

City of Biddeford
Personnel Committee
June 04, 2019 4:30 PM 205 Main Street

- 1. Call to Order**
- 2. Acceptance of Minutes**
- 3. Discussion**
 - 3.1. Non-Union Personnel Policy Manual Updates: Military Leave
[Military Leave Attachment.pdf](#)
 - 3.2. Non-Union Personnel Policy Manual Updates: Part-time Vacation
[PT Vaca Attachment.pdf](#)
 - 3.3. Aging the Non-Union Payscale
[COLA Attachment.pdf](#)
- 4. Other Business**
- 5. Unfinished Business/Future Agenda Items**
- 6. Adjourn**

give immediate written notice if circumstances change and they no longer intend to return to work at the end of the approved leave.

Any questions that have not been covered in this policy should be directed to the Human Resources Department.

The City reserves the right to modify or discontinue this policy at any time for any reason.

ADMINISTRATIVE LEAVE

The City Manager, on occasion, may excuse employees from duty for short periods of time with pay and without charge to leave time. Examples would be extreme weather conditions, disaster and days of national mourning or celebration. Employees who are on paid or unpaid leave will not be entitled to the administrative leave credit and will be charged with the appropriate leave time.

In the event of extreme weather conditions or for updates on workplace closings employees should call 207-571-1600.

BEREAVEMENT LEAVE

In the event of death in the immediate family of a regular or part-time employee, the employee shall be granted three days' leave of absence to make arrangements or to attend funeral services.

- A. "immediate family" is defined as spouse, parents, children, brother, sister, parents-in-law, grandparents, grandchildren, stepparents, stepchildren and step grandchildren, or any other relative living in the same household of the employee.
- B. If an employee is on vacation, the vacation leave will not apply if the deceased is his mother, father, spouse, children or stepchildren. The employee will not receive any additional days off; and shall be credited for any vacation days used during the bereavement leave.
- C. One workday may be granted with pay to employees at the sole discretion of the City Manager and/or Department Head for attendance at funerals.

MILITARY LEAVE

The City will grant military leave as necessary in compliance with all applicable state and federal regulations.

Short Training Periods (~~Eligibility: Regular full-time employees~~): Employees who are members of the organized military reserves and who are required to perform non-active field duty will be granted military leave, ~~in addition to vacation leave, but such military leave for reserve service shall not exceed two (2) weeks in any calendar year.~~ The employee using Military Leave shall submit a written request for leave to their Department Head at least two weeks in advance of the training period and furnish the Human Resources Department with an official statement of reserve service pay received. All employee benefits will continue during short training periods.

For full-time employees taking any such period of reserve service leave, the City will pay the employee the difference between gross total service pay for such field duty and the employee's regular gross pay, the sum of both payments are to equal the regular gross compensation of the employee had ~~he~~ they been in the City's

service during the pay period of in which leave was taken. This pay will only be allowed up to four pay periods in a calendar year for short training periods.

Long-Term Active Duty (~~Eligibility: Regular full-time employees~~): Employees required to interrupt their active employment specifically for the purpose of entering active military service are entitled, upon return to active employment with the City, to reinstatement to their former position and certain other benefits in accordance with applicable federal and state law. The cumulative length of an employee's military leave of absence from employment with the City may not exceed five years, unless the employee, through no fault of his own, is unable to obtain release within the five year limit. The following will apply:

A. At least two weeks before the start of active duty leave, the employee should submit a written request to their Department Head who forwards it to the Human Resources Department. A copy of the activation order, or other appropriate document, should accompany the request.

B. For a period not to exceed one year from start of leave, full-time employees on active duty will be eligible for the City to pay the difference between gross total service pay and the employee's regular gross pay, the sum of both payments are to equal the regular gross compensation of the employee had they been in the City's service during the pay period in which leave was taken. the City will pay the employee the difference between total service pay for such active duty and the employee's regular pay, the sum of both payments to equal the regular compensation of the employees had he or she been in the City service during the period of leave. The employee using Military Leave shall must furnish the Human Resources Department with an official statement of reserve service pay within 48 hours of receiving such statement to receive the pay differential received.

