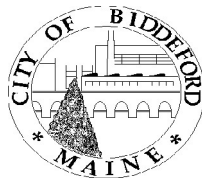


City of Biddeford
Personnel Committee
May 16, 2023 4:00 PM 205 Main Street

Status:

- 1. Call to Order**
- 2. Acceptance of Minutes**
 - 2.1. Acceptance of Minutes
[4-18-23 Minutes.docx](#)
- 3. Discussion**
 - 3.1. Aging Nonunion Pay Scale
[Aging Payscale Brief 2023.docx](#)
 - 3.2. Nonunion COLA
[2023 Nonunion COLA.docx](#)
 - 3.3. Recruiting/Retention Plan Updates
[Recruiting-retention plan updates.docx](#)
- 4. Other Business**
- 5. Adjourn**



PERSONNEL COMMITTEE MEETING

Tuesday April 18, 2023
Human Resources Department

4 PM

Minutes

ITEM 1 Call to order

Chair Councilor Norman Belanger called the meeting to order at 4:00 PM with Councilors Doris Ortiz, present, Councilor Scott Whiting present and Councilor William Emhiser present. Also present were Jim Bennett, City Manager, Diana DePaolo, Director of Human Resources and Justin Banks, Safety and Training Coordinator.

Minutes from 2-21-23 were accepted unanimously

Discussion

3.1 Nonunion Insurance Buyback

- Motion to change language for amount of buyback to 35% of single subscriber amount and to make policy effective 7/1/23
- All in favor

3.2 Safety Policies

- All in favor

Discussed that we are working on policies, training and working on tiers to get discount, most are mental stress claims. Wellness App in the works as well.

Motion to adjourn 4:30pm, unanimous

Personnel Committee Members:

Councilor Norman Belanger, Chair
Councilor William Emhiser
Councilor Scott Whiting
Councilor Doris Ortiz



Personnel Committee

Meeting Date: Tuesday, May 16, 2023

Meeting Time: 4pm

Agenda Item No: 3.1

Item Description: Aging Nonunion Pay Scale

Submitted by: Diana DePaolo

Executive Summary:

Every year we must age the pay scale to reflect inflation/cost of living increases so that the wages remain current and relevant.

Detailed Review:

The nonunion pay scale in the employee handbook is aged annually to reflect cost of living increases. The change to this scale has no impact on any employee's current wage. It is simply to keep the scale up to date with the market. The annual inflation rate for the United States was 5.0% for the 12 months ended March, following a rise of 6.0% in the previous period, according to U.S. Labor Department data published April 12, 2023. I recommend aging the scale 5% at this time, as the cost of living has increased significantly.



Personnel Committee

Meeting Date: Tuesday, May 16, 2023

Meeting Time: 4pm

Agenda Item No: 3.2

Item Description: Nonunion COLA

Submitted by: Diana DePaolo

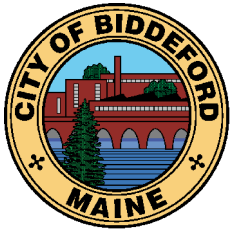
Executive Summary:

Annually, nonunion employees are given wage increases effective July 1st. The suggested raises for this year are 4.5% for employees.

Detailed Review:

Community		COLA %
Auburn	undecided	
Brunswick		6
Gorham		5 *proposed
Kennebunk		5 *going to voters in June
OOB	5 *conducting wage study so some will receive higher	
Saco		5
Sanford	did a market analysis and raises vary based on that analysis	
Scarborough		4.7
South Portland	undecided	
Waterville		5
Windham		6.5
York		4
AVERAGE		5.13

Inflation continued at a high rate in the last year, 5% as of April 2023. The recommendation, given the current market and the above comparables, is for all regular non-union employees to receive a 4.5% cost of living adjustment. These increases would be effective July 1, 2023.



City of Biddeford

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MEMO

To: Personnel Committee

From: Diana DePaolo, Director of Human Resources

Date: Tuesday, May 16, 2023

Subject: Recruitment and Retention Initiatives Update

I initially presented a plan to you in January of this year to review the Human Resources Department's plans to increase employee retention and create increased initiatives for the City of Biddeford to become the most preferred municipal employer in the State. Below is a summary of what has taken place since the initial introduction of this plan.

