

**Town of Auburn
Joint Personnel Board Meeting
Board of Selectmen, Library Trustees and Police Commissioners
October 30, 2019
6:00 PM
Town Hall**

() Call to Order

**() Consideration of Proposed Amendments to Town of Auburn
Personnel Policy**

- Section 1:12.21 – Anniversary Date (clarifies definition of employment anniversary date)
- Section 4:1.1 – Step Increases (establishes practice for employees who have reached the maximum of Step 20)
- Section 6:3 – Voluntary Leave Donation Bank (establishes a formal process for employees to voluntarily assist other employees in need of leave time)
- Section 17:4 – Town of Auburn – Human Resource Office (establishes a mandatory employee orientation for all new hires)

() Consideration of COLA / Step Increases for FY 2020 Budget

() Approval of Minutes – November 19, 2018

() Other Business

() Adjourn

Note: “Any person with a disability who wishes to attend this public meeting and needs to be provided reasonable accommodations in order to participate, please contact the Board of Selectmen’s Secretary at (603) 483-5052 x100, so that arrangements can be made.”

Town of Auburn

Town Hall
47 Chester Road
P.O. Box 309
Auburn, NH 03032



Town Administrator

William G. Herman, CPM
Phone: (603) 483-5052 Ext. 111
Fax: (603) 483-0518
E-Mail:
townadmin@townofauburnnh.com

To: Board of Selectmen Library Trustees Police Commissioners

From: Bill Herman, CPM, Town Administrator

Date: October 28, 2019

Re: Proposed Amendments to Town of Auburn Personnel Policy

In advance of your meeting on November 30th, I wanted to provide you with the attached material for your review. This outlines the four different proposals we have including:

- **Anniversary Dates:** We are attempting to fully clarify that the original start date is intended to be the first date any given employee is on payroll status. In practice, we find that we are nearly there system-wide currently, but not 100%. The intent of the proposal is to ensure this will be the case moving forward.
- **Step Increases:** As we are having employees reach their maximum Step 20 on the wage scale and not have the ability to advance any further, we are proposing the potential of a Merit Recognition that could be paid in a lump sum fashion in lieu of a step increase. This payment would not increase the base pay of the individual, but does provide a recognition of good performance. We already had one employee here at Town Hall this year that we did this for, and they understood it and felt it was a very fair approach.
- **Voluntary Leave Donation Bank:** We are proposing establishing a formal way in which employees may donate some of their unused leave time to other employees who have a need, but no leave time available to them. Informally, we have had individuals do this in various ways, and we felt there should be a formalized basis for achieving this end.
- **Town of Auburn – Human Resource Office:** Establishes a mandatory employee orientation for all new hires moving forward. This was strongly proposed by the Finance Director and Finance Assistance in order to fully orientate new hires to the Town, its personnel practices and the benefit programs that are available. Its intent is also to have a more timely return of the needed documents required of new hires.

Attached are the updated pages of the Personnel Policy including the language we are proposing for these items, all of which appears in **bold type**.

Thank you for your consideration.

Attachment

1:12.21 Anniversary Date:

Shall mean the original start date of work with the Town or Griffin Free Public Library for any given employee. **This is intended to be the first date a given employee is on payroll status for work performed for the Town or Griffin Free Public Library. The Anniversary Date shall be determined by Selectmen's Office through the Town's official payroll records system.**

4:1.1 Step Increases

Step Increases shall be processed and issued to employees eligible for Step Increases based on the Town of Auburn Wage Schedule (Appendix B) on an annual basis as of the their individual anniversary date of employment with the Town based on a positive job performance review. The issuance of step Increases shall be subject to funds being available for such increases, and shall only be issued on a system-wide basis and not a department to department basis. For employees whose anniversary dates fall between January and March, retroactive step increases shall be provided by April 1st based on a positive job performance review and funds being available in the adopted operating budget.

For employees who have reached the maximum of Step 20 for their position, the Town will consider the issuance of a Merit Recognition of a lump sum \$500.00 payment for full-time employees in lieu of a Step Increase at the time of the employee's anniversary date of employment with the Town based on a positive job performance review.

An appropriate pro-rated amount for a lump sum payment would be considered for part-time employees depending on their average hours worked on a weekly basis.

The Merit Recognition is a one-time payment and employees may be considered on an annual basis for this recognition in lieu of a Step Increase.

