

Public Safety and General Government Committee of the Common Council

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Members of the public who wish to view the meeting, but are not participating, can view a live stream on the City of Norwalk YouTube channel. This stream is delayed by approximately 20 seconds. Please find the information using the link above. The meeting recording and minutes will be posted on the City of Norwalk website within seven (7) days after the meeting.



Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be included into the record, they must be submitted by 12:00 p.m. the day of the meeting. Please email Michele DeLuca at mdeluca@norwalkct.gov with the subject line "Public Comment" to provide written public comment prior to the meeting.

Public Safety and General Government Committee of the Common Council

February 22, 2024, 7:00pm VIA Zoom

Meeting Agenda

- I. Call to Order
- II. Roll Call
- III. Public participation
- IV. Acceptance of minutes- January 25, 2024
- V. New Business

Police Department

1. Authorize Mayor Harry W. Rilling to enter a lease agreement with the owners of 132 Water St LLC for five years for \$71,200 per year with 3.0% increases in the subsequent years for the Norwalk Police Marine Division Base, its Public Safety Vessel and storage space. Account #- 013023-5297
2. Authorize Mayor Harry W. Rilling to execute any and all documents and agreements necessary to increase the records fees associated with the request and release of body and dashboard camera video recordings.

Personnel Department

1. Authorize the Mayor to execute a three (3) year agreement with Hartford Healthcare Medical Group for the 4264R – Occupational Health Services.
2. Authorize the Chief Human Resources Officer and/or designee to issue two (2) one (1) year contract extensions on the Hartford Healthcare Medical Group contract.
3. Technical correction to the Non-Unit Personnel Benefits and Compensation Policy/Ordinance Salary Schedule that was before this subcommittee on December 28, 2023. The incorrect version of the policy was attached at that time. We are resubmitting this policy to make a technical correction.

VI. Discussion

- a. Budget development/priorities with Fire and Police Chiefs
- b. Optional Additional Early Voting Locations in Municipalities with a Population of 20,000 or More- Registrar of Voters

VII. Adjournment

Next Meeting: March 28, 2024 at 7:00p

**CITY OF NORWALK
PUBLIC SAFETY AND GENERAL GOVERNMENT COMMITTEE OF THE COMMON
COUNCIL
REGULAR MEETING
JANUARY 25, 2024**

Attendance: Jenn McMurrer, Chair; Jalin Sead; Douglas Sutton; Josh Goldstein

Staff: Michele DeLuca, Deputy Director Emergency Management

I. CALL TO ORDER

Ms. McMurrer called the meeting to order at 7:00PM.

II. ROLL CALL

Ms. McMurrer called the roll and all members that are listed were in attendance.

III. PUBLIC PARTICIPATION

There were no public comments this evening.

IV. ACCEPTANCE OF MINUTES- DECEMBER 28, 2023

**** MR. FRAYER MOVED TO APPROVE THE MINUTES AS SUBMITTED.**

**** THE MOTION PASSED WITH (3) THREE IN FAVOR AND (1) ONE ABSTENTION- MR. GOLDSTEIN**

V. NEW BUSINESS

Police Department

**1. AUTHORIZE MAYOR HARRY W. RILLING TO EXECUTE ANY AND ALL
DOCUMENTS AND AGREEMENTS NECESSARY TO ENTER INTO A FIELD TRIAL
AGREEMENT WITH AXON.**

Ms. McMurrer said the police have an awards ceremony this evening so if there are any questions, she will try and answer them but if not, she will forward them to Deputy Chief Lepore. She read what Deputy Chief Lepore provided her for the meeting as follows:

This is an addition to the system we are currently in a five-year contract with which runs the body worn cameras, the dashboard camera signal sidearm activations, and taser software system. We are asking to demo two other software components which Axon offers, one component being the auto tagging and the system automatically enters the identifying numbers, officers' identification, and case identification right into the iCloud storage system for videos. This will help alleviate untagged videos and the manpower spent researching and tagging unaccounted for ones, and we currently have over 2,500 untagged videos and that number fluctuates and has been up to 4,500 if we don't keep up with it. The second component is called performance, and this software can automatically run our compliance audits which are required as part of the police accountability act and the software will allow us to identify officers' usage and non-usage percentages and randomly identifies case numbers for compliance checks of video along with real time numbers, on call categories, and video counts. These two software's would be beneficial in alleviating manual hours spent searching, tagging, correcting, collecting, auditing, and accounting for videos and reporting requirements.

Mr. Goldstein said it sounds like this will make the FOI process substantially easy and asked how long the trial agreement is and if there is a dollar component. Ms. McMurrer said she does not know the answer to that but that she will find out, but normally if there is a cost associated it would be included in the action item and the backup that was provided states that they are six months into a five year contract with Axon and these are just tacked onto the contract and there does not seem that there is a cost associated with it but she will confirm with Deputy Chief Lepore to be sure. Mr. Frayer said his only concern is that the city would be billed once the trial period is over. Ms. McMurrer said when the contract was first approved and would need to be extended after five years it would be brought back to the committee for approval. Mr. Frayer asked why this is just being tested now if the police have been in the contract for six months. Ms. McMurrer said she is assuming this is a newer technology that they are offering but is part of the same package. Mr. Frayer asked if this is a test that is being done for them or is it another function that would be part of the overall contract. Ms. McMurrer said she believes it would be a function of part of the contract that they either did not know about before or it wasn't offered but she can find out what that reason is.

Ms. McMurrer asked the committee members if they feel comfortable voting on the item without the answers to the questions or if they would like her to get the answers and table the item to the following meeting. Mr. Goldstein said he is comfortable forwarding the item to the full Council as long as there is an answer to the questions before the meeting. Ms. McMurrer said she will get those answers and forward them to the committee members either later tonight or first thing in the morning.

