

November 1, 2017

To: Mayor Carbone and Members of the City Council
From: Tom Gritt - Personnel Director
Re: 2017 Management Resolution Update - Summary of Changes

All changes within the Management Resolution document are noted in **bold print**.

Dates - The date on the document's cover sheet and noted elsewhere will be changed to the date the City Council votes to approve this update.

Medical Insurance Plans – We removed the Cigna Open Access Plan (OAP) as an option leaving the less expensive High Deductible Health Plan/HSA as the principal plan available to employees. Projected savings would be \$12, 639.00 per year. The OAP will only be made available to eligible employees with Medicare coverage or using Veteran's benefits. New hires will receive the High Deductible Health Plan/HSA and the City portion of the deductible paid to new employees will be prorated based on their hired date.

Employee Costshare on Medical Insurance Plan - We increased employee costshare amounts to 13.5% effective 7/1/17, 14% effective 7/1/18 and 14% effective 7/1/19. Projected savings would be \$4,833.00 over the first two years.

Life Insurance – increase benefit from \$15,000 to \$30,000 for future retirees, same as with Supervisor's contract, effective whenever it can be arranged through the Finance Department. Projected cost to be \$1,500.00 per year.

Holidays – Finalized the replacement of Lincoln's Birthday and Washington's Birthday as holidays with President's Day in order to keep City Hall open one additional day. One personal day was added for employees.

Defined Contribution Retirement Plan – Increase City's contribution to 8% from 7% effective 7/1/20.

Schedule "A" Wage rate increases – 2% effective 7/1/17, 2.0% effective 7/1/18 and 2% effective 7/1/19. Projected cost to be \$29,509.00 in year one. \$30,100.00 in year two and \$30,702 in year three.

Schedule "C" Miscellaneous Compensation - Removed the old Dog Warden title and the outdated list of items that are no longer paid since the professionalization of the Animal Control Division of the Police Department.

MANAGEMENT RESOLUTION

CITY OF TORRINGTON, CT

REVISED: July 1, 2017

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MANAGEMENT RESOLUTION

The City is desirous to establish a uniform policy with respect to pay, wages, hours of employment and other conditions of employment for management personnel and the establishment of such policy is designed to maintain and promote more efficient and progressive public service. This Resolution is not, and, is not intended to be a contract of employment or a warrantee of benefits. The City further reserves the right to unilaterally revise these policies and all others at any time.

BE IT RESOLVED BY THE BOARD OF COUNCILMEN OF THE CITY OF TORRINGTON, at this time, the following provisions apply to the Management Resolution positions contained within:

1. **WAGES** - That wages of the management personnel positions listed in Schedule A, attached hereto and made a part hereof, shall be established by the Board of Councilmen. Employees are classified as Exempt or Non-Exempt in Schedule A. The wages provided for in this schedule are annualized amounts for the exempt employees. These wages are listed only for purposes of identifying annualized wages of the current employees filling those positions and who are active on the payroll when this Resolution is approved. These wages are subject to change. Wages for employees who are paid on an hourly basis or Non-Exempt employees are also listed and these hourly rates are also subject to change. Effective July 1, 2015 annual wages for exempt salaried employees shall be divided by the number of pay dates in each fiscal year to determine the amount due for each pay period.
2. **HOURS OF WORK** - That the normal hours of work for such personnel in City Hall shall be thirty-five (35) hours per week except for personnel assigned to the Building, Engineering, Police and Fire Departments. The Mayor shall approve the work schedules of all employees.
3. **MEDICAL INSURANCE BENEFITS** - That such full time employees shall be provided with medical, hospital and life insurance benefits, which approximate the level of benefits of employees of the various municipal collective bargaining units. Full time Management Resolution employees shall be entitled, at a minimum, to the following benefits:

Medical Insurance Plan Coverage: CIGNA HIGH DEDUCTIBLE HEALTH PLAN WITH HEALTH SAVINGS ACCOUNT

Effective July 1, 2017, a Cigna High Deductible Health Plan (HDHP) with a Health Savings Account (HSA) described below shall become the **principal** insurance plan.

