



**City of Biddeford  
Personnel Committee**

February 19, 2025 at 4:00 PM

City Hall Council

When: Feb 19, 2025 04:00 PM Eastern Time (US and Canada)

Topic: Personnel Committee Meeting

Join from PC, Mac, iPad, or Android:

<https://biddeford.zoom.us/j/95433944952?pwd=Cc2ghssg4Qv7oMTIGg38uKyiR0G7cJ.1>

Passcode:137006

Phone one-tap:

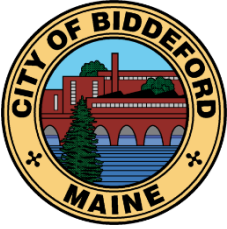
+13017158592,,95433944952# US (Washington DC)

+13052241968,,95433944952# US

Join via audio:

+1 301 715 8592 US (Washington DC)

1. Call to Order
2. Approval of Minutes
  - 2.a Minutes 1.21.25
3. Discussion
  - 3.a Remote Work
  - 3.b Staff Appreciation
4. Other Business
5. Adjourn



# PERSONNEL COMMITTEE MEETING

January 21<sup>st</sup>, 2025

Via Zoom

4 PM

Meeting Minutes

## ITEM 1 Call to Order

Chair Councilor William Emheiser called the meeting to order at 4:03PM with Councilors Norman Belanger, Doris Ortiz, and Scott Whiting present via zoom. Also present in the City Hall 2<sup>nd</sup> Floor Conference Room (and via zoom) were Diana DePaolo (Director of Human Resources), Shelly Gibson (Deputy Director of Human Resources), and Daniel Hammond (Safety & Training Coordinator).

## ITEM 2 Approval of Minutes

Councilor Ortiz made a motion to approve the minutes from December 17<sup>th</sup>, 2024. Councilor Belanger seconded the motion. The motion was approved unanimously.

## ITEM 3 Discussion

### 3.a Incident Review Policy

Daniel Hammond gave an overview of the brief and policy, highlighting the end goals of both preventing injuries and qualifying for the third tier of MMA's Workers Compensation Safety Incentive Program. The latter is something that will ultimately save the City money in workers' compensation claims. To qualify for the third tier, a written review policy needs to be put into place. This policy works to ensure that Department Heads are aware of their responsibilities when an incident occurs (whether there is an injury or not), and also that the work is done to determine the root causes of any incidents and the prevention of any future incidents.

Daniel clarified that training will (at the start) likely be done at no cost by Safety Works, which gives everyone the same training and information at the start. After that, the City can use NeoGov which has a training specific course for the same purpose.

Councilor Belanger made several suggestions and requests to the policy. He asked that the policy clarify and narrow down what the City calls an incident that doesn't cause an injury, especially as they are almost always unplanned and unexpected.

When asked about the incident review team composition, Daniel shared that it is likely to be different for each incident based on who is available, where the incident occurs, etc. For the sake of the policy and general safety for the City, all supervisors should be trained and can then be present based on where and what happened with any given incident. As a follow up, Norm suggested that the policy clarify how that team is established. He also requested that a time frame be clarified when an incident does not require a physician's care and a deadline for when employee forms need to be completed.

Council Belanger asked if, as part of the incident analysis, a 4 hour time frame was feasible, and if not, to add ‘whenever possible’ to cover anything needed outside of that 4 hours. He asked where the City’s Safety Committee is listed or defined and Daniel shared that it’s on the City’s website and largely includes DH I’s and II’s.

Councilor Whiting asked if there were any administrative costs to the City for implementation of this policy and Daniel shared they were minimal (mostly paper copies and snacks).

Within the section that outlines Department Heads/Supervisors responsibilities, Council Emheiser recommended changing ‘training employees on procedures and policies’ to ‘ensure that employees are trained...’

