

PERSONNEL, PENSION AND INSURANCE COMMITTEE
REGULAR MEETING
The Metropolitan District
555 Main Street, Hartford
Wednesday, August 10, 2022

Present: Commissioners John Avedisian, David Drake, Maureen Magnan, Dominic Pane, Bhupen Patel, Raymond Sweezy, Alvin Taylor, and District Chairman William DiBella (8)

Remote

Attendance: Commissioners Donald Currey and Byron Lester (2)

Absent: Commissioners Alphonse Marotta and Pasquale Salemi (2)

Also

Present: Commissioner Joan McCarthy Gentile (Remote Attendance)
Commissioner Allen Hoffman
Scott W. Jellison, Chief Executive Officer
Christopher Stone, District Counsel
John S. Mirtle, District Clerk
Kelly Shane, Chief Administrative Officer
Christopher Levesque, Chief Operating Officer
Robert Barron, Chief Financial Officer
Jamie Harlow, Director of Human Resources
Susan Negrelli, Director of Engineering
David Ruttly, Director of Operations
Robert Schwarm, Director of Information Technology (Remote Attendance)
Thomas Tyler, Director of Facilities
Olga Cordova, Manager of Human Resources (Remote Attendance)
Tra Phan, Controller (Remote Attendance)
Zulma Davila, Billing Analyst
Carrie Blardo, Assistant to the Chief Operating Officer
Julie Price, Executive Assistant
David Baker, IT Consultant (Remote Attendance)
Joseph Szerejko, Independent Consumer Advocate (Remote Attendance)

CALL TO ORDER

Chairman Taylor called the meeting to order at 5:01 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

Judy Allen, of West Hartford, requested that certain questions be covered during the discussions regarding agenda item #5 "Approval of Tentative Agreement With A.F.S.C.M.E Local 1026" and agenda item #6 "Changes to Exempt & Excluded Employee Benefits." Her first request was that staff explain why the particular union was

chosen to compare to exempt & excluded employees. She also asked about the health and enhancement program (HEP), stating it doesn't mention dependents in the language, only spouses. She inquired as to if the HEP program also includes vaccinations. Lastly, she asked if there are any other employees not covered by this program.

APPROVAL OF MEETING MINUTES

On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of June 22, 2022 were approved.

Without objection, agenda items #4A "Construction & Utility Services Supervisor", #4B "Business Analyst II", and #4C "Human Resources Assistant" were consolidated and considered together.

AMENDMENT TO CLASSIFICATION SYSTEM CONSTRUCTION AND UTILITY SERVICES SUPERVISOR (LOCAL 1026)

TO: Personnel, Pension and Insurance Committee for consideration on August 10, 2022

Staff is recommending that the Job Specification be amended for the *Construction and Utility Services Supervisor* (SS06) to incorporate additional job functions which currently fall under the Survey Chief of Party (SS04) job classification.

The proposed amendments to the job specification continues to enhance the multi-tasking approach to District positions. This multi-tasking job description also eliminates the need for the individual job specification for Survey Chief of Party. There is no change to the current pay range of Construction and Utility Services Supervisor (SS06) range of \$99,037.80-\$118,857.49)

Code: 08006
Employee Group: Local 1026
FLSA Status: Non-Exempt

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

**CLASSIFICATION TITLE: CONSTRUCTION AND UTILITY SERVICES
SUPERVISOR**

JOB SUMMARY

This is very responsible construction engineering supervision work involving the guidance, training, correction, direction and coordination of construction and utility services inspectors working on complex utility pipeline and building construction projects.

Work involves responsibility for conformance of construction plans with District technical standards, inspection of water, utility pipelines, house connections, survey and coordination of CBYD mark outs.

This position also has the responsibility for making very difficult construction inspection technical field decisions. This work requires that the employee have knowledge, skill and ability in construction inspection methods and supervision.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Schedules, assigns, trains, directs and evaluates employees in medium to large construction inspection unit.
- Reviews standard and complex sewer, water and related pipeline and utility service connection plans for conformance with District and technical utility services standards. Identifies problems and determines corrective actions to be taken by developers, contractors and/or engineers.
- Oversees inspection of new and existing utility pipeline and services.
- Oversees house connections, cross connection, CBYD program/Utility Mark out programs.
- Prepares reports, completes forms and compiles information on completed work assignments and employee effort. Analyzes information related to unit effectiveness and efficiency. Assists in the drafting of the unit budget and controlling and accounting for expenditures within fund allocations.
- Trains and counsels employees. Administers Collective Bargaining Agreements. Applies disciplinary action. Assists in employee selection. Assures safe work practices.
- Operates water distribution infrastructure including operating water main and service line valves for the purpose of isolating, pressurizing, or flushing a water main or service and also performs pressure tests, obtains water samples and commissions hydrants.
- Identifies and analyzes opportunities for improving service delivery methods and procedures; identifies and calculates resource needs; coordinates informational reviews and updates with appropriate management staff; and provides guidance and leadership with the implementation of revised, adjusted and/or new work procedures.
- Directs and coordinates the review of work plans for assigned construction inspection services and activities; assigns work activities and projects; monitors and tracks work flow;

