



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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Personnel Sub-Committee

July 8, 2021

8:00AM

Virtual Meeting

REGULAR MEETING AGENDA

Call to Order

- 1) Approval of June 10, 2021 Minutes
- 2) Classification Work
 - a) Construction Inspector
- 3) Personnel Rules Updates – Housekeeping Updates to Reflect Board of Selectmen-Town Manager Form of Government
- 4) FY 21/22 and FY 22/23 Non-Union Compensation
- 5) FY 21/22 Draft Town Manager Goals

Adjournment



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee Regular Meeting

Thursday June 10, 2021

Virtual Meeting Broadcast Live via SCTV

MINUTES – DRAFT

Members Present: Wendy Mackstutis, Sean Askham

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

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

1) Approval of Minutes

a) March 11, 2021

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

2) Classification Work

a) Parks Facility Maintenance Technician

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

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

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

b) Construction Inspector

This item was tabled.

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

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

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

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

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

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

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

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

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

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

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

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

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

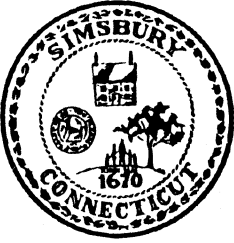
There was consensus from the committee on the presented timeline.

6) FY 21/22 Draft Town Manager Goals

This item was tabled.

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

Respectfully Submitted,
Melissa Appleby
Deputy Town Manager



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

To: Personnel Sub-Committee

From: Maria Capriola, Town Manager

Cc: Melissa Appleby, Deputy Town Manager; Eric Gomes, HR Coordinator; Tom Fitzgerald, Management Specialist; Tom Roy, Director of Public Works; Tony Piazza, WPCA Superintendent

Date: July 6, 2021

Re: Proposed Revision of Job Description and Job Title for the Engineering Inspector Position

Background

The WPCF Engineering Inspector position has been vacant since March 5, 2021. Management has determined that the current position has the capacity to perform infrastructure inspection duties for a variety of Public Works related projects, not just those of the Sewer Division. The proposed changes reflect the position providing inspection services to all municipal, utility, and private development infrastructure projects on public land or in the public right-of-way, while also being updated to reflect updated terminology and current practices.

Pursuant to a MPP settlement agreement dated November 6, 2020 the position is classified as grade A1-B (reflecting a 40-hour work week) on the A&P employees pay plan.

Job Title: It is proposed that the position classification be renamed from Engineering Inspector to Construction Inspector.

Job Description: Attached please find the proposed revised job description for the Construction Inspector position. The Director of Public Works and WPCF Superintendent were involved in developing this revised job description.

Work Schedule: The position would remain 40 hours per week.

Pay Grade: The position would remain on the A1-B scale. A recent external salary analysis was conducted of comparable positions. The attached data indicates that Simsbury's salary range is competitive with the market.

FLSA Status: This position would remain classified as a non-exempt position.

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.

The Union was forwarded this proposal and is still reviewing and commenting; if any substantive issues are raised we will report back to the Personnel Sub-Committee.

Recommendation

I am recommending that the proposed revised job description and job title 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 July 12th or June 28th July 15th meeting.

Suggested Motion

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

Move effective July 8, 2021, to endorse the revised job description and job title for Construction Inspector as presented. Further move to recommend the proposed changes be forwarded to the full Board of Selectmen for approval.

Attachments

- a) Proposed Revised Job Description – Construction Inspector
- b) Salary Analysis

Town of Simsbury

TITLE: ~~Engineering Inspector/WPCF~~ Construction Inspector

GRADE: A1-B

DEPARTMENT: DPW & Water Pollution Control Authority
XX, 2021

DATE: ~~July 23, 2015~~ July

POSITION DEFINITION:

~~Performs technical work inspecting sewer installation, managing the CBYD system, reviewing new sewer design, managing the grease trap inspection program, and management of collection system maps using GIS and AutoCad software. Assists the Public Works and Engineering Departments with inspection and surveying projects.~~

Under general supervision of the Director of Public Works, WPCA Superintendent or designee, performs technical and administrative tasks related to municipal construction and infrastructure projects. Selects and applies standard civil engineering techniques, procedures and criteria to a variety of municipal construction and infrastructure projects. Serves as principal field inspector for construction and infrastructure activities and performs related engineering inspection work.

ESSENTIAL JOB FUNCTIONS:

- Researches C.B.Y.D. ~~inquires for~~ inquiries for town infrastructure, ~~sewer location~~, provides mark-out at construction sites, and maintains C.B.Y.D. files.
- Participates in the administration and inspection of a variety of municipal, utility and private development projects, and other permitted work within the public right-of-way.
- Inspects roadway and civil/site construction projects to insure conformity with approved plans, details, material specifications and local and industry standards, including work completed by utility companies and private developers, and performs associated construction administration tasks for compliance with the Town's specifications and ordinances.
- Provides technical and permitting assistance to the public and contractors. ~~Prepares permits for new lateral connections and/or repairs.~~ May collect and coordinate permit fees.
- Inspects pipeline extension, service lateral installation, and repair or disconnect for compliance with the Town's specifications and ordinances. Coordinates and communicates with contractors on site, both orally and in writing.
- Inspects and maintains records of infrastructure work such as but not limited to road repairs, pavement markings, sidewalk inspections, and sidewalk and sidewalk ramp replacements. Performs other related recordkeeping and reporting work as assigned.
- ~~Collects field data and prepares as-built drawings of sewer installations using AutoCad, GIS and traditional drafting methods.~~
- Collects field data and prepares as-built drawings of storm and sanitary sewer installations using traditional drafting methods and computer programs including AutoCad, GIS and similar programs.

