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**SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS**

*Carl Amento, Executive Director*

# ***REMINDER***

## **Joint Meeting of Executive Committee and Personnel Committee**

**April 28, 2010**

**\*\*\*10 am\*\*\***

*at*

**FOUR POINTS by Sheraton Meriden  
275 Research Parkway  
Meriden, CT 06405**

**Room: 1 Charter Oak B Ballroom**

Directions follow

**FOUR POINTS by Sheraton Meriden**  
**275 Research Parkway**  
**Meriden, CT 06405**

**Phone: (203) 238-2380**

**Directions:**

**From New Haven (I-91):** Take I-91 North to Exit 16. At the end of the exit, take a right onto East Main Street. At the fourth stop light, take a right onto Research Parkway. The Sheraton Four Points will be ¼ mile on the right.

**From New Haven (Rt. 15):** Take Rt.15 North to Exit 67. At the end of the exit, take a right onto East Main Street. At the fourth stop light, take a right onto Research Parkway. The Sheraton Four Points will be ¼ mile on the right.

**From Hartford (I-91):** Take I-91 South to Exit 17 (East Main Street.) At the end of the exit, take a left onto East Main Street. At the fourth stop light, take a right onto Research Parkway. The Sheraton Four Points will be ¼ mile on the right.

**From Hartford (Rt. 15):** Take Rt. 15 South (Merritt Parkway) to Exit 67W. At the end of the exit, take a left onto East Main Street. At the fourth stop light, take a right onto Research Parkway. The Sheraton Four Points will be ¼ mile on the right.

**From Waterbury:** Take **I-84 East to Exit 27 onto I-691 East**. Follow I-691 to Exit 10 (I-91/Rt 15 South Exit). Stay in right hand lane and get off first exit, 67W (East Main Street Exit.) At the fourth stop light, take a right onto Research Parkway. The Sheraton Four Points will be ¼ mile on the right.

**From Middletown:** Take **Rt. 66 to Exit 13 (East Main Street.)** Follow straight through to second light. Take a left onto Research Parkway. Follow to stop sign, go straight. The Sheraton Four Points will be on the right hand side.

\*Ample complimentary parking



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**SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS**

*Carl Amento, Executive Director*

**EXECUTIVE COMMITTEE AGENDA**

**April 28, 2010**

**\*\*\* 10 AM \*\*\***

at

FOUR POINTS by Sheraton Meriden  
275 Research Parkway  
Meriden, CT 06405

**Full SCRCOG Agenda materials can be found at our website [www.scrkog.org](http://www.scrkog.org)**

- |   |         |
|---|---------|
| 1) Adopt Minutes of March 24, 2010<br>Anthony DaRos, Secretary  | Page 4  |
| 2) Executive Director Report, Carl Amento   | Page 5  |
| 3) Proposed Amendments to SCRCOG By-Laws, Executive Director, Carl Amento   | Page 6  |
| 4) Approved and proposed changes to SCRCOG Personnel Management Procedures<br>Executive Director, Carl Amento   | Page 10 |
| 5) Approval of Resolution authorizing change in Employee Health Benefit Plan and<br>Funding of Health Savings Accounts, Executive Director, Carl Amento | Page 38 |
| 6) Approval of Resolution authorizing Executive Director To Apply for a sustainable Communities<br>Planning Grant, Executive Director, Carl Amento      | Page 39 |
| 7) Recommend Approval of SCRCOG Fiscal YR 2010-11 Budget  | Page 40 |
| 8) Other Business   |         |
| 9) Adjournment  |         |

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**SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS**

***Carl Amento, Executive Director***

To: SCRCOG Board Members  
From: Secretary Anthony DaRos  
Date: April 28, 2010  
Subject: Executive Committee Minutes for meeting of March 24, 2010

Members present were:

Bethany: First Selectman Derrylyn Gorski  
Branford: First Selectman Anthony DaRos, *Secretary*  
New Haven: Mayor John DeStefano, Jr.  
Orange: First Selectman James Zeoli, *Chairman*  
Wallingford: Mayor William Dickinson, Jr.  
West Haven: Mayor John Picard, *Treasurer*  
Woodbridge: First Selectman Edward Sheehy, *Vice Chairman*

Staff: Executive Director Carl Amento and Principal Planner Albert Ruggiero, Jr.

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Meeting of the SCRCOG Executive Committee was called to order at 9:07 A.M. by Chairman James Zeoli.

**Item #1 Adoption of Minutes**

A motion to adopt the minutes of January 27, 2010 was made by First Selectman Anthony DaRos and seconded by First Selectman Derrylyn Gorski. Vote was unanimous to adopt with no changes.

**Item #2 Executive Director Report**

Executive Director Carl Amento reviewed his written report which is attached.

**Item #3 Personnel Management Procedures**

Executive Director Amento reviewed the seven proposed changes to the SCRCOG Personnel Management Procedures which had been approved by the Personnel Committee. Those proposed changes are attached. After discussion, Mayor DeStefano moved to approve items #1, 3, 4, and 5, seconded by First Selectman DaRos. The vote was unanimous in favor. Items #2, 6, and 7 will be considered at the next meeting.

**Item #4 Proposed FY10-11 Budget**

Executive Director Amento and Principal Planner Ruggiero reviewed the proposed FY10-11 SCRCOG Budget. Discussion focused on the labor portion of the proposed budget. The proposed budget will be reviewed and discussed again at the next meeting.

**Item #5 Other Business**

Executive Director Amento announced that the next SCRCOG Executive and Board meetings on April 28<sup>th</sup> will be held at the Four Points Sheraton Hotel in Meriden followed by a meeting of the Workforce Alliance CEO Board.

A motion to adjourn was made at 10:05 A.M. by First Selectman Sheehy, seconded by Mayor Dickinson. Vote was unanimous.

Respectfully submitted,  
Anthony DaRos, Secretary

**1. Sustainable Communities Planning Grant**

SCRCOG will apply in conjunction with other COGs. Grant application is due by June 5; to be awarded on August 2. Maximum grant amount is \$5 million. Up to \$15,000 is being requested from SCRCOG reserves to engage a consultant to prepare our region's portion of the grant application. Grant is for planning from a comprehensive perspective involving transportation, housing and the environment.

**2. Regional Initiatives Proposed for Housing and Energy/ Environment**

SCRCOG would organize Housing and Energy/ Environment Committees with representatives from each town to explore regional initiatives in these fields. Adding housing and energy/environment initiatives to existing SCRCOG planning capacity in transportation and land use planning aligns organization with federal Sustainable Communities. SCRCOG receives 86% of its funding from transportation; needs to find other funding sources. I have been meeting with entities that can be a resource for us in these areas.

**3. Regionalism**

Substitute House Bill No. 5483 increases the hotel tax from 12 to 15% with one-third of the new tax proceeds going to the municipalities where the hotels are located. The remaining two-thirds would be distributed to regional councils of government, regional councils of elected officials and regional planning agencies "to promote property tax relief through regionalism initiatives, including regional economic development and educational cooperative programs and agreements." We are continuing to monitor proposed legislation involving regionalism.

**4. Proposed change to employees health insurance plan**

Replace current Anthem Century Preferred Plan with high-deductible Aetna plan. The deductibles of \$2200/4400 will be funded with Health Savings Account (HSA). Adding a Dental Insurance Plan. Employee contribution increased from 7 to 10%. Savings of \$90,000 as against next year's projected costs. Longevity pay proposed to be discontinued in future, except for two employees currently receiving it. SCRCOG is preparing for a changeover to the new benefit structure on June 1<sup>st</sup>.

## **Proposed Amendments To SCRCOG By-Laws**

**Amendments to the SCRCOG By-Laws are governed by Article XIII of the By-laws which reads:**

"These By-Laws may be amended by a vote of a majority of the representatives of the members of the Council at any regular or special meeting of the Council. Any proposed amendment to these By-Laws shall first be submitted to any regular or special meeting of the Council for preliminary consideration and only then, if preliminarily approved, placed on the agenda of the next succeeding regular or special meeting of the Council for formal adoption. Notice of any amendment shall be sent to all representatives of the Council."

### **(1) Proposed Amendment to Article VI. Representation and Meetings, Section B. 4**

***The section currently reads:***

***"Call of Meeting.*** Each representative shall be sent notices of regular meetings in writing, postmarked at least ten (10) days before the meeting date. The notices shall include the place and time of the meeting and an agenda for the meeting. Only items included in the agenda shall be acted upon at such meeting other than routine ministerial and administrative matters, except by the unanimous approval of all representatives present and constituting a quorum. Notices of special meetings shall be sent in writing postmarked at least five (5) days before the meeting date provided that notice may be supplemented by fax and, in that case, the effective date of notification shall be considered the date of successful electronic transmission."

#### **Proposed New Section:**

***Call of Meeting.*** Each representative shall be sent notices of regular meetings in writing by **hand-delivery, or by electronic or facsimile transmission, to be received by the representative at least seven (7) days before the meeting date.** The notices shall include the place and time of the meeting and an agenda for the meeting. Only items included in the agenda shall be acted upon at such meeting other than routine ministerial and administrative matters, except by the unanimous approval of all representatives present and constituting a quorum. Notices of special meetings shall be sent in writing **by hand-delivery, or by electronic or facsimile transmission, to be received by the representative at least three (3) days before the meeting date.**

**Reason For Proposed Amendment:** Amended provision will save on mailing costs and provide more certainty as to when notices are actually received.

### **(2) Proposed Amendment to Article VII. Officers, Section B**

***The section currently reads:***

***"Election of Officers.*** A Nominating Committee of three (3) members shall be appointed by the Council at the November meeting of the Council and shall serve until a succeeding Nominating Committee is appointed. The Nominating Committee shall mail to the members of the Council, at least ten (10) days prior to the annual meeting, its proposed slate of officers and members of the Executive Committee. The slate of officers and Executive Committee members shall be elected by a two-thirds (2/3) majority vote of those present."

**Proposed New Section:**

**Election of Officers.** A Nominating Committee of three (3) members shall be appointed by the Council at the November meeting of the Council and shall serve until a succeeding Nominating Committee is appointed. The Nominating Committee shall **send to the members of the Council, by hand-delivery, or by electronic or facsimile transmission, to be received by the member at least seven (7) days prior to the annual meeting,** its proposed slate of officers and members of the Executive Committee. The slate of officers and Executive Committee members shall be elected by a two-thirds (2/3) majority vote of those present.

**Reason For Proposed Amendment:** Amended provision will save on mailing costs and provide more certainty as to when notices are actually received.

**(3) Proposed Amendment to Article VII. Executive Committee, Second Paragraph**

***The section currently reads:***

"The Executive Committee shall meet at the call of the Chairman(woman) provided there shall be ten (10) days written notice of a meeting and shall have such powers and duties as are granted to it by the Council."

**Proposed New Section:**

The Executive Committee shall meet at the call of the Chairman(woman) provided there shall be written notice of a **meeting sent by hand-delivery, or by electronic or facsimile transmission, to be received by the members at least seven (7) days before the meeting** and shall have such powers and duties as are granted to it by the Council.

**Reason For Proposed Amendment:** Amended provision will save on mailing costs and provide more certainty as to when notices are actually received.

**(4) Proposed Amendment to Article VII. Executive Committee, Section A.**

***The section currently reads:***

"The Executive Committee shall supervise the annual audit of the books of the Council and employ auditors approved by the State Office of Policy and Management in connection therewith. The annual audit shall be made available for Executive Committee review no later than the second Wednesday in September following the end of the fiscal year and shall be reviewed for acceptance by a majority of the Executive Committee at the first Executive Committee meeting following receipt of the audit."

**Proposed New Section:**

The Executive Committee shall supervise the annual audit of the books of the Council and employ auditors approved by the State Office of Policy and Management in connection therewith. The annual audit shall be made available for Executive Committee review no later than the second Wednesday in **November** following the end of the fiscal year and shall be reviewed for acceptance by a majority of the Executive Committee at the first Executive Committee meeting following receipt of the audit.

**Reason For Proposed Amendment:** The auditor has pointed out that the second Wednesday in December is what the statutes provide, and he has requested this change.

**(5) Proposed Amendment to Article IX. Executive Director, Section C (5).**

*The section currently reads:*

“The Executive Director shall countersign with the Treasurer, or other designated officers, all checks issued by the Council. The Executive Director shall prepare and administer a system of internal control over all cash disbursements that is consistent with appropriate state and/or federal guidelines.”

**Proposed New Section:**

The Executive Director shall countersign with the Treasurer, or other designated officers, all checks issued by the Council, **except that payroll checks may be processed electronically for direct deposit.** The Executive Director shall prepare and administer a system of internal control over all cash disbursements that is consistent with appropriate state and/or federal guidelines.

**Reason For Proposed Amendment:** Amendment will allow for the electronic processing of payroll checks for direct deposit.

**(6) Proposed Amendment to Article X. Regional Planning Commission, Section J**

*The section currently reads:*

***“Call of Meeting.*** Each representative shall be sent notices of regular meetings in writing, postmarked at least ten (10) days before the meeting date. The notices shall include the place and time of the meetings and an agenda for the meeting. Notices of each meeting shall also be sent to representatives to the Council. All items included in the agenda shall be acted upon at such meeting other than routine ministerial and administrative matters, except by the unanimous approval of all representatives present and constituting a quorum. Notices of special meetings shall be sent in writing postmarked at least five (5) days before the meeting date provided that notice may be supplemented by fax, and in that case, the effective date of notification shall be considered the date of electronic notice. “

**Proposed New Section:**

***Call of Meeting.*** Each representative shall be sent notices of regular meetings in writing, **by hand-delivery, or by electronic or facsimile transmission, to be received by the representative at least seven (7) days before the meeting date.** The notices shall include the place and time of the meetings and an agenda for the meeting. Notices of each meeting shall also be sent to representatives to the Council. All items included in the agenda shall be acted upon at such meeting other than routine ministerial and administrative matters, except by the unanimous approval of all representatives present and constituting a quorum. Notices of special meetings shall be sent in writing, **by hand-delivery or by electronic or facsimile transmission, to be received by the representative at least three (3) days before the meeting date.**

**Reason For Proposed Amendment:** Amended provision will save on mailing costs and provide more certainty as to when notices are actually received.



**(7) Proposed Amendment to Article XI. Fiscal Management, Section D, Second Paragraph**

***The section currently reads:***

“Each check shall be signed by the Executive Director and countersigned by the Treasurer. In the absence of the Executive Director or Treasurer, or in the event of their inability to sign, checks may be signed or countersigned by the Chairman or Vice Chairman or an alternate member appointed by the Council. Facsimile signatures of the Executive Director or Treasurer may be used to sign and countersign checks, subject to policies approved by the Executive Committee.”

**Proposed New Section:**

Each check shall be signed by the Executive Director and countersigned by the Treasurer, except **that payroll checks may be processed electronically for direct deposit**. In the absence of the Executive Director or Treasurer, or in the event of their inability to sign, checks may be signed or countersigned by the Chairman or Vice Chairman or an alternate member appointed by the Council. Facsimile signatures of the Executive Director or Treasurer may be used to sign and countersign checks, subject to policies approved by the Executive Committee.