reviews and evaluates work products, methods, and procedures; meets with staff to provide input to identify and resolve problems.

- Assigns, reviews, monitors and tracks work performed in the field; performs field inspections and approves construction work; reviews and approves inspector diaries, reports, correspondence, memoranda, and recommendations for change orders and progress payments; confers with construction inspectors, engineers, and contractors regarding contract and plan interpretation, and use and provision of construction materials, or methods. This position ensures compliance with the plans, specifications and internal engineering construction standards. Takes appropriate action to correct or remediate construction issues or concerns.
- Provides staff assistance to higher level management staff; participates as an attendee to a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary. Attends and participates in professional group meetings; stay abreast of new trends and innovations in the field on construction inspection.
- Coordinates construction inspection activities with those of other divisions and outside agencies and organizations. Acts as principal liaison between District engineers and contractors.
- Assists in settling disputes arising between contractor and inspector during the performance of the contracts, participates in public meetings and/or hearings, and, addresses and promptly disposes of public complaints.
- Inspects standard and highly complex utility pipeline and building mechanical systems construction. Instructs contractors in construction practices and in correcting construction errors. Enforces inspection decisions. Oversees contractor pressure tests of water, sewer and force main pipelines.
- Maintains detailed records of inspection activities. Compiles and prepares reports.
- May supervise a survey crew to survey property lines, topography, construction layout and completed pipeline projects.
- Performs other related duties as required.

SUPERVISION RECEIVED

Works under the general supervision of the Manager of Construction Services or Manager of Command Center.

MINIMUM QUALIFICATIONS

Associate's degree in engineering technology or related field; supplemented by minimum of five (5) years of senior level construction inspection including surveying experience, involving large

scale and complex construction projects and at least one (1) year of lead or supervisory experience; or an equivalent combination of education and qualifying experience on a year-for-year basis.

SPECIAL REQUIREMENTS

Must have a valid driver's license.

State of Connecticut Land Surveying License preferred

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of construction inspection principles and practices.
- Knowledge of land surveying principles and practices. Considerable ability to operate all survey instruments and to survey land and completed construction..
- Ability to inspect utility and building mechanical trades construction safely, effectively and efficiently and with firmness and tact.
- Ability in mathematics as applied to surveying and related operations, and in computers and supporting word processing and spreadsheet applications.
- Ability to establish and maintain effective working relationships with coworkers, contractors, consultants, and the general public. Ability in oral and written communications.
- Knowledge and ability in operational characteristics, services, and activities of a comprehensive construction inspection program including maintaining construction records and to prepare inspection reports.
- Knowledge in modern and complex principles and practices of construction inspection for public works construction.
- Knowledge of OSHA regulations and construction safety precautions pertaining to the work.
- Knowledge in principles of supervision, training, and performance evaluation. Supervise and coordinate construction inspection services. Interpret and explain District construction inspection policies and procedures.
- Read and interpret plans, specifications, maps, drawings, contracts and work orders. Communicate clearly and concisely, both orally and in writing.
- Knowledge of MDC policies and procedures.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual and/or auditory cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

It is therefore RECOMMENDED that it be:

VOTED: That the Personnel, Pension and Insurance Committee recommend to the District Board passage of the following resolution:

RESOLVED: That the Job Specification for *Construction and Utility Services Supervisor* (SS06) position be adopted as updated (copy of job specification attached) and the current Job Specification for *Survey Chief of Party* (SS04) will be eliminated.

Respectfully Submitted,



Scott W. Jellison
Chief Executive Officer

**AMENDMENT TO CLASSIFICATION SYSTEM
ASSISTANT UTILITY MAINTENANCE SUPERINTENDENT (LOCAL 1026)**

To: Personnel, Pension and Insurance Committee for consideration on August 10, 2022

Staff is recommending that the Job Specifications be amended for the Assistant Utility Maintenance Superintendent (SS09) to incorporate Command Center responsibilities, specifically those that currently fall within the Command Center Assistant Superintendent (SS08) job classification. This action is in line with District initiatives to support multi-tasking, specifically between Operations and the Command Center and this amendment is in line with the entire UM series of positions.

