

PERSONNEL COMMITTEE
TOWN OF SOUTH WINDSOR

Minutes

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December 8, 2020

Virtual Meeting

1. Call Meeting to Order

The meeting was called to order at 4:05 p.m.

2. Roll Call

Members Present: Deputy Mayor Liz Pendleton
Councilor Mary Justine Hockenberry
Councilor Janice Snyder

Others Present: Deborah W. Reid, Clerk of the Council

3. Adoption of Minutes (December 1, 2020)

Councilor Snyder made a motion to approve the December 1, 2020 minutes. Deputy Mayor Pendleton seconded the motion, and they were approved unanimously.

4. Discussion Item

A. Social Justice Training

Deputy Mayor Pendleton explained that the Town Council had received the training. This item is complete.

B. Job Description for the Clerk of the Council

Deputy Mayor Pendleton explained that the job description has received recommendations from the Town Council and will be changed with those recommendation. Councilor Snyder added that the Addendum should include the date it was approved. The revised job description is shown in attached **Exhibit A**.

Councilor Snyder made a motion to accept the revised job description and recommend sending it to the Town Council for their approval at the December 21, 2020 meeting. Councilor Hockenberry seconded the motion, and it was approved unanimously.

ITEM:

4. Discussion Item (*Continued*)

C. Procedures for the Personnel Committee

Councilor Hockenberry stated that she heard recommendations by the Council to name this document the Personnel Committee Procedural Guidelines. Councilor Hockenberry felt that this document needs to stay as originally proposed, which was Personnel Committee Procedures.

Councilor Snyder agreed with Councilor Hockenberry's statement and felt guidelines should be eliminated.

Deputy Mayor Pendleton suggested that it be titled "Recommended Personnel Committee Procedures." Committee members agreed.

Committee members discussed the number of meetings that are being held during this process and felt that the process is adequate. The Committee then discussed the formatting for this form and felt the Personnel Committee Duties and Responsibilities and Recommended Personnel Committee Procedures should remain in the same document but should have a noticeable separation.

The document was revised, as shown in attached **Exhibit B**.

Councilor Hockenberry made a motion to accept the revised Recommended Personnel Committee Procedures and recommend sending it to the Town Council for their approval at the December 21, 2020, meeting. Councilor Snyder seconded the motion, and it was approved unanimously.

D. The Role of the Personnel Committee under the town Council rules and Procedures

Councilor Hockenberry made a motion to go to the Town Council on December 21, 2020, with the recommended changes, as shown in attached **Exhibit C**. Councilor Snyder seconded the motion, and it was approved unanimously.

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ITEM:

5. Miscellaneous

Deputy Mayor Pendleton explained that the Committee should have received an email from Vanessa Perry regarding an Executive Session for the mid-year review. If anyone has any questions or comments about the email, please contact her.

The Committee set January 7, 2020, at 4:00 p.m. for the mid-year review. If that date does not work, January 5, 2020, or January 12, 2020, at 4:00 p.m. could be considered.

6. Executive Session

None

7. Adjournment

At 5:14 p.m., Councilor Snyder made a motion to adjourn the Personnel Committee meeting. Councilor Hockenberry seconded the motion, and it was approved unanimously.

Respectfully submitted,



Deborah W. Reid
Clerk of the Council

TOWN OF SOUTH WINDSOR
CLERK OF THE COUNCIL

NATURE OF WORK

This is a highly responsible secretarial, administrative, and fiscal support position. The top priority of this position is to perform all functions, administration, and operations of the South Windsor Town Council. Performs secretarial and office administrative work of a complex and responsible nature for the Mayor and members of the Council.

Work requires the exercise of discretion in performing daily activities based on a complete knowledge of administrative policies and procedures, Town operations, and Charter. Work also involves responsibility for calculating, verifying, and balancing a variety of financial transactions. Work assignments are generally given with broad statements of objectives and performed with a considerable degree of independence. Work is reviewed for the achievement of desired results.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

- Attends meetings.
- Prepares and processes agenda, documents, legal notices, and minutes for Town Council meetings, as well as Standing Committees, Committees, and Sub-Committees directly reporting to the Council.
- Types and transcribes letters, reports, and meeting minutes from rough draft, transcription equipment, or notes.
- Composes correspondence, reports, and other Council related materials.
- Provides information and directs the public as necessary.
- Receives and processes various reports, petitions, communications, proclamations, and certificates, as necessary.
- Maintains Council's records.
- Processes purchase requisitions and perform related bookkeeping duties.
- Gathers materials, data, and other information for review by the Mayor and Council members.
- Prepares complex statistical and narrative reports.
- Organizes and prepares materials for publication, such as administrative regulations and activity schedules.
- Maintains and updates memberships and attendance of Boards and Commissions.
- Maintains the Town Council monthly Liaison report.
- Maintains a list of pending/closed items.
- Schedules and coordinates the use of Town-owned buildings and facilities.
- Assists in the preparation and monitoring of the Council budget.
- Establishes and maintains various Council records and files.

