



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee

Thursday, October 25, 2018

7:30AM

Board of Education Conference Room, Town Hall, 933 Hopmeadow Street

REGULAR MEETING AGENDA

Call to Order

- 1) Code Compliance Officer Job Description Update
- 2) Reclassification of Buildings and Grounds Supervisor
- 3) Change in Work Hours for Public Works Administrative Secretary II
- 4) Social Services Trusts – Trustees Update (Oral Report)
- 5) Board of Assessment Appeals Alternate Appointments (Oral Report)
- 6) Unaffiliated Voters Work Group Status Report (Oral Report)
- 7) Draft Social Media Policy
- 8) Town Manager Performance Review Process, Instrument
- 9) 2019 Regular Meeting Schedule
- 10) Minutes
 - a) August 27, 2018
 - b) August 29, 2018
 - c) September 27, 2018

Adjournment





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; Mike Glidden, Director of Planning and Community Development

Date: October 25, 2018

Re: Proposed Job Description Update – Code Compliance Officer

Background

Attached please find proposed changes to the existing job description for the Code Enforcement Officer position. I am also proposing an official job title change from Code Enforcement Officer to Code **Compliance** Officer. Our goal is to educate and gain compliance when violations of our local codes, ordinances and regulations have been violated. I also believe the term “compliance” is more customer service oriented than “enforcement.”

The proposed modifications are minor in scope and largely capture existing duties and expectations of the position. The only new duty would be assisting with the management of the town’s 3 agricultural leases. The proposed changes to the job description include updating the minimum requirements section, and adding to the Essential Functions category. The Director of Planning and Community Development was involved in preparing the revisions. There is not a proposed change to the pay range at this time.

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 modifications to job descriptions. The Union has reviewed the proposed changes and does not have any concerns.

Recommendation

I am recommending that the modifications to the job description be approved as presented. If endorsed by the Personnel Sub-Committee, I would plan to submit the proposed changes to the full Board of Selectmen at your November 14th meeting.

Suggested Motion

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

Move effective, October 25, 2018 to endorse the proposed modifications to the job description and job title for the Code Enforcement Officer position. Further move that this recommendation be forwarded to the full Board of Selectmen.

Attachments

a) Proposed Job Description – Code Enforcement Officer

Town of Simsbury

TITLE: Code ~~Enforcement~~ Compliance Officer

GRADE: A-5

DEPARTMENT: Planning & ~~Land Use~~ Development Department

DATE: November XX, 2018

POSITION DESCRIPTION:

Under the general supervision and direction of the **Director of Planning and Community Development** Department, performs complex technical work in connection with the enforcement of conservation, inland wetlands, planning and zoning regulations, as well as reviewing compliance with development guidelines established by the Planning, Zoning, and Conservation commissions. Reviews compliance and performs enforcement with development activities and approvals established by the Planning, Zoning, Zoning Board of Appeals and the Conservation /Inland Wetlands Commissions and monitors and enforces the Simsbury Blight Ordinance.

ESSENTIAL JOB FUNCTIONS:

- ~~Primary responsibility for all Town zoning, blight and code enforcement procedures.~~ Responsible for enforcing and interpreting zoning, blight, and other land use regulations. Works with and educates violators to gain compliance with ordinances, codes, and regulations.
- Issues citations for violations in accordance with local ordinances and attends related meetings and hearings when required.
- Monitors environmental compliance issues related to aquifer protection act and water resource protection reports.
- Serves as Assistant Inland Wetland Enforcement Officer.
- Attends Commission/Board meetings as required and as directed by the Director of Planning and Community Development. Prepares staff memos to various boards and commissions.
- Performs research and compiles and analyzes data in connection with planning studies and revisions to zoning, subdivision, and wetlands regulations.
- ~~Monitors violations of Town Inland Wetlands and Watereourses Regulations, and/or wetland boundary disputes and coordinates with staff.~~
- Assists in developing the review processing system and informational materials for customer service purposes.
- Assists the general public in the development process including site inspections, preparing correspondence for compliance, and communicating and cooperating with participants on compliance issues, and the preparation of staff memos to various boards and commissions.
- Provides information to residents, developers, and other stakeholders regarding planning and zoning regulations, applications, permitting processes, and development options.
- Assists with open space acquisition and management and the management of agricultural leases.

ADDITIONAL JOB FUNCTIONS:

- May perform additional tasks and duties as requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**SKILLS:**

- Able to manage multiple tasks at the same time.
- Able to properly delegate tasks when and where determined necessary.
- Able to effectively communicate with Supervisor, all staff and the public regarding all land use activities.
- Able to suggest innovative and helpful land use application processing techniques.
- Ability to closely follow instructions and follow through on assigned tasks in a thorough and professional manner.
- **Ability to comprehensively and clearly prepare records for enforcement cases.**
- **Ability to write clear and concise enforcement letters/correspondence.**

KNOWLEDGE:

- Considerable knowledge of the principles and practices of environmental science and development administration, State statutes, **National Flood Insurance Program, Erosion and Sediment Control measures, CT Aquifer Protection Program**, and the enforcement of zoning, planning and inland wetland regulations.
- Knowledge and ability in computer applications, including Microsoft Office, for data management and report preparation.