**** MR. GOLDSTEIN MOVED TO AUTHORIZE MAYOR HARRY W. RILLING TO EXECUTE ANY AND ALL DOCUMENTS AND AGREEMENTS NECESSARY TO ENTER INTO A FIELD TRIAL AGREEMENT WITH AXON.**

**** THE MOTION PASSED UNANIMOUSLY.**

2. AUTHORIZE CHIEF OF POLICE JAMES WALSH TO EXECUTE ANY AND ALL DOCUMENTS, AGREEMENTS, INSTRUMENTS, AND AMENDMENTS THERETO AS MAY BE NECESSARY TO IMPLEMENT THE FILD TRIAL AGREEMENT PROGRAM WITH AXON.

**** MR. GOLDSTEIN MOVED TO AUTHORIZE CHIEF OF POLICE JAMES WALSH TO EXECUTE ANY AND ALL DOCUMENTS, AGREEMENTS, INSTRUMENTS, AND AMENDMENTS THERETO AS MAY BE NECESSARY TO IMPLEMENT THE FILD TRIAL AGREEMENT PROGRAM WITH AXON.**

**** THE MOTION PASSED UNANIMOUSLY.**

VI. DISCUSSION

There was no discussion this evening.

VII. ADJOURNMENT

**** MR. FRAYER MOVED TO ADJOURN.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 7:10PM.

Respectfully submitted,

Dilene Byrd

Norwalk Police Department Administration

Memo

To: Common Council, Health and Public Safety Committee

From: Chief James Walsh

Date: February 11, 2024

Re: Common Council Authorizations- NPD Marine Division

The Norwalk Police Department has been in discussions with the owners of 132 Water Street LLC to explore a partnership for the leasing of property to house the Norwalk Police Marine Division. The property owners have agreed to enter into a lease agreement with the City of Norwalk for 100 feet of linear dock space, which is enough to dock the three public safety vessels, adequate office space, a bathroom with shower, and maintenance/storage space which can be used by the Marine Unit. In addition, a portion of the parking lot can be used to store Police vehicles. The proposed agreement would be for a total of five years, with one-year options afterward for a total of \$ 71,200 each year, with a 3.0% increase year over year for the remainder of the lease.

The proposed leased property is higher in elevation and the office space is not located on the ground floor to avoid flooding. The office space is suitable for all of our public safety needs and is still accessible to members of the public.

While this acts as a short-term solution, the City of Norwalk will continue to explore the construction of a new Marine Unit facility, which is proposed to be funded through the capital budget and grants.

Over the five years, the cost is estimated to be

Year 1 - \$71,200
Year 2 - \$73,336
Year 3- \$75,336
Year 4- \$77,802
Year 5- \$80,136

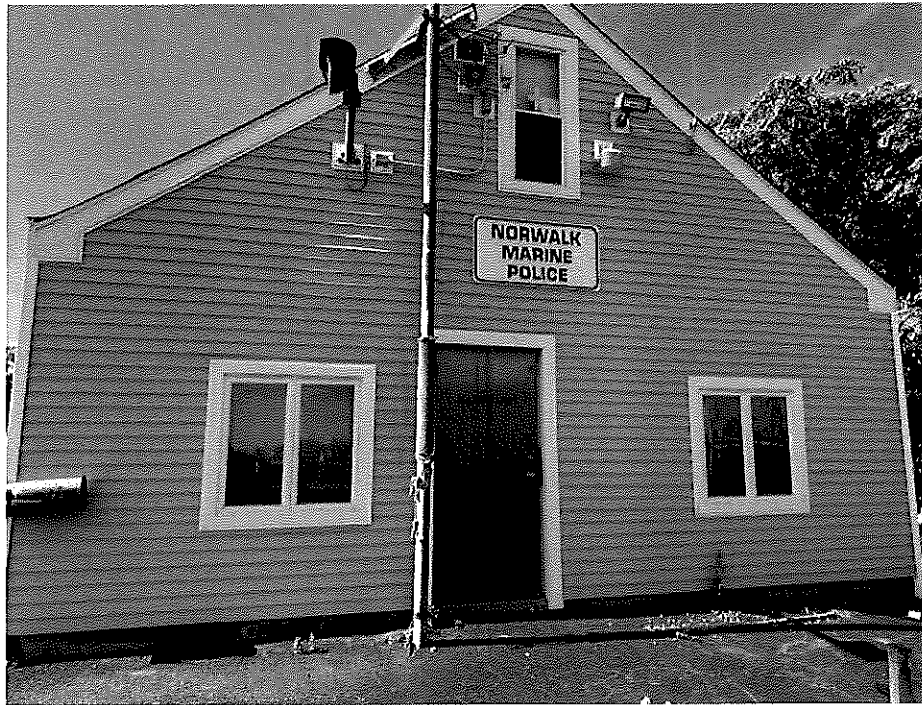
It is important to note that the current market rate for 100 linear feet of dock space is approximately \$8,500 per month. Given the scarcity of suitable land available and the unique location and space required for the Marine Unit, the average cost of \$5933.00 per month is a fair cost.

The Norwalk Police Department requests an operational budget appropriation each year, for the next three years as outlined above to relocate the Marine Unit from 100 Water Street to 132 Water Street, as soon as possible. If approved, the Norwalk Police Department will work with the Legal Department and the property owner of 132 Water Street to execute a lease agreement

Please attached backup material detailing our statement of need.

1. Authorize Mayor Harry W. Rilling to enter a lease agreement with the owners of 132 Water St LLC for five years for \$71,200 per year with 3.0% increases in the subsequent years for the Norwalk Police Marine Division Base, its Public Safety Vessel and storage space.

The Norwalk Police Marine Division responded to 471 calls in 2023, with a full-time staff of two Norwalk Police Officers and twelve Norwalk Police Officers in the rotation who respond to off-duty callouts and are supplemental manpower during the season. The Marine Unit works year-round to ensure the health and safety of residents, visitors, and all boaters, as the Norwalk Harbor is both a recreational and commercial body of water, with boaters and swimmers in the summer and aquaculture throughout the year. Boats and barges constantly come in and out of the harbor.



Before 1970, the Norwalk Police Department Marine Unit was located at 100 Water Street, beside SoNo Seafood, on private property originally owned by the Bloom family. The building is a two-story, garage-like building, with three desks, a small bathroom without a shower, a mechanical work room, and an upstairs storage area, where one stand-up shower is located.