C. Length of service continues to accrue during active military leaves of absence. If active employment is not re-established, length of service is calculated with respect to the last day worked.

D. Unless otherwise specifically provided for by union contract or based on insurance provider regulations, the following benefits and accruals will continue for a period not to exceed one year: group life insurance, medical, dental, long-term disability, holiday pay, and vacation/sick accruals. During the one year period, employees will be expected to continue making the employee share of contributions to the City for any applicable benefits, unless coverage is voluntarily waived by the employee. If health and dental insurance is maintained until the end of the one year period, employees and their dependents will be provided an opportunity to elect the continuation health care coverage similar to that offered under COBRA for up to 18 months.

Re-employment: A leave of absence for long-term active duty guarantees re-employment. The following will apply:

- A. Employees must apply for re-employment within the applicable time as provided by statute.
- B. Employees who are released from active duty but remain hospitalized for up to one year subsequent to release from active duty, must apply for re-employment within 90 days of hospital release.
- C. Employees return to active employment at a pay level and status equal to that which they would have attained had they not entered military service.

The City reserves the right to modify or discontinue this policy at any time and for any reason it considers sufficient. Questions related to military leaves of absence, but not provided for in this policy should be referred to the Human Resources Department. To the extent that any individual has any greater rights under applicable federal or state law, those laws will be followed.

VACATION

A. Each non-union, regular full time employee shall earn vacation pay on the following basis:

- a. 2 weeks after one year of service but less than five years
- b. 3 weeks after 5 years of service but less than 10 years of service
- c. 4 weeks after 10 years of service but less than 15 years of service
- d. 5 weeks after 15 years of service

B. Each non-union, part time employee working more than fifteen hours but less than thirty hours per week shall earn vacation pay, prorated to their regularly scheduled hours, on the following basis:

- a. 1 week after one year of service but less than five years
- b. 2 weeks after 5 years of service

C. Vacation time shall accrue to coincide with the employee's anniversary date at the rate established in the table above. Vacation time is not earned until the full year has been worked.

D. Vacations shall be granted at such time or times as shall be mutually agreeable to the City and the employee, at the discretion of the Department Head. Vacation time will be available for use by the employee as it is earned. In cases of conflict, vacations shall be granted according to seniority in that department.

E. Unless requested by the City under an emergency situation, an employee shall not be allowed to work and be paid double his usual wage during a vacation period.

F. An employee, who is entitled to four weeks or more vacation, is also entitled to compensation for the weeks in excess of three weeks in lieu of vacation time off. Compensation shall not exceed two weeks in any calendar year. The employee may request this compensation option to their Department Head. Requests for compensation must be submitted two weeks in advance and only one request may be submitted per accruable year. This privilege is extended at the sole discretion of the City Manager and shall be based on job performance, the financial condition of the city at the time of the request and other factors deemed to be fundamental to the legitimate business needs of the City. Employees hired after July 1, 2008 are not eligible for compensation in lieu of vacation time off. This section shall terminate on June 30, 2020.

G. Requests to carry forward unused vacation time must be approved by the City Manager and must be submitted at least two (2) weeks prior to the end of the employee's anniversary year. Vacation that is carried forward will be used hour-for-hour, however; the actual dollar value of the unused (carried) vacation time, paid under section E or G of this policy, shall coincide with the employee's hourly wage in effect upon the date the unused time is carried forward. No more than 80 hours can be carried over in any year.

H. An employee, upon terminating employment, shall receive payment for his accumulated vacation leave. In the event of the employee's death, his designated beneficiary shall receive the same monetary value of any remaining accumulated vacation leave; if no such beneficiary is filed in writing with the City, it shall be paid to the employee's surviving spouse and if no surviving spouse to his estate.