**Reason For Proposed Amendment:** Amendment will allow for the electronic processing of payroll checks for direct deposit.

**(8) Proposed Amendment to Article XI. Fiscal Management, Section G**

***The section currently reads:***

***Annual Audit.*** In accordance with Article VIII, Section B and under the direction of the Executive Committee, the Council shall contract with an independent certified public accountant to prepare a complete financial audit of its affairs under the provisions of the “*Municipal Auditing Act*” of the Connecticut *General Statutes*, as amended, and the U.S. Office of Management and Budget’s Circular A-128 or its successor. Such audit shall be received by the Executive Committee not later than the second Wednesday in September following the close of the previous fiscal year and reviewed for acceptance by the Executive Committee at the first Executive Committee meeting following receipt of the audit and, upon acceptance, shared with representatives.”

**Proposed New Section:**

***Annual Audit.*** In accordance with Article VIII, Section B and under the direction of the Executive Committee, the Council shall contract with an independent certified public accountant to prepare a complete financial audit of its affairs under the provisions of the “*Municipal Auditing Act*” of the Connecticut *General Statutes*, as amended, and the U.S. Office of Management and Budget’s Circular A-128 or its successor. Such audit shall be received by the Executive Committee not later than the second Wednesday in **November** following the close of the previous fiscal year and reviewed for acceptance by the Executive Committee at the first Executive Committee meeting following receipt of the audit and, upon acceptance, shared with representatives.

**Reason For Proposed Amendment:** The auditor has pointed out that the second Wednesday in December is what the statutes provide, and he has requested this change.

## **SCRCOG Personnel Committee**

### **SCROG Executive Committee**

Joint Meeting of April 28, 2010

#### **OUTLINE OF PROPOSED CHANGES TO SCRCOG PERSONNEL MANAGEMENT PROCEDURES (PMP)**

- 1. Proposed change in wording in caption of PMP- SECTION II A- SALARY PLAN** from "Regional" to "Region".
- 2. Proposed change to wording of PMP- SECT III F- EMPLOYEE BENEFITS** - Add new sentence at the end of existing section: "Longevity pay will no longer be offered to any employee who has not completed ten (10) fiscal years of service by December 1, 2010.

SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS (SCRCOG)  
PERSONNEL MANAGEMENT PROCEDURES

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Adopted: May 15, 1986

Amended: March 24, 1987  
June 26, 1991  
May 24, 2000  
May 23, 2001  
March 27, 2002  
April 28, 2004  
January 28, 2009  
March 17, 2010

Revised : March 17, 2010

## I. STATEMENT OF PURPOSE

The personnel policies and procedures contained herein are intended to provide uniformity and broad policy guidance with respect to personnel and personnel-related issues.

The SCRCOG expects all employees to be fully qualified for the positions they hold and to discharge their duties in a professional manner. The SCRCOG will treat all employees as career employees and will attempt to provide an opportunity for each employee to develop professionally and to advance on a regular basis not simply based upon seniority.

Personnel matters not addressed by these policies and procedures shall be referred to the Executive Director, who, in accordance with the SCRCOG's *By-laws*, may either render a decision or refer the matter to the SCRCOG's Executive Committee and/or Personnel Committee.

For those individuals employed by the SCRCOG's predecessor, the number of accrued vacation, sick leave and compensatory time off days shall be determined in accordance with the effective personnel policies and agreed to in writing by the employee and the SCRCOG's Executive Committee within thirty (30) days of the adoption of these Personnel Management Procedures.

With the adoption of these Personnel Management Procedures all previous Personnel Procedures of the SCRCOG's predecessor shall no longer be considered to have any effect.

These policies and procedures shall be subject to revision or amendment by the SCRCOG's Executive Committee when deemed necessary and appropriate.

These policies and procedures were originally approved by the SCRCOG's Executive Committee on May 15, 1986, and by the full SCRCOG on May 28, 1986. Amendments to these personnel policies and procedures were adopted on March 24, 1987; June 26, 1991; May 24, 2000; May 23, 2001; March 27, 2002; April 28, 2004; **(and) January 28, 2009 and March 17, 2010.**

## II. SALARY PLAN

### A. SALARY LEVELS AND METHOD OF PAYMENT

Salary levels at the SCRCOG are proposed by the Executive Director and approved by Personnel Committee and the Executive Committee. All salaries are within the approved salary plan of the SCRCOG and fall within the overall framework of the approved work program and budget. All salaries are, to the maximum extent feasible, based on comparable salary ranges within both the Regional and other regional organizations. Qualifications of the employee and the nature of the responsibilities to be performed are also factors included in the development of salary ranges.

The SCRCOG operates on a (bi-)weekly pay period basis. Paychecks will not be issued without properly completed time records. Employees should review with their supervisors, procedures for timely completion and submission of time records. Salary increments, reflective of merit, promotion and/or cost of living adjustments, normally become effective at the start of the SCRCOG's fiscal year.

### B. OVERTIME COMPENSATION

Appointments to full or part time professional positions are made with the understanding that no additional compensation will be made for hours worked which exceed the normal work week. On occasion where support staff may be called upon to work in excess of the normal work week, compensatory time off shall be provided on a 1:1 basis and must be expended before the end of the pay period the comp time is earned. In all cases, the determination for the need to work overtime shall be approved by the Executive Director.

## III. EMPLOYEE BENEFITS

The employee benefit package as presented below is normally provided for all full-time SCRCOG employees after they have successfully completed their probationary period (see Section VIII, Probationary Period):

- A. ( **The SCRCOG participates in the Social Security Insurance Program administered through the State Retirement Board for all employees working over nineteen-and-a-half (19 ½) hours per week.**) Appropriate employee and employer deductions are determined by Federal and State law;
- B. **The SCRCOG (participates in the Connecticut Blue Cross/Blue Shield Century Preferred Plan, or equal, with semi-private major medical provisions. Municipal Employees Health Insurance Plan (MEHIP) provides administration of the SCRCOG's health insurance program. This program is ninety-three percent (93%) paid on behalf of all participating SCRCOG full-time employees and their dependents.) provides its full-time employees (over 19-1/2 hours per week) and their dependents with a Health Savings Account (HSA) in the amount of \$2200.00 per year for single employees and \$4400.00 per year for married employees. In addition, SCRCOG provides its full- time employees with health insurance coverage under Aetna's Connecticut Small Group QPOS Open Access Health Insurance plan which has a deductible of \$2200.00 for a single employee and \$4400.00 for a married employee. SCRCOG also provides Option 4 FOC (DMO Coins./ PPO) Dental Insurance Plan for its employees and their dependents through Aetna. A (seven) ten percent (7%) (10%) employee co-payment is required for (all) the HSA and all medical and dental benefits. In no event, however, will the SCRCOG pay an employee cash in lieu of medical or dental coverage.**
- C. **The SCRCOG provides a pension program through Principal Financial Group (401a), a Deferred Compensation Plan (457) and a frozen Tax Sheltered Annuity (403b) plan. The Pension programs available for those full time employees who wish enrollment. The enrollment period shall be thirty (30) days after completion of the probationary period. The SCRCOG shall contribute five percent (5%) of the participant's gross salary. Participants may contribute in accordance with federal guidelines into SCRCOG's deferred compensation plan (457). A participant's vested**

interest in the value created by SCRCOG contribution on his behalf under this Plan shall provide a vested interest at the end of the fiscal year (June 30) of twenty percent (20%) per year over a five year period. Each participant must be enrolled and participating in the Pension Plan for one full fiscal year to be eligible for vesting interest. Partial years either at the start or the end of the employment shall not apply. Additional details of the Pension Plan are available on file at the SCRCOG. In no event, however, will the SCRCOG pay an employee cash in lieu of Pension Plan coverage.

- D. The SCRCOG provides a \$50,000 (*new amount adopted 4/28/04-effective 7/1/04 new budget year*) Group Life Term Insurance and Accidental Death and Dismemberment Insurance for all full time employees after they have successfully completed their probationary period.
- E. All employees of the SCRCOG are covered under Unemployment Insurance and Worker's Compensation Insurance as required by the Federal and the Connecticut General Statutes.
- F. Longevity pay will be paid annually to full time employees on December 1 in accordance with the following schedule:

After 10 fiscal years of service	\$ 150
After 15 fiscal years of service	\$ 300
After 20 fiscal years of service	\$ 500
After 40 fiscal years of service	\$1,000

#### IV. LEAVE AND SEVERANCE BENEFITS

The following benefits are applicable after full time employees have successfully completed the probationary period:

##### A. SICK LEAVE

The SCRCOG's policy on sick leave is designed to provide wage continuation to eligible employees who are unable to work due to illness, injury or other disability. Sick leave should not be confused with the SCRCOG's vacation policies, not used indiscriminately simply because an accrual of days may be available. Nor should sick leave be confused with SCRCOG Policies on

absenteeism. Excessive absence due to illness, injury or other disability may well constitute an attendance problem subject to disciplinary action (including termination); even though the absences up to the point of disciplinary action may be covered under the sick leave program.

Full-time SCRCOG employees shall accrue sick leave at the rate of one-and-a-quarter (1¼) days per month of employment, commencing with their date of permanent employment, after successful completion of the probationary period. Unused sick leave accruals shall accumulate to a maximum of seventy-five (75) days. Under no circumstances will sick leave accruals be paid in cash at the time of "Severance" (H below) or "Death and Permanent Disability (I below) except as specifically noted.

Illness or injury which has a duration of four (4) or more consecutive work days may, at the supervisor's request, require that an employee provide a physician's certification in order to qualify for continuous sick pay benefits. Supervisors shall ensure employee absences are properly recorded on time records.

The Executive Committee upon recommendation of the Personnel Committee, and the Executive Director may consider and grant limited periods of sick leave beyond accruals described above. The Committees shall consider the period between the effectiveness of current and former sick leave accrual policies, the likelihood that the employee will return to work within a reasonable period of time and prior employee use of accrued sick leave.

Requests shall be in writing and supported with appropriate documentation, such as a physician's certificate. Accruals of leave, benefits and payment shall be negotiated between the employee and Executive Director and shall require approval of the Executive Committee upon recommendation of the Personnel Committee.

#### **B. PERSONAL LEAVE**

Three days per fiscal year shall be granted for personal reasons for those full-time employees who will have completed one fiscal year's employment. For full-time employees with less than one year's fiscal employment, personal leave will be granted on a pro-rated basis. There shall be no accrual of personal leave. Those employees who wish to observe religious holidays other than those stipulated in the Holiday Leave Schedule may utilize personal days for this purpose. Personal leave



may be utilized to accommodate matters of a personal nature such as family illness, funerals, weddings, etc. In no event shall personal leave be paid in cash.

#### **C. MATERNITY LEAVE**

It is the intent of the SCRCOG's policy regarding maternity leave to fully comply with the provisions of Public Act Number 73-647 of the Connecticut General Statutes. Appendix A describes fully the Maternity Leave Policy.

During this period, all medical and pension benefits will remain in full force and effect. Monthly accruals of all leave will be suspended until the employee returns and such suspended leave is not retroactive.

#### **D. COURT LEAVE (JURY DUTY)**

The SCRCOG shall grant special leave to its full-time employees, without loss of compensation, while serving jury duty. When engaged in jury duty assignments, employees shall receive the difference between their compensation for jury duty services and their normal salary as an employee of the SCRCOG. Employees shall receive full SCRCOG pay and shall reimburse the SCRCOG with Jury Duty checks.

#### **E. MILITARY LEAVE**

Within a calendar year, any permanent full-time employee may be granted twenty (20) calendar days of military leave for the purpose of attending annual military training encampment or military reserve duty with the United States Government or political subdivision thereof. All military leave requests must be accompanied with Authorization Orders from the military organization.

Employees ordered to extended active duty in the Armed Forces will retain re-employment rights at the same or a comparable position upon their release from active duty, provided they return to the SCRCOG within forty-five (45) days of their termination from active duty.

#### **F. LEAVE OF ABSENCE**

Under special circumstances, and with cause, the Executive Director may grant leave beyond the limit identified in these Personnel Policies. A request for a leave of absence shall be made in writing and requires the approval of the Executive Director. A leave of absence exceeding five (5) days shall require approval of the Executive Committee. Leave, payment and benefits and similar matters shall be negotiated

between the employee and the Executive Director and shall require approval of the Executive Committee. Employees with less than three (3) years of service with the SCRCOG shall not be eligible for a leave of absence.

**F. VACATION LEAVE**

It is the policy of the SCRCOG to grant vacation leave based on an employee's length of service. Supervisors are responsible for ensuring that their employees use all the vacation days within their entitlement. Employees are requested to notify supervisory staff, at minimum, four (4) weeks in advance of vacation requests in order to provide for the planning of workloads to accommodate such requests. The vacation year commences with an employee's first full month after date of hire and ends with the employee's anniversary month date in accordance with the following schedule:

<u>Length of Service</u>	<u>Vacation Leave</u>	<u>Maximum</u>
Less than five (5) years	5.75 hours per month	Ten (10) days per year
More than five (5) years and less than ten (10)	One and one-quarter (1 ¼) days per month	Fifteen (15) days per year
More than ten (10) years	One and two-thirds (1 2/3) days per month	Twenty (20) days per year

All employees are strongly advised to use vacation allotments within the year in which they are accrued. The carryover of vacation accruals from year to the next must be approved by the Executive Director. All carryover vacation days (maximum of ten (10) must be used within the first quarter of the subsequent fiscal year (September 30<sup>th</sup>).

Any vacation request which contemplates the utilization of more than ten (10) consecutive vacation days must be approved by the SCRCOG's Executive Director. Under no circumstances will accrued leave be paid in cash except upon termination of employment.

#### **G. SEVERANCE**

Employees (other than temporary or probationary employees) terminating service with the SCRCOG shall upon separation be entitled to paid severance in accordance with the following terms:

The SCRCOG shall provide full reimbursement for vacation leave earned but not used, up to a maximum of twenty (20) vacation days. A terminating employee's vacation leave entitlement shall be computed on the accrual basis (in accordance with the vacation schedule) from the employee's anniversary date to the month proceeding the month of separation or dismissal. No vacation time shall accrue during the month of separation.

#### **H. DEATH AND PERMANENT DISABILITY**

Upon permanent and complete disability of an employee, payments of all accrued vacation leave up to the maximum stated in Termination Leave Policy and all accrued sick leave up to the maximum stated in the Sick Leave Policy shall be paid to the employee upon SCRCOG receipt of medical proof of such permanent and complete disability.

Upon death of the employee, all accrued vacation leave up to the maximum stated in the Termination Leave Policy shall be paid to the survivors of the employee. Survivors shall be the beneficiaries identified in the Group Life Insurance Plan, unless otherwise previously designated in writing by the employee.

#### **I. PERSONAL INFORMATION REQUESTS**

On occasion, information is requested for credit checks, etc. about an individual employee. Such requests are to be referred to the Executive Director, or his designee, to insure security of privacy is maintained. The employee shall be notified of any such requests for information.