6:3 Voluntary Leave Donation Bank

- A. Town employees may voluntarily donate accumulated earned time leave for the benefit of another employee who is unable to work due to an illness or injury and has exhausted all previously earned paid leave.**
- B. To be eligible to receive voluntary leave donations, the employee must:**
 - 1) Be a regular employee working at least 20 hours per week,**
 - 2) Be experiencing a serious medical condition as defined by the Family Medical Leave Act that will require the prolonged / extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available,**
 - 3) Not have submitted a request for separation or retirement, and**
 - 4) Have exhausted all paid time off balances (earned time or sick leave).**
- B. In order to donate and/or receive earned time leave under this policy, requests must be routed through each employee's department head to Human Resources as soon as possible for inclusion in the next payroll. Human Resources will submit the request to the Town Administrator for approval. The requests should include:**
 - (1) A written statement signed by the employee requesting authorization to receive donated earned time leave, indicating the commencement date when all other forms of leave have been or will be exhausted. (The Town Administrator may waive this requirement in the event that the employee is incapacitated.)**
 - (2) A written statement signed by an employee who wishes to voluntarily donate paid leave, to include the amount of time being donated (in eight (8) hour increments only) to the Voluntary Leave Bank and ultimately credited to a specific recipient.**
- C. Donations of paid leave shall be deducted from the donating employee's accumulated paid leave account (on an hourly basis) and transferred into the recipient's account (on an hourly basis) immediately upon receipt of the required requests. The value of donated leave time shall be calculated at the recipient's regular rate of pay at the time of disbursement. Unused donated paid leave time shall remain in the recipient's account.**
- D. The maximum amount of paid leave to be donated to any single employee shall be one hundred sixty (160) hours and eighty (80) hours per donor, to be disbursed at a maximum rate equal to a regular week's pay.**

- E. The use of donated leave time shall not serve to change any existing conditions of employment or extend an employee's tenure in a position.**
- F. The donation of earned time leave shall not be counted as part of the donor's "Minimum Usage Required" under Section 6:2.4**

17:4 Town of Auburn – Human Resource Office

Regardless of what department or office an individual employee works for, all employees are employed by the Town of Auburn. The only exception are the employees of the Griffin Free Public Library. However, the overall responsibility for Human Resource functions for the Town of Auburn and the Griffin Free Public Library rests with the Selectmen's Office.

The Town Administrator is formally designated as the Human Resource Officer for the Town of Auburn, although the Town Administrator may designate specific human resource functions and processes to either the Finance Director or the Finance Assistant in the Selectmen's Office.

As such, all personnel actions must be reported timely to the Selectmen's Office to ensure the rights of the employees are protected and the responsibilities of the employer (the Town) are performed.

A "Personnel Action Form" shall be completed by the responsible appointing or administrative authority for any employee and submitted to the Selectmen's Office within 72 hours of any personnel action that takes place. This includes, but is not limited to, new hires; completion of probationary period; promotion, demotion, leave of absence, retirement, resignation, termination or other similar action. The Town's "Personnel Action Form" is included as Appendix D of the Personnel Policy.

All new hires for the Town of Auburn or the Griffin Free Public Library shall be required to participate in an employee orientation with the Selectmen's Office. The employee orientation may take place any time after an individual is formally hired for a position, but under no circumstances will be later than their first formal day on the job. The employee orientation may take upwards of two hours and new hires will be paid by the Town or the Griffin Free Public Library for the time involved at the rate of pay they will receive for the position they have been hired. The employee orientation is intended to ensure all appropriate personnel documents, files and records are provided and explained to the new hire, and completed by the same to enable the timely implementation of all appropriate employee benefits.

The Selectmen's Office will maintain a functioning Human Resources file for all Town of Auburn employees, regardless of whether they are full-time, part-time or a seasonal /

temporary employee. The Human Resources file shall include Personnel Action Forms, complete insurance applications; completed applications for the N.H. Retirement System; completed applications for Direct Deposit of paychecks; completed applications for participation in voluntary, payroll deducted programs; completed W-4; I-9 verifications, etc.

Human Resources files are not to be confused with the Town's official Personnel Files, which are likely to include pre-hire background information and testing results; personnel application; job performance reviews; training certificates; job performance warnings; and other similar records. Personnel Files are maintained by the Appropriate Appointing Authority.

Town of Auburn

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Town Administrator

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townadmin@townofauburnnh.com

To: Joint Personnel Board

From: Bill Herman

Date: October 15, 2019

Re: Potential Cost of Living Adjustment - 2020

In accordance with the provisions of the Town's Personnel Policy, I am providing the Boards with the cost of living indicators the policy indicates would be used to determine a potential Cost of Living Adjustment (COLA) for Town employee wages for the coming year.

The policy advises that we will average the COLA provided for Social Security and the Consumer Price Index for the Northeast as of October. The numbers we have gathered include the following:

Consumer Price Index (Northeast Region)	-	1.4%*
Social Security	-	1.6%

*Per Cent Change from September 2018 to September 2019

With the prescribed formula in the Personnel Policy, the resulting COLA would be 1.5%.