Each employee and eligible retiree shall be entitled to medical insurance coverage for themselves and their dependents under either a \$1,000/\$2,000 (single) or a \$2,000/\$4,000 (two or more) High Deductible Health Plan (HDHP) with a Health Savings Account (HSA) with \$0/\$15/\$30 post-deductible prescription co-pays. **A description of this plan can be found on the City's intranet site. Employees can also access their complete medical insurance benefit plan on the Cigna website at <https://my.cigna.com/web/public/guest>.**

Said coverage under the HSA plan shall also include the Anthem (Blue Cross/Blue Shield) full payment dental rider, including riders A, B, C and D and the Cigna Vision Plan.

The City shall fund fifty percent (50 %) of the applicable deductible for employees and retirees covered the HDHP HSA plan. Said amount (\$1,000 single/\$2,000 two or more) shall be paid by the City, depositing that amount into each employee's HSA account during the month of July at a bank chosen by the City. This participation by the City is a means of partially funding the deductible and is not considered insurance under the HDHP HSA.

New hires will receive a pro-rated share of the City's funding of the deductible for the year hired. In the event that an employee exceeds the pro-rated contribution, the City shall continue to fund its portion of the deductible based on invoices provided by the employee. The City will not contribute more than 100% of its required portion of the deductible (\$1,000 single/\$2,000 Family).

Any employee who terminates employment before the end of any year for which the City has paid the deductible shall repay a proportional portion of the deductible to the City.

Effective **July 1, 2017** the City shall pay **eighty six and one-half percent (86.5 %)** and all employees and retirees shall pay **thirteen and one-half percent (13.5%)** of the cost of coverage under the HDHP HSA plan.

Effective **July 1, 2018**, the City shall pay **eighty six percent (86 %)** and all employees and retirees shall pay **fourteen percent (14 %)** of the cost of coverage under the HDHP HSA plan.

Effective **July 1, 2019**, the City shall pay **eighty six percent (86 %)** and all employees and retirees shall pay **fourteen percent (14 %)** of the cost of coverage under the HDHP HSA plan.

The City will provide all of the same medical coverage to current and eligible future retirees which is provided to active Management Resolution personnel. Retirees will pay the same costshare amounts as current employees. Notwithstanding any other provision herein, medical insurance benefits shall not be provided to any employee (or his/her spouse, or dependents) who began his/her employment March 16, 2015 and whose employment is thereafter terminated for any reason including retirement.

The City will provide to the spouse of a retiree and other family members of the retiree, while eligible, all the medical coverage which is provided to active employees covered by this Resolution.

An employee who retires under the provisions of the Pension Plan and/or spouse, both having reached sixty five (65) years of age will have the following benefits continued until the death of both: Connecticut Blue Cross 65 High Option and Blue Shield 65 Plan 81.

If a retiree either prior to or after reaching age 65 takes other employment which provides equivalent medical coverage, any of the medical coverage provided by the City of Torrington shall cease during the term of that other employment or any other future employment. The

retiree shall immediately give notice of said equivalent medical coverage to the City's Finance Office. However, if written notification is given to the City by the retiree, spouse or eligible family member by certified mail, return receipt requested, that the retiree is no longer employed or that the employee no longer has equivalent medical coverage, the City shall have its insurance carrier resume the dropped coverage when eligibility exists, as soon as the insurance carrier is able to put the coverage into effect.

The City reserves the right to change insurance carriers provided that the level of benefits and services are substantially equal to or better than current coverage.

OPEN ACCESS PLAN (OAP)

Any full time employee currently receiving Medicare benefits and/or Veteran's benefits shall be entitled to medical insurance coverage for themselves and their dependents under the Cigna OAP plan and pay the same costshare percentage as those enrolled in the HDHP HSA plan. The OAP includes:

- 1. Fifteen dollar (\$15) co-pay for home and office,**
- 2. Unlimited lifetime maximum,**
- 3. Fifty dollar (\$50) co-pay for Emergency Room Care,**
- 4. One hundred dollar (\$100) co-pay per Inpatient Hospital Admission and Outpatient Hospital Services,**
- 5. Out of Network Services provided with three hundred dollars (\$300) individual, six hundred dollars (\$600) two person family, and seven hundred fifty dollars (\$750) three (3) person or more family deductible, and**
- 6. A co-insurance rate of twenty percent (20%) until the "max out of pocket" limit of \$1,500, \$3,000 and \$3,750 is reached. At that point, Cigna will cover 100% of the usual and customary charges.**

