage increase of three percent (3%) in calculating his or her final average earnings notwithstanding the provision of Article 4 section 1.B.4 subject to applicable limitations imposed by the Internal Revenue Code.

F. Employees and the Union shall have the right to inspect and obtain copies of Plan documents.

G. Employees will receive a summary plan description 90 days after they begin work, and at least once every four years. Employees will be notified of any substantial Plan changes within 30 days after the effective date of such change.

H. Each year employees will receive a current annual retirement statement with personalized information.

SECTION 9.13 Deferred Compensation - All employees are eligible to participate in the Deferred Compensation Plan in accordance with applicable federal and state laws.

CSEA SCL

SECTION 9.12 Retirement Plans

- A. All employees in the bargaining unit who are hired by the Town of Simsbury on or before June 30, 2013 and who meet the eligibility requirements of the plan are covered by the Town's Pension Plan: Town of Simsbury - General Government Employees Retirement Income Plan Number (IN 15526) which was in effect on July 3, 1992 (as amended).
- B. Effective July 1, 2013 employee contributions to the Town's Pension Plan shall be increased from two percent (2.00%) to five percent (5.00%) according to the following schedule:
1. Effective July 1, 2013 employees shall contribute two and one-half percent (2.50%) of their compensation into the pension plan.
 2. Effective July 1, 2014 employees shall contribute three percent (3.00%).
 3. Effective and retroactive each July 1 thereafter, employees shall contribute an additional one-half percent (0.50%) of their compensation to the pension plan until the Employee contribution reaches five percent (5.00%) of their compensation.
- C. Employees hired after June 30, 2013 and before January 1, 2016 shall have the following retirement benefit options:
1. Participation in General Government Defined Benefit Plan: the employee may participate in the plan provided the employee contributes seven percent (7%) of compensation as defined by the plan. All other provisions of the plan as stated in the plan documents apply.
 2. Participation in Defined Contribution Plan: Alternatively, the employee may elect to participate in the defined contribution plan. The Employer shall contribute six percent (6.00%) of the employee's salary to the plan at no cost to the employee. Employees have the option of contributing up to the maximum amount allowable by law. There shall be a rolling 5 year vesting period for employer contributions, provided that all employer contributions shall vest upon the completion of the fifth year and thereafter. Employees electing the defined contribution plan may not elect to participate in the defined benefit plan at a later date.
 3. Employees covered by this provision 9.12(C) shall have the option to convert their plans to the plan options available to employees hired on or after January 1, 2016 as described below.
- D. Employees hired on or after January 1, 2016 shall have the following retirement benefit options:
1. Participation in General Government Defined Benefit Plan: the employee may participate in the plan provided the employee contributes ten percent (10%) of compensation as defined by the plan. All other provisions of the plan as stated in the plan documents apply.

2. Participation in Defined Contribution Plan: Alternatively, the employee may elect to participate in the defined contribution plan subject to the following terms:

Employee Contribution	Employer Contribution	Total Contributions
2% (mandatory)	2%	4%
4% total	7% total	11%
Additional as permitted by law and regulation	No contributions beyond 7% total	

There shall be a rolling 5 year vesting period for employer contributions, provided that all employer contributions shall vest upon the completion of the fifth year and thereafter. Employees electing the defined contribution plan may not elect to participate in the defined benefit plan at a later date.

- E. Any employee who retires from Town service, and who utilizes any or all of the 2009-2010 contract year for the purpose of calculating his or her final average earnings, shall be entitled to include an imputed wage increase of three percent (3%) in calculating his or her final average earnings notwithstanding the provision of Article 4 section 1.B.4 subject to applicable limitations imposed by the Internal Revenue Code.
- F. Employees and the Union shall have the right to inspect and obtain copies of Plan documents.
- G. Employees will receive a summary plan description 90 days after they begin work, and at least once every four years. Employees will be notified of any substantial Plan changes within 30 days after the effective date of such change.
- G. Each year employees will receive a current annual retirement statement with personalized information.

