

PERSONNEL POLICY

Chapter A128

(Effective January 1, 2002)-Ins. Changes
(Amended February 1, 2006)-Wording changes
(Amended July 2006)-Mileage
(Amended May 14, 2009)-MSRS
(Amended February 24, 2011)-Nepotism
(Amended May 26, 2022)-Holidays - Juneteenth
(Amended July 27, 2023)-Mileage
(*Amended September 28, 2023)-A128.2 Definitions
(*Amended September 28, 2023) A128-3.I – (Addition)

SS. A128-1. Purpose; administration; amendments.

SS. A128-2. Definitions.

SS. A128-3. Employment and promotion.

SS. A128-4. Trial period of employment.

SS.A128-5. Cause for discharge.

SS. A128-6. Holidays.

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SS. A128-19. Training and career development.

SS. A128-20. Business and Travel Reimbursement.

SS. A128-21. Computer Usage.

SS.A128-22. Nepotism. (Feb. 24, 2011)

[HISTORY; Adopted by the Town Council of the Town of Millinocket 1-10-87.
Amendments noted where applicable; major revision effective 1/1/02.]

General References

Personnel Appeals Board—See Charter ss C1009.

Administration of government – See Ch. 3.

Affirmative Action – See Ch. A127.

SS A128-1. PURPOSE: ADMINISTRATION; AMENDMENTS.

- A. **Statement of Intent.** This policy is intended as informational guidance only and the Town reserves the right to interpret, delete, or amend the provisions contained herein with reasonable notice to employees. This policy and its contents should not be interpreted as promises of specific treatment or as contractual rights for any employee.
- B. **Purpose.** It is the purpose of these rules and regulations to provide a uniform and standard system of personnel administration and to inform fully the nonunion employees of the Town of Millinocket of the conditions of work.
- C. **Administration.** These rules shall be administered by the Town Manager. He/She may, through the department heads and supervisors, specify procedure for the administration of this policy to ensure a minimum of disruption of town operations. However, in no way are the administrative procedures to alter or dilute the meaning or intent of this policy in the application of said procedures.
- D. **Non-Discrimination.** It is the policy of the Town of Millinocket not to discriminate on the basis of race, creed, color, national origin, sex, or sexual orientation in the hiring and promotion of employees.

E. Amendments. Amendments to these rules shall be by order of the Town Council. The Town Council reserves the right to amend, repeal, or modify this policy from time to time as deemed necessary. The personnel policy shall be reviewed annually by the Manager and a delegate of the nonunion employees. Revisions shall be submitted to the Town Council for consideration.

SS A128-2. DEFINITIONS:

As used in these rules, the following words and terms shall have the meanings indicated below:

DEPARTMENT HEAD OR ASSISTANT DEPARTMENT HEAD - One who works in a supervisory capacity, manages budgets, and performs other administrative work for a fixed sum per scheduled workweek but does not receive compensation for extra hours worked, including: Town Manager, Assessor, Police Chief, Fire Chief, Public Works Director, Assistant Public Works Director, Personnel/General Assistance Director, Town Clerk, Tax Collector, Librarian, Recreation Director, Wastewater Chief Operator, Wastewater Assistant Chief Operator, and Deputy Treasurer.

EMERGENCY WORK - That work deemed by the Manager, department heads, or supervisor (as delegated by the department head) necessary in the best interests of the town to be carried out immediately.

FULL-TIME EMPLOYEE - One who works a forty-hour workweek.

HOURLY WAGED EMPLOYEE - One whose wage is based on a fixed hourly rate.

PART-TIME EMPLOYEE *A “Part-time” Employee is anyone who works, or is scheduled to work, on average, thirty-nine (39) hours or less per week on a continuing basis over the course of a calendar year, or anyone who works less than the regularly established number of hours per day, days per week, or week per month assigned to that position for full time employees.

Part-time employees shall be paid for hours actually worked. Part-time employees are entitled to benefits required by law, including social security, workers’ compensation, paid leave, family medical leave and unemployment compensation. For those whom the Town expects to work less than a full-time work week as defined above there shall be no benefits other than those required by law.

REGULAR PART-TIME EMPLOYEE - an employee who works between 30 to 39 hours a week.

