



**Brunswick-Glynn County Joint Water and Sewer Commission**  
**1703 Gloucester Street, Brunswick, GA 31520**  
**Commission Meeting Room**  
**Thursday April 6, 2017**  
**10:00 AM – 11:00 AM**

**HUMAN RESOURCES & SAFETY COMMITTEE MEETING**  
**AGENDA**  
**AMENDED**

**Committee Members:** **Commissioner Cornell Harvey, Chairman**  
**Commissioner Cliff Adams**  
**Commissioner Donald Elliott**  
**Commissioner David Ford**  
**Executive Director Jimmy Junkin**

**Members:** **Cindy Barnhart, TSI**  
**Jeffrey Singletary, TSI**

**PUBLIC COMMENT PERIOD**

*Public Comments will be limited to 3 minutes per speaker. Comments are to be limited to relevant information regarding your position and should avoid being repetitious. Individuals should sign in stating your name, address and the subject matter on which you wish to speak. Your cooperation in this process will be greatly appreciated*

**Approval:**

- 1. Minutes from March 2, 2017 (subject to any necessary changes)**
- 2. Proposed Amendments to the Evaluation & Compensation Policies & Procedures – J. Donaghy**
- 3. Proposed Amendments to the Probationary Period & Paid Time Off Benefits – J. Donaghy**

**Discussion:**

- 1. Recruiting Statistics – B. Lane**
- 2. JWSC Claims History – J. Singletary**

**EXECUTIVE DIRECTOR'S UPDATE**

All citizens are invited to attend.

There is a possibility of a quorum of Commissioners being present.



**Brunswick-Glynn County Joint Water & Sewer Commission**  
**1703 Gloucester Street, Brunswick, GA 31520**  
**Commission Meeting Room**  
**Thursday, April 6, 2017 at 10:00 AM**

## **HUMAN RESOURCES & SAFETY COMMITTEE MINUTES**

**PRESENT:**                   **Cornell Harvey, Chairman**  
                                  **Cliff Adams, Commissioner**  
                                  **Donald Elliott, Commissioner**  
                                  **David Ford, Commissioner**  
                                  **Jimmy Junkin, Executive Director**

**ALSO PRESENT:**       **Tom Boland, Sr., Deputy Director**  
                                  **John Donaghy, Chief Financial Officer**  
                                  **Jay Sellers, Public Information Officer**  
                                  **Cindy Barnhart, TSI**  
                                  **Jeffrey Singletary, TSI**  
                                  **Baylie Lane, TSI**

Chairman Harvey called the meeting to order at 10:05 AM.

### **PUBLIC COMMENT PERIOD**

There being no citizens that wished to address the Committee, Chairman Harvey closed the Public Comment Period.

### **APPROVAL:**

- 1. Minutes From March 2, 2017 Committee Meeting**  
Commissioner Ford made a motion seconded by Commissioner Adams to approve the Human Resources & Safety Committee Meeting from March 2, 2017. Motion carried 4-0-0.
  
- 2. Proposed Amendments to the Evaluation & Compensation Policies & Procedures – J. Donaghy**  
John Donaghy presented the proposed amendments to the evaluation form and compensation policies and procedures, of which the details were discussed in the previous Committee Meeting in March. As per request made by the Committee in March, John made a few revisions to the amendment and those changes were discussed. The proposed ratings of 1 through 5 (1 being lowest evaluation rating and 5 being the highest) remained unchanged. The purpose of this particular modification in the policies and procedures is to make the evaluation form more applicable to the specific position being evaluated, facilitate budgeting and keep the pay scales current with market conditions.  
Commissioner Elliott made a motion seconded by Commissioner Adams that the Committee approve the proposed changes to the Evaluation and Compensation policies of the JWSC, subject to the policy language being reviewed by legal counsel, and that a wage adjustment of 2.5% be

implemented effective for the pay period beginning April 24, 2017, ending May 7, 2017, to be forwarded to the full Commission for approval.

### **3. Proposed Amendments to the Probationary Period & Paid Time Off Benefits –**

J. Donaghy

John Donaghy presented the proposed amendments to the probationary period & paid time off benefits, which was also previously discussed at the March Committee Meeting. He noted the recommended revisions the Committee requested previously. This proposed amendment will change the probationary period from 6 months to 1 year. The proposal will also allow that when an employee begins employment, they are eligible to utilize 30 hours of paid vacation time and 30 hours of paid sick time, which equates to the time that would be earned over 8 pay periods. The employee would be allowed to take these hours in advance of earning them as necessary. Any time greater than these 30 hours would have to be taken as time without pay.

