



City of Bristol
BRISTOL, CONNECTICUT 06010

REGULAR MEETING NOTICE

The Regular meeting of the Salary Committee will be held on Wednesday, August 17, 2022 at 5:00 p.m. in Meeting Room 1, City Hall West.

AGENDA

1. Call to order.
2. To review the May 18, 2022 regular meeting minutes.
3. Request by the Superintendent of Water & Sewer to create a new position of Watershed Machine Maintenance Operator and eliminate a position of Watershed Crew Leader (both NIPSEU, Maintainer 3 pay code).
4. Request by the Director of Human Resources to amend the Tuition Reimbursement Policy for general city employees.
5. New business.
6. Old business.
7. To adjourn.

Per order Cheryl Thibeault, Chairperson
DATED this 12th day of August, 2022

Human Resources is inviting you to a scheduled Zoom meeting.
<https://bristolct-gov.zoom.us/j/5236552043?pwd=ZINHTHpKMWs4dXFhVEgxcVVqL1p6QT09>

Meeting ID: 523 655 2043
Passcode: 123456
Join by phone: 1-929-205-6099 US (New York)

Salary Committee
REGULAR MEETING MINUTES
Wednesday, May 18, 2022
City Hall West, Meeting Room 1

Present: Councilmembers Jacqueline Olsen, Susan Tyler
Chairperson Cheryl Thibeault was present via Zoom
Staff: Mark Penney and Linda Milia

1. **CALL TO ORDER.**

The regular meeting of the Salary Committee was called to order by Council Member Susan Tyler at 5:00 p.m.

2. **APPROVAL OF MINUTES OF REGULAR SALARY COMMITTEE MEETING ON March 16, 2022.**

On motion of Council Member Jacqueline Olsen and seconded, it was unanimously voted: to accept the minutes of the regular Salary Committee meeting of March 16, 2022.

3. **FOIA PRESENTATION BY THOMAS HENNICK, PUBLIC EDUCATION OFFICER, CONNECTICUT FREEDOM OF INFORMATION COMMISSION.**

FOIA presentation was conducted.

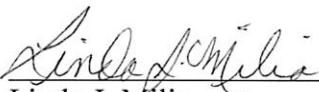
4. **NEW BUSINESS.**

None

5. **OLD BUSINESS.**

None.

6. At 6:00 p.m., on motion of Council Member Jacqueline Olsen and seconded, it was voted: To adjourn.

ATTEST: 
Linda J. Milia
Recording Secretary

NEW POSITION TO REPLACE WATERSHED CREW LEADER AT SAME PAYCODE

City of Bristol

Date: July 22, 2022

Title: Watershed Machine/Maintenance Operator
Water Division

Department: Water and Sewer Department

Position Goal: Under the Superintendent of Water and Sewer, Assistant Superintendent of Water Supply and Treatment, Watershed Group Leader or assigned is responsible for the operation and maintenance of a backhoe/loader machine, watershed equipment and operation of watershed, reservoirs and Department properties.

Essential Duties and Responsibilities: Must have thorough knowledge of the operation and maintenance of a backhoe/loader machine, mini excavator, chain saws, brush cutters, mowers, chippers, boats, boat motors and any other equipment necessary for use in watershed maintenance. Operates power equipment, such as chain saw, brush cutter, sprayers, lawn mowers, chipper and related forestry and maintenance equipment in the course of watershed maintenance such as logging, brush cutting, lawn mowing and any type of watershed and/or forestry maintenance deemed necessary by supervisor. Must be able to make repairs to said equipment as needed.

Must be able to regulate reservoirs and prepare water level reports in the absence of the Watershed Group Leader. Calculates and performs dosage for chemical treatment of reservoirs as directed. Perform preventative maintenance on watershed equipment such as changing tires and battery, adding anti-freeze, change oil and filter, etc. Patrol watershed as required. Operates motorized boats within reservoirs as required. Works with all chemicals and compounds utilized in water treatment process. Must be able to check all laboratory or field analyzing equipment for proper operation and calibrates or repairs as required. Must understand the mechanical and scientific principles of each process unit. Must have general understanding all water quality parameters including but not limited to turbidity, total coliform, fecal coliform, Pfas, Pfoa, dissolved oxygen, pH, hardness, algae, and organics to determine operational adjustments of reservoirs and treatment. Performs property and building maintenance at all Bristol Water and Sewer Department facility grounds as required. Delivers treatment chemicals to various locations.