The final determination is the Joint Personnel Committee's to make, and we are providing you with the attached spreadsheets that document the actual financial impact of a potential COLA and/or potential step increases for personnel for FY 2020.

Also attached are an information sheet from the NH Department of Employment Security that details the Consumer Price Index figure, and a news release from the Social Security Administration that announces the 2020 Social Security increase.

Thank you for your consideration.

Attachments

Press Release

Thursday, October 10, 2019
For Immediate Release



Mark Hinkle, Acting Press
Officer
press.office@ssa.gov

News Release

SOCIAL SECURITY

Social Security Announces 1.6 Percent Benefit Increase for 2020

Social Security and Supplemental Security Income (SSI) benefits for nearly 69 million Americans will increase 1.6 percent in 2020, the Social Security Administration announced today.

The 1.6 percent cost-of-living adjustment (COLA) will begin with benefits payable to more than 63 million Social Security beneficiaries in January 2020. Increased payments to more than 8 million SSI beneficiaries will begin on December 31, 2019. (Note: some people receive both Social Security and SSI benefits). The Social Security Act ties the annual COLA to the increase in the Consumer Price Index as determined by the Department of Labor's Bureau of Labor Statistics.

Some other adjustments that take effect in January of each year are based on the increase in average wages. Based on that increase, the maximum amount of earnings subject to the Social Security tax (taxable maximum) will increase to \$137,700 from \$132,900.

Social Security and SSI beneficiaries are normally notified by mail in early December about their new benefit amount. Most people who receive Social Security payments will be able to view their COLA notice online through their *my* Social Security account. People may create or access their *my* Social Security account online at www.socialsecurity.gov/myaccount.

Information about Medicare changes for 2020, when announced, will be available at www.medicare.gov. For Social Security beneficiaries receiving Medicare, Social Security will not be able to compute their new benefit amount until after the Medicare premium amounts for 2020 are announced. Final 2020 benefit amounts will be communicated to beneficiaries in December through the mailed COLA notice and *my* Social Security's Message Center.

The Social Security Act provides for how the COLA is calculated. To read more, please visit www.socialsecurity.gov/cola.

NOTE TO CORRESPONDENTS: Here is a [fact sheet](#) showing the effect of the various automatic adjustments.

To get more Social Security news, follow the Press Office on Twitter [@SSAPress](#).