Commissioner Ford made a motion seconded by Commissioner Adams that the Committee approve the proposed changes to the Compensated Absences of the Personnel Policy of the JWSC, subject to the policy language being reviewed by legal counsel, to be forwarded to the full Commission for approval.

## **DISCUSSION:**

### **1. Recruiting Statistics – B. Lane**

Baylie Lane presented the recruiting statistics to the Committee. She noted that there were 4 positions added to those that are open for hiring since the last Committee meeting. Baylie also mentioned the various methods and sources of posting the open position for Deputy Director, and that she has sent 11 resumes to JWSC for review. Various positions were discussed that have been filled recently and the number of applicants for each. Baylie also explained how she accumulates and tracks the various data. Employee terminations were discussed with the Committee. Baylie was asked to provide the employee termination statistics since 2013 in the form of a chart by organizational department, authorized positions, the fill level on board, and reason for termination. A final point for discussion regarded open positions and the length of time for the process of filling those positions.

### **2. JWSC Claims History – J. Singletary**

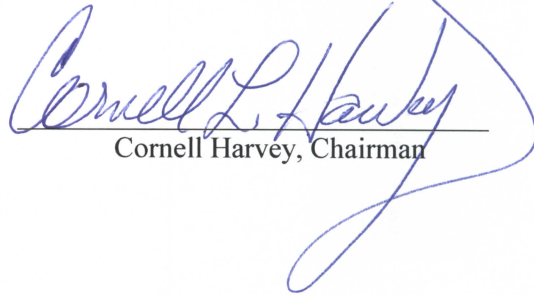
Jeffrey Singletary presented the JWSC Claims History and summary chart. The first chart was history of all worker's compensation injury claims costs incurred by policy year since 2012, total claims, and whether still open or closed. The second chart indicated the types of injuries, and how many of each was incurred by year from 2014 up to present. Jeffrey then presented a memo to the Committee offering Proposed Orientation Trainings. He suggested that a safety training orientation program be established with the plan for a series of training videos for new hires to watch during their first two days of employment. Then, after completing the training they would be allowed to go to the job site with their crew. The plan furthers for the new employees to shadow a supervisor or another experienced employee until the supervisor feels they have enough knowledge and understanding to be on their own. The intended purposes for this training are confidence in the crew along with lower injury and accident rates. Jeffrey then noted the different trainings that employees will receive upon orientation. The work related injury of "Caught Between" was discussed pertaining to the accident and how it had happened. The Committee requested that "Pinch Point" training be added to the list of new hire orientation

training. It was also discussed that employees would have annual training every year, especially specific to their job positions. There will also be assessments given after the training videos. The details of the plans, location for training, and actual training materials have not been finalized yet.

**EXECUTIVE DIRECTOR'S UPDATE**


Mr. Junkin noted that the search for a candidate to fill the position of Deputy Director is active.

Meeting was adjourned at 10:38 am.



Cornell Harvey, Chairman

Attest:



Janice Meredith,  
Executive Commission Administrator



**DRAFT MEMO FOR FULL COMMISSION**  
**Brunswick-Glynn County Joint Water and Sewer Commission**  
1703 Gloucester St., Brunswick, Georgia, 31520  
Phone: (912) 261-7110 Fax: (912) 261-7178  
[www.bgjwsc.org](http://www.bgjwsc.org)

**To:** JWSC Human Resources and Safety Committee  
**From:** John D. Donaghy, Director of Administration  
**Cc:** Jimmy Junkin, Executive Director  
**Date:** March 31, 2017  
**Re:** Amendment to the Evaluation and Compensation Policies & Procedures  
Amendment to Compensated Leave Policies & Procedures

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I have clarified or made changes to the proposed changes in evaluation, compensation and compensated time off documents as last presented to the Committee.

The changes are indicated in bold and underlined text.

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## DRAFT MEMO FOR FULL COMMISSION

**To:** JWSC Commissioners  
**From:** John D. Donaghy, Director of Administration  
**Date:** April 6, 2017  
**Re:** Amendment to the Evaluation and Compensation Policies & Procedures

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### **Background:**

JWSC Staff has proposed a method of employee evaluations that is a more effective evaluation tool and that may be modified to more appropriately measure the performance of an array of employee positions.

Staff has also proposed a modification in policies and procedures that will facilitate budgeting and keep the JWSC pay scales current with market conditions.