The proposed amendments to the job specification continues to enhance the multi-tasking approach to District positions. This multi-tasking job description also eliminates the need for the individual job specification for Command Center Assistant Superintendent (SS08) which can therefore be eliminated. There is no change to the current salary grade of Assistant Utility Maintenance Superintendent SS09 (\$114,753.60-\$137,716.80).

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: ASSISTANT UTILITY MAINTENANCE SUPERINTENDENT

JOB SUMMARY

This is highly responsible supervisory position involving the supervision and oversight of utility pipeline repair and maintenance, utility services and command center functions, including staffing, operations and emergency responses and repair and maintenance of utility pipelines and related facilities. ~~supervisory work responsible for workforce management for the repair, construction and maintenance of water and sewer pipeline systems.~~

Work involves responsibility for safe, effective and timely repair, installation and maintenance of water and sewer pipeline systems and providing direction to emergency water and sewer operations, cross connection/backflow inspection operations, Call Before You Dig responses, customer water and sewer inspections and inquiries, construction plan review and permitting, records management, insurance claims response and resolution, and backwater valve and sewer discharge programs and other required customer compliance and assistance programs. . Duties include assisting in the direction of heavy equipment and pipeline construction crew operations, assisting with the planning and laying out of projects with engineers, making in-field mark-outs, researching record plans, maintaining paper and digital records -assisting in the direction of repair and maintenance of pipelines, meters, valves, gates, and sewers. Coordinates emergency response of MDC crews and resources. This position also has the responsibility for making difficult pipeline technical and operational decisions. ~~This work requires that the employee have knowledge, skill and ability in utility pipeline repair and maintenance supervision~~

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Assists in planning and directing work objectives and activities of a medium size work division in repairing and constructing water and sewer pipeline systems. Monitors unit or work group activities and recommends correction.
- Assists in planning and directing work objectives and activities in the daily maintenance and operation of the sanitary and storm collection system, meters, water valves, gates, manholes, hydrants, combined sewer overflow sites and closed-circuit inspection services. Monitors unit or work group activities and recommends correction.
- Gathers and analyzes information and prepares reports and draft recommendations. Reviews completed forms.
- Coordinates division operations with other District functions and government agencies. Coordinates unit operations and the personnel, materials and equipment necessary for projects and objectives. Schedules snow plowing operations, as necessary.

- Assists in drafting division budgets and in reviewing unit budgets. Reviews unit expenditures and recommends approval.
- ~~Counsels employees and supervises and~~ Supplements employee training and counseling. Administers union contract language and oral warnings, and researches and recommends higher level discipline. Reviews employee performance evaluation and reclassification requests and makes recommendations. Assists in employee selection. Assures safe work practices.
- Coordinates unit operations and the personnel, materials and equipment necessary for projects and objectives. Coordinates task and project emergencies with government agencies.
- Oversees and supervises all general and elevated communications between federal, state and local agencies and ensure that all federal, state, local and MDC regulations and polices are followed.
- Coordinates work crews and resources for emergency and non-emergency calls.
- Responsible for management of work requests, planning, scheduling, execution and completion of work orders. Responsibility includes prioritizing backlog, work order completion verification with required documentation and follow-on work requirements.
- Responds to major water and sewer emergencies and related problems at any time of day or night, as necessary.
- ~~Schedules traffic direction service by policy and notifies utilities to mark out underground utilities prior to excavation.~~
- Performs related work as required.

SUPERVISION RECEIVED

Works under the general supervision of the Utility Maintenance Superintendent.

