

**Town of Auburn  
Joint Personnel Board Meeting  
Board of Selectmen, Library Trustees and Police Commissioner  
November 19, 2020  
6:00 PM  
Town Hall**

**( ) Call to Order**

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

- Section 6.2.6 – Suspension of Earned Time Accrual when not working under full time status.
- Section 14.3 – Voluntary Termination – No use of leave time during a two-week notice.

**( ) Consideration of COLA / Step Increases for FY 2021 Budget**

**( ) Approval of Minutes – October 30, 2019**

**( ) 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 Office at (603) 483-5052 x100, so that arrangements can be made."*

#### 6:2.6 Suspension of Earned Time Accrual

Should a full-time employee be in a situation where their actual work hours become something less than full-time for a period of time longer than a single pay period, their ability to continue to accrue earned time will be suspended for the duration of their less than full-time work status.

The amount of earned time already accrued by the employee will not be affected, and is available for use by the employee during this changed work status. And, if needed, the employee is eligible for receipt of donated earned time under the provisions of Section 6:3 – Voluntary Leave Donation.

Upon returning to full-time work status, the employee will resume their accrual of earned time at the same level rate they had prior to the change in their work status and the suspension of earned time accrual.

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#### 14:2 Termination Payments

Regular employees terminating service with the Town for any reason will be entitled to all earned and unused vacation time and wages earned through the last days of work up to the maximum of a total of 360 hours for 40 hour per week employees or a total of 315 hours for 35 hour per week employees outlined in Section 6:2.5.

Whenever an employer discharges an employee, the employer shall pay the employee's wages in full within 72 hours, as provided under RSA 275.44.

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#### 14:3 Voluntary Termination

Employees who voluntarily terminate employment shall provide the Town with a letter of resignation to document his or her decision to voluntarily terminate their employment. The appropriate administrative agent shall offer an exit interview with the employee prior to their last day of employment.

Employees who voluntarily terminate employment shall not be allowed to take any earned time leave during the notice period of termination, but will be paid their final wages no later than the next regular payday, as provided under RSA 275:43, either through the regular pay channels or by mail if requested by the employee. The exception to this standard is when an employer discharges an employee, in which case the employer shall pay the employee's wages in full, except that if the employee gives at least one pay period's notice of intention to quit the employer shall pay all wages earned by the employee within 72 hours of termination as provided under RSA 275:44.

## 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](mailto:townadmin@townofauburnnh.com)

**To:** Joint Personnel Board

**From:** Bill Herman

**Date:** October 27, 2020

**Re:** Potential Cost of Living Adjustment - 2021

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)	-	1.2%*
Social Security	-	1.3%

\*Per Cent Change from September 2019 to September 2020

With the prescribed formula in the Personnel Policy, the resulting COLA would be 1.25%.

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

Tuesday, October 13, 2020  
For Immediate Release



Mark Hinkle, Press Officer  
[press.office@ssa.gov](mailto:press.office@ssa.gov)

# News Release

## SOCIAL SECURITY

### **Social Security Announces 1.3 Percent Benefit Increase for 2021**

Social Security and Supplemental Security Income (SSI) benefits for approximately 70 million Americans will increase 1.3 percent in 2021, the Social Security Administration announced today.

The 1.3 percent cost-of-living adjustment (COLA) will begin with benefits payable to more than 64 million Social Security beneficiaries in January 2021. Increased payments to more than 8 million SSI beneficiaries will begin on December 31, 2020. (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 \$142,800 from \$137,700.

Social Security and SSI beneficiaries are normally notified by mail starting 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 personal *my* Social Security account. People may create or access their *my* Social Security account online at [www.socialsecurity.gov/myaccount](http://www.socialsecurity.gov/myaccount).