Address
100 Water St
Norwalk, CT 06854
United States

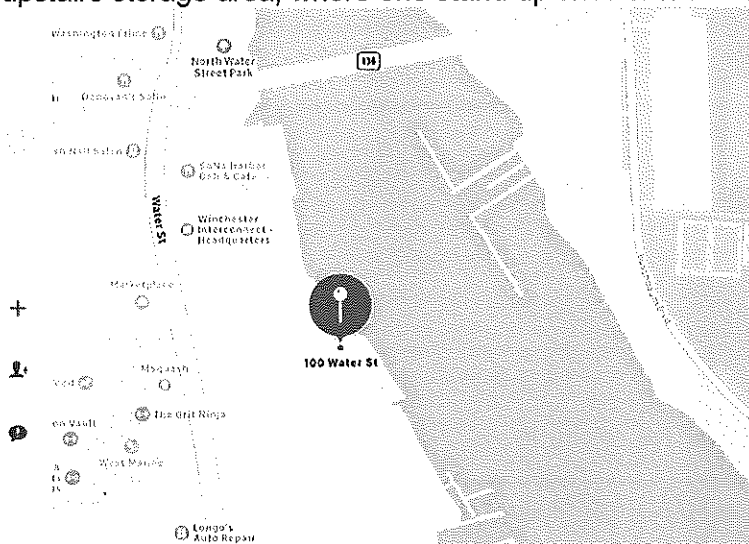


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Create New Contact

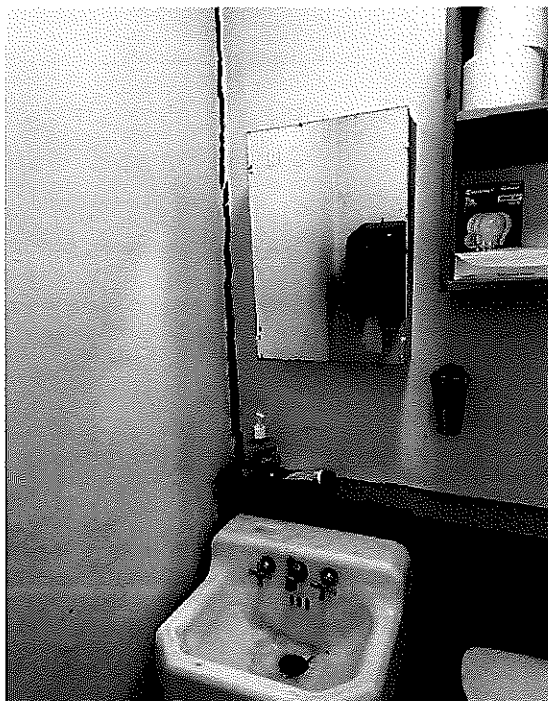
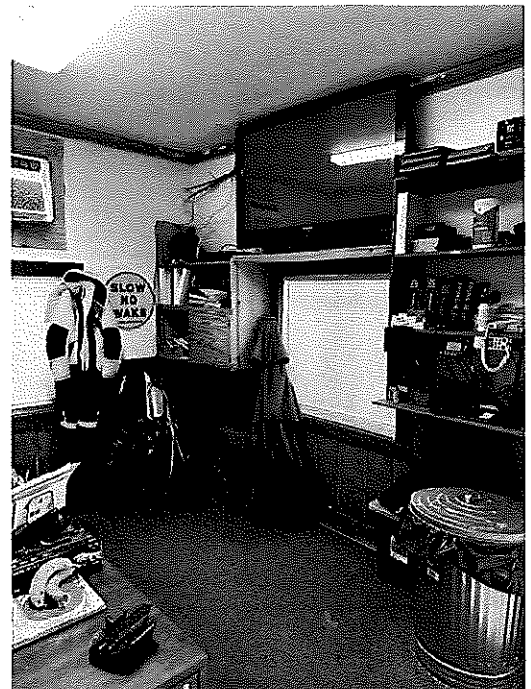
Add to Existing Contact

Report an Issue

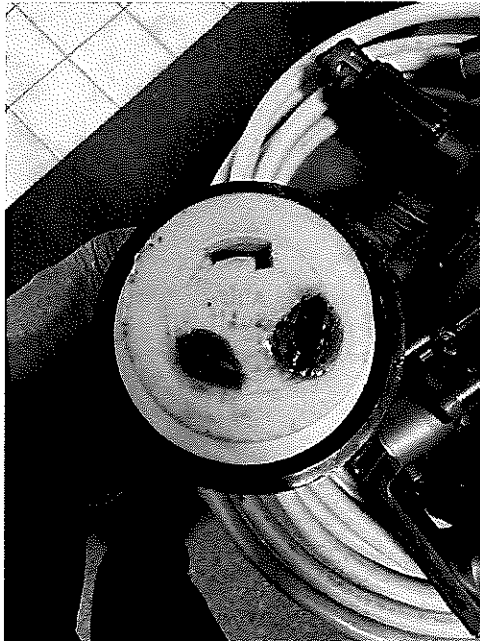


The City currently pays \$ 28,000 per year, which includes the use of the building, three dock slips, and ten parking spaces. The City does not have an active lease in place and has requested a lease agreement for the last year with no positive response. The Unit is operating out of the location on a month-to-month verbal agreement. The current property owner has been reluctant to make the necessary repairs to the building and docks which have led to electrical problems, a rodent infestation, and neglected interior repairs.

Over the last five years, the Marine Unit building has been flooded, with more than eighteen inches of water, more than twelve times, and the wear and tear on the building has become untenable. Water stains can be seen at the base of the walls in each room of the Marine Unit. The condition of the building and the impact of flooding continue to impact the Marine Unit's ability to operate safely, it also risks the City's marine assets, such as the three public safety vessels, trailers, and equipment.