MINIMUM QUALIFICATIONS

A high school diploma or the equivalent plus eight (8) years of progressively responsible administrative -utility pipeline repair or construction experience including at least four (4) ~~years at the level of Supervisor or higher of supervisory experience,~~ or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS

Must have a valid driver's license. Must have, or obtain within one (1) year of hire, a CT Class III Operator Water Distribution System Certificate

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of water and sewer pipeline system construction and repair supervision principles and practices.
- Knowledge of MDC policies and procedures.
- Knowledge of public administration principles and practices as applied to the operation of facilities or programs.
- Knowledge of budget preparation.
- Knowledge of water distribution, sewer collection, and flood control systems.
- Knowledge of federal, state and local compliance regulations.
- Knowledge of the SCADA system and Geographical Information Systems (GIS) and supporting District tools.
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- Ability to operate computers, software and systems and other standard office equipment required for performing essential functions.
- Ability to communicate orally and in writing and to coordinate operational and administrative activities or to lead others in a work unit or group.
- Ability to administer policies and procedures including planning, scheduling, budgeting routine, decision-making, and report development and writing.
- Ability to monitor the work of work groups and to supervise a selected work unit.
- Ability to establish and maintain effective working relationships with coworkers, vendors, contractors, customers, and the general public.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate physical effort that involves lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (under 50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate: (i) visual and/or auditory cues or signals; and/or (ii) odors. Some tasks require the ability to communicate orally and in writing.

Environmental Factors: Essential functions are performed primarily indoors with minimal exposure to outdoor environmental factors.

The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

It is therefore RECOMMENDED that it be:

VOTED: That the Personnel, Pension and Insurance Committee recommend to the District Board passage of the following resolution:

RESOLVED: That the Job Specification for *Assistant Utility Maintenance Superintendent* (copy of job specification attached) be amended to include Command Center functions and the current Job Specification for *Command Center Assistant Superintendent (SS08)* will be eliminated.

Respectfully Submitted,



Scott W. Jellison
Chief Executive Officer

**AMENDMENT TO CLASSIFICATION SYSTEM
UTILITY MAINTENANCE SUPERINTENDENT (LOCAL 1026)**

TO: Personnel, Pension and Insurance Committee for consideration on August 10, 2022

Staff is recommending that the Job Specification for the *Utility Maintenance Superintendent* classification from SS10 be amended to incorporate additional job functions which currently fall under the Command Center Superintendent (SS10) job classification. This action is in line with District initiatives to support multi-tasking, specifically between Operations and the Command Center and this amendment is in line with the entire UM series of positions.

The proposed amendments to the job specification continues to enhance the multi-tasking approach to District positions. This multi-tasking job description also eliminates the need for the individual job specifications of *Command Center Superintendent (SS10)*. There is no change to the current salary grade of *Utility Maintenance Superintendent SS10* (range of \$120,390.40-\$144,497.60).

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: UTILITY MAINTENANCE SUPERINTENDENT

JOB SUMMARY

This is the most responsible supervisory ~~position work in the operations department~~ involving the supervision and oversight direction of utility pipeline ~~maintenance-construction~~ and repair, utility services and command center functions, including staffing operations, emergency response and repair and maintenance of utility pipelines and related facilities ~~and the direction of meter and emergency maintenance operations.~~

Work involves responsibility for safe, effective and timely repair, installation and maintenance of water and sewer pipeline systems, providing direction to emergency water and sewer operations, cross connection/backflow inspection operations, Call Before You Dig responses, customer water and sewer inspections and inquiries, construction plan review and permitting, records management, insurance claims response and resolution, the backwater valve and sewer discharge programs and other required customer compliance and assistance programs. . Duties include directing heavy equipment and pipeline construction crew operations, planning and laying out projects with engineers, making in-field mark-outs, researching record plans, maintaining paper and digital records, directing repairs and maintenance of pipelines, meters, valves, gates, and sewers. This position also has the responsibility for making very difficult pipeline technical and operational decisions. ~~This work requires that the employee have knowledge, skill and ability in utility pipeline repair and maintenance supervision.~~

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Responsible for workforce management, planning, and direction of a division in repairing and constructing water and sewer pipeline systems. Provides day-to-day employee managerial responsibilities.
- Plans and directs work objectives and activities for a large work unit in the daily maintenance and operation of the sanitary and storm collection system, meters, water valves, gates, manholes, hydrants, combined sewer overflow sites and closed-circuit inspection services.
- Gathers and analyzes information, Determines recommendations and, prepares reports. Determines operating procedures and recommends operating policies.
- Plans, directs and supervises command center operations, including staffing, alarm responses and emergency and non-emergency water and sewer operations.
- Coordinates division operations with other District functions and government agencies. Coordinates unit operations and the personnel, materials and equipment necessary for projects and objectives.
- Develops division budgets and reviews unit budgets. Approves unit expenditures within fund allocations