Northeast Urban Region CPI-U

Not Seasonally Adjusted

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
2010	232.294	232.382	233.188	233.615	234.130	233.834	233.885	234.150	234.027	234.671	235.094	235.141	233.868
OTY change	3.0%	2.5%	2.6%	2.5%	2.6%	1.7%	1.6%	1.4%	1.2%	1.5%	1.5%	1.6%	2.0%
OTM change	0.4%	0.0%	0.3%	0.2%	0.2%	-0.1%	0.0%	0.1%	-0.1%	0.3%	0.2%	0.0%	
2011	235.969	237.110	239.074	240.267	241.566	241.690	242.282	243.033	243.323	243.014	242.652	241.987	240.997
OTY change	1.6%	2.0%	2.5%	2.8%	3.2%	3.4%	3.6%	3.8%	4.0%	3.6%	3.2%	2.9%	3.0%
OTM change	0.4%	0.5%	0.8%	0.5%	0.5%	0.1%	0.2%	0.3%	0.1%	-0.1%	-0.1%	-0.3%	
2012	242.879	243.850	245.125	245.850	245.709	245.201	244.984	246.252	247.409	247.564	247.097	246.456	245.698
OTY change	2.9%	2.8%	2.5%	2.3%	1.7%	1.5%	1.1%	1.3%	1.7%	1.9%	1.8%	1.8%	2.0%
OTM change	0.4%	0.4%	0.5%	0.3%	-0.1%	-0.2%	-0.1%	0.5%	0.5%	0.1%	-0.2%	-0.3%	
2013	247.277	248.665	248.719	248.464	248.584	248.851	249.411	249.858	250.231	249.320	249.503	249.567	249.038
OTY change	1.8%	2.0%	1.5%	1.1%	1.2%	1.5%	1.8%	1.5%	1.1%	0.7%	1.0%	1.3%	1.4%
OTM change	0.3%	0.6%	0.0%	-0.1%	0.0%	0.1%	0.2%	0.2%	0.1%	-0.4%	0.1%	0.0%	
2014	251.045	251.233	252.413	252.506	253.598	253.555	253.833	253.185	253.154	252.730	251.781	250.519	252.463
OTY change	1.5%	1.0%	1.5%	1.6%	2.0%	1.9%	1.8%	1.3%	1.2%	1.4%	0.9%	0.4%	1.4%
OTM change	0.6%	0.1%	0.5%	0.0%	0.4%	0.0%	0.1%	-0.3%	0.0%	-0.2%	-0.4%	-0.5%	
2015	250.016	250.619	251.451	251.760	252.770	253.626	253.405	252.903	252.922	252.504	252.573	251.670	252.185
OTY change	-0.4%	-0.2%	-0.4%	-0.3%	-0.3%	0.0%	-0.2%	-0.1%	-0.1%	-0.1%	0.3%	0.5%	-0.1%
OTM change	-0.2%	0.2%	0.3%	0.1%	0.4%	0.3%	-0.1%	-0.2%	0.0%	-0.2%	0.0%	-0.4%	
2016	251.739	252.250	252.854	254.270	255.023	255.471	255.386	255.545	256.085	256.605	256.541	256.427	254.850
OTY change	0.7%	0.7%	0.6%	1.0%	0.9%	0.7%	0.8%	1.0%	1.3%	1.6%	1.6%	1.9%	1.1%
OTM change	0.0%	0.2%	0.2%	0.6%	0.3%	0.2%	0.0%	0.1%	0.2%	0.2%	0.0%	0.0%	
2017	258.073	258.768	258.510	259.165	259.386	259.335	258.833	259.508	260.875	260.580	260.630	260.791	259.538
OTY change	2.5%	2.6%	2.2%	1.9%	1.7%	1.5%	1.3%	1.6%	1.9%	1.5%	1.6%	1.7%	1.8%
OTM change	0.6%	0.3%	-0.1%	0.3%	0.1%	0.0%	-0.2%	0.3%	0.5%	-0.1%	0.0%	0.1%	
2018	262.188	263.260	263.556	264.669	265.840	265.950	265.830	266.425	266.709	266.464	265.487	265.286	265.139
OTY change	1.6%	1.7%	2.0%	2.1%	2.5%	2.6%	2.7%	2.7%	2.2%	2.3%	1.9%	1.7%	2.2%
OTM change	0.5%	0.4%	0.1%	0.4%	0.4%	0.0%	0.0%	0.2%	0.1%	-0.1%	-0.4%	-0.1%	
2019	266.109	266.706	268.025	269.070	269.744	270.133	270.381	270.548	270.563				
OTY change	1.5%	1.3%	1.7%	1.7%	1.5%	1.6%	1.7%	1.5%	1.4%				
OTM change	0.3%	0.2%	0.5%	0.4%	0.3%	0.1%	0.1%	0.1%	0.0%				

Data produced by U.S. Bureau of Labor Statistics <www.bls.gov/cpi/home.htm>

Effective with the January 2007 release, index levels are published to three decimal places. Percent changes based on these three-decimal place indexes will continue to be published to one decimal place. Previously published indexes will not be revised.

