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The Personnel Commission held its regular scheduled meeting on Thursday, October 23, 2014 at 5:00 PM. in the Human Resource Conference room on the 9th floor of the Stamford Government Center, 888 Washington Boulevard, Stamford, Connecticut.

Personnel Commission Board Members Present:

Frank Green, Chairman
Julie Granser, Commissioner
Peter Nanos, Commissioner

Human Resources:

HR Director, Clemon Williams
Lenora Cavaliero, HR Executive Secretary

Public Safety, Health & Welfare:

Ted Jankowski, Director

Chairman Green called the meeting to order at 5:03 p.m.

Item # 1: Minutes of September 18, 2014 approved:

Commissioner Nanos made motion to accept the minutes and Commissioner Granser second the motion to approve the minutes. Minutes approved unanimously.

Item # 2: Timekeeping Policy and Procedure

Director Clemon Williams reviewed the procedure for timekeeping in Kronos with the Commissioners. Chairman Green proposed some questions and Mr. Williams clarified with description of the Kronos procedure; the responsibilities of the Kronos manager, the department manager, and the designated time-keepers. Commissioner Granser made motion to approve the Timekeeping Policy and Procedure, Commissioner Nanos seconded the motion, Chairman Green confirmed the motion.

Item #3:

Discussion of Policy involving Breaks in Service for former employees of the City of Stamford.

Director Clemon William's explained that the Policy mirrors the provisions in the pension plan. (The Pension Plan has a five year vesting rule). Mr. Williams noted the Policy will provide for an adjusted service date for any re-hired City employee where the "break in service" from the City is less than, the greater of the number of years the employee worked for the City or 5 years. Commissioner Nanos made motion to approve the Policy, and Commissioner Granser seconded the motion. Chairman Green called the question and policy was approved unanimously.

Item # 4: Request for Advanced Starting Salary for; Social Services Commission
Coordinator.

Director Williams noted to the Commissioners that the incumbent in the position was laid off in 2010. At that time the incumbent was an A08, Step 6 at \$96,361 (the top of the range). After the position was posted and interviews held the former incumbent was found to be the most qualified to fill the position at this critical time for the City. The position is still an A08; however, the complexities of the job have increased. Nevertheless, Mr. Williams noted that the Personnel Commission is the only way the job can be filled at a starting above the mid-point is with the approval of the Personnel Commission. Because of the background needed for the position and noting that this particular individual was formally a top step this request is being made to approve an advance starting salary at A08 Step 6) \$102,256.

Commissioner Nanos moved to approved the request; Commissioner Granser seconded the motion and Chairman Green approved the advanced starting rate to A08 Step 6 to: \$102,256.

For Notation: Two job descriptions revised:

Mr. Williams presented before the Commissioners the job-descriptions that need to reflect the current duties required in the specific positions. Chairman Green agreed that more needs to be done to up-date job descriptions. The HR staff will be updating all the job descriptions within the City.

Clemon Williams agreed and indicated that the plan is to bring to the Commissioners two job descriptions per month.

Adjournment:

Commissioner Nanos made motion to adjourn and it was seconded by Commissioner Granser.

Meeting adjourned at: 6:03 PM

Next meeting:

November 20, 2014 at 5:00 PM

Respectfully submitted,


Lenora Cavaliero

Reviewed by: Chairman Frank Green

Copies to:

Frank Green, Chairman Personnel Commission
Personnel Commission Board Members
Ted Jankowski, Director Public Health & Safety
Donna Loglisci, Town and City Clerk
Katheryn Emmett, Corporate Counsel
David Martin, Mayor