



## TOWN OF EAST HADDAM

### 2021-2022 BUDGET

### TOWN GOVERNMENT WAGE ADJUSTMENT INFORMATION

#### Introduction

East Haddam values our dedicated employees. We know that it is critical that we attract and retain qualified individuals to work for our community and to compensate those individuals in a fair and equitable fashion.

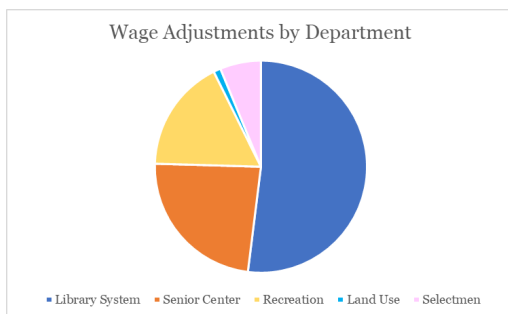
We understand that many of our citizens are on fixed incomes or are facing financial challenges of their own which make the suggestions of salary adjustments difficult for some. Please be assured that we use our resources carefully and strive to limit the financial impact to our citizens.

#### Wage Adjustments

The 2021-2022 budget includes wage adjustments for 19 non-union town positions. Of these adjustments—five are exempt (salaried) positions and 14 non-exempt (hourly) positions. The suggested raise for the First Selectman position has been removed from the budget.

The wage adjustments include bringing five positions to above the minimum wage rate effective August 1, 2021.

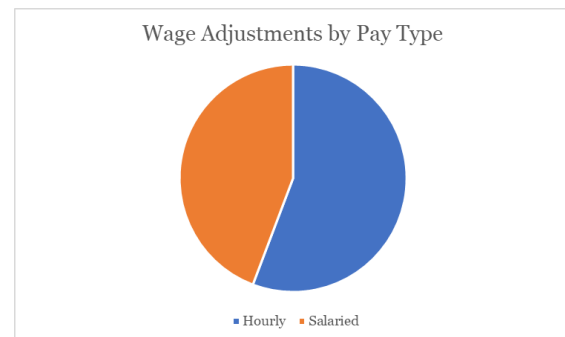
The impact to the 2021-2022 budget is \$39,869 or 1.8% of the total budget increase or further stated as .11% of the total proposed budget. The pie chart below shows the allocation of the adjustments by department.



The major areas of increases are the East Haddam Library System, Recreation Department and Senior Services. They each play an integral role in providing vital services to our citizens. These three areas continue to expand upon the programs, resources, and activities available for East Haddam citizens of all ages.

The wage adjustments are proposed in three increments—in fiscal year 2021-2022, 50% on July 1, 2021 and 25% on January 1, 2022 and in fiscal year 2022-2023, 25% on July 1, 2022.

Below is a pie chart that reflects the distribution of adjustments between hourly and salaried employees.



#### Historical Perspective/Background

In 2007 a Compensation and Classification Study was completed for town department heads and supervisors. The study was conducted by Randi Frank LLC. The purpose of the study was to analyze position classifications and to recommend wage adjustments that needed to be addressed. The recommendations of that study were not funded.

#### Exempt Employee 2018 Classification and Compensation Study

In 2018, the town once again engaged the services of Randi Frank LLC to conduct a Compensation and Classification Study for town department heads and supervisors. One component of the study was a compensation comparison. The towns that were used were the same one used in the 2007 study—Essex, Durham, Haddam, Hebron, Killingworth, Lebanon, Marlborough, Old Lyme, East Hampton, Portland, and Westbrook. The Randi Frank firm also reviewed other locations that could provide pertinent information in preparing the study.