### **Recommendation:**

The Human Resources Committee and the Finance Committee of the Brunswick-Glynn County Joint Water and Sewer Commission have reviewed the changes and recommend the approval of the proposed changes to the Human Resources Policy of the JWSC.

### **Motion:**

**“I move that the Brunswick-Glynn County Joint Water and Sewer Commission approve the proposed changes to the Evaluation and Compensation policies of the JWSC, subject to the policy language being reviewed by legal counsel, and that a salary and wage adjustment of 2.5% be implemented effective for the pay period beginning April 24, 2017, ending May 7, 2017.”**

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# PROPOSED AMENDMENTS TO THE EVALUATION AND COMPENSATION POLICIES AND PROCEDURES

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## CURRENT SYSTEM

- Employees are evaluated at month 5 of their on their 6 month introductory period and are eligible for an increase.
- Thereafter, employees are evaluated on their anniversary date of hire or date in position.
- Evaluation scores are computed to arrive at a score down to two decimal places, ranging from 0 to 4.
- Their evaluation score is translated to a % increase based on a table.
- Evaluations and increases are contemporaneous.
- The pay scale utilized is that developed by Condrey Associates in 2015 and implemented in May of 2015.

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## PROPOSED SYSTEM

### EVALUATIONS:

- The evaluation form will be simplified. Scores will range from 1 to 5. A score of 3 is "meets standards".
- Job descriptions determine what criteria meet standard and may be tailored to the job.
- Evaluators will develop criteria that warrant an evaluation score of 4 or 5.
- Employees will prepare a report of their achievements toward the prior year goals and other accomplishments prior to evaluation.
- The probationary period for new employees or existing employees moving to new positions will be increased from 6 months to 1 year.
- Evaluations will continue to be performed on the anniversary date of hire or date in position.

- Employees with an evaluation score of less than 3 (Meets Standards) will develop a Performance Improvement Plan (PIP) in accordance with Section 7.2 of the Human Resources Standards of Practice.
- Additional quarterly "milestone" evaluations will be done on probationary employees the first year.

#### INCREASES:

##### Cost of Living Adjustment (COLA):

- All employees will receive a cost of living adjustment (COLA) on July 1 each fiscal year.
- The COLA will be determined using the CPI-U from February of the previous year to February of the current year.

##### Step Increases:

- Step increases will be effective as of the employee's anniversary date.
- Employees receiving an evaluation score of four will receive one "Step Increase" in addition to the COLA.
- Employees receiving an evaluation score of five will receive two "Step Increases" in addition to the COLA.
- A step increase is equal to 2.15% based on a 20 year compounded progression from the minimum to maximum rate for a position by grade.
- The combined COLA and step/merit raises shall not exceed 5% in a given fiscal year.
- The COLA and/or step increase(s) may be reduced based on budgetary restrictions.
- In the case of a negative adjustment, the dollar amount available after the COLA will be used to determine the percentage increase per step.
- Employees who are at the maximum will receive an increase as determined above. The increase will be an annual payment and will not compound going forward.

The rates of pay in the JWSC Pay Scale Table will be adjusted annually by the percentage of the COLA to maintain job market competitiveness.

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#### TRANSITION

Until the Commission adopts a new policy, the current system will remain in effect.

For the fiscal year ending June 30, 2017:



- Employees who are due an evaluation prior to a change in policy will receive increases in accordance with the current policy.
- Upon adoption of a new policy, all employees will be eligible for a COLA adjustment.
- Employees who have received an evaluation and increase prior to the adoption will receive a COLA only to the extent that their pay increase is a smaller percentage than the COLA increase. The COLA will not be retroactive.
- Employees who received a pay increase greater than the COLA receive no further increase.
- Employee with anniversary dates after implementation of a new policy and prior to July 1 will receive an evaluation and the incremental increase over the COLA amount, if any.
- Staff proposes an increase of 2.5%, rather than a computed COLA, based on the expected salary increase included in the 2016-17 budget. The JWSC pay scale ranges will also be adjusted by the 2.5%.

Going forward, the newly adopted policy will be effective.

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## DRAFT MEMO FOR FULL COMMISSION

**To:** JWSC Commissioners  
**From:** John D. Donaghy, Director of Administration  
**Date:** April 6, 2017  
**Re:** Amendment to Compensated Absences

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### **Background:**

JWSC Staff has proposed the extension of the Probationary Period for newly hired employees from six months to one year.

