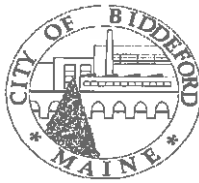


***City of Biddeford***  
**Personnel Committee**  
**September 19, 2016/5:30 PM/COUNCIL CHAMBERS**

1. Call to Order
2. Acceptance of Minutes
  - 2.1. Minutes from August 29, 2016  
[Personnel Committee Minutes from Aug 29, 2016.pdf](#)
3. Discussion
  - 3.1. Non Union Sick Time Review - Draft Language  
[Draft Lanuage for Review](#)
  - 3.2. Compensation Study (Comparable Benefits)  
[Compensation Study Detail](#)
4. Other Business
5. Unfinished Business/Future Agenda Items
6. Adjourn



## PERSONNEL COMMITTEE MEETING

*Monday, August 29, 2016*

**5:30 PM**

**Minutes**

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**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            Compensation Study (Comparable Benefits)**

This item was removed from the agenda due to insufficient data.

**ITEM 3            Non Union Sick Time**

Committee member's requested that staff prepare draft language outlining changes to this policy for review at the September 19, 2016 Personnel Committee Meeting.

**ITEM 4            Merit/Performance Pay**

Motion: by Councilor Ready to approve the Merit/Performance Pay Plan as presented by City Manager Bennett, seconded by Councilor Laverriere, all in favor.

**ITEM 5            Fire Vehicle Accident**

Deputy Fire Chief Kevin Duross was present to discuss recent vehicle accidents and accident trending with the Committee.

**ITEM 6            Fire – Protective Ballistic/Spike Vest Policy**

Deputy Fire Chief Kevin Duross was present to discuss the Protective Ballistic/Spike Vest Policy with the Committee.

**ITEM 7            Other Business**

Councilor McCurry asked staff to get copies of the 2015-2018 Police and Public Works Contracts to Committee Member's.

**ITEM 8            Unfinished Business/Future Agenda Items**

**ITEM 9            Adjourn**

Motion: by Councilor Ready to adjourn at 6:55 pm, second by Councilor Laverriere, 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

## SICK LEAVE

Sick leave is available to all regular and part-time employees as follows:

### A. Hourly employees:

1. Sick leave shall accrue at the rate of one workday for each full calendar month of service, accumulative to a maximum of 120 working days. For the purposes of this section, the first month of an employee's service shall be counted as a full month of service if employment begins on or before the 15th day of the month. Sick leave will be accumulated during the probationary period of the new employee but not available should the employee fail the probationary period.
2. Sick leave may be used only in the following cases: personal illness; to care for the sickness or disability in the employees family, meaning spouse or children living in the same household, or; physical incapacity of such degree as to render the employee unable to perform the duties of his position, unless the employee is capable of other work in his division and assigned to such other work. If requested, the employee shall furnish the Department Head a certificate from his attending physician.
3. Sick leave usage shall be recorded regularly, on weekly time and attendance sheets and the record shall be maintained by the Human Resource Department.
4. Employees failing to submit a two weeks' notice shall receive no compensation for unused sick leave.

5. Sick leave incentive: all employees shall participate in the sick leave incentive program. Employees shall have unused sick time swept into a retirement savings account (RHS), fully vested in their name, based on the following schedule:

1. Less than 240 hours 0 hours swept
2. Less than 400 hours but more than 240 hours 96 hours swept
3. Less than 500 hours but more than 400 hours 154 hours swept
4. Less than 960 hours but more than 500 hours 154 hours swept
5. Hours will be paid out based on the current hourly wage and factored at 25%
6. Hours will be swept on December 31 of each year and payment will be made in the employees account on about July 30<sup>th</sup> of the following year. Should employee leave in good standing prior to July 30, the funds will be deposited upon written notice of separation.

Any employees that have in excess of 480 hours on the books as of the November 1, 2016 shall have all excess hours swept and paid into the RHS. These hours will be paid out based on the current hourly wage and factored at 50%. This provision is valid only onetime on November 1, 2016 and shall no longer be applicable after that date.