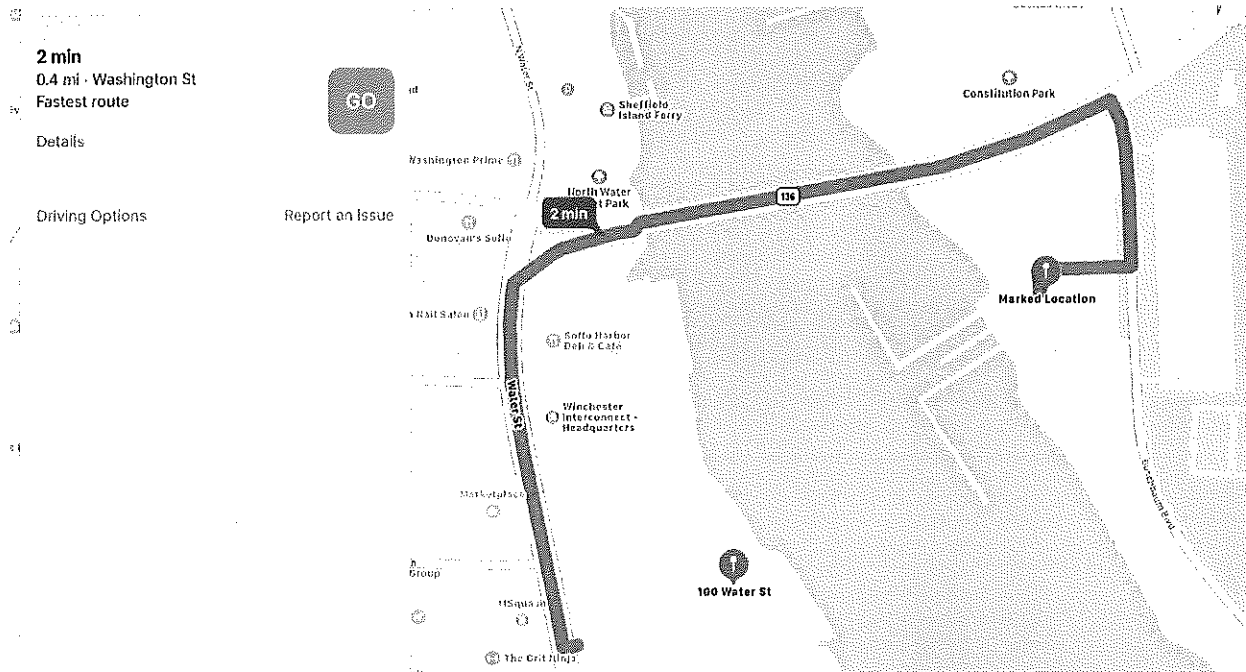
Over the last month, our Marine Unit Officers have been electrocuted using the electrical set up at the docks, avoided obstacles like the three-foot by one-foot hole in the asphalt (which is in an area open to the public), cleaned dead rodents out of the mechanical area, removed thousands of flies using fly traps from the building, and use the outdated and broken bathroom and sink facilities. The dock system is over one hundred years old, with rot in many places, but more concerning is the electrical load that is required by the public safety vessels cannot be met by the existing system in place.





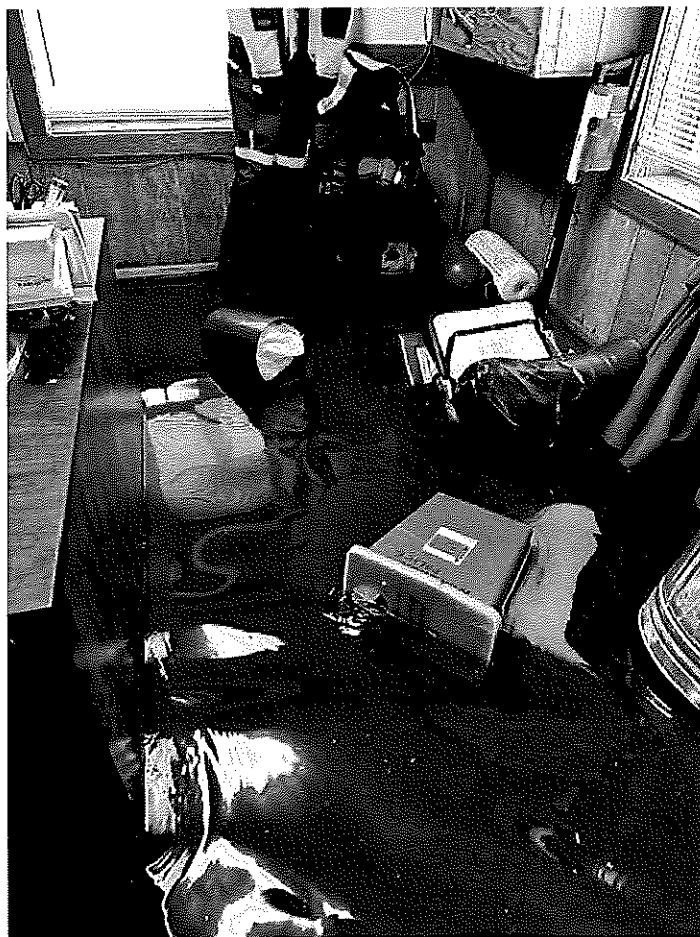
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Park. If an emergency occurs, and the Marine Unit is at the base, the Officers need to drive over the Stroffolino bridge to Vet's Park, park their cruiser, access the boats, and respond. It is important to note the bridge may open up to ten times a day on the weekends, impacting response times heavily.



On Saturday, January 13, 2024, an 8.3ft tide was experienced, which left the Marine Unit with more than eighteen inches of water saturating more than half the first floor of the building. While Officers were able to access the building to retrieve marine instruments and tools, the flooding left a large amount of debris. One Officer was able to tie off the public safety vessel, worth \$400k, and the trailer to the dock system, because it began to shift with the rising water. The Police vehicles on site, including a Hummer, were relocated to another site.



