

#3b.

To: Ad Hoc Committee  
From: Amy Jewell  
Date: 2/15/2022  
RE: Review from Ad Hoc Committee Meeting 1 & Meeting 2

Review of Mtg 1 – 9/14/2021:

- Reviewed a Total Compensation Philosophy
- Discussed the current compensation system, how to compensate high achievers, lack of upward mobility within CSWD, livable wages, and incentive pay

Review of Mtg 2 – 9/28/2021

- Reviewed *Revised Draft Total Compensation Philosophy*
- Discussed CSWD Demographics
- Discussed CSWD's Current Compensation System or moving to a proposed *Market Priced Competitive Salary Range System* – Committee requested continuing with the current system of a Pay Grade & Step Schedule and looking at options that value employee's experience in later years and high achievers within that system.

Review of Mtg 3 – 11/9/2021

- PowerPoint presentation - reviewed CSWD's current benefit package.
- Discussed Gallagher Flynn comments on current benefits package, which included: generous health care package, a higher than average opt-out payment, higher than average vacation carry over amounts and higher than average paid holidays. It was noted CSWD's life insurance (1 x salary) is low, and a one year waiting period for retirement is longer waiting period than other Vermont businesses, and one less personal day is offered compared to others.
- Discussion was held regarding FMLA, Comp Time, sick time accrual, vacation time carry over amounts, life insurance, and health insurance.
- Discussion was held on the possibility of offering additional benefits including financial counseling, subsidizing child-care, offering group long-term health care insurance, no-cost pet insurance and how to add opportunities and be mindful of the costs to do that.

Review of Mtg 4 – 12/7/2021

- Reviewed the Employee response to Benefits Survey (results were highly favorable) with discussion held on staff responses regarding possible changes
- Reviewed the next steps regarding proposed benefit changes, which would be recommended during the FY 23 Budget process
- Discussion on hiring Gallagher Flynn to review the existing Pay Grade & Step Schedule and propose possible changes that may include the change in step percentages in consideration of tenure and proposed adjustments to positions identified as out of market range
- Discussion that a final wrap up meeting of the Ad Hoc Committee be held