## OTHER PAYMENTS UPON SEPARATION

Accrued Vacation Pay: All earned vacation pay will be due the employee in full upon separation

Unused Sick Time: all hourly employees shall be entitled to the following payout of unused sick time:

| Employment Period                            | Payout Percentage |
|----------------------------------------------|-------------------|
| Less than 10 years                           | 0%                |
| More than 10 years but less than 25 years    | 25%               |
| More than 25 years                           | 50%               |
| Employees that retire or are 65 years of age | 100%              |

Retiring from the City, as determined by reaching the age of 65 or having worked for the City for at least twenty-five (25) consecutive years:

50% of the value

Salaried employees: no cash value

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## City of Auburn

|                       |                                                                                                                                                  |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Health Insurance      | MMEHT, Comprehensive POS C and PPO 500 Plans - Employer pays 85%                                                                                 |
| Dental Insurance      | MMEHT Dental or AFLAC Dental. Employee Pays 100%                                                                                                 |
| Vision Insurance      | MMEHT Vision. Employee pays 100%.                                                                                                                |
| Life Insurance        | 1X Salary Provided. Employer Pays 100%                                                                                                           |
| Long Term Disability  | Not offered.                                                                                                                                     |
| Short Term Disability | MMEHT IPP 100% Employee Paid                                                                                                                     |
| Retirement            | Option of ICMA RC 401 plan at 5% employee contribution and 6% employer match Or MEPEERS. Non-public safety personnel have 25 yr/50%/age 60 plan. |
| Vacation Leave        | 0-5 Years = 12 Days Per Year - 5-12 Years = 15 Days Per Year - 12 + Years = 20 Days Per Year                                                     |

|                                    |          |                                                                                                |
|------------------------------------|----------|------------------------------------------------------------------------------------------------|
| Sick Leave                         | 12       |                                                                                                |
| Personal Leave or Floating Holiday | 1        |                                                                                                |
| Bereavement Leave                  | 3-5 Days |                                                                                                |
| Paid Holidays                      | 12       |                                                                                                |
| Longevity Incentive                |          | \$300 lump sum payment after completing 7 years; \$400 after 15 years;<br>\$500 after 25 years |

## City of Augusta

|                       |                                                                                                                                                                   |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Health Insurance      | POS-C and PPO500 Employer Pays 100% Single Coverage, Employee Pays 50% Dependent Coverage- Buy out – Single coverage \$250 per month and \$300 for family         |
| Dental Insurance      | Employer pays 100% Single Coverage, Employee Pays 50% Dependent Coverage.                                                                                         |
| Vision Insurance      | MMEHT Vision. Employee pays 100%.                                                                                                                                 |
| Life Insurance        | 1X Salary Provided, Employer Pays 100%                                                                                                                            |
| Long Term Disability  | Not offered.                                                                                                                                                      |
| Short Term Disability | 100% Employee Paid                                                                                                                                                |
| Retirement            | No Social Security - Offers 457 no employer match- MPERS Plan AC hired prior to 6/30/16 age 60 or 25 years of service, after 7/1/14 age 65 or 25 years of service |
| Vacation Leave        | 1-4 Years = 12 Days Per Year-5-9 Years = 15 Days Per Year - 10-13 Years = 18 Days Per Year-14-19 Years = 21 Days Per Year- 20 + =25 Days Per Year                 |

|                                    |                                                                                                                            |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| Sick Leave                         | 12 Days Per Year - After 10 years of service and a minimum of 30 days accumulated, employee will be paid out ½ of the time |
| Personal Leave or Floating Holiday | 0                                                                                                                          |
| Bereavement Leave                  | 3-5 Days                                                                                                                   |
| Paid Holidays                      | 11                                                                                                                         |
| Longevity Incentive                | \$300.00 Added to Base Pay After 15 Years of Service.                                                                      |

