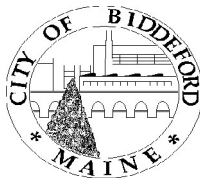


City of Biddeford
Personnel Committee
September 20, 2022 4:00 PM 205 Main Street

Status:

- 1. Call to Order**
- 2. Acceptance of Minutes**
 - 2.1. Acceptance of Minutes 6-21-22
[06.21.2022 Minutes.docx](#)
- 3. Discussion**
 - 3.1. Holiday section edits to Nonunion Handbook
[Holiday Article EDITS.pdf](#)
 - 3.2. Airport Manager level
[Airport Manager Brief.docx](#)
 - 3.3. Workers Comp Mod Rate
[Comp Rate Brief.docx](#)
[mod rate.pdf](#)
 - 3.4. Wellness Initiatives
- 4. Other Business**
- 5. Adjourn**



PERSONNEL COMMITTEE MEETING

Tuesday June 21, 2022

Human Resources Department

4 PM

Minutes

ITEM 1 Call to order

Chair Councilor Norman Belanger called the meeting to order at 4:00 PM with Councilors Doris Ortiz, Councilor Scott Whiting and Councilor William Emhiser present. Also present were City Manager James Bennett and Diana DePaolo, Director of Human Resources and Lynn Abbott, Human Resource Specialist.

ITEM 2 Acceptance of Minutes

Minutes from 05-17-22 were accepted unanimously.

ITEM 3 Discussion

4.1 Hours and Breaks –nonunion policy manual

Councilor Belanger motioned to adopt- passed unanimously

4.2 Compensatory/Overtime – nonunion policy manual

Councilor Belanger motioned to adopt, seconded by Councilor Whiting - passed unanimously

4.3 Vacation – nonunion policy

Councilor Belanger motioned to adopt- passed unanimously

4.4 Student Loan Repayment – nonunion policy

Councilor Belanger motioned to adopt- passed unanimously

4.5 Compensation Policy

Councilor Belanger motioned to adopt- passed unanimously

4.6 Non-Union Wage Increase

Councilor Belanger motioned to adopt- passed unanimously

Motion to adjourn 4:30pm, unanimous

Personnel Committee Members:

Councilor Norman Belanger, Chair

Councilor Scott Whiting

Councilor Doris Ortiz

Councilor William Emhiser

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HOLIDAYS

Thirteen and one half (13 1/2) paid holidays will be designated by the City Manager:

Deleted: Twelve

New Years Day	Columbus Day
Martin Luther King Birthday	Veterans Day
Presidents' Day	Thanksgiving Day
Patriot's Day	Day after Thanksgiving
Memorial Day	Christmas Eve ½ Day
Juneteenth	Christmas Day
Independence Day	
Labor Day	

A. Because of the nature of the position, certain employees are required to work during a holiday. These employees will receive holiday pay in addition to regular wages for time worked.

B. If a regular holiday falls on a on a day that offices are not normally open the City Manager shall declare the most appropriate workday for observing the holiday, unless otherwise regulated by law.

Deleted: Sunday, Saturday, or Friday

Deleted: following Monday is considered a holiday; if the regular holiday falls on a Saturday, the proceeding Friday is considered a holiday

C. All employees on leave of absence without pay shall not be entitled to holiday pay.

D. For the purpose of overtime payment and compensatory time accruals, Holiday pay is to be considered a normal day's wages.

E. To receive holiday pay, the employee must work the full scheduled day before and after the holiday or have approved/scheduled time off. An unplanned absence, such as calling in sick, unless accompanied by a physician's statement, forfeits the employees' right to holiday payment.



Council Meeting

Meeting Date: Tuesday, September 20, 2022
Meeting Time: 4pm
Agenda Item No: 2
Item Description: Airport/Facilities Manager position
Submitted by: Diana DePaolo

Detailed Review:

A new Airport Manager started on Monday, September 12th. Recently, some facilities based responsibilities were moved under the PW Director as we no longer employ a Director of Facilities. Due to these changes, the Airport Manager was given additional responsibilities including coordinating with and maintaining a list of current facilities based providers as well as coordinating all Capital Improvement projects. The position is currently listed as a level 8. I am recommending a move to level 10 where Executive Assistant, Code Enforcement Officer II, and Engineering Tech currently are. The responsibility of City wide coordination of facilities based providers and all the City's Capital Improvement projects is a considerable increase in duties for this position.



Council Meeting

Meeting Date: Tuesday, September 20, 2022
Meeting Time: 4pm
Agenda Item No: 3
Item Description: Workers Compensation Mod Rate
Submitted by: Diana DePaolo

Detailed Review:

Our Workers Compensation carrier, MMA, recently sent out the information regarding the mod rate for 2023. We had a rate of 1.11 for this year and next year's rate increased to 1.39. I had a meeting with members of our Risk Management team regarding the increase. They attributed this increase to many reasons. One was our mental stress claims for first responders. There are four currently effecting the rate, 3 firefighters and 1 police officer. There was a recent high cost claim on the School side due to a hip fracture. Additionally, legislation that has recently passed effected this as well. Legislation added two years, from 10 to 12, that Comp Carriers need to anticipate for ongoing claim costs. The maximum payout for incapacity was increased.

The City, and HR Department in particular, are actively working to reduce these costs. The Safety and Training coordinator starting this month will be able to enroll the City in various programs that could create a cost savings of almost 10%. Additionally, there is work being done regarding mental health and crisis intervention for first responders. We implemented annual mental health check-ins for these departments in the most recent contracts.

Maine Municipal Association
Workers Compensation Fund Experience Rating



Member: City of Biddeford

Date Printed: 07/27/2022

RATING DATE: 01/01/2023 to 01/01/2024

Certificate Effective Date	Actual Incurred Losses	Adjusted Incurred Losses *	Primary Actual Losses	Expected Losses	Primary Expected Losses
01/01/2019	\$358,939.17	\$216,166.36	\$91,376.23	\$155,848.02	\$71,203.69
01/01/2020	\$768,290.53	\$448,653.35	\$130,671.24	\$211,544.19	\$97,449.18
01/01/2021	\$601,863.96	\$495,803.48	\$179,003.48	\$271,368.14	\$123,684.77
EXPERIENCE TOTALS	\$1,729,093.66	(A) \$1,160,623.19	(B) \$401,050.95	(C) \$638,760.35	(D) \$292,337.64

Actual Excess Loss E = (A - B) = \$759,572.24
Expected Excess Losses F = (C - D) = \$346,422.71
Weighting Value G = 0.42
Ballast Value H = \$78,000.00

EXPERIENCE MOD FORMULA

$$B + H + (E \times G) + ((1 - G) \times F) = \text{Total A}$$

$$D + H + (F \times G) + ((1 - G) \times F) = \text{Total B}$$

ACTUAL FORMULA

$$\begin{aligned} & \$401,051 + \$78,000 + (\$759,572 \times 0.42) + ((1 - 0.42) \times \$346,423) = 998,996.46 \quad \text{Total A} \\ & \$292,338 + \$78,000 + (\$346,423 \times 0.42) + ((1 - 0.42) \times \$346,423) = 716,760.35 \quad \text{Total B} \end{aligned}$$

Final Experience Modifier	1.390
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