Another component of the study was a position classification analysis. We recognize that while the position title may be the same from town to town, that may not be the case for the requirements or responsibilities for each position. The classification study reviewed the Knowledge, Skills and Abilities (KSAs) for each position. The positions of First Selectman, Tax Collector, Town Clerk, Assessor, Building Official, Director of Operations, Executive Assistant, Finance Director, Land Use Administrator, Library Director, Parks and Recreation Director, Public Works Superintendent, Senior Center Director

completed a questionnaire that included the following factors:

- Minimum education required for the position.
- Years of experience required to perform the position.
- Licenses and certifications required for the position.
- Specific skills or abilities required to perform the position.
- Levels of public contact.
- Levels of contact with other departments, outside agencies or organizations.
- Supervision received or required.
- Supervisory responsibilities.
- What the impact would be if the employee made an error and the consequences of that error to East Haddam.
- Work environment.
- Physical activities.
- Operation of equipment.

Upon completion of the questionnaire everyone was interviewed by a member of the Randi Frank firm. The responses were weighted to provide a template for position classifications and wage recommendations.

The outcome was a schedule that includes a wage grade classification with a minimum, midpoint, and maximum salary range. The new wage template revealed that there were positions that East Haddam had not classified properly or that the responsibilities of the position had evolved over time or that the position was not compensated at the minimum recommended salary. Of important note, there are no positions currently being compensated over the recommended midpoint. In addition, the proposed budget does not fully achieve the minimum wage recommendation. It is proposed that the affected positions will receive 75% of the recommended adjustment in fiscal year 2021-2022.

We have used the information from this study as a guide and not an absolute. The Boards of Finance and Selectmen weigh several factors in determining what are acceptable wages for town positions. The point of this study was to give the town the necessary information to evaluate wages paid.

It has been asked why these adjustments took so much time to recommend. It was recognized that there would be a change in First Selectman in 2019 and virtually immediately following that transition the unanticipated COVID-19 pandemic impacted all our lives. At the outset of the 2021-2022 budget process, implementation of the recommendations was a priority for the First Selectman.

### **Non-Exempt Employee Salary Evaluation**

The non-exempt hourly position evaluations that are part of the Library System were reviewed utilizing data from the American Library Association for our population, economic information and our neighboring

towns, and a position at the Senior Center was weighted utilizing other town positions with similar responsibility levels.

### **Future Plans**

East Haddam will publicize the wage schedules for all the town positions as part of our annual budget. It is essential that our citizens as well as current and future employees have full access to this information.

All wage schedules will be published using the following categories:

- Elected Officials
- Hourly/Non-Union (Non-Exempt)
- Professional Staff (Exempt)
- Collective Bargaining by Unit:
  - Clerical
  - Firefighters
  - Police
  - Public Works
  - Transfer Station

A system will be implemented for diligent and regular review of salary data to ensure that East Haddam is being equitable and competitive in order to attract and retain employees to serve our community.

### **Questions Comments Concerns**



Please contact us via email at:

[budget.questions@easthaddam.org](mailto:budget.questions@easthaddam.org)

We look forward to hearing from you!

**TOWN OF EAST HADDAM**  
**2021-2022 BUDGET**  
**Town Government Wage Adjustments**  
Please note that there are no employees over the Midpoint Range.

**14 employee adjustments**

<b>PROPOSED HOURLY WAGE RATE RANGE FOR HOURLY STAFF-NON-UNION</b>			
<b>SALARY LEVEL</b>	<b>MIN</b>	<b>MID</b>	<b>MAX</b>
1 Library Clerk/Assistant (5 part-time)	14.30	17.16	20.59
2 Library Tech Assistant (3 part-time)	15.73	18.88	22.65
3 Reference/Adult Services Librarian (2)	18.09	21.71	26.05
4 Children's Librarian (1)	20.80	24.96	29.96
5 Library Branch Manager (2) Sr Center Program Assistant/Café Manager (1)	21.84	26.21	31.45