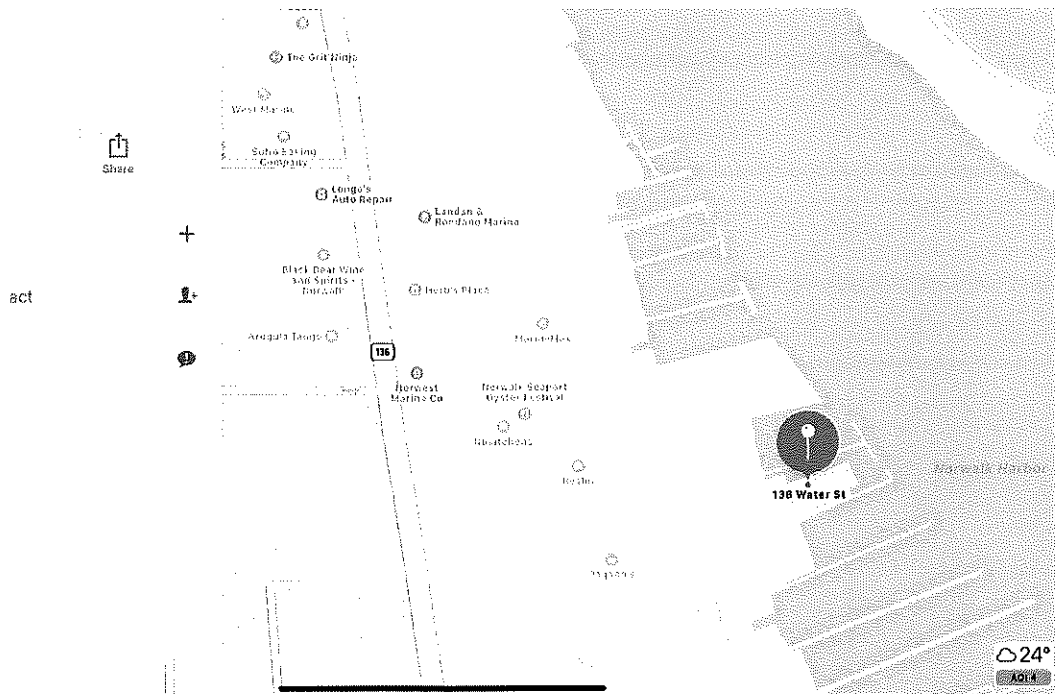


After the water retreated, the Police Department called in SERVPRO to clear the Unit of excess water and to run dehumidifiers for \$4,000. Of the twelve floods experienced in the last five years, the carpeting, drywall, desks, chairs, and other materials have not been replaced. It is a concern to have the Officers working out of a building that potentially contains mold spores due to the continuous water damage. In addition, with more than twelve floods in the last five years, the City has spent more than \$50,000 cleaning up the Unit. This does not include replacing broken equipment or equipment lost when the doors to the building are opened.

With the occurrences over the last month, the impact in response time to emergencies, the inability to work with the property owner to make meaningful repairs to the Unit, the absence of an active lease, and the nine predicated high tides of over 8.0ft in February, it is imperative the City of Norwalk relocate the Marine Unit as soon as possible.

The current state of the building and the site is impacting our Officers' ability to mitigate health and safety risks and respond in a meaningful manner to emergencies. It is also putting the Officers' health at risk, with the current state of the facility.

The Norwalk Police Department has been in discussions with the owners of 132 Water Street to explore a partnership. The property owners have agreed to enter into a lease agreement with the City of Norwalk for 100ft of linear dock space, which is enough to dock the three public safety vessels, adequate office space, a bathroom with shower, and maintenance/storage space which can be used by the Marine Unit. In addition, a portion of the parking lot can be used to store Police vehicles, such as the Hummer. The proposed agreement would be for a total of five years, with one-year options afterward for a total of \$ 71,200 each year, with a 3.0% increase year over year for the remainder of the lease.



Over the five years, the cost is estimated to be

Year 1 - \$71,200

Year 2 - \$73,336

Year 3- \$75,336

Year 4 -\$77,802

Year 5- \$80,136

It is important to note that the current market rate for 100 linear feet of dock space is approximately \$8,500 per month. Given the scarcity of suitable land available and the unique location and space required for the Marine Unit, the average cost of \$5933.00 per month is a fair cost.

While this acts as a short-term solution, the City of Norwalk will continue to explore the construction of a new Marine Unit facility, which is proposed to be funded through the capital budget and grants.

The Norwalk Police Department requests an operational budget appropriation each year, for the next three years as outlined above to relocate the Marine Unit from 100 Water Street to 132 Water Street, as soon as possible. If approved, the Norwalk Police Department will work with the Legal Department and the property owner of 132 Water Street to execute an agreement that will be brought to the Public Safety Committee and the Common Council for consideration.

Norwalk Department of Police Service

Memo

To: Public Safety and General Government Committee
From: Deputy Chief Melissa Lepore
CC:
Re: Common Council Authorization - Records Request Fee Increase
Date: February 12, 2024

The Norwalk Police Department implemented the use of body worn cameras in 2015. Officers utilize these cameras to record any call for service they respond to. At that time, any person requesting a copy of the video was charged \$29 per disk. This price was based upon the fee in place which the Records Division charges for other photo requests.

In December 2020, a request was made to reduce the cost for body camera videos to \$5 as it was thought the \$29 fee was too high. This was approved by the Police Commission in January 2021.

Since 2018, our request for videos have more than doubled from around 175 per year to over 400 per year in 2023. In 2022 The Norwalk Police Department implemented in car dashboard cameras associated with the Police Accountability Act. Therefore, we have also doubled the number of videos recorded and the public can.

In December 2023, a survey was conducted of surrounding cities/towns video fees. As you can see below, many towns charge either the same or higher fees than Norwalk.

<u>Stamford</u>	\$15.00	<u>Greenwich</u>	\$19.50-\$26.00	<u>Westport</u>	\$5-\$10.00
<u>Fairfield</u>	\$25.00 - \$50/hour for redactions			<u>Darien</u>	\$5.00

Unlike Fairfield, we are unable to charge a manhour "per hour" fee for redactions. We do not necessarily know how long redactions may take until completed. Some cases have as little as two videos with others having more than twenty, depending on the extent of the investigation.

