

FINAL

**CITY OF NORWALK
PERSONNEL COMMITTEE
REGULAR MEETING
JUNE 19, 2019**

ATTENDANCE: Barbara Smyth, Chair; Colin Hosten, Nick Sacchinelli, Beth Siegelbaum, Gregory Burnett

OTHERS: Ray Burney, Personnel and Labor Relations Director

CALL TO ORDER

Ms. Smyth called the meeting to order at 7:08 p.m. A quorum was present.

PUBLIC COMMENTS

There was no one present to comment.

APPROVAL OF MINUTES FROM MEETING HELD ON MARCH 20, 2019.

**** MS. SIEGELBAUM MOVED THE MINUTES OF THE MARCH 20, 2019**

The following corrections were noted:

Page 2, paragraph 2, line 1: please change “Ms. Smith” to “Ms. Smyth”.

Page 2, paragraph 15, line 3: please change “ the Directors would be” to “the Director would be”.

Page 4, under **EXECUTIVE SESSION: STATUS OF RECRUITMENT FOR RECREATION AND PARKS DIRECTOR:** please add the following statement after the motion:

“The Committee returned to Public Session at 7:28 p.m. No motions or actions were taken during Executive Session.”

**** THE MOTION TO APPROVE THE MINUTES OF MARCH 20, 2019 AS CORRECTED PASSED WITH THREE (3) IN FAVOR (SMYTH, HOSTEN AND SIEGELBAUM) AND ONE (1) ABSTENTION (SACCHINELLI).**

**DISCUSSION OF PERFORMANCE EVALUATION FORMS
FOR ORDINANCE EMPLOYEES**

**** MR. SACCHINELLI MOVED THE ITEM.**

Mr. Burney said that last fall the Committee had spoken about the lack of performance evaluations and he had said that he would review the process. After a few discussions with the Mayor and the Chief of Staff, he discovered there were only about 20 evaluations done and these are done primarily for the salary adjustments and bonuses. Mr. Burney said that there would be some minor wording adjustments, but it would not be cost effective to do this online. He said that they felt it would not be worth reinventing the wheel. Currently the City does not invest in development programs. As time goes by, there will be changes towards management development programs, starting in 2021.

Ms. Siegelbaum asked how one would move a poorly performance employees along. Mr. Burney said that there are only 20 employees in the Ordinance pay plan, they are primarily under the "at will" clause except for the appointed positions, such as the Health Department Director.

Mr. Sacchinelli asked if the ordinance list was the only list that would come to the Council. Mr. Burney said that this was so. Mr. Sacchinelli asked how the archival knowledge would be passed forward to future Council Members.

Mr. Burnett joined the meeting at 7:18 p.m.

Mr. Sacchinelli asked if there was a way to write in information. Mr. Burney said that there was room for the employees to write in their own assessment of the process. He then gave a brief overview of the process.

Ms. Smyth agreed about having employees give feedback and said she had discussed this with her spouse, who has performed many performance evaluations in his business. Mr. Burney said that there was not much in the form about development growth. Mr. Sacchinelli asked how Mr. Burney wanted to use it differently. He said that he had suggested to the Mayor that the employee be given the form first to fill out.

Ms. Smyth asked about the process for determining the bonus amount. Mr. Burney said that the bonus pool is completely at the Mayor's discretion.

Mr. Sacchinelli asked what kind of schedule the reviews would be done. Mr. Burney said that they would be annual, and that there were five people including himself and the Mayor who would be conducting the review. He added that there might be a follow-up at the end of the calendar year. Since there are 20 people involved and only 10 of them are in senior positions. Discussion followed.

Mr. Burnett said that the evaluation form was too long and commented that several companies have moved to a quarterly review, which has proven to be more effective. He said that it should be focused on what the employees have accomplished. Mr. Burnett

said that under the “Unacceptable” category, it says that correction is needed “immediately”. However there is no definition of “immediately”. The goal is to get the employee improve performance, not move them out of the business.