- Develops division budgets and reviews unit budgets. Approves unit expenditures within fund allocations.
- Counsels employees and supervises training. Administers union contract language, oral and, written warnings and suspensions. Recommends higher level discipline. Interviews job candidates and recommends selection. Reviews employee performance evaluation and reclassification requests and makes recommendations. Assures safe work practices.
- Coordinates division operations with other District functions and government agencies. Coordinates unit operations and the personnel, materials and equipment necessary for projects and objectives. Acts as a liaison between customers (state, municipal towns, private contractors, and engineers) and MDC contractors and engineers.
- Oversees and supervises all general and elevated communications between federal, state and local agencies.
- Coordinates work crews and resources for emergency and non-emergency calls.
- Responsible for management of work requests, planning, scheduling, execution and completion of work orders. Responsibility includes prioritizing backlog, work order completion verification with required documentation and follow-on work requirements.
- Responds to major water and sewer emergencies and related problems at any time of day or night, as necessary.
- Performs related work as required.

SUPERVISION RECEIVED

Works under the direction of the Manager of Operations or Manager of Command Center.

MINIMUM QUALIFICATIONS

A high school diploma or the equivalent plus ten (10) years of progressively responsible utility pipeline repair or construction experience including at least six (6) years at the level of Supervisor or higher of supervisory experience, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS

Must have a valid driver's license and a CT Class III Operator Water System Distribution Certificate.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of water and sewer pipeline system construction, installation, and repair supervision principles and practices. Knowledge of materials and equipment needed to make repairs.
- Knowledge of MDC policies and procedures.
- Knowledge of public administration principles and practices as applied to the operation of facilities or programs.
- Knowledge of budget development.

- Knowledge of water distribution, sewer collection, and flood control systems.
- Knowledge of federal, state and local compliance regulations.
- Knowledge of the SCADA system and Geographical Information Systems (GIS) and supporting District tools.
- Ability to communicate orally and to lead others in operational work groups; good writing ability.
- Ability to administer policies and procedures including planning, scheduling, budgeting, decision-making, and report development and writing.
- Ability to supervise the work of large work groups through subordinate supervisors.
- Ability to establish and maintain effective working relationships with coworkers, vendors, contractors, customers, and the general public.
- Ability to operate computers, software and systems and other standard office equipment required for performing essential functions.
- Ability to resolve emergency situations in a proficient, safe, and timely manner.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in a sedentary to light work environment, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (under 25 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual and/or auditory cues or signals. Some tasks require the ability to communicate orally and in writing.

Environmental Factors: Essential functions are performed primarily indoors with minimal exposure to outdoor environmental factors.

The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

It is therefore RECOMMENDED that it be:

VOTED: That the Personnel, Pension and Insurance Committee recommend to the District Board passage of the following resolution:

RESOLVED: That the Job Specification for *Utility Maintenance Superintendent SS10* (copy of job specification attached) be amended to include Command Center functions and the current Job Specification for *Command Center Superintendent (SS10)* will be eliminated.

Respectfully Submitted,



Scott W. Jellison
Chief Executive Officer

On motion made by Commissioner Sweezy and duly seconded, the reports for agenda items #4A “Construction & Utility Services Supervisor”, #4B “Business Analyst II”, and #4C “Human Resources Assistant” were received and the resolutions adopted by unanimous vote of those present.

Local 1026 Tentative Agreements

To: Personnel, Pension and Insurance Committee for consideration on August 10, 2022

The District reached a tentative contract settlement agreement with Local 1026 on June 30, 2022. The agreement was made subject to the ratification with Local 1026 and the District’s governing bodies.

Local 1026 conducted ratification voting and provided notice to the District to confirm that the unit had voted to accept the tentative agreement. Staff and legal counsel recommend that the tentative agreement be approved by this Sub-Committee with the recommendation of approval to the full Board of Commissioners.

The significant items of this agreement include:

As to new employees within the bargaining unit hired after December 31, 2022

- Longevity payments-Employees hired after December 31, 2022 are not eligible for longevity payments.
- Pro-Rata Vacation Payment (10 days)- Employees hired after December 31, 2022 are not eligible for Pro-Rata Vacation Payments at retirement.
(Current employees are paid two weeks of additional vacation time at time of retirement)

Applicable to both existing and/or new employees (after December 31, 2022)

- District will implement a Health Enhancement Plan (HEP) in conjunction with the Districts Medical Plan. Health Enhancement Program- helps direct employees and spouses to receive age appropriate preventative wellness care that can help employee/spouse well-being by early detection and prevention.

The Health Enhancement Plan requires enrolled adults to receive age appropriate activities/exams (employee and enrolled spouse).