ABILITIES:

- Ability to perform research and prepare technical reports.
- Ability to interpret and apply laws and regulations relating to the work of Town agencies responsible for land development control.
- Ability to communicate effectively with the public, and an ability to establish and maintain effective working relationships with Town officials, staff, advisory boards, general public and participants in the development process.
- Ability to monitor new issues and techniques appropriate to conservation, land use and enforcement issues.
- Ability to communicate effectively both orally and in writing.
- Ability to operate large copying/mapping machines.
- Ability to operate and read electronic/light monitoring devices.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Ability to work in office setting subject to continuous interruptions and background noises.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to work in poor weather conditions, including heat, cold, rain or snow.

- Ability to sit at a desk or stand and work continuously for extended periods of time while performing job functions, navigate construction sites and to work in inclement weather.
- Ability to perform gross body coordination and perform tasks that require hand-eye coordination.
- Ability to see objects closely as in reading a map.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to attend to task/function for more than 60 minutes at a time.
- Ability to understand and relate to specific ideas, general several at a time, and to understand and relate to the theories behind several related concepts.
- Ability to remember multiple tasks/assignments given to self and others over long periods of time.
- Ability to access and reach difficult places and varied terrain for inspection purposes.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to carry and lift documents and office equipment weighing up to 25 pounds.
- Ability to move throughout the Town Hall and other Town buildings and sites.
- Ability to get into and out of an automobile.
- Ability to attend and participate in numerous, extended night meetings during the year.

REQUIRED MINIMUM QUALIFICATIONS:

- **Bachelor's Degree in Urban and Regional Planning or closely related field required. Three (3) years of progressively responsible professional experience in a land use office with a bachelor's degree.**
- **Certification as Certified Zoning Enforcement Officer (CZEO) by the Connecticut Association of Zoning Enforcement Officials or must obtain certification within one (1) year of appointment.**
- **Certification by CTDEEP as Municipal Inland Wetlands Agency Comprehensive Training Program or must obtain certification within one (1) year of appointment.**
- **Certification by CTDEEP as Municipal Aquifer Protection or must obtain certification within one (1) year of appointment.**
- **The incumbent in the position is expected to attend evening and weekend meetings and events as needed in support of the work of assigned Town Committees, Commissions, and Boards**

LICENSE OR CERTIFICATE: Motor Vehicle Operator's License.

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



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 Roy, DPW Director

Date: October 25, 2018

Re: Reclassification of Buildings and Grounds Supervisor Position

Background - Supervisor of Buildings and Grounds

The Town Manager's Office is in receipt of a reclassification review request from the CSEA Union regarding the Buildings and Grounds Supervisor position. Mark Rustic is currently the Supervisor of Buildings and Grounds, a position listed as grade 4 in the CSEA Administrative and Professionals Union. The FY 18/19 wages of a grade 4 employee ranges from \$70,240 to \$83,942. Mark is currently at grade 4, step 10, or \$83,942 (maximum of range). Over the last 3 fiscal years Mark has earned a total of \$15,052.32 in overtime pay, which is an average of \$5,017.44 per year. Mark has been working for the Town for 29 years and has been in his current position for 9 years.

The position is currently classified as non-exempt (hourly) meaning the employee is eligible for overtime payments. I would characterize this position as a working supervisor, meaning the person performs administrative/supervisory work in addition to hands-on work in the field. The position is currently responsible for supervising seven (7) employees, over two shifts, seven days per week. The standard shifts are 6am-2:30pm and 3pm-10pm. The position requires the incumbent to be available 24/7 to respond to emergencies in our buildings (i.e. heating, cooling, alarm system, etc. issues) as well as storm related events.

Methodology of Review

Internal comparisons as well as outside benchmarking were used for the salary analysis. Scope of duties and span of control were also reviewed in determining an appropriate pay grade, FLSA status (exempt/non-exempt), and job duties.

Internal Comparison

For the internal comparison we looked at the positions of Parks Superintendent, Golf Course Superintendent, Assistant Golf Course Superintendent, Supervisor of Buildings and Grounds, Assistant Superintendent of Water Pollution Control Authority, Senior Crew Leader in Public Works, and Parks Foreman. The mean salary range for these

positions was \$71,186 to \$86,049. That is a difference of \$946 and \$2,107 from the current salary range of the Building and Grounds Supervisor position. This mean salary range is between grades 4 and 5 in the CSEA Administrative and Professionals Union, with grade 5 ranging from \$74,984 to \$89,613.

External Comparison

External data was gathered by either sending correspondence to HR directors or using CBA data available on other town websites. The Towns of Avon, Manchester, South Windsor, Windsor and Glastonbury were used when comparing data. Other towns were reached out to but feedback was not received. While the data would be stronger with more towns added, the selected towns do have a facilities manager which adds a good comparative baseline. The mean salary range for this data set was \$67,118 to \$95,631. Compared to Mark's current salary range that is a difference of -\$3,122 and \$11,689 respectively.

FLSA Status

Based on the span of control for this position and scope of duties I believe designating this position as exempt (salary, not eligible for overtime) is appropriate. Section 5.7 of the CSEA Administrative & Professionals contract states that exempt positions can't be classified lower than grade 6 of the pay plan for the bargaining group. The FY 18/19 salary range for grade 6 of the CSEA Administrative & Professionals pay plan is \$80,047-\$95,666.

Financial Impact

Mark's current base salary for FY 18/19 is \$83,942. Over the last 3 fiscal years his average overtime pay has been \$5,017.44. If you apply this average overtime pay to his current base salary you get estimated total earnings of \$88,959 for this current year.

