TRUMBULL HEALTH DEPARMENT
FEE SCHEDULE
JULY 1, 2015 – DECEMBER 31, 2015

SEPTIC SYSTEMS

New Construction (Permit)	$175.00
Repair (leaching fields/septic tank) (Permit)	$100.00
Individual Condo Unit Floor Plan	$ 25.00
19-13-B100 Site Visits	$ 60.00
Plan Review (New Construction Only)	$175.00
Soil Tests (per-lot residential)	$135.00
Soil Tests (per-lot commercial less than 2000 gallons per day)	$175.00
Soil Tests (per-lot commercial more than 2000 gallons per day)	$350.00
Not ready for Inspection (after request)	$ 50.00
Commercial Construction (Permit)	$300.00
Commercial (Plan Review)	$300.00
More than one (1) plan revision (*per each revision after first*)	$ 50.00
Minor Repairs (riser, lid, piping, d-box)	$ 10.00
Minor Repairs (*riser, lid, piping, d-box if notified after*)	$100.00
Sewer Extension Site Visit	$135.00
Plan Reviews for Building Additions	$ 25.00

WELLS

Drilling Permit	$100.00
Well Abandonment	$ 50.00

DAY CARE

Day Care Inspection	$100.00
Home Day Care Inspection	$ 50.00
Day Care Food Plan Review	$ 50.00
Intermediate Environmental Inspection	$ 50.00

POOL LICENSE

Seasonal	$100.00
Year Round	$150.00

COSMETOLOGY

1 - 3 Work Stations	$135.00
4 – 6 Work Stations	$195.00
7 or more Work Stations	$255.00
Tanning Salons	$100.00
Re-Inspection Fee	$ 50.00
Plan Review Fee 1 – 3 Stations	$135.00
Plan Review Fee 4 – 6 Stations	$195.00
Place Review Fee 7 or more Stations	$255.00
License Renewal Late fee (per business day)	$ 50.00

**Each Private Treatment room will be counted as one station*

FOOD SERVICE

Class I Plan Review	$100.00
Class II Plan Review	$150.00
Class III Plan Review (Seating 0 – 49)	$235.00
Class III Plan Review (Seating 50 or more)	$275.00
Class IV Plan Review (Seating 0 – 49)	$300.00
Class IV Plan Review (Seating 50 or more)	$350.00
Class I License	$100.00
Class II License	$150.00
Class III License (Seating 0 – 49)	$235.00
Class III License (Seating 50 or more)	$275.00
Class IV License (Seating 0 – 49)	$300.00
Class IV License (Seating 50 or more)	$350.00
License Renewal Late fee (per business day)	$ 50.00
Caterer License	$150.00
Liquor Control Permit	$ 50.00
Re-inspection Fee	$100.00
Reinstatement Fee (After suspension of license)	$100.00
Itinerant (per vehicle)	$150.00
Seasonal License	$ 80.00
Annual Temporary License	$150.00
Temporary (14 Days or less per booth or trailer)	$ 60.00
Non-Profit Late Fee (if not submitted 14 days prior to event)	$ 20.00
Commercial Vendor Late fee (if not submitted 14 days prior to event)	$ 50.00

** Facilities licensed by the Trumbull Health Department are required to pay the fees for a temporary food service license.*

FARMERS MARKET

Selling whole produce only	$ 00.00
Individually wrapper, prepackaged (no tasting/no sampling)	$ 50.00
All other food vendors	$100.00

**Fees are per season*

IMMUNIZATIONS

Administer Vaccination	$ 21.00

**Cost of vaccinations varies and an additional fee will be charged based on cost of the vaccination.*

MISCELLANEOUS ITEMS

Tick Identification	$ 3.00
NSF - Returned Check Fee	$ 35.00
Photo Copies per page	$ .50

DEPARTMENT OF HUMAN RESOURCES

TOWN OF TRUMBULL

COMPENSATION PLAN

FOR

NON-UNION, APPOINTED AND ELECTED OFFICIALS

Adopted: May, xx 2015
Effective January 1, 2016

I. **Introduction**:

A. **Background**: This Pay Plan covers non-union, appointed and elected officials except as specifically noted.

B. **Pay Plan Objectives**:

1. Internal equity;

2. Competitive with the municipal market;

3. Links pay and performance;

4. Easy to administer;

5. Provides continuity and flexibility.

II. **Administration of the Compensation Plan for Non-Union, Appointed and Elected Officials**:

A. **Appointments**: The minimum rate of pay for a classification shall normally be paid upon new appointment. An appointing authority may recommend a new appointment or reappointment at a rate higher than the minimum rate established for the classification, by written request to the Director of Labor Relations. The Director may approve a starting or reappointment rate beyond the minimum of the salary range but not to exceed the midpoint of the range. Any appointment above the midpoint shall be subject to Town Council approval.

B. **Promotions:** In the event an employee is promoted from one position covered by this salary plan to another position included in a different grade of this salary plan, the salary of the employee shall increase at least 10% but not more than 20%, except in such cases when the increase would place the salary beyond the maximum established for the grade of that position or below the minimum established for that position. In the former case, the maximum rate of pay for that classification will be paid and in the latter case, the minimum rate of pay for that classification will be paid. The determination of the actual percentage increase will be made by the individual's supervisor based on that individual's salary in the range subject to the approval of the Director of Labor Relations.