Information about Medicare changes for 2021, when announced, will be available at [www.medicare.gov](http://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 2021 are announced. Final 2021 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](http://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
<b>1990</b>	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%	
<b>1991</b>	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%	
<b>1992</b>	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%	
<b>1993</b>	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%	
<b>1994</b>	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%	
<b>1995</b>	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%	
<b>1996</b>	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%	
<b>1997</b>	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%	
<b>1998</b>	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%	
<b>1999</b>	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%	
<b>2000</b>	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%	
<b>2001</b>	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%	
<b>2002</b>	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%	
<b>2003</b>	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%	
<b>2004</b>	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%	
<b>2005</b>	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%	
<b>2006</b>	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%	
<b>2007</b>	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%	
<b>2008</b>	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%	
<b>2009</b>	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%	

# Northeast Urban Region CPI-U

Not Seasonally Adjusted

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
<b>2010</b>	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%	
<b>2011</b>	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%	
<b>2012</b>	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%	
<b>2013</b>	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%	
<b>2014</b>	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%	
<b>2015</b>	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%	
<b>2016</b>	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%	
<b>2017</b>	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%	
<b>2018</b>	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%	
<b>2019</b>	266.109	266.706	268.025	269.070	269.744	270.133	270.381	270.548	270.563	270.348	270.643	270.429	269.392
OTY change	1.5%	1.3%	1.7%	1.7%	1.5%	1.6%	1.7%	1.5%	1.4%	1.5%	1.9%	1.9%	1.6%
OTM change	0.3%	0.2%	0.5%	0.4%	0.3%	0.1%	0.1%	0.1%	0.0%	-0.1%	0.1%	-0.1%	
<b>2020</b>	272.316	273.080	272.531	271.325	271.345	272.283	273.347	273.597	273.925				
OTY change	2.3%	2.4%	1.7%	0.8%	0.6%	0.8%	1.1%	1.1%	1.2%				
OTM change	0.7%	0.3%	-0.2%	-0.4%	0.0%	0.3%	0.4%	0.1%	0.1%				

Data produced by U.S. Bureau of Labor Statistics <[www.bls.gov/cpi/home.htm](http://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.



2021  
Wage Salaries

Description	2017	2018	2019	Budgeted 2020	Expended YTD 2020	Default 2021	COLA 1.125% 1st Year	COLA 1.125% 2nd Year	STEP 2% 1st Year	STEP 2% 1st Year	STEP & COLA 1st	Step & COLA 2nd
Finance Director(12/4) (4	62,147	63,668	66,731	68,576	58,802	56,952	57,436	53,777	57,103	54,175	57,588	54,728