- Attends pre-construction and pre-development meetings and conveys Town standards and relays information to supervisor and other departments.
- Manages and maintains as-built plan files and indexes, collection system maps and databases.
- Manages Miscellaneous Industrial Users (MIU) inspection program.
- ~~Manages the grease trap inspection program, including annual inspection of all food preparation establishments.~~ Manages the Fats, Oils and Grease (F.O.G.) general permit including record verification and food establishment inspections.
- Participates in inspections on special projects, such as smoke testing, periodic commercial/industrial E.D.U. surveys, etc.
- Performs sanitary sewer and storm water collections system maintenance inspections.
- Performs investigative sampling of storm water and sanitary waste-streams.
- Participates in planning and follow-up on special projects, such as smoke testing, periodic commercial/industrial E.D.U. surveys, etc.
- Reviews the design of proposed additions to the collection system.
- ~~Performs collection system modeling and analysis using SewerCAD and/or other computer software.~~
- Provides technical or informational assistance to the public regarding construction projects.
- Performs collection system maintenance inspections.
- Performs investigative sampling of waste-streams.
- Follows all standard safety procedures and regulations.
- Reports task accomplished to supervisor.
- Performs other related duties as assigned.

ADDITIONAL JOB FUNCTIONS

- Enters data ~~into~~ and manages office computer database and software programs.
- ~~Performs field and office engineering work as assigned by the supervisor.~~
- Performs typical engineering tasks and mathematical computations to perform quantity take-off and cost estimates for municipal projects such as road and sidewalk construction/reconstruction, improvements to drainage systems, parking lots, parks, recreational fields, trails and other public facilities. Uses computer and electronic devices to perform both office and field work as directed.
- Carries out field investigative or survey work as assigned by the supervisor.
- ~~Prepares survey and preliminary design for sewer main repairs with assistance of the Public Works and Engineering Departments.~~
- ~~Provides technical or informational assistance to the public regarding sewer construction projects.~~
- ~~Performs land survey and design with the aid of the Public Works and Engineering Departments.~~

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Familiarity with the use of field survey equipment and techniques.
- Working knowledge of ~~public works~~ construction methods and materials.
- Skills and knowledge associated with project design and drafting (manual and CAD).

- ~~Skills and knowledge required to evaluate project design proposals.~~
- Skills and knowledge required for computer data entry, data analysis, and report writing.
- Working knowledge of OSHA construction industry safety requirements.
- Ability to provide effective verbal and written communications.
- Ability to effectively communicate with the public, in person and in writing.
- Ability to work effectively with supervisors, staff, and the general public.
- Skill in the use of a computer, GIS and AutoCAD template.
- Ability to read, follow and understand instructions, interpret meters and analyze data.

TOOLS AND EQUIPMENT USED:

~~Computer with ability to use Microsoft Office, AutoCAD, SewerCAD, ArcReader, etc; basic survey tools, pick.~~

- Basic survey tools and tools used in road construction and paving operations, and other infrastructure improvements within the public right-of-way.
- Computer ability using Microsoft Office, AutoCAD, ESRI ArcMap GIS and/or other engineering software is desirable.

PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Ability to work in poor weather conditions, including heat, rain or snow.
- Ability to climb stairs, ladders, and/or traverse rugged terrain.
- Ability to lift and carry supplies and equipment that may exceed 55 pounds.
- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.
- Ability to access and reach difficult places and negotiate varied terrain.
- While performing duties of this job, the employee is required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- Ability to walk, sit, climb, balance, stop, kneel, crouch, crawl, and smell.
- Specific vision abilities required include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to focus.
- Ability to work independently with a minimum supervision.
- Ability to solve complex engineering problems.

REQUIRED MINIMUM QUALIFICATIONS:

- ~~Associate Degree in Civil Engineering or closely related field.~~
- ~~Five (5) years of increasingly responsible experience in public works engineering and municipal inspection.~~
- ~~Valid Connecticut motor vehicle operator's license.~~

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

An Associate's Degree in Civil Engineering or closely related field with two (2) years of related experience in infrastructure design and/or inspection is required. Certification as a Certified Public Infrastructure Inspector (CPII) by the American Public Works Association (APWA) or Engineering Technologies (NICET) Level III certification highly desirable.

In lieu of an Associate's degree in civil engineering or a closely related field with two (2) years of related experience in infrastructure design and/or inspection, candidates with five (5) years of increasingly responsible related experience in infrastructure design, construction and/or inspection may be allowed if the candidate possesses or maintains certification as a Public Infrastructure Inspector (CPII) by the American Public Works Association (APWA) or Certification in Engineering Technologies (NICET) Level III within 12-months of appointment to the position.

ADDITIONAL REQUIREMENTS:

Valid Connecticut motor vehicle operator's license.

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

Construction Inspector - Adjusted Data to 35 hour and 40 hour work week - June 2021

Town	Title	Annual Salary		Hourly Rate		Adjusted Salary for 35/wk		Adjusted Salary for 40/wk		
		Min	Max	Min	Max	Min	Max	Min	Max	
Avon	Public Works Inspector	\$74,520	\$82,270	\$35.83	\$39.55	\$65,205	\$71,986	\$74,520	\$82,270	
Manchester	Construction Inspector	\$59,631	\$70,250	\$28.67	\$33.77	\$52,177	\$61,468	\$59,631	\$70,250	
Rocky Hill	Mechanical Inspector	\$71,781	\$81,281	\$39.44	\$44.66	\$71,781	\$81,281	\$82,035	\$92,893	
Farmington	Development Inspector	\$70,011	\$76,810	\$33.66	\$36.93	\$61,260	\$67,209	\$70,011	\$76,810	
Glastonbury	Construction Inspector	\$57,637	\$72,051	\$27.71	\$34.64	\$50,432	\$63,045	\$57,637	\$72,051	
	Senior Construction Inspector	\$63,544	\$79,435	\$30.55	\$38.19	\$55,601	\$69,506	\$63,544	\$79,435	
Southington	Engineering Inspector		\$62,171		\$34.16		\$62,171		\$71,053	
Wethersfield	Construction Inspector	\$68,420	\$76,600	\$35.09	\$39.28	\$63,859	\$71,493	\$72,981	\$81,707	
SIMSBURY**		\$68,645	\$82,037	\$33.00	\$39.44	\$60,064	\$71,782	\$68,645	\$82,037	
								AVERAGE	\$68,623	\$78,308
								MEDIAN	\$70,011	\$78,123
								Difference between Simsbury & Mean	\$22	\$3,729
								Difference between Simsbury & Median	-\$1,366	\$3,915

** Assumes a GWI of 2% in FY 20 and FY 21
Data as of June 2021



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

To: Personnel Sub-Committee

From: Melissa Appleby, Acting Town Manager

Cc: Maria Capriola, Town Manager; Eric Gomes, HR Coordinator; Tom Fitzgerald, Management Specialist

Date: July 8, 2021

Re: Personnel Rules and Regulations Updates – Housekeeping Amendments to Change First Selectman to Town Manager

Background

In December 2017, the Town of Simsbury's form of government changed from First Selectman-Board of Selectmen to Town Manager-Board of Selectmen. With this change, the chief executive officer of the Town changed from the First Selectman to the Town Manager. Since the change in form of government, any authority granted to the chief executive officer through Charter, ordinance, policy, or resolution has been presumed to be vested in the Town Manager.