Northeast Urban Region CPI-U

Not Seasonally Adjusted

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
1990	132.9	133.1	134.1	134.5	134.7	134.9	136.0	137.4	138.6	139.4	139.7	139.7	136.3
OTY change	6.0%	5.8%	5.8%	5.6%	5.0%	5.0%	5.4%	6.4%	6.6%	6.7%	6.6%	6.4%	6.0%
OTM change	1.2%	0.2%	0.8%	0.3%	0.1%	0.1%	0.8%	1.0%	0.9%	0.6%	0.2%	0.0%	
1991	140.9	141.2	141.4	141.6	141.7	142.1	142.4	142.9	143.6	143.7	144.3	144.6	142.5
OTY change	6.0%	6.1%	5.4%	5.3%	5.2%	5.3%	4.7%	4.0%	3.6%	3.1%	3.3%	3.5%	4.5%
OTM change	0.9%	0.2%	0.1%	0.1%	0.1%	0.3%	0.2%	0.4%	0.5%	0.1%	0.4%	0.2%	
1992	144.9	145.3	146.2	146.3	146.3	147.0	147.5	148.2	148.5	148.9	149.0	148.9	147.3
OTY change	2.8%	2.9%	3.4%	3.3%	3.2%	3.4%	3.6%	3.7%	3.4%	3.6%	3.3%	3.0%	3.4%
OTM change	0.2%	0.3%	0.6%	0.1%	0.0%	0.5%	0.3%	0.5%	0.2%	0.3%	0.1%	-0.1%	
1993	149.7	150.4	150.9	151.1	150.8	151.2	151.4	151.7	151.8	152.5	152.7	152.7	151.4
OTY change	3.3%	3.5%	3.2%	3.3%	3.1%	2.9%	2.6%	2.4%	2.2%	2.4%	2.5%	2.6%	2.8%
OTM change	0.5%	0.5%	0.3%	0.1%	-0.2%	0.3%	0.1%	0.2%	0.1%	0.5%	0.1%	0.0%	
1994	153.2	154.0	154.3	154.4	154.2	154.8	155.2	155.9	156.1	156.4	156.7	156.3	155.1
OTY change	2.3%	2.4%	2.3%	2.2%	2.3%	2.4%	2.5%	2.8%	2.8%	2.6%	2.6%	2.4%	2.4%
OTM change	0.3%	0.5%	0.2%	0.1%	-0.1%	0.4%	0.3%	0.5%	0.1%	0.2%	0.2%	-0.3%	
1995	157.1	157.6	158.0	158.3	158.5	158.9	159.2	159.7	160.0	160.3	160.5	160.5	159.1
OTY change	2.5%	2.3%	2.4%	2.5%	2.8%	2.6%	2.6%	2.4%	2.5%	2.5%	2.4%	2.7%	2.6%
OTM change	0.5%	0.3%	0.3%	0.2%	0.1%	0.3%	0.2%	0.3%	0.2%	0.2%	0.1%	0.0%	
1996	161.4	162.2	162.8	162.9	163.0	163.1	163.4	164.0	164.6	165.1	165.4	165.7	163.6
OTY change	2.7%	2.9%	3.0%	2.9%	2.8%	2.6%	2.6%	2.7%	2.9%	3.0%	3.1%	3.2%	2.8%
OTM change	0.6%	0.5%	0.4%	0.1%	0.1%	0.1%	0.2%	0.4%	0.4%	0.3%	0.2%	0.2%	
1997	166.2	166.9	167.3	167.1	166.8	167.0	167.6	167.8	168.4	168.7	168.5	168.4	167.6
OTY change	3.0%	2.9%	2.8%	2.6%	2.3%	2.4%	2.6%	2.3%	2.3%	2.2%	1.9%	1.6%	2.4%
OTM change	0.3%	0.4%	0.2%	-0.1%	-0.2%	0.1%	0.4%	0.1%	0.4%	0.2%	-0.1%	-0.1%	
1998	168.8	169.1	169.3	169.5	169.4	169.6	169.9	170.5	170.6	171.3	171.2	171.2	170.0
OTY change	1.6%	1.3%	1.2%	1.4%	1.6%	1.6%	1.4%	1.6%	1.3%	1.5%	1.6%	1.7%	1.4%
OTM change	0.2%	0.2%	0.1%	0.1%	-0.1%	0.1%	0.2%	0.4%	0.1%	0.4%	-0.1%	0.0%	
1999	171.4	171.6	171.9	172.8	172.8	173.1	173.4	174.1	174.8	175.5	175.5	175.5	173.5
OTY change	1.5%	1.5%	1.5%	1.9%	2.0%	2.1%	2.1%	2.1%	2.5%	2.5%	2.5%	2.5%	2.1%
OTM change	0.1%	0.1%	0.2%	0.5%	0.0%	0.2%	0.2%	0.4%	0.4%	0.4%	0.0%	0.0%	
2000	176.2	177.6	178.5	178.5	178.4	179.0	179.8	179.9	180.7	181.2	181.5	181.3	179.4
OTY change	2.8%	3.5%	3.8%	3.3%	3.2%	3.4%	3.7%	3.3%	3.4%	3.2%	3.4%	3.3%	3.4%
OTM change	0.4%	0.8%	0.5%	0.0%	-0.1%	0.3%	0.4%	0.1%	0.4%	0.3%	0.2%	-0.1%	
2001	182.2	182.8	183.7	184.2	184.6	185.3	185.0	185.1	185.1	185.0	185.0	184.2	184.4
OTY change	3.4%	2.9%	2.9%	3.2%	3.5%	3.5%	2.9%	2.9%	2.4%	2.1%	1.9%	1.6%	2.8%
OTM change	0.5%	0.3%	0.5%	0.3%	0.2%	0.4%	-0.2%	0.1%	0.0%	-0.1%	0.0%	-0.4%	
2002	184.9	186.1	187.0	187.8	187.7	187.8	188.3	189.3	189.5	189.9	190.1	189.6	188.2
OTY change	1.5%	1.8%	1.8%	2.0%	1.7%	1.3%	1.8%	2.3%	2.4%	2.6%	2.8%	2.9%	2.1%
OTM change	0.4%	0.6%	0.5%	0.4%	-0.1%	0.1%	0.3%	0.5%	0.1%	0.2%	0.1%	-0.3%	
2003	190.5	191.7	193.0	192.6	192.7	192.8	193.5	194.3	195.0	195.4	195.1	194.9	193.5
OTY change	3.0%	3.0%	3.2%	2.6%	2.7%	2.7%	2.8%	2.6%	2.9%	2.9%	2.6%	2.8%	2.8%
OTM change	0.5%	0.6%	0.7%	-0.2%	0.1%	0.1%	0.4%	0.4%	0.4%	0.2%	-0.2%	-0.1%	
2004	195.9	196.8	198.6	199.4	199.9	201.1	201.0	201.0	201.2	202.5	202.6	201.9	200.2
OTY change	2.8%	2.7%	2.9%	3.5%	3.7%	4.3%	3.9%	3.4%	3.2%	3.6%	3.8%	3.6%	3.5%
OTM change	0.5%	0.5%	0.9%	0.4%	0.3%	0.6%	0.0%	0.0%	0.1%	0.6%	0.0%	-0.3%	
2005	202.6	203.6	206.0	206.9	206.2	206.2	207.9	208.7	210.8	211.5	210.0	209.0	207.5
OTY change	3.4%	3.5%	3.7%	3.8%	3.2%	2.5%	3.4%	3.8%	4.8%	4.4%	3.7%	3.5%	3.6%
OTM change	0.3%	0.5%	1.2%	0.4%	-0.3%	0.0%	0.8%	0.4%	1.0%	0.3%	-0.7%	-0.5%	
2006	211.0	211.6	212.8	214.7	215.7	216.7	217.5	218.1	216.3	215.2	214.8	215.2	215.0
OTY change	4.1%	3.9%	3.3%	3.8%	4.6%	5.1%	4.6%	4.5%	2.6%	1.7%	2.3%	3.0%	3.6%
OTM change	1.0%	0.3%	0.6%	0.9%	0.5%	0.5%	0.4%	0.3%	-0.8%	-0.5%	-0.2%	0.2%	
2007	215.813	216.651	218.334	219.501	220.591	221.579	221.945	221.559	221.436	221.951	223.356	223.425	220.512
OTY change	2.3%	2.4%	2.6%	2.2%	2.3%	2.3%	2.0%	1.6%	2.4%	3.1%	4.0%	3.8%	2.6%
OTM change	0.3%	0.4%	0.8%	0.5%	0.5%	0.4%	0.2%	-0.2%	-0.1%	0.2%	0.6%	0.0%	
2008	224.325	225.213	226.926	228.133	230.089	232.649	234.545	233.788	232.841	230.837	227.236	225.091	229.306
OTY change	3.9%	4.0%	3.9%	3.9%	4.3%	5.0%	5.7%	5.5%	5.2%	4.0%	1.7%	0.7%	4.0%
OTM change	0.4%	0.4%	0.8%	0.5%	0.9%	1.1%	0.8%	-0.3%	-0.4%	-0.9%	-1.6%	-0.9%	
2009	225.436	226.754	227.309	227.840	228.136	229.930	230.154	230.883	231.200	231.304	231.708	231.462	229.343
OTY change	0.5%	0.7%	0.2%	-0.1%	-0.8%	-1.2%	-1.9%	-1.2%	-0.7%	0.2%	2.0%	2.8%	0.0%
OTM change	0.2%	0.6%	0.2%	0.2%	0.1%	0.8%	0.1%	0.3%	0.1%	0.0%	0.2%	-0.1%	

