

TOWN COUNCIL
Town of Trumbull
CONNECTICUT
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TOWN HALL
Trumbull

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FINANCE COMMITTEE
AGENDA
APRIL 28, 2015

Mark LeClair, Chairman
43 Linely Road
Trumbull, CT 06611

Cindy Penkoff, Vice Chairman
101 Columbine Road
Trumbull, CT 06611

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32 Lindberg Drive
Trumbull, CT 06611

Lori Rosasco Schwartz
29 High Ridge Road
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Vicki Tesoro
133 Beechwood Avenue
Trumbull, CT 06611

Mary Beth Thornton
24 Cherry Gate Lane
Trumbull, CT 06611

Bethany Llodra Gilman, Alternate
13 Elaine Street
Trumbull, CT 06611

Daniel Marconi, Alternate
40 Brookhedge Road
Trumbull, CT 06611

NOTICE is hereby given that the Finance Committee of the Trumbull Town Council will hold a regular meeting Tuesday, April 28, 2015 at 7:00 p.m. at the Trumbull Town Hall, for the following purpose(s):

1. RESOLUTION TC25-173: To consider and act upon a resolution which would amend Chapter 2 Administration, Article II of the Trumbull Municipal Code to include Section 2-55 et seq, Trumbull Compensation Plan for non-union, appointed and elected officials.

RESOLUTIONS

1. RESOLUTION TC25-173: BE IT RESOLVED and ORDAINED, That Chapter 2 Administration, Article II of the Trumbull Municipal Code is hereby amended to include Section 2-55 et seq, Trumbull Compensation Plan for non-union, appointed and elected officials. (Full Ordinance Attached) *(Public Hearing)*

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.

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 Personnel Committee 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 outlines in Section K. Changes in the salaries for elected officials shall be effective January 1st of the year they are elected or reelected.
- 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 periodic review of the salary ranges.
- J. **Adjustment of Ranges:** The ranges shall be adjusted every other year starting January 1, 2018, by the statewide average of public sector union settlements (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 (First Term)	Year 1 80% of the Minimum of Director of Finance Range Year 2 85% of the Minimum of Director of Finance Range
Selectman (Second Term)	Year 1 90% of the Minimum of Director of Finance Range Year 2 95% of the Minimum of Director of Finance Range
Selectman (Third Term)	Year 1 100% of the Minimum of Director of Finance Range Year 2 105% of the Minimum of Director of Finance Range
Selectman (Four Term)	Year 1 Midpoint of the Director of Finance Range
Treasurer (Part time)	25% of Minimum of Director of Finance Range
Town Clerk	60% of the Minimum of Dir. of Finance Range

2. Department Heads

	<u>*Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
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. <u>Supervisors/Administrators</u>			
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. <u>Support Staff</u>			
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	\$65,000

* 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