Finance Assistant(11/5) (	46,444	46,472	45,019	45,672	40,736	58,041	58,586	45,907	58,041	46,247	58,586	46,867
Town Administrator(10/1	83,942	86,877	91,876	94,174	82,320	96,027	96,927	97,227	96,507	97,948	97,407	99,148
Land Use Coordinator(6/	45,217	46,693	50,186	51,853	44,876	52,483	52,975	53,139	52,964	53,532	53,456	54,188
Board of Selectmen Seci	-	-	1,459	2,000	1,103	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Highway Safety Secretar	8	60	120	205	56	205	207	208	208	209	210	212
Selectman Chair Stipend	3,099	3,381	3,590	3,684	2,758	3,684	3,719	3,730	3,739	3,758	3,774	3,804
Selectman Seat Two Sti	2,831	3,088	3,279	3,365	2,520	3,365	3,397	3,397	3,415	3,432	3,447	3,464
Selectman Seat Three Si	2,831	3,088	3,279	3,365	2,520	3,365	3,397	3,397	3,415	3,432	3,447	3,464
Trustee of Trust Funds S	292	301	311	319	-	319	322	322	324	325	327	328
Trustee of Cemeteries Si	-	400	662	679	-	679	685	685	689	693	696	699
Executive Department Tc	246,810	254,027	266,512	273,892	235,690	277,120	279,651	263,789	278,405	265,751	280,938	268,902
Deputy Town Clerk (4/1)	9,177	5,824	6,328	10,227	9,946	11,648	11,757	11,794	11,823	11,881	11,932	12,027
Town Clerk/Tax Collecto	-	-	-	1	-	1	1	1	1	1	1	1
Town Clerk Salary(5/31)	54,010	56,007	58,175	60,178	50,808	60,902	61,473	61,663	61,714	62,120	62,285	62,881
Election, Regis & Vital Si	63,187	61,831	64,503	70,406	60,754	72,551	73,231	73,458	73,538	74,002	74,218	74,909
Deputy Tax Collector(3/2	6,230	2,781	3,342	5,114	4,813	8,159	8,235	8,261	8,281	8,322	8,358	8,424
Deputy Treasurer Stipend	330	340	351	360	-	360	363	365	365	367	369	372
Budget Committee Secre	1,000	135	314	1,061	34	1,061	1,061	1,061	1,061	1,061	1,061	1,061
Tax Collector Salary(8/6)	41,167	42,690	44,493	45,725	40,326	46,430	46,865	47,010	46,816	47,358	47,252	47,938
Treasurer Stipend(4/1)	2,516	2,643	2,758	2,830	2,356	2,830	2,857	2,865	2,872	2,887	2,899	2,922
Financial Administration	51,243	48,589	51,258	55,090	47,528	58,840	59,381	59,562	59,395	59,995	59,939	60,717
General SS	26,862	28,162	28,949	33,841	24,222	33,362	33,670	32,737	33,626	32,993	33,934	33,377
Medicare	6,286	6,465	6,770	7,914	5,668	7,802	7,875	7,656	7,864	7,716	7,936	7,806
Retirement Group I	40,205	40,835	42,064	41,006	36,454	49,538	49,996	48,005	49,849	48,332	50,308	48,893
Personnel Administration	73,353	75,462	77,783	82,761	66,344	90,702	91,541	88,398	91,339	89,041	92,178	90,076
Planning & Zoning Secre	-	-	-	1	-	1	1	1	1	1	1	1
Zoning Board Secretary	-	-	-	-	-	-	-	-	-	-	-	-
Planning & Zoning Total	-	-	-	1	-	1	1	1	1	1	1	1
Janitorial Salary	11,023	14,850	12,737	18,497	11,381	12,062	12,100	12,112	12,099	12,142	12,136	12,191
Government Buildings &	11,023	14,850	12,737	18,497	11,381	12,062	12,100	12,112	12,099	12,142	12,136	12,191
Cemetery Secretary/Adm	-	-	-	257	-	257	259	260	261	262	263	265
Cemetery Salary/Wage	1,186	755	-	616	-	616	622	624	625	628	631	636
Cemeteries Total	1,186	755	-	873	-	873	881	884	886	890	894	901
Village Crier Editor	1,257	587	-	1	-	1	1	1	1	1	1	1
General Government Tot	1,257	587	-	1	-	1	1	1	1	1	1	1
Police Chief Salary(12/14	83,851	85,576	126,650	90,710	81,636	94,568	95,455	95,751	94,647	96,460	95,534	97,642
Full Time Officers Wage	233,251	298,615	317,021	357,862	281,369	354,962	354,962	354,962	354,962	354,962	354,962	354,962
Records Manager(7/15)	39,914	39,292	43,627	46,413	39,406	46,478	46,913	47,059	46,904	47,407	47,339	47,988