## V. HOLIDAYS

The SCRCOG's holiday schedule provides for twelve (12) paid holidays as identified below:

- |                                   |                                |
|-----------------------------------|--------------------------------|
| 1. New Year's Day                 | -- January 1                   |
| 2. Martin Luther King's birthday  | -- Third Monday in January     |
| 3. Presidents Day                 | -- Third Monday in February    |
| 4. Good Friday                    | -- Friday before Easter Sunday |
| 5. Memorial Day                   | -- Last Monday In May          |
| 6. Independence Day               | -- July 4                      |
| 7. Labor Day                      | -- First Monday in September   |
| 8. Columbus Day                   | -- Second Monday in October    |
| 9. Veterans Day                   | -- November 11                 |
| 10. Thanksgiving                  | -- Fourth Thursday in November |
| 11. the Friday after Thanksgiving | -- Fourth Friday in November   |
| 12. Christmas                     | -- December 25                 |

Should any of the dates listed above fall on a Sunday, the holiday is observed on the following Monday. Holidays, which may fall on a Saturday, are normally observed on the Friday immediately preceding such Saturday.

## VI. TRAVEL AND MEETING EXPENSE

### A. LOCAL

The SCRCOG provides for travel reimbursement (other than between home and work) at the rate as established and published by ConnDOT and the FHWA annually plus tolls and parking on SCRCOG-related business. Travel reimbursement rate shall not exceed the maximum IRS rate. SCRCOG All requested reimbursements, exclusive of mileage and tolls, shall be supported with documentation such as paid receipts.

### B. OUT -OF-STATE

All out-of-state travel on SCRCOG business requires prior approval by the Executive Director and funding entities as required by contract. Program workshops must be approved by funding entities as well. Air travel, when appropriate, is normally prearranged by the SCRCOG. The use of personal vehicles is permitted for shorter trips (i.e. Boston, New York) with allowable reimbursement at the rate as established and published by ConnDOT and FHWA annually ( except not to exceed the maximum IRS rate) plus tolls and parking.

In those instances where accommodations are not prearranged, it is expected that all employees will use the most economical accommodations reasonably available.

SCRCOG employees shall be reimbursed for actual reasonable expenses, recognizing the location of the meeting or conference. Receipts, however, must be provided in order to document actual expenditures. Employees, however, are reminded of their individual responsibility to ensure that all anticipated travel and meeting costs fall within Federal or State program guidelines which may underwrite such expenditures.

An employee may request a cash advance for anticipated travel expenses provided the following conditions are met:

- A. The anticipated expenses are not normally treated on a reimbursable basis;
- B. The anticipated cash outlay is relatively substantial and may pose undue hardship upon the employee; and

C. The Executive Director provides prior approval of the request within a sufficient time to allow for the orderly processing of the advance (minimally, one pay period prior to the drawing of the expected advance).

It is the responsibility of the individual staff person to insure that all cash advances are reconciled on an expense statement in accordance with established policy within two weeks or before the close of the next pay period, whichever is longer.

## VII. EMPLOYEE SELECTION STANDARDS AND PROCEDURES

### A. SCRCOG POLICY

It is the policy of the SCRCOG to seek out and appoint employees on the basis of education, experience, training and other measurable qualifications which may be associated with a particular position and must comply with SCRCOG Affirmative Action Policy. Extraneous factors such as race, color, religion, age, sex, national origin, marital status, or political affiliation shall not be taken into account. In addition, reasonable accommodation shall be made to facilitate the employment of the handicapped. Minimum requirements with respect to experience, education, licensure and/or other personal qualifications shall be established for each staff position, reflective of essential characteristics associated with the duties and responsibilities of the position. Job announcements shall be posted and distributed both internally and externally in accordance with the SCRCOG's recruitment policies and Affirmative Action Plan.

The SCRCOG's Executive Director shall have final responsibility for both determining the best qualified applicant and making appointment.

In accordance with the SCRCOG's policy of Equal Employment Opportunity and Affirmative Action, no applicant or employee will be discriminated against because of race, color, religion, age, sex, national origin, marital status, political affiliation or handicap. Such action shall include, but not be limited to the following: employment; upgrading; demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training, including apprenticeships.

### B. NEPOTISM

In order to maintain both the integrity and objectivity of the SCRCOG in recruitment, appointment and overall implementation of its personnel policies, all members of the immediate families of present staff members will not be considered for any SCRCOG employment.

## VIII. PROBATIONARY PERIOD

The SCRCOG utilizes a probationary period of ninety (90) calendar days for all new employees, in order to observe and evaluate the employee's performance. This period may be extended, upon approval of the Executive Director, up to an additional three (3) months if it is considered that the best interests of the SCRCOG may be served by such action.

At any time during the probationary period, the Executive Director may remove an employee, if, in the Executive Director's opinion, the performance of the individual indicates that the employee is unable or unwilling to perform the duties and responsibilities satisfactorily or that the employee's habits and dependability do not permit continuance in the position.

At least one (1) month but not less than two (2) weeks prior to the expiration of an employee's probationary period, the Executive Director shall recommend the probationary employee for permanent employment, extended probation or dismissal. The evaluation report shall be reviewed with the employee, and the employee shall receive a copy prior to meeting with the Executive Director.

A probationary employee shall not be entitled to those Employee Benefits not mandated by law as described in Section III or leave policies as described in Section IV.

## IX. EMPLOYMENT SEPARATION

In accordance with the SCRCOG By-laws, the Executive Director shall, when necessary, lay off or discharge any employee of the SCRCOG.

### A. DISCHARGE OF EMPLOYEES

If compelled by a reduction in or loss of funding to the SCRCOG, resulting in the elimination of the employee's position or a reduction in the internal workforce, the Executive Director may discharge employees with ten (10) days' notice subject to the employee's right of appeal within five (5) days to the SCRCOG's Executive Committee. The Executive Committee shall hold a hearing on any appeal within five (5) working days of its filing.



During the probationary period, an employee may be discharged for cause with five (5) days' notice by the Executive Director, subject to an employee's right of appeal within five (5) days to the SCRCOG Executive Committee.

An employee may be dismissed for unsatisfactory service whenever work habits, production, or ability to handle the duties of the position fall below the desirable standards for continued employment. An employee may also be dismissed for repeatedly violating established policies procedures or generally accepted standards of professional conduct. If immediate termination of employment is required, an employee may be compensated and released immediately. No employee who has completed the probationary period shall be separated unless the employee has received at least one written warning from the Executive Director that the employee's performance is unsatisfactory and has been given a reasonable period of time to reach the standards desired.

In all cases of discharge or layoff, the Executive Director shall provide the employee with a written statement of the reasons for termination. Payment of accrued vacation leave shall be in accordance with ARTICLE IV – LEAVE AND SEVERANCE BENEFITS. All benefits will cease at the time of discharge or layoff.

#### B. APPEALS

If an employee feels that there are grounds for an appeal from layoff, dismissal or other personnel actions, the employee may appeal in accordance with the provisions of the SCRCOG's grievance procedures contained herein.

#### C. RESIGNATIONS

It is the responsibility of the employee who intends to resign to notify the Executive Director thirty (30) days prior to the effective date of separation. Unless previously approved, accumulated leave may not be taken during this notice period.

**X. OUTSIDE EMPLOYMENT**

The SCRCOG does not encourage that its staff members engage in outside employment. However, any individual desiring to do so must receive prior approval of the Executive Director. In addition, the following conditions must be adhered to:

- A. Compliance with the Code of Ethics (see Appendix C);
- B. There shall be no conflict of interest;
- C. Outside employment activities may not be engaged in during normal SCRCOG work periods nor shall such employment interfere in any way with regular SCRCOG duties and responsibilities;
- D. The SCRCOG shall in no respect be liable, not grant sick or disability leave, should injury occur to an employee while the employee is engaged in outside employment;
- E. Any employee engaging in employment outside regular SCRCOG working hours shall be subject to perform regular SCRCOG duties first;
- F. Any employee engaged in outside employment must submit a written description of the nature of such employment to the SCRCOG's Executive Director. Such submission shall be signed by the employee and the Executive Director and retained in the employee's file for the duration of such employment.

## **XI. WORKING CONDITION**

### **A. STANDARD HOURS**

The standard work week for the staff of the SCRCOG is as follows:

35 Hours: 8:30 AM – 4:00 PM, Monday through Friday, including one-half (1/2) for lunch.

### **B. FLEX -TIME PROVISIONS**

Employees may request an alternative to the standard office hours while maintaining a seven (7) hour work day and a thirty-five (35) hour work week. The alternative work schedule may begin no earlier than 8:00 AM and end no later than 5:00 PM. Alternative work schedules must be approved by the Executive Director.

### **C. PART-TIME AND TEMPORARY EMPLOYEES**

Part-time employees and/or temporary employees shall file a weekly schedule of working hours with the Executive Director and obtain approval for that schedule from the Executive Director.

### **D. TARDINESS**

An employee's work day begins at the starting time of the established schedule. Frequent tardiness is not permissible and may serve as the grounds for disciplinary action. It is expected that supervisors will ensure that time records are correct and accurately reflect hours actually worked and approved time off.

### **E. REPORTING OF ABSENCES**

Employees are requested to report expected absences as early as is possible, and in no instance later than one (1) hour after the start of their regularly scheduled work day. Where the nature of an absence indicates an extended period of time off, reporting requirements may be established by the Executive Director. At the discretion of the Executive Director, a physician's statement in support of compensable sick leave which has a duration of four (4) or more consecutive workdays may be required.

F. NEWS RELEASES

The Chairman and/or the Executive Director shall be considered the only persons having the authority to act as spokesman for the SCRCOG or the RPC. Any news releases that are in reference to or may reflect the SCRCOG's or the RPC's business shall not be released to any of the news media without the prior approval of the Chairman and/or the Executive Director.

G. DEMEANOR / ATTIRE

All SCRCOG employees are expected to demonstrate and maintain a professional level of conduct at all times when representing the SCRCOG and in dealing with the general public. It is also expected that all SCRCOG employees shall exercise discretion in terms of their personal appearance and attire during working hours.

XII. GRIEVANCE PROCEDURES

See Appendix B.

### **XIII. NEW EMPLOYEE CHECKLIST**

It is the responsibility of the supervisor to ensure that new employees are briefed on the policies and procedures as set forth herein. Particular attention should be paid to the following topics during the orientation period:

1. SALARY PLAN
2. EMPLOYEE BENEFITS
3. LEAVE AND SEVERANCE
4. HOLIDAYS
5. TRAVEL AND MEETING EXPENSES
6. PARKING/PUBLIC TRANSPORTATION
7. PROBATIONARY PERIOD
8. WORKING CONDITIONS
9. EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION
10. GRIEVANCE PROCEDURE
11. BUILDING SECURITY

## MATERNITY LEAVE

The purpose of maternity leave is to allow a pregnant employee reasonable time off from work on the basis that she is physically incapacitated and medically disabled and unable to perform her job.

The length of time for which the employee is approved for Maternity Leave all depends on the length of time she is medically disabled and can document the disability via a Medical Certificate.

In accordance with Public Act No. 73-647, the following policy and procedure shall be adopted to cover the disability situations resulting from pregnancy.

“Disability” is defined as the hospital stay and any period of time prior to and subsequent to delivery certified by the attending physicians as that period of time when an employee is unable to perform the requirements of her job. Obviously the period of disability will vary with the individual. Depending upon the circumstances, this certification may be reviewed by an approved State physician.

- 1) During the period of disability, sick leave shall be granted under exactly the same terms and conditions sick leave would be granted for any other disability.
- 2) Upon expiration of sick leave, the employee may request, and shall be granted, the use of vacation leave or other accrued leave.
- 3) Upon expiration of paid leave, the employee may request, and shall be granted, a leave of absence without pay, position held. The total period of leave of absence without pay with position being held shall not exceed four (4) months following date of delivery. A request to continue on a leave beyond this four (4) month period must be in writing. If granted, the position may or may not be held for this extended period subject to the Executive Director's decision. During the leave of absence without pay, position held, all leave and benefits will be suspended until the employee returns to work.

## APPENDIX A (cont.)

All requests for leave under this policy must be submitted in writing to the Executive Director, accompanied by an acceptable medical certificate. This request shall contain the following information:

- 1) The expected date of delivery.
- 2) Anticipated use of sick leave, vacation, personal leave and earned time.
- 3) Intentions of returning to work.

The rules and regulations governing the use and submission of medical certificates shall apply, except that the doctor's original medical certificate will be accepted for absence due to pregnancy disability up to four weeks after delivery. (Further absence will require additional medical certificates in accordance with normal procedure.) NOTE: Nursing of a child, *per se*, will not be considered a disability for sick leave purposes. All leaves of absence without pay will be subject to the approval of the Executive Director of SCRCOG .

## GRIEVANCE PROCEDURE

The Grievance Procedure will address discrimination complaints regarding race, color, religion, age, sex, marital status, physical disability (including, but not limited to blindness), criminal record, national origin or ancestry or mental disorder (or history thereof), from both current and prospective employees. These individuals have the right to make full utilization of this Grievance Procedure without, in any way, jeopardizing their current or prospective employment status. The components of the Grievance Procedure are the following:

- 1) The Equal Employment Opportunity Officer will receive all written complaints of discrimination. These may be direct from the employee or upon referral from a supervisor who has received a complaint from an employee.
- 2) All discrimination complaints filed under this procedure will be accepted for investigation up to and including thirty (30) days after the date of the alleged discriminatory act.
- 3) All complaints will be recorded on the "Notice of Discrimination Complaint" form and signed by the complainant. At this time, the complainant will be counseled as to the other avenues of redress open to him or her; i.e. the complaint procedure of the Executive Committee of SCRCOG, the Commission on Human Rights and Opportunities and/or the Connecticut Department of Transportation Office of Contract Compliance.
- 4) The Office of Contract Compliance and the Transportation Commissioner will be notified simultaneously of all complaints and of the complaint's ultimate resolution.
- 5) All complaints will be investigated and processed by the SCRCOG's Equal Employment Opportunity Officer within thirty (30) days after their receipt.
- 6) The complainant will be notified, in writing, by the Equal Employment Opportunity Officer regarding the results of the investigation and the final disposition of the complaint, including any proposed remedial action.
- 7) Should the complainant disagree with the Equal Employment Opportunity Officer's decision, he or she can still avail himself or herself of any, or all, of the other avenues of redress previously explained (see number 3).



- 8) In the event of a complaint against the Equal Employment Opportunity Officer, complainants will be advised to utilize the Commission on Human Rights and Opportunities complaint procedure.
- 9) The Equal Employment Opportunity Officer will take the necessary steps to ensure the confidentiality of all Title VII complaint records and of any counseling done in the course of the complaint procedure.

TO: South Central Regional Council of Governments' Employees

SUBJECT: Code of Ethics

This memorandum is for the purpose of clearly defining the policies of the South Central Regional Council of Governments on the solicitation and/or acceptance of gifts and gratuities and on outside employment or business involvement.