A description of this plan can be found on the City's intranet. Employees can also access their complete medical insurance benefit plan on the Cigna website at:

<https://my.cigna.com/web/public/guest>. Said coverage shall include:

Anthem (Blue Cross/Blue Shield) full payment Dental Rider; including Riders A, B, C and D;

Cigna Vision Plan;

Cigna Co-Pay Prescription Drug Rider with co-pay of \$5 for generic, \$15 for listed, and \$25 for non-listed drugs with a \$2,000 per calendar year maximum.

Note: Employees currently receiving Veteran's benefits may elect to enroll in the HSA plan, however, they should be aware of the timing of HSA contributions to avoid potential tax penalties.

The City reserves the right to change insurance carriers provided that the level of benefits and services are substantially equal to or better than current coverage.

4. **Life Insurance:** the City shall provide group term life insurance in the amount of fifty thousand (\$50,000) dollars, which will be reduced upon retirement to **thirty thousand (\$30,000) dollars**. Employees shall be permitted to purchase additional Term Life Insurance to a maximum of fifty thousand (\$50,000) dollars at a flat rate similar to the City's group cost under the following conditions:

- 55% of Management Resolution employees purchase the additional insurance.
- No medical exam will be required if enrolled during the initial enrollment period.
- Employee payment shall be made by payroll deduction.

The City shall provide an Accidental Death and Dismemberment Insurance benefit for employees.

5. **403(b) Deferred Compensation Plan:** The City will make a voluntary 403(b) Deferred Compensation Plan available to employees.

6. **MEDICAL LEAVE:** That in the event that management personnel are absent from work due to a long-term illness, injury or disability, the City shall compensate them in an amount equal to a normal weekly salary for a period not to exceed ninety (90) calendar days. In the case of absences that exceed this ninety (90) day period, commencing on the ninety-first (91) day, compensation shall be provided in an amount equal to seventy-five percent (75%) of the gross weekly wage for a period not to exceed nine (9) months. Receipt of this sick leave benefit is conditional on the following:

- a) The absence will extend five consecutive working days or more.
- b) The immediate supervisor will be given as much advanced notice as practical.
- c) A medical certificate signed by a state-licensed physician shall be submitted to the Personnel Department listing the last day of work and the estimated date of return where practical.
- d) The City may provide a physician or nurse to make any necessary examination or investigation.
- e) Any absence from duty in the case of illness, disability or injury, for which such personnel are entitled to compensation under the Workers' Compensation Act, shall be considered as a set-off against any payments received pursuant to the provisions of this paragraph.
- f) Any personnel absent from duty for illness, disability or injury caused by any third party, and such personnel receive compensation pursuant to the provisions of this paragraph, shall assign to the City his/her right to recover damages against such third party and further, shall reimburse the City to the full extent of compensation received hereunder upon the settlement or judgment of any claim against such third party.

g) The benefits provided in this section shall not run concurrently with any benefits received by such personnel pursuant to Veterans Reserve provisions.

h) Employees on medical leave, who exceed the initial ninety (90) day absence, after having received normal weekly salary, and who wish to request an extension for a period of time to continue receiving full salary because they feel they are working from home at a sufficient capacity, may make such request to the Mayor in writing. The Mayor shall have sole and final authority in regards to such request.

7. **HOLIDAYS:** That all management personnel shall be compensated at a rate of pay equal to a normal working day for the holidays listed below. In no event shall such personnel receive compensation in excess of the salary as established in paragraph 1 above. Any employee required to work on a Holiday shall be permitted to take an equivalent amount of time off from work at a later date with the advanced approval of their supervisor. This time must be taken within 90 days and cannot be carried over from one fiscal year to another. The following are the Holidays:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
*	Veteran's Day
President's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving Day
Memorial Day	½ Day Christmas Eve Day
Independence Day	Christmas Day

***Replaced Lincoln's and Washington's Birthday holidays with President's Day.**

8. **PERSONAL TIME / SICK TIME:** Employees who wish to be paid when absent from duty for personal reasons or short-term illness or injury shall first notify their immediate supervisor to receive approval for his/her absence from work. Management personnel shall be entitled to **three (3)** personal leave days each year. Any need for additional personal time shall be with their Supervisor's permission.

