

## **Transition Task Force**

### **Personnel subcommittee**

#### **Report of 2/13/12 meeting**

The 4 members of the Task Force (Thea Berkhout, Jo Butler, Jim Levine, and Gary Patteson) on the Personnel Subcommittee met with borough and township administrators and developed the following proposed scope of work for the subcommittee:

#### SUGGESTED SCOPE OF PERSONNEL SUBCOMMITTEE

- Recommend consistent guidelines and equitable procedures for merging employees and departments, taking into account existing contractual agreements and employment policies.
- Review and recommend a new overall organizational structure for all merged departments in conjunction with subcommittees that are focusing on particular departments.
- Act as a resource to the other relevant subcommittees focused on merging specialized areas.
- Recommend a process for staff to develop best business and service practices in the new merged departments.
- Ensure that the process results in the fiscal savings that were projected and the high quality service levels expected by the public.
- Evaluate the need and/or mechanism to pay severance to various employee groups.
- Recommend a process for merging personnel policies and procedures as well as compensation and benefits packages.
- Recommend the development of a unified employee manual reflecting the new policies and procedures.

The subcommittee also requested a number of additional documents as resources for its work and it discussed the following issues:

- The subcommittee recommends that the Task Force request the governing bodies for a moratorium on hiring.
- If the subcommittee identifies additional efficiencies beyond the 18 redundant positions recommended by the Consolidation Commission, it should bring these recommendations to the Task Force.
- The Task Force should consider forming a sufficient number of subcommittees that will focus on the specifics of merging the employees and departments, beyond just the public safety and public works areas.

The subcommittee selected Thea Berkhout as its chair and Jim Levine as vice chair, identified from previously submitted resumes 4 additional individuals to contact for possible interest in joining the subcommittee, and determined a schedule of meetings on every other Wednesday night at 7:00 p.m., when the Task Force does not meet.