## City of Biddeford

|                       |                                                                                                                                                                        |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Health Insurance      | Harvard Pilgrim Health Care, HMOLO With HRA Reimbursement of 100% For Coinsurance and Deductible, POS and HMO, Employer Pays 80% - Buy out \$1,500 Annually            |
| Dental Insurance      | Employee Pays 100%                                                                                                                                                     |
| Vision Insurance      | N/A                                                                                                                                                                    |
| Life Insurance        | 1X Salary or 2X Salary ADD Plus \$10,000 Employer Pays 100%                                                                                                            |
| Long Term Disability  | Salaried Non Union Only - Employer Pays 100%                                                                                                                           |
| Short Term Disability | \$100 Weekly Benefit Amount ( paid up to 13 weeks) - Employer Pays 100% - Employee can purchase additional at his/her own cost.                                        |
| Retirement            | 457 Deferred Comp (Employer match up to 6% - 3% Automatic Contribution if Employee elects 457 ONLY) Maine Public Employees Retirement Regular Plan AC-COLA, Age 60/50% |
| Vacation Leave        | 1-5 Years = 10 Days Per Year 5-10 Years = 15 Days Per Year 10-15 Years = 20 Days 15+ Years = 25 Days - Cash out unused 100% upon termination of employment             |

|                                    |                                                                                                                                                     |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Sick Leave                         | 1 Day Per Month Hourly Non-Union Only - Max Accumulation 120 Days -<br>50% Cash out value with 25 years of service or attaining the age of 65       |
| Personal Leave or Floating Holiday | 2.5 Days                                                                                                                                            |
| Bereavement Leave                  | 3-5 Days                                                                                                                                            |
| Paid Holidays                      | 12.5                                                                                                                                                |
| Longevity Incentive                | Non Union - 3% after 3 years service; 5% after 10 years service; 6% after 15 years service, 6.5% after 20 years service, 7% after 25 years service. |

## Town of Brunswick

|                       |                                                                                                                                                                                                                 |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Health Insurance      | MMEHT, POS C or Indemnity, Employer Pays 85% -<br>Buy Out Program - Employee and Family Employee and Spouse \$591.59<br>per month - Employee and Child \$430.31 per month - Employee \$267.76<br>per month      |
| Dental Insurance      | N/A                                                                                                                                                                                                             |
| Vision Insurance      | N/A                                                                                                                                                                                                             |
| Life Insurance        | 1X Salary Provided, Employer Pays 100%                                                                                                                                                                          |
| Long Term Disability  | N/A                                                                                                                                                                                                             |
| Short Term Disability | 100% Employee Paid-MMEHT IPP 40%, 55% or 70% of gross wage -<br>Payable up to 52 Weeks                                                                                                                          |
| Retirement            | MPERS Age 60/50% and/or ICMARC or ING/Aetna 457. Employer will<br>contribute 2 times the employee contribution up to 6%. Only if not<br>contributing to MPERS                                                   |
| Vacation Leave        | 1-5 Years = 10 Days Per Year - 6-13 Years = 15 Days Per Year - 14-20 Years<br>= 20 Days Per Year - 20+ = 25 Days Per Year - Department Heads Receive<br>an Additional 40 Hours For Attendance at Meetings, etc. |

|                                    |                                                                                                                                                                                                                                                                                                                         |  |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Sick Leave                         | 12 Days Per Year - An employee, upon retirement or separation in good standing upon reaching age sixty (60) or after twenty (20) years of full-time employment with the Town of Brunswick, will be paid an amount equal to wages for one-third of the number of days of accrued sick leave upon the date of separation. |  |
| Personal Leave or Floating Holiday | 1                                                                                                                                                                                                                                                                                                                       |  |
| Bereavement Leave                  | 3-5 Days                                                                                                                                                                                                                                                                                                                |  |
| Paid Holidays                      | 12                                                                                                                                                                                                                                                                                                                      |  |
| Longevity Incentive                | 10-14 Years \$1.20 hrly added to base, 15-17 years \$1.30 hourly added to base, 18 + \$1.50 hourly added to base                                                                                                                                                                                                        |  |

## Town of Falmouth

|                       |                                                                                                                                                                                           |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Health Insurance      | MMEHT- PPO 500 or POS 200 Employer Pays 85% - No Buy Out                                                                                                                                  |
| Dental Insurance      | 100% Employee Paid                                                                                                                                                                        |
| Vision Insurance      | N/A                                                                                                                                                                                       |
| Life Insurance        | 1x Salary only with MainePERS Group      Employer pays 100% up to maximum \$9,000                                                                                                         |
| Long Term Disability  | Employer pays 100% - 6 Month Wait/60 Months/60%                                                                                                                                           |
| Short Term Disability | Employer pays 50% MMEHT IPP - 40, 55, 70%                                                                                                                                                 |
| Retirement            | MPERS Plan AC Age 60/50% with COLA or ICMA 401A. Employer contributes 2 times the employee contribution up to 8%                                                                          |
| Vacation Leave        | 7mo - 1yr = 5 Days<br>1 - 5yr = 12 Days (per year)<br>5 - 10yr = 15 Days (per year)<br>10 - 15yr = 18 Days (per year)<br>15 - 20 years = 21 Days (per year)<br>20yr+ = 25 Days (per year) |