In considering a new fee, I have taken into account the process, manhours, and hardware costs. Our video request process requires payment upfront. Currently, when a person requests video for a case, we research the size of the files (gigabytes) associated with the case to determine the number of disks required. We then provide them the cost and collect payment before creating the disk. This is due to the fact that we have requestors which are no longer willing to pay for the disks upon completion, consequently, wasting resources across the board.

A flat fee would better suit Norwalk and our process. The fee would be based upon the number of hours of videos associated with each case. If we have three hours of video, the cost would be three times the sum agreed upon. This would be a reasonable option covering the costs stated above, while still being fair to the resident because it is based upon the length of the investigation.

We are requesting the following authorization:

1. Authorize Mayor Harry W. Rilling to execute any and all documents and agreements necessary to increase the records fees associated with the request and release of body and dashboard camera video recordings.



**PERSONNEL &
LABOR RELATIONS**

CITY OF NORWALK
Tina M. Fogell
Chief Human Resources Officer
tfogell@norwalkct.gov
P: 203-854-7724 / F: 203-854-7329
125 East Avenue, PO BOX 5125
Norwalk, CT 06856

MEMORANDUM

To: Public Safety and General Government Sub-Committee
From: Tina Fogell, Chief Human Resources Officer
RE: **4264R – Occupational Health Services**
Date: February 22, 2024

The City issued a request for proposal on December 23, 2023, for project 4264R – Occupational Health Services. Three proposal submissions were received from the following interested proposers:

1. Hartford Healthcare Medical Group
2. AFC Urgent Care
3. DOCS Medical.

The committee reviewed the submitted proposals and interviewed all three (3) organizations.

Based on our review, we are unanimous in recommending the award of the bid to Hartford Healthcare Medical Group.

Thank you for your review and consideration.

Agenda Language

- a. Authorize the Mayor to execute a three (3) year agreement with Hartford Healthcare Medical Group for the 4264R – Occupational Health Services.
- b. Authorize the Chief Human Resources Officer and/or designee to issue two (2) one (1) year contract extensions on the Hartford Healthcare Medical Group contract.



CITY OF NORWALK
Personnel & Labor Relations
Tina M. Fogell
Chief Human Resources Officer
tfogell@norwalkct.gov
P: 203-854-7724 / F: 203-854-7329
125 East Avenue, PO BOX 5125
Norwalk, CT 06856

To: Common Council Members

From: Tina M. Fogell, Chief Human Resources Officer

Date: February 12, 2024

RE: Non-Unit Personnel Benefits and Compensation Policy/Ordinance Salary Schedule

This matter was previously before this subcommittee on December 28, 2023. The incorrect version of the policy was attached at that time. We are resubmitting this policy to make a **technical correction**.

The changes are as followed:

- Adds language regarding vacation accruals for those employees who were hired before July 1, 2012
- Changes the personal leave language to state that no ordinance employee shall be permitted to take more than five (5) personal days in a fiscal year. Previously, this cap was only for non-exempt employees.

The City is requesting the Common Council's authorization and approval to implement the Non-Unit Personnel Benefits and Compensation Policy, as well as the Ordinance Salary Schedule.

Currently, when employees are hired, they are referred to the Norwalk Assistants and Supervisors Association collective bargaining agreement. This policy codifies the benefits and compensation for Ordinance employees in one central policy, while still following that document, as well as allowing for the 2.35% increase retroactive to July 1, 2023.

The adjustment to this salary schedule is consistent with the pay rate adjustments received by the city's unionized workforce. There are currently twenty four (24) employees covered by this salary schedule and the increases were allocated in the approved budget for FY23.

DEPARTMENT OF PERSONNEL & LABOR RELATIONS

CITY OF NORWALK

NON-UNIT PERSONNEL BENEFITS AND COMPENSATION POLICY

PURPOSE

The purpose of this policy is to set forth the primary guidelines of employment for all non-unit personnel for the City of Norwalk, normally referred to as "Ordinance employees".

The Chief Human Resources Officer, with the approval of the Public Safety and General Government Committee, and the Common Council, shall establish the salaries of the non-unit employees, which include all elected officials and Ordinance employees.

Pay Plan Criteria:

1. Internal equity;
2. Equal pay principle;
3. Competitive with the municipal market;
4. Competitive with unionized peers in city government;
5. Links pay and performance;
6. Easy to administer;
7. Provides continuity and flexibility; and
8. Attraction and retention of candidates.

See Ordinance Salary Schedule attached as **Exhibit A**.

Annual Increase:

The Ordinance Salary schedule will be amended automatically on an annual basis. Said annual increase shall be consistent with the annual increase provided in the Norwalk Assistants and Supervisors Association collective bargaining agreement.

COMPENSATION

Appointments

The minimum rate of pay for a classification shall normally be paid upon a new appointment. An appointing authority may recommend a new appointment or reappointment at a rate higher than the minimum rate established for the classification, by written request to the

Chief Human Resource Officer. The Chief Human Resources Officer may approve a starting or reappointment rate beyond the minimum of the salary range based upon the pay plan criteria.

Promotions

In the event an employee is promoted from one position covered by this salary plan to another position, including a position in a different grade of this salary plan, the salary of the employee shall increase at least ten percent (10%) but not more than twenty percent (20%), except in such cases when the increase would place the salary beyond the maximum established for the grade of that position or below the minimum established for that position. In the former case, the maximum rate of pay for that classification will be paid and in the latter case, the minimum rate of pay for that classification will be paid. The determination of the actual percentage increase will be made by the individual's supervisor based on that individual's salary in the range subject to the approval of the Chief Human Resources Officer.

Within Grade Salary Increase

All employees covered by this plan (except any elected official) shall move through the wage progression annually on July 1 based on satisfactory performance evaluation. For employees with less than three (3) months tenure, they will wait until the following July 1 to move to the next step.

Pay Rates for New Positions

In the event a new Ordinance classification is established, the Personnel and Labor Relations Department shall recommend the appropriate pay grade to the Public Safety and General Government Committee. The Public Safety and General Government Committee shall approve the recommended pay grade or vote to establish an alternate pay grade.

