

SALARY STUDY AD-HOC COMMITTEE
Chaplin, Connecticut
March 12, 2019
SPECIAL MEETING
MINUTES

Members Present: William H. Rose IV, First Selectman and Anthony Pinto, Selectman.

Members Absent: Cesar Beltran, Member/Board of Finance

1. **Call to Order:** Meeting was called to order at 3:10pm

2. **Discuss and possible action regarding employee compensation.**

Mr. Pinto made a **MOTION** to accept the revised draft longevity policy reflecting a decrease in percentages to be paid to 5 YR-2%, 10 YR-4% and 15 YR-8% with a \$5000 maximum annual cap. Also, to add the wording "annual performance review performed by the Board of Selectmen" (See attached draft longevity policy). Mr. Rose seconded the **MOTION**. No further discussion. All in favor. **MOTION** passed.

3. **Agenda suggestions for next meeting.**

- Approve employee performance review form.

4. **Adjourn:** Meeting adjourned at 4:45pm

*Respectfully submitted by,
Suzanne Gluck, Administrative Assistant*

2.6 Longevity

This policy does not apply to elected officials, union, part-time or seasonal workers and the employee must have a positive review on their annual performance review performed by the Board of Selectmen.

Employees must be full time with a minimum of an approved continuous 24-hour work week.

The number of years of employment is to be used in the calculations of the amount of the bonus to be paid.

The following years of service will determine the longevity bonuses:

1. For 5 to 10 years of continuous service the amount would be 2% percent of the employee's gross annual pay to be paid out once per year starting on the employee's 5th year anniversary and continuing to their 9th year anniversary totaling 5 payments
2. For 10 to 15 years of service the amount would be 4% percent of the employee's gross annual pay to be paid out once per year starting on the employee's 10th year anniversary and continuing to their 14th year anniversary totaling 5 payments.
3. For 15 plus years of service the amount would be 8% percent of the employee's gross annual pay to be paid out once per year starting on the employee's 15th year anniversary and continuing for the term of their employment with the town. The longevity bonus will be capped at the 8% percent annual rate.
4. Total longevity bonus paid to be a maximum of \$5000 per annual payment.

The Longevity Bonus is subject to all applicable taxes, withholdings, etc. as required by law and is the responsibility of the employee.

The town reserves the right to discontinue the Longevity Bonus plan and/or to adopt an alternative plan at any time.

Revised 3/12/19