|                                    |                                                                                                                                                                                                   |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sick Leave                         | 10 days per year. Employee entitled to cash out upon retiring "good standing" more than 5 years service 1/3rd accumulated unused sick leave and 1/2 of unused sick leave with service of 10 years |
| Personal Leave or Floating Holiday | Exempt employee are credited 3.33 hours per month personal to maximum of 40 hours                                                                                                                 |
| Bereavement Leave                  | Up to 5 Days                                                                                                                                                                                      |
| Paid Holidays                      | 12                                                                                                                                                                                                |
| Longevity Incentive                | N/A                                                                                                                                                                                               |

## Town of Gorham

|                       |                                                                                                                                                                                      |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Health Insurance      | Employer pays 90% of premium PPO 500 or 2500 with an HRA - No Buy Out Offered                                                                                                        |
| Dental Insurance      | 100% Employee Paid                                                                                                                                                                   |
| Vision Insurance      | N/A                                                                                                                                                                                  |
| Life Insurance        | 1X Salary Provided, Employer Pays 100%                                                                                                                                               |
| Long Term Disability  | N/A                                                                                                                                                                                  |
| Short Term Disability | MMEHT IPP-Employee Pays 100%                                                                                                                                                         |
| Retirement            | ICMA only After 6 months Employer matches employee contributions up to maximum 7.5%-No Vesting Period                                                                                |
| Vacation Leave        | 0 - 5 Years = 10 Days 6 - 11 Years = 15 Days 12+ Years = 20 Days Cashout eligible to employee upon separation or death to beneficiary paid in one lump sum subject o maximum allowed |

|                                    |                                                                                                                    |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Sick Leave                         | 12 Days Per Year-Upon separation cash out follows: Start - 5 Years = No Payment 6 - 10 Years = 25% 11 Years+ = 50% |
| Personal Leave or Floating Holiday | N/A                                                                                                                |
| Bereavement Leave                  | 3 days-Additional 2 days allowed for immediate family members                                                      |
| Paid Holidays                      | 12                                                                                                                 |
| Longevity Incentive                | N/A                                                                                                                |

## Town of Kennebunk

|                       |                                                                                                                                                            |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Health Insurance      | MMEHT Employer pays 82% for FullTime. Part Time employee pays 100%                                                                                         |
| Dental Insurance      | 50% Employee Paid                                                                                                                                          |
| Vision Insurance      | 50% Employee Paid                                                                                                                                          |
| Life Insurance        | 1X Salary Provided, Employer Pays 100%                                                                                                                     |
| Long Term Disability  | N/A                                                                                                                                                        |
| Short Term Disability | Employee pays 100% of either 40%, 55% or 70% of employee's salary.                                                                                         |
| Retirement            | MainePERS or ICMARC or 457. Employer matches Employee contributions up to maximum 6.5%                                                                     |
| Vacation Leave        | After 6 mo = 5 Days - After 1 Year = 10 Days -After 5 Years = 15 Days -<br>After 12 Years = 20 Days Upon termination no cashout paid for more than 6 weeks |

|                                    |                                                                                                                             |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| Sick Leave                         | 12 Can accumulate up to 60 days. After 10 years service or retirement employee is paid 50% of unused not to exceed 60 days. |
| Personal Leave or Floating Holiday | 1                                                                                                                           |
| Bereavement Leave                  | Up to 5 Days                                                                                                                |
| Paid Holidays                      | 12                                                                                                                          |
| Longevity Incentive                | N/A                                                                                                                         |