Daniel clarified that a copy of the first report of injury always goes to him and that once the policy is in place each time a first report of injury is recorded, an incident review should take place. He plans to work closely with Department Heads and supervisors as the City moves through the first year of this policy being in place. The goal is for Department Heads to be aware of each incident, however, based on the circumstances of the incident, they are not likely to be directly involved with each incident review. While Bill recommended moving some of the Department Head responsibilities for reporting to the STC responsibilities, Daniel explained that this may not make sense as incidents often occur outside of City Hall hours and Department Heads already have processes in place to ensure the timely reporting of incidents.

Councilor Whiting made a motion to approve the policy with the above edits, Councilor Ortiz seconded the motion. The motion was approved unanimously.

#### **ITEM 4                      Other Business**

Councilor Emheiser requested that, for the next Personnel meeting, Diana, in collaboration with Shelly and Jim, consider ways in which additional employees can be recognized at City Council meetings. Often there is a swearing in or promotion taking place that highlights PD and Fire, but Rec, City Hall, and PW employees are not recognized in similar ways. This could include promotions, retirements, other successes, etc.

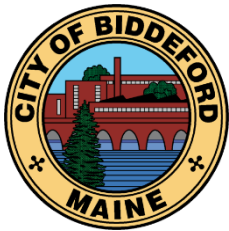
Bill also requested that he and Diana give a monthly update regarding the City Manager search. Diana shared that recently, a lot of supporting documentation for the City has been put together and shared with Strategic Government Resources to lay the groundwork for the process. Their team will be reaching out to schedule stakeholder interviews with the search committee, Council, and Department Heads in the coming weeks.

#### **ITEM 5                      Adjourn**

Councilor Belanger motion to adjourn at 4:27 PM, Councilor Ortiz seconded the motion; the motion was approved unanimously.

#### **Personnel Committee Members:**

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



# CITY OF BIDDEFORD

205 Main St.  
P.O. Box 586  
Biddeford, Maine 04005

## PERSONNEL COMMITTEE

**Meeting Date:** Wednesday, February 19, 2025

**Meeting Time:** 4:00PM

**Item Description:** Remote Work

**Submitted by:** Diana DePaolo, HR Director

**Key Terms:**

N/A

**Executive Summary:**

Some updates to allow for some discretion at the HR Director level to the remote policy.

**Detailed Review:**

Personnel committee approved a remote policy in early 2022. Updates have been made to the attached remote policy to allow for special circumstances when retaining or recruiting the very best, most highly skilled and experienced person for a job may require approving a remote schedule more than the one day currently allowable. The update includes specific language around what criteria would be used for this approval and the expectations around such an arrangement. There was also a need to provide more information around approval for a short term arrangement.

**Staff Recommendation:**

Approve updated policy language.

## Remote Work

Remote work allows employees to work at home, on the road, or in a satellite location for up to one day per week as part of a regular schedule. Temporary remote work arrangements may be approved for circumstances such as inclement weather or if a child is home sick. These types of arrangements will be approved on an as-needed basis only, with no expectation of ongoing continuance. The employee needs to make a request for this arrangement to their direct supervisor as soon as practicable. Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate. All informal remote work arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

The City of Biddeford considers remote work to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Remote work may be appropriate for some employees and jobs but not for others. Remote work is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with The City of Biddeford.

Any remote work arrangement may be discontinued at will and at any time at the request of either the telecommuter or the organization. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, child care, and other issues that may arise from the termination of a remote work arrangement. There may be instances, however, when no notice is possible.

Individuals requesting formal remote work arrangements must have a satisfactory performance record. Before entering into any remote work agreement, the employee, Department Head, and Director of Human Resources will evaluate the suitability of such an arrangement, reviewing the following areas:

1. Employee suitability: the employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful remote work.
2. Job responsibilities: the employee and manager will discuss the job responsibilities and determine if the job is appropriate for a remote work arrangement.
3. Equipment needs, workspace design considerations and scheduling issues: the employee and manager will review the physical workspace needs and the appropriate location for the remote work.
4. Tax and other legal implications: the employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and Department Head agree, the Director of Human Resources will draft a remote work agreement to be signed by all parties. In the event that the Department Head and

employee are not in agreement, the Director of Human Resources or City Manager will make the final decision.

