

**Town of Auburn
Joint Personnel Board
Board of Selectmen, Library Trustees & Police Commission
March 28, 2016**

Selectmen Present: James Headd

Library Trustees Present: Nancy Mayland, Jean Worster and Elizabeth Michaud

Police Commissioners Present: David Dion and Glenn Shaw

Also Present: Melissa Gates, APD Administrative Assistant / Dispatcher; and Bill Herman, Town Administrator.

Mr. James Headd convened the meeting at 7:00 p.m.

Development of Employee Recognition Program

Melissa Gates met with the Board to report that with the pending trade for life insurance for Merit Pay that the Board would be finalizing at this meeting, she was interested in working with employees across all Town departments to develop a meaningful employee recognition program that might be considered to replace the Merit Pay system in the future.

She did not have a specific plan at the moment, but indicated she was interested in securing representation from the Fire Department, Library, Parks & Recreation, Town Hall and Police Department to work on developing a proposal for the Joint Personnel Board to consider in the future that might be able to recognize in some fashion an employee(s) who clearly goes the extra mile in serving the community. Initial thoughts are that there should be one system wide program that would cover all full and part-time employees, and would provide the potential of additional incentives for employees to help to make lasting contributions to the community. The initial thought is that it might be a competitive process of some sort, and there may be years when a recognition is not given. That there would not be anything automatic.

Melissa indicated she has had some conversations with some fellow employees, in addition to gathering information on some programs in place at other municipalities and in the state government.

The Board members indicated their positive reaction to the concept and to the effort to involve employees in developing a proposal for the Board's consideration. Mr. Headd indicated there was a fair amount of time to work on

something like this, noting if the target goal was to implement in 2017 something should be presented around September before the budget process gets too far along.

The Board members wished Ms. Gates success and would be interested in seeing what proposal might come forward.

Consideration of Potential Amendments to the Town of Auburn Personnel Policy

Mr. Herman noted the Board has been presented with a list of 20 proposed adjustments to the Town Personnel Policy that had been worked through by a representative team of Town departments. Most of the adjustments were updates of time frames or terminology, with the most significant changes being the provision of life insurance benefits for full-time employees and the suspension of the Merit Pay system as mentioned earlier.

He noted the draft material had been provided to the Board members several weeks ago, and asked how they would like to proceed. Nancy Mayland indicated that she had read through the material and found it all to be very straight forward. She did not see a need to go through item by item. David Dion, Jean Worster and Jim Headd all offered similar comments and indicated they would be willing to adopt all the proposals in a single vote.

The proposed adjustments to the Personnel Policy include the following:

Page 4 – Inclusion of Library Trustees and Police Commission (Section 1:1)

Page 5 – Update of Equal Employment Opportunity (Section 1:2)

Page 8 – Update of Internet & E-Mail Usage (Section 1:8.2)

Page 17 – Suspension of Merit Increases (Section 4:1.3)

Page 19 – Removal of Dated Item from Compensatory Time (Section 4:3)

Page 22 – Elimination of P/T officers from holidays as in contract (Section 6:1)

Page 24 – Removal of dated Item from P/T and Earned Time (Section 6:2.2)

Page 25 – Clarifying maximum accrual of Earned Time (Section 6:2.5)

Page 25 – Removal of Dated Item in Sick Leave Balances (Section 6:2.6)

Page 28 – Open Access Health Insurance Coverage (Section 9:1.1)

Page 28 – Ability to Use Earned Time with Disability Insurance (Section 9:1.2)

Page 29 – Inclusion of Life Insurance Benefit (Section 9:1.3)

Page 29 – Removal of Dated Item from Pay in Lieu of Insurance (Section 9:2)

Page 31 – Inclusion of Volunteer Firefighters under Workers Compensation Section 9:5)

Page 32 – Use Earned Time with Workers Compensation (Section 9:5.1)

Page 35 – Flexibility for provider of Supplemental Retirement Program (Section 9:13)

Page 39 – Address changed membership of Joint Loss Management Committee (Section 11:2)

Page 41 – Inclusion of Library Trustees and Police Commission (Section 14)

Page 48 – Fixed original date item – Supersession (Section 20)

Page 48 – Adjustment to Amendment Procedure (Section 21)

Nancy Mayland also noted an item on Page 8 under “Use of the Internet and E-Mail Communications” where the Town of Auburn was referenced and it should be the Town of Auburn and the Griffin Free Public Library.

Jean Worster also asked if the heading of Section 9.2 “Payment in Lieu of Insurance” to “Payment in Lieu of Health Insurance” to be certain there would be no confusion that it might be for dental or life insurance.

There was unanimous agreement to make the two additional adjustments.

Nancy Mayland moved to approve the proposed 20 amendments to the Town’s Personnel Policy and the two subsequent adjustments to “Use of Internet and E-Mail Communications” and to Section 9.2 “Payment in Lieu of Health Insurance”. Seconded by David Dion. A vote was taken; all were in favor, the motion passed unanimously.

Approval of Minutes – October 28, 2015

David Dion moved to approve the minutes of the October 28, 2015 meeting as presented. Seconded by Glenn Shaw. A vote was taken; all were in favor, the motion passed.

Adjourn

David Dion made a motion to adjourn; Jean Worster seconded the motion; all were in favor, the motion passed unanimously, and the meeting stood adjourned at 7:24 P.M.