If this reclassification request is approved and the position is reclassified to grade 6, per the CBA, step 6 would be the appropriate step for Mark to be placed at. Grade 6, step 6 wages are \$88,382/yr for FY 18/19. Since I am recommending that the position be classified as exempt and no longer be eligible for overtime, the change would be cost neutral (Town would save an estimated \$577) when you compare Mark's current wage plus estimated overtime to the new proposed base salary. This change would reflect about a 5.3% increase to his current base salary.

Conclusion/Recommendations

I recommend the following:

- The Buildings and Grounds Supervisor position title (classification) be changed to Facilities Supervisor
- The Facilities Supervisor position be classified at Grade 6 of the CSEA Administrative and Professionals Pay Plan
- The Facilities Supervisor position be designated as an exempt (salaried) position
- The job description for the Facilities Supervisor position be approved as presented.

This information is being provided to the union for review. If any issues of significance are noted that impact my recommendations, I will re-visit this matter with the Personnel Sub-Committee prior to bringing any recommendation(s) to the full Board of Selectmen.

Suggested Motion

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

Move, effective October 25, 2018 to endorse the creation of the position classification of Facilities Supervisor and the job description as presented. Further move to endorse an annual salary range for the Facilities Supervisor position of Grade 6 of the CSEA Administrative and Professional employees pay plan of \$80,047-\$95,666, which may be amended from time to time through action of the Board of Selectmen. Further move to recommend that the position be designated as an exempt position.

Attachments

- 1) Proposed Facilities Supervisor Job Description
- 2) External and Internal Salary Data

Town of Simsbury

TITLE: ~~Supervisor of Buildings and Grounds~~ Facilities Supervisor
GRADE: A-46

DEPARTMENT: Buildings & Grounds – D.P.W. **DATE:** ~~August 15, 1988~~ March 19, 2008 November XX, 2018

POSITION DEFINITION:

~~Supervises custodians in maintaining and cleaning town buildings, adjacent grounds, and equipment, and is~~ Performs a variety of skilled, technical, supervisory, and administrative work in the maintenance, improvement, construction, cleaning and operation of Town owned buildings and grounds. Supervises custodians, maintainers, contractors and outside vendors working within the buildings, or maintaining Town equipment. Performs maintenance and trade work including, snow removal, carpentry, plumbing, and basic electrical work. Is available in emergency situations involving the buildings, such as power failures, heating, and ventilation problems, plumbing, security or any related problems that may arise.

~~GENERAL~~ ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ~~• Receives oral or written instructions from Supervisor.~~
- ~~• Plans a preventive maintenance schedule.~~
- ~~• Performs and leads cleaning of building interior.~~
- ~~• Uses power equipment to strip, wax, and buff floors and to vacuum rugs, carpets, draperies, and upholstered furniture.~~
- Maintains Town owned buildings and grounds, including but not limited to: Town Hall, Eno Memorial Hall, the Library, Scout Hall, several residential rental properties, bus shelters, pump house and maintenance buildings.
- Plans, schedules, coordinates and implements the cleaning, maintenance, and improvements to Town buildings.
- Trains, supervises and disciplines employees performing the duties of custodial work, maintenance (including basic plumbing, electrical, carpentry, painting and HVAC related work), landscaping and snow removal.
- Enforces employee rules, regulations, policies and procedures.
- Supervises the control and use of all materials, chemicals, supplies and equipment used by the Department.
- Prepares and maintains a regular testing and servicing schedule for all motors, burners, plumbing, and electrical systems, fire systems and elevators.
- ~~• Checks thermostats and monitors energy use in building.~~
- ~~• Performs minor carpentry, electrical, painting, and plumbing work.~~
- ~~• Maintains building entranceway, adjacent walks, grounds, and shrubbery.~~
- ~~• May use snow blower or power lawn mower.~~

- Requisitions and maintains an inventory of supplies, ~~and may pick up and deliver mail.~~
- ~~Sets up~~ Requisitions and ~~disassembles rooms~~ supervises the work of outside vendors.
- Requisitions supplies for ~~meetings or activities~~.the Department and accurately maintains a variety of records relating to personnel, equipment, supplies and energy usage.
- ~~Provides information and assistance to members of the public.~~
- ~~Supervises custodians and seasonal employees.~~
- ~~Follows standard safety procedures and regulations.~~
- Completes work orders and reports tasks accomplished to Supervisor.
- Directs and schedules workforce in completion of Department objectives.
- Insures compliance with state reporting requirements for fire protection, boilers, elevators and other regulated building equipment.
- Oversees the safety of assigned staff by instructing individuals in proper safety procedures and monitoring work in progress.
- Maintains records of employee training and assesses the training needs for the Department to meet Town and OSHA requirements.
- Provides recommendations for the purchase and maintenance of equipment.
- Participates in short and long-term planning of capital improvement projects.
- Analyzes annual operating costs and makes recommendations for Department budget.
- Responds to and addresses calls/complaints from building occupants and the public.
- Monitors the performance of HVAC systems and overall energy use in building.
- Performs minor carpentry, electrical, painting, plumbing work, landscaping and snow removal.
- Advises supervisor of major maintenance problems.
- Plans, schedules and coordinates the removal of snow from Town owned buildings.