## City of Lewiston

|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Health Insurance | MMEHT PPO 500 or PPO 1500 - Employer Pays 75% - Employee can save up to 15% with the Health Care Management Program - Buy Out 4 Months of Eligible Premium (Single, 2 Person or Family)                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                  | Dental Insurance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                  | Vision Insurance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                  | Life Insurance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                  | Long Term Disability                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                  | Short Term Disability                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                  | Retirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Vacation Leave   | Employee Pays 100%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                  | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                  | 1X Salary - Employer Pays                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                  | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                  | Employee Pays 100%-MMEHT IPP                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                  | MPERS Age 60/ 50% and 457 K Deferred Compensation Employer Match up to 6%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                  | Employees hired after January 1, 2002 shall accrue paid vacation time at the rate of one (1) day per month. After completing five (5) years of employment, one and one-quarter (1 1/4) days of vacation time per month shall be allowed. After completing ten (10) years of employment, one and one-half (1 ½) days of vacation time per month shall be allowed. After completing fifteen (15) years of employment, one and three-quarter (1 3/4) days of vacation time per month shall be allowed. After completing twenty (20) years of employment, two (2) days of vacation time per month shall be allowed. |

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sick Leave                         | 1 Day Per Month - Max Accrual 1400 Hours. Accrued sick leave is forfeited at termination of employment unless employee has at least 10 years of continuous service and has attained the age of 55, Employee receives 1/2 of the unused time up to 640 Hours. As an incentive to conserve sick leave usage, Employees will be allowed 1 additional day of vacation for each consecutive 4 month period in which sick time is not used. |
| Personal Leave or Floating Holiday | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Bereavement Leave                  | 5 Days - Spouse, Child, Parents, Step Parents, Step Child and Grand Parents or 3 Days Brother, Sister, Step Sister/Brother/Grand Parents/in                                                                                                                                                                                                                                                                                           |
| Paid Holidays                      | 12.5                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Longevity Incentive                | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                   |

## Town of Old Orchard Beach

|                       |                                                                                                                                                                               |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Health Insurance      | MMEHT POS C Cost is shared between Employee and Employer - Buy Out \$40.27 Weekly                                                                                             |
| Dental Insurance      | MMEHT Cost is shared between Employee and Employer - Exact contributions N/A                                                                                                  |
| Vision Insurance      | N/A                                                                                                                                                                           |
| Life Insurance        | 1X Salary Provided, Employer Pays 100%                                                                                                                                        |
| Long Term Disability  | N/A                                                                                                                                                                           |
| Short Term Disability | N/A                                                                                                                                                                           |
| Retirement            | MainePERS Regular Plan Age 60/50% With COLA or ICMARC                                                                                                                         |
| Vacation Leave        | Employment Start = 10 Days - 5 Years = 18 Days -10 Years = 20 Days-25 Years = 25 Days Upon separation unused vacation may be cashed out to employee or employee's beneficiary |

|                                    |                                                                                        |
|------------------------------------|----------------------------------------------------------------------------------------|
| Sick Leave                         | 12 Days Per Year - Upon separation cash out is paid at rate of 50% of accumulated time |
| Personal Leave or Floating Holiday | 2                                                                                      |
| Bereavement Leave                  | Up to 3 Days                                                                           |
| Paid Holidays                      | 12                                                                                     |
| Longevity Incentive                | N/A                                                                                    |

## City of Saco

|                       |                                                                                                             |
|-----------------------|-------------------------------------------------------------------------------------------------------------|
| Health Insurance      | MMEHT POS Employer Pays 80% and HRA for 75% MOP (ER pays first)-<br>Buy Out \$75/bi-weekly (Annual \$1,950) |
| Dental Insurance      | Employer Contributes \$325 to Cost; all workgroups except Treatment<br>Plant have Delta Dental              |
| Vision Insurance      | MMEHT, Employee Pays 100%                                                                                   |
| Life Insurance        | 1X Salary Provided, Employer Pays 100%                                                                      |
| Long Term Disability  | 100% Employer Paid Basic Plan; Employees can buy up to 67% salary                                           |
| Short Term Disability | 100% Employer Paid - MMEHT IPP                                                                              |
| Retirement            | MPERS Regular Plan Age 60/50 %, ICMA and Great West 457, plus Roth<br>IRA and RHS                           |
| Vacation Leave        | 1-4 Years = 10 Days Per Year-5-9 Years = 15 Days Per Year 10 + Years = 20<br>Days Per Year                  |

|                                    |                                                                                                                                                         |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sick Leave                         | 12 Days Per year - Pay out at termination of employment 0-9 years 0%<br>10-19 years 35%<br>20-29 years 50%<br>30+ 70%<br>death paid to beneficiary 100% |
| Personal Leave or Floating Holiday | 1-2                                                                                                                                                     |
| Bereavement Leave                  | 3-5 Days                                                                                                                                                |
| Paid Holidays                      | 13                                                                                                                                                      |
| Longevity Incentive                | N/A                                                                                                                                                     |

