

**TOWN OF SOMERS
BOARD OF SELECTMEN
SPECIAL MEETING MINUTES
Tuesday, December 27, 2016
10:30am
Selectmen's Conference Room**

Call to Order: First Selectman Lisa Pellegrini called the meeting to order at 10:30am.

Members Present: First Selectman Lisa Pellegrini and Selectmen Kathy Devlin and Bud Knorr. Also present was Somers Police Lt. Jose Claudio.

Police Department Budget Preparation Meeting:

In preparation of the Police Department budget Lt. Claudio presented a summary of his job responsibilities, vehicle inventory and patrol staffing schedules. Lt. Claudio explained the current needs of the department and would like begin the process to hire 2 part time Police Officers that the Department is currently budgeted for. Lt. Claudio also mentioned to the Board of Selectmen he plans on moving down south within the next 2 years and hopes to discuss a succession plan during the upcoming budget cycle.

Chief John Roache and Director of Public Works Todd Rolland joined the meeting at 11:30am to join in a phone conference call with Town Labor Attorney Shel Meyers.

Discussion and Possible Action Regarding Clarifications to Employee Manual:

The Following proposed changes are highlighted in yellow based on review and discussion between the Board of Selectmen, Directors and Town Labor Attorney Shel Meyers.

Current version:

4-5.Categories of Employment.

NON-EXEMPT EMPLOYEES: Individuals who are paid an hourly rate for regular hours worked and at the rate of one-and-one-half times their base rate for all hours worked in excess of forty (40) hours in any one-payroll week. Any paid time off taken in any one payroll week will not be counted as hours worked when computing weekly overtime for that week. In addition, compensation for hours worked on weekends or on holidays will be treated no differently than for any other workday (e.g., non-exempt employees will be paid at their regular rate for all hours worked under forty in any payroll week or at the rate of one-and-one-half times their base rate for all overtime hours).

Proposed Version:

4-5.Categories of Employment.

NON-EXEMPT EMPLOYEES: Individuals who are paid an hourly rate for regular hours worked and at the rate of one-and-one-half times their base rate for all hours worked in excess of forty (40) hours in any one-payroll week. Any paid time off [sick time/holiday/vacation, etc.] taken in any one payroll week will be counted as hours worked when computing weekly overtime for that week.

Current version:

4-8. Administration of Overtime.

B. Overtime Compensation. Hours of work over forty (40) hours in a regular work week shall be considered as overtime. When a non-exempt employee who is

eligible for overtime compensation is required to work in excess of the normal workweek he or she will be paid his/her regular rate for all hours worked up to 40 and at the rate of one and one-half (1½) times the regular hourly rate for all hours actually worked over forty (40) hours in any such work week. Paid time off [sick time/holiday/vacation, etc.] taken in any payroll week will not be counted as hours worked when computing weekly overtime for that week.

Proposed Version:

B. Overtime Compensation. Hours of work over forty (40) hours in a regular work week shall be considered as overtime. When a non-exempt employee who is eligible for overtime compensation is required to work in excess of the normal workweek he or she will be paid his/her regular rate for all hours worked up to 40 and at the rate of one and one-half (1½) times the regular hourly rate for all hours worked over forty (40) hours in any such work week. Paid time off [sick time/holiday/vacation, etc.] taken in any payroll week will be counted as hours worked when computing weekly overtime for that week.

Current version:

7-3. Holidays.

A. The Town recognizes the follow days as holidays for regular full-time employees to be granted with pay, subject to change as published by the Board of Selectmen each December.

New Year's Day

Martin Luther King, Jr., Day

Lincoln's Birthday

Washington's Birthday

Good Friday

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day

C. **Holidays for Part-time Employees.** Part-time employees who are scheduled to work less than twenty (20) hours per week shall not be eligible for holiday leave. Part-time employees whose normal workweek is twenty (20) hours or more shall be paid according to the number of hours they would be scheduled to work on the day observed as the holiday.

Proposed version:

7-3. Holidays.

A. The Town recognizes the follow days as holidays for regular full-time employees to be granted with pay, subject to change as published by the Board of Selectmen each December.

New Year's Day

Martin Luther King, Jr., Day

Lincoln's Birthday

Washington's Birthday

Good Friday

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day

ADDED: Notwithstanding and as an exception to the above, all employees who work for the Fire Department shall follow the official list of holidays pursuant to the current union contract.

C. Holidays for Part-time Employees. Part-time employees who are scheduled to work less than twenty (20) hours per week shall not be eligible for holiday leave. Part-time employees whose normal workweek is twenty (20) hours or more shall be paid according to the number of hours they would be scheduled to work on the day observed as the holiday.

ADDED: Notwithstanding and as an exception to the above, all part-time non-exempt employees who work for the Police, Fire or Public Works departments and who are required by their Department Head to work on the actual day of a recognized holiday shall be paid one and one-half times their normal rate of pay for the actual number of hours worked.

Mrs. Devlin made a motion to approve the above yellow highlighted changes and amend the Employee Manual accordingly effective January 1, 2017, seconded by Mr. Knorr. A unanimous vote followed.

Adjournment:

Ms. Devlin made a motion to adjourn the meeting at 12:13pm, seconded by Mr. Knorr. A unanimous vote followed.

Respectfully Submitted,

Kim LaFleur-Recording

Minutes are not official until accepted at a subsequent meeting.