~~ADDITIONAL DUTIES:~~

- ~~Provides training to employees and to seasonal workers.~~
- ~~Recommends employment, promotion, or discipline of employees to Supervisor.~~
- ~~Plows parking lots and cross walks.~~
- Serves on various employee or other committees as assigned.
- May use snow blower, power lawn mower, and truck mounted snow plow.
- Serves as a member of the design team for new and renovated buildings, and participates in the commissioning of new building systems.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Through knowledge of equipment facilities, materials, methods and procedures used in building maintenance and operations;
- Considerable knowledge of building systems and controls: lighting, electrical, fire protection, HVAC, including computer based building management systems;

- Considerable knowledge of building code, state and federal law as it relates to the operation of existing buildings, including historic buildings (ADA Compliance, Life Safety Requirements, permitting, regulatory inspections, etc.)
- Skill in the operation of equipment described above and used by the Department;
- Ability to guide, direct and motivate employees;
- Ability to organize and supervise the activities of various crews performing custodial and maintenance work;
- Ability to communicate effectively, verbally and in writing;
- Good computer skills;
- Ability to establish and maintain effective working relationships with employees, other departments, and the public.

SUPERVISED BY RECEIVED:

- Receives general supervision from Director of Public Works.

SUPERVISION EXERCISED:

- Exercises close supervision over assigned custodians, maintainers, carpenters, painters, summer staff, and vendors.

QUALIFICATIONS PROFILE:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form.
- Working knowledge of building maintenance, including heating, plumbing, and electrical systems.
- Computer skills for maintenance of HVAC control systems.
- Ability to lift medium weights.
- Ability to work in occasional adverse weather conditions.
- Availability to respond to emergency calls for service required. This may include nights and weekends
- Ability to respond to storm related events required. This may include nights and weekends.

LICENSE OR CERTIFICATE:

- Connecticut Motor Vehicle Operator's License.

CAREER POSSIBILITIES:

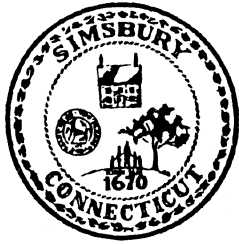
Promoted From: Building Custodian/Skilled Tradesman
 Promoted To: Administrative Position

INTERNAL Comparisons

Golf Course Super	84,675	101,196	Exempt	A&P	7
Assistant WPCA Super	80,047	95,666	Exempt	A&P	6
Parks Super	78,970	97,322	Exempt	SUP	6
	74,984	89,613	Non-Exempt	A&P	5
Parks Foreman	70,240	83,942	Non-Exempt	A&P	4
Building Supervisor	70,240	83,942	Non-Exempt	A&P	4
Senior Crew Leader (DPW)	60,861	74,755	Non-Exempt	AFSCME	10
Assistant Golf Course Super	53,269	65,520	Non-Exempt	AFSCME	7
Mean	71,186	86,049	*Grade 5 of A&P Union is not included in the calculated means and medians		
Median	70,240	83,942			

EXTERNAL Buildings/Facilities Managers

Town	Job title	Salary Min.	Salary Max	Hours per week
Avon	Superintendent of Buildings and Grounds	65,783	92,037	
Manchester	Assistant Facilities Project Manager	65,546	97,826	37.5
South Windsor	Building Maintenance Supervisor	51,670	88,692	
Windsor	Buildings and Facilities Manager	81,870	114,618	
Windsor	Assistant Buildings and Facilities Manager	57,500	80,500	
Glastonbury	Building Superintendent	81,393	109,941	
Glastonbury	Building Maintenance Supervisor	66,060.80	85,800.00	
Mean		67,118	95,631	
Median		65,783	92,037	



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 Roy, DPW Director

Date: October 25, 2018

Re: Proposed Change in Work Hours for Public Works Administrative Secretary II

Background

Management has an interest in changing the work schedule for the Public Works Administrative Secretary II position from 35 hours per week to 40 hours per week. This position is responsible for supporting the Public Works Director, the Highway Division, and the Facilities Division. Currently all administrative positions in Public Works, including the WPCA are 40 hours per week except this position. The Administrative Secretary position at the WPCA was changed to 40 hours per week in October 2015.

It can often be difficult to make changes to positions when there is an incumbent in the position. The person that most recently held this position retired over the summer and a permanent replacement has not yet been found. Temporary employees have been filling in while the recruitment is underway. If this change is to be made, I believe it would make sense to do so before the selected candidate begins work.

Staff has reviewed this concept with the union, and there are no objections. A draft memorandum of agreement has been prepared and reviewed should this change ultimately be approved by the Board of Selectmen. Since I am seeking a permanent change in the work hours to 40 per week, upon consultation with our legal counsel, I am seeking approval from the Board.

Financial Impact

The recently retired employee was at the top of her salary range, and it is expected that a new hire will be brought in at or near the minimum of the range. We also have salary savings since a permanent replacement has not yet been hired; the temporary employees have been compensated at a lower hourly rate, also generating savings for this year's budget. There are sufficient salary savings in this year's budget to cover the cost associated with a 40 hour work week for the remainder of the fiscal year (anticipated hire date of December 2018).

Moving forward, and do to salary savings associated with a more junior employee, we estimate that we would not see a budgetary impact (\$1,600) from the change in work schedule for two fiscal years, or beginning in FY22.

