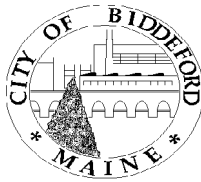


City of Biddeford
Personnel Committee
November 16, 2021 3:00 PM 205 Main Street

- 1. Call to Order**
- 2. Acceptance of Minutes**
 - 2.1. Minutes from 10-19-21
[10-19-21 Minutes.doc](#)
- 3. Discussion**
 - 3.1. Nonunion Domestic Partner Eligibility for Insurance
[DP Handbook Changes 11-16-21.docx](#)
[DP Brief 11-16-21.docx](#)
- 4. Other Business**
- 5. Adjourn**



PERSONNEL COMMITTEE MEETING

Tuesday September 19, 2021
Human Resources Department

3 PM
Minutes

ITEM 1 Call to order

Chair Councilor Michael Ready called the meeting to order at 3:00 PM with Councilors Norman Belanger, Ashanti Williams, and William Emhiser present. Also present were James Bennett, City Manager, Diana DePaolo, Human Resource Director, and Hillary Owens, Human Resources Specialist.

ITEM 2 Acceptance of Minutes

Minutes from prior meeting were approved.

ITEM 3 Discussion

3.1 Compensation Plan

City Manager Bennett presented a summary of all points of new plan:

- Removal of time and year in position identifiers from pay scale
- Positions based on market
- Adjustment of budget for non-union personnel
- Shift the recommendation of increases to the 1st of the year

FY implementation- COLA and changes to position levels effective July 1, 2021, merit to be discussed to be effective January of 2022.

Councilor Belanger requested move to executive session 3:44pm, seconded by Councilor Emhiser, ended at 3:45pm.

Unanimous vote to approve new plan.

3.2 MainePERS

HR Director, Diana DePaolo, explained the contents of a new law that was passed in June, and recently adopted by MePERS. She advised that the City would need to make a decision about adoption of the Law. It was decided that this should be moved to general council for a vote at the October 19, 2021 meeting that evening.

3.3 Community Outreach and Inclusion Coordinator

City Manager, James Bennett, discussed the return on investment potential and rational for Community Outreach and Inclusion Coordinator position. Decision made to approve

the position with caveat that the person in the roll, and the manager of the position, Danica Lamontagne, keep Council apprised of the progress of the position.

3.4 Vaccinations

City Manager, James Bennett, discussed the status of the policy in progress. Advised that there will be a suggested position coming in regards to parameters.

ITEM 4 Other Business

No further discussion

ITEM 5 Adjourn

Motion to adjourn 4:07 PM

Personnel Committee Members:

Councilor Michael Ready, Chair

Councilor Norman Belanger

Councilor Ashanti Williams

Councilor William Emhiser

occupancy rate, unless shared with another City employee. When a spouse or other family member accompanies an employee requiring double occupancy, the employee shall pay any difference. Receipts are required for all travel expenditures and must be submitted upon the employees return and within five (5) work days.

Employees may elect, at their discretion, to receive the IRS per diem rate in lieu of reimbursement. Such request must be made prior to the event to the City Manager's office.

MILEAGE ALLOWANCE

Eligible mileage reimbursement will be granted at the prevailing IRS rate.

HEALTH BENEFITS

The City of Biddeford will offer group health insurance to its regular full time employees. If it is desirous to change insurance carriers, the City will provide equal or better coverage.

The City will also provide a Health Reimbursement Account for all those enrolled in health insurance. Domestic Partners who are added to employee's health insurance will not be enrolled in the City provided HRA.

Summary plan descriptions for both of these health benefits are available through the Human Resources Department.

- A. ~~Beginning September 6, 2001, r~~Regular full time employees will pay 20% ~~15 percent~~ of the cost of health insurance coverage. ~~Beginning January 1, 2017, the employee contribution amount will increase to twenty (20%).~~ Payment will be made through payroll deduction and will be based on the number of payroll deductions made during the calendar year. ~~Beginning January 1, 2017, the City will continue to offer employees three (3) health coverage options, the HMO, POS and HMO LO, however, if the employee elects the higher priced plan coverage (POS) the employee shall be responsible for 100% of the premium difference between the HMO and POS plan.~~
- B. Effective January 1, 2022 the City of Biddeford will allow any employee who is eligible to enroll in health and vision benefits the option of enrolling a domestic partner. Any employee who wishes to add a domestic partner will be advised of the requirements set forth in the Domestic Partner affidavit to add said partner.