**Town of Auburn
Joint Personnel Board
Board of Selectmen, Library Trustees & Police Commission
November 19, 2018**

Selectmen Present: James Headd, Richard Eaton and Keith Leclair

Library Trustees Present: Nancy Mayland, Elizabeth Michaud and Joseph Forest

Police Commissioners Present: David Dion and Michael Rolfe

Also Present: Bill Herman, Town Administrator.

Mr. James Headd convened the meeting at 6:05 p.m.

Consideration of Potential Amendments to the Town of Auburn Personnel Policy

The Board has been presented with six proposed adjustments to the Town Personnel Policy and agreed it was best to take them up one at a time.

Section 1:12.2 – Administrative Agents: Mr. Herman noted the current definition of Administrative Agents is listed as the Board of Selectmen for general town government, the Board of Police Commissioners for the Police Department and the Library Trustees for the Griffin Public Library. In the MRI Operational Review of the Town Hall, it was noted the Administrative Agents were more appropriately the Town Administrator, Police Chief and Library Director respectively, while the governing boards are the Appointing Authority (Section 1:12.1).

The proposed change in policy is as follows: "Administrative Agent shall mean the Town Administrator or designee for General Town government; the Chief of Police or designee for the Auburn Police Department; and the Library Director or designee for the Griffin Public Library."