No employee of the South Central Regional Council of Governments shall, either individually or as a member of a group, directly or indirectly, solicit or accept any gift or gratuity from any person or organization with whom the employee has, has had, or may expect to have, a business relationship which could cause, or create the appearance of, a conflict with or influence the performance of the employee's duties with the SCRCOG

Any gift or gratuity must be refused or returned with a copy of the letter concerning our Code of Ethics Policy. The only exception recognized is for advertising matter which has negligible monetary value and which is widely distributed or generally available without charge.

No employee of the South Central Regional Council of Governments shall use or distribute SCRCOG information or use SCRCOG equipment or materials for other than SCRCOG business purposes.

No employee of the South Central Regional Council of Governments shall allow any private obligation of employment or enterprise to take precedence over the employee's responsibility to SCRCOG .

No employee of the South Central Regional Council of Governments shall accept employment with any; consultant, contractor, appraiser or any other organization or

individual which is under contract or agreement with the South Central Regional Council of Governments and/or the State of Connecticut, nor shall any employee or immediate family member of the South Central Regional Council of Governments have, directly or indirectly, a financial interest in any business, firm, enterprise doing business with the South Central Regional Council of Governments which would cause, or create the appearance of, a conflict with or influence the performance of the employee's duties with the SCRCOG .

Violations will be subject to suspension or dismissal, as determined by the Executive Committee of the SCRCOG. All violations will be reviewed within two (2) calendar weeks by the Executive Committee of the South Central Regional Council of Governments at a special Hearing. The employee will be notified by Certified Mail-Return Receipt seven (7) days prior to the Hearing Date.

The foregoing policies apply to all employees of the South Central Regional Council of Governments (SCRCOG) and it shall be the responsibility of each employee to be familiar with them and to comply with them.

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Judy Gott, Executive Director

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Date: January 28, 2009

TO: South Central Regional Council of Governments' Employees

FROM: Judy Gott, Executive Director

DATE: January 28, 2009

SUBJECT: Code of Ethics

Attached is the Code of Ethics which was passed by the Executive Committee of the South Central Regional Council of Governments at their meeting on January 28, 2009.

Each employee is requested to read the attached Code of Ethics and indicate their compliance with it by signing in the space provided below. Please return this signed form to the Executive Director.

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Signature

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Date

## DRUG FREE WORKPLACE

Maintaining a safe and productive working environment for each employee is of vital concern of the South Central Regional Council of Government (SCRCOG). To further this goal, the SCRCOG maintains a strong commitment to a drug-free work environment and has developed these drug and alcohol policies to provide guidance for all employees in dealing with substance abuse.

To further our commitment to provide a safe, drug free environment, the SCRCOG has adopted the following policies:

1. The SCRCOG advocates early intervention and treatment for employees who are faced with alcohol and drug related problems. The SCRCOG encourages employees with a substance abuse problem to avail themselves of this help before disciplinary action becomes necessary. Employees who are in recovery are expected to maintain satisfactory job performance and remain committed to a rehabilitation plan. Employees who successfully complete a rehabilitation program, who remain substance-free, and who have violated no other agency policies, will not place their employment at the SCRCOG in jeopardy by reason of substance abuse.
2. The use, sale, possession or distribution of illegal drugs or the abuse of legal drugs while at work, whether on or away from SCRCOG's offices, is strictly prohibited.
3. Alcohol may not be bought or consumed while at work, whether at or away from the SCRCOG's offices, unless specifically authorized by the Executive Director.
4. Being under the influence of alcohol or drugs while at work is strictly prohibited. All employees must report to work in a physical and mental condition necessary to perform their jobs without impairment.
5. Failure to fully cooperate with these policies may result in the termination of employment.
6. The use of legally prescribed drugs is permitted on the job if such use does not impair the employee's ability to perform his or her duties safely.

The South Central Regional Council of Governments is committed to implementing this policy in a fair and equitable manner which promotes a safe and drug-free workplace, respects the dignity and privacy of the individual, and respects the safety of all employees. The use of illegal drugs and the abuse of legal drugs and alcohol has no place in the workplace. The SCRCOG is committed to maintaining a safe, health and drug-free workplace.



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Bethany - Branford - East Haven - Guilford - Hamden - Madison - Meriden - Milford  
New Haven - North Branford - North Haven - Orange - Wallingford - West Haven - Woodbridge

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**SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS**

***Carl J. Amento, Executive Director***

**RESOLUTION**

**Funding SCRCOG Employee Health Savings Accounts**

**WHEREAS:** On March 24, 2010 the Executive Committee of the South Central Regional Council of Governments approved an amendment to the Personnel Management Procedures regarding the replacement of the current health insurance coverage for SCRCOG employees under an Anthem Blue Cross Century preferred Plan with a new high deductible Aetna Connecticut QPOS health Insurance Plan; and

**WHEREAS:** Essential to the new plan is the funding of employee Health Savings Accounts at 90% of the high deductible amounts of \$2200 for a single employee and \$4400 for married employees annually, and

**WHEREAS:** The new high deductible Aetna Health Plan begins June 1, 2010;

**NOW, THEREFORE BE IT RESOLVED BY THE SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS:**

Authorize SCRCOG to fund the Health Saving Accounts for SCRCOG employees by June 1, 2010.

*Certificate:*

The undersigned duly qualified and acting Secretary of the South Central Regional Council of Governments certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Executive Committee of the South Central Regional Council of Governments on April 28, 2010.

Date: April 28, 2010

By:

\_\_\_\_\_  
Secretary, Anthony DaRos



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Bethany - Branford - East Haven - Guilford - Hamden - Madison - Meriden - Milford  
New Haven - North Branford - North Haven - Orange - Wallingford - West Haven - Woodbridge

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**SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS**

***Carl J. Amento, Executive Director***

**RESOLUTION**

**Authorizing The Executive Director To Apply  
For A Sustainable Communities Planning Grant**

**WHEREAS:** DOT, HUD and EPA have formed the Partnerships for Sustainable Communities, pursuant to which HUD has made \$100 million in competitive grant funds available nationally to support multi-jurisdictional regional planning efforts that integrate housing, economic development, transportation and environmental planning;

**WHEREAS:** The multi-disciplined application requirements for this grant require SCRCOG to seek the technical planning assistance of a consultant;

**NOW, THEREFORE BE IT RESOLVED BY THE SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS:**

1. Authorize the Executive Director to engage a planning consultant to prepare and submit an application for a Sustainable Communities Planning Grant, and
2. Authorize SCRCOG to join with another or other regional and local entities to submit a joint or combined application for this grant; and
3. Add \$15,000 from SCRCOG's reserve account to the current Fiscal Year Budget (Revision # 3) to compensate the selected consultant for such technical assistance.

*Certificate:*

The undersigned duly qualified and acting Secretary of the South Central Regional Council of Governments certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Executive Committee of the South Central Regional Council of Governments on April 28, 2010.

Date: April 28, 2010

By:

\_\_\_\_\_  
Secretary, Anthony DaRos

## SCRCOG staff salary recommendations to Joint meeting of Executive and Personnel Committees- April 28, 2010

By Executive Director Carl Amento

Since the first recommendations I made to the Personnel Committee on March 17, 2010 and to the Executive Committee on March 24<sup>th</sup>, I have reduced the overall amount of staff salary increases from \$27,090 to \$19,567. Based upon surveys of other Regional Planning Organizations (attached), the 35 work week is standard, and I am no longer recommending an increase in the workweek to 37-1/2 hours.

The first recommendation I made was for 3% increases in salary for all full-time employees. I have now completed performance evaluations which reflect a recommended salary increase for each employee based upon past performance.

The new staff salary recommendations are based on three factors:

(1) Past performance evaluations (attached)

Evaluation rating under 3.0 = 0% salary increase  
Evaluation rating of 3.0 to 3.5 = 1% salary increase  
Evaluation rating of 3.5 to 4.0 = 2% salary increase  
Evaluation rating of 4.0 to 5.0 = 3% salary increase

(2) Future responsibilities (attached)

I am proposing salary increases of 2% or 3% to compensate our employees for additional duties. SCRCOG employees will be assisting the Regional Growth Partnership (RGP), the economic development arm of SCRCOG, when they move into our office space as of July 1, 2010. RGP is paying SCRCOG \$17,500 next year to compensate SCRCOG for these additional services. In addition, SCRCOG intends to pursue regionalism initiatives in the fields of housing, energy and the environment (see attached). Finally, SCRCOG will be exploring and implementing voluntary inter-municipal service sharing projects among groups of SCRCOG members.

(3) Adjustment for benefit change

I am proposing that we increase the salary of married employees by \$1000 and of single employees by \$500 to compensate for the change in benefits. The changeover from the current Anthem health insurance plan to a new high-deductible Aetna health insurance plan, with Health Savings Accounts (HSA) for each employee, will result in substantial savings to SCRCOG. The savings amount to approximately \$90,000 from what we would have paid next year under the existing policy.

However, the changeover in benefits is less advantageous to the employees. The HSA imposes a significant record-keeping burden on each employee that did not exist before. The co-pays for prescription drugs increased from \$3/\$6 to \$15/\$25/\$40. In addition, we are increasing the employee's contribution from 7% to 10%.

The addition of a dental insurance plan for the employees at a total yearly cost of about \$8,000 mitigates somewhat the disadvantages of the changeover. However, in researching the benefits provided by the other 14 RPOs in the state, SCRCOG was virtually the only RPO that did not offer dental insurance.

I have proposed eliminating the longevity bonus pay for all employees except the two who are currently receiving it. The RPO survey showed that about half of the RPOs offered disability insurance to their employees. I would not propose offering such a benefit to SCRCOG employees.



## SCRCOG Executive Director salary recommendation to Joint Meeting of Executive and Personnel Committees- April 28, 2010

By Executive Director Carl Amento

Since the first recommendations I made to the Personnel Committee on March 17, 2010 and to the Executive Committee on March 24<sup>th</sup>, I have reduced the amount of the proposed salary increase for the Executive Director from \$13,750 to \$11,750. The new proposed salary is \$105,000 instead of \$107,000.

Based upon surveys of the other 14 Regional Planning Organizations (attached), the SCRCOG Executive Director is the 6<sup>th</sup> highest paid. SCRCOG is the second largest RPO in Connecticut.

Below are the Executive Director salary levels of the 10 largest RPOs in Connecticut:

RPO	Population	# Staff	Executive Director salary
Capitol Region COG	741,496	20	\$137,800 (2007-2008)
<b>SCRCOG</b>	<b>559,425</b>	<b>6.5*</b>	<b>\$93,250 (2009-2010) \$105,000 (proposed 2010-2011)</b>
South Western RPA	350,361	9	\$105,000 (2007-2008)
Greater Bridgeport RPA	304,778	7.5	\$88,000 (2009-2010)
COG Central Naug. Valley	281,994	8	\$89,977 (2009-2010)
Southeastern CT COG	250,562	8	\$110,670 (2009-2010)
Central CT RPA	232,318	6	\$95,281 (2009-2010)
Housatonic Valley CEO	222,188	5	\$92,000 (2009-2010)
Midstate RPA	111,712	4	\$90,703 (2007-2008)
Valley COG	87,235	6	\$109,000 (2009-2010)

\*plus 4 staff from RGP as of 7/1/10

In Section II of the SCRCOG Personal Management Procedures, it states: **"All salaries are, to the maximum extent feasible, based on comparable salary ranges within both the Region and other regional organizations."**

The proposed SCRCOG Executive Director salary is based on four factors in addition to comparable salaries of executive directors at other regional organizations. The three other factors are:

- (1) Offer at hiring
- (2) Past performance: self-evaluation
- (3) Future responsibilities
- (4) Adjustment for benefit change

## Executive Director Salary Recommendation

### **(1) Offer at hiring:**

When I was offered the position of Executive Director in December of 2009, the salary offered was \$100,000. Then, it was pointed out that the first six months of 2010 were the last six months of Judy Gott's three year contract as Executive Director. Therefore, I was given a three and one-half year contract with the first six months being at essentially Judy's salary level. I was told that the salary would be increased to \$100,000 or more at the beginning of my own three year term in July of 2010.

### **(2) Past performance self-evaluation**

The SCRCOG By-Laws, Article VIII, Section I requires the Executive Director to submit with his budget proposal "personnel evaluations conducted by the Executive Director, including his self-evaluation". A self-evaluation with a Summary assessment score of 4 out of 5 is attached.

### **(3) Future responsibilities**

I will be taking on additional duties as of July 1, 2010. Four employees of the Regional Growth Partnership (RGP), the economic development arm of SCRCOG, will be moving into our office as of July 1, 2010. RGP is paying SCRCOG \$17,500 next year to compensate SCRCOG for services to be provided to RGP by SCRCOG staff. The Executive Director of the RGP is compensated at a rate of \$105,000 annually. She will be reporting to me.

Finally, SCRCOG will be exploring and implementing voluntary inter-municipal service sharing projects among groups of SCRCOG members. Regionalism initiatives for the coming year will focus on housing, energy and the environment. These initiatives will better align SCRCOG with the interdisciplinary approach being taken by the federal government in their "sustainable communities" initiatives and with the state's "smart growth" initiatives.

**Housing :** SCRCOG's Housing Market Assessment, adopted by the SCRCOG Board in 2004, recommended a Housing Task Force composed of experts in the fields of affordable housing development and financing to create a regional model for the development of context-sensitive affordable housing. The Task Force began work on a proposed senior affordable housing project in Bethany, but that project has stalled. It is our intention to re-convene the Housing Task Force, but also to convene housing representatives from each of the SCRCOG member municipalities to formulate a strategy for promoting affordable housing in the region, including seeking federal funding as a regional "consortium". I have met with representatives of Greater New Haven Community Loan Fund and HOME-Connecticut to begin this process.

**Energy/ Environment:** Many of SCRCOG's member municipalities have volunteers or staff dedicated to promoting energy efficiency and environmental protection. SCRCOG wishes to convene energy and environmental representatives from each of the SCRCOG cities and towns to explore projects that would benefit from shared purchasing, promotion and implementation. I have met with UI to discuss possible customization of their incentive programs to benefit regional energy conservation projects.