In addition to the above must perform all or any of the duties of those of equal or lesser codes in the watershed division.

Must be physically able to work in all weather conditions and perform difficult tasks such as lifting and shoveling. Must have basic computer knowledge using Microsoft Windows, Word, Excel, Access, Internet and other applications for electronic mapping, record keeping and documentation of system information.

Supervised by: Superintendent of Water and Sewer, Assistant Superintendent of Water Supply and Treatment, Watershed Group Leader or assigned.

Qualification Profile: High school graduate or equivalent. Must have the experience and sufficient knowledge necessary to qualify for said position within the probationary period.

CURRENT POSITION TO BE REPLACED BY WATERSHED MACHINE/MAINTENANCE OPERATOR

City of Bristol

November 7, 2019

Title: Watershed Crew Leader
Water Division

Department: Water and Sewer Department

Essential Duties and Responsibilities: Must have thorough knowledge of chain saws, brush cutters, mowers, chippers and any other equipment necessary for use in watershed maintenance. Must be able to make minor repairs to said equipment.

Must be able to work with and direct crews in the daily operational duties of watershed maintenance. Sees that duties assigned daily are carried out. Responsible for work crew abiding by all safety procedures in the performance of their duties.

Operates a backhoe or similar equipment when needed. Must be able to regulate reservoirs and prepare water level reports in the absence of the Watershed Group Leader. Performs chemical treatment of reservoirs as directed. Perform preventative maintenance on watershed vehicles such as changing tires and battery, adding anti-freeze, change oil and filter, etc. Patrol watershed as required. Performs property maintenance at all Bristol Water and Sewer Department facility grounds as assigned and required.

In addition to the above perform all or any of the duties of those of equal or lesser codes in the watershed division relative to charge of responsibility.

Supervised by: Superintendent of Water and Sewer, Assistant Superintendent of Water Supply and Treatment, Watershed Group Leader or assigned.

Qualification Profile: High school graduate or equivalent. Must have the experience and sufficient knowledge necessary to qualify for said position within the probationary period.

License or Certification: Must possess a valid Connecticut Motor Vehicle Operator License.



CITY OF BRISTOL
Bristol, Connecticut 06010

Date: 8/12/2022

To: Salary Committee

From: Mark J. Penney, Director of Human Resources

Subject: Tuition Reimbursement Program

Good afternoon,

Please allow this memo to serve as a request for the Salary Committee to consider a change to the City of Bristol's Tuition Reimbursement Program. Currently, Human Resources is receiving more requests for tuition reimbursement than we are budgeted for. This also has been an issue in previous years. Human Resources typically budgets annually \$10,000 for tuition reimbursement. In the past 5 budget cycles we have dispersed the following:

2017/2018 - \$17,060
2018/2019 - \$23,904
2019/2020 - \$2,640
2020/2021 - \$7,212
2021/2022 - \$16,000

Recently, 5 or 6 employees have expressed interest in pursuing degree programs that are very expensive. It is becoming even more difficult to forecast how much money to budget for or how to parse out the benefit fairly. For example, one employee sent us a list of needed courses that will cost \$27K, on top of the \$17.3K already received.

To get a handle on these costs and the process I would like to propose the following changes to our current policy:

Human Resources will request \$20K annually. We will allocate \$10K for the Fall Semester and \$10K for the Spring Semester. We will no longer reimburse Summer or Winter semesters. Employees must submit their requests for each semester at the beginning of that semester. Each employee who successfully completes the course will split the \$10K in equal

shares, up to the cost of their class, or a cap of \$2,000 per Semester (with an \$8,000 Lifetime cap). If there are too many requests the 10K will be split evenly.

