



TOWN COUNCIL MAJORITY OFFICE
PERSONNEL AND PENSIONS SUBCOMMITTEE

2021 DEC 13 AM 10:46

DECEMBER 8, 2021

TOWN CLERK
EAST HARTFORD

PRESENT Awet Tsegai, Temporary Chair, Councillors Rich Kehoe and Tom Rup

ALSO

PRESENT Mayor Michael Walsh
Sandy Franklin, Interim Human Resources Director

CALL TO ORDER

Temporary Chair Tsegai called the meeting to order at 5:43 pm.

NOMINATION OF OFFICERS

Chair:

MOTION By Rich Kehoe
seconded by Tom Rup
to **appoint Awet Tsegai as Chair**
of the Personnel & Pensions Subcommittee.
Motion carried 3/0.

Secretary:

MOTION By Awet Tsegai
seconded by Rich Kehoe
to **appoint Tom Rup as Secretary**
of the Personnel & Pensions Subcommittee.
Motion carried 3/0.

ADOPTION OF RULES GOVERNING MEETINGS

MOTION By Rich Kehoe
seconded by Tom Rup
to **adopt** Robert's Rules of Order as the rules that shall govern
parliamentary procedure at all subcommittee meetings, with the exception
that (1) the Chair shall not be required to restate the motion of any
Council member unless requested by another Councillor, or when in the
discretion of the Chair, such restatement is necessary to avoid any
confusion as to the motion; and (2) where such rules are in conflict with
the provisions of the State Statutes, the Town Charter, or Town
Ordinances.
Motion carried 3/0.

NEW BUSINESS

Review of Non-union Wage Chart – Directors' Compensation Study

The committee has been reviewing the compensation package for directors over the past year. The Town Council hired CPS/HR to conduct a study of salary and benefits for similar positions in other towns with similar demographics and government structure. The study concluded that while the fringe benefits like health insurance and retirement benefits were similar in other towns, the salary levels for most directors were significantly under the median salaries for other towns.

Although Section 5.25 and Section 3.4 of the Town Charter charges the Town Council with establishing a pay plan for directors, the Town Council has not adopted a comprehensive set of benefits and salary grid for the directors. The committee agreed to recommend such a plan.

The committee, along with Mayor Walsh and Interim Human Resources Director Sandy Franklin, reviewed the Compensation Plan for Directors of the Town of East Hartford dated December 7, 2021. The draft establishes benefits similar to those currently provided to directors and adopts a salary range for each position consistent with the recommendations of the CPS/HR study with the following exceptions: The Fire Chief was aligned with the Police Chief, the Town Clerk and the Development Director was set at a B level reflecting the relatively low number of employees reporting to the director in East Hartford compared to other towns.

After much discussion, the committee agreed to make the following changes to the December 7th draft:

1. The Hours of Work will be amended to reflect that the work week is 40 hours consistent with the current language in the Personnel Rules
2. The Vacation Policy will be amended to reflect that directors receive 3 weeks vacation at the start of employment and can increase to a maximum of 5 weeks at the discretion of the mayor. For directors hired before July, 2021, they will be able to accumulate a maximum of 75 days of vacation time; anyone hired after that date will be able to accumulate no more than 50 days
3. Sick Leave Policy will be amended to reflect that there are no specific sick days nor any days accumulated. Sick days are provided at the discretion of the mayor.
4. Funeral Leave is eliminated
5. Health Insurance Benefits is amended to provided that effective July 1, 2022; the HDHP deductible will increase to \$2,000/\$4,000 to be similar to union contracts.
6. Separation Pay will be amended to provide that a director receives 2 weeks of separation pay at the start of employment. Such separation pay level increases 1 week per year worked on the employee's anniversary date up to a maximum of 8 weeks.
7. Retiree Benefits will be amended to add the current life insurance provision and clarify the current health insurance option for retirees where active employees can choose to pay a percent of health insurance costs or pay into the Other Post Employment Benefits trust fund 1% of salary and not pay for health insurance

8. Salary Ranges will be amended to set the minimum rate for "A" grade at \$80,000 and the maximum rate for "D" grade at \$165,000 since those grades contain positions with significantly different responsibilities and reflect closer to actual pay for some in those positions

December 8, 2021

TOWN OF EAST HARTFORD

TITLE: SOLID WASTE OFFICIAL

GRADE: 9

DEPARTMENT: PUBLIC WORKS –WASTE DIVISION

DATE: December 8, 2021

GENERAL DESCRIPTION

A technical and administrative position associated with inspection of waste disposal and recycling programs insuring compliance with and enforcement of local and state regulations, ordinances and statutes.

Plans, organizes and executes investigations of proper disposal and recycling practices and issuance of warnings, notices of violation and educational outreach.

The position requires a thorough understanding of waste disposal and recycling laws as established through local regulations, ordinances and state statutes. It also requires public education including the capacity to develop educational materials that inform and promote best waste disposal and recycling practices.

SUPERVISION RECEIVED

Works under the general supervision of the Director of Public Works or designee.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES:

- Prepares and implements enforcement plans and procedures to address waste and recycling compliance by Town residential and municipal sectors.
- Conducts necessary planning and inspections town-wide; enforcing compliance.
- Reads, interprets and enforces all aspects of local and state solid waste laws.
- Receives and investigates complaints of solid waste violations.
- Monitors and evaluates the effectiveness of waste and recycling programs and procedures and makes recommendations for improvements.
- Organizes and conducts promotional and public education efforts.
- Designs materials for public informational campaigns to be used for conventional and social media outlets.
- Prepares statistical and narrative reports regarding tonnages, violations as required by the Town and State.
- Researches and develops new programs to divert waste and reduce town waste disposal costs.
- Coordinates activities with town departments, community organizations etc.
- Attends solid waste regional and state industry meetings on behalf of the town.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of state and local solid waste and recycling laws and best practices.
- Ability to conduct investigations, process notice of violations, legal orders, etc. to resolve non-compliance complaints.
- Ability to give clear, concise written and oral presentations and work effectively with staff, superiors and the general public.
- Must be customer education oriented.
- Ability to educate residents and municipal officials and to speak in public. Bilingual (Spanish) desirable.
- Ability to develop and design educational materials.
- Ability to prepare statistical reports, conduct research and make recommendations for process or program improvements.
- Ability to operate a computer for word processing, spreadsheets, databases, brochure design, case management and research.
- Ability represent the town in contested matters/hearings and prepare all documentation related to same.
- Ability to read maps and follow refuse and recycling routes.

PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Work is performed primarily outside, in all types of weather including heat, cold, rain and snow.
- Work of inspection will be performed in a vehicle, with administrative tasks to be completed in an office.
- Work is performed in the town in following daily service routes.
- Work requires ability to work independently with minimal supervision.
- Work may require carrying objects weighing 10 pounds or more.
- Work will require computer competency.
- Work will require a customer service and education orientation.

QUALIFICATIONS

- Bachelor's Degree in an area related to environmental sciences or public or business administration and 3 years of experience in recycling/solid waste; or 8 years of experience as a Solid Waste Official in a municipality or a similarly structured organization.

SPECIAL REQUIREMENTS

- Must have and maintain a valid Connecticut driver's license.

TOOLS AND EQUIPMENT

- Motor vehicle, personal computer, cellphone and other electronic devices.