

**Town of Auburn
Joint Personnel Board
Board of Selectmen, Library Trustees & Police Commission
November 22, 2016**

Selectmen Present: James Headd, Richard Eaton and Dale Phillips

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

Police Commissioners Present: David Dion, Dennis McCarthy and Glenn Shaw

Also Present: Alternate Library Trustee Joseph Forest, Fire Chief Edward Gannon and Bill Herman, Town Administrator.

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

Consideration of Potential Amendments to the Town of Auburn Personnel Policy

Mr. Herman noted the Board has been presented with a list of five proposed adjustments to the Town Personnel Policy that had come from either the finance office or the affected department. He felt it may be best to take them up one at a time.

Section 1:12.21 – Anniversary Date: The current policy states that “Anniversary Date shall mean the date of initial hire by the Town for any given employee.” The proposal is to change that language to be: “Anniversary Date shall mean the original start date of work with the Town or Griffin Free Public Library for any given employee.”

Mr. Herman noted this proposal comes from Ms. Lafond, Ms. Frisella and himself. He noted the anniversary date becomes most important for determining when step increases for individual employees would take place. He said what has become clear is that most employee’s “hire” date is significantly ahead of their “start” date. He used his own experience where he was hired in early September, but did not start work until mid-October. The belief is the anniversary date should be the moment someone actually begins work and first appears on the Town payroll.

Mr. McCarthy asked if the Town had the different sets of dates, and Mr. Herman indicated they did and they are captured in the payroll system. In some

instances, there is not a long gap in time, while many are a month or longer. Implementing this change would pose no administrative problems.

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

Section 6:1 – Holidays: The current policy states that full-time firefighters will have nine (9) paid holidays, which are two (2) fewer than other full-time Town employees who are not unionized. Mr. Herman noted Fire Chief Gannon would like to have the full-time firefighters receive the same holidays as all other Town employees who are not affected by a Collective Bargaining Agreement.

Chief Gannon indicated he would like to have his two employees in parity with the other full-time Town employees and receive all 11 paid holidays. The two missing holidays are Columbus Day and the day after Thanksgiving. He also noted should a holiday fall on the weekend, there is no Monday or Friday observation of the holiday as there is for other full-time employees. The Chief indicated if there were any emergency calls on those days, the volunteer members of the department would handle them as they are currently doing for the other nine holidays.

Mr. McCarthy indicated the union members negotiated for their benefit package and that, in general, he was in favor of allowing all full-time employees to enjoy the same basic benefits under the Town's Personnel Policy.

Mrs. Mayland noted the library has different holidays and only recognize nine paid holidays, but that with many Monday holidays and the Library not open for business on Monday, they have a much different situation than the other full-time employees of the Town.

David Dion moved to approve the proposed change in Section 6:1 Holidays by eliminating the paragraph that segregates the full-time fire fighters in terms of holidays from other full-time employees. Seconded by Dale Phillips. A vote was taken; all were in favor, the motion passed unanimously.

Section 6:1 – Holidays: The current policy states that "due to the changing seasonal schedule of the Griffin Free Public Library, the closing of the Library in recognition of holidays will be determined by the Trustees of the Library". Mr. Herman indicated the Library Trustees have asked to remove this item from the Personnel Policy because they no longer have seasonal schedules.

Nancy Mayland reported the library used to have different hours in the summer versus the rest of the year, but has not done that for a number of years now. She indicated the Trustees felt it would be best to clean-up the Personnel Policy on this item.

David Dion moved to approve the proposed change in Section 6:1 Holidays by eliminating the paragraph that deals with a seasonal schedule for the Griffin Free Public Library. Seconded by Jeanni Worster. A vote was taken; all were in favor, the motion passed unanimously.

Mr. Herman noted the next two items – Section 18 – Job Descriptions and Appendix A – Auburn Classification Plan – are reflective of proposed changes in five specific job descriptions and perhaps the Joint Board would want to consider the job descriptions before considering these two potential items, which would implement the revised job descriptions.