At the June 28, 2021 Board of Selectmen meeting, the Town Attorney recommended an omnibus amendment to the Code of Ordinances to change references to the First Selectman to the Town Manager where appropriate. In addition, staff and the Town Attorney are recommending amendments to the Personnel Rules and Regulations to change all references from the First Selectman to the Town Manager where appropriate. The review of these housekeeping amendments to the Personnel Rules and Regulations was referred to the Personnel Sub-Committee at the June 28 Board of Selectmen meeting.

Please be advised that in addition to these proposed housekeeping changes, many of our Personnel Rules and Regulations are outdated and require review. The last comprehensive update to the Rules and Regulations was in 2009. Any additional proposed changes will be presented separately at a future date.

Financial Impact

None.

Suggested Motion

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

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

Move, effective July 8, 2021, to endorse the proposed changes to the Personnel Rules and Regulations to change the First Selectman references to Town Manager where appropriate. Further move to recommend that the changes be forwarded to the full Board of Selectmen for approval.

Attachments

- 1) Proposed Housekeeping Amendments to Personnel Rules and Regulations

TOWN OF SIMSBURY

BOARD OF SELECTMEN RESOLUTION

**AMENDMENTS TO CHAPTER A160 PERSONNEL RULES AND REGULATIONS
CHAPTER A161, PURCHASING AND A162, RULES OF PROCEDURE**

WHEREAS, in December 2017, the Town of Simsbury adopted a revised Charter which changed the Town's form of government changed from First Selectman-Board of Selectmen to Town Manager-Board of Selectmen; and

WHEREAS, as a result of the Charter change the chief executive officer of the Town changed from the First Selectman to the Town Manager; and

WHEREAS, since the effective date of the 2017 Charter, the authority granted to the Town Manager as the chief executive officer by the various sections of the Charter requires an amendment to the corresponding sections of the Personnel Rules and Regulations, the Purchasing Policy and the Rules of Procedure (collectively "the Policies") to vest that authority in the Town Manager; and,

NOW, THEREFORE, BE IT RESOLVED, that the following Sections of the Policies are hereby amended as indicated (deletions are indicated by strike-through, insertions are indicated in brackets):

Pursuant to Chapter A160, Section 2(B) of the Personnel Rules and Regulations, the following amendments are hereby adopted:

A160-2.00 Administration

A.

In accordance with Section 602 of the Town Charter, the ~~First Selectman~~ [Town Manager] is the Personnel Director for the Town with the exception of Board of Education employees. ~~The First~~

~~Selectman~~ [Town Manager] may, from time to time as he or she deems necessary, delegate duties and responsibilities to a designee for the purpose of carrying out these rules and regulations.

B.

The Board of Selectmen may establish, rescind or amend such administrative procedures as it may consider necessary for implementation of these Personnel Rules and Regulations. Such Personnel Rules and Regulations and any amendments thereto shall become effective upon being approved by resolution of the Board of Selectmen.

C.

The ~~First Selectman~~ [Town Manager] shall be responsible for the proper administration of these rules and regulations. The Board of Selectmen may revise these Personnel Rules and Regulations as appropriate.

A160-3.00 Personnel Records

Personnel Records for Town employees shall be maintained by the ~~First Selectman~~ [Town Manager], who shall also maintain records of all official acts under the Personnel Rules and Regulations. Employees may examine their own personnel records in accordance with the procedures established by the ~~First Selectman~~ [Town Manager] and state and federal law.

A160-3.10 Personnel Reports

Department heads shall promptly submit data on proposed appointments, status changes, or separations pertaining to the classified service at such time, in such form, and with such supporting information as these rules prescribe or as the ~~First Selectman~~ [Town Manager] deems necessary.

A160-4.00 Recruitment Policy

A.

The Town of Simsbury, as an Equal Employment Opportunity Employer, will consider applicants for employment with the Town and candidates for promotion on the basis of their qualifications for a position without regard to race, color, religious creed, age, sex, national origin, ancestry, marital status, sexual orientation, present or past history of mental disorder, mental retardation, learning disability or physical disability, including, but not limited to, blindness, except in the case of a bona fide occupational qualification or need, and to treat applicants and employees in a nondiscriminatory fashion. The Town conforms to all related state and federal law.

B.

Department heads will submit requisitions to fill position openings to be authorized by the First Selectman. Applications are accepted only when there is an opening that is listed as a job vacancy.

A160-4.10 Employment Administration

A.

The ~~First Selectman~~ [Town Manager], with the assistance of the department heads, is responsible for the administration of all employment policies and procedures, including, but not limited to, posting job openings, recruitment, advertising, interviewing (including oral exam panels), testing, screening, reference checking, referring qualified applicants, certifying candidates, orientation and induction, and Affirmative Action.

B.

Nothing in this section shall diminish or alter the responsibility of the Police Commission for personnel matters within the Police Department as set forth in Section 715 of the Charter of the Town of Simsbury.

A160-4.20 Announcements

A.

The ~~First Selectman~~ [Town Manager] shall make known vacancies in the classified services by posting announcements for such vacancies on official bulletin boards and at least one newspaper having a general circulation in the area and in such other places as may be deemed necessary. Announcements for promotional vacancies will be posted on official bulletin boards.

B.