Reallocation of Positions

In the event of significant changes in the job description of an Ordinance position, the Chief Human Resources Officer shall recommend the adjusted pay grade to the Public Safety and General Government Committee. Reallocation of a position shall not impact the salary of any incumbent unless the incumbent is below the minimum or above the maximum of the new grade. In the event of the former, the incumbent's salary shall be adjusted to the minimum of the grade. In the latter case, the incumbent's salary shall remain fixed until the maximum of the new range reaches the incumbent's salary.

Elected Officials

The salary for elected officials and certain appointed officials shall be as follows:

Mayor	Midpoint of Chief Financial Officer
Town Clerk	Minimum of Risk Manager

As changes in the ranges are made, the above salaries will be adjusted accordingly.

Maintenance of Salary Plan Objectives

In order to maintain the salary plan objectives, the Public Safety and General Government Committee shall review the salary ranges every three (3) years. If ranges need to be adjusted beyond what currently exist, then the new ranges must be approved by the Public Safety and General Government Committee and the Common Council.

Severance Pay

Severance pay of one (1) day for each year of service shall be granted upon separation of employment provided the employee has completed five (5) years of service. In order to return to City employment, an employee must repay in full all severance pay received and will have the benefit of any previous seniority rights. This section does not apply to employees who are involuntarily separated from service.

POSITION STATUS

All benefits and salary ranges are for full-time positions. If positions are less than full-time, all benefits and salaries stated herein shall be prorated and adjusted accordingly.

BENEFITS

Vacation

All non-unit personnel covered under this policy shall receive vacation days as follows:

For employees hired before July 1, 2012:

Years of Service	Vacation Days
1 – 4	3 Weeks
5 – 10	4 Weeks
After 11 Years	4 Weeks and 1 Day
After 12 Years	4 Weeks and 2 Days
After 13 Years	4 Weeks and 3 Days
After 14 Years	4 Weeks and 4 Days
After 15 Years	5 Weeks
After 16 Years	5 Weeks and 1 Day
After 17 Years	5 Weeks and 2 Days
After 18 Years	5 Weeks and 3 Days
After 19 Years	5 Weeks and 4 Days
After 20 Years	6 Weeks

For employees hired on or after July 1, 2012:

Years of Service	Number of Vacation Days
1 – 4	15 Days
5 – 10	20 Days
After 15 Years	25 Days

The taking of such leave, except as otherwise stipulated, shall be subject to the approval of the employee's immediate supervisor.

It is expected that all personnel covered by this policy shall use all vacation days during the fiscal year in which they are earned. Employees who do not discharge all vacations days shall be entitled to carry over ten (10) vacation days each year. Any additional accrued vacation days not utilized by the employee during the fiscal year shall be forfeited.

Non-unit personnel who are eligible for vacation days whose services are terminated for any reason, either voluntarily or involuntarily, shall be paid an amount equal to the vacation time that had been accrued during that fiscal year in accordance with the above guidelines prior to such termination.

Paid Holidays

All personnel covered by this policy are provided the following yearly paid holidays when they occur on what ordinarily would be a scheduled workday:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents Day	Veterans' Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Juneteenth	Christmas Day
Independence Day	

Paid Sick Leave

All non-unit personnel shall be entitled to fifteen (15) paid sick leave days per year. Days are awarded on July 1st of each year or, in the case of newly hired personnel, in accordance with an amount determined through the established number of pro-rated days earned compared to the number of days to be worked through the end of the fiscal year.

In case of extreme illness in the immediate family, the employee shall be allowed to discharge sick days or the purpose of family illness.

After five (5) years of service, all accumulated sick leave shall be paid as a lump sum to retiring and resigning employees up to a maximum of sixty (60) days' pay. Employees discharged shall not receive any accumulated sick pay.

Paid Personal Leave

Personal time off with pay may be granted for pressing personal business at the discretion of the respective Department Heads. However, in no event shall an employee be granted more than five (5) personal days per year.

Bereavement Leave

Four (4) consecutive workdays special leave with pay shall be granted for use within thirty (30) days of a death in the immediate family. Immediate family is defined as mother, father, wife, husband, sister, brother and children. Three (3) working days special leave with pay shall be granted for death among grandchildren and grandparents and any relative domiciled in the employee's household. The above listed relations shall be applied equally to both the husband's and wife's side of the family.

General – Health and Dental

All fringe benefits offered by the City of Norwalk shall be provided to non-unit personnel.

Non-unit personnel shall pay a sixteen percent (16%) co-share for their health and dental insurance.

Flexible Spending Accounts

The City shall maintain a program pursuant to Section 125 of the Internal Revenue Code by which employees may make contributions for medical and dental coverage, dependent care assistance, and other eligible purposes, with pre-tax dollars to the extent permitted by law.

Life Insurance

The City will pay the group life insurance of two (2) times annual salary with Accidental Death and Dismemberment, reduced to Five Thousand Dollars (\$5,000.00) term life at retirement.

PROFESSIONAL DEVELOPMENT

The City of Norwalk seeks to support its non-unit full time personnel through professional development in areas of study and growth which benefit both the individual and the City. Approval of all tuition reimbursement and conferences, seminars, and workshops shall be based on budget availability and shall be submitted to the Chief Human Resources Officer for approval.

Tuition Reimbursement

The City shall reimburse an employee who is attending an accredited college or vocational school for education related to the employee's working profession or occupation. Reimbursement shall be two hundred and fifty dollars (\$250.00) per credit to a maximum of one thousand, five hundred dollars (\$1,500.00) per fiscal year for courses completed with a grade B or better. All requests must be submitted to the Chief Human Resource Officer for approval.

All non-unit personnel whose employment is governed by this policy may be entitled to tuition reimbursement by the City of Norwalk for coursework taken to support their area of responsibility or in connection with the program of study closely related to their area of responsibility provided that:

1. The number of courses approved for reimbursement in any calendar year shall not exceed six (6) credits per employee;
2. All such courses or programs shall be approved in advance by the Chief Human Resources Officer;
3. A grade of "B" or greater must be achieved to be eligible for reimbursement;
4. Evidence of course or program completion must be presented to the Chief Human Resources Officer prior to reimbursement.