Library Director: Mr. Herman noted a very simple change is proposed by the Library Trustees to modify one of the Director's duties as "Maintains and regularly updates the library website and Facebook" to the following: "Maintains and regularly updates the library website and social media."

Mrs. Mayland indicated the Trustees felt making the change was fairly straight forward, noting the Library is currently using Facebook and Twitter, and may use other social media in the future. Due to the timeliness of the Joint Board meeting, the Trustees felt it made sense to have this change approved.

Dennis McCarthy moved to approve the proposed change in the job description for the Library Director. Seconded by David Dion. A vote was taken; all were in favor, the motion passed unanimously.

Parks & Recreation Administrative Assistant: Mr. Herman noted this position was initial flagged to be modified due to the change in the Fair Labor Standards Act regulations concerning salaried positions. But since the position is vacant, a further review was taken to reflect the actual work performed by the position.

As part of the change from a salaried to hourly position, an estimate as to the amount of time should be allocated for the position was needed. None of the three individuals who have held this position over the past 10+ years actually tracked their hours. So an estimate of approximately 20 hours per week has been used, while it has also been felt the position should have actual work hours out of the Town Hall. In general, the initial design is three five-hour days, which would also allow time for night meetings and event participation.

The re-write of the job description also removes the supervision of maintenance personnel from this position. The base position is one of administrative support

for the Parks & Recreation Commission, and does not include supervision of other employees. This change also leads to a recommended change in Labor Grade from a Labor Grade 9 to a Labor Grade 4, which is in line with other clerical and administrative positions.

Dale Phillips felt it was very important for this position to be stationed in the Town Hall in order to provide a bit more structure to the position, in addition to becoming better intermixed with general Town process and functions. This would also allow for a clear accounting of time to ensure the Town is providing adequate coverage for the work required of this position.

David Dion moved to approve the proposed change in the job description for the Parks and Recreation Administrative Assistant. Seconded by Elizabeth Michaud. A vote was taken; all were in favor, the motion passed unanimously.

Mr. Herman noted the remaining three positions were partially the result of a process begun early in the year when the Board of Selectmen contracted with Municipal Resources, Inc., to conduct an operational review of the Police Department. As part of the set of recommendations to come out of that review was the elimination of the existing Police Captain's position, which the Police Commission has done. The duties of the Police Captain are effectively being distributed to the Police Lieutenant and the Detective Sergeant in their proposed job description changes. A separate recommendation from MRI was to address the job description of the Administrative Assistant / Dispatcher to be more reflective of what duties the position was currently performing. Their suggestion was a new title of Records Manager & Community Outreach Coordinator.

With re-drafted job descriptions for those three positions, the Town had Barry Cox review the descriptions to ensure compliance with regulatory standards and to make recommendation for the assignment of Labor Grades. Mr. Cox had performed all of the work on the Town's job descriptions, wage classification and wage scale in 2011, and this would make all efforts consistent.

Mr. Herman reported procedurally, that is how the three police department job descriptions have come before the Board, but he was certain the Police Commission had other information they would want to share with the Joint Board.

Records Manager & Community Outreach Coordinator: David Dion noted the Police Commission was unanimous in their support for the proposed job description for Records Manager & Community Outreach Coordinator. He felt the individual filling the position has been an outstanding hire and he is proud that it had happened on his time with the Commission. Mr. Dion, Dennis McCarthy, Jim Headd and Dale Phillips all commented with how impressed they were with the efforts of the current employee. Mr. McCarthy specifically noted the increased use of social media outlets for the Police Department and that it

was important to capture that in the job description so the department maintains that effort.

Dale Phillips moved to approve the proposed change in the job description for the Records Manager & Community Outreach Coordinator. Seconded by David Dion. A vote was taken; all were in favor, the motion passed unanimously.

Detective Sergeant: Dennis McCarthy noted the job description for the Detective Sergeant and the Police Lieutenant have been re-written to reflect their current work and responsibilities, in addition to being an expanded job description based on the elimination of the Police Captain's position. He noted that he had voted against the change at the Commission level because he felt more was being asked of the department members and less was being asked of the Chief as a result. But the proposed changes are in agreement with recommendation that had come from the MRI Review.