Announcements shall specify the title and salary range of the position, the essential functions to be performed, minimum qualifications of prospective applicants and other information the ~~First Selectman~~ [Town Manager] deems pertinent. Applications provided by the ~~First Selectman~~ [Town Manager] shall be made on forms that include the Town's Equal Employment Opportunity statement.

A160-4.50 Establishment of Employment Lists

A.

Employment lists, in rank order, shall be of three kinds: eligible list, promotional list, and re-employment list.

B.

The ~~First Selectman~~ [Town Manager] shall establish and maintain such lists for the various classes of positions in the competitive service as deemed necessary or desirable to meet the needs of the service. The names of eligible candidates shall be placed on promotional lists and eligible lists in the order of their grades.

A160-4.60 References

A.

As part of the pre-employment procedure, former supervisors, employers and references provided by candidates are verified by the ~~First Selectman~~ [Town Manager] in consultation with the department head. References and other checks (which may include but not be limited to motor vehicle, credit status, criminal and financial histories, as well as verification of education, employment history and professional license) are documented and made part of the applicant's file, with the exception of candidates for a sworn position within the Police Department. These background checks are made prior to an offer of employment, and the information is part of the applicant's file. All such information is handled as confidential information to the extent permitted by applicable law.

B.

Reference checks of candidates for a sworn position within the Police Department shall be a part of an extensive background check conducted by the Police Department and shared with the Chief of Police, ~~First Selectman~~ [Town Manager] and Police Commission, upon request, during the hiring process. Such backgrounds shall remain in the confidential possession of the Chief of Police and be made available to the ~~First Selectman~~ [Town Manager], and Police Commission, upon request.

A160-4.70 Disqualification

A.

Reasons for disqualification. The ~~First Selectman~~ [Town Manager] may reject any application:

(1)

Which indicates on its face that the applicant does not possess the minimum qualifications required for the position;

(2)

Which was not filed by the announced closing date for receiving applications, unless prior to such date an extension of time has been publicly announced;

(3)

If the applicant cannot perform the essential functions of the job for which he or she seeks employment, or, if the individual is disabled within the meaning of the ADA, cannot perform the essential functions of the job even with reasonable accommodation; or

(4)

If the applicant has made any false statement of material fact or practiced any deception or fraud in his/her application.

B.

Notification. Whenever any application is disqualified, the ~~First Selectman~~ [Town Manager] shall give written notice to the applicant of such rejection, by first class mail addressed to the latest address on the application form.

A160-5.10 Notification of Probationary Appointment

At the time of appointment, the ~~First Selectman~~ [Town Manager] notifies the appointee, in writing, of the following: Wage or salary; Hours of employment; Flex-time schedule where applicable; Wage payment schedule; and The job description of the position for which he/she had been hired.

A160-5.30 Probationary Period

For securing the most effective adjustment of a new employee to his/her position and for determining that an employee's work meets required standards, all appointments are for a probationary period, normally not to exceed one year. The department head may extend the probationary period with the approval of the ~~First Selectman~~ [Town Manager].

A.

Evaluation of performance. During the probationary period, the ~~First Selectman~~ [Town Manager] or his/her designee shall evaluate the job performance of the employee; and, where appropriate, complete a written evaluation. The extent and type of the evaluation shall be determined by the ~~First Selectman~~ [Town Manager].

B.

Dismissal. During the probationary period, the ~~First Selectman~~ [Town Manager] may terminate an employee. Such termination shall be based on the ~~First Selectman's~~ [Town Manager's] assessment of the needs of the Town and the employee's job performance. Criteria for dismissal would include, but not be limited to, demonstration of inability or unwillingness to perform the duties of the position, lack of dependability, habits which detract from job performance, misrepresentations in the application, incompatibility with supervisor, or any other criteria determined to be relevant to the decision of the ~~First Selectman~~ [Town Manager]. Notification of such dismissal shall be in writing.

A160-5.40 Notification of Regular Appointment

Upon the successful completion of the probationary period, the ~~First Selectman~~ [Town Manager] or his or her designee shall notify the employee in writing of regular appointment. A Regular Employee is one who has successfully completed his or her probationary period.

A160-5.50 Emergency Appointments

A.

For the purposes of this section, the term "emergency" is defined as meaning an instance in which public business would be stopped or causes a serious loss or inconvenience to be brought upon the public if not addressed.

B.

In an emergency, the ~~First Selectman~~ [Town Manager] may authorize the appointment of any qualified person to a vacant position when the ~~First Selectman~~ [Town Manager] believes the appointment is necessary to prevent stoppage of public business or loss or serious inconvenience

to the public. Such appointment is valid for the duration of the emergency without regard to the rules affecting appointments.

A160-6.00 Classification Plan

The First Selectman is responsible for the preparation of a classification plan which shall become effective upon approval by resolution of the Board of Selectmen. The classification plan is a statement of the essential functions of each position in the classified service, of the minimum qualifications for appointment, and of the pay ranges for such positions. All positions in the classified services are grouped into pay grades. Written job descriptions are prepared for each position.

A160-6.10 Position Classification

The classification plan as submitted by the ~~First Selectman~~ [Town Manager] and approved by the Board of Selectmen reflects the Town's assessment of the essential functions of each position and the skills and experience necessary to perform the essential functions.

A160-6.20 Reclassification

When the ~~First Selectman~~ [Town Manager] determines that the duties of a position have changed materially so as to necessitate its reclassification, that position may be allocated to a more appropriate pay grade, whether newly created or currently existing, in the manner set forth above.

A160-7.00 Pay Plan

The ~~First Selectman~~ [Town Manager] shall prepare and submit to the Board of Selectmen a pay plan for each grade in the classified service, showing the minimum and maximum rates of pay. In arriving at such salary ranges, consideration may be given to the Town's financial conditions and policies, prevailing rates of pay for comparable work in the general labor market area, conditions of work, and suggestions of department heads.

A160-7.10 Pay Plan Review

The ~~First Selectman~~ [Town Manager] shall review the plan annually and recommends to the Board of Selectmen necessary revisions to reflect the Town's goals, priorities, needs and economic conditions and to attract and retain qualified personnel in the classified service.