## Staff Evaluation and Salary Recommendation

	FY 10 Salary	Evaluation Adjustment						FY 11 Salary
		Performance Rating <sup>1</sup>		Future Work Load <sup>2</sup>		Health Adj (\$) <sup>3</sup> Comparative (\$) <sup>4</sup>		
		Amount (\$)	% increase	Amount (\$)	% increase			
C. Amento	93,250	2,798	3	2,798	3	1,000	5,154	105,000
M. Beavis	49,544	990	2	990	2	500		52,024
S. Dudley	65,983	1,979	3	1,979	3	1,000		70,941
E. Livshits	51,000	1,020	2	1,020	2	1,000		54,040
J. Rode	57,631	1,729	3	1,729	3	1,000		62,089
A. Ruggiero	72,597	1,452	2	2,178	3	1,000		77,227
	390,005	9,968		10,694		5,500	5,154	421,321

1. Rating of current year work performance.

2. Increase in work load for future years.

3. Compensation for significant increase in employee involvement with Aetna Health vs Anthem Blue Cross.

4. Adjustment for comparative salary survey of executive director of Connecticut's 15 RPO's.

## ***Labor Analysis***

### **Current Year**

<i>Fiscal Year 2010</i>						
	<i>Salary</i>	<i>Benefits</i>				<i>Total</i>
		<i>Soc Sec</i>	<i>Medicare</i>	<i>Pension</i>	<i>Medical</i>	
<i>C. Amento</i>	93,250	5,782	1,352	4,663	32,462	137,508
<i>M. Beavis</i>	49,544	3,072	718	2,477	12,276	68,087
<i>S. Dudley</i>	65,983	4,091	957	3,299	32,462	106,792
<i>E. Livshits</i>	51,000	3,162	740	2,550	32,462	89,914
<i>J. Rode</i>	57,631	3,573	836	2,882	32,462	97,383
<i>A. Ruggiero</i>	72,597	4,501	1,053	3,630	25,931	107,712
Total	390,005	24,180	5,655	19,500	168,055	607,396

### **No Salary Increase with Blue Cross Health**

<i>Fiscal Year 2011</i>						
	<i>Salary</i>	<i>Benefits</i>				<i>Total</i>
		<i>Soc Sec</i>	<i>Medicare</i>	<i>Pension</i>	<i>Medical</i>	
<i>C. Amento</i>	93,250	5,782	1,352	4,663	37,981	143,027
<i>M. Beavis</i>	49,544	3,072	718	2,477	14,363	70,174
<i>S. Dudley</i>	65,983	4,091	957	3,299	37,981	112,311
<i>E. Livshits</i>	51,000	3,162	740	2,550	37,981	95,433
<i>J. Rode</i>	57,631	3,573	836	2,882	37,981	102,902
<i>A. Ruggiero</i>	72,597	4,501	1,053	3,630	30,340	112,121
Total	390,005	24,180	5,655	19,500	196,627	635,968

### **Recommended Proposal with AETNA Health**

<i>Fiscal Year 2011</i>						
	<i>Salary</i>	<i>Benefits</i>				<i>Total</i>
		<i>Soc Sec</i>	<i>Medicare</i>	<i>Pension</i>	<i>Medical</i>	
<i>C. Amento</i>	105,000	6,510	1,523	5,250	24,762	143,045
<i>M. Beavis</i>	52,024	3,225	754	2,601	10,866	69,471
<i>S. Dudley</i>	70,941	4,398	1,029	3,547	22,162	102,077
<i>E. Livshits</i>	54,040	3,350	784	2,702	16,280	77,156
<i>J. Rode</i>	62,089	3,850	900	3,104	17,843	87,786
<i>A. Ruggiero</i>	77,227	4,788	1,120	3,861	18,967	105,963
Total	421,321	26,122	6,109	21,066	110,880	585,498

2007-2008 SALARY SURVEY

POSITION: Executive Director/Planning Director

AGENCY	SALARY		EXPERIENCE		DEGREE		SUPERVISION
	Range	Actual	Actual Years in Position	Total Years of Exper.	Type Required	Actual Deg. Held	
CRCOG		\$137,800	3	29	MPA+5	Ph.D	24
CC	None	\$88,292	7	37	MA+7	MS	7
CNV	None	\$86,102	17	35	MCP+6; BA+9	MCP	8+
CRE (30 HRS)	None	\$56,160	13	31	Masters+6	MCP	9
GB	None	\$98,440	28	38	MUP/MRP+10	MUP	9
HVCEO	None	\$90,019	25	37	MS+10	MS	4
LH	None	\$77,446	20	29	MS+5; BS+7	MS	1+
M	None	\$90,730	40	44	MS+5; BS+7	MS	5
NE	\$70-\$85	-	13	23	MRP+5	BA	18
NW	None	\$63,579	9	30	M+4	MRP	1
SCC	None	\$88,832	8	28	BA+5	AS	7
SE	\$80-\$100	\$99,300	9	32	MPA/MRP+6	MPA	8
SW	None	\$105,000	1.5	46	MS+10	Ph.D	7
V	None	\$84,994	3	23	Equivalent Exp.		5+
W	\$60-\$80	\$68,439	1		M+5	MA	4+

POSITION: Assistant Director/Deputy Director

CRCOG			21	26	MA+4	MA	3
Comm. Dev.	\$73.2-\$97.2	\$95,400	8	22	MA+5	MA	6
Trans. Services	\$73.2-\$97.2	\$95,400	<1	10	Masters	MPA	2
Public Safety	\$73.2-\$97.2	\$77,713	<1	35	MA; BA	BS	1
Finance	\$73.2-\$97.2	\$75,450	7	12	MA+5	MS	4
CC	None	\$61,742	5	36	MCP+5; BA+7	MRP	3
CNV	None	\$41.36(HR)	15	40	BA+4	PE	1
HVCEO	None	\$74,450	10	12	BA+	BA	0
NE	\$45-\$55						
SE							
Asst. Director	\$70-\$90	\$77,500	15	38	BA+7; MA+5	MURP	6
Dir. SECHA	None	\$75,000	<1	20	None	MA	0
SW	None	Vacant	NA	NA	BS+5		

**2007-2008 SALARY SURVEY**

**POSITION: SENIOR PLANNER**

AGENCY	SALARY		EXPERIENCE		DEGREE		SUPERVISION
	Range	Actual	Actual Years In Position	Total Years of Exper.	Type Required	Actual Deg.Held	Employees Supervised
<b>CRCOG</b>							
Mun.Ser.Coar.	\$41.9.2-\$54.5	\$51,056	1	6	MA	MPA	0
Prin.Trans.Plnr.	\$55.4-\$72.1	\$70,776	2	11	BA	Ph.D	0
Prin.Trans.Plnr.	\$55.4-\$72.1	\$62,601	9	17	BA	MA	0
Sen. Trans. Plnr.	\$55.4-\$72.1	\$55,866	8	12	BA	BA	0
Prin. Trans. Plnr.	\$55.4-\$72.1	\$65,076	7	13	BA	BA	0
Prin.Co.Dev.Plnr.	\$55.4-\$72.1	vacant	NA	NA	MA	NA	0
Snr Com Dev. Plnr	\$48.2-\$62.2	\$48,500	1	6	MA	MA	0
Snr Plnr/GIS Analyst	\$48.2-\$62.2	\$62,152	1	9	BA	BA	0
Spec. Proj. Coord. Plnr	\$55.4-\$72.1	\$41,200	1		MA	MA	0
<b>CC</b>							
Senior Plnr.	None	\$51,115	7	25	BA+3	MS	0
Planner II	None	\$50,000	5	9	MS+1	MS+	0
<b>CNV</b>							
Senior Plnr.	\$45-\$52	\$51,600	1+	4	MCP+3	MUP	0
<b>CRE</b>							
Sen. Plnr.(35 HR)	None	\$51,415	12	24	MCP or equiv.	MS	0
Sen. Plnr.(30 HR)	None	\$42,900	7	25	MCP or equiv.	MCP	0
<b>GB</b>							
Sen.Trans.Plnr.	\$50-\$90	\$73,692	28	28	MUP/MRP+5	MUP	2
Trans. Eng.	\$40-\$70	\$55,000	<1	24	BCE+4: MCE+3	BS	0
<b>NE</b>							
Engineer	\$65-\$75	\$65,000	<1	<1	PE	MA/PE	0
Regional Plnr.	\$40-\$60		2	2	Masters+	MA	0
<b>SCC</b>							
Prin. Plnr. (Fin.)	None	\$69,100	32	32	BA+5	BS	3
<b>SE</b>							
Senior Plnr.	\$50-\$70	\$64,500	37	37	M+4: B+6	MURP	0
Senior Plnr.	\$50-\$70	\$63,000	20	27	M+4: B+6	MURP	0
Senior Plnr.	\$50-\$70	\$58,500	12	19	M+4: B+6	BA	0
Planner II	\$4-\$55	\$43,645	1	2	M+1: B+3	MCP	0
<b>SW</b>							
Sen. Trans. Plnr.	None	\$72,672	15	33	BS+5	MCP	1
Sen. Reg. Plnr.	None	\$51,480	2.5	3.5	BS+5	MRP	0
<b>V</b>							
Senior Plnr./GIS	None	\$59,987	1	3	MURP+2	MS+	1
<b>W</b>							
Senior Plnr./GIS	\$45-\$59	\$46,004	7	8	BA+3	BA	0

**2007-2008 SALARY SURVEY**

**POSITION: Planner**

\* Student

AGENCY	SALARY		EXPERIENCE		DEGREE		SUPERVISION
	Range	Actual	Actual Years In Position	Total Years of Exper.	Type Required	Actual Deg.Held	Employees Supervised
<b>CRCOG</b>							
GIS Trans. Plnr.	**Moved to Sr. Planner						
Trans. Plnr.	\$36.5-\$47.4	\$44,290	1	2	BA	BA	0
Trans. Plnr.	\$36.5-\$47.4	\$44,290	1	7	BA	BA	0
Comm. Dev. Plnr.	\$46.8-\$60.3	\$51,056	1	1	Masters	MRP	0
Pub. Safety Plnr.	\$46.8-\$60.3	\$55,094	1	8	Masters	MPA	0
<b>CC</b>							
Regional Plnr.	None	\$40,000	<1	<1	BA+1	MA	0
Regional Plnr	None	\$40,960	<1	<1	BA+2	BA	0
Transit Manager	None	\$44,244	8	47	BA+2	BA	0
<b>CNV</b>							
Regional Plnr.	\$38-\$45	\$39,000	<1	<1	MCP+1:BA+3	MA	0
Regional Plnr./GIS	\$35-\$42	\$41,370	1+	3	MS+3: BS+4	BS	0
<b>CRE</b>							
Regional Plnr.(35)	None	\$45,500	5	14	None	BA	0
Regional Plnr.(30)	None	\$32,760	3	3	None	BA	0
Regional Plnr.(20)	None	\$20,800	13	40	None	HS	0
<b>GB</b>							
Transit Planneer	\$40-\$60	\$50,925	3	10	MRP/MUP	BS	0
<b>M</b>							
Regional Plnr.	None	Vacant	NA	NA	BA: HS+Exp.	NA	0
Trans. Plnr.	None	\$49,213	8	12	BA: HS+Exp.	MA	0
<b>SCC</b>							
Trans. Plnr.	None	\$62,804	2	35	BA+5	MS	0
Trans. Plnr.	None	\$54,855	2	10	BA+5	MA	0
Regional Plnr.	None	\$52,785	3	10	BA+3	MA	0
<b>SW</b>							
Regional Plnr.	None	\$47,482	1.5	1.5	M. Planning	MUP	0
Regional Plnr.	None	\$43,000	<1	2	BA	BA	0
<b>V</b>							
Regiona Plnr	\$38-\$45	Vacant			M. Planning		0
Enviro Plnr	None	\$75.00(HR)	4	30	BA/Equiv+5	MS	0
<b>W</b>							
Planner	\$35-\$44	Vacant	NA	NA	BA+1	NA	0

**2007-2008 SALARY SURVEY**

**POSITION: Planning Assistant/GIS/Intern**

AGENCY	SALARY		EXPERIENCE		DEGREE		SUPERVISION
	Range	Actual	Actual Years In Position	Total Years of Exper.	Type Required	Actual Deg.Held	Employees Supervised
<b>CNV</b>							
GIS Coord. (PT)	None	\$24.78(HR)	3	15	BA+2	BS	1
GIS Specialist							
<b>CC</b>							
GIS/Tech/Clrk (PT)	None	\$15.00 (HR)	<1	<1		BA	0
<b>GB</b>							
Planning Asst.	\$25-\$40	\$38,343	19	22	BA/BS	BA	0
GIS Specialist	\$30-\$50	\$39,021	14	22	BS/GIS+3	BS/GIS	0
<b>HVCEO</b>							
GIS Manager	None	\$45,966	5	12	BS+2	BS	0
<b>M</b>							
GIS Coordinator	None	\$35,027	<1	<1	BA+2 Exp.	BA	0
Trans. Asst.	None	\$38,022	<1	<1	BA+1 Exp.	BA	0
<b>SCC</b>							
Admin. Asst.	None	\$47,157	39	39	HS	HS	0
<b>SE</b>							
GIS Coordinator	\$40-\$55	\$45,580	1	7	None	MS	0
<b>SW</b>							
Planning Intern	None	\$35,000	<1	<1	BA/BS	MA	0
<b>V</b>							
GIS Planner/Intern	None	\$19.00(hr)	NA	NA	BA	NA	0
<b>W</b>							
Plng. Asst./Intern	\$18-\$34	\$26,354	3	4	BA	BA	0



**POSITION: General Administration/Office Manager****2007-2008 SALARY SURVEY**

AGENCY	SALARY		EXPERIENCE		DEGREE		SUPERVISION
	Range	Actual	Actual Years In Position	Total Years of Exper.	Type Required	Actual Deg.Held	Employees Supervised
<b>CRCOG</b> Sen. Fiscal Off.	**Position moved to Director						
<b>CC</b> Office Mgr./Bkbp.	None	\$40,960	<1	20	AA+6	HS+	1
<b>CNV</b> Financial Mgr.	None	\$45,234	8	26	AA+3	BS	1
<b>CRE</b> Financial Admin.(30hrs)	None	\$42,120	5	25	None	MA	0
<b>GB</b> Office Manager	None	\$70,615	32	37	BA/BS+5	HS	1
<b>HVCEO</b> Office Mgr. (PT)	None	\$21.95(HR)	26	30	HS+5	HS	0
Fin. Mgr. (PT)	None	\$22.45(HR)	17	38	HS+5	HS+	0
<b>LH</b> Admin. Asst.	None	\$20.44 (32 hr/wk)	12	15	AA+3: 5 Exp.	AA	0
<b>M</b> Admin. Asst.	None	\$47,382	25	44	HS+4: AA+1	HS+	0
<b>NW</b> Financial Admin.	None	\$34,391	7	42	HS+4	AS	0
<b>SW</b> Office Manager	None	\$56,597	11	23	HS	AA+	1
<b>V</b> Financial Admin.	None	\$35.00(HR)	6	18	AA+5/Equiv.	BS	0
<b>W</b> Office Manager	\$30-\$42	\$35,937	17	26	HS	HS	0

**2007-2008 SALARY SURVEY**

**POSITION: Secretary/Bookkeeper**

AGENCY	SALARY		EXPERIENCE		DEGREE		SUPERVISION
	Range	Actual	Actual Years In Position	Total Years of Exper.	Type Required	Actual Deg.Held	Employees Supervised
<b>CRCOG</b>							
Exec. Secretary	\$41.6-\$51.9	\$41,523	5	22	HS+3	HS	0
Adm.Secy.	\$32.9-\$41.0	\$33,765	5	14	HS+1	HS	0
Secretary 1	\$32.9-\$41.0	\$30,926	8	9	HS+1	HS	0
Acct. (PT)	NA	\$28,283	2	14	BS	BS	0
<b>CC</b>							
Secretary (PT)	None	VACANT	0	0	AA+2		0
<b>CNV</b>							
Admin Asst	None	\$36,530	2	3	AA+3	BS	0
<b>CRE</b>							
Office Mgr. (PT)	None	\$20.60(HR)	6	36	None	HS	0
<b>GB</b>							
Secretary	\$20-\$35	\$15.(HR) PT	9	44	HS	HS	0
<b>M</b>							
Secretary	None	\$42,973	24	25	HS+2	HS	0
<b>SCC</b>							
Office Asst. (PT)	None	19.22(HR)	6	29			0
<b>SE</b>							
Exec. Secretary	\$35-\$49	\$40,314	19	22	HS+4	HS	0
<b>SW</b>							
Ad. Asst. (PT)	None	\$20.50(HR)	1	21	HS	HS+	0
<b>V</b>							
Sec./Recept.	None	\$37,237	28	31	HS	HS	0