Recognizing that newly hired employees may incur illnesses or have the need to otherwise take time off from work during their probationary period. Staff has proposed a change in the Personnel Policy to allow newly hired employees to utilize 30 hours of sick leave and 30 hours of vacation leave prior to the accrual of those hours.

### **Recommendation:**

The Human Resources Committee and the Finance Committee of the Brunswick-Glynn County Joint Water and Sewer Commission have reviewed the changes and recommend the approval of the proposed changes to the Human Resources Policy of the JWSC.

### **Motion:**

**“I move that the Brunswick-Glynn County Joint Water and Sewer Commission approve the proposed changes to the Compensated Absences of the Personnel Policy of the JWSC, subject to the policy language being reviewed by legal counsel.”**

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## PROPOSED AMENDMENTS TO PROBATIONARY PERIOD AND PAID TIME OFF BENEFITS

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### CURRENT SYSTEM

- Newly hired or rehired employees are on a six month introductory period.
- Upon the date of hire, employees begin to accrue both paid vacation and paid sick time at a rate of 3.7 hours of each per pay period.
- These paid time off benefits cannot be redeemed until the six month introductory period is successfully completed.
- An extension of the introductory period from six months to a probationary period of one year is proposed.

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### PROPOSED SYSTEM

- Upon hire, new employees will begin with a bank of 30 hours of sick leave and 30 hours of vacation leave.
  - Should circumstances develop where an employee needs to use sick or vacation time, the employee may utilize these hours without a waiting period.
  - The bank of 30 hours sick time and 30 hours vacation time is equal to the time the employee will accrue by the eight week of their employment.
  - Should an employee have exhausted their 30 hour of sick or vacation time prior to reaching the eight pay period of their employment, the employee would be required to take time off without pay.
  - **Upon a termination of employment any compensated absence time utilized in excess of time accrued will be withheld from the employee's final payroll.**
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## Brunswick-Glynn County Joint Water and Sewer Commission

### Recruiting Statistics

**Number of job announcements:** 10 total as of 4/2/17 (9 external; 1 internal)

**Number of job applications/resumes submitted:** YTD – 466 total

**Currently Posted:**

Position	Date Posted	# of Applications
Construction Crew Leader – <i>Internal</i>	3/31/17	1
Deputy Executive Director	3/24/17	29
Administrative Coordinator WW TXT	3/27/17	11
Wastewater Maintenance Mechanic	3/22/17	4
Manhole Rehab Technician	2/3/17	12
Water Treatment Plant Operator III	1/30/17	12
Backflow Inspector	6/13/16	29
Backflow Compliance Coordinator	6/13/16	29
Utility Service Worker I	4/18/16	154
Equipment Operator	4/1/15	203

All positions are posted on the BGJWSC website, Teamwork Services, Inc. website, and in the Golden Isles News (online and print).

Postings for Deputy Executive Director:

- Water Environment Association of South Carolina [www.scwaters.org](http://www.scwaters.org)
- Water and Wastewater Jobs [www.waterandwastewaterjobs.com](http://www.waterandwastewaterjobs.com)
- Georgia Association of Water Professionals [www.gawp.org](http://www.gawp.org)
- Water Environment Federation [www.wef.org](http://www.wef.org)
- American Wastewater Association [www.awwa.org](http://www.awwa.org)
- Indeed [www.indeed.com](http://www.indeed.com)

**Employee Referrals:** YTD – 50

*Information is current as of 4/2/17*

# JWSC CLAIMS HISTORY

CLAIMS HISTORY				
Policy Year	Incurred	Claims	Indemnity Claims	Open/Closed
2012	\$194,125	23	6	All Closed
2013	\$133,756	13	3	All Closed
2014	\$90,195	18	3	All Closed
2015	\$7,636	14	0	All Closed
2016	174,898*	20	3	4 Open
2017	192,875**	1	1	1 Open
* Denotes (\$95,000) reserves still on claims				
** Denotes (\$167,305) reserves still on claims				

Type of Injury	2014	2015	2016	2017
Sprains	2	1	1	0
Inhalation	0	1	2	0
Slip/Trip/Fall	1	1	0	0
Allergic Reaction	0	1	1	0
Insect Bites	4	2	2	0
Contusions	0	1	0	0
Strains	1	1	2	0
Cuts	4	1	0	0
Heat Injury	0	2	0	0
Struck By	4	2	5	0
MVA	0	1	5	0
Wrist/Carpel	1	0	1	0
Eye Injury	1	0	0	0
Caught Between	0	0	1	1
<b>Total</b>	<b>18</b>	<b>14</b>	<b>20</b>	<b>1</b>