Both Employee and Spouse are considered compliant by completing age appropriate requirements within the coverage year (i.e. 2023). If Employee and

Spouse are both enrolled, both parties must complete the age appropriate exams/activities to be deemed compliant.

If enrolled individual(s) do not complete age appropriate exams/activities within the coverage year (i.e. 2023), they are deemed non-compliant for the following plan year and are subject to a 5% increase to existing premiums. For example, currently employees pay an 18% premium but will pay 23% if they are non-compliant. Non-Compliance means either the Employee and/or Spouse did not receive the age appropriate medical exams/screenings.

Example of some of the age appropriate exams/activities.

PREVENTIVE SCREENINGS	AGE						
	0-5	6-17	18-24	25-29	30-39	40-49	50+
Preventive Visit	1 per year	1 every other year	Every 3 years	Every 3 years	Every 3 years	Every 2 years	Every year
Vision Exam	N/A	N/A	Every 7 years	Every 7 years	Every 7 years	Every 4 years	50-64: Every 3 years 65+: Every 2 years
Dental Cleanings*	N/A	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year
Cholesterol Screening	N/A	N/A	Every 5 years (20+)	Every 5 years	Every 5 years	Every 5 years	Every 5 years
Breast Cancer Screening (Mammogram)	N/A	N/A	N/A	N/A	N/A	1 screening between age 45-49**	As recommended by physician
Cervical Cancer Screening (Pap Smear)	N/A	N/A	Every 3 years (21+)	Every 3 years	Pap smear only every 3 years or Pap and HPV combo screening every 5 years	Pap smear only every 3 years or Pap and HPV combo screening every 5 years	Pap smear only every 3 years or Pap and HPV combo screening every 5 years to age 65
Colorectal Cancer Screening [‡]	N/A	N/A	N/A	N/A	N/A	40-44: N/A 45+: Colonoscopy every 10 years, Annual FIT/FOBT to age 75 or Cologuard screening every 3 years	

The HEP is managed by a third party administrators that works with the District insurance carrier. Notifications are sent to enrolled employees and spouses at various times throughout the year to remind them of required activities (identifies which exams are required) and employees/spouses have access to individual portal to track their progress.

- 1% OPEB Premium Share Participation will be eliminated for all employees.
- Elimination of \$6,000 Life Insurance buy-out at retirement
- General Wage Adjustments
 - For year 2023, effective December 31, 2022 - 5%
 - For year 2024, effective December 29, 2023 – 4%
 - For year 2025, effective December 28, 2024 – 3.5%

For year 2026, effective December 27, 2025 – 3%

- Sick leave -amended contract from monthly accrual to 15-days annually to front loaded 15-days. Pro-rated sick time for new hires.

(Currently the District provides increments of time on a monthly basis for Union employees and annually for E&E employees)

- Sick Leave Payout Upon Termination- formula adjusted to provide a maximum of 100 days paid sick leave (50 days pensionable, 50 days non-pensionable).

(presently the District pays employees up to 60 day of sick leave at retirement- 50 days are pensionable and 10 days are non-pensionable).

Employees upon retirement or death (payable to estate) who have completed at least ten (10) years of service with the District except those discharged, shall on the basis of their wage rate as of the time of separation be paid for fifty percent (50%) of their unused accumulated sick leave to a maximum of one-hundred (100) days (max 50 days pensionable and max 50 days non-pensionable). Substitution of vacation time is not permitted. Not payable upon resignation.

- Eliminate Pro Rata Vacation Payments at retirement – advance vacation payments

(The District currently pays retiring employees, ½ of the following year vacation allotment for retirements before July 1st and the full allotment for retirements July 1st-December 1st)

- Work Clothing/Shoes and Meal Allowances- changed allowance to \$850 annual to consolidate allowances into one payment (clothing, shoes, meals, etc). Payable once per year in February.

(currently the District pays \$425 annually for clothing allowance and meal allowances \$10 per meal based on hours worked. Administratively this process is challenging for the employee and supervisor to track and is administratively burdensome on a weekly pay basis)

- Annual performance appraisals for Local 1026 will be due each July 1st instead of anniversary date.

- Moratorium on Classification Review extended to December 31, 2026

- Vehicle Allowance -remove the additional two dollars (\$2.00) per day for personal vehicle use.