Seminars, Workshops, and Conferences

All non-unit personnel may be entitled annually to attend professional conferences, workshops and/or seminars and to be reimbursed provided that the program content is of benefit not only to the individual, but also to the betterment of the City. All requests for such reimbursement shall be approved in advance by the Chief Human Resources Officer.

PERFORMANCE EVALUATIONS

Performance evaluations shall be based on the essential roles and responsibilities of the employee's job description, tasks, and standards. A salary increase shall be given if the evaluation indicates the individual "meets expectations". If the employee fails to meet expectations, he or she shall not be eligible for movement to the next step.

DEPARTMENT OF PERSONNEL & LABOR RELATIONS

CITY OF NORWALK

NON-UNIT PERSONNEL BENEFITS AND COMPENSATION POLICY

PURPOSE

The purpose of this policy is to set forth the primary guidelines of employment for all non-unit personnel for the City of Norwalk, normally referred to as "Ordinance employees".

The Chief Human Resources Officer, with the approval of the Public Safety and General Government Committee, and the Common Council, shall establish the salaries of the non-unit employees, which include all elected officials and Ordinance employees.

Pay Plan Criteria:

1. Internal equity;
2. Equal pay principle;
3. Competitive with the municipal market;
4. Competitive with unionized peers in city government;
5. Links pay and performance;
6. Easy to administer;
7. Provides continuity and flexibility; and
8. Attraction and

OLD

See Ordinance Salary Schedule

new

Annual Increase:

The Ordinance Salary schedule shall be adjusted annually on an annual basis. Said annual increase shall be consistent with the annual increase provided in the Norwalk Assistants and Supervisors Association collective bargaining agreement.

COMPENSATION

Appointments

The minimum rate of pay for a classification shall normally be paid upon a new appointment. An appointing authority may recommend a new appointment or reappointment at a rate higher than the minimum rate established for the classification, by written request to the

Chief Human Resource Officer. The Chief Human Resources Officer may approve a starting or reappointment rate beyond the minimum of the salary range based upon the pay plan criteria.

Promotions

In the event an employee is promoted from one position covered by this salary plan to another position, including a position in a different grade of this salary plan, the salary of the employee shall increase at least ten percent (10%) but not more than twenty percent (20%), except in such cases when the increase would place the salary beyond the maximum established for the grade of that position or below the minimum established for that position. In the former case, the maximum rate of pay for that classification will be paid and in the latter case, the minimum rate of pay for that classification will be paid. The determination of the actual percentage increase will be made by the individual's supervisor based on that individual's salary in the range subject to the approval of the Chief Human Resources Officer.

Within Grade Salary Increase

All employees covered by this plan (except any elected official) shall move through the wage progression annually on July 1 based on satisfactory performance evaluation. For employees with less than three (3) months tenure, they will wait until the following July 1 to move to the next step.

Pay Rates for New Positions

In the event a new Ordinance classification is established, the Personnel and Labor Relations Department shall recommend the appropriate pay grade to the Public Safety and General Government Committee. The Public Safety and General Government Committee shall approve the recommended pay grade or vote to establish an alternate pay grade.

Reallocation of Positions

In the event of significant changes in the job description of an Ordinance position, the Chief Human Resources Officer shall recommend the adjusted pay grade to the Public Safety and General Government Committee. Reallocation of a position shall not impact the salary of any incumbent unless the incumbent is below the minimum or above the maximum of the new grade. In the event of the former, the incumbent's salary shall be adjusted to the minimum of the grade. In the latter case, the incumbent's salary shall remain fixed until the maximum of the new range reaches the incumbent's salary.

Elected Officials

The salary for elected officials and certain appointed officials shall be as follows:

Mayor	Midpoint of Chief Financial Officer
Town Clerk	Minimum of Risk Manager

As changes in the ranges are made, the above salaries will be adjusted accordingly.

Maintenance of Salary Plan Objectives

In order to maintain the salary plan objectives, the Public Safety and General Government Committee shall review the salary ranges every three (3) years. If ranges need to be adjusted beyond what currently exist, then the new ranges must be approved by the Public Safety and General Government Committee and the Common Council.

Severance Pay

Severance pay of one (1) day for each year of service shall be granted upon separation of employment provided the employee has completed five (5) years of service. In order to return to City employment, an employee must repay in full all severance pay received and will have the benefit of any previous seniority rights. This section does not apply to employees who are involuntarily separated from service.

POSITION STATUS

All benefits and salary ranges are for full-time positions. If positions are less than full-time, all benefits and salaries stated herein shall be prorated and adjusted accordingly.

BENEFITS

Vacation

All non-unit personnel covered under this policy shall receive vacation days as follows:

For employees hired before July 1, 2012:

Years of Service	Vacation Days
1 – 4	3 Weeks
5 – 10	4 Weeks
After 11 Years	4 Weeks and 1 Day
After 12 Years	4 Weeks and 2 Days
After 13 Years	4 Weeks and 3 Days
After 14 Years	4 Weeks and 4 Days
After 15 Years	5 Weeks
After 16 Years	5 Weeks and 1 Day
After 17 Years	5 Weeks and 2 Days
After 18 Years	5 Weeks and 3 Days
After 19 Years	5 Weeks and 4 Days
After 20 Years	6 Weeks

The taking of such leave, except as otherwise stipulated, shall be subject to the approval of the employee's immediate supervisor.

It is expected that all personnel covered by this policy shall use all vacation days during the fiscal year in which they are earned. Employees who do not discharge all vacations days shall be entitled to carry over ten (10) vacation days each year. Any additional accrued vacation days not utilized by the employee during the fiscal year shall be forfeited.

Non-unit personnel who are eligible for vacation days whose services are terminated for any reason, either voluntarily or involuntarily, shall be paid an amount equal to the vacation time that had been accrued during that fiscal year in accordance with the above guidelines prior to such termination.

Paid Holidays

All personnel covered by this policy are provided the following yearly paid holidays when they occur on what ordinarily would be a scheduled workday:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents Day	Veterans' Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Juneteenth	Christmas Day
Independence Day	

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