

City of Biddeford
Personnel Committee
October 25, 2016/4:30 PM/205 MAIN STREET

1. Call to Order
2. Acceptance of Minutes
- 2.1.

Acceptance of Minutes – Monday, August 29, 2016

[September 19, 2016- Personnel Committee Meeting Minutes.doc](#)

3. Non Union Sick Accruals
Compensation Study
Severance Pay Discussion

- 3.1. Severance - Fisk, Joanne

[Joanne Fisk Severance Pay-2016.docx](#)

4. Other Business
5. Unfinished Business/Future Agenda Items
6. Adjourn

Personnel Committee Agenda Item Report

Agenda Item No. 2016-188

Submitted by: Marcy Faucher

Submitting Department: Personnel

Meeting Date: October 25, 2016

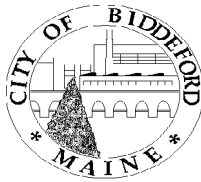
SUBJECT

Acceptance of Minutes – Monday, August 29, 2016

Recommendation:

ATTACHMENTS

- [September 19, 2016- Personnel Committee Meeting Minutes.doc](#)



PERSONNEL COMMITTEE MEETING

Monday, September 19, 2016

5:30 PM

Minutes

ITEM 1 Call to order

Chair Councilor John McCurry called the meeting to order at 5:30 p.m. with Councilors Michael Ready, Rick Laverriere and Stephen St. Cyr present. Also present was James Bennett, City Manager, and Marcy Faucher, Human Resources Director

ITEM 2 Acceptance of Minutes – Monday, August 29, 2016

Motion: by Councilor Ready to accept the minutes of the Monday, August 29, 2016 meeting as recorded, second by Councilor Laverriere.

ITEM 3 Non Union Sick Time-Review Draft Language

Motion: by Councilor Laverriere to amend section 5, subsection 4 of the proposed non union sick accrual language to read 192 hours (not 154 hours), second by Councilor St. Cyr, all in favor.

Motion: by Councilor Laverriere to send the proposed non union sick time changes (as amended above) to full Council for consideration, second by Councilor St. Cyr, Councilor Ready opposed.

ITEM 4 Compensation Study (Comparable Benefits)

The committee reviewed a partial outline of comparable benefits from surrounding communities.

ITEM 5 Other Business – Non Union Health Benefits

City Manager Bennett advised the committee of a discrepancy in the Health Benefits section of the Policies, Procedures and Benefits Manual (Pg. 72, Health Benefits, section H). The section should read as follows: Employees hired after **January 1, 1997** (not January 1, 2002) are not eligible for Sections C through G above. Said employees shall contribute \$15 per week to a 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 10 years	One hundred percent (100%)

The Committee agreed to the amendment as noted above, no further action is required.

ITEM 6 Unfinished Business/Future Agenda Items

None

ITEM 7 Adjourn

Motion: by Councilor Laverriere to adjourn at 6:41 pm, second by Councilor Ready, unanimous.

Respectfully Submitted,

Marcy Faucher, Human Resources Director

Personnel Committee Members:

Councilor John McCurry, Chair

Councilor Rick Laverriere

Councilor Michael Ready

Councilor Stephen St. Cyr

James Bennett, City Manager

Personnel Committee Agenda Item Report

Agenda Item No. 2016-189

Submitted by: Marcy Faucher

Submitting Department: Personnel

Meeting Date: October 25, 2016

SUBJECT

Severance - Fisk, Joanne

Recommendation:

ATTACHMENTS

- [Joanne Fisk Severance Pay-2016.docx](#)

TO: H/R Director Marcella Faucher

FROM: JoAnne W. Fisk

DATE: October 21, 2016

RE: Severance Payment

Would you please place my severance payment issue on the next personnel committee meeting agenda.

As you aware I began my employment with the City of Biddeford on March 26, 1998. As part of the explanation of benefits performed by former HR staff, it was explained to me that I would receive one week of pay for every year I was employed by the city.

It was not until several years later, that I was informed by a retiring employee of the City that I was in fact not entitled to that benefit. I would simply like the opportunity to further explain this issue and finally bring closure to it.