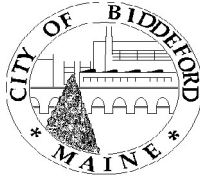


City of Biddeford
Personnel Committee
May 21, 2024 4:00 PM 205 Main Street

Status:

- 1. Call to Order**
- 2. Acceptance of Minutes**
 - 2.1. Acceptance of Minutes
[01-09-24 Minutes.docx](#)
[2-27-24 Minutes.docx](#)
- 3. Discussion**
 - 3.1. Changes to Nonunion vacation carryover language
[Vacation carryover edits 5-21-24.pdf](#)
 - 3.2. Discussion of changes to General Assistance position
[Unhoused Services and GA Supervisor.pdf](#)
- 4. Other Business**
- 5. Adjourn**



PERSONNEL COMMITTEE MEETING

Tuesday January 9th, 2024

Human Resources Department

3:30 PM

Minutes

ITEM 1 Call to order

Chair Councilor William Emhiser called the meeting to order at 3:30 PM with Councilor Doris Ortiz present, Councilor Scott Whiting present, and Councilor Norman Belanger present. Also present were Jim Bennett, City Manager, Diana DePaolo, Director of Human Resources

ITEM 2 Executive Session - MRSA 405 (6) (d) Labor Negotiations

Motion to adjourn 4:00 pm, unanimous

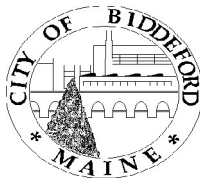
Personnel Committee Members:

Councilor, William Emhiser Chair

Councilor Norman Belanger

Councilor Doris Ortiz

Councilor Scott Whiting



PERSONNEL COMMITTEE MEETING

Tuesday February 27th, 2024
Human Resources Department

12 PM

Minutes

ITEM 1 Call to order

Chair Councilor William Emheiser called the meeting to order at 12PM with Councilors Doris Ortiz present, Councilor Scott Whiting excused, and Councilor Norm Belanger present. Also present were Jim Bennett, City Manager and Diana DePaolo, Director of Human Resources

ITEM 2 Nonunion Pay Scales

Motion to put new July 1, 2024 scales in place, unanimous

Motion to not age the Pay Scale, unanimous

Personnel Committee Members:

Councilor, William Emhiser Chair

Councilor Norman Belanger

Councilor Doris Ortiz

Councilor Scott Whiting

VACATION

A. Each non-union, regular full time employee shall earn vacation pay 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 but less than 10 years of service
- c. 3 weeks after 10 years of service but less than 15 years of service
- d. 4 weeks after 15 years of service

*an additional week is given per the EPL section below

B. Each non-union, part time employee working more than 20 hours but less than thirty hours per week shall earn vacation pay, prorated to their regularly scheduled hours, on the following basis:

a. a—1 week, after 5 years of service

*additional time is given per the EPL section below

C. At the discretion of the City Manager or the Director of Human Resources, employees may be placed up to the level of the 10 year step (4 weeks total including EPL annually) in the vacation scale based on relevant prior work experience.

D. Employees who wish to take an entire week off will need to put forty hours of vacation on their timesheet to be compensated at their normal weekly rate for forty hours. For individual vacation days, employees should put vacation time equal to their regular paid hours, ten for those on the four day week schedule or the part thereof missed for that day on their timesheet.

E. 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.

F. 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.

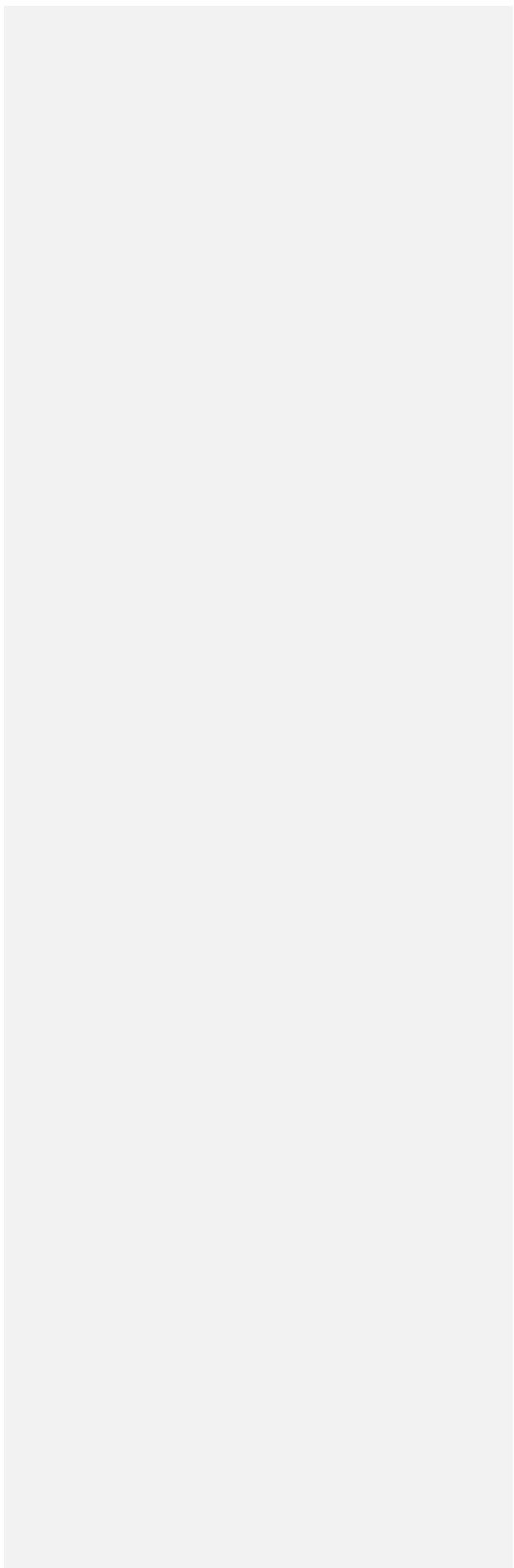
G. Unless requested by the City under an emergency situation, an employee shall not be allowed to work and be paid double his usual wage during a vacation period.

