



## CITY OF NEW HAVEN

**JUSTIN ELICKER, MAYOR**

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March 29, 2023

Honorable Tyisha Walker-Myers  
President of the New Haven Board of Alders  
City of New Haven  
165 Church Street  
New Haven, CT 06510

RE: **ORDINANCE AMENDMENT OF THE NEW HAVEN BOARD OF ALDERS  
SUBMITTING PROPOSED REVISIONS OF THE EXECUTIVE MANAGEMENT &  
CONFIDENTIAL EMPLOYEES PERSONNEL AND PROCEDURES MANUAL BE  
REVIEWED, FINALIZED AND ADOPTED.**

Dear President Walker-Myers:

The last substantive change to the City of New Haven Executive Management and Confidential Employees Personnel and Procedures Manual (“the Manual”) was on December 19, 2011, as passed by the Board of Alders. The Manual sets forth Executive Management and Confidential Employees work rules, salary scales, as well as the covered employee benefit plans offered by the City of New Haven (the “City”) to non-bargaining unit employees listed in such Manual.

Time has caught up with the Manual. It is dated and reflects needs from more than a decade ago. This is not the fault of the Board of Alders but rather the lack of any periodic maintenance on the Manual to keep and reflect with current times and trends on the wages and benefits of public management employees for a municipality.

Submitted for consideration to the Board of Alders is an Ordinance Amendment of the Board to update and revise elements of the Manual, along with a redline version showing proposed revisions. The goal of the submission is to update the salary scale in order to make the City more competitive in hiring, is also in line with current budget requests regarding salaries, medical benefits, pensions, as was submitted for consideration and adoption in the FY23-FY24 Annual Budget . The Ordinance Amendment as submitted will include the following elements:

- A change to the handbook making it gender neutral;
- small, general language clean-up;

- modernizing pay scale ranges to reflect current municipal labor market standards and make the City more competitive in hiring for Executive Management and Confidential employees; and
- change to the handbook allowing for future cost-of-living salary adjustments to keep pace with the emerging, post-Covid-19 pandemic labor market in the state.

On behalf of the Administration, I respectfully submit for consideration, deliberation, and adoption the enclosed Ordinance Amendment to update the City of New Haven Executive Management and Confidential Employees Personnel and Procedures Manual.

Sincerely,

A handwritten signature in blue ink, consisting of a large loop followed by a series of smaller, connected loops and a final horizontal stroke.

Sean Matteson  
Chief of Staff