A160-7.20 Starting Salary Rates for Regular Full-Time Employees

A.

Placement on salary/wage schedule. The starting rate of pay offered for recruitment purposes is normally the minimum rate of the pay ranges. The ~~First Selectman~~ [Town Manager] may approve initial compensation at a rate higher than the minimum rate of pay for the grade when the ~~First Selectman~~ [Town Manager] determines in his or her sole discretion that such action is appropriate.

B.

Starting rate on return from military service. Any regular employee who leaves the Town service to enter the armed forces shall be reinstated to the extent required by state and federal law;

A160-7.30 Salary Rates for Other than Full-Time Employees

A.

Regular part-time employees. Such employees are paid on an hourly basis at the wage schedule rate for specific positions.

B.

Wage schedule for part-time, seasonal and temporary employees. Employees who work less than 1/2 the normal work week, or less than 10 months per year, are paid the legally required state minimum wage rate.

(1)

Exceptions to this wage schedule may be based on the needs of the Town and made for employees with special skills, experience, or as the labor market requires, at the discretion of the ~~First Selectman~~ [Town Manager].

(2)

Specific wage schedules for part-time, seasonal and temporary employees are maintained and reviewed annually by department heads and recommended to the ~~First Selectman~~ [Town Manager].

C.

Hourly employees. All hourly employees are paid for the actual number of hours worked during the pay period, including 1 1/2 times their regular rate of pay for any hours worked in excess of 40 in a single work week.

D.

Salaried employees.

(1)

All salaried employees are paid their annual salary divided by the number of pay periods per year.

(2)

Salaried, non-exempt employees are paid 1 1/2 times their regular rate of pay for any hours worked in excess of 40 in a single work week.

(3)

Salaried, exempt employees are not eligible for overtime.

E.

Compensatory time in lieu of overtime. Employees eligible for overtime payment may request, in writing, to receive compensatory time off in lieu of overtime payments in accordance with Section 8.10C of these Personnel Rules and Regulation.

A160-8.00 Attendance

A.

All departments maintain attendance records for employees during each respective pay period and furnish reports of such attendance annually to the ~~First Selectman~~ [Town Manager].

B.

Excessive or habitual lateness, absenteeism, or falsification of time records are considered serious infractions and will lead to discipline, up to and including dismissal.

C.

The usual work week is considered to be at least 40 hours per week, Monday through Friday, subject to any differences that may apply to represented employees under applicable collective bargaining agreements.

D.

Time records will be kept for exempt and non-exempt employees indicating sick, personal, vacation or other paid leave time utilized. All departments maintain attendance records for employees during each respective pay period and furnish reports of such attendance to the ~~First Selectman~~ [Town Manager].

E.

Exempt employees will complete time sheets indicating the time the employee begins work and the time the employee discontinues work at the end of the day.

F.

Non-exempt employees must accurately record on a daily basis the time they begin and end their work, as well as the beginning and ending time for each meal period. The beginning and ending time of any partial day worked or a departure from work early for personal reasons should be recorded on the time record. The employee also shall enter all overtime hours worked.

A160-8.10 Overtime

A.

Hourly and non-exempt employees. Hourly and non-exempt employees are compensated at overtime rates in accordance with applicable state and federal wage and hour laws. Represented employees should refer to their collective bargaining agreement for specific information regarding overtime pay or compensation.

B.

Exempt employees. It is expected that exempt employees shall normally work a minimum of 40 hours per week and are required to work as many hours as necessary to satisfactorily perform their job duties without regard to hours per day, week or month. Since attendance at meetings of Town agencies shall be considered part of the duties of the position and not eligible for compensation, it is expected that such employees will schedule their own work in such manner as to effectively and efficiently complete assignments in a timely manner.

C.

Compensatory time.

(1)

Compensatory time may be given to hourly and non-exempt employees in lieu of overtime pay with the prior written approval of the First Selectman or his/her designee. All requests for compensatory time in lieu of overtime pay must be made in writing by the employee requesting such time to the ~~First Selectman~~ [Town Manager]. Employees meeting these requirements will be provided with 1 1/2 hours of compensatory time for every one hour worked in excess of 40 hours in a single work week.

(2)

Exempt employees are required to work as many hours as necessary to satisfactorily perform their job duties and therefore are generally not entitled to compensatory time. However, in extraordinary situations, exempt employees may be granted compensatory time in the sole discretion of the ~~First Selectman~~ [Town Manager].

A160-8.20 Outside Employment

Full-time employees are not allowed to be employed by any entity other than the Town without prior approval of the Town. The ~~First Selectman~~ [Town Manager] shall have sole discretion to determine whether the proposed outside employment will interfere with the employee's duties to the Town and whether to grant or deny approval. Any employee who receives approval and accepts other employment is subject to call to perform his or her regular Town duties first. Once granted, approval may be revoked at any time within the sole discretion of the ~~First Selectman~~ [Town Manager].

A160-9.10 Vacations

(2)

For employees in Position Level E-3 or above, "service" time includes time accumulated in the same or similar positions with other employers, when previous experience is a prerequisite for

employment. The amount of such additional "service" time shall be subject to approval by the ~~First Selectman~~ [Town Manager].

G.

Advanced vacation. No employee may take vacation time beyond the amount earned except in the most unusual of circumstances. Requests for advanced vacation must be submitted by the department head to the ~~First Selectman~~ [Town Manager], in writing, subject to approval by the ~~First Selectman~~ [Town Manager]. In the case of the ~~First Selectman~~ [Town Manager], approval must be granted by the Board of Selectmen.

J.

Sickness while on vacation. An employee who becomes ill while on vacation may not charge such illness to sick leave, unless a medical certificate confirms said illness, and the request is approved by the ~~First Selectman~~ [Town Manager]. In the case of the ~~First Selectman~~ [Town Manager], approval must be granted by the Board of Selectmen.

A160-9.20 Sick Leave

When it is necessary for an employee to take sick leave due to non-occupational illness or disability, the salary of the full-time employee may be continued for a period not to exceed six months upon the approval of the ~~First Selectman~~ [Town Manager] and based on the needs of the Town as determined in the sole discretion of the ~~First Selectman~~ [Town Manager]. Among the factors he or she may choose to consider are the nature of the disability or illness, the service record of the employee, and the recommendation of an attending physician and/or a Town chosen physician. A paid sick leave up to one month's pay may be granted to probationary employees.