Recommendation

I am recommending that the work schedule for the DPW Administrative Secretary II position be changed from 35 hours per week to 40 hours per week and that we execute the attached agreement to memorialize the change in schedule. If endorsed by the Personnel Sub-Committee, I would plan to submit the proposed change and memorandum of agreement to the full Board of Selectmen at your November 14th meeting.

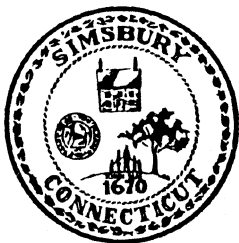
Suggested Motion

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

Move effective, October 25, 2018 to endorse the proposed change in work schedule for the DPW Administrative Secretary II position. Further move that this recommendation be forwarded to the full Board of Selectmen.

Attachments

- 1) Proposed Memorandum of Agreement – DPW Administrative Secretary II Work Schedule



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

<https://www.youtube.com/simsburytv/live>
**MEMORANDUM OF AGREEMENT BETWEEN
THE TOWN OF SIMSBURY AND CSEA, SECRETARIAL, CLERICAL & LIBRARY
EMPLOYEES, LOCAL 2001**

This Agreement is made by and among CSEA, Secretarial, Clerical & Library Employees, Local 2001 (hereinafter "the Union") and the Town of Simsbury (hereinafter "the Town") regarding position of Administrative Secretary II – Public Works.

WHEREAS, the Administrative Secretary II – Public Works position is currently listed as a 35-hour per week position in the collective bargaining agreement;

WHEREAS, the Town currently has a vacancy in the Administrative Secretary II – Public Works position;

WHEREAS, the Town wants the Administrative Secretary II – Public Works position to be scheduled for 40 hours per week based upon workload needs and to be consistent with all other administrative personnel assigned to the DPW garage location;

NOW THEREFORE, the parties agree to the following:

1. Effective upon ratification of this Agreement by the Town's legislative body, the regular work week for the Administrative Secretary II – Public Works shall be 40 hours Monday-Friday with a one-half hour unpaid lunch.
2. These changes shall be incorporated into the successor collective bargaining agreement during the next round of negotiations.
3. This MOA is specific to this matter and is without precedent or applicability to any other matters involving the Union and the Town.
4. This MOA resolves any all issues regarding the hours of work for the Administrative Secretary II – Public Works position through to the effective date of this Agreement. The Union agrees not to file a grievance or any other claim regarding the subject of this Agreement.

FOR THE TOWN

Maria E. Capriola
Town Manager
Town of Simsbury

Date

FOR THE UNION

Anita Schwager
President
CSEA, SCL Employees, Local 2001

Date

Telephone (860) 658-3230
Facsimile (860) 658-9467

townmanager@simsbury-ct.gov
www.simsbury-ct.gov

An Equal Opportunity Employer
8:30 - 7:00 Monday
8:30 - 4:30 Tuesday through Thursday
8:30 - 1:00 Friday



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: Melissa Appleby, Deputy Town Manager
Eric Gomes, HR Coordinator

Date: October 25, 2018

Re: Proposed Social Media and Website Policy

Background

Pursuant to Section 2 of the Town's Personnel Rules and Regulations, administrative and personnel policies are adopted by resolution of the Board of Selectmen and the Town Manager is responsible for execution and implementation.

During the summer, the Economic Development Work Group discussed the concept of a Social Media Policy. This proposed (new) Social Media and Website Policy attempts to establish standards and procedures for the creation of social media and website accounts for the Town of Simsbury. The Economic Development Work Group, Deputy Town Manager and IT Manager have been consulted to-date. Since this Policy may have personnel implications, the work group thought it would be prudent for the Personnel Sub-Committee to review and comment on a draft.

Staff needs to complete the following additional work:

- Consult with the Town Attorney to ensure the policy doesn't infringe upon first amendment rights (free speech)
- Consult with the Town Attorney regarding whether or not the Board of Selectmen has the authority to authorize the creation or deletion of social media accounts and websites for other Town elected bodies, or to govern their content
- Consult with Labor Counsel regarding any potential collective bargaining implications (i.e. mandatory v. permissive subject of bargaining)
- Consult with department heads regarding the draft policy

Once a draft is in good condition, the Work Group may want to report back to the full Board of Selectmen as well as recommend referrals to Technology Task Force and advisory and/or elected bodies that have an existing social media or web presence.

If adopted, this policy will be made available to Town employees, boards, commissions, and committees.



Town of Simsbury

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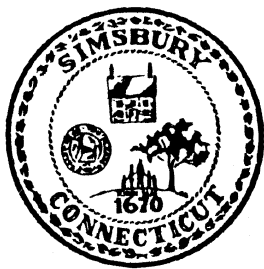
Maria E. Capriola - Town Manager

Recommendation

No formal action is needed at this time. Staff is seeking feedback from the Personnel Sub-Committee that can be shared with the Economic Development Work Group regarding the proposed policy.

Attachment

1) Draft of the Social Media and Website Policy



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

TOWN OF SIMSBURY SOCIAL MEDIA AND WEBSITE USE POLICY *Adopted by the Simsbury Board of Selectmen on **INSERT DATE**, 2018*

I. Purpose

The purpose of this policy is to provide standards and procedures for the establishment and appropriate use of Town of Simsbury social media and website accounts.

The intended purpose of Town social media and website accounts is to serve as a mechanism for authorized Town officials to disseminate information and communicate with members of the public regarding official town business and public service announcements. The Town recognizes that social media is an evolving communications tool with new resources constantly emerging and becoming being available.