On a case-by-case basis, The City of Biddeford will determine, with information supplied by the employee and the Supervisor, the appropriate equipment needs for each remote work arrangement. The Human Resources & IT departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The City of Biddeford accepts no responsibility for damage or repairs to employee-owned equipment. The City of Biddeford reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all City of Biddeford property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

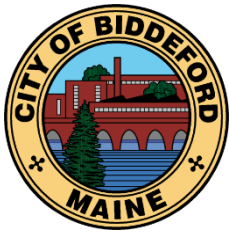
The employee will establish an appropriate work environment within their home for work purposes. The City of Biddeford will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space. Employees are expected to maintain their home workspace in a safe manner, free from safety hazards.

Injuries sustained by the employee in a home office location and in conjunction with their regular work duties are normally covered by the company's workers' compensation policy. Remote work employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to their home worksite. Remote work is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands.

Remote work employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using The City of Biddeford's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the employee's Supervisor. Failure to comply with this requirement may result in the immediate termination of the remote work agreement.

The Director of Human Resources or City Manager can approve arrangements above and beyond the one day per week for situations where it is in the City's best interest and there is a legitimate employee need. These requests will be evaluated based on the essential functions of that particular position, demonstrated experience and performance of the candidate or employee, the availability of highly qualified candidates for that particular position, the individual's related circumstances and the City's operational needs. For these arrangements, there will be a quarterly in person meeting with the Department Head and Director of Human Resources to review any changes in the circumstances and to provide the employee with any pertinent information such as an upcoming need for in office attendance. There is an expectation that even in these circumstances the employee will do work in the office as often as is practicable. The agreement

of such an arrangement will be made in writing detailing the reasoning as applicable to the above stated evaluations. There will be an expectation to maintain regular working hours, be accessible during standard business hours, and attend any required in-person meetings as needed. Clear and timely communication with their supervisor and team members will be expected to ensure smooth workflow and collaboration. The City reserves the right to adjust, modify, or revoke this remote work arrangement at any time should business needs change or if there are concerns regarding job performance. Should an increased in-office presence become necessary for operational effectiveness, reasonable notice will be provided. All aforementioned rules and responsibilities pertaining to remote work are effective in these arrangements as well.



# CITY OF BIDDEFORD

205 Main St.  
P.O. Box 586  
Biddeford, Maine 04005

## PERSONNEL COMMITTEE

**Meeting Date:** Wednesday, February 19, 2025  
**Meeting Time:** 4:00PM

**Item Description:** Sick & Vacation Time Donation Program

**Submitted by:** Diana DePaolo, HR Director

**Key Terms:**

N/A

**Executive Summary:**

We want to provide more recognition and appreciation for employees, particularly at the Council level. This topic is meant as an item for discussion.

**Detailed Review:**

To begin gathering information we polled our comparable communities to see what they are doing for recognition of their employees. That information is provided below.

Other ideas discussed among the team are: giving out City “swag” at a council meeting to celebrate longevity, having regular monthly employee recognition for going above and beyond at a council meeting based on department head referral, recognizing any City wide promotion, list any of these accomplishments or celebrations on a special page on the website, provide a certificate/award/handwritten thank you at the meeting, for big anniversaries go out to lunch with the mayor or a council member.

City	RECOGNITION
South Portland	25 years - Proclamation at a City Council meeting
Sanford	Public Works Dept. has printed up certificates and done a presentation for employees who have gone above and beyond or some other recognition

Westbrook	We present an employee and manager of the quarter that was nominated by a staff member and voted for by the Recognition Committee. The employee and manager would receive a plaque and gift card at the council meeting
Old Orchard Beach	The department head tries to send out emails for promotions.
Auburn	None
Lewiston	We don't do anything at city council level individually – sometimes if the employees win an outside award we will talk about it at a council meeting.
Augusta	None

**Staff Recommendation:**

N/A