9. **VACATION:** That all management personnel shall receive vacation leave in accordance with a vacation accrual system wherein employees accrue vacation credits on a monthly basis, pursuant to the following schedule:

<u>Years of Service</u>	<u>Monthly Accrual Rate</u>	<u>Annualized Vacation</u>
One month through 12 months	.83 days	Ten days
One year anniversary	1.25 days	Fifteen days
Ten year anniversary	1.66 days	Twenty days
Fifteen year anniversary	1.75 days	Twenty-one days
Twenty year anniversary	2.08 days	Twenty-five days

Employees may only take vacation leave that has been accrued. Employees may continue to accrue vacation to a maximum of two times an employee's annualized vacation amount. Employees who exceed this amount shall stop accruing vacation until they again drop sufficiently below their maximum amount. New employees shall be eligible to use their accrued paid vacation after completion of six months of service.

Elected officials must use their accrued vacation balance prior to the expiration of the term as there will be no payout of unused vacation to elected officials.

Personnel shall receive approval from their immediate supervisor when scheduling a vacation leave. The Mayor and City Clerk may utilize their vacation accrual at their discretion upon entering office. Vacation time shall be requested and scheduled at a minimum of one-half (1/2) of a scheduled workday.

10. CITY EMPLOYEE'S RETIREMENT FUND: Nothing in this Resolution shall be interpreted to deny rights to certain management personnel currently vested under the City Employee's Retirement Fund prior to 9/2/08. Such Management Resolution employees will continue to be afforded the opportunity to participate in the City Employee's Retirement Fund and a (403)b tax-deferred compensation annuity plan. All pension benefits provided to employees participating in the City Employee's Retirement Fund prior to 9/2/08, shall mirror the UPSEU Local #424-Unit 78 City Supervisory Employee's Pension Plan. An employee hired prior to 9/2/08 who has been employed full time by the City of Torrington for at least ten (10) years and is not a member of the Pension and Retirement Plan, upon leaving the employment of the City at age sixty-five (65) or at a later age, shall receive the same medical, hospital and life insurance benefits, for the benefit of such employee and his or her spouse as are provided by the City for those retiring under the Pension and Retirement Plan.

Defined Contribution Plan – Full-time eligible employees hired subsequent to 9/2/08 shall participate in the City's (401)a Defined Contribution Plan.

- a. The Defined Contribution (DC) Plan will be the exclusive retirement vehicle for employees hired after September 2, 2008.
- b. Mandatory City contribution – 7% (**Change to 8% effective 7/1/20**) of pay (includes overtime) by payroll deduction.
- c. Mandatory Employee contribution – 6% of pay – pretax (includes overtime) – payroll deduction.
- d. Vesting – Employee contribution vest immediately.
City contribution vests at the rate of 20% per year over the first 5 years.
- e. Withdrawals can be made consistent with IRS regulations.
- f. Employees may roll over a 401 plan from a prior employer.
- g. Many investment options shall be provided through ICMA.

The Police Chief, Deputy Police Chief, Fire Chief and Deputy Fire Chief shall have their pension benefit calculated based on the highest year's gross annual earnings of any of the last three years of service.

11. **FUNERAL LEAVE**: That funeral leave policy for management personnel shall be as follows: Absence from work because of death in the employee's immediate family shall be excused and compensated for under the following conditions:

a. Notification to their immediate supervisor.

b. The immediate family shall mean grandfather, grandmother, mother, father, wife, husband, son, daughter, brother, sister, grandchildren, mother-in-law, father-in-law, son-in-law and daughter-in-law; or any relative living in the same household as the employee. An employee will be excused for absence on the day of the funeral for the purposes of attending the funeral of his/her brother-in-law, sister-in-law, stepmother, stepfather, stepbrother, stepsister, aunt, and uncle.

c. Compensation as paid hereunder shall be at the employee's regular rate times the number of hours his/her department operates, but not more than eight (8) hours per day, and not to exceed three (3) days. The employee shall not be compensated for absence on days when the City or the employee's department is not scheduled to operate.