2021  
Wage Salaries

Description	2017	2018	2019	Budgeted 2020	Expended YTD 2020	Default 2021	COLA 1.125% 1st Year	COLA 1.125% 2nd Year	STEP 2% 1st Year	STEP 2% 1st Year	STEP & COLA 1st	Step & COLA 2nd
Office Manager Wage(6/	48,764	50,331	52,775	56,086	48,776	54,856	55,371	55,542	55,451	55,953	55,965	56,639
Police Lieutenant Wage(	77,312	79,890	81,894	86,030	77,372	89,776	90,618	90,899	89,851	91,572	90,693	92,694
Police Sergeants Wages	49,558	71,193	76,961	145,132	125,365	151,051	151,051	151,051	151,051	151,051	151,051	151,051
Police Wages	75,922	78,980	62,855	-	2,883	-	-	-	-	-	-	-
Part Time Officers Wage	73,620	48,667	68,200	57,132	42,734	61,983	61,983	61,983	61,983	61,983	61,983	61,983
Shift Differential	6,351	6,771	6,497	7,000	5,876	7,000	7,000	7,000	7,000	7,000	7,000	7,000
Police SS (PT/Office Sta	8,859	8,118	8,320	10,172	7,807	9,725	9,796	9,819	9,801	9,875	9,871	9,969
Police Medicare (Full/Pa	9,067	9,877	10,540	12,556	9,476	12,767	12,809	12,823	12,787	12,856	12,829	12,911
Police Retirement	159,137	194,610	197,542	206,327	172,711	229,193	229,853	230,073	229,372	230,602	230,032	231,483
<b>Police Department Total</b>	<b>865,607</b>	<b>971,920</b>	<b>1,052,881</b>	<b>1,075,420</b>	<b>895,411</b>	<b>1,112,359</b>	<b>1,115,811</b>	<b>1,116,962</b>	<b>1,113,809</b>	<b>1,119,721</b>	<b>1,117,259</b>	<b>1,124,322</b>
Fire Full Time Salaries	117,148	115,854	103,147	141,323	107,669	112,334	113,387	113,738	113,186	114,580	114,239	114,239
Fire Chief Salary(9/14)	-	-	29,665	35,750	31,285	38,923	38,923	38,923	38,923	38,923	38,923	38,923
Fire Personnel Stipend	63,759	42,809	59,086	51,863	45,805	51,750	51,750	51,750	51,750	51,750	51,750	51,750
Fire Per Diem Personnel	-	-	-	13,440	10,672	23,296	23,296	23,296	23,296	23,296	23,296	23,296
Fire SS	1,430	1,555	5,318	3,216	3,655	4,688	4,688	4,689	4,689	4,689	4,689	4,689
Fire Medicare	1,723	1,703	2,646	3,328	2,608	3,290	3,305	3,310	3,302	3,322	3,317	3,318
Fire Retirement (Group II	33,144	36,372	25,766	42,694	30,954	35,610	35,944	36,055	35,881	36,322	36,215	36,217
<b>Fire Department Total</b>	<b>217,205</b>	<b>198,293</b>	<b>225,629</b>	<b>291,614</b>	<b>232,648</b>	<b>269,891</b>	<b>271,293</b>	<b>271,761</b>	<b>271,027</b>	<b>272,882</b>	<b>272,429</b>	<b>272,432</b>
Building Inspector Salary	54,858	56,065	59,353	61,104	51,049	61,104	61,677	61,868	61,604	62,104	62,177	62,677
Assistant Building Inspec	-	-	-	-	-	-	-	-	-	-	-	-
<b>Building Inspection Total</b>	<b>54,858</b>	<b>56,065</b>	<b>59,353</b>	<b>61,104</b>	<b>51,049</b>	<b>61,104</b>	<b>61,677</b>	<b>61,868</b>	<b>61,604</b>	<b>62,104</b>	<b>62,177</b>	<b>62,677</b>
Highway Road Agent Sti	1,902	2,063	2,195	2,253	1,876	2,253	2,274	2,281	2,287	2,298	2,308	2,326
<b>Highways &amp; Streets Total</b>	<b>1,902</b>	<b>2,063</b>	<b>2,195</b>	<b>2,253</b>	<b>1,876</b>	<b>2,253</b>	<b>2,274</b>	<b>2,281</b>	<b>2,287</b>	<b>2,298</b>	<b>2,308</b>	<b>2,326</b>
Health Officer Stipend(4/	1,624	1,672	1,728	1,773	887	1,773	1,790	1,795	1,800	1,808	1,816	1,831
Deputy Health Officer Sti	522	537	278	570	285	570	575	577	579	581	584	589
<b>Health Administration To</b>	<b>2,146</b>	<b>2,209</b>	<b>2,006</b>	<b>2,343</b>	<b>1,172</b>	<b>2,343</b>	<b>2,365</b>	<b>2,372</b>	<b>2,379</b>	<b>2,389</b>	<b>2,400</b>	<b>2,420</b>
Animal Control Salary(7/	17,386	18,093	18,937	19,539	17,235	19,824	20,010	20,072	20,022	20,221	20,208	20,469
<b>Animal &amp; Pest Control To</b>	<b>17,386</b>	<b>18,093</b>	<b>18,937</b>	<b>19,539</b>	<b>17,235</b>	<b>19,824</b>	<b>20,010</b>	<b>20,072</b>	<b>20,022</b>	<b>20,221</b>	<b>20,208</b>	<b>20,469</b>
Welfare Officer Stipend	1,985	335	-	-	-	-	-	-	-	-	-	-
<b>Direct Assistance Total</b>	<b>1,985</b>	<b>335</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Recreation Coordinator S	12,034	16,951	21,001	31,632	22,986	32,916	33,225	33,327	33,492	33,574	33,801	33,986
Recreation Maintenance	23,510	24,746	30,352	29,658	9,723	26,071	26,315	26,397	26,294	27,019	26,538	27,345
<b>Parks &amp; Recreation Total</b>	<b>35,544</b>	<b>41,697</b>	<b>51,354</b>	<b>61,290</b>	<b>32,709</b>	<b>58,987</b>	<b>59,540</b>	<b>59,724</b>	<b>59,786</b>	<b>60,593</b>	<b>60,339</b>	<b>61,331</b>
Librarian Salaries(12/8)	51,843	53,700	58,371	66,980	55,748	68,165	68,804	69,017	68,278	69,528	68,917	70,380
Library Assistant Salaries	37,413	41,707	47,416	58,859	38,913	49,090	49,551	49,704	49,683	50,072	50,143	50,686
Library Technical Assista	8,853	8,661	9,187	9,790	6,358	10,432	10,530	10,562	10,501	10,641	10,599	10,771
Library SS	5,808	6,172	6,841	8,409	6,078	7,917	7,991	8,016	7,965	8,075	8,039	8,174
Library Medicare	1,358	1,444	1,600	1,967	1,422	1,851	1,869	1,875	1,863	1,888	1,880	1,912
Library Retirement	5,845	6,116	6,578	7,482	5,971	8,759	8,841	8,869	8,774	8,934	8,856	9,044

