

**Organizational Synergy & Human Resources Committee
April 28, 2005 Meeting**

Draft Minutes

Members Present: Mark Cooper
Jim Francis

CRRA Staff Present: Tom Kirk, President
Jim Bolduc, Chief Financial Officer
Chris Hyfield, Human Resources Manager
Kristen Greig, Secretary to the Board/Paralegal

Director Francis called the meeting to order at 8:45 a.m. and noted that there was a quorum.

1. APPROVAL OF MINUTES OF THE FEBRUARY 9, 2005 ORGANIZATIONAL SYNERGY & HUMAN RESOURCES COMMITTEE MEETING

Director Francis requested a motion to accept the minutes of the February 9, 2005 Organizational Synergy & Human Resources Committee meeting. The motion made by Director Cooper was seconded by Director Francis.

The minutes were approved unanimously.

2. REVIEW OF INFORMATIONAL MATERIAL

a. Proposed Part-Time Employee Service Award Program

Mr. Kirk stated that the Committee approved the Employee Service Award Program at the last meeting. Mr. Kirk said that when the employees were informed of the program, it was brought to his attention that part-time employees were not included. Mr. Kirk noted that part-time employees are critical members of the team and represent a unique way of adding value to the company so he would not want to do anything to discourage them. Mr. Kirk asked the Committee if it was their intention to restrict the program to full-time employees. Mr. Kirk said that he assumed that if part-time employees were included, the awards would be proportionate to the hours worked. For example, if an employee worked 30 hours per week, they would receive 75% of the full time award.

Mr. Hyfield referred the Committee to the example of a 75% award under tab D of the documents. Director Francis asked how many part-time employees there were. Mr. Hyfield responded that there were seven. Mr. Kirk explained that the part-time employees consist of educators, an architect, and an engineer.

Director Francis said that he did not have any concerns with extending the program to part-time employees as long as the award was prorated to reflect the amount of service to the company. Director Cooper agreed.

Mr. Hyfield informed the Committee that currently there were not any employees that qualified for the award, but there were some employees that were a year or two away. Director Francis noted that he would not expect as many part-time employees to qualify for awards.

Director Francis asked if any action was required. Mr. Kirk responded that he did not think action was necessary since it was a clarification of an existing program. The Committee agreed that the exclusion of part-time employees from the program was not intentional, and agreed that they should be included so long as the benefits are prorated.

b. Proposed Changes to the Work Hours Policy

Mr. Kirk stated that management sometimes wonders if changes made to policies and procedures necessitate approval by the Committee, so currently all changes are brought to the Committee, even if just on an informational basis. Mr. Kirk asked the Committee to let him know if there was anything that the Committee preferred to be debated and voted upon. Director Francis stated that there was nothing that he saw that concerned him with the work hours policy because the change was not actually changing the number of hours worked in a day.

Mr. Kirk informed the Committee that the proposed changes were recommended by CRRA's employment counsel to make CRRA's documentation strong enough to stand up in court. Mr. Hyfield added that this would also formalize the schedules to give the supervisors and managers a little better control.

c. Proposed Changes to the Employee Handbook

Director Cooper asked if all of the marked sections were being deleted from the Handbook. Mr. Hyfield responded that the mark-ups were a reformatting tool and said that those sections were not being deleted, but were showing changes in page numbering. Mr. Kirk added that, in the body of the document, the red sections were being added and the deleted sections could be found on the right hand margin.

Mr. Kirk noted that the Workplace Violence Policy was a significant addition to the Handbook and told the Committee that the policy was the same as approved by the Board and it was now being incorporated in the Employee Handbook.

Mr. Hyfield stated that it was CRRA's intent to post a copy of the new Handbook on the CRRA Intranet with a change memo notifying employees that the Handbook would be adopted 30 days from the posting date. Mr. Hyfield added that each employee would also receive a hard copy. Director Francis asked if employees were required to

sign an acknowledgment of receipt. Mr. Hyfield stated that there was an Acknowledgement page on page 46 of the projected Handbook.