## City of Sanford

|                       |                                                                                                                                                                       |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Health Insurance      | MMEHT, Employer Pays 85% POS 200 with HRA benefit paid at 60% of max out of pocket (MOP) \$720 Single \$1,440 Family/Single Parent/2Person - Buy out \$5,910 Annually |
| Dental Insurance      | N/A                                                                                                                                                                   |
| Vision Insurance      | N/A                                                                                                                                                                   |
| Life Insurance        | 1X Salary Provided, Employer Pays 100%                                                                                                                                |
| Long Term Disability  | N/A                                                                                                                                                                   |
| Short Term Disability | 85% Employer Paid-MMEHT IPP                                                                                                                                           |
| Retirement            | MPERS, ICMA RC Employer Contributes \$1,500 to ICMA RC Only if not contributing to MPERS                                                                              |
| Vacation Leave        | 1-5 Years = 10 Days Per Year 5-10 = 15 Days Per Year 15-20 Years = 20 Days Per Year 20+ =25 Days Per Year                                                             |

|                                    |                                                                                             |
|------------------------------------|---------------------------------------------------------------------------------------------|
| Sick Leave                         | 12 Days Per Year-Max 240 Hours- Buy Out At Current Rate of Pay Done Annually Over 240 Hours |
| Personal Leave or Floating Holiday | N/A                                                                                         |
| Bereavement Leave                  | 1-5 Days                                                                                    |
| Paid Holidays                      | 12                                                                                          |
| Longevity Incentive                | N/A                                                                                         |

## Town of Scarborough

|                       |                                                                                                                                            |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Health Insurance      | MMEHT, PPO 500, POS C Single Employer Pays 100%, Employee With Child Employer Pays 81%, Family Employer Pays 72% - Buy Out \$1500 Annually |
| Dental Insurance      | Aetna Dental, Employer Pays 50%                                                                                                            |
| Vision Insurance      | N/A                                                                                                                                        |
| Life Insurance        | 1X Salary Provided, Employer Pays 100%                                                                                                     |
| Long Term Disability  | 100% Employer Paid - 6 month waiting period/Pays up to 60 months/60% gross                                                                 |
| Short Term Disability | 100% Employee Paid - Employee buys 40% 50% or 70% of gross wage                                                                            |
| Retirement            | MPERS - AC, 1C, 3C with COLA-ICMA RC 401A Match up to 6%/3 year vesting period IMCA RC 457 Match up to 4%/no vesting period                |
| Vacation Leave        | 1-5 Years = 12 Days Per Year 5 - 10 Years = 15 Days Per Year 10-15 = 21 Days Per Year 20 + Years = 24 Days Per Year                        |

|                                    |                                                                                                                                                                                                                             |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sick Leave                         | 12 Per Year - Pay out - Less than 5 years of service 0 pay out- 5-10 years Service 1/3 up to 40 Days - after 10 years service 1/2 up to 60 days- after 15 years of service 3/4 up to 90 days-after 20 years of service 100% |
| Personal Leave or Floating Holiday | 2                                                                                                                                                                                                                           |
| Bereavement Leave                  | 3-5 Days                                                                                                                                                                                                                    |
| Paid Holidays                      | 12                                                                                                                                                                                                                          |
| Longevity Incentive                | N/A                                                                                                                                                                                                                         |