<b>July 1, 2021 Proposed Rate</b>	<b>January 1, 2022 Proposed Rate</b>	<b>July 1, 2022 Proposed Rate*</b>	<b>Total \$ Impact 2021-2022 Budget **</b>
13.65	13.98	14.30	1,556
15.04	15.39	15.73	1,430
17.52	17.81	18.09	3,773
18.98	19.89	20.80	4,259
19.82	20.83	21.84	11,217
<b>Total</b>			<b>22,235</b>

\*not including the 2.5% wage adjustment in accordance with the clerical contract

\*\*not necessarily allocated evenly between affected employees

Please note: We are working to create wage Minimum, Midpoint and Maximum for all Permanent Non-Union Positions

**5 employee adjustments**

<b>PROPOSED HOURLY WAGE RATE RANGE FOR PROFESSIONAL STAFF-NON UNION</b>			
<b>SALARY LEVEL</b>	<b>MIN</b>	<b>MID</b>	<b>MAX</b>
1 Executive Assistant*	32.72	39.26	47.12
2 Senior Center Director* Recreation Director* Assessor	34.69	41.62	49.95
3 Building Official Land Use Administrator* Library Director*	37.46	44.94	53.93
4 Public Works Superintendent**** Human Resources Director (vacant part time)	40.45	48.55	58.25
5 Director of Operations Finance Director	48.51	58.21	

Please note: Wages are stated as hourly, because not all staff work the same number of hours per week.

<b>July 1, 2021 Proposed Rate</b>	<b>January 1, 2022 Proposed Rate</b>	<b>July 1, 2022 Proposed Rate**</b>	<b>Total \$ Impact 2021-2022 Budget ***</b>
31.93	32.33	32.72	2,486
32.49	33.59	34.69	9,906
35.92	36.69	37.46	5,242
no adjustments	no adjustments	no adjustments	-
no adjustments	no adjustments	no adjustments	-
<b>Total</b>			<b>17,634</b>

\*affected positions

\*\*not including the 2.5% wage adjustment in accordance with the clerical contract

\*\*\*not necessarily allocated evenly between affected employees

\*\*\*\*only salaried position eligible for overtime for weather events or emergencies

<b>Grand Total</b>	<b>39,869</b>
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% of Proposed Budget	0.11%
% of Budget Increase	1.83%

SALARY RANGE FOR ELECTED OFFICIALS				
SALARY LEVEL		MIN	MID	MAX
1	Registrars of Voters (2-salary each)	N/A	N/A	N/A
2	Board of Selectmen (2-salary each)	N/A	N/A	N/A
3	Treasurer	N/A	N/A	N/A
4	Collector of Revenue Town Clerk	59,550	71,453	85,758
5	First Selectman*	100,901	118,165	145,267

July 1, 2021 Proposed Annual Salary	January 1, 2022 Proposed Rate	July 1, 2022 Proposed Rate*	Total \$ Impact 2021-2022 Budget **
7,880	no adjustments	no adjustments	-
4,750	no adjustments	no adjustments	-
20,186	no adjustments	no adjustments	-
66,606	no adjustments	no adjustments	-
87,750	no adjustments	no adjustments	-
<b>Total</b>			-

## UNION WAGES

### Town Clerical Union, CSEA, SEIU, Local 2001, CTW

July 1, 2021 to June 30, 2024

	<b>2.75%</b>	<b>2.50%</b>	<b>2.50%</b>
<b>Position</b>	<b>Hourly Rate</b>	<b>Hourly Rate</b>	<b>Hourly Rate</b>
Assistant Assessor	27.31	27.99	28.69
Assistant Town Clerk	27.31	27.99	28.69
Land Use Administrative Assistant	27.31	27.99	28.69
Finance Assistant	28.17	28.87	29.59
Building Department Administrative Assistant	27.31	27.99	28.69
Public Works Administrative Assistant	27.31	27.99	28.69

Please note: New bargaining unit employees are paid at a rate of 90% of the rate published above and move to the full rate after one continuous year of employment with the Town.