Mr. Hyfield reviewed the changes including a change of the probationary period to 90 days from 6 months. Mr. Hyfield said that managers and supervisors generally had a good idea whether an employee was working out within a 90-day period. Mr. Kirk added that CRRA's employment counsel said that there is very little benefit for the employer in making personnel decisions inside a probationary period versus outside of a probationary period. Director Cooper stated that the word "probationary" was changed to "introductory" in the Handbook for town employees in Southbury. Director Cooper said that "probationary period" could imply that when that period was over, the employee was guaranteed to keep the job. Mr. Kirk asked Mr. Hyfield to have Attorney Escalera review that.

Mr. Hyfield explained that there was no language in the personal time policy with regard to an employee being discharged and noted that language was added to include a no payout provision to mirror the vacation policy.

Director Francis asked if Comp Time followed the no-payout provision. Mr. Hyfield stated that there is a payout provision for Comp Time, which could be found on page 8. Director Francis stated that, after meeting with the Governor's Office regarding the quasi-public policies & procedures, he expected that one of the Governor's recommendations would be a no payout provision on Comp Time. Director Francis stated that when the study resulting from the meetings was released, the Governor would be asking the quasi-public agencies to consider the recommendations and notify the Governor's Office of the decision to adopt or not to adopt the recommendations. Mr. Hyfield stated that if the recommendation was made, CRRA's Comp Time policy would be changed to include a no payout provision. Director Cooper asked if it made sense to initiate the change now since it was certain the recommendation would be made. Director Francis said that would make sense, especially if the proposed changes to the Handbook had to be noticed to the employees. Mr. Kirk stated that it would be nice to get the all of the recommended changes before the employees were noticed. Director Francis stated that the last meeting with the Governor's Office would be held later that afternoon and the recommendations would be forthcoming. It was decided that the proposed changes would be held until the report was received.

Mr. Hyfield stated that non-exempt employees could take personal time in one-hour increments, while exempt employees were only allowed to use personal time in full day increments. Mr. Hyfield stated that the proposed changes would give everyone the chance to use personal time in one-hour increments.

Mr. Hyfield explained that a minor change to the way part-time employees accrue vacation time would accommodate the "no carryover" provision without having to perform a manual adjustment at year end. Director Francis asked if that would apply only to part-time employees. Mr. Hyfield responded in the affirmative and stated that full-time employees have a carry-over provision.

Mr. Hyfield briefly reviewed the following proposed changes: inclusion of mother-in-law and father-in-law in the bereavement policy, a provision allowing supervisors to require a doctor's note for illnesses totaling three or more days and a change to the language regarding the 401(k) match to mirror language in the Fidelity Plan Document. Regarding the 401(k), Mr. Hyfield informed that Committee that the internal 401(k) committee met with UBS, CRRA's financial consultant and was in the process of developing an investment policy and interest rate policy for loans. Mr. Hyfield said that CRRA held its first employee meeting regarding the 401(k) and said that verbal feedback indicated that the meeting went well. Mr. Hyfield added that there would probably be another session this year. Mr. Bolduc informed that Committee that a couple of funds were changed due to performance issues and employees were informed of the changes.

Mr. Hyfield explained that negative vacation balances had always been handled in accounting by drawing upon personal or comp time and noted including that in the Handbook would formalize that practice.

Mr. Hyfield said that a change to the vacation time policy would disallow the use of vacation time as part of a resignation notice period, which would hopefully make for a better transition.

3. EXECUTIVE SESSION

Director Francis made a motion to enter into Executive Session to discuss personnel matters. Director Cooper seconded the motion. The motion previously made and seconded was approved unanimously. Director Francis requested that the following people remain for the Executive Session, in addition to the Committee members:

Mr. Kirk
Mr. Hyfield

The Executive Session commenced at 9:13 a.m. and concluded at 9:25 a.m. Director Francis noted that no votes were taken.

4. ADJOURNMENT

Director Francis requested a motion to adjourn the meeting. The motion made by Director Cooper and seconded by Director Francis was passed unanimously.

The meeting was adjourned at 9:26 a.m.

Respectfully submitted,

Kristen B. Greig
Secretary to the Board/Paralegal