Housekeeping

- Update Discrimination Language of the Collective Bargaining Agreement to be reflective of current regulations.
- Remove the following language from Local 1026 contract:

Employees who are members of the Union as of the date of execution of this agreement will not be required to take oral or written examinations for any vacancy to be filled by posting for a job classification existing as of such date during the time of this agreement, but may elect to do so. All employees will be required to take oral and written examinations for newly credited positions.

- Work Hours- all 1026 employees work 40 hours
(as opposed to having some be 37.5 hours- we do not have any actively employed 1026 employees that work 37.5 hours)
- Update contract with current co-payment structure
(co-payment correction for inpatient and outpatient services- Outpatient listed as 50- s/b100; Inpatient listed as 125 s/b 250)

It is therefore **RECOMMENDED** that it be:

VOTED: That the Personnel Pension and Insurance Committee recommend to the District Board passage of the following resolution:

RESOLVED: That the Board of Commissioners of The Metropolitan District hereby authorizes the Chief Executive Officer to implement the terms of the Tentative Agreement executed with the affiliated bargaining units on June 30, 2022 (copy attached) and execute updated collective bargaining agreement with Local 1026 incorporating the terms of the Tentative Agreement.

Respectfully submitted,



Scott W. Jellison
Chief Executive Officer

On motion made by Commissioner Sweezy and duly seconded, the report was received and the resolution adopted by unanimous vote of those present.

BENEFIT AND CONDITION CHANGES – EXEMPT AND EXCLUDED EMPLOYEES

To: Personnel, Pension and Insurance Committee for consideration on August 10, 2022

SICK LEAVE, STD AND LTD BENEFITS

On July 13, 2015, a resolution was presented and approved unanimously by the Personnel, Pension and Insurance Committee, and the full Board of Commissioners to freeze the Sick Leave Balances for the Exempt and Excluded employees. In addition, employees hired prior to this date would receive the 25% payout of this balance at time of retirement, but employees hired after August 1, 2015 could roll this time from year to year to a maximum of 40 days. In addition to this action, the District established Short-Term and Long-Term Disability programs. These programs proved especially attractive to new employees who have comparatively low time bank balances.

On June 19, 2017, a resolution was presented and approved unanimously by the Personnel, Pension and Insurance Committee, and the full Board of Commissioners to offer a one-time option to employees hired prior to August 1, 2015 to (a) resume the former Sick Leave procedure but at the decreased accrual rate (8 days per year) and without the Short-term Disability program: or (b) continue the present Short-Term Disability Program and to leave their accumulated sick time frozen.

Due to the effects of COVID and an increased need for the use of sick time, and the inability to negotiate this same incentive to union staff, we have observed an inequity in benefits to E&E staff.

Due to this inequity, we are recommending to reinstate the 15 sick days per year to E&E staff and to eliminate the Short-Term and Long-term Disability options.

As to new E&E employees hired after December 31, 2022

(the below proposals are consistent with the Local 1026 proposal identified the tentative agreement)

- Longevity payments-Employees hired after December 31, 2022 are not eligible for longevity payments.
- Pro-Rata Vacation Payment (10 days)- Employees hired after December 31, 2022 are not eligible for Pro-Rata Vacation Payments at retirement.

(Current employees are paid two weeks of additional vacation time at time of retirement)

Applicable to both existing and/or new E&E employees (after December 31, 2022)

(the remaining proposals below are consistent with the Local 1026 proposals identified in the tentative agreement and would be applicable to existing and new E&E employees after 12/31/22)

- Exempt and Excluded employees upon retirement or death (payable to estate) who have completed at least ten (10) years of service with the District except those discharged, shall on the basis of their wage rate as of the time of separation be paid for fifty percent (50%) of their unused accumulated sick leave to a maximum of one-hundred (100) days (max 50 days pensionable and max 50 days non-pensionable). Substitution of vacation time is not permitted. Not payable upon resignation.

(presently the District has a tiered structure related to sick leave payouts for E&E. The District currently pays out up to 60 days of sick leave at retirement for those hired before August 1, 2015 - 50 days are pensionable and 10 days are non-pensionable. For employees hired after August 1, 2015 the District pays out up to 40 days of sick leave which are considered pensionable).

- Longevity payments for existing E&E will be adjusted consistent with Union language:

	Current	2023
10 -<15 years	\$250	\$275
15-<20 years	\$350	\$375
20-<25 years	\$575	\$600
25+ years	\$800	\$825

(this proposal is consistent with the Local 1026 proposal from the tentative agreement and matches Longevity payments which are currently in place for Local 1026)

- General Wage Adjustments

For year 2023, effective December 31, 2022 - 5%

For year 2024, effective December 29, 2023 – 4%

For year 2025, effective December 28, 2024 – 3.5%

For year 2026, effective December 27, 2025 – 3%

- District will implement a Health Enhancement Plan (HEP) in conjunction with the Districts Medical Plan. Health Enhancement Program- helps direct employees

and spouses to receive age appropriate preventative wellness care that can help employee/spouse well-being by early detection and prevention.