II. Applicability

This policy applies to all Town employees, elected officials, and appointed officials, whether paid or unpaid.

III. Effective Date

This policy shall remain in effect until revised or rescinded. The Town reserves the right to amend this policy as necessary.

IV. Policy

The Town of Simsbury social media outlets and websites will serve primarily to disseminate information from the Town and communicate with members of the public regarding official Town business. Examples include but are not limited to: Town meetings, public hearings, and information sessions; activities, events or programs sponsored or co-sponsored by the Town; Town programs, services, and projects; forms; fees; policies; and topical or seasonal Town issues. Town social media accounts are not intended to serve as public fora. The Town's official website (www.simsbury-ct.gov), and any other domains owned by the Town, will remain the Town's primary method of internet communication.

V. Account Management

Telephone (860) 658-3230
Facsimile (860) 658-9467

An Equal Opportunity Employer

8:30 - 1:00 Monday through Friday
8:30 - 4:30 Monday through Thursday
8:30 - 1:00 Friday

- A. **Town Departments.** The establishment of Town of Simsbury social media accounts and websites by Town departments is subject to approval by the Town Manager or his/her designee. Department directors will be responsible for managing the content and upkeep of any social media accounts and websites they create. The Town Manager or his/her designee has the discretion and authority to eliminate, disable, or suspend the use of social media accounts and websites by Town departments.
- B. **Elected and Appointed Bodies.** The establishment of Town of Simsbury social media accounts and websites by elected and appointed bodies is subject to approval by the Board of Selectmen. Department directors will be responsible for managing the content and upkeep of any elected and appointed bodies' social media accounts and websites they are assigned to by the Town Manager or his/her designee. The Board of Selectmen, ~~or the Town Manager or his/her designee in the event of an emergency or exigent circumstances,~~ has the discretion and authority to eliminate, disable, or suspend the use of social media accounts and websites by elected and appointed bodies. In the event of an emergency or exigent circumstances, the Town Manager or his/her designee has the discretion and authority to eliminate, disable, or suspend the use of social media accounts and websites by elected and appointed bodies.
- C. **Contact Information.** All Town of Simsbury social media sites shall use authorized Town contact information for account setup, monitoring, and access. Town of Simsbury social media accounts do not belong to a specific person and will be transferred by management to staff members responsible for managing content as appropriate.

VI. Content Management

- A. **Communicating an Official Town Position on Social Media.** ~~Unless authorized in writing by the Town Manager or his/her designee, employees do not have permission to speak on behalf of the Town through social media.~~ Employees and ~~a~~Advisory bodies are not authorized to take a policy position and speak on behalf of the Town through social media unless authorized by the Board of Selectmen; this is not intended to prohibit or restrict an appointed official from speaking on behalf of oneself on a personal social media account or website regarding a matter of Town business so long as it is disclosed that the individual is not speaking on behalf of the advisory body or Town.
- B. **Conduct on Social Media.** All authorized persons managing content for Town social media sites shall conduct themselves at all times as professional representatives of the Town and in a manner consistent with all Town policies.
- C. **Content.** Social media content should include information from the Town regarding official Town business. Examples include but are not limited to: Town meetings, public hearings, and information sessions; activities, events or programs sponsored or

co-sponsored by the Town; Town programs, services, and projects; forms; fees; policies; and topical or seasonal Town issues.

- i. Social media content should complement and be consistent with other established Town communication tools.
- ii. Content should never include foul, obscene, or other inappropriate language, photos, videos, or graphics.
- iii. Content for an official Town social media account or website should be nonpartisan in nature, and users should not “share” any content that is partisan in nature. Town social media accounts should not “follow” any political entity, local business, or other special interest groups.

D. Responses from the Town. All authorized persons managing content should be aware that content posted by the public to social media sites may require a response from the Town. Users shall not provide lengthy responses or engage in debate through the social media forum. If comments provided by the public require a comprehensive response, those responses should be provided via private message, email, mail, or telephone.

E. Public Records. Content posted through Town social media accounts are subject to public records and record retention laws, rules, regulations and policies. Postings must not disclose information that may be confidential or exempt from disclosure under the Freedom of Information Act (FOIA). All content maintained in a social media format, including a list of subscribers and posted communication, may be a public record subject to public disclosure. Records should be retained in accordance with the relevant record retention laws.

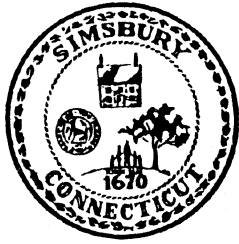
VII. Personal Use of Social Media Accounts by Town Employees While on Duty for the Town

Use of Town time and Town technology resources by Town employees for personal use of social media accounts should be nominal and highly infrequent. Town technology resources may be used by Town employees while on their lunch breaks or other breaks so as long as the use is appropriate and not inconsistent with the Town’s technology use policies.

VIII. Violations of Policy

Employees that are found to have violated this policy may be subject to discipline up to and including termination without lower levels of discipline having been issued depending on the nature and severity of the offense or offenses. Any discipline issued shall be in accordance with procedures outlined in the employees’ relevant collective bargaining agreements or the Town Personnel Rules as applicable.

When it is determined that content has been posted that is not consistent with this policy, the Town Manager or his/her designee may authorize its immediate removal.