SECTION 9.13 Deferred Compensation - All employees are eligible to participate in the Deferred Compensation Plan in accordance with applicable federal and state laws.

CSEA Supervisors

SECTION 9.11 Pension Plan

- A. All employees in the bargaining unit who are hired by the Town of Simsbury on or before June 30, 2013 and who meet the eligibility requirements of the plan are covered by the Town's Pension Plan: Town of Simsbury - General Government Employees Retirement Income Plan which was in effect on July 3, 1992, as amended and restated effective January 25, 2005 (as amended).
- B. Effective July 1, 2013 employee contributions to the Town's Pension Plan shall be increased from two percent (2.00%) to five percent (5.00%) according to the following schedule:
1. Effective July 1, 2013 employees shall contribute two and one-half percent (2.50%) of their compensation into the pension plan.
 2. Effective July 1, 2014 employees shall contribute three percent (3.00%).
 3. Effective and retroactive each July 1 thereafter, employees shall contribute an additional one-half percent (0.50%) of their compensation to the pension plan until the Employee contribution reaches five percent (5.00%) of their compensation.
- C. Employees hired after June 30, 2013 and before January 1, 2016 shall have the following retirement benefit options:
1. Participation in General Government Defined Benefit Plan: the employee may participate in the plan provided the employee contributes seven percent (7%) of compensation as defined by the plan. All other provisions of the plan as stated in the plan documents apply.
 2. Participation in Defined Contribution Plan: Alternatively, the employee may elect to participate in the defined contribution plan. The Employer shall contribute six percent (6.00%) of the employee's salary to the plan at no cost to the employee. Employees have the option of contributing up to the maximum amount allowable by law. There shall be a rolling 5 year vesting period for employer contributions, provided that all employer contributions shall vest upon the completion of the fifth year and thereafter. Employees electing the defined contribution plan may not elect to participate in the defined benefit plan at a later date.
 3. Employees covered by this provision 9.12(C) shall have the option to convert their plans to the plan options available to employees hired on or after January 1, 2016 as described below.
- D. Employees hired on or after January 1, 2016 shall have the following retirement benefit options:
1. Participation in General Government Defined Benefit Plan: the employee may participate in the plan provided the employee contributes ten percent (10%) of compensation as defined by the plan. All other provisions of the plan as stated in the plan documents apply.

2. Participation in Defined Contribution Plan: Alternatively, the employee may elect to participate in the defined contribution plan subject to the following terms:

Employee Contribution	Employer Contribution	Total Contributions
2% (mandatory)	2%	4%
4% total	7% total	11%
Additional as permitted by law and regulation	No contributions beyond 7% total	

There shall be a rolling 5 year vesting period for employer contributions, provided that all employer contributions shall vest upon the completion of the fifth year and thereafter. Employees electing the defined contribution plan may not elect to participate in the defined benefit plan at a later date.

E. Any employee who retires from Town service, and who utilizes any or all of the 2009-2010 contract year for the purpose of calculating his or her final average earnings, shall be entitled to include an imputed wage increase of three percent (3%) in calculating his or her final average earnings notwithstanding the provision of Article 4 section 1.C.6 subject to applicable limitations imposed by the Internal Revenue Code.

F. Employees and the Union shall have the right to inspect and obtain copies of Plan documents.

G. Employees will receive a summary plan description 90 days after they begin work, and at least once every four years. Employees will be notified of any substantial Plan changes within 30 days after the effective date of such change.

H. Each year employees will receive a current annual retirement statement with personalized information.

SECTION 9.12 Deferred Compensation - All employees are eligible to participate in the Deferred Compensation Plan in accordance with applicable federal and state laws.

Dispatchers

Section 6. Retirement Plans.

A. Employees hired on or before June 30, 2013 shall participate in the Pension - Town of Simsbury General Government Employees' Retirement Income Plan (the "Pension Plan"), as amended and restated effective January 24, 2005, Section 2.19 (b), to reflect a normal retirement age of 62 after 25 years of service.