David Dion noted in some sections, such as Section 2 - Staff Supervision, where the term "Appointing Authority is used, it provides authority to hire and fire which he felt were reserved to the governing boards. Mr. Herman agreed and indicated the intent was not to change any existing authority the governing boards have. The intent is to separate purely administrative functions, such as managing personnel files, from the full authority of the governing boards. He recommended he would go through the policy for all the uses of the term "Administrative Agent"

and where it is an administrative function would leave the term in place based on the new definition proposed, but where it is more than an administrative function, such as Section 2 – Staff Supervision, would change the term to “Appointing Authority” which are the governing boards. The Board members were in agreement with that approach.

David Dion moved to approve the proposed change in Section 1:12.2 Administrative Agents to reflect the three administrative officials as proposed. Seconded by Richard Eaton. A vote was taken; all were in favor, the motion passed unanimously.

Section 3:1 – Recruitment and Section 3:2 – Selection: The proposed adjustments to the current policy for Recruitment and Selection came from recommendations in the MRI Operational Review of Town Hall Operations and are intended to provide a little more direction and continuity to the process used for filling positions. Among these include using the Town web site for job posting announcements, coordinating posting of positions with the Town’s Human Resource Officer prior to posting, formally offering conditional offers of employment to selected candidates, and timing potential background, reference and other checks after a conditional offer of employment has been made.

The members of the Joint Personnel Board were in agreement with the proposal, but Joseph Forest suggested the language of the third paragraph of Section 3:2 Selection was not quite right. After review and discussion, it was agreed the paragraph should read as follows: *“When a conditional offer of employment is accepted by an applicant, the Town may then check references, perform a background check and, depending on the position, other reviews such as a criminal records check, credit check, medical examination, physical agility, license review and/or other testing as may be deemed appropriate and necessary for the position. Failure to agree to these checks will make the conditional offer of employment null and void.”*

Mr. Headd recommended separate votes be taken on each section.

Richard Eaton moved to approve the proposed change in Section 3:1 - Recruitment as proposed. Seconded by Joseph Forest. A vote was taken; all were in favor, the motion passed unanimously.

Elizabeth Michaud moved to approve the proposed change in Section 3:2 - Selection as amended by the Board discussion. Seconded by David Dion. A vote was taken; all were in favor, the motion passed unanimously.

Section 7:3 – Family and Medical Leave (FMLA): Mr. Herman reported this would be a new section to the Personnel Policy as recommended by the MRI Operational Review of the Town Hall. Currently the policy only makes reference to FMLA, and it was felt the policy should provide a general outline and

description of the FMLA benefits employees are afforded by federal law. He indicated the language proposed was secured from several other town's policies.

David Dion indicated the language proposed is very similar to language in the personnel plan he has for his business, and he echoed his understanding that all employers are required to make provisions of this type.

Keith Leclair moved to approve the proposed addition of Section 7:3 Family and Medical Leave as proposed. Seconded by David Dion. A vote was taken; all were in favor, the motion passed unanimously.

Nancy Mayland joined the meeting at 6:20 PM.

Section 7:4 – Unpaid Leaves of Absences: Mr. Herman noted in looking for language for the FMLA section, he found several communities also had provisions for general unpaid leaves of absences. He indicated he was not advocating to include this provision, but wanted to share this potential with the Joint Personnel Board for their consideration. He indicated he was not aware of any circumstance during his tenure with Auburn that this type of leave had been requested.

David Dion indicated as a small business owner, he would not be in favor of this type of leave for his operations and did not believe it would benefit the Town. Keith Leclair expressed he did not support this type of addition. Mr. Herman indicated the Board can skip over this item and take no action which would effectively not amend the Personnel Policy to include this provision.

Section 17:4 Town of Auburn – Human Resource Office: Mr. Herman noted the MRI Operational Review of the Town Hall noted this section designated an office as the Human Resource Office, but did not designate a position responsible for that function which could potentially be confusing for employees. Earlier in the year the Board of Selectmen had designated the Town Administrator's position to be designated as the Town's Human Resource Officer. As a result, it is proposed to add the following paragraph to Section 17:4:

"The Town Administrator is formally designated as the Human Resource Officer for the Town of Auburn, although the Town Administrator may designate specific human resource functions and processes to either the Finance Director or the Finance Assistant in the Selectmen's Office."

Keith Leclair moved to approve the proposed change in Section 17:4 Town of Auburn – Human Resource Office. Seconded by Elizabeth Michaud. A vote was taken; all were in favor, the motion passed unanimously.