(3)

The ~~First Selectman~~ [Town Manager] or his/her designee may grant up to five paid sick leave days to any employee who takes leave to address the illness or physical incapacity of a "family member" as defined in the Family Medical Leave Act Policy, Section 9.30 of these Personnel Rules and Regulations.

E.

Recording of sick leave. Sick leave days are recorded regularly in the personnel records and the ~~First Selectman~~ [Town Manager] reviews all such records periodically.

A160-9.40 Leaves of Absence

B.

Leave of absence. The ~~First Selectman~~ [Town Manager], upon recommendation of the department head, may grant leaves of absence when necessary, with or without pay, up to a maximum of two months. The ~~Board of Selectmen~~ [Town Manager] may grant leaves of absence

for periods longer than two months. Employees on an approved leave of absence will be responsible for the payment of any applicable health insurance premium cost sharing.

C.

Bereavement pay. Three paid days off will be allowed for death in the immediate family (spouse, parent, parent-in-law, child, sibling, grandparent or grandchild) and one paid day off for the death of the employee's niece, nephew, aunt or uncle. Nothing contained herein shall prohibit the ~~First Selectman~~ [Town Manager] from granting additional unpaid bereavement leave at his/her discretion.

D.

Military leave. The ~~First Selectman~~ [Town Manager] grants military leave upon request for active duty in the National Guard or armed forces in accordance with Section 7-461 of the General Statutes of the State of Connecticut and applicable federal law.

A160-9.50 Holidays

(2)

Two additional holidays will be observed each year. The date of these floating holidays shall be determined by the submission of requested dates by the employee and approval by the ~~First Selectman~~ [Town Manager] based on the needs of the Town.

(3)

When a holiday falls on a Saturday, the preceding Friday shall be the day off, and when a holiday falls on a Sunday, the following Monday shall be the day off. Exceptions to this section are at the discretion of the ~~First Selectman~~ [Town Manager].

B.

Attendance on days prior to and immediately after a holiday. Employees are not paid for holidays unless they work the last scheduled day prior to the holiday and the first scheduled day after the holiday unless such employees are on vacation, or on leave authorized by the ~~First Selectman~~ [Town Manager] or department head.

A160-9.60 Personal Days

Subject to the approval of the ~~First Selectman~~ [Town Manager], employees shall be entitled to three paid personal days annually which may be used for personal business that cannot be scheduled during non-work hours. Personal days may not be carried over from year to year.

A160-9.70 Tuition Reimbursement Education Incentive

B.

Prior approval by the department head and ~~First Selectman~~ [Town Manager].

A160-10.31 Resignation

A.

An employee in good standing desirous of voluntarily leaving the classified service must notify his/her department head at least two weeks before leaving the service, in the form of a written resignation, stating the effective date and reasons for leaving. The ~~First Selectman~~ [Town Manager] may permit a shorter period of notice because of extenuating circumstances. The resignation is forwarded to the ~~First Selectman~~ [Town Manager] with a statement by the department head as to the resigned employee's service performance and pertinent information concerning the reason for the resignation. Failure to comply with this rule may be cause for denying future employment with the Town and loss of accrued vacation time. When possible, an employee who is leaving classified service will be scheduled with the ~~First Selectman~~ [Town Manager], or department head, for an exit interview.

B.

Employees are normally expected to provide written notice to the Office of the ~~First Selectman~~ [Town Manager] of their intention to leave the Town's employment two weeks in advance of their last day of work. This two weeks' written notice shall be considered a "working" notice period: it is expected that an employee will be at work during the period of notice.

A160-10.32 Layoff

When a position must be discontinued or abolished for reasons including, but not limited to, a change in job requirements, reorganization, lack of work, or lack of funds, the department head shall submit a report to the ~~First Selectman~~ [Town Manager] together with a recommendation as to the employee to be laid off.

A.

Order of layoff. The order of layoff is based on the Town's needs as determined by the ~~First Selectman~~ [Town Manager]. Factors may include, but not be limited to, the employee's relative suitability, competence and performance for the jobs that remain and length of continuous service with the Town except that no regular full-time or regular part-time employee shall be separated while there is a temporary or probationary employee performing duties for which the regular employee is qualified, provided the employee makes application for the position.

A160-10.35 Dismissal

At any time during or after the probationary period, a department head, with the approval of the ~~First Selectman~~ [Town Manager], may dismiss an employee whose performance does not meet the required standards or for disciplinary reasons.

A160-11.00 Disciplinary Action

Disciplinary action will be determined by the circumstances. The ~~First Selectman~~ [Town Manager] may terminate any employee. The four-step process set forth below is a model, but the ~~First Selectman~~ [Town Manager] need not follow this model and may skip or modify one or more of the steps if the circumstances so dictate. The four model stages are as follows:

A160-11.30 Suspension

The supervisor may remove the employee from his/her job and suspend him/her with or without pay with the signed approval of the department head and ~~First Selectman~~ [Town Manager] for a period not to exceed 30 days. A written memorandum outlines the circumstances leading to the suspension and sets goals for improvement. It is reviewed with and signed by the employee and permanently placed in the employee's personnel file.

A160-11.40 Dismissal or Demotion

If previous discipline has not resulted in the required improvement, or when the misconduct is serious enough to warrant this action, the employee may be dismissed or demoted by the ~~First Selectman~~ [Town Manager]. The basis for dismissal or demotion is summarized in a letter of dismissal or demotion to the employee.

A160-11.50 Hearing

Prior to dismissal, an employee may request, in writing, a hearing before his/her supervisor and/or the ~~First Selectman~~ [Town Manager]. Upon such written request, the department head and/or ~~First Selectman~~ [Town Manager] will schedule a hearing. (Refer to Section 12, Employee Complaint and Hearing Procedure.)