RETIREMENT HEALTH BENEFITS

- C. The City shall provide employees with an insurance buyout program. If an employee can demonstrate that he has appropriate health insurance coverage elsewhere, the employee will be allowed to cash in coverage from the City for a family plan for \$1,500.00 per year, payable quarterly.
- D. For employees who retire after September 6, 2001, the City shall pay for the medical insurance only, at the same percentage of current employees, to employees who retire between the ages of 62 and 65, until said employee reaches the age of 65, providing said employee has a minimum of ten years of service with the City. Medical insurance coverage for the employee's dependents shall be at the expense of said employee. When the retiree reaches the age of 65, all insurance for said employee and dependents will terminate.

- E. For employees who retire before July 1, 1995, the City shall continue to pay the cost of medical insurance for a retired employee between the ages of 62 and 65. Beyond the age of 65, the retired employee may enroll in the City's Medicare companion plan at his own expense.
- F. As an exception to the above, if a retiring employee has a dependent (husband/wife only) who is younger and currently enrolled on the City's health plan, then the City will continue to pay the cost of the Medicare companion plan for the retiree until the dependent reaches age 65. The retiree will be responsible for the cost of dependent coverage. When both the retiree and the dependent have reached age 65, they may both continue in the City's Medicare companion plan at their own expense. At the time when the retired employee becomes responsible for the cost of medical coverage, payment will be made to the City on a monthly basis at the current rate.
- G. If an employee has to retire prior to age 62 because of medical reasons and is eligible for social security disability income, he may continue on the group medical coverage at his own expense. If the retired employee carried dependent coverage, that will also be continued at the retired employee's own expense.
- H. For employees who retire prior to July 1, 1995, and, if the retiree has continuous employment with the City for a period in excess of ten years, the City shall pay the insurance expense for the employee for a period not to exceed 24 months or whenever Medicare becomes applicable. Subsections (E) and (F) of this section shall also apply.
- I. Employees hired after January 1, 1997 are not eligible for Sections C through G above. Said employees shall contribute \$15 per week to retirement health savings (RHS) which will be matched by the City. The employer matched contribution amount shall have a ten year (10) vesting period, to coincide with the employees original date of hire, as follows:

0 to 2 years:	Zero percent (0%)
Over 2 years	Ten percent (10%)
Over 3 years	Fifteen percent (15%)
Over 4 years	Twenty percent (20%)
Over 5 years	Thirty five percent (35%)
Over 6 years	Fifty percent (50%)
Over 7 years	Sixty five percent (65%)
Over 8 years	Eighty percent (80%)
Over 9 years	Ninety percent (90%)
Over 10years	One hundred percent (100%)

EMPLOYEE HEALTH INFORMATION PRIVACY POLICY

The City of Biddeford sponsors a group healthcare plan that is subject to the Health Insurance Portability and Accountability Act (HIPAA). On the basis of that law, privacy regulations now apply to certain protected health information. The City, as plan sponsor, has adopted the following policy to comply with these regulations. The City's medical privacy policy will continue to apply to medical information, and the City will comply with all other federal and state laws concerning medical privacy.

The City generally only performs enrollment, changes in enrollment, and payroll deductions, and to the extent it obtains HIPAA-protected health information (PHI), and it will maintain that information in confidence. Specifically, the City will not use or disclose such information for employment-related actions and decisions or in connection with other benefit plans.

PHI refers to individually identifiable health information received by the City's group health plan and created or received by a healthcare provider, health plan, or healthcare clearinghouse that relates to the

past, present, or future health of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care. Such health information includes health status, medical



Personnel Committee

Meeting Date: Tuesday, November 16, 2021

Meeting Time: 3pm

Agenda Item No: 1

Item Description: Domestic Partnerships

Submitted by: Diana DePaolo, HR Director

Supporting Information/Documentation:

Attached excerpt from Personnel Handbook with requested revisions completed

Key Terms:

N/A

Executive Summary:

Issue was discussed at prior meetings and requested edits were made (in 2020). The issue was tabled because the other group of employees with MMEHT insurance, the Fire Department union, needed to get the Domestic Partnership language in their contract before the nonunion handbook could be updated so that the ability to have Domestic Partner coverage would be equitable across all members of this insurance.

Detailed Review:

Funding Source:

N/A

Staff Recommendation:

Vote to adopt new handbook language and allow nonunion staff to add domestic partners on their insurance