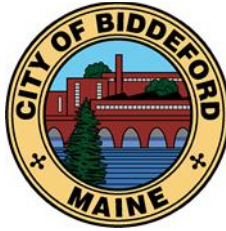
H. Requests Employees will be allowed to carry forward unused vacation time must be approved by the City Manager and must be submitted at least two (2) weeks prior to the end of the employee's anniversary year. No more than 80 hours can be carried over in any year. This carried over vacation time is only for employees to use for time off and shall have no cash value to it. No employee upon separation will be paid out anymore any more time than their normal annual accrual for that prior year.

I. An employee, upon terminating employment, shall receive payment for their accumulated vacation leave. Vacation that is carried forward shall be paid out at the employee's hourly wage in effect upon the date the unused time is carried forward. In the event of the employee's death, their 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 their estate.

Formatted: Indent: Left: 0.5", Numbered + Level: 2 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: Indent: Left: 0.5", Hanging: 0.5"





City of Biddeford

Unhoused and General Assistance Supervisor

The Unhoused Coordinator and Municipal General Assistance Supervisor position with the City of Biddeford is a pivotal role responsible for managing people without permanent housing and overseeing the City's General Assistance program. This multifaceted position involves strategic planning, program development, community engagement, and supervisory responsibilities to effectively support individuals experiencing homelessness and provide essential assistance to those in need. This position will report to the City Manager's office.

Responsibilities

Strategic Planning and Coordination:

- Develop comprehensive strategies and action plans to address homelessness and provide general assistance (GA) to individuals in need
- Coordinate efforts among government agencies, non-profit organizations, community groups, and service providers to ensure a coordinated approach to addressing these challenges

Program Development and Implementation:

- Identify and implement evidence-based interventions and programs to prevent and reduce the barriers that lead to people experiencing homelessness
- Oversee the development and implementation of the City of Biddeford's GA program, ensuring timely and equitable provision of assistance to eligible individuals and families

Supervision of the City of Biddeford's General Assistance Program:

- Provide leadership and supervision to staff responsible for administering general assistance with the City of Biddeford
- Ensure compliance with program guidelines, regulations, and policies governing GA provision; this includes completing all necessary reporting and financial functions for the program
- Conduct regular staff meetings, training sessions, and performance evaluations to support staff development and maintain high-quality service delivery

Resource Management:

- Manage resources, including funding, grants, and personnel, allocated for initiatives relative to the unhoused and GA programs

- Monitor program budgets, expenditures, and outcomes to ensure efficient use of resources and accountability

Community Engagement and Education:

- Engage with the community to raise awareness about challenges within the unhoused population and GA programs available to those in need
- Provide education and training on eligibility criteria, application processes, and available resources to stakeholders, including residents, businesses, and service providers

Data Collection and Analysis:

- Collect, analyze, and maintain accurate data on homelessness trends, demographics, GA utilization, and program outcomes
- Use data to evaluate the effectiveness of programs, identify areas for improvement, and inform decision-making processes

Collaboration and Advocacy:

- Collaborate with advocacy groups, policymakers, and elected officials to advocate for policies and resources that address the population of the unhoused (and its causes) and support individuals in need
- Advocate for increased funding and resources for homelessness prevention, intervention, and GA programs

Required Qualifications

- Bachelor's degree in social work, public administration, human services, or a related field
- Previous experience working with unhoused populations, administering GA programs, or within homelessness services
- Strong understanding of homelessness issues, housing policies, social services, and GA program regulations
- Excellent communication, collaboration, and leadership skills.
- Ability to work effectively with diverse stakeholders and navigate complex systems
- Knowledge of local, state/provincial, and federal regulations and funding sources related to homelessness and GA programs
- Commitment to equity, inclusion, and social justice

Preferred Qualifications

- Advanced degree in social work, public administration, human services, or a related field

Equal Opportunity Employer

The City of Biddeford's mission is to cultivate and sustain a diverse, inclusive, equitable, welcoming, and belonging-based workplace where employees actively practice solidarity for the greater good of the work environment and employee experience.

As an Equal Opportunity Employer, the City of Biddeford shall employ, develop, and work to maintain the best qualified person(s) available without discrimination to: age, race, color, religion, sex, sexual orientation, marital status, pregnancy, dimensions of gender, disability, citizenship, veterans' status, ancestry, national origin, and/or political affiliation or any other status protected by law.

Equitable access to services and employment is available and those applicants requiring reasonable accommodation to this application and/or the interview process should notify the Diversity, Equity, and Inclusion Coordinator at 207.286.0589.

Job Type: Full-time

Salary: Exempt with annual salary; level 15 \$69,281 - \$91,425

Schedule: Evening and weekend work may be required occasionally

Work Location: In-person