Section 18 Job Descriptions: Mr. Herman noted during the past year, the Board of Selectmen made adjustments to several Town Hall positions and job

descriptions largely as a result of recommendations contained in the MRI Operational Review of Town Hall Operations. These included establishing the Finance Assistant position to be supervised by the Finance Director; to establish the Town Administrator as the department head for the Town Hall to supervise the Finance Director, Building Inspector, Land Use Administrator and the Parks & Recreation Coordinator, and to establish the Parks & Recreation Coordinator as the position responsible for budget development, program management and supervision of other part-time Parks & Recreation positions. He noted as all Town job descriptions have been included in the Personnel Policy by reference since 2005, it is proposed to include specific reference to the following modified job descriptions:

Finance Director dated February 26, 2018

Finance Assistant dated February 26, 2018

Town Administrator dated April 30, 2018

Building Inspector – Code Enforcement Officer dated April 30, 2018

Land Use Administrator dated April 30, 2018

Parks and Recreation Coordinator dated October 9, 2018

Nancy Mayland moved to include the reference to the six specific job descriptions in Section 18 as presented. Seconded by Keith Leclair. A vote was taken; all were in favor, the motion passed unanimously.

Consideration of Potential COLA / Step Increase for FY 2019 Budget

Mr. Herman noted the Board has jointly determined the potential of a cost of living adjustment (COLA) for Town employees, Step increases for Town employees, or potentially both to be included in the ensuing year's budget. He provided the Board with a spreadsheet prepared by Finance Director Adele Frisella that details what current wages are for all Town and Library positions; what the amount would be if a 2.5% COLA were applied; what the amount would be if a 2% Step were applied.

He noted the spreadsheet calculated the bottom line of wages at current levels with no changes totaled \$2,041,260; the bottom line with a 2% Step increase only is \$2,052,48; the bottom line for a 2.5% COLA only was \$2,066,030, and the bottom line for a Step and COLA increase is \$2,077,189.

Mr. Herman noted no increase is for a full 12 months in that if a COLA is granted, it would take effect April 1st, while Step Increases are presented at an employee's anniversary date, which are spread throughout the year.

David Dion moved to recommend budgeting for the provision of a 2.5% cost of living adjustment and a step increase for all employees which totals

approximately \$2,077,189. Seconded by Nancy Mayland. A vote was taken; all were in favor, the motion passed unanimously.

Request to Consider Inclement Weather Policy

Mr. Herman provided the Board with the text of the current Inclement Weather policy included in the Personnel Policy and noted he has had a couple of requests for the committee to consider modifying the policy to provide clearer standards for when offices might be closed due to weather conditions. The current policy reads as follows:

It shall be the policy of the Town of Auburn that Town offices and departments will be open to serve the public during normal business hours throughout the year, including during periods of inclement weather and storm occurrences.

During periods of inclement weather, Auburn employees who are scheduled to work are expected to report to duty in as timely a manner as possible, without endangering themselves.

On the occasion of a significant storm event that may necessitate the closing of Town facilities, the appropriate administrative agent is designated as the official who is empowered to make that determination."

Mr. Herman indicated this policy has changed a number of times during his tenure in Auburn, including one year where the Town facilities were either open or closed based on whether the school was open or closed. He indicated that did not work as it happened to be a year when school closed a lot based on weather forecasts that often times did not pan out to be accurate.

He indicated the request came through the Police Department and largely concerned office staff as opposed to patrol officers. He expressed a concern about expanding the policy to identify "essential" and "non-essential" positions as he knows other organizations have as that usually leads to higher expenses for "essential" employees having to remain working if "non-essential" employees are sent home.

David Dion indicated this was the first he had heard of this concern within the Police Department. He indicated his first instinct was to delete the third paragraph of the policy proposal. Mr. Herman noted he had provided the Board with the language of the existing policy and had not offered any proposed amendment. He went on to indicate based on the change in the definition of "administrative agent" the Board had made earlier in the meeting, this policy would now indicate decisions could be made by either the Town Administrator, Chief of Police or Library Director concerning their respective areas of responsibility.

Elizabeth Michaud and Nancy Mayland indicated that is generally how it currently works at the library now with the Library Director making a determination and then informing the Library Trustees. Mr. Herman indicated he felt he would operate similarly, and that he was more inclined to be open for business and close early if necessary, notifying the Board of Selectmen of any potential closure.

The Board members did not see a need to make any modifications to the current policy and chose to leave it as it currently is written.

Approval of Minutes – November 28, 2017

Nancy Mayland moved to approve the minutes of the November 28, 2017 meeting as presented. Seconded by David Dion. A vote was taken: Yes – David Dion, James Headd, Richard Eaton, Nancy Mayland, Elizabeth Michaud and Joseph Forest. Abstaining: Keith Leclair and Michael Rolfe. The motion passed.

Adjourn

James Headd made a motion to adjourn; Richard Eaton seconded the motion; all were in favor, the motion passed unanimously, and the meeting stood adjourned at 6:35 P.M.