***TEMPORARY AND SEASONAL EMPLOYEE**

a. **Temporary Employees.** Temporary employment is employment to accomplish a specified task, or tasks on an intermittent basis, or for a standard workweek or less, on a regular basis, but, in all cases, for a definite and limited period of time. Temporary employees receive no other benefits except those required by law. Temporary employees are not permanent employment positions with the Town and are subject to funding for the position as determined by the Town Council. The term of employment for a temporary employee ends if the position is not funded.

b. **Seasonal Employees.** Seasonal employees are appointed, on an annual basis, in the same manner and are subject to the same procedure as regular, full-time employees except that they will be laid off at the close of the season for which they have been appointed and the position funded in the budget.

c. Temporary and seasonal employees shall be paid for hours actually worked and shall be eligible for only benefits required by law such as social security, workers' compensation, paid leave, family medical leave and unemployment compensation but not for any other benefit under this Personnel Policy or any other Town policy. “

TOWN MANAGER - The Chief Executive and Chief Administrative Officer of the Town or his/her designee.

SS A128-3. EMPLOYMENT AND PROMOTION:

- A. The town shall employ, within the provision of the Millinocket Affirmative Action Plan, qualified persons who are available at a negotiated level of compensation, the maximum of which shall be established by the Town Council.
- B. The normal working hours for department managers and other employees covered by this policy shall be 8:00 a.m. to 5:00 p.m., Monday through Friday, with one (1) hour being allowed for lunch. Any variances from these hours must be approved by the Manager. (Editor's Note: See Ch. A127, Affirmative Action.)
- C. Present employees shall be given every opportunity for advancement within the department and shall generally be given first consideration for filling a vacancy, provided that minimum qualifications are met and the employee has a good history or work performance and performance evaluations.
- D. New employees are to be hired at a rate consistent with Subsection A above and will be advanced according to such pay schedule as may be in effect from time to time, but in no instance will a pay increase be made until the employee has completed a probationary period of six (6) months.

- E. Such salary and wage schedules as may be put into effect by the annual budget shall remain for the fiscal year.
- F. In the event of layoff of a regular full or part time position, the employee with the least seniority within the classification shall be laid off first. Employees offered reemployment shall be reemployed within the department by classification in the order of their earned seniority, and no new employee shall be hired until all laid off employees have been given an opportunity to return to work within their classification. An employee shall retain laid-off privileges no longer than six (6) months after layoff notice.
- G. Seasonal employees shall be carried as seasonal employees if hired for seasonal purposes. Such employees will not establish seniority rights, nor will they be eligible for vacation, sick leave, or any other benefits that the Town offers.
- H. Part-time or seasonal employees currently employed at the time of a vacancy are to be given consideration as an in-house applicant for an opening in the regular service before new employees are hired.
- *I. Temporary employees are hired for a specific task and term. Such employees will not establish seniority rights, nor will they be eligible for vacation, sick leave, or any other benefits that the Town offers but are entitled to those benefits required by law such as social security, workers' compensation, paid leave, family medical leave and unemployment compensation.
Temporary employees are assigned to a specific department of the Town, report to the department head, unless otherwise directed by the Town Manager, and perform a specified task for a specified term with the Town Manager approving a job

description for each temporary employee or class of temporary employees.”

SS A128-4. PROBATIONARY EMPLOYEES:

- A. All employees are subject to dismissal without recourse for a trial period of six (6) months from date of employment. At the end of sixty (60) days for full-time employees, all vacation, sick leave, and floating holidays will commence and be retroactive to the date of hire.
- B. Application for insurance will be done within thirty (30) days from the date of employment. New full time employees will be eligible for health insurance upon filing of the proper application and completion of the waiting period required by the insurance plan.

SS A128-5. DISCIPLINARY PROCEDURES:

- A. Discipline may be imposed by the town. Any employee covered under this policy shall not be terminated, however, except for just cause. Probationary employees are exempt from the just cause requirement.
- B. Examples of just cause may include, but not be limited to, the following:
 - 1. Reporting for duty impaired by or under the influence of alcoholic beverages and/or illegal drugs and/or misuse of prescription medications.
 - 2. Bringing intoxicants or drugs to work or having them at work.
 - 3. Destruction or unauthorized removal of town property.
 - 4. Refusal to comply with town rules and personnel and affirmative action policies.

5. Giving or taking a bribe of any nature as an inducement to obtaining work or retaining a position or other municipal favors.
6. Insubordination.
7. Failure to use safety appliances or observe safety rules.
8. Unauthorized absenteeism, tardiness, or excessive demonstrated abuse of sick leave.
9. Theft, embezzlement, or filing of false reimbursement forms.
10. Sexual harassment or other harassment found to be offensive to other employees or customers.
11. Behavior toward customers that is offensive and that flagrantly disregards the interests of the Town.
12. Abuse of computers or other media (i.e., sending or downloading of obscene material, erasure or alteration of Town records without permission, excessive non-work related use of equipment, etc.)
13. Causing jeopardy to self or others in the workplace.
14. Possession, display, or use of explosives, firearms, or other dangerous weapons, while on duty or on town property, except for police officers and other authorized employees in the performance of their duties).