Employee contributions to the Pension Plan shall increase from 2% to 5% according to the following schedule, and the Pension Plan shall be amended to reflect these increases:

- Retroactive to July 1, 2013, employee contributions shall increase to 2.5%
- July 1, 2014, employee contributions shall increase to 3.0%
- July 1, 2015, employee contributions shall increase to 3.5%
- July 1, 2016, employee contributions shall increase to 4.0%
- July 1, 2017, employee contributions shall increase to 4.5%
- July 1, 2018, employee contributions shall increase to 5.0%

B. Employees hired after June 30, 2013 and before the execution date of this Agreement shall have the following retirement benefit options:

1. Participation in the Pension Plan: the employee may participate in the plan provided the employee contributes seven percent (7%) of compensation as defined by the plan. All other provisions of the plan as stated in the plan documents apply.

2. Participation in Defined Contribution Plan: Alternatively, the employee may elect to participate in the defined contribution plan. The Town shall contribute an amount equal to five percent (5%) of the employee's base wage. The employee shall have the option of contributing up to the maximum amount allowable by law. There shall be a rolling 5 year vesting period for Town contributions. Employees electing the defined contribution plan may not elect to participate in the defined benefit plan at a later date.

C. Employees hired on or after the effective date of this Agreement. Employees hired on or after the effective date of this Agreement shall not be entitled to participate in the Pension Plan. Such employees shall participate in the Town of Simsbury's Defined Contribution Plan and shall be required to contribute five percent (5%) of base wages into the Defined Contribution Plan. Employees have the option of contributing additional amounts into the plan up to the maximum amount allowable by law. The employer shall make matching contribution of seven percent (7%) at no cost to the employee. There shall be a rolling five (5) year vesting period for employer contributions, provided that all employer contributions shall vest upon the completion of the fifth year and thereafter.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee Regular Meeting

Thursday, February 13, 2020

Main Meeting Room, Town Hall, 933 Hopmeadow Street

MINUTES - DRAFT

Members Present: Eric Wellman, Wendy Mackstutis, Sean Askham (by phone)

Staff Present: Melissa Appleby, Thomas Fitzgerald

The meeting was called to order at 7:30am.

1) Draft-Anti Harassment Policy

Staff noted that the current version of the draft policy does not reflect any substantive changes but did have quite a few grammar and other edits by the Town's labor counsel. The paragraph that states how to report alleged harassment against the Town Manager was discussed as the Sub-Committee wants to make sure any allegation gets to them. Staff will amend the relevant paragraph on page 4 to clarify this. A motion to forward the policy to the Board of Selectmen was made by Mr. Askham, seconded by Ms. Mackstutis, with all in favor.

2) Vacancies and Reappointments to Boards, Commissions and Committees for Personnel Sub-Committee - Update

The group reviewed the list of names for reappointment to the Technology Task Force. There was discussion on the history of the Task Force including the number of members originally appointed. It was noted that there is no official record regarding the number of membership slots, but that the committee has traditionally had eleven members. The Personnel Sub-Committee would like for staff to recommend how to use the Technology Task Force in the future to get the most out of the membership.

A motion to forward the 8 names for reappointment to the Technology Task Force was made by Ms. Mackstutis, seconded by Mr. Askham, with all in favor.

Scheduling interviews for vacant Technology Task Force membership slots was tabled until a clearer direction on the group is identified. The group will look to schedule interviews for the applications for the Board of Assessment Appeals.

There was discussion of the draft EDC volunteer advertisement. Staff informed the group that they will need to fill a spot vacated by a member of the Republican Party. The ad will be placed on the Town's website and distributed to the Chamber of Commerce and Main Street Partnership since the new member should be from the business community.

3) Classification and Compensation Work – Accountant Position (Oral Report)

Staff provided an update on the classification and compensation work related to the re-authorized accountant position, which hasn't been filled since December 2013. Staff will bring the job description before the Sub-Committee at an upcoming meeting.

4) Approval of Minutes

The minutes of January 9, 2020 were approved by consensus.

Adjourn

The meeting adjourned at approximately 7:57am.

Respectfully Submitted,
Thomas Fitzgerald
Management Specialist