2021  
Wage Salaries

Description	2017	2018	2019	Budgeted 2020	Expended YTD 2020	Default 2021	COLA 1.125% 1st Year	COLA 1.125% 2nd Year	STEP 2% 1st Year	STEP 2% 1st Year	STEP & COLA 1st	Step & COLA 2nd
Library Total	111,121	117,800	129,993	153,487	114,491	146,214	147,586	148,043	147,064	149,138	148,434	150,967
Conservation Secretary	416	434	46	639	-	639	645	647	649	652	655	660
Conservation Total	416	434	46	639	-	639	645	647	649	652	655	660
Total:	1,756,229	1,865,010	2,015,186	2,169,211	1,768,286	2,185,764	2,197,988	2,181,935	2,194,292	2,191,822	2,206,515	2,205,303
Add Union							6,899	9,173	6,939	14,718	13838	23,916
Grand Total:							2,204,887	2,191,108	2,201,231	2,206,540	2,220,353	2,229,219

**Town of Auburn  
Joint Personnel Board  
Board of Selectmen, Library Trustees & Police Commission  
October 30, 2019**

**Selectmen Present:** Richard Eaton, Keith Leclair and Todd Bedard

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

**Police Commissioners Present:** David Dion, Dennis McCarthy and Michael Rolfe

**Also Present:** Alternate Library Trustees Brenda Beer and Marilyn Cavanaugh, and Bill Herman, Town Administrator.

Mr. Richard Eaton convened the meeting at 6:00 p.m.

**Consideration of Potential Amendments to the Town of Auburn Personnel Policy**

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

**Section 1:12.21 – Anniversary Date:** Mr. Herman noted the current definition of Anniversary Date has been interpreted differently by individuals over time. The intention of establishing all employees Anniversary Date moving forward is that it is the date of hire, which is also the first date on payroll for the Town. Sometimes, individuals are hired for their positions weeks or more before they actually commence working. This modification of the policy language is to make clear that it is the commencement of work that is considered to be the hire date or anniversary date.

The proposed change in policy would add the following language to Section 1:12.21: *“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 the Selectmen’s Office through the Town’s official payroll records system.”*

**Nancy Mayland moved to approve the proposed change in Section 1:12.21 Anniversary Date as proposed. Seconded by David Dion. A vote was taken; all were in favor, the motion passed unanimously.**

**Section 4:1.1 – Step Increases:** Mr. Herman noted the Town is beginning to have employees who are reaching the maximum Step 20 in their position and, as a result, do not have the ability to advance any further. The proposal is to establish a potential 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 as a step increase is intended to do. The Merit Recognition could be provided annually to an employee based on a satisfactory job performance review in the same manner that step increases are provided.

The proposed change in policy would add the following language to Section 4:1.1: *“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.”*

Discussion ensued about this not really being a merit increase or recognition, and perhaps it should be called something other than “Merit Recognition”. After discussion, it was agreed the payment would be called “Alternative Step Compensation”.

Nancy Mayland noted the Board has discussed in the past the potential of re-establishing a true merit increase potential and she would like to have the Board not lose sight of that in the future.