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola ~ Town Manager

To: Personnel Sub-Committee

From: Maria E. Capriola, Town Manager

Date: October 25, 2018

Re: Town Manager Performance Review Process, Instrument

Background

I have added this item to confirm the use of the attached performance review instrument for Survey Monkey; my graduate student intern is setting up the online tool for us this week.

Regarding my self-evaluation I want to confirm that:

- 1) I will complete the rating form and distribute it to the Board by October 31st
- 2) I will update the status report on the adopted Town Manager goals for February 2018 – June 2019 and distribute it to the Board by October 31st

I am also confirming the performance review process timeline for scheduling agenda items for future BOS meetings in November:

<u>Task</u>	<u>Date</u>
Town Manager completes self-review	By October 31 st
Board Members complete survey review online via Survey Monkey	11/1 - 11/13/18
Board of Selectmen meet and review consolidated review to discuss performance review	11/14/18
Board of Selectmen meet in Executive Session at the conclusion of a Selectmen meeting to conduct performance review with Town Manager	11/26/18

Attachment

- 1) Performance Review Instrument

Simsbury Town Manager Performance Review

Update: 10/9/2018

Purpose of Document	<p>This document:</p> <ol style="list-style-type: none">1. Outlines the process for conducting the annual review of the Town Manager2. Contains the review document
Structure to Review	<p>The Town Manager will be evaluated in three areas:</p> <ol style="list-style-type: none">1. Performance related to six identified attributes2. Performance in each of four goal categories3. An overall performance rating
Process	<p>The process for the review is:</p> <ol style="list-style-type: none">1. Town Manager goals are established at the start of each fiscal year in June.2. Prior to review the Town Manager completes a self-review.3. Each Selectperson inputs their feedback into an online application (such as Survey Monkey).4. A consolidated document is developed. For each category being reviewed:<ol style="list-style-type: none">a. Dots will be used to show the rankings from each Selectpersonb. All comments will be presentedThe rankings and comments will not be identified by the author5. The Board of Selectpersons will meet to review the document6. The Board of Selectpersons will meet with the Town Manager to review their performance



Schedule 2018	The timeline for the 2018 Review will be:		
	Step	Date	Action
	1	September 27	Town Manager submitted update on progress towards goals
	2	October 31st	Town Manager completes self-review
	3	November 1 st – November 11 th	Board Members complete online review
	4	November 14 th	Board of Selectpersons meet and review consolidated review
	5	November 26	Board of Selectpersons meets with Town Manager for Mid-Year Review
	6	June 2019	Full Year Review is completed using same process
Schedule 2019 and Beyond	The same schedule will be used in future years but the November review will not be a full review as is being conducted in November of 2018.		
Process Owner	The First Selectperson is responsible for the management of this process. They will work with the Personnel Subcommittee.		



Simsbury Town Manager Performance Review

Rating	Definition
Outstanding	Superior performance in all skill sets of this category
Above Expectations	Stronger than baseline expected performance in category
Meets Expectations	Employee routinely completes the primary duties and responsibilities of the position and performance meets expectations
Below Expectations	One or more skill sets in this competency needs to be improved.
Needs Improvement/Development	Employee failed to meet/or correct deficiencies and did not improve in areas previously noted in a performance improvement plan.

Attribute Review

#	Attribute Factor	Rating					Comments <i>Strengths, Areas of Development, Areas of Future Focus</i>
		Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
1	Financial Management <ul style="list-style-type: none"> Develops annual operating and capital budgets based on the Town's needs and available resources. Prepares annual operating and capital budgets that are responsive to the Board of Selectmen's goals and priorities. Develops annual operating and capital budgets that provide services at a level directed by the Board of Selectmen. Appropriately monitors and manages fiscal activities of the organization. Effectively administers the annual operating and capital budgets. Considers financial impact before decisions are made. 						
2	Organizational Management and Leadership <ul style="list-style-type: none"> Effectively oversees and manages the daily operations of the organization. Makes difficult decisions when required and accepts responsibility for those decisions. Selects, leads, directs and develops staff effectively. Creates a culture that promotes innovation, excellence in public service, and accountability. Sets a professional example by handling town matters ethically, with integrity, fairly, and impartially. Fosters team environment. Instills a collaborative approach to providing services and finding solutions to problems. 						
3	Professional Development <ul style="list-style-type: none"> Values and supports personal and professional development of self and others. Creates a culture of professional development through all levels of the organization. Uses training and job assignments to facilitate learning. Provides constructive performance feedback through coaching and regular performance reviews. Regularly meets with department heads. 						

Simsbury Town Manager Performance Review

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#	Attribute Factor	Rating					Comments <i>Strengths, Areas of Development, Areas of Future Focus</i>
		Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
4	Implementation of Board of Selectmen Policies, Initiatives, and Goals <ul style="list-style-type: none"> Is accessible and responsive to elected officials. Determines the feasibility of expected outcomes of policy options, initiatives, and goals. Articulates fiscal, administrative, legal, ethical, and other implications of policy options, initiatives, and goals. Develops a plan to implement policies, initiatives, and goals. Monitors and evaluates programs and services to ensure effectiveness, efficiency, quality, and responsiveness. Supports the action of the governing body after a decision has been reached, both inside and outside the organization. Establishes organizational priorities based on Board of Selectmen policies, initiatives, and goals. Makes reasonable progress towards established Town Manager Goals. 						
5	Communications <ul style="list-style-type: none"> Maintains effective and timely communications, both verbal and written, with the Board of Selectmen. Assists by facilitating decision making alongside the policy authority of the Board of Selectmen. Establishes and maintains effective working relationships with community partners and stakeholders. Demonstrates a customer service oriented approach when interacting with residents. Demonstrates an attitude of helpfulness, respect, sensitivity. Listens to concerns of staff, Selectmen, and the public. Responds appropriately. 						
6	Economic Development <ul style="list-style-type: none"> Develops strategies, activities, and procedures that result in attracting and retaining businesses that contribute to the expansion of the grand list in a manner consistent with the community's vision for growth. Maintain town's infrastructure in good condition to support business growth and 						