## City of South Portland

|                       |                                                                                                                                                                                                                                    |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Health Insurance      | MMEHT, POS-A, POS-C, PPO500, Single coverage (employer share at 97%, 98.5% and 100%, respectively)- Buy out 50% of annual premium based upon eligible coverage-Buy out amounts were frozen based upon premiums as of November 2010 |
| Dental Insurance      | Delta Dental, Employee Pays 100%                                                                                                                                                                                                   |
| Vision Insurance      | VSP 100% Employee Paid                                                                                                                                                                                                             |
| Life Insurance        | 1X Salary Provided, Employer Pays 100%                                                                                                                                                                                             |
| Long Term Disability  | 100% Employer Paid                                                                                                                                                                                                                 |
| Short Term Disability | N/A                                                                                                                                                                                                                                |
| Retirement            | MPERS Regular Plan AN- ICMA 457 (no match) and 401A (City matches up to 8%)                                                                                                                                                        |
| Vacation Leave        | 1-5 Years = 10 Days Per Year 5-13 Years = 15 Days Per Year 13-20 Years = 20 Days 20 + Years = 25 Days Per Year                                                                                                                     |

|                                    |                                                                                                                                                                                                                             |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sick Leave                         | 15 Days Per Year Accrued<br>than 10 years of service - 1/2 of accrual balance up to a max of 30 days<br>10= to <20 years of service - 1/2 up to 45 days<br>20 + years of service - 1/2 up to 60 days.<br><br>Buy out - Less |
| Personal Leave or Floating Holiday | 2                                                                                                                                                                                                                           |
| Bereavement Leave                  | 3 Days                                                                                                                                                                                                                      |
| Paid Holidays                      | 11                                                                                                                                                                                                                          |
| Longevity Incentive                | N/A                                                                                                                                                                                                                         |

## City of Waterville

|                       |                                                                                                                                                                                                                                                                                                                                                                                                |
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| Health Insurance      | MMEHT, Employer Pays 80% - PPO 500 W/ HRA (100% funded) and POS C-No Buy Out                                                                                                                                                                                                                                                                                                                   |
| Dental Insurance      | MMEHT, Delta Dental, Employer Pays 100% Single Coverage, Employee Pays 50% Dependent Coverage                                                                                                                                                                                                                                                                                                  |
| Vision Insurance      | N/A                                                                                                                                                                                                                                                                                                                                                                                            |
| Life Insurance        | 1X Salary Provided, Employer Pays 100%                                                                                                                                                                                                                                                                                                                                                         |
| Long Term Disability  | 100% Employer Paid-6 month wait/payable for 60 months/60%                                                                                                                                                                                                                                                                                                                                      |
| Short Term Disability | 100% Employee Paid - Regular, full time employees have the opportunity to participate in an Income Protection Plan through the Maine Municipal Association. Each employee has the opportunity to choose to protect 40, 55, or 70 percent of the employee's base salary.                                                                                                                        |
| Retirement            | 457 b - The City will contribute an amount equal to five (5%) of employee's base compensation when employee contributes three (3%) percent, and seven (7%) percent when employee contributes five (5%). Vesting Schedule - Less than 1 year 0% (no contribution) After 1 year 20% After 2 years 40% After 3 years 60% After 4 years 80% After 5 years 100% - MPERS is not offered to non union |
| Vacation Leave        | 0-5 yrs = 10 days; 5+ = 12 days; 6+ = 14 days; 7+ = 15 days; 11+ = 16 days; 12+ yrs = 17 days; 13+ yrs = 18 +days; 14+ yrs = 20 days; 15+ yrs = 21 days; 16+ yrs = 22 days; 17+ yrs = 23 days; 18+ yrs. = 24 days; 19+ yrs = 25 days; 24+ yrs = 27 days; 29+ yrs = 30 days.                                                                                                                    |

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| Sick Leave                         | 15 Days Per Year - (1.25 days) per month(120) days max accumulation.<br>Sick leave accruals shall be forfeited upon separation from City Service. |
| Personal Leave or Floating Holiday | 0                                                                                                                                                 |
| Bereavement Leave                  | 1-3 Days                                                                                                                                          |
| Paid Holidays                      | 11                                                                                                                                                |
| Longevity Incentive                | N/A                                                                                                                                               |