The Health Enhancement Plan requires enrolled adults to receive age appropriate activities/exams (employee and enrolled spouse).

Both Employee and Spouse are considered compliant by completing age appropriate requirements within the coverage year (i.e. 2023). If Employee and Spouse are both enrolled, both parties must complete the age appropriate exams/activities to be deemed compliant.

If enrolled individual(s) do not complete age appropriate exams/activities within the coverage year (i.e. 2023), they are deemed non-compliant for the following plan year and are subject to a 5% increase to existing premiums. For example, currently employees pay an 18% premium but will pay 23% if they are non-compliant. Non-Compliance means either the Employee and/or Spouse did not receive the age appropriate medical exams/screenings.

Example of some of the age appropriate exams/activities.

PREVENTIVE SCREENINGS	AGE						
	0-5	6-17	18-24	25-29	30-39	40-49	50+
Preventive Visit	1 per year	1 every other year	Every 3 years	Every 3 years	Every 3 years	Every 2 years	Every year
Vision Exam	N/A	N/A	Every 7 years	Every 7 years	Every 7 years	Every 4 years	50-64: Every 3 years 65+: Every 2 years
Dental Cleanings*	N/A	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year
Cholesterol Screening	N/A	N/A	Every 5 years (20+)	Every 5 years	Every 5 years	Every 5 years	Every 5 years
Breast Cancer Screening (Mammogram)	N/A	N/A	N/A	N/A	N/A	1 screening between age 45-49**	As recommended by physician
Cervical Cancer Screening (Pap Smear)	N/A	N/A	Every 3 years (21+)	Every 3 years	Pap smear only every 3 years or Pap and HPV combo screening every 5 years	Pap smear only every 3 years or Pap and HPV combo screening every 5 years	Pap smear only every 3 years or Pap and HPV combo screening every 5 years to age 65
Colorectal Cancer Screening [‡]	N/A	N/A	N/A	N/A	N/A	40-44: N/A 45+: Colonoscopy every 10 years, Annual FIT/FOBT to age 75 or Cologuard screening every 3 years	

The HEP is managed by a third party administrators that works with the District insurance carrier. Notifications are sent to enrolled employees and spouses at various times throughout the year to remind them of required activities (identifies which exams are required) and employees/spouses have access to individual portal to track their progress.

- 1% OPEB Premium Share Participation will be eliminated

- Eliminate Pro Rata Vacation Payments at retirement – advance of next year’s vacation time shall be discontinued.

(The District currently pays retiring employees, ½ of the following year vacation allotment for retirements before July 1st and the full allotment for retirements July 1st-December 1st)

It is therefore **RECOMMENDED** that it be:

VOTED: That the Personnel Pension and Insurance Committee recommend to the District Board passage of the above-detailed amendments to benefits and conditions extended to Exempt and Excluded employees:

RESOLVED: That the Exempt and Excluded benefits and conditions be amended as indicated herein and above.

Respectfully submitted,



Scott W. Jellison
Chief Executive Officer

On motion made by Commissioner Sweezy and duly seconded, the report was received and the resolution adopted by unanimous vote of those present.

**PENSION DISCOUNT RATE & ADOPTION OF THE MORTALITY IMPROVEMENT
SCALE MP-2021 ULTIMATE**

Bob Barron, Chief Financial Officer, discussed the pension discount rate and adoption of the most up-to-date mortality improvement scale.

**OPEB DISCOUNT RATE & ADOPTION OF THE MORTALITY IMPROVEMENT
SCALE MP-2021 ULTIMATE**

Bob Barron, Chief Financial Officer, discussed the OPEB discount rate and adoption of the most up-to-date mortality improvement scale.

JUNETEENTH HOLIDAY

Jamie Harlow, Director of Human Resources, led a discussion on the potential of adding Juneteenth as a District holiday for staff.

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

Judy Allen, of West Hartford, thanked staff and the Committee for addressing the questions she posed at the beginning of the meeting.

ADJOURNMENT

The meeting was adjourned at 6:25 PM

ATTEST:

John S. Mirtle, Esq.
District Clerk

Date Approved