	<div>attract new development.</div> <ul style="list-style-type: none">• Supports programs and services that enhance the quality of life of residents, making Simsbury and attractive place to live, work, play.• Supports economic development activities with innovative and forward thinking ideas.						
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DRAFT

Simsbury Town Manager Performance Review

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Goal Review

#	Category	Priority	Goal	Rating					Comments
				Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
1	Human Resources and Labor Relations	High	Conduct leadership team recruitments. Successfully onboard and orient new team members. <ul style="list-style-type: none"> Police Chief Finance Director/Treasurer Director of Culture, Parks, Rec 						
		High	Begin negotiations for successor collective bargaining agreement with IBPO (police) (spring 2018). Begin negotiations for successor collective bargaining agreements with AFSCME (parks and public works), dispatchers, and all 3 unions representing CSEA (spring 2019)						
		Medium	Conduct first annual leadership retreat						
		Low	Draft and implement a professional travel policy						
		Low	Revise the inclement weather policy						
2	Economic Development	High	Support the work of the Board of Selectmen economic development work group.						
		High	Assist in the preparation and development of the Economic Development Commission as required by Charter						
		High	Coordinate and assist in preparation of economic development strategic plan or other study/technical assistance (pending availability of funds)						
		Medium	Complete the building permit fee analysis						
		Medium	Conduct visitations and outreach with the business community						
		Medium	Assist special villages with initiatives related to special events, infrastructure improvements, and economic development						

Simsbury Town Manager Performance Review

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Goal Review

#	Category	Priority	Goal	Rating					Comments
				Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
3	Financial Management	High	Prepare and submit FY 18/19 and FY 19/20 operating and capital budgets in accordance with Carter timeline requirements						
		High	Complete analysis of ambulance service delivery costs						
		Medium	Develop a grant application form and process for outside agencies requesting funding from the town.						
		Medium	Assist in developing a capital asset policy						
		Medium	Assist in developing a revised capital and CNR policy						
		Medium	Assist in the development of a Purchasing Ordinance						
		Low	Implement changes to Annual Report. Complete FY 16/17 and 17/18 Annual Reports utilizing new format and content.						
		Low	Update budget document to reflect GFOA recommended best practices for budget document presentation.						
		Low	Assist Board of Selectmen in the development of a policy and procedures for tax sales.						
		Low	Conduct a cost recovery and community use analysis of the Parks and Recreation Department.						
		Low	Conduct an analysis of contractor fees for Parks and Recreations Department.						

Simsbury Town Manager Performance Review

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Goal Review

#	Category	Priority	Goal	Rating					Comments
				Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
4	Special Projects	High	Complete settlement negotiations with Deepwater Wind and implement monitoring procedures.						
		High	Issue RFQ for parks and open space master plan. Initiate the project.						
		Medium	Issue a RFQ for the public safety radio system feasibility study. Initiate the study.						
		Medium	Issue a RFQ for labor counsel.						
		Medium	Issue a RFQ for employee benefits consultant (if BOE is in support of).						
		Medium	Conduct FOIA training for staff, boards, committees, and commissions. Develop a FOIA form, centralized process for handling requests, and a "nuts and bolts" brochure for committees.						
		Low	Support the work of the Board of Selectmen Water Shortage Ordinance work group.						
		Low	Develop and implement storm water management ordinance. (MS4)						
		Low	Develop and distribute a monthly newsletter promoting town governmental activities, news, and notes.						
		Low	Research options for expanding our senior transportation network.						
		Low	Develop and implement a policy for banners along Hopmeadow Street						

Town Manager Performance Review

Rating	Definition
Outstanding	Superior performance in all skill sets of this category
Above Expectations	Stronger than baseline expected performance in category
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Needs Improvement/Development	Employee failed to meet/or correct deficiencies and did not improve in areas previously noted in a performance improvement plan.

Overall Summary

Rating					Summary Comments
Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	Strengths, Areas of Development, Areas of Future Focus





Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

To: Ericka Butler, Town Clerk
Cc: Personnel Sub-Committee
From: Maria E. Capriola, Town Manager
Date: October 25, 2018
Re: Personnel Sub-Committee – 2019 Regular Meeting Schedule

At their meeting on October 25th the Personnel Sub-Committee agreed by consensus to establish a regular meeting schedule for 2019. Meetings will be held monthly on the second Thursday at 7:30 am.

Meeting dates are as follows:

January 10, 2019
February 14, 2019
March 14, 2019
April 11, 2019
May 9, 2019
June 13, 2019
July 11, 2019
August 8, 2019
September 12, 2019
October 10, 2019
November 14, 2019
December 12, 2019

The meetings will be held in the Main Meeting Room of the Town Hall, located at 933 Hopmeadow Street. Meetings will be properly noticed in accordance with FOIA requirements.