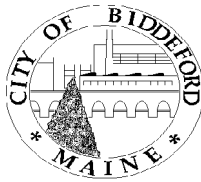


City of Biddeford
Personnel Committee
April 24, 2018 5:30 PM 205 Main Street

- 1. Call to Order**
- 2. Acceptance of Minutes**
 - 2.1. Acceptance of Minutes
[April 24, 2018- Personnel Committee Meeting Minutes.doc](#)
- 3. Discussion**
 - 3.1. Compensation in lieu of vacation time used - Eliminate compensation eligibility for those hired after July 1, 2008
[Proposed Vacation Changes - Compensation and Carry Forward - 04-24-2018 .pdf](#)
 - 3.2. Vacation Rollover - Cap the value of unused vacation based upon the hourly wage rate in effect as of the rollover or anniversary date.
[Proposed Vacation Changes - Compensation and Carry Forward - 04-24-2018 .pdf](#)
 - 3.3. Recruitment - Staff shortages
 - 3.4. Recruitment- Requesting prior approval to fill vacancies
- 4. Other Business**
- 5. Unfinished Business/Future Agenda Items**
- 6. Adjourn**



PERSONNEL COMMITTEE MEETING

Tuesday, April 24, 2018
Human Resources Department

5:30 PM

Minutes

ITEM 1 Call to order

Chair Councilor John McCurry called the meeting to order at 5:30 p.m. with Councilors Michael Ready, Norman Belanger, and Stephen St. Cyr present. Also present was James Bennett, City Manager, and Marcy Faucher, Human Resources Director

ITEM 2 Acceptance of Minutes – November 14, 2017

Motion: by Councilor Ready to accept the minutes of the November 14, 2017 Personnel Committee, seconded by Councilor St. Cyr, all in favor.

ITEM 3.1 Compensation in lieu of vacation time used – Eliminate compensation eligibility for those hired after July 1, 2008

Motion: by Councilor Belanger to amend the language as proposed to include a “sunset” provision to be effective June 30, 2020 to eliminate the ability to purchase unused vacation time for all non-union employees, seconded by Councilor St. Cyr, Councilor Ready opposed. Vote 3-1

Motion: by Councilor Belanger to approve as amended, seconded by Councilor St. Cyr, Councilor Ready opposed. Vote 3-1

ITEM 3.2 Vacation Rollover-Cap the value of unused vacation based upon the hourly wage rate in effect as of the date of the rollover or anniversary date.

Motion: by Councilor Belanger to amend the language as proposed to read that no more than 80 hours vacation may be carried over in any year, seconded by Councilor St. Cyr, all in favor. Vote 4-0

Motion: by Councilor Belanger to approve the vacation roll over as amended, seconded by Councilor St. Cyr, all in favor. Vote 4-0

ITEM 3.3 Recruitment – Staff Shortages

Staff discussed the local and statewide difficulties in attracting qualified applicants to critical City positions. Specifically noted were difficulties within the police, fire, wastewater and fleet maintenance divisions of the City.

ITEM 3.4 Recruitment – Requesting prior approval to fill vacancies

Councilor McCurry advised City Manager Bennett that the requirement to request Personnel Committee approval prior to filling vacancies will be removed when the FY19 Budget is approved.

ITEM 4 Other Business

Councilor McCurry requested that the City Manager prepare job descriptions for the proposed communications and human resources positions. These items will be discussed at the April 30, 2018 Personnel Committee Meeting.

ITEM 5 Adjourn

Motion: by Councilor St. Cyr to adjourn at 6:15 pm, second by Councilor Belanger, all in favor.

Respectfully Submitted,

Marcy Faucher, Human Resources Director

Personnel Committee Members:

Councilor John McCurry, Chair

Councilor Norman Belanger

Councilor Michael Ready

Councilor Stephen St. Cyr

VACATION

- A. Each non-union, regular full time and part time employee shall earn vacation pay on the following basis:
- 2 weeks after one year of service but less than five years
 - 3 weeks after 5 years of service but less than 10 years of service
 - 4 weeks after 10 years of service but less than 15 years of service
 - 5 weeks after 15 years of service
- B. Vacation time shall accrue to coincide with the employee's anniversary date at the rate established in the table above.
- C. 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.
- D. 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.
- E. 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 accrual 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.
- F. 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.
- G. 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.

Commented [m1]: Proposed: **July 1, 2008** - Due to accrual amounts and years of service required to be eligible for compensation.

VACATION

- A. Each non-union, regular full time and part time employee shall earn vacation pay on the following basis:
- 2 weeks after one year of service but less than five years
 - 3 weeks after 5 years of service but less than 10 years of service
 - 4 weeks after 10 years of service but less than 15 years of service
 - 5 weeks after 15 years of service
- B. Vacation time shall accrue to coincide with the employee's anniversary date at the rate established in the table above.
- C. 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.
- D. 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.
- E. 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 accrual 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.
- F. 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.
- G. 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.

Commented [m1]: Proposed: **July 1, 2008** - Due to accrual amounts and years of service required to be eligible for compensation.