SS A128-6. HOLIDAYS:

A. Holidays which will be observed are as follows:

New Year's Day
Martin Luther King Day
Washington's Birthday
Memorial Day
*Juneteenth – June 19th
Fourth of July
Labor Day
Columbus Day
Veterans Day

Patriot's Day
Thanksgiving Day
Day after Thanksgiving
Christmas
1 Floating Holiday

- B. A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. Holiday pay will not be granted unless the employee has worked or was paid sick leave or vacation pay the last workday before the holiday and worked the first scheduled workday after the holiday.
- C. Administrative time off and/or floating holidays shall be taken so as not to interfere with the operation of the department and are subject to approval by the Manager. Administrative time off shall be at the discretion of the Manager. Floating holidays may not be carried forward into the next year, nor be paid as additional compensation, if not taken by the end of the year they were to be used.
- D. Regular part-time people will be paid for the same twelve (12) holidays as full time employees receive prorated to correspond with their regular schedule of work. (New Year's Day, Martin Luther King Day, Washington's Birthday, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veterans Day, Patriot's Day, Thanksgiving Day, Day after Thanksgiving, Christmas)

SS A128-7. VACATIONS:

- A. All full-time employees are entitled to earned vacation.

B. The vacation year shall run from January 1 to December 31 annually and vacation entitlement shall be determined as of the first day of the vacation year as follows:

1. Employees with less than one (1) year of continuous service shall earn one (1) day per full month worked, not to exceed ten (10) days.

C. Employees will be credited, for vacation purposes only, for longevity they had in their immediate past position based on their continuous full-time employment with the Town.

D. The following vacation schedule shall apply to eligible employees:

<u>Years of Continuous Service</u>	<u>Number of Weeks per Year</u>
1 to 5	2
6 to 10	3
11 to 15	4
16 to 20	5
21 or more	6

E. When any full-time employee is entitled to two (2) or more weeks of vacation, he/she will have the option accrue ½ of their yearly vacation entitlement up to maximum accrual that is equal to their yearly vacation entitlement. Example: The maximum amount of vacation that a Town employee is entitled to is (6) weeks. An employee with (6) week's vacation entitlement can place up to (3) weeks per year into their accrual not to exceed (6) weeks. The accrual does not include the vacation entitlement credited them on January 1st of that year. The most a person could have is (12) weeks on January 1st. In that event, (6) weeks would need to be used within that calendar year or the employee would lose them, without additional compensation.

- F. Department heads are to schedule vacations so that the work of the department will not be impaired. In case of conflict, vacations shall be granted in order of seniority.
- G. All employees shall schedule vacation so as not to interfere with department operations. All are subject to approval by the Manager.
- H. Vacations will be extended to compensate for holidays occurring during an employee's vacation.
- I. Unused, but earned vacation time and unused accrued vacation time, shall be paid to the employee upon termination.

SS A128-8. SICK LEAVE:

- A. Full time employees shall be entitled to one (1) day sick leave per month, commencing after a period of sixty (60) days, retroactive to the first day of employment. Sick leave is not to be considered a right, which an employee may use at his/her discretion, but rather a privilege not to be abused. Sick leave may accumulate up to one hundred twenty (120) day.
- B. At the discretion of the Town Manager, consecutive sick leave of up to five (5) days may be granted. Sick leave pay greater than five (5) days must be requested in writing, and a doctor's certificate may be required. Up to five (5) days of any accumulated sick leave may be used for a family sickness at the request of the employee and approval of the Town Manager. (Immediate family is considered to be father, mother, children, spouse, brothers and sisters).

- C. Any employee who has been absent from work for a period exceeding two (2) weeks due to illness or injury that is non-work related will provide, at the request of the Town Manager, a medical statement from a doctor certifying him/her be in good health upon his/her return.
- D. Sick leave shall be reported to the Personnel Officer and approved by the Department Head. The Town Manager has the right to review and question any and all sick leave.
- E. Full time employees hired on or before July 1, 2000, including full time employees as of July 1, 2000 who are subsequently promoted to a Department Head position after that date, upon separation from service after five (5) years of continuous service with the town, shall receive one-half (1/2) day's pay for each day of vested sick leave.
- F. Full time employees hired on or before July 1, 2000, including full time employees as of July 1, 2000 who are subsequently promoted to a Department Head position after that date, upon retirement or separation, with fifteen (15) years of continuous service shall receive three-fourths (3/4) day's pay for each day of vested sick leave; employees with twenty-five (25) or more years of continuous service shall receive full pay for unused sick leave, not to exceed on hundred twenty (120) days.
- G. For the purpose of calculating the sick leave payout at termination, the amount of sick leave earned by the eligible employee as of the date January 1, 2002 shall serve as the cap on the amount of time eligible for payout.
- H. Any employee completing one hundred twenty (120) consecutive working days in a calendar year without using

any sick leave shall be entitled to one (1) extra floating holiday for that year.