**Joseph Forest moved to change the title of the lump sum payment from “Merit Recognition” to “Alternative Step Compensation”. Seconded by Dennis McCarthy. A vote was taken, all were in favor, the motion carried unanimously.**

**Nancy Mayland moved to approve the proposed change in Section 4:1.1 Step Increases as amended. Seconded by David Dion. A vote was taken; all were in favor, the motion passed unanimously.**

**Section 6:3 – Voluntary Leave Donation Bank:** Mr. Herman reported this would be a new section to the Personnel Policy that would establish 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, the



Town has had employees do this in various ways, and it is recommended that it would be best to have a formalized basis for achieving this end.

Overall, this does not add any expense to the Town or establish a new form or amount of leave time. It would only allow for the transfer of leave voluntarily from one employee to another, which would reduce the overall liability exposure of the accrued leave amount the Town currently would have.

The proposed change in policy would add the following language to Section 6:3:

- 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*

Dennis McCarthy noted this is not a true "leave bank", but a transfer of leave time from one employee to another employee. There was agreement on that point, and that the term "Voluntary Leave Donation Bank" should be changed to "Voluntary Leave Donation".

The Board members discussed the proposal in general and how it would work. All individuals offered positive comments about the intent and purpose of the proposal.

**Nancy Mayland moved to change the title of the system from "Voluntary Leave Donation Bank" to "Voluntary Leave Donation". Seconded by David Dion. A vote was taken, all were in favor, the motion carried unanimously.**

**Nancy Mayland moved to approve the proposed addition of Section 6:3 Voluntary Leave Donation as amended. Seconded by David Dion. A vote was taken; all were in favor, the motion passed unanimously.**

**Section 17:4 – Town of Auburn – Human Resource Office:** Mr. Herman reported the Finance Director and the Finance Assistant have strongly recommended we formally establish a required employee orientation for all new hires to ensure they are fully orientated to the Town, its personnel practices and the benefit programs that are available. It is the intent to also have a more timely return of the needed documents required of new hires with some of them to be completed during this orientation.

The proposed addition to the policy would add the following language to Section 17:4: *"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 the 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 (2) 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 question was asked how the new hire will know this is required of them, and Mr. Herman indicated he intended to inform all department heads of this provision and that it shall be up to the department heads to send their new hires here for this purpose. It was suggested as written, this places no requirement on the department heads. The suggested change to wording of the first sentence was: "All department heads shall ensure that all new hires for the Town of Auburn or the Griffin Free Public Library shall participate in an employee orientation with the Selectmen's Office."

**Elizabeth Michaud moved to change the first sentence to require department heads to send new hires for the employee orientation. Seconded by Todd Bedard. A vote was taken, all were in favor, the motion carried unanimously.**

**Keith Leclair moved to approve the proposed addition to Section 17:4 Town of Auburn – Human Resource Office as amended. Seconded by Joseph Forest. A vote was taken; all were in favor, the motion passed unanimously.**

### **Consideration of Potential COLA / Step Increase for FY 2020 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 1.5% COLA were applied; what the amount would be if a 2% Step were applied, and what the amount would be if both a 1.5% COLA and a 2% Step were applied.

He noted the spreadsheet calculated the bottom line of wages at current levels with no changes totaled \$2,116,174; the bottom line with a 2% Step increase only is \$2,133,365; the bottom line for a 1.5% COLA only was \$2,139,051, and the bottom line for a Step and COLA increase is \$2,156,242.

Mr. Herman noted no increase is for a full 12 months in that if a COLA is granted, it would take effect April 1<sup>st</sup>, while Step Increases are presented at an employee's anniversary date, which are spread throughout the year. He also noted the Board of Selectmen and Police Commission, under the terms of the Collective Bargaining Agreement with the Auburn Police Union, are required to request a step increase for the positions covered by the agreement. Should the Town provide a COLA to other employees, the agreement indicates it will also be provided to the union members as well.

**Dennis McCarthy moved to recommend budgeting for the provision of a 1.5% cost of living adjustment and a step increase for all employees which totals approximately \$2,156,242. Seconded by David Dion. A vote was taken; all were in favor, the motion passed unanimously.**

#### **Approval of Minutes – November 19, 2018**

**Nancy Mayland moved to approve the minutes of the November 19, 2018 meeting as presented. Seconded by David Dion. A vote was taken, all were in favor, the motion passed.**

#### **Adjourn**

**Nancy Mayland made a motion to adjourn; Todd Bedard seconded the motion; all were in favor, the motion passed unanimously, and the meeting stood adjourned at 6:30 P.M.**