PPO FRINGE BENEFITS SURVEY: 2007-2008													
	Capitol	Central Ct	Central Naugatuck	Ct River Estuary	Greater Bridgeport	Housatonic Valley	Litchfield Hills	Midstate	Northwest	South Central	Southeastern	South Western	Valley
HEALTH PLAN													
Type:	MEHIP - POS	PPO	PPO	POS	HMO	HMO	HAS	POS	HMO	PPO	PPO	POS	POS
Name of Plan:	Bluecare	Century Pref	Century Pref	Blue Care	Charter	BlueCare Plus	Lumenos HAS	Indiv. Choice	MEHIP	Century Pref	Century Pref	PS-R	POS
Provider:	Anthem	Anthem	MEHIP/Anthem	Anthem	Physician Health	Anthem	Anthem	Indiv. Choice	Anthem	Anthem	Anthem	CBA Connections	Anthem BC
Major medical	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Doctor visits	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Dental	Y	Y	Y	\$45 copay	Y	Y	Y (separate)	Y	Y (\$500 limit)	N	Y	Y (separate)	Y
Prescriptions	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Eyeglasses	Y	Y (Exam only)	N	N	N	N	N	N	N	N	N	Y	Y
Other:	Sec.125 - Y			\$500.*									
Pct Paid by Agency for:													
Employee:	90%	95%	91%	100%	100%	100%	100%	80%	100%	93%	90%	89.80%	100%
Family:	90%	90%	91%	50%	100%	100%	100%	80%	100%	93%	90%	89.60%	100%
LIFE INSURANCE													
Amount:	1x salary \$100,000 max	up to \$30,000	employee option: up to 25% of pension	None	None	2x salary	\$50,000	1.5x salary	1x salary	\$50,000	\$50,000	up to \$75,000	1x salary
Pct paid by Agency:	100%	100%	varies	None	None	100%	100%	80%	100%	100%	100%	100%	100%
DISABILITY INS						Major or Criminal & IDS	None	Guardian	Unum Life	None	UNUM	Prin. Life Ins.	None
Carrier:	Sunlife Ins.	Guardian	Guardian	None	None	100% salary	None	70% salary	None	None	None	87%	None
Short-term benefit:	None	60% salary	60% salary	None	None	60% salary	None	60% salary	None	None	60% salary	80%	None
Long-term benefit:	60% salary	None	60% salary	None	None	100%	None	80%	100%	None	100%	100%	None
Pct paid by Agency:	100%	95%	100%	None	None	100%	None	80%	100%	None	100%	100%	None
RETIREMENT PLAN													
Type:	Defined Comp	ING	Target Trust	457 Def Comp	401(e)	SEP	Annuity	457 Def Comp	457 Def Comp	457 Def Comp	457 Def Comp	Defin. Bntf	SEP
Pct Paid by Agency:	10%	4%	varies	6%	5%	7.50%	5%	4.50%	6.50%	5%	4.75%	100%	6%
Employee Contrib:	0%	3%	2% of salary	optional	2%	0%	0%	3%+	optional	optional	2.25	0%	0%
Yrs before eligible:	6 mos	6 mos	1000 hours	1 year	6 mos	6 mos	1 year	1 year	8 mos	3 mos	0	1 year	6 mos
Yrs to be fully vested:	5	10	5	0	5	na	1 year	1 year	na	5 years	10 years	7 years	na
Min yrs for retirement:	Age 65	na	age 65	0	age 64	na	na	age 65	na	age 65	na	7 years	na
Carrier:	Fidelity	ING	ING	ICMA	ICMA	various	Ameriprise Fin.	various	ICMA	Prof Pensions	MERF	Prin. Fin. Grp.	Principal Life
PROF LIAB INS													
Carrier:	CIRMA	Great American	Great American	None	None	CIRMA	none	None	None	None	Birmingham Ins.	Gulf Ins.	St. Paul Trav.
Coverage:	\$1,000,000	\$1,000,000	\$1,000,000	None	None	\$1,000,000	none	None	None	None	\$1,000,000	\$150,000	\$2,000,000

<b>RPO FRINGE BENEFIT</b>			
		Windham	
<b>HEALTH PLAN</b>			
Type:	POS		
Name of Plan:	Bluecare		
Provider:	Mansfield		
Major medical	Y		
Doctor visits	Y		
Dental	Y Employee pays		
Prescriptions	Y		
Eyeglasses	N		
Other:			
Pct Paid by Agency for:			
Employee:	95%		
Family:	50%		
<b>LIFE INSURANCE</b>			
Amount	1.5x salary		
Pct paid by Agency:	100%		
<b>DISABILITY INS</b>			
Carrier:	None		
Short-term benefit:	None		
Long-term benefit:	None		
Pct paid by Agency:	None		
<b>RETIREMENT PLAN</b>			
Type:	457 Def Comp		
Pct Paid by Agency:	hpl match up to up to 6%		
Employee Contrib:	optional		
Yrs before eligible:	6 mos		
Yrs to be fully vested:	na		
Min yrs for retirement:	na		
Carrier:	ING		
<b>PROF LIAB INS</b>			
Carrier:	Natl Union		
Coverage:	\$1,000,000		

RPO FRINGE BENEFITS SURVEY: 2007-2008																																		
	Capitol				Central Ct				Central Naugatuck				Ct River Estuary				Greater Bridgeport		Housatonic Valley		Litchfield Hills		Midstate		Northwest		South Central		Southeastern		South Western		Valley	
	Yrs Svd	Days per yr	Yrs Svd	Days per yr	Yrs Svd	Days per yr	Yrs Svd	Days per yr	Yrs Svd	Days per yr	Yrs Svd	Days per yr	Yrs Svd	Days per yr	Yrs Svd	Days per yr	Yrs Svd	Days per yr	Yrs Svd	Days per yr	Yrs Svd	Days per yr	Yrs Svd	Days per yr	Yrs Svd	Days per yr	Yrs Svd	Days per yr	Yrs Svd	Days per yr	Yrs Svd	Days per yr		
LEAVE BENEFITS																																		
Vacation																																		
	0-1	10	0 to 5	12	1 to 5	10	1+	1.25 p/m	0 to 2	10	6 mos+	5	0 to 5	10	1 to 5	10	1 to 5	10	1 to 5	10	1 to 5	10	1 to 5	10	1 to 5	10	1 to 5	10	1 to 4	10	0 to 1	70 hrs		
	1 to 5	15	5 to 10	18	5 to 10	15			2 to 5	15	1+	10	8 to 10	15	5 to 10	15	5 to 10	15	5 to 10	15	5 to 10	15	5 to 10	15	5 to 10	15	5 to 9	15	2	77 hrs				
	5+	20	10+	20	10 to 15	20			5+	20	5+	15	11 to 15	20	10+	20	10+	20	10+	20	10+	20	10+	20	10+	20	10-19	20	3	84 hrs				
					15+	25					11+	20	18+	25																				
Limit:	20 day accrual with carryover to be used next year		20 days		Accrue to max of 30 days/yr		20 days		Accrue to max of 20 days/yr		17+	25	Accrue to max of 25 days/yr		30 days carryover per year		10 day carryover																	
Sick Leave																																		
Days per yr:	12		12		12		15		13		discretionary		12		12		12		15		12		12		12		12		64 hrs/yr					
Limit:	60 days		60 days		60 days		30 days		none		45 days		70 days		38 days		30 days		75 days		120 days		120 days		60 days									
Personal Leave																																		
Days per yr:	3		can earn up to 4		3		3		3		3		3		3		3		3		3		0		3		0							
Limit:	no carryover		use within 6 mos.		no carryover		no carryover		no carryover		no carryover		no carryover		no carryover		no policy		no carryover		na		na		no carryover		no carryover							
Holidays																																		
Days per yr:	13		12		12		12		13		12		12		12		12		12		12		12		14		13							
Compensatory Time																																		
Rate:	1 for 1		1 for 1		2 hrs/meeting		1 for 1		none		anything over 7hrs/month		1 for 1		1 for 1		1 for 1		none		up to 3 hrs per mtg.		1 for 1		1 for 1		1 for 1							
Professional Leave																																		
Agency policy:	Discretion of Exec Director		Discretion of Exec Director		Discretion of Exec Director		Discretion of Exec Director		Discretion of Exec Director		10 days w/o pay		none		Discretion of Exec Director		5 days		Discretion of Exec Director		Discretion of Exec Director		up to 5 days		up to 5 days		up to 5 days							
Maternity Leave																																		
Is unpaid leave allowed	Y		Y		Y-16 week max		Y fem- only		Y		Y		Y		Y		Y		Y-maternity		Y		Y		Y		Y							
Work Week																																		
Hours:	19-35(P/T/FT)		35		35		30-35 (P/T/FT)		35		35		32-35 (P/T/FT)		40		35		35		35		35		35		35							
*Cash for out of pocket medical expenses																																		



Regional Planning Organization	Population	No. of Cities and Towns	Current Staff	Planned Staff Additions	Work Hours	Hrs. Wk.	Executive Director	Business Manager	Transportation Planner	Land Use Planner	Dues
Capitol Region COG	741,496	29	20			35	137,800*	75,450*	44,290 - 77,776*	51,056*	\$0.49*
Central CT RPA	232,318	7	6		8:30 - 4:00	35	95,281	44,098	39,780	39,585	\$0.38***
CT River Estuary RPA	61,898	9	7	4 PT	9:00 - 5:00	30/35	(30 Hrs.) 60,000	45,000	(30 Hrs.) 52,000	(35 Hrs.) 55,000	\$2.00
COG Central Naug. Valley	281,994	13	8	1	8:30 - 4:30	35	89,977	47,269	42,269	N/A	\$0.427
Greater Bridgeport RPA	304,778	6	7.5		8:30 - 4:30	35	88,000	72,000	45,000 - 56,000	50,000	\$0.26
Housatonic Valley CEO	222,188	10	5		8:30 - 4:30	35	92,000	N/A	78,000	N/A	\$0.68
Litchfield Hills CEO	81,606	11	2		9:00 - 5:00	35	80,543	35,368	N/A	N/A	\$0.67
Midstate RPA	111,712	8	4			40	90,730*	N/A	49,213*	N/A	\$0.66
Northeastern CT COG	83,287	11	2				70,000 - 85,000*	N/A	65,000 - 75,000*	40,000 - 60,000*	\$0.95
Northwestern CT COG	23,261	9	2		9:00 - 4:30 MON. - THUR.	28	52,898	28,631	N/A	N/A	\$2.00
<b>South Central Regional COG</b>	<b>559,425</b>	<b>15</b>	<b>6.5</b>	<b>4 *****</b>	<b>8:30 - 4:00 / 8:00 - 5:00 FLEX</b>	<b>35</b>	<b>93,250</b>	<b>72,597</b>	<b>57,631 - 65,583</b>	<b>51,000</b>	<b>\$0.27</b>
Southeastern CT COG	250,562	18	8		7:30 - 5:30 / FLEX	35	110,670	N/A	***** 87,989	66,418 - 73,320	\$0.50
South Western RPA	350,361	8	9			35	105,000*	77,500*	72,672*	43,000 - 51,480*	\$0.3541
Valley COG	87,235	4	6		8:00 - 4:45 TUES. - FRI.	35	109,000	\$34. hr. PT	62,000	N/A	\$0.587
Windham Region COG	90,402	10	4.5	0.5	8:30 - 4:30	35	73,000	N/A	N/A	48,300	\$0.663

\* 2007-2008 OPM Study

\*\* Base of \$2,000 for rural towns and \$3,000 for urban

\*\*\* Actual calculations based upon weighted formula using population, land area, and equalized grand list

\*\*\*\* Regional Growth Partnership with three employees joining SCRCOG staff

\*\*\*\*\* Also Assistant Director

**SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS**

**Proposed Budget - FY 11 – Revenue Summary**

Fiscal Year 2011 -- July, 2010 - June, 2011

<i>Revenue</i>	<i>Current Budget</i>	<i>Proposed Budget</i>
<b>Municipal Contribution</b>	<b>151,100</b>	<b>151,100</b>
<b>Transportation Planning</b>		
U.S. Department of Transportation	994,429	1,157,444
Connecticut Department of Transportation	122,556	144,681
<b>Emergency Response Planning</b>		
NHASH Homeland Security Grant - FY 08	0	38,000
NHASH Homeland Security Grant - FY 07	39,895	0
<b>Regional Growth Partnership</b>		
Reimbursement for SCRCOG Support	0	25,000
<b>Regional Performance Incentive Program</b>		
Regional Economic Development Web Portal	42,624	0
<b>Shoreline Greenway Trails Planning Study</b>		
U.S. Department of Transportation	283,968	0
Municipal Share	70,993	0
<b>Investment Income</b>	<b>15,000</b>	<b>2,500</b>
<b>TOTAL</b>	<b>1,720,565</b>	<b>1,518,725</b>

<i>Expenses</i>	<i>Current Budget</i>	<i>Proposed Budget</i>
<b>General SCRCOG Operations</b>		
1.0 Labor	645,700	622,016
2.0 Travel	14,300	6,300
3.0 Data Process	32,700	16,600
4.0 General Overhead	170,300	157,700
<b>Total - General SCRCOG Operations</b>	<b>863,000</b>	<b>802,616</b>
<b>Special Planning Studies &amp; Pass-Through Grants</b>		
5.0 Consultant Services	404,500	654,000
7.0 NHASH Homeland Security Grant	39,895	38,000
8.0 Regional Performance Incentive Program	42,624	0
9.0 Shoreline Greenway Trails Planning Study	354,961	0
<b>Total - Special Planning Studies</b>	<b>841,980</b>	<b>692,000</b>
6.0 COG Capital	1,000	0
10.0 Contingencies	14,585	24,109
<b>TOTAL</b>	<b>1,720,565</b>	<b>1,518,725</b>