12. **LONGEVITY**: Full time employees, with the exception of elected officials, shall in addition to their regular pay or any pay increases that may be provided, receive an additional five dollars (\$5.00) per week after each five (5) years of service. Such longevity pay shall be included in the weekly pay of the employees but shall not be part of base wages or salary. There shall be six (6) such adjustments possible, with the final longevity pay increase occurring on the completion of thirty (30) years of service. This section providing longevity payments for employees will not apply to any employee who began his/her employment after the date of approval for this update on March 16, 2015.

13. **ELIGIBILITY FOR BENEFITS**: This benefit policy is applicable only to regular, full-time employees. Part-time employees shall receive no benefits except as shown on Schedule B, attached hereto and made a part hereof. Full-time employees shall receive no miscellaneous compensation except as shown on Schedule C. Overtime compensation for non-exempt employees shall be paid in compliance with the FLSA.

14. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed. It being the intent of this Resolution to incorporate Resolutions adopted or amended on: 1/29/79 - 3/5/79 - 1/14/80 - 12/21/81 - 7/26/82 - 5/29/84 - 10/15/85 - 7/21/86 - 8/3/87 - 9/8/87 - 4/20/92 - 7/18/94 - 10/18/99 - 4/7/03 - 11/19/07 - 7/1/12 - 3/16/15 **and July 1, 2017** concerning pay, wages, hours of employment and other conditions of employment for management personnel.

15. Newly-appointed Management Resolution personnel shall be considered probationary employees for their first six months of employment and will receive work performance

evaluations within six months of hire and again on the next January. All management personnel shall receive a work performance evaluation during January of each year utilizing the Performance Evaluation Program as shown in Schedule D.

16. **TUITION REIMBURSEMENT**: The City shall reimburse employees for the cost of tuition, course registration fees and textbooks for required courses in an approved, accredited college program leading to an Associate, Bachelor or Graduate degree, where that degree is directly related to the employee's current occupation. Prior approval of the employee's Supervisor and the Mayor must be obtained, in writing, to be considered for tuition reimbursement. Official evidence of course completion with a satisfactory grade of "C", its equivalent, or higher, must be achieved to qualify for reimbursement. Receipts must be provided for qualified expenses. The maximum reimbursement permissible is limited to three classes per semester for Undergraduate programs and no more than two classes per semester for Graduate programs. Neither class attendance nor course work will interfere with an employee's job performance.

17. **CLOTHING/SHOE ALLOWANCE**: The following employees shall receive an annual allowance of \$500.00 on July 1, of each year for the cleaning of uniforms and the purchase of shoes: Police Chief, Fire Chief, Deputy Police Chief and Deputy Fire Chief. These employee's uniforms shall be drawn from the Department's quartermasters.

18. **NON-DISCRIMINATION CLAUSE**: - In implementing this Resolution, the City shall not discriminate against any employee because of:

Age
Ancestry
Color
Genetic information
Learning disability
Marital status
Past or present history of mental disability
Intellectual disability
National origin
Physical disability
Race
Religious creed
Sex, including pregnancy, sexual harassment, transgender status,
Gender identity or expression, sexual orientation or civil union status
Workplace hazards to reproductive systems
Criminal record

This Resolution embodies the entire management benefit policy and no other benefits i.e. sick days, due day benefits, clothing, shoe, cleaning allowances, etc. shall be available to such management personnel.

SCHEDULE “A”

WAGE RATES - MANAGEMENT RESOLUTION EMPLOYEES

EXEMPT EMPLOYEES – ANNUALIZED SALARIES

Effective Fiscal Year:	<u>7/1/17</u> (2%)	<u>7/1/18</u> (2%)	<u>7/1/19</u> (2%)
Public Works Director	126,737.28	129,272.03	131,857.47
Police Chief	119,287.88	121,673.64	124,107.11
Fire Chief	105,881.63	107,999.26	110,159.25
Deputy Police Chief	104,918.46	107,016.83	109,157.17
Deputy Fire Chief	94,368.20	96,255.56	98,180.67
Corporation Counsel	92,469.68	94,319.07	96,205.46
Personnel Director	88,314.74	90,081.04	91,882.66
Administrative Assistant	59,570.92	60,762.34	61,977.58
Mgr. of GIS/Technical Serv.	67,439.64	68,788.43	70,164.20
Dir. Economic Development	70,627.92	72,040.48	73,481.29
Information Systems Admin.	67,605.88	68,957.99	70,337.15
Dir. Information Technology	90,504.80	92,314.90	94,161.20