C. **Within Grade Salary Increase:** All employees covered by this plan (except elected officials) shall receive increases based solely on performance appraisals, on forms approved by Human Resources. For employees with less than three months tenure, no increases shall be given. Performance appraisal forms are appended hereto and made a part hereof. Performance appraisal forms shall be based on job descriptions, tasks and standards developed for each position covered by this plan. Salary increases shall be, at a minimum, the same as provided to the supervisors union (MATHAS). A salary adjustment shall be given if the evaluation indicated the individual "meets expectations". If the employee fails to meet expectations, he or she shall not be eligible for a salary adjustment. Effective July 1st each year's salaries shall be adjusted based on the terms and condition outlined herein. As condition precedent, Personnel Appraisal Forms must be completed and submitted to the Human Resources Department by the date established by the Human Resources department for the individual to be eligible for a salary increase.

D. **Pay Rates for New Positions:** In the event a new classification is established, the Personnel Department set the appropriate pay grade.

F. **Reallocation of Positions:** In the event of significant changes in the job content of a particular Ordinance position, the Personnel Director shall recommend to the Town Council the appropriate pay grade.

Reallocation of a position does not impact the salary of any incumbent unless the incumbent is below the minimum or above the maximum of the new grade. In the event of the former, the incumbent's salary shall be adjusted to the minimum of the grade. In the latter case, the incumbent's salary shall remain fixed until the maximum of the new range reaches the incumbent's salary.

G. **Elected Officials:** The salary for elected officials and certain appointed Officials shall be as outlined in Section K. Changes in the salaries for elected officials shall be effective January 1st after they are elected or reelected or as indicated in Section K below.

H. **Position Status:** All salary ranges and recommendations are for full time positions. If positions are filled on less than a full time basis, salaries shall be prorated and adjusted accordingly.

I. **Maintenance of Salary Plan Objectives:** In order to maintain the salary plan objectives, the Personnel department shall periodically conduct a review of the salary ranges.

J. **Adjustment of Ranges:** The ranges shall be adjusted every year starting January 1, 2018, by the statewide average of public sector union settlements for the prior fiscal year (non-public safety) rounded to the nearest quarter.

K. Effective January 1, 2016 allocation of positions to grade shall be as follows: *

Category

1. Elected Officials Effective: January 1, 2016

Selectman	(January 1, 2016)	$110,000
	(January 1, 2017)	$115,000
	(January 1, 2018)	$120,000
	(January 1, 2019) each term thereafter)	Midpoint of Director for Finance Range

Treasurer (Part time)	25% of Minimum of Director of Finance Range
Town Clerk	60% of the Minimum of Dir. of Finance Range
Registrar of Voters (Part time)	10% of the Minimum of the Director of Finance Range

	*Minimum	Midpoint	Maximum
2. Department Heads			
Chief of Staff	$77,500	$87,500	$97,500
Director of Finance	$115,000	$125,000	$135,000

Director of Public Works	$110,000	$120,000	$130,000
Director of Health	$90,000	$100,000	$110,000
Director of Labor Relations	$110,000	$120,000	$130,000
Director of ECD	$105,000	$115,000	$125,000
Director of EMS	$80,000	$90,000	$100,000
Director of Parks and Recreation	$95,000	$105,000	$115,000
Police Chief	$115,000	$125,000	$135,000
Operations Director Golf Course	$85,000	$95,000	$105,000

3. Supervisors/Administrators

Asst. Finance Director	$85,000	$95,000	$105,000
Personnel Manager	$72,500	$82,500	$92,500
Deputy Police Chief	$100,000	$110,000	$120,000

4. Support Staff

Executive Assistant (First Selectman/PD)	$55,000	$60,000	$65,000
Secretary (First Selectman)	$45,000	$50,000	$55,000
Human Resources Assistant	$45,000	$50,000	$55,000

* Any employee below the minimum shall be moved to the minimum of the range.

L. **Transition**: Those employees with existing employment contracts will be covered by the plan after their current contract expires or if mutually agreed upon may execute amendments to their current contracts where they will be subject to the Plan.

M. Effective Date of Pay Plan: January 1st, 2016

Proposed Pay Plan Analysis

Titles	Current	Salary 7/1/15*	Salary 1/1/16	Cost	1/1/2017	Cost	1/1/2018	Cost
First Selectman	$ 104,104.00		$ 110,000.00	$ 5,896.00	$115,500.00	$5,500.00	$120,000	$4,500.00
Town Clerk	$ 58,156.00		$ 69,000.00	$ 10,844.00				
Treasurer	$ 22,276.00		$ 28,750.00	$ 6,474.00				
Registrar Voter	$9,716		$11,500	$1,784				
Chief of Staff	$ 71,574.00	$ 73,363.35	$ 77,500.00	$ 4,136.65				
Finance Director	$ 126,291.00	$ 129,448.28						
Dir of Public Works	$ 122,700.00	$ 125,767.50						
Dir of Labor Relations	$ 122,700.00	$ 125,767.50						
Dir of Health		$91,000						
Dir of Parks and Rec								
Dir of Econ and Comm Dev.								
Police Chief	$ 125,000.00	$ 128,125.00						
Dir of EMS	$ 86,911.00	$ 89,083.78						
Operations Director Golf Course	$ 98,945.00	$ 101,418.63						
Asst Finance Director	$ 82,632.00	$ 84,697.80	$ 85,000.00	$ 302.20				
Personnel Manager	$ 67,403.00	$ 69,088.08	$ 72,500.00	$ 3,411.93				
Deputy Police Chief	$ 114,127.00	$ 116,980.18						
Executive Assistant	$ 51,026.00	$ 52,301.65	$ 55,000.00	$ 2,698.35				
Executive Assistant	$ 55,453.00	$ 56,839.33						
Secretary	$ 40,040.00	$ 41,041.00	$ 45,000.00	$ 3,959.00				

*2.5% Budgeted Increase

$ 39,506.13 Total

$ 19,753.06 Budget impact 2017