OTHER JOB FUNCTIONS

Receives direction from the Mayor and Councilors. Plans and organizes Council work according to established or standard office procedures and/or in compliance with Charter, Statutes, and FOI requirements. Performs other duties and assignments as directed by the Council.

REQUIREMENTS OF WORK

Associate degree in Secretarial Science or Business and/or five years' experience in executive secretarial position; or any equivalent combination of training and experience that provides the following knowledge, abilities, and skills.

Knowledge of Roberts Rules of Order pertinent to the administration of Council, Committee, and Sub-Committee meetings and ability to confer with the Town Attorney, as necessary.

Working knowledge of appropriate technology utilized by the Town to enter and retrieve information.

Working knowledge of office practices and procedures.

Working knowledge of business English, grammar, punctuation, and arithmetic.

Working knowledge of computer software as applied to office applications.

Knowledge of financial record keeping principles, methods, and procedures.

Ability to organize and express thoughts and ideas orally and through written communications.

Ability to maintain confidentiality and make responsible decisions in accordance with established policies and procedures.

Ability to perform work consistent with the Town's quality service goals and the development of cost-effective, customer-friendly service delivery.

Ability to prioritize, organize, and perform work independently.

Ability to plan and maintain record-keeping systems.

Ability to compose and prepare effective correspondence.

Ability to establish and maintain effective working relationships with other employees, public officials, and the public, to convey information effectively and discreetly.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus.

See Attached Addendum Approved by the Personnel Committee 12/1/2020

**Addendum to the Clerk of the Council Job Description
(Approved by the Personnel Committee 12/1/20)**

With the changing of the Town Council Members every two years, there are often questions raised during the Clerk of the Council's yearly evaluation regarding the various aspects of this position. For benefit purposes, the Clerk of the Council follows the Non-Bargaining Groups Fringe Benefit Package. There are a few aspects of this position that are not treated the same as they would for a Non-Bargaining Group employee; those facets and working conditions are as follows:

The Clerk of the Council reports to the Mayor, not the Town Manager.

The Personnel Committee, appointed by the Mayor, conducts the Clerk of the Council's yearly evaluation.

The Clerk of the Council position does not receive the standard salary increases on July 1 of each year as the Non-Bargaining Group employees do. The Clerk of the Council's yearly salary increase is determined by the Personnel Committee and approved through a Town Council Resolution.

The Clerk of the Council averages at least 37.5 hours per week over the course of each fiscal year. Some weeks this position works more than 37.5 hours per week, and other weeks, this position may work fewer hours per week. The Clerk of the Council keeps track of the hours worked weekly to ensure that come the end of the fiscal year, this position averages at least 37.5 hours per week. Evening meetings that the Clerk of the Council attends count as hours worked for the week.

Due to the above, the Clerk of the Council's daily hours are flexible. Although the Clerk of the Council's non-meeting working hours will be conducted during Town Hall Operating Hours, the Clerk of the Council does not work the standard Town Hall Operating Hours.

Although the Clerk of the Council's hours are flexible, the Clerk of the Council is still required to take accrued vacation, personal, and sick time, as needed regardless of the amount of hours worked that week, the same as any other employee.

Due to the Clerk of the Council's flexible hours, the Clerk of the Council does not receive the Comp Time as it is explained in the Personnel Rules & Regulations for other Non-Bargaining Group Employees.

When the Clerk of the Council plans to be out of the office, the Clerk of the Council's time off is approved in advance by the Mayor. All Council members should be informed as soon as it is approved.

The Clerk of the Council's weekly timecard should be forwarded by email to the Mayor for approval by Friday evenings. The Mayor will then forward it to the Director of Human Resources and the Clerk of the Council by Monday at 9:00 a.m. for processing to Payroll.