NON-EXEMPT EMPLOYEES - HOURLY WAGES

Effective Fiscal Year:	<u>7/1/17</u> (2%)	<u>7/1/18</u> (2%)	<u>7/1/19</u> (2%)
Personnel Assistant	34.8275	35.5240	36.2345
Assistant Town and City Clerk	30.2915	30.8973	31.5152
Registrar, Clerk Full Time	29.1248	29.7073	30.3014
Registrar, Clerk Per Diem	21.7645	22.1997	22.6437
Lead Muni. Animal Control Officer	29.1248	29.7073	30.3014
Municipal Animal Control Officer	26.5953	27.1272	27.6697
Executive Secretary	28.7648	29.3401	29.9269
Secretary to Corporation Counsel	28.7648	29.3401	29.9269

ELECTED OFFICIALS - ANNUALIZED WAGES

	<u>1/6/14</u> (3%)	<u>1/5/15</u> (3%)
City Clerk	\$58,046	\$59,787
	<u>7/1/13</u> (4%)	<u>7/1/14</u> (4%)
Registrar of Voters Republican	\$6,003	\$6,243
Registrar of Voters Democrat	\$6,003	\$6,243
	<u>12/2/13</u> (3%)	<u>12/1/14</u> (3%)
Mayor	\$95,183	\$98,039
Treasurer	\$13,869	\$14,285

PART TIME EMPLOYEE- ANNUALIZED WAGES

Fiscal Year	<u>7/1/12</u>	<u>7/1/13</u>
Republican Registrar, Deputy	\$1,603.	\$1,603.
Democratic Registrar, Deputy	\$1,603.	\$1,603.
Sealer of Weights & Measures	\$3,134	\$3,134
Deputy Emergency Management Director	\$17,000.00	\$17,000.00

SCHEDULE “B”

MISCELLANEOUS COMPENSATION FOR PART TIME EMPLOYEES:

Sealer of Weights & Measures	Car Allowance	\$200.00
Registrars of Voters	Primary	\$140.00
	Referendum	\$140.00
	Election	\$140.00

SCHEDULE “C”

MISCELLANEOUS COMPENSATION FOR FULL TIME EMPLOYEES:

Town & City Clerk	Primary	\$100.00
	Referendum	\$100.00
	Election	\$100.00

SCHEDULE "D"
PERFORMANCE EVALUATION PROGRAM

CITY OF TORRINGTON
PERFORMANCE EVALUATION PROGRAM

APPROVED BY THE CITY COUNCIL ON
JULY 7, 1997

Revised: September, 1998

CITY OF TORRINGTON
PERFORMANCE EVALUATION PROGRAM
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CITY OF TORRINGTON POLICY

PERFORMANCE EVALUATION PROGRAM

It is the policy of the City of Torrington to evaluate the performance of employees who are governed by the Management Resolution. The purpose of this policy is to put into place a formal evaluation process, which identifies and provides specific feedback about the strengths and weaknesses of individual employees. The employee's evaluation should be viewed as a vehicle to improve the development of the employee while monitoring performance.

Newly appointed management personnel will receive an evaluation upon completion of the first six months of City service. If a satisfactory evaluation is received, new employees will be evaluated again on completion of their first year of service. All other management personnel shall receive a work performance evaluation annually by January 31, of any given year.

EVALUATORS:

Evaluations will be conducted in accordance with the list of Evaluators approved by the City Council. (See Page 20)

EVALUATION INSTRUMENT:

EXEMPT EMPLOYEES - Evaluators of Exempt employees will utilize the "City of Torrington Performance Evaluation Report - Management (Exempt)" form, which is available in the Personnel Department. (See forms attached)

NON-EXEMPT EMPLOYEES - Evaluators of Non-Exempt employees will utilize the City of Torrington Performance Evaluation Report - Management (Non-Exempt) form, which is available in the Personnel Department. (See forms attached)

THE PERFORMANCE EVALUATION PROCESS:

PREPARING THE PERFORMANCE EVALUATION REPORT:

1) Review the Position Description of the employee to be evaluated. Is it up to date? Have any substantive responsibilities been added or deleted? Discuss any changes with the employee during the performance evaluation meeting and arrange to discuss any substantive changes with the Personnel Department.