Continued initiatives and programming:

- Work Life Balance policies (4 day week, flex schedules, remote work policy) continue to be critical to our retention and recruitment and we have seen no adverse impacts from a productivity standpoint. In fact, many salaried staff state that the ability to work on a Friday without interruptions from daily operations has increased their productivity. Public Works reports the four day week has been great for not only morale and retention but for productivity as well.
- Wellness committee is still running with monthly newsletters and competitions. We believe the EAP app will provide a boost to this programming as it will have a live feed where we can communicate with all of the employees and provide updates on events and competitions.
- DEI committee completed its information sessions with all of the employees and also highlighted some of our incredible staff/councilors for Women's History month. We did a soup-cooking contest with donations for Neurodiversity Celebration Week in March- donations were sent to Autism Society of Maine. We also highlighted Dyslexia and ADHD in all employee emails to increase awareness, understanding and the strengths these differences can bring to the workplace. We have an excellent, experienced candidate for DEI Coordinator and I anticipate her work will truly begin to move the needle forward in terms of the City's DEI initiatives.

- The 3-Day Orientation is going well; we are watching closely and getting feedback to see where we can make some changes to increase the impact of this program. We would like to strengthen and formalize the “mentor” piece of this in the fall as Department Heads and other staff continue to better understand the mission of this program and the value it has on our retention.
- E2E 3.0 has been steady aside from some rescheduling due to weather in March, which has pushed the program completion back about a month and a half. Participants have two sessions left and have begun planning for final presentations. We will be planning the presentations with a lunch and awards for the participants soon for the end of June. Additionally, I have begun presenting a condensed version of E2E to the Fire Department Officers who have really enjoyed the leadership and supervisory aspects that they can immediately put into practice. We will be discussing how to gauge and discuss performance and accountability in the next session. This programming still needs to be documented and formalized.

Newly implemented initiatives:

- The Wellness/EAP app is just about to kick off and we are very excited! Information went out to Department Heads for them to share with their staff. We are currently finishing branding and putting together an email list for all of the staff so that invitations with instructions can go out to all employees. We are confident this will be up and running by the end of the week of 5/15. Training will then take place at the various departments. We have also determined that this app- due to the live feed- will be able to resolve most of our issues with all staff communication. To maintain ongoing use of the app, we will onboard employees onto it during orientation and discuss the various benefits with them.
- Behavioral Health meetings and planning for our first responders at the Fire Department has begun. We provided access to training for peer support members and a Behavioral Health Clinician who is highly trained in first responder mental health and critical incident stress management reviewed the SOPs for the peer support team. She is also conducting meetings with all of the officers present to review where the FD is at in terms of behavioral health and what type of assistance would be most beneficial for our staff.
- We are currently in the midst of the transition from “performance reviews” to what we are now calling Employee Development Plans for all nonunion staff. A survey has gone out to full time nonunion employees that allows them to answer questions around which of their strengths they would like to develop, what their goals are, how their supervisor can be more helpful and supportive to them individually, and what their career aspirations are. Supervisors will be filling in a development plan for the staff based on these answers and will meet with the employee to discuss by the end of June and the plan will include steps for following up over the course of the year. All supervisors will meet with Diana to discuss the plans, as this is a completely new concept.

To be implemented this year:

- Recognition is an important part of this plan. We plan to use the News Feed in the new app to highlight Department's various successes and the employees who contributed to those successes on a monthly basis. This should be underway by June.
 - We still need to work through details of the Employee Anniversary recognition
- Planning for the City Manager's biannual "State of the City" session has started. I will be discussing the ideas around times and venue with the Department Heads at an upcoming DH Meeting. Again, a critical piece of this is to engage as many employees as possible so we want to be sure to get buy in from our leaders and include them in the planning process so that we can accommodate as many work schedules as possible. The topic of the initial meeting will be to review the story behind the budget and to use that topic to highlight the City's ongoing mission and vision.
 - We need to select a date/venue, plan for the zoom, advertise the event and topic to employees, receive questions ahead of time to plan for the event
 - Target date is early to mid-June
- We will be planning "A day of community service in Biddeford" for all employees and councilors for this fall. We anticipate having two sessions to choose from so that FD and PD staff will all be able to attend.