PERSONNEL COMMITTEE DUTIES AND RESPONSIBILITIES

The role of this committee is to lead the annual appraisal of the Town Council's employees; and to review and recommend compensation of the Town Manager and Clerk of the Council, and other duties assigned by the Council. (established by resolution dated 12/20/1993)

This procedure shall also apply to any in-house Town Attorney who is established as a Town employee.

Charter references:

- Section 303 – Clerk {of the Council}
- Section 305 – General powers and duties
- Section 403 – Tenure and compensation {of the Town Manager}

RECOMMENDED PERSONNEL COMMITTEE PROCEDURES

A. Annual Appraisal Procedure for Town Council's employees:

- I. **Preparation for employee review (Annually early April)**
 - a. Notify the Town Council of upcoming review of employee(s)
 - b. Notify employee(s) of their upcoming performance evaluation
- II. **FIRST meeting of the Personnel Committee (Early-April)**
 - a. Obtain & review current contract (if applicable)
 - b. Obtain & review last approved performance evaluation
 - c. Obtain & review the most current evaluation document
 - d. Direct employee(s) to complete a "self-evaluation" encompassing the rating year
(receive responses before mid-May)
 - e. Identify timetable for review process for Committee and Town Council Executive Sessions
- III. **Schedule meetings (Mid-April)**
 - a. Schedule three (3) Executive Sessions with Town Council
 - i. Before commencement of evaluation (First)
 - ii. After completion of 1st DRAFT of evaluation (second)
 - iii. Administration of evaluation to employee(s) (third)
- IV. **FIRST Executive Session with Town Council to receive input on employee performance (Early-May)**
 - a. Provide a blank copy of the evaluation form
 - b. Gather input from each Councilor regarding all areas of performance for the rating period
 - c. Discuss thoughts on compensation

- V. **SECOND meeting of the Personnel Committee {include Executive Session} (Mid-May)**
 - a. Discuss and review input from Council
 - b. Review self-evaluations
 - c. Prepare a first DRAFT of the evaluation document
 - d. Send to Councilors for their review and feedback
 - e. Discussion with employee on compensation and be prepared to review with Town Council
- VI. **SECOND Executive Session with Town Council to review DRAFT evaluation document and discuss compensation (Late-May)**
 - a. Make changes, revisions, additions, or deletions as needed
 - b. Discuss and finalize compensation
- VII. **THIRD meeting of the Personnel Committee {include Executive Session} (Early-June)**
 - a. Finalize employee(s) evaluation prepare final document
 - b. Finalize compensation offer
 - c. Send final document to Councilors
- VIII. **THIRD Executive Session with Town Council to administer evaluation and approve compensation (Last TC meeting in June)**
 - a. Followed by a resolution at last meeting in June
- IX. **Finalize evaluation (prior to July 1)**
 - a. Obtain appropriate signatures from employee(s) and Personnel Committee
 - b. Original to the employee(s)
 - c. Copy for the employee(s) Personnel File
 - d. Copy for the Personnel Committee File maintained at Town Hall

B. Periodic review of Town Council's employees – As required per contract specifications or as necessary, the Personnel Committee may be required to perform additional periodic reviews of the Town Council's employees. In these cases:

- a. The Personnel Committee will meet directly with the employee; discuss pertinent information regarding performance and report review/findings directly to the Town Council in Executive Session.

Approved by Town Council via Resolution on mm/dd/yyyy

Resolution Attached

Proposed Changes to the Town Council Rules and Procedures by the Personnel Committee:

Under Article XI – Committees, Section 7 – Standing Committees, (a) – Personnel Committee

Current Wording:

The role of this committee is to lead the annual appraisal of the Town Council's employees; and to review and recommend compensation of the Town Manager and Clerk of the Council, and other duties assigned by the Council.

Proposed Wording:

The role of this committee is to lead the annual appraisal of the Town Council's employees; and to review and recommend compensation of the Town Manager, Clerk of the Council, **and any in-house Town Attorney who is established as a Town employee**, and other duties assigned by the Council

Under Article XVIII – Performance Evaluation

Current Wording:

An annual Performance Evaluation of the Town Manager, and the Clerk of the Council will be held in Executive Session by the Town Council in the month of June. Reports of these meetings will be inserted in the personnel records of the employees.

Proposed Wording:

An annual Performance Evaluation of the Town Manager, Clerk of the Council, **and any in-house Town Attorney who is established as a Town employee** will be held in Executive Session by the Town Council in the month of June. Reports of these meetings will be inserted in the personnel records of the employees.