Police Lieutenant: Dennis McCarthy noted the only difference between the Police Lieutenant's position and the Detective Sergeant's position in this change is the Police Lieutenant was also going to move from an hourly wage position to a salaried position.

Nancy Mayland asked some generalized questions concerning various recommendations from the MRI Report concerning ranking officers; and the distribution of full and part-time officers.

David Dion moved to approve the proposed changes in the job descriptions for the Detective Sergeant and the Police Lieutenant. Seconded by Glenn Shaw. A vote was taken; all were in favor, the motion passed unanimously.

Section 18 – Job Descriptions: Mr. Herman reported with the Board's approval of changes to the five specific job descriptions, the proposed change to Section 18 – Job Descriptions captures by reference those five revised job descriptions. The proposed change in Section 18 eliminates the former Police Department Administrative Assistant/Dispatcher job description for the listing and includes:

Library Director dated November 22, 2016

Parks and Recreation Administrative Assistant dated November 22, 2016

Records Manager & Community Outreach Coordinator dated October 17, 2016

Detective Sergeant dated October 18, 2016

Police Lieutenant dated October 18, 2016

Nancy Mayland moved to approve the proposed changes Section 18 – Job Descriptions as presented. Seconded by Elizabeth Michuad. A vote was taken; all were in favor, the motion passed unanimously.

Appendix A – Auburn Classification Plan: Mr. Herman reported this was the final component to adjusting the job descriptions with proposed changed labor grades. The Classification Plan is a listing of all Town and Library positions by labor grade. He noted the Auburn Classification Plan also appears as Appendix A of the collective bargaining agreement with the Auburn Police Union. He indicated the union has informally agreed to the proposed change to the extent it affects a position covered by the collective bargaining agreement. A formal Memorandum of Understanding between the Town and the Union will be signed on this item.

Dennis McCarthy moved to approve the proposed changes to Appendix A – Auburn Classification Plan as presented. Seconded by David Dion. A vote was taken; all were in favor, the motion passed unanimously.

Consideration of Potential Amendments to the Town of Auburn Personnel Policy

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 0.8% COLA were applied; what the amount would be if a 2% Step were applied. Mr. Herman also noted that the collective bargaining agreement with the Auburn Police Union requires the Board of Selectmen to budget for a Step increase for the union members, while the issue of a COLA is left to the discretion of local officials.

David Dion felt it would be best to budget for both a COLA and a Step, noting he felt the Town employees do a good job and are worthy of the increase. Dale Phillips indicated she felt the Board need to at least budget for a Step increase across the board. She felt it was important to treat all employees the same to the extent possible.

Several Board members asked what the financial impact of both a COLA and a Step increase was. Mr. Herman noted the cost of the COLA for the FY 2017 budget was \$12,198, while the cost of a Step increase in FY 2017 was \$10,611. So combined, the cost for the COLA and Step increase in FY 2017 was \$22,809.

James Headd expressed his opinion that he felt the Town has long had a hard working corps of employees and because the Town did not offer a COLA in 2016, it was appropriate to offer both a COLA and a Step in 2017.

Nancy Mayland indicated the true cost of the COLA and Step would not be felt in 2017, but rather in 2018. Mr. Herman noted that was correct, and is why the Finance Director includes columns on the salary & wages spreadsheet to include the costs of the COLA and Step in Year 2 (2018). He indicated the difference is due to any COLA being provided as of April 1st, so the funding only covers nine months in 2017 (April through December). He indicated Step increases are provided as of individual employees' anniversary dates, which are scattered throughout the year. So, like a COLA, the full impact of the increase would not be felt until 2018.

David Dion moved to recommend the provision of an 0.8% cost of living adjustment and a step increase for all approve the proposed changes to Appendix A – Auburn Classification Plan as presented. Seconded by David Dion. A vote was taken; all were in favor, the motion passed unanimously.

Approval of Minutes – March 28, 2016

Dennis McCarthy moved to approve the minutes of the March 28, 2015 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; Jean Worster seconded the motion; all were in favor, the motion passed unanimously, and the meeting stood adjourned at 7:24 P.M.