FY19 Non-Union Pay Scale

Level	A 2 yrs or less	B 3 to 5 yrs	C 6 to 8 yrs	D 9 to 11 yrs	E 12 to 14 yrs	F 15 to 17 yrs	G 18 to 21 yrs	H 22 to 25 yrs	I over 25 yrs	J over 30 yrs	Level
H1	\$10.65	\$10.98	\$11.31	\$11.78	\$12.24	\$12.51	\$12.78	\$13.28	\$13.78	\$14.05	H1
H2	\$11.21	\$11.56	\$11.91	\$12.40	\$12.89	\$13.17	\$13.45	\$13.97	\$14.50	\$14.79	H2
H3	\$11.80	\$12.17	\$12.54	\$13.05	\$13.57	\$13.86	\$14.16	\$14.71	\$15.26	\$15.57	H3
H4	\$12.42	\$12.81	\$13.19	\$13.74	\$14.28	\$14.59	\$14.90	\$15.48	\$16.07	\$16.39	H4
H5	\$13.07	\$13.48	\$13.89	\$14.46	\$15.03	\$15.36	\$15.69	\$16.30	\$16.91	\$17.25	H5
S1	\$13.76	\$14.19	\$14.62	\$15.22	\$15.82	\$16.17	\$16.51	\$17.16	\$17.80	\$18.16	S1
S2	\$14.48	\$14.94	\$15.39	\$16.02	\$16.66	\$17.02	\$17.38	\$18.06	\$18.74	\$19.11	S2
S3	\$15.25	\$15.72	\$16.20	\$16.87	\$17.53	\$17.92	\$18.30	\$19.01	\$19.73	\$20.12	S3
S4	\$16.05	\$16.55	\$17.05	\$17.75	\$18.46	\$18.86	\$19.26	\$20.01	\$20.76	\$21.18	S4
S5	\$16.89	\$17.42	\$17.95	\$18.69	\$19.43	\$19.85	\$20.27	\$21.06	\$21.86	\$22.29	S5
S6	\$17.78	\$18.34	\$18.89	\$19.67	\$20.45	\$20.90	\$21.34	\$22.17	\$23.01	\$23.47	S6
S7	\$18.72	\$19.30	\$19.89	\$20.71	\$21.53	\$22.00	\$22.46	\$23.34	\$24.22	\$24.70	S7
S8	\$19.70	\$20.32	\$20.94	\$21.80	\$22.66	\$23.15	\$23.65	\$24.57	\$25.49	\$26.00	S8
S9	\$20.74	\$21.39	\$22.04	\$22.95	\$23.85	\$24.37	\$24.89	\$25.86	\$26.83	\$27.37	S9
S10	\$21.83	\$22.52	\$23.20	\$24.15	\$25.11	\$25.65	\$26.20	\$27.22	\$28.25	\$28.81	S10
S11	\$22.98	\$23.70	\$24.42	\$25.42	\$26.43	\$27.00	\$27.58	\$28.66	\$29.73	\$30.33	S11
S12	\$24.19	\$24.95	\$25.70	\$26.76	\$27.82	\$28.43	\$29.03	\$30.16	\$31.30	\$31.92	S12
S13	\$25.47	\$26.26	\$27.06	\$28.17	\$29.28	\$29.92	\$30.56	\$31.75	\$32.95	\$33.60	S13
S14	\$26.81	\$27.64	\$28.48	\$29.65	\$30.83	\$31.50	\$32.17	\$33.42	\$34.68	\$35.37	S14
S15	\$28.22	\$29.10	\$29.98	\$31.21	\$32.45	\$33.15	\$33.86	\$35.18	\$36.50	\$37.23	S15
S16	\$29.70	\$30.63	\$31.56	\$32.86	\$34.16	\$34.90	\$35.64	\$37.03	\$38.43	\$39.19	S16
S17	\$31.26	\$32.24	\$33.22	\$34.59	\$35.95	\$36.74	\$37.52	\$38.98	\$40.45	\$41.26	S17
S18	\$32.91	\$33.94	\$34.97	\$36.41	\$37.85	\$38.67	\$39.49	\$41.03	\$42.58	\$43.43	S18
S19	\$34.64	\$35.72	\$36.81	\$38.32	\$39.84	\$40.70	\$41.57	\$43.19	\$44.82	\$45.71	S19
S20	\$36.47	\$37.60	\$38.74	\$40.34	\$41.94	\$42.85	\$43.76	\$45.47	\$47.18	\$48.12	S20
S21	\$38.38	\$39.58	\$40.78	\$42.46	\$44.14	\$45.10	\$46.06	\$47.86	\$49.66	\$50.65	S21
S22	\$40.40	\$41.67	\$42.93	\$44.70	\$46.47	\$47.48	\$48.49	\$50.38	\$52.27	\$53.32	S22