## 1.1 Labor - Full & Part Time Staff

	Fiscal Year 09 Audited Expenses	Fiscal Year 10		Fiscal Year 11		
		To Date - 1/31	Projected 6/30	Current Budget	Proposed Budget	
Salaries						
1.111	Full & Part-Time Staff	390,446.98	221,350.08	395,594.20	407,800.00	410,200.00
1.112	Job Cost Variance	-19.18	0.00	0.00	0.00	0.00
1.113	Reserve for Salary Adjustments	0.00	0.00	0.00	0.00	31,316.00
Total		390,427.80	221,350.08	395,594.20	407,800.00	441,516.00
Benefits						
1.121	Social Security	23,684.82	13,408.40	24,526.84	25,300.00	25,500.00
1.122	Medicare	5,539.33	3,135.83	5,736.12	6,000.00	6,000.00
1.123	Unemployment Compensation	2,162.73	134.60	2,625.00	7,200.00	2,700.00
1.124	Health Insurance	125,194.80	99,880.63	170,688.39	159,800.00	111,400.00
1.125	Life Insurance	2,175.25	1,015.00	1,657.87	2,300.00	2,300.00
1.126	Pension - Contribution	16,466.58	10,479.54	17,671.87	19,500.00	20,600.00
1.127	Pension - Admin. Fee	2,086.25	2,264.00	3,528.00	2,100.00	2,600.00
1.128	Longevity	1,000.00	1,500.00	1,500.00	1,500.00	1,500.00
1.129	Reserve for Payroll Tax Adjustment	0.00	0.00	0.00	0.00	3,500.00
Total		178,309.77	131,818.00	227,934.09	223,700.00	176,100.00
Total		568,737.57	353,168.08	623,528.29	631,500.00	617,616.00

## 1.2 Labor -Temporary Staff

		Fiscal Year 09	Fiscal Year 10		Fiscal Year 11	
		Audited Expenses	To Date - 1/31	Projected 6/30	Current Budget	Proposed Budget
<b>Salaries</b>						
1.211	Temporary Staff	6,293.51	128.13	268.00	12,300.00	700.00
1.212	Student Intern Program	0.00	0.00	0.00	0.00	3,000.00
<b>Total</b>		<b>6,293.51</b>	<b>128.13</b>	<b>268.00</b>	<b>12,300.00</b>	<b>3,700.00</b>
<b>Benefits</b>						
1.221	Social Security	390.20	7.94	16.62	800.00	300.00
1.222	Medicare	91.26	1.86	3.89	200.00	100.00
1.223	Unemployment Compensation	69.23	3.20	6.70	900.00	300.00
<b>Total</b>		<b>550.68</b>	<b>13.00</b>	<b>27.20</b>	<b>1,900.00</b>	<b>700.00</b>
<b>Total</b>		<b>6,844.19</b>	<b>141.13</b>	<b>295.20</b>	<b>14,200.00</b>	<b>4,400.00</b>

## 2.1 Travel - In State

		Fiscal Year 09	Fiscal Year 10		Fiscal Year 11
		Audited Expenses	To Date - 1/31	Current Budget	Proposed Budget
<b>Mileage</b>					
2.111	SCRCOG Staff	3,515.85	1,347.28	4,000.00	4,000.00
2.112	Field Staff	2,748.26	161.70	8,500.00	500.00
		<b>6,264.11</b>	<b>1,508.98</b>	<b>12,500.00</b>	<b>4,500.00</b>
<b>Parking</b>					
2.121	Parking Expense	25.00	17.50	200.00	200.00
		<b>25.00</b>	<b>17.50</b>	<b>200.00</b>	<b>200.00</b>
<b>Transportation</b>					
2.131	Rail Transportation	0.00	0.00	100.00	100.00
		<b>0.00</b>	<b>0.00</b>	<b>100.00</b>	<b>100.00</b>
<b>2.1</b>	<b>Total - In State Travel</b>	<b>6,289.11</b>	<b>1,526.48</b>	<b>12,800.00</b>	<b>4,800.00</b>

## 2.2 Travel - Out of State

		Fiscal Year 09		Fiscal Year 10		Fiscal Year 11	
		Audited Expenses		To Date - 1/31	Current Budget	Proposed Budget	
Mileage							
2.211	Mileage Reimbursement	0.00	136.95	500.00	500.00	500.00	
2.212	Air Transportation	0.00	0.00	0.00	0.00	0.00	
2.213	Rail Transportation	0.00	0.00	100.00	100.00	100.00	
		0.00	136.95	600.00	600.00	600.00	
Expenses							
2.221	Parking Expense	0.00	36.00	100.00	100.00	100.00	
2.222	Accommodations	0.00	665.72	700.00	700.00	700.00	
2.223	Meal Allowance	0.00	0.00	0.00	0.00	0.00	
2.224	Miscellaneous Expenses	0.00	0.00	100.00	100.00	100.00	
		0.00	701.72	900.00	900.00	900.00	
2.2	Total - Out of State Travel	0.00	838.67	1,500.00	1,500.00	1,500.00	
2.0	Total - Travel	6,289.11	2,365.15	14,300.00	14,300.00	6,300.00	

### 3.1 Computer Supplies

		Fiscal Year 09	Fiscal Year 10		Fiscal Year 11
		Audited Expenses	To Date - 1/31	Current Budget	Proposed Budget
<b>Output Paper</b>					
3.111	Plotter Paper	0.00	0.00	200.00	200.00
		<b>0.00</b>	<b>0.00</b>	<b>200.00</b>	<b>200.00</b>
<b>Ink Ribbons &amp; Cartridges</b>					
3.121	Laser Ink - Black - HP 3700	0.00	147.00	500.00	400.00
3.122	Laser Ink - Color - HP 3700	0.00	377.98	600.00	600.00
3.123	Laser Toner Cartridges - HP 5200	179.99	407.98	1,000.00	600.00
3.124	Plotter Ink	119.96	0.00	400.00	300.00
		<b>299.95</b>	<b>932.96</b>	<b>2,500.00</b>	<b>1,900.00</b>
<b>Diskettes</b>					
3.131	Backup Storage Cartridges - Server	0.00	0.00	800.00	800.00
3.132	Cleaning Tape	0.00	0.00	100.00	100.00
3.133	CD & DVD Diskettes	0.00	111.60	100.00	100.00
		<b>0.00</b>	<b>111.60</b>	<b>1,000.00</b>	<b>1,000.00</b>
<b>Miscellaneous Supplies</b>					
3.141	Miscellaneous Computer Supplies	0.00	0.00	100.00	100.00
3.151	Miscellaneous Computer Equipment	0.00	0.00	100.00	100.00
		<b>0.00</b>	<b>0.00</b>	<b>200.00</b>	<b>200.00</b>
<b>Total - Computer Supplies</b>		<b>299.95</b>	<b>1,044.56</b>	<b>3,900.00</b>	<b>3,300.00</b>

## 3.2 Computer Software

	Fiscal Year 09		Fiscal Year 10		Fiscal Year 11	
	Audited Expenses	To Date - 1/31	Current Budget	Proposed Budget		
<b>3.24 Technical Software</b>						
3.241 Transportation Software	0.00	0.00	0.00	0.00		0.00
3.242 Deltek Vision - Accounting Software	0.00	0.00	20,200.00			0.00
	<b>0.00</b>	<b>0.00</b>	<b>20,200.00</b>			<b>0.00</b>
<b>3.25 Software Support</b>						
3.251 Advantage - Accounting	2,571.46	2,514.39	2,800.00			2,800.00
3.252 TransCAD License & Support	1,990.00	995.00	1,200.00			1,200.00
3.253 Miscellaneous Software Support	0.00	0.00	100.00			100.00
	<b>4,561.46</b>	<b>3,509.39</b>	<b>4,100.00</b>			<b>4,100.00</b>
<b>3.26 Internet</b>						
3.261 Domain Registration	0.00	0.00	100.00			100.00
3.262 E-Mail / Web-Site Hosting Fee	300.00	175.00	400.00			400.00
3.263 SCRCOG Website Enhancements	0.00	0.00	0.00			5,000.00
	<b>300.00</b>	<b>175.00</b>	<b>500.00</b>			<b>5,500.00</b>
<b>3.2 Total - Computer Software</b>	<b>5,962.46</b>	<b>4,690.99</b>	<b>28,800.00</b>			<b>13,300.00</b>
<b>3.0 Total Data Process</b>	<b>6,262.41</b>	<b>5,735.55</b>	<b>32,700.00</b>			<b>16,600.00</b>

#### 4.1 Rent Expense

		Fiscal Year 09	Fiscal Year 10		Fiscal Year 11
		Audited Expenses	To Date - 1/31	Current Budget	Proposed Budget
Rent					
4.111	Monthly Expense	97,365.37	57,494.22	98,600.00	95,800.00
		97,365.37	57,494.22	98,600.00	95,800.00
Security Alarm					
4.112	Alarm Monitoring	395.40	296.55	500.00	500.00
		395.40	296.55	500.00	500.00
4.1	Total - Rent Expense	97,760.77	57,790.77	99,100.00	96,300.00

## 4.2 Postage & Telephone

		Fiscal Year 09	Fiscal Year 10		Fiscal Year 11
		Audited Expenses	To Date - 1/31	Current Budget	Proposed Budget
Postage					
4.211	Metered Mail	1,556.00	1,000.00	3,500.00	2,800.00
4.212	Certified Mail	0.00	0.00	100.00	100.00
4.213	Express Mail	0.00	0.00	100.00	100.00
		1,556.00	1,000.00	3,700.00	3,000.00
Telephone					
4.221	Basic & Local	3,834.20	1,823.32	4,600.00	4,400.00
4.222	Calling Charges	75.90	35.81	200.00	200.00
		3,910.10	1,859.13	4,800.00	4,600.00
4.2	Total - Postage & Telephone	5,466.10	2,859.13	8,500.00	7,600.00



### 4.3 Print & Reproduction

		Fiscal Year 09	Fiscal Year 10		Fiscal Year 11
		Audited Expenses	To Date - 1/31	Current Budget	Proposed Budget
<b>Copier Supplies</b>					
4.311	Copier Paper - 8.5X11	0.00	1,109.40	1,500.00	1,400.00
4.312	Copier Paper - Colored	0.00	0.00	100.00	100.00
4.313	Copier Paper - 8.5X14	0.00	56.98	100.00	100.00
4.314	Copier Paper - 11X17	0.00	46.98	100.00	100.00
4.315	Copier Staples	0.00	0.00	200.00	100.00
		<b>0.00</b>	<b>1,213.36</b>	<b>2,000.00</b>	<b>1,800.00</b>
<b>Offset Printing &amp; Xeroxing</b>					
4.321	Xerox Copies	56.14	0.00	300.00	100.00
4.322	SCRCOG Leg Priorities (Yellow Card)	0.00	0.00	200.00	200.00
4.323	Regional Legislative Priorities	0.00	0.00	300.00	300.00
4.324	Map Printing & Mylars	0.00	0.00	100.00	100.00
		<b>56.14</b>	<b>0.00</b>	<b>900.00</b>	<b>700.00</b>
<b>4.3</b>	<b>Total - Printing &amp; Reproductions</b>	<b>56.14</b>	<b>1,213.36</b>	<b>2,900.00</b>	<b>2,500.00</b>

#### 4.4 Expendable Office Supplies

		Fiscal Year 09		Fiscal Year 10		Fiscal Year 11	
		Audited Expenses		To Date - 1/31	Current Budget	Proposed Budget	
4.41	<b>General Office Supplies</b>						
4.411	Tape, Staples, Clips	41.70		11.00	100.00		100.00
4.412	Note Paper & Pads	13.98		14.95	200.00		100.00
4.413	Pens, Pencils & Markers	21.04		66.73	200.00		100.00
4.414	Binders & Folders	18.76		139.16	400.00		300.00
4.415	Large Mailing Envelopes	34.04		215.07	200.00		400.00
4.416	FAX Machine Supplies	128.00		0.00	200.00		200.00
		<b>257.52</b>		<b>446.91</b>	<b>1,300.00</b>		<b>1,200.00</b>
4.42	<b>Stationery</b>						
4.421	Envelopes	0.00		143.96	200.00		100.00
4.422	Mailing Labels	0.00		53.96	100.00		100.00
4.423	Business Cards	36.00		43.00	100.00		100.00
4.424	Check Reprinting	252.00		0.00	200.00		300.00
4.425	Purchase Order Forms	0.00		0.00	200.00		200.00
		<b>288.00</b>		<b>240.92</b>	<b>800.00</b>		<b>800.00</b>

#### 4.4 Expendable Office Supplies

		Fiscal Year 09 Audited Expenses	Fiscal Year 10		Fiscal Year 11	
			To Date - 1/31	Current Budget	Proposed Budget	Proposed Budget
<b>4.43</b>	<b>Miscellaneous Office Equipment &amp; Supplies</b>					
4.431	Federal & State Labor Law Posters	47.25	0.00	100.00		100.00
4.432	Poland Springs Water	568.49	304.52	900.00		700.00
4.433	Miscellaneous Office Equipment	88.75	196.85	400.00		400.00
4.434	Miscellaneous Office Supplies	119.15	289.25	600.00		600.00
		<b>823.64</b>	<b>790.62</b>	<b>2,000.00</b>		<b>1,800.00</b>
<b>4.4</b>	<b>Total - Office Supplies</b>	<b>1,369.16</b>	<b>1,478.45</b>	<b>4,100.00</b>		<b>3,800.00</b>

## 4.5 Equipment Maintenance

		Fiscal Year 09		Fiscal Year 10		Fiscal Year 11	
		Audited Expenses		To Date - 1/31	Current Budget	Proposed Budget	
<b>4.51</b>	<b>General Office Maintenance</b>						
4.511	Postage Machine Rental	550.01	300.00	700.00	700.00	700.00	
4.512	FAX Machine Maintenance Contract	149.40	92.20	300.00	300.00	200.00	
4.513	Miscellaneous Office Equipment	0.00	85.00	100.00	100.00	100.00	
		<b>699.41</b>	<b>477.20</b>	<b>1,100.00</b>	<b>1,100.00</b>	<b>1,000.00</b>	
<b>4.52</b>	<b>Computer Maintenance</b>						
4.521	Replacement Parts	0.00	0.00	500.00	500.00	400.00	
4.522	Network & Server Maintenance Contract	5,805.50	630.00	7,000.00	7,000.00	7,000.00	
	<b>Total</b>	<b>5,805.50</b>	<b>630.00</b>	<b>7,500.00</b>	<b>7,500.00</b>	<b>7,400.00</b>	
<b>4.53</b>	<b>Copier Maintenance</b>						
4.531	Base Service Contract	5,807.64	2,903.82	6,000.00	6,000.00	6,000.00	
4.532	Meter Usage Charge - B&W	803.55	347.68	800.00	800.00	800.00	
4.533	Meter Usage Charge - color	932.28	543.10	3,000.00	3,000.00	2,000.00	
		<b>7,543.47</b>	<b>3,794.60</b>	<b>9,800.00</b>	<b>9,800.00</b>	<b>8,800.00</b>	
<b>4.5</b>	<b>Total - Equipment Maintenance</b>	<b>14,048.38</b>	<b>4,901.80</b>	<b>18,400.00</b>	<b>18,400.00</b>	<b>17,200.00</b>	