2) Set aside some uninterrupted time when you can consider each section of the Performance Evaluation report and measure the employee's performance against the criteria listed.

a) Review any notes you may have regarding this person's past performance. As an overall rule, an employee's good or poor performance should be discussed at the time of occurrence and not saved until the evaluation interview. If this is done, there will be no surprises for the employee when the evaluation is conducted. After the noted comments are included in the evaluation and have been discussed with the employee, discard any notes.

b) In areas of uncertainty, identify other individuals that have regular contact with the employee and who can objectively help you to develop a rating.

c) Complete the evaluation report in draft form and set it aside. Review it again at a later date and revise it, if necessary. When you feel the ratings accurately reflect the employee's performance, complete the evaluation report in final form. The Personnel Director will make himself available for assistance during this process if you wish some assistance.

CONDUCTING THE PERFORMANCE EVALUATION MEETING:

- 1) Advise the employee that you intend to evaluate his/her performance a week or two ahead of time and ask the employee to think about things they wish to discuss.
- 2) Arrange for a meeting area where you can conduct the meeting uninterrupted. Set aside enough time (perhaps an hour) for the evaluation.
- 3) The objective of this discussion is to advise the employee of your rating of his/her work performance and to listen and note the employee's comments. In other words, this should be a two-way discussion that is aimed at reaching an agreement on the employee performance rating and what will be done to improve performance during the next rating period.
- 4) The evaluator must sign the Performance Evaluation report and have the employee sign the form.

AFTER THE PERFORMANCE EVALUATION MEETING:

- 1) Arrange a meeting with the Personnel Director to discuss any proposed, substantive changes to the Position Description.
- 2) Review the Performance Evaluation Report and obtain the signature of the Mayor.
- 3) File the original Performance Evaluation Report with the Personnel Department. Keep a copy of the Evaluation in a secure location in your office and provide the employee with a copy of the evaluation.

LIST OF EVALUATORS

<u>POSITION</u>	<u>EVALUATOR</u>	<u>EVALUATION INSTRUMENT</u>
Administrative Assistant	Mayor	Exempt
Assistant Town and City Clerk	City Clerk	Non-Exempt
Corporation Counsel	Mayor	Exempt
Registrar's Clerk	Registrar	Non-Exempt
Deputy Fire Chief	Fire Chief	Exempt
Deputy Police Chief	Police Chief	Exempt
Executive Secretary	Mayor	Non-Exempt
Fire Chief	Mayor & Bd. of Safety	Exempt
Municipal Animal Control Officer	Deputy Police Chief	Non-Exempt
Personnel Assistant	Personnel Director	Non-Exempt
Personnel Director	Mayor & Pers. Committee	Exempt
Police Chief	Mayor & Bd. of Safety	Exempt
Public Works Director	Mayor	Exempt
Secretary to Corporation Counsel	Corporation Counsel	Non-Exempt
Emergency Management Director	Mayor	Exempt
Sealer of Weights and Measures	Mayor	Exempt
Assistant ZEO/ Inlands Wetlands Officer	City Planner	Non-Exempt
Mgr. of GIS/Technical Serv.	City Engineer	Exempt
Dir. of Economic Develop.	Mayor	Exempt
Information Systems Technician	Data Processing Mgr.	Exempt
Assistant ZEO/ Inlands Wetlands Officer	City Planner	Non-Exempt

CITY OF TORRINGTON
PERFORMANCE EVALUATION REPORT
MANAGEMENT (NON-EXEMPT)