Ms. Smyth said that the way that it is currently laid out, the weight was unclear. Mr. Burney indicated where that was located in the form. Mr. Burney reminded everyone that most of the individuals that were on the list meet with the Mayor on a very frequent basis. Half of the 20 employees are managers or assistant managers and the remainder of the employees interact with the Mayor frequently. Mr. Burnett said that a quarterly review would provide more feed back on performance and would formalized the process. Mr. Sacchinelli said that he does quarterly reviews with his employees and it gives him a chance to review any promises he himself has made and also shows him any progress the employee has made.

Mr. Hosten said that he was all for shortening the form and pointed out that there were different goals in different businesses. He also thought that a bi-annual review might be more manageable. Mr. Burney said that the performance review was being done retrospectively from July 2018. He illustrated how the goals for something like collective bargaining might occur. Since the contracts are only renewed every four years, it changes the dynamic. Daily management skills for the department should be an on-going evaluation.

Mr. Sacchinelli asked what would happen if the administration and Council completely changed. Mr. Burney said that hypothetically the new Mayor would have an agenda. Having performance appraisals to back up an employee's performance and value to the City on record would be important. Mr. Sacchinelli said that he had seen this during the last administration change over. Discussion followed.

Ms. Smyth said that the Council had felt that the bonuses were arbitrary and wanted the employee evaluation done. Mr. Hosten asked what would happen if the employee felt that his work was better than the supervisor graded him on something. Mr. Burney said that the employee could attach a letter to the review, but he did not think that the employees on this list would have that issue.

Mr. Sacchinelli suggested putting this form on Google docs and locking it down.

Mr. Hosten asked about union employees and how that was handled. Mr. Burney gave a brief overview of how a disciplinary matter would be handled.

Ms. Smyth said that the Committee would leave the document as is for this year and Mr. Burney would work on the suggestions that the Committee made. This was agreeable to all.

DISCUSSION AND VOTE ON REVISED ORDINANCE PAY PLAN SCHEDULE

**** MR. HOSTEN MOVED THE ITEM.**

Mr. Burney said that the department decided to work within the current framework. He said that there were inequities in the plan and listed a number of issues. Prior Councils have said that the terms of Ordinance employees with the exception of the salaries, are identical to the NASA collective bargaining unit. He said that the pay schedule dated July 1, 2017 added in a 2.36% increase. NASA has an 11 step wage progressions, which was sent out to the Committee members. This concept has been overlaid on the Ordinance pay scale. He reviewed the details with the Committee members.

Mr. Sacchinelli asked what would happen when an employee reached the top of the scale. Mr. Burney said that if NASA increased their wages by 1.5%, then the Ordinance pay scale would be adjusted to reflect this accordingly. Someone who is at the top of the scale would get the negotiated wage increases. With the ordinance employees were placed in the step that was closest to their current salary. Discussion followed.

Mr. Hosten asked how often the grid was revised for the union employees. Mr. Burney said that there were eight grids of salary adjustments for the period of four years. Discussion followed about how the 11 step grid was created.

Mr. Burnett asked what the annual cost was to the City. Mr. Burney said that the City has set aside roughly \$52,000 for the adjustment, but the payout will be about \$49,000.

Ms. Smyth asked about the adjustments for the Executive Secretaries. Mr. Burney recommended that this be discussed in Executive Session.

EXECUTIVE SESSION

**** MR. SACCHINELLI MOVED TO ENTER EXECUTIVE SESSION TO DISCUSS INDIVIDUAL PERSONNEL ISSUES.**

**** THE MOTION PASSED UNANIMOUSLY.**

The Committee and Mr. Burney entered into Executive Session to discuss Personnel Matters at 8:23 p.m. They returned to Public Session at 8:45 p.m. No motions were made or actions taken during Executive Session.

**** THE MOTION TO APPROVE THE REVISED ORDINANCE PAY PLAN SCHEDULE PASSED UNANIMOUSLY.**

ADJOURNMENT

**** MR. SACCHINELLI MOVED TO ADJOURN.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:46 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Service