## 4.6 Publications

		Fiscal Year 09	Fiscal Year 10		Fiscal Year 11	
		Audited Expenses	To Date - 1/31	Current Budget	Proposed Budget	
<b>4.61</b>	<b>Dues</b>					
4.611	CT Federation of Planning & Zoning Agenci	0.00	0.00	0.00	100.00	
4.612	American Planning Association	0.00	0.00	0.00	300.00	
4.613	New England Assoc. of Regional Councils	175.00	0.00	0.00	200.00	
4.614	Professional Engineer License	225.00	285.00	300.00	300.00	
4.615	National Association of Regional Council	0.00	0.00	0.00	2,900.00	
4.616	Other Dues & Contributions	0.00	0.00	300.00	300.00	
		<b>400.00</b>	<b>285.00</b>	<b>600.00</b>	<b>4,100.00</b>	
<b>4.62</b>	<b>Subscriptions</b>					
4.621	Atlantic Northeast Rails & Ports	310.00	0.00	0.00	200.00	
4.622	APA - Zoning Practice	0.00	0.00	0.00	100.00	
4.623	APA - Journal of APA	0.00	0.00	0.00	100.00	
4.624	Other Subscriptions	0.00	0.00	100.00	200.00	
		<b>310.00</b>	<b>0.00</b>	<b>100.00</b>	<b>600.00</b>	
<b>4.63</b>	<b>Books &amp; Reports</b>					
4.631	Technical Books & Reports	0.00	0.00	200.00	200.00	
		<b>0.00</b>	<b>0.00</b>	<b>200.00</b>	<b>200.00</b>	
<b>4.6</b>	<b>Total - Publications</b>	<b>710.00</b>	<b>285.00</b>	<b>900.00</b>	<b>4,900.00</b>	

## 4.7 Insurance & Professional Fees

		Fiscal Year 09	Fiscal Year 10		Fiscal Year 11
		Audited Expenses	To Date - 1/31	Current Budget	Proposed Budget
<b>4.71</b>	<b>Insurance</b>				
4.711	General Liability	10,116.00	10,420.00	10,800.00	2,600.00
4.712	Workers Compensation	1,913.00	1,680.00	2,300.00	1,500.00
4.713	Public Officials Liability	0.00	0.00	0.00	2,700.00
		<b>12,029.00</b>	<b>12,100.00</b>	<b>13,100.00</b>	<b>4,100.00</b>
<b>4.72</b>	<b>Accounting Services</b>				
4.721	Annual Audit	8,062.75	0.00	8,300.00	8,500.00
4.722	Accounting Services	0.00	0.00	0.00	1,000.00
		<b>8,062.75</b>	<b>0.00</b>	<b>8,300.00</b>	<b>9,500.00</b>
<b>4.73</b>	<b>Legal Services</b>				
4.731	Land Use Issues	0.00	368.15	500.00	500.00
4.732	Pension Review	1,912.50	1,860.00	4,400.00	2,000.00
4.733	Other Legal Services	818.20	213.75	1,000.00	500.00
		<b>2,730.70</b>	<b>2,441.90</b>	<b>5,900.00</b>	<b>3,000.00</b>
<b>4.7</b>	<b>Total - Insurance &amp; Professional Serv</b>	<b>22,822.45</b>	<b>14,541.90</b>	<b>27,300.00</b>	<b>16,600.00</b>

## 4.8 Meeting & Advertising Expenses

		Fiscal Year 09	Fiscal Year 10		Fiscal Year 11	
		Audited Expenses	To Date - 1/31	Current Budget	Proposed Budget	
4.81	General Meeting Expenses					
4.811	Meeting Refreshments	1,951.00	1,182.07	2,500.00	2,500.00	
4.812	Miscellaneous Meeting Expenses	3.95	33.56	200.00	200.00	
		1,954.95	1,215.63	2,700.00	2,700.00	
4.82	SCRCOG Meetings & Events					
4.821	Regional Plan Comm - Annual Mtg	720.00	442.80	900.00	800.00	
4.822	SCRCOG December Meeting	610.60	1,048.32	900.00	900.00	
4.823	Other SCRCOG Meetings	0.00	0.00	0.00	200.00	
		1,330.60	1,491.12	1,800.00	1,900.00	
4.83	Seminars					
4.831	Technical Transportation Seminars	0.00	0.00	100.00	300.00	
4.832	Technical Land Use Seminars	0.00	70.00	100.00	300.00	
4.833	TransCAD - Technical Training	0.00	1,500.00	1,600.00	0.00	
4.834	Other Seminars & Courses	125.00	0.00	200.00	300.00	
		125.00	1,570.00	2,000.00	900.00	

#### 4.8 Meeting & Advertising Expenses

		Fiscal Year 09	Fiscal Year 10		Fiscal Year 11
		Audited Expenses	To Date - 1/31	Current Budget	Proposed Budget
Advertising Expense					
4.841	Employment Opportunities	0.00	1,187.50	500.00	500.00
4.842	Audit - Legal Notice	0.00	69.75	100.00	100.00
4.843	RFP Consultant Selection	1,216.50	0.00	900.00	1,400.00
4.844	Other Published Notices	502.00	216.75	800.00	1,000.00
		1,718.50	1,474.00	2,300.00	3,000.00
4.8	Total - Meetings & Advertising	5,129.05	5,750.75	8,800.00	8,500.00



#### 4.9 Miscellaneous Expenses

	Fiscal Year 09 Audited Expenses	Fiscal Year 10 To Date - 1/31	Current Budget	Fiscal Year 11 Proposed Budget
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##### 4.91 Miscellaneous

4.911	Miscellaneous Expenses	182.13	186.65	300.00	300.00
4.912	Bank Account Analysis Charge	1.27	0.00	0.00	0.00
<b>4.9</b>	<b>Total - Miscellaneous</b>	<b>183.40</b>	<b>186.65</b>	<b>300.00</b>	<b>300.00</b>

#### 4.0 General Overhead

4.1	Rent	97,760.77	57,790.77	99,100.00	96,300.00
4.2	Postage & Telephone	5,466.10	2,859.13	8,500.00	7,600.00
4.3	Print & Reproductions	56.14	1,213.36	2,900.00	2,500.00
4.4	Office Supplies	1,369.16	1,478.45	4,100.00	3,800.00
4.5	Equipment Maintenance	14,048.38	4,901.80	18,400.00	17,200.00
4.6	Publications	710.00	285.00	900.00	4,900.00
4.7	Insurance & Professional Serv	22,822.45	14,541.90	27,300.00	16,600.00
4.8	Meeting Expenses	5,129.05	5,750.75	8,800.00	8,500.00
4.9	Miscellaneous	183.40	186.65	300.00	300.00
<b>4.0</b>	<b>Total - General Overhead</b>	<b>147,545.45</b>	<b>89,007.81</b>	<b>170,300.00</b>	<b>157,700.00</b>

## 5.0 Consultants

		Fiscal Year 09 Audited Expenses	Fiscal Year 10		Fiscal Year 11	
			To Date - 1/31	Current Budget	Proposed Budget	Proposed Budget
<b>5.1</b>	<b>Transportation Consultants</b>					
5.11	Wilbur Cross Interchange Needs Assessment	350,000.00	0.00	0.00	0.00	0.00
5.12	TransCAD Model Enhancements	0.00	0.00	35,000.00	0.00	0.00
5.13	Regional Buildout Analysis	0.00	0.00	40,500.00	0.00	0.00
5.14	New Haven - Intermodal Access / Info Mgt Plan	19,808.00	0.00	0.00	0.00	0.00
5.15	New Haven - Hill Neighborhood Corridor	40,000.00	0.00	0.00	0.00	0.00
5.16	New Haven - Bicycle Ped Gap Analysis	24,999.98	0.00	0.00	0.00	0.00
5.17	West Haven - East Brown St - Traffic Calming	25,000.00	0.00	0.00	0.00	0.00
5.18	Meriden - Project Coordination Planning	20,000.00	0.00	0.00	0.00	0.00
5.19	Congestion Management Planning	0.00	0.00	55,000.00	45,000.00	0.00
5.20	New Haven - Whalley Avenue Corridor Study	0.00	0.00	70,000.00	0.00	0.00
5.21	Meriden - Traffic Signal Study	0.00	4,500.00	65,000.00	0.00	0.00
5.22	Meriden - Roadway Planning Studies	0.00	0.00	54,000.00	0.00	0.00
5.23	Wallingford - Route 68 Corridor	0.00	0.00	65,000.00	0.00	0.00
5.24	East Haven - I-95 / US 1 / RT 100 Study	0.00	0.00	20,000.00	0.00	0.00
5.25	Madison - Transportation/Transit Study	0.00	0.00	0.00	35,000.00	0.00
5.26	North Haven - Spring Road Traffic Calming	0.00	0.00	0.00	25,000.00	0.00
5.27	Update Regional Housing Study	0.00	0.00	0.00	120,000.00	0.00
5.28	Bethany - Pavement Management System	0.00	0.00	0.00	25,000.00	0.00

## 5.0 Consultants

	Fiscal Year 09 Audited Expenses	Fiscal Year 10		Fiscal Year 11	
		To Date - 1/31	Current Budget	Proposed Budget	Proposed Budget
5.29 Bethany - Transit Opportunities	0.00	0.00	0.00	20,000.00	
5.30 Hamden - East / West Transportation Study	0.00	0.00	0.00	44,000.00	
5.31 Wallingford - Traffic Signal Study	0.00	0.00	0.00	50,000.00	
5.32 Meriden - Trail System Study	0.00	0.00	0.00	20,000.00	
5.33 New Haven - Downtown Modal Split Study	0.00	0.00	0.00	35,000.00	
5.34 Sustainable Communities Initiative	0.00	0.00	0.00	30,000.00	
5.35 Regional School Bus Study	0.00	0.00	0.00	25,000.00	
5.36 Regional Traffic Signal Study	0.00	0.00	0.00	35,000.00	
5.37 Regional Transit Data Acquisition	0.00	0.00	0.00	50,000.00	
5.38 Regional Road Classification Study	0.00	0.00	0.00	95,000.00	
<b>Total - Transportation Consultants</b>	<b>479,807.98</b>	<b>4,500.00</b>	<b>404,500.00</b>	<b>654,000.00</b>	
<b>Land Use Planning Consultants</b>					
5.21 Planning Assistance	440.00	0.00	0.00	0.00	
<b>Total - Land Use Consultants</b>	<b>440.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>5.0 Total - Consultants</b>	<b>480,247.98</b>	<b>4,500.00</b>	<b>404,500.00</b>	<b>654,000.00</b>	

## 6.0 Capital

		Fiscal Year 09 Audited Expenses	Fiscal Year 10		Fiscal Year 11	
			To Date - 1/31	Current Budget	Proposed Budget	Proposed Budget
6.1	<b>Computer Equipment</b>					
6.110	Personal Computers	0.00	0.00	0.00	0.00	0.00
6.120	Laser Printer	0.00	0.00	0.00	0.00	0.00
6.130	Network Server	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00
6.200	<b>Office Equipment &amp; Furniture</b>					
6.210	Misc. Office Equip & Furniture	0.00	0.00	1,000.00	1,000.00	0.00
		0.00	0.00	1,000.00	1,000.00	0.00
6.0	<b>Total</b>	0.00	0.00	1,000.00	1,000.00	0.00

## 7.0 NHASH - Homeland Security Grant

		Fiscal Year 09	Fiscal Year 10		Fiscal Year 11
		Audited Expenses	To Date - 1/31	Current Budget	Proposed Budget

7.1	NHASH - Homeland Sec Grant	13,301.12	3,869.82	39,895.00	38,000.00
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7.0	Total - NHASH	13,301.12	3,869.82	39,895.00	38,000.00
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## 8.0 Regional Performance Incentive Program

		Fiscal Year 09 Audited Expenses	Fiscal Year 10 To Date - 1/31	Current Budget	Fiscal Year 11 Proposed Budget
<b>Regional Performance Incentive - Responsible Growth</b>					
8.1	Regional Economic Dev Web Portal	50,690.00	27,390.00	42,624.00	0.00
<b>8.0</b>	<b>Total</b>	<b>75,043.67</b>	<b>27,390.00</b>	<b>42,624.00</b>	<b>0.00</b>

## 9.0 Shoreline Greenways Trails Planning Study

		Fiscal Year 09	Fiscal Year 10		Fiscal Year 11	
		Audited Expenses	To Date - 1/31	Current Budget	Proposed Budget	

### Shoreline Greenways Trails Planning Study

9	Shoreline Greensways Trails Study	4,000.00	0.00	354,961.00	0.00	
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<b>9.0</b>	<b>Total - Shoreline Greenways</b>	<b>4,000.00</b>	<b>0.00</b>	<b>354,961.00</b>	<b>0.00</b>	
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**10.0 Contingency**

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	Fiscal Year 10 - Current Budget	Fiscal Year 11 - Proposed Budget
Contingency	16,985	24,109
Budget Revision # 1	0	0.00
Budget Revision # 2	-2400.00	0.00
<b>Total</b>	<b>14,585</b>	<b>24,109</b>
<b>Total</b>	<b>14,585</b>	<b>24,109</b>

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# South Central Regional Council of Governments

## Proposed Budget – Fiscal Year 2011

### Fiscal Year 2011 Municipal Dues

<i>Municipality</i>	<i>FY 10/11 Dues</i>	
	<i>Per Capita (rounded to \$100)</i>	
	<i>Population <sup>(2)</sup></i>	<i>0.27</i>
<i>Bethany</i>	5,575	1,500
<i>Branford</i>	28,969	7,800
<i>East Haven</i>	28,590	7,700
<i>Guilford</i>	22,398	6,000
<i>Hamden</i>	57,862	15,600
<i>Madison</i>	18,803	5,100
<i>Meriden</i>	59,186	16,000
<i>Milford</i>	55,907	15,100
<i>New Haven</i>	123,669	33,400
<i>North Branford</i>	14,374	3,900
<i>North Haven</i>	23,961	6,500
<i>Orange</i>	13,781	3,700
<i>Wallingford</i>	44,859	12,100
<i>West Haven</i>	52,420	14,200
<i>Woodbridge</i>	9,193	2,500
<b>Total</b>	<b>559,547</b>	<b>151,100</b>

(2) State of Connecticut, Department of of Public Health, *Estimated Population in Connecticut Towns As of July 1, 2008*.



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Bethany - Branford - East Haven - Guilford - Hamden - Madison - Meriden - Milford  
New Haven - North Branford - North Haven - Orange - Wallingford - West Haven - Woodbridge

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**SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS**

*Carl Amento, Executive Director*

***Resolution***

**Fiscal Year 2011 (July 1, 2010 – June 30, 2011) South Central Regional Council of Governments**

**Whereas:** South Central Regional Council of Governments By-Laws prescribes that the Council shall review and approve SCRCOG budgets, and

**Whereas:** SCRCOG's Executive Committee has reviewed and recommends acceptance of the proposed Fiscal Year 2011 budget totaling \$1,518,725

Now, therefore be resolved by the South Central Regional Council of Governments:

That a Fiscal Year 2011 Budget is adopted (copy attached), and

That a Fiscal Year 2011 SCRCOG municipal dues are established at 27 cents per capita, per the Department of Public Health's July 2008 Population statistics.

**Certificate:**

The undersigned duly qualified and acting Secretary of the South Central Regional Council of Governments certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the SCRCOG on April 28, 2010.

**Date:** April 28, 2010

**By:** \_\_\_\_\_  
Secretary, Anthony DaRos