Example 1

Fall Semester 2022

\$10,000

Name of Employee	Cost of Tuition	Reimbursement
Bob	\$950	\$950
Sue	\$1950	\$1950
Donna	\$2300	\$2000
Jack	\$4200	\$2000
Tammy	\$7500	\$2000

Total Payout of \$8,900. Remainder can either go to the Spring Semester or not.

Example 2

Spring Semester

\$11,100 (\$10k plus remainder from Fall Semester)

Name of Employee	Cost of Tuition	Reimbursement
Bob	\$950	\$950
Sue	\$1950	\$1950
Donna	\$2300	\$2000
Jack	\$4200	\$2000
Tammy	\$7500	\$2000
Doug	\$7800	\$2000

Total Payout of \$10,900. Remainder of \$200.00

OR...

Spring Semester

\$10,000 (no remainder from Fall Semester)

Name of Employee	Cost of Tuition	Reimbursement
Bob	\$950	\$950
Sue	\$1950	\$1810
Donna	\$2300	\$1810
Jack	\$4200	\$1810
Tammy	\$7500	\$1810
Doug	\$7800	\$1810

If approved, the current Tuition Reimbursement Program policy will be modified to reflect the changes to the program. I have attached a draft of the proposed policy to this memo.

Thank you for your consideration of this matter. Please feel free to contact me with any questions or concerns.

Respectfully,

A handwritten signature in black ink, appearing to read 'M. Penney', with a stylized, flowing script.

Mark J. Penney
Director of Human Resources

TUITION REIMBURSEMENT PROGRAM

The City of Bristol encourages employees to further their training and education within their respective positions in the belief that the City and its employees are both well served by improvement of skill levels.

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Participation in any program of study leading to an Associate and/or Bachelor degree is covered; however, reimbursement of graduate level study will only be approved for position or career-related programs. Although the City encourages employees to continue their education, the completion of a course of study resulting in a degree is not a guarantee of career advancement. The City will consider paying tuition for only one (1) Bachelor's and/or Master's degree per employee.

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Under the Tuition Reimbursement Program, the City shall reimburse employees for 100% of tuition charged for in-state students in the Connecticut public university system, up to a maximum career total of \$8,000. Reimbursement shall be provided only for courses required to complete Associate, Bachelor, or Master degree programs. Reimbursement shall be provided for Fall and Spring Semesters only.

Full-time employees who have successfully completed their probationary period may apply for reimbursement of tuition for eligible coursework that is successfully completed at an accredited college or university. "Eligible coursework" means coursework that, in the City of Bristol's sole discretion, is directly related to an employee's present position or a position to which he/she may be promoted. Such coursework is "successfully completed" if the employee has achieved a passing grade "B" or better.

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All expenses other than tuition, such as books, supplies, administrative fees and additional charges are not covered under this program and must be paid for by the employee. Grant money and scholarships are not reimbursable.

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The application/approval procedure for tuition reimbursement under this program is as follows:

1. The employee obtains an *Application for Educational Reimbursement* from the Human Resources Department.
2. The employee completes the Application and forwards it to his/her department head for consideration.
3. If the department head approves the Application, he/she will forward it to the Director of Human Resources for consideration.
4. If the Director of Human Resources also approves the Application, he/she will forward it to the Mayor for consideration.

5. An official school transcript and an official itemized bill(s) for tuition cost must be submitted in order to be reimbursed for the course(s).

Approval from the ~~Mayor, the department head and the Director of Human Resources~~ department head, the Director of Human Resources, and the Mayor must be secured at least thirty calendar (30) days prior to the start of the class to be considered for reimbursement. Requests for tuition reimbursement may be approved or denied in full or in part depending on the availability of funds and the number of employees making requests ~~course reimbursement shall not exceed state college rates.~~

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Any employee who voluntarily separates employment within one year of receiving educational reimbursement shall repay such reimbursement to the City of Bristol.

Amended per City Council 02-09-10; 07-10-12; 04-08-14; 06-14-16; 10-09-18