## City of Westbrook

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| Health Insurance      | <p>MMEHT POS C - Single coverage portion 12%<br/> Dependent coverage portion 12%<br/> Total weekly contribution not to exceed:<br/> \$16.96 for single coverage<br/> \$27.68 for employee and children coverage<br/> \$38.05 for family coverage - Buy out - Any employee entitled to health insurance coverage that can demonstrate coverage from another source i.e. spouse's health insurance (not City of Westbrook sponsored), can opt not to take the City's health insurance, in which event, the employee will receive thirty percent (30%) of the corresponding premium payment to which they are eligible, paid on a weekly basis.</p> |
|                       | Dental Insurance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                       | Delta Dental, Employer Pays 85%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                       | Vision Insurance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                       | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Life Insurance        | 1X Salary Provided, Employer Pays 100%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                       | Long Term Disability                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                       | 100% Employer Paid-6 Month Waiting Period/Payment 60% of Gross Wages/60 Months                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Short Term Disability | 100% Employee Paid                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                       | Retirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                       | <p>MPERS Regular Plan-Age 60/50% w/ COLA and ICMA RC 457 City<br/> Contributes 10% of gross to ICMA RC if not doing MPERS. ICMA RC Vesting Schedule - 1 year of service 20% vested<br/> 2 years of service 40% vested<br/> 3 years of service 60% vested<br/> 4 years of service 80% vested<br/> 5 years of service 100% vested</p>                                                                                                                                                                                                                                                                                                              |

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| Vacation Leave                     | 0-1 yr = 10 days; 1 + yr = 11 days; 2+ yrs=12 days; 3+ yrs = 13 days; 4+ yrs = 14 days; 5+ yrs = 15 days; 6+ yrs = 16 days; 7+ yrs= 17 days; 8+ yrs = 18 days; 9+ yrs = 19 days; 10 + yrs = 20 days; 12 + yrs = 21 days; 14 +yrs = 22 days; 16+ yrs = 23 days; 18 +yrs=24 days; 20+ yrs = 25 days.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Sick Leave                         | 12 Days Per Year - Max Accrual 180 Days-Buy out 100% of 60 Days-Effective July 1, 2009, all regular, full time, non-union employees will participate in an ICMA Vantagecare Retirement Health Savings Plan. All plan costs and contributions will be the responsibility of the participating employee. Employee contributions to this account will be funded via cash-in of a portion of unused sick time from the current calendar year on the first pay period in December, beginning in December 2009. All eligible employees who have a balance of 13 to 59 days in their sick bank shall sell back their remaining annual allowance, not to exceed five (5) days of available accrued sick leave each year. Employees with 60 or more days in their bank shall sell back their remaining annual allowance, not to exceed twelve (12) days. |
| Personal Leave or Floating Holiday | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Bereavement Leave                  | 2-3 Days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Paid Holidays                      | 12                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Longevity Incentive                | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

## Town of Windham

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| Health Insurance | PPO Plan - Employer Pays 90% for Employee and 75% Dependents, Buy back is provided to employees not electing coverage of 40% of the eligible premium (single, 2 person or family)- Buy Out - 40% based upon eligible plan |
|                  | Employer Pays 100% of single coverage. Employee pays difference if electing 2 person or family coverage.                                                                                                                  |
|                  | N/A                                                                                                                                                                                                                       |
|                  | 1 X Salary - Employer Pays 100%                                                                                                                                                                                           |
|                  | N/A                                                                                                                                                                                                                       |
|                  | Employee pays 100%                                                                                                                                                                                                        |
|                  | Deferred Compensation - Employer matches up to 6% after 2 years of continuous employment                                                                                                                                  |
|                  | 0-6 Years = 80 Hours Annually - Accrued 3.0769 Hrs Biweekly 7-11 Years = 120 Hours Annually - Accrued 4.6154 Hrs Biweekly 12+ Years = 160 Hrs Annually - Accrued 6.1538 Hrs Biweekly                                      |
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| Vacation Leave   |                                                                                                                                                                                                                           |

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| Sick Leave                         | 96 Hours Per Year (8 Hrs Per Month) - Max 1440 - After 5 year of continuous service the employee receives 50% cash out at termination of employment                         |
| Personal Leave or Floating Holiday | N/A                                                                                                                                                                         |
| Bereavement Leave                  | 3                                                                                                                                                                           |
| Paid Holidays                      | 12                                                                                                                                                                          |
| Longevity Incentive                | 12-14 Years of Service - Bonus \$500 - Annually 15-19 Years of Service- Bonus \$750 -Annually 20+ Years of Service - Bonus \$1000 Annually Plus \$100 for each year over 20 |