### Town Firefighters Union, UPPFA, IAFF, Local #3831

July 1, 2019 to June 30, 2022

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>
	<b>2.00%</b>	<b>2.25%</b>	<b>2.25%</b>
<b>Position</b>	<b>Hourly Rate</b>	<b>Hourly Rate</b>	<b>Hourly Rate</b>
Firefighter/EMT	22.84	23.35	23.88

Please note: New bargaining unit employees start at an entry level rate defined at 80% of the rate published above. Upon completion of the employee's first anniversary date, the rate will be at 90% and upon the second anniversary date at 100%. The Town may hire a new employee at a starting rate of up to 100% of the then current rate based on prior years of experience.

**Town Police, International Brotherhood of Police Officers Local 394**

**July 1, 2017 to June 30, 2020**

***contract in negotiations***

	<b>2017-2018 2.75% Hourly Rate</b>	<b>2018-2019 2.50% Hourly Rate</b>	<b>2019-2020 2.50% Hourly Rate</b>
<b>Position</b>			
Full-Time Officers	32.46	33.27	34.10
		<b>Base Rate</b>	<b>With Admin Rate*</b>
	Step 1	31.67	31.83
effective 7/1/17 all officers step 2	Step 2	32.30	32.46
effective 7/1/18 all officers step 3	Step 3	32.95	33.27
effective 7/1/19 all officers step 4	Step 4	33.61	34.10
*Administrative Duty Rate: .50% added to base hourly rate for full-time officers performing administrative duties.			
Please note: A new full-time officer hired by the Town during the life of the bargaining agreement shall start at either step 1 or step 2 of the salary schedule and shall move to the next step effective the following July 1.			
	<b>2017-2018 2.25% Hourly Rate</b>	<b>2018-2019 2.00% Hourly Rate</b>	<b>2019-2020 2.00% Hourly Rate</b>
<b>Position</b>			
Part Time Officers	26.8	27.34	27.89
	<b>2017-2018 2.25% Hourly Rate</b>	<b>2018-2019 2.00% Hourly Rate</b>	<b>2019-2020 2.00% Hourly Rate</b>
<b>Position</b>			
Private Duty Rate	61.00	62.00	63.00
School Board/Non Town Patrol	50.00	50.00	50.00

**Town Public Works, General Teamsters, Local 493****July 1, 2021 to June 30, 2024**

	<b>2021-2022 2.75% Hourly Rate</b>	<b>2022-2023 2.50% Hourly Rate</b>	<b>2023-2024 2.50% Hourly Rate</b>
<b>Position</b>			
Driver-Labor	30.54	31.30	32.08
Driver-Mechanic	31.92	32.72	33.54
Laborer	28.36	29.07	29.80
Crew Leader	37.06	37.99	38.94

Please note: New bargaining unit employees start at an entry level rate defined at 80% of the rate published above for each job classification. Upon completion the trial period, the rate will be at 90% and upon the first year anniversary date at 100%. The Town may hire a new employee at a starting rate of up to 100% of the then current rate based on prior years of experience.

**Town Transfer Station, International Union of Operating Engineers, Local 30****July 1, 2018 to June 30, 2021*****contract in negotiations***

	<b>2018-2019 2.25% Hourly Rate</b>	<b>2019-2020 2.25% Hourly Rate</b>	<b>2020-2021 2.25% Hourly Rate</b>
<b>Position</b>			
Transfer Station Operators			
Step 1	17.90	18.30	18.71
Step 2	18.99	19.42	19.86
Step 3	20.11	20.56	21.02
Step 4	21.24	21.72	22.21
Step 5	22.35	22.85	23.36
Leadman			
Step 1	22.05	22.55	23.06
Step 2	23.43	23.96	24.50
Step 3	24.80	25.36	25.93
Step 4	26.18	26.77	27.37
Step 5	27.56	28.18	28.81

Please note: Employees move up each step of each contract year.

For Board of Education contracts: Please use the following link:  
<https://www.easthaddam.org/labor-contracts>