Name	Title			Department
Rating Period: _____ to _____	Purpose of Report: Annual Semi Annual Other			
FACTOR CHECKLIST Indicate performance level by marking AX@ in the appropriate column	Below Expectations	Meets Expectations	Exceeds	EVALUATOR=S COMMENTS When performance is rated as Exceeds Expectations or Below Expectations, specific examples must be provided in this section. Use attachments if more space is required.
Knows all facets of the job				
Keeps up to date on new systems, procedures, equipment, etc.				
Has confidence of others				
Anticipates problems and takes action				
Makes required decisions				
Work assignments are completed on time				
Finds more efficient ways to do work				
Able to quickly absorb new assignments				
Able to carry out new ideas or methods				
Offers to assist others in work assignments				
Work rarely needs to be reviewed				
Work area well organized				
Sets priorities and meets deadlines				
Wants job done properly				
Keeps supervisor informed in a timely manner				
Very rarely absent from work				

Very rarely late reporting for work or leaving early				
Personal affairs are handled outside of work hours				
Attends scheduled meetings on time				
FACTOR CHECKLIST (NON-EXEMPT) Indicate performance level by marking AX@ in the appropriate column	Below Expectations	Meets Expectations	Exceeds Expectations	EVALUATOR=S COMMENTS When performance is rated as Exceeds Expectations or Below Expectations, specific examples must be provided in this section. Use attachments if more space is required.
Provides advance notice of absences, vacations, etc.				
Develops effective relationships with peers, subordinates, City officials, public, etc.				
Treats confidential information properly				
Considers impact of actions on others				
Has high level of integrity				
Cooperates with others in carrying out City policies and directives				

Was employee disciplined at any time during this rating period? ☐ Yes ☐ No If Yes, provide date and action taken for each occurrence of discipline:

In those areas that have been rated Below Expectations, explain how you will provide for further development of this employee's performance over the next rating period. *Complete on separate sheet and attach to Evaluation Form.*

Evaluator's Signature_____ Date: _____

I have received a copy of this evaluation and it has been discussed with me. My signature does not indicate that I agree with its contents.

Employee Signature_____ Date: _____

Signature of Mayor_____ Date: _____

I

**CITY OF TORRINGTON
PERFORMANCE EVALUATION REPORT
MANAGEMENT (EXEMPT)**

Name	Title			Department
Rating Period:		Purpose of Report: Annual Semi Annual Other		
FACTOR CHECKLIST Indicate performance level by marking AX@ in the appropriate column	1) Below Expectations	2) Meets	3) Exceeds	EVALUATOR=S COMMENTS When performance is rated as Exceeds Expectations or Below Expectations, specific examples must be provided in this section. Use attachments if more space is required.
Establishes work priorities				
Carefully plans assignments/department activities				
Accomplishes department objectives on time				
Anticipates problems and takes action				
Establishes realistic goals				
Delegates authority effectively				
Accepts direction, responsibility and/or change				
Develops subordinates= skills				
Supports personnel or takes corrective action as appropriate				
Committed to Affirmative Action				
Clearly defines subordinates= responsibilities				
Utilizes other City departments effectively				
Properly utilizes employee skills				
Willing to accept extra assignments				

Promotes use of modern technology				
Consistently functions within department budget				
Follows up on assignments				
Maintains complete and accurate records				
Maintains safe work environment				
Communicates accurately & in timely manner				

<p>FACTOR CHECKLIST (EXEMPT) Indicate performance level by marking AX@ in the appropriate column</p>	4) Below Expectations	5) Meets Expectations	6) Exceeds Expectations	<p>EVALUATOR=S COMMENTS When performance is rated as Exceeds Expectations or Below Expectations, specific examples must be provided in this section. Use attachments if more space is required.</p>
Develops effective relationships with peer, subordinates, City officials, public				
Treats confidential information properly				
Considers impact of actions on others				
Cooperates with others in carrying out City policies and directives				
Has a high level of integrity				
Knows all facets of the job				
Keeps up to date on new developments in field				
Has highly-developed analytical skills				
Has highly-developed problem-solving skills				
Has confidence of others (peers, subordinates, superiors)				

Was employee disciplined at any time during this rating period? ☐ Yes ☐ No If Yes, provide date and action taken for each occurrence of discipline:

In those areas that have been rated Below Expectations, explain how you will provide for further development of this employee's performance over the next rating period. *Complete on separate sheet and attach to Evaluation Form.*

Evaluator's Signature _____ Date: _____

I have received a copy of this evaluation and it has been discussed with me. My signature does not indicate that I agree with its contents.

Employee Signature _____ Date: _____

Signature of Mayor _____ Date: _____