A160-12.22 Regular Full-Time and Regular Part-Time Employees

(3)

Complaints not satisfactorily resolved at the department level, or for which a reply is not given in the specified time, are submitted in writing to the ~~First Selectman's~~ [Town Manager's] designee within three working days of the completion of action under (2) above. The ~~First Selectman's~~ [Town Manager's] designee then meets with the employee and such other persons as the ~~First Selectman's~~ [Town Manager's] designee deems necessary for the discussion and settlement of the complaint. The ~~First Selectman's~~ [Town Manager's] designee renders a written resolution of the complaint within six working days of its receipt.

(4)

Complaints that cannot be satisfactorily resolved by the ~~First Selectman's~~ [Town Manager's] designee may be submitted to the ~~First Selectman~~ [Town Manager] for final decision within three days of completion of action under (3) above. The ~~First Selectman~~ [Town Manager] will investigate and render a final decision within a reasonable time of receipt.

(5)

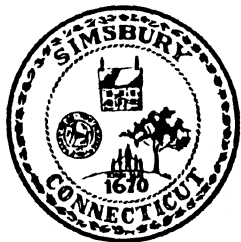
The Personnel Sub-Committee substitutes for the ~~First Selectman~~ [Town Manager] on all complaints initiated by persons whose appointment and removal is made by the ~~First Selectman~~ [Town Manager], for the second step in the process. If the matter remains unresolved, these employees may submit a complaint involving suspension, demotion or dismissal only to the full Board of Selectman for final decision within three days of completion of action of the Personnel Sub-Committee.

(6)

The ~~First Selectman~~ [Town Manager] and department head, as applicable, is notified immediately of each step of the process. In the case of a supervisor below department head level receiving the first notice, the department head is also notified.

Attachment 3 – Workplace Threats and Violence Policy

Nothing is more important to the Town than the safety and security of its employees. Threats, threatening behavior, intimidation, harassment or acts of violence against customers, employees, clients, visitors, guests, or other individuals by anyone on Town property or during working time will not be tolerated. Violations of this policy will lead to disciplinary action that may include dismissal, arrest, and prosecution. Except as may be required as a condition of employment, (1) no employee shall bring into any worksite any weapon, including, but not limited to, any firearm, including a BB gun, whether loaded or unloaded, any knife, including a switchblade or other knife having an automatic spring release device, a stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon, or dangerous instrument including, but not limited to, any instrument, article, or substance that, under the circumstances, is capable of causing death or serious physical injury; (2) no employee shall use, attempt to use, or threaten to use any such weapon or dangerous instrument in a worksite; and (3) no employee shall cause or threaten to cause death or physical injury to any individual in a worksite. Any person who makes threats, exhibits threatening behavior, or engages in intimidating, harassing or violent acts on Town property shall be removed from the premises as quickly as safety permits, and shall remain off Town premises pending the outcome of an investigation. Upon completion of its investigation, the Town will initiate an appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved. All Town personnel are responsible for notifying a supervisor any threats that they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on a Town site, or is connected to Town employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior. Any supervisor who becomes aware of threatening behavior must immediately notify the ~~First Selectman~~ [Town Manager]. Any employee who reports unlawful workplace threats or violence or cooperates in the investigation of a complaint will be protected from retaliatory action



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, Employee Benefits
& Human Resources Coordinator

Date: July 8, 2021

Re: FY 21/22 and FY 22/23 Non-Union Compensation and Benefits

Background

General Wage Increase and Salary Ranges

Section 903 of the Town Charter states that "the salaries, wages, or other compensation of all officers and all employees of the Town...shall be determined by the Board of Selectmen." The Town negotiates wage increases for its union employees during the collective bargaining process. Recommended changes in compensation and/or benefits for unaffiliated positions have been brought to the Personnel Subcommittee, then to the full Board of Selectmen for consideration.

The attached spreadsheet shows current pay rates of our unaffiliated positions, as well as the classification salary ranges. The column to the right of the current wages shows the scenario of a proposed 2.35% general wage increase. This increase was budgeted in the approved FY 21/22 budget.

I recommend that a GWI be effective July 1, 2021 for non-union employees. The GWI would be awarded once a performance review is completed in August to early-September and a satisfactory rating is achieved. This is consistent with past practice.

Since we are continuing to share Financial Management Services with the Board of Education, two scenarios are presented for the Finance Director position (Town only, Town and BOE combined). The Board of Education has been compensating the Town for the difference in salary for the shared Director position. The shared financial management services arrangement has been beneficial and was recently codified for a 5-year term.

Health insurance plan design changes were implemented for this employee group April 1, 2021. Those changes are consistent with our AFSCME and Dispatcher employees.

- *Internal Comparison*

The negotiated general wage increase for Dispatchers and AFSCME is 2.35% for FY 21/22. Non-union staff for the Board of Education received a 2.5% GWI for FY 21/22, but the health insurance plan changes were not made for that group.

The negotiated general wage increase for AFSCME in FY22/23 is 2.25%. In FY 20/21 our Non-Union staff got a 2.25% GWI while our settlements with AFSCME and Dispatchers came in at 2.35%. Generally we try to keep GWIs for both union and non-union staff similar but there have been differences in the past. Currently the only bargaining group with a contract into FY2023 is AFSCME.

- *External Comparison*

CCM data from May 2021 indicates that the average FY 21/22 state-wide general wage increase for negotiated contract settlements is 2.25% with a mode of 2.25% and the FY 22/23 data is 2.33% with a mode of 2.50%. The proposed 2.35% for both Fiscal Years is consistent with averages for state-wide data.

Financial Impact

The estimated impact of the 2.35% general wage increase in FY 21/22 would be \$34,221 or \$36,839 when payroll taxes are factored¹ in. Based on CCM salary data for negotiated settlements that was available during budget preparation, we budgeted 2.35% in contingency for a general wage increase for our unaffiliated employees. We also budgeted the estimated impact of the wage increase on payroll taxes in the appropriate benefits line item for FY 21/22.

A 2.35% general wage increase in FY 22/23 would be an additional \$35,025 in FY 22/23 or \$37,704 when payroll taxes are factored in.

The health insurance plan design changes for non-union staff implemented in April are anticipated to generate annual savings of approximately \$10,000.