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S1	\$28,621	\$29,516	\$30,410	\$31,663	\$32,915	\$33,630	\$34,346	\$35,687	\$37,029	\$37,770	S1
S2	\$30,128	\$31,069	\$32,011	\$33,329	\$34,647	\$35,400	\$36,153	\$37,566	\$38,978	\$39,757	S2
S3	\$31,714	\$32,705	\$33,696	\$35,083	\$36,471	\$37,263	\$38,056	\$39,543	\$41,029	\$41,850	S3
S4	\$33,383	\$34,426	\$35,469	\$36,930	\$38,390	\$39,225	\$40,059	\$41,624	\$43,189	\$44,053	S4
S5	\$35,140	\$36,238	\$37,336	\$38,873	\$40,411	\$41,289	\$42,168	\$43,815	\$45,462	\$46,371	S5
S6	\$36,989	\$38,145	\$39,301	\$40,919	\$42,537	\$43,462	\$44,387	\$46,121	\$47,855	\$48,812	S6
S7	\$38,936	\$40,153	\$41,369	\$43,073	\$44,776	\$45,750	\$46,723	\$48,548	\$50,373	\$51,381	S7
S8	\$40,985	\$42,266	\$43,547	\$45,340	\$47,133	\$48,158	\$49,182	\$51,103	\$53,025	\$54,085	S8
S9	\$43,142	\$44,490	\$45,839	\$47,726	\$49,614	\$50,692	\$51,771	\$53,793	\$55,815	\$56,932	S9
S10	\$45,413	\$46,832	\$48,251	\$50,238	\$52,225	\$53,360	\$54,496	\$56,624	\$58,753	\$59,928	S10
S11	\$47,803	\$49,297	\$50,791	\$52,882	\$54,974	\$56,169	\$57,364	\$59,604	\$61,845	\$63,082	S11
S12	\$50,319	\$51,892	\$53,464	\$55,665	\$57,867	\$59,125	\$60,383	\$62,742	\$65,100	\$66,402	S12
S13	\$52,967	\$54,623	\$56,278	\$58,595	\$60,913	\$62,237	\$63,561	\$66,044	\$68,527	\$69,897	S13
S14	\$55,755	\$57,498	\$59,240	\$61,679	\$64,118	\$65,512	\$66,906	\$69,520	\$72,133	\$73,576	S14
S15	\$58,690	\$60,524	\$62,358	\$64,925	\$67,493	\$68,960	\$70,428	\$73,179	\$75,930	\$77,448	S15
S16	\$61,779	\$63,709	\$65,640	\$68,343	\$71,045	\$72,590	\$74,134	\$77,030	\$79,926	\$81,525	S16
S17	\$65,030	\$67,062	\$69,094	\$71,940	\$74,785	\$76,410	\$78,036	\$81,084	\$84,133	\$85,815	S17
S18	\$68,453	\$70,592	\$72,731	\$75,726	\$78,721	\$80,432	\$82,143	\$85,352	\$88,561	\$90,332	S18
S19	\$72,056	\$74,307	\$76,559	\$79,711	\$82,864	\$84,665	\$86,467	\$89,844	\$93,222	\$95,086	S19
S20	\$75,848	\$78,218	\$80,588	\$83,907	\$87,225	\$89,121	\$91,017	\$94,573	\$98,128	\$100,091	S20
S21	\$79,840	\$82,335	\$84,830	\$88,323	\$91,816	\$93,812	\$95,808	\$99,550	\$103,293	\$105,359	S21
S22	\$84,042	\$86,668	\$89,295	\$92,971	\$96,648	\$98,749	\$100,850	\$104,790	\$108,729	\$110,904	S22