Recommendation

I am recommending that a general wage increase of 2.35% for the Town's non-union staff be endorsed for FY 21/22 and FY 22/23. I am seeking for a recommendation to be forwarded to the full Board of Selectmen for consideration at your June 28th meeting.

Suggested Motions

If the Personnel Sub-Committee is in support of the recommendations regarding wages, the following suggested motions are in order:

Move, to recommend to the full Board of Selectmen a 2.35% general wage increase for unaffiliated staff effective July 1, 2021 pending a satisfactory yearly performance evaluation, and that the salary ranges for those classifications be adjusted. Further move to have the proposed general wage increase forwarded to the full Board of Selectmen.

¹ 6.2% for social security, 1.45% for Medicare

Move, to recommend to the full Board of Selectmen a 2.35% general wage increase for unaffiliated staff effective July 1, 2022 pending a satisfactory yearly performance evaluation, and that the salary ranges for those classifications be adjusted. Further move to have the proposed general wage increase forwarded to the full Board of Selectmen.

Attachments

- 1) Unaffiliated Salary Chart

Position	FY 20/21 (2.25%)			FY 21/22 (2.35%)			FY 22/23 (2.35%)		
	Minimum	Maximum	Current	Minimum	Maximum	Proposed	Minimum	Maximum	Proposed
Chief of Police	85,606	144,353	144,353	87,618	147,746	147,746	89,677	151,218	151,218
Deputy Chief of Police	124,745	131,187	131,187	127,677	134,270	134,270	130,677	137,425	137,425
Deputy Town Manager	101,657	139,110	114,391	104,046	142,379	117,079	106,491	145,725	119,831
Director of Culture, Parks and Recreation	74,905	123,059	120,384	76,666	125,951	123,213	78,467	128,910	126,108
Director of Finance	85,606	144,353	144,353	87,618	147,746	147,746	89,677	151,218	151,218
<i>Director of Finance Shared with BOE</i>	<i>94,167</i>	<i>158,789</i>	<i>158,789</i>	<i>96,380</i>	<i>162,520</i>	<i>162,520</i>	<i>98,644</i>	<i>166,339</i>	<i>166,339</i>
Director of Planning and Community Development	80,256	128,409	120,384	82,142	131,427	123,213	84,072	134,515	126,108
Director of Public Works	85,606	137,012	137,012	87,618	140,232	140,232	89,677	143,528	143,528
Employee Benefits & Human Resources Coordinator	58,854	80,256	79,880	60,237	82,142	81,757	61,653	84,072	83,679
Library Director	74,905	115,789	115,789	76,666	118,510	118,510	78,467	121,295	121,295
Management Specialist	62,792	83,722	68,024	64,267	85,690	69,623	65,778	87,703	71,259
Outreach Worker	No Min.	19.95	19.51	No Min	20.42	19.97	No Min	20.90	20.44
Town Engineer	85,606	128,409	121,655	87,618	131,427	124,514	89,677	134,515	127,440

Notes: The Outreach Worker is part time and hourly



Town of Simsbury

Town Manager Goals, July 1, 2021 – June 30, 2022
Adopted July XX, 2021 by Board of Selectmen

Human Resources/Labor Relations

<i>Priority</i>	<i>Goal</i>
High	Initiate negotiations for successor collective bargaining agreement with Dispatchers. Complete arbitration for successor collective bargaining agreements for all 3 unions represented by CSEA. Implement wage, benefits, and other arbitration award changes.
Medium	Conduct annual leadership retreat, with a focus on creating a diverse workforce and inclusive workplace.
Medium	Conduct other professional development opportunities for executive coaching/small group/departmental work (funds permitting).
Medium	Begin re-writes and updates to the Town's Personnel Rules and Regulations.
Medium	Complete RFQ process for life and disability insurance. Select vendor and update plan documents to accurately reflect coverage.
Low	Select new employee wellness vendor and implement new health risk assessment process.
Low	Issue a RFQ for pension and OPEB actuarial services.

Economic Development

<i>Priority</i>	<i>Goal</i>
High	Support business recovery due to the pandemic. Work collaboratively with the Economic Development Commission, Town staff, Main Street Partnership, Chamber of Commerce, and other organizations that support the business community.
Medium	Working with the Economic Development Commission, conduct visitations and outreach with the business community.
Medium	Working with the Economic Development Commission, complete marketing project update and refresh.
Medium	Assist special villages with initiatives related to special events, infrastructure improvements, and economic development.



Town of Simsbury

Financial Management

Priority *Goal*

- High Prepare and submit FY 22/23 operating and capital budgets in accordance with Charter timeline requirements. Continue to quantify our baseline and capital needs. Refine data from the Facilities Master plan into our capital budgeting.
- High Support the Board of Selectmen's priorities by using Federal Recovery funds in a manner that is permissible and consistent with federal guidelines. Support Board of Selectmen work group.
- High Continue implementation of our new financial management and human resources software system. Implement electronic timekeeping and leave accruals for our workforce.
- Low Continue to update our financial benchmarking data annually.

Special Projects

Priority *Goal*

- High Continue to coordinate the Town's response to the pandemic. Focus on the health, safety, and recovery of the community and the organization. Support residents with unmet needs during this unprecedented time.
- High Support the Board's vision for a diverse and inclusive community through special projects, initiatives, and policies.
- High Evaluate opportunities for sharing services with the Board of Education.
- High Complete implementation of revised public meeting requirements and related technology.
- High Complete the Meadowood open space acquisition. Complete necessary grant compliance documents and land management plans.
- Medium Complete development of model RFP for lease of agricultural parcels. Issue RFQ for new 117-acre Meadowood agricultural parcel. Develop agricultural practices model.
- Medium Complete work related to the Proposed Ordinance to Regulate Short-Term Rentals.
- Medium Evaluate the municipal impact of state legislative changes regarding the use of marijuana. Begin to update policies, procedures, regulations as needed.
- Low Continue policy and land management review practices for our open space parcels. Update our open space acquisition policy. Develop a PA-490 policy.
- Low Support work related to the pollinator pathways initiative.