- I. An employee covered by disability insurance must, after 6 calendar days of sickness or injury (non-job related), apply for his/her disability coverage. The Town, in turn, will continue to pay the weekly salary but will become the beneficiary of the disability insurance. At the end of the illness or injury the employee must present a fit to return to work slip from their doctor.

SS. A128-9. CALL-IN:

Overtime work must have the prior approval of the respective Department Head.

SS A128-10. BEREAVEMENT:

- A. An employee may receive up to three (3) working days off with pay when a death occurs in his or her immediate family. The “immediate family” shall be defined as the employee’s parents, husband or wife, children, brothers, sisters, mother-in-law, father-in-law, grandparents, brother-in-law, sister-in-law, stepparents, and stepchildren.
- B. Any employee may receive one (1) working day off when a death occurs to an aunt, or uncle.
- C. The authorized days may only be the employee’s regularly scheduled working days following the date of death up to and including the date of the funeral. One (1) extra day may be granted when extra travel time is required, at the discretion of the Town Manager.

SS A128-11. ABSENCE FROM WORK:

In case an employee is detained on account of sickness or any other good cause, he/she shall notify the Town Manager or respective Department Head promptly or as soon as reasonably possible.

SS. A128-12. TERMINATION OF SERVICES:

- A. An employee, upon two (2) weeks notice to the Town Manager for a non-Department Head and four (4) weeks notice for a Department Head, may terminate his/her service with the town. The employee shall be subject to an accounting and return of equipment, records, funds, etc., that were entrusted to him by the position the employee held.
- B. Pay in proportion to the employee's normal wages shall be granted the employee for his/her unused earned vacation days at the time of the employee's termination.
- C. Any employee hired on or after July 1, 2000 shall not be entitled to the benefit of payout of accumulated sick time at retirement or termination of services with the Town of Millinocket, except as noted in Section A128-8, sub-sections E and F.
- D. Notwithstanding Section A128-8, sub-section E and F, employees dismissed involuntarily for cause shall not be eligible for the payout of accumulated sick leave.
- E. The rate of pay used to calculate the termination payout shall be the employee's ending rate.

SS. A128-13. LEAVE OF ABSENCE WITHOUT PAY:

A full-time employee may be granted a leave of absence without pay by the Town Manager, but not for a period greater than sixty (60) days. Failure of an employee to return to work at the expiration of the leave without having arranged for an extension will be deemed a resignation. Full seniority rights shall be maintained during the approved absence, but they shall not accrue vacation, sick leave, or PTO days during the leave. The Manager will advise the Council on granted leaves of absence.

SS. A128-14. MILITARY LEAVE AND JURY DUTY:

The town will supplement the employee's military or jury duty pay for up to but not exceeding the pay received by the employee for working a normal workweek while he/she is away. Supplemental payments will only be for a two-week period for annual training.

SS. A128-145 GRIEVANCES:

- A. Any employee aggrieved because of some condition of his/her employment may file a grievance in writing to his immediate supervisor and/or the Personnel Officer. The Supervisor and/or Personnel Officer shall make an effort to settle the grievance within ten (10) working days after its presentation, said settlement to be in writing.
- B. If a satisfactory settlement cannot be reached and the employee wishes to appeal the decision, the employee may appeal to the Town Manager, who shall schedule a hearing within five (5) working days. The employee may be represented by any person of his/her choosing.
- C. The Town Manager will consult freely with the employee on matters affecting employer-employee relationships.

- D. The decision of the Town Manager is final, except that said decisions may be appealed to the Personnel Appeals Board within thirty (30) calendar days of the date of the Town Manager's written decision. The Personnel Appeals Board may:
 - 1. Confirm the Manager's decision; or,
 - 2. Modify and/or set aside the decision if the discipline was too severe and remand to the Town Manager for recommended lesser discipline.
- E. Discipline shall generally be by progressive steps: oral reprimand, written reprimand, suspension and termination, but not necessarily in that order, depending on the gravity of the offense.
- F. Offenses shall be documented as to the exact nature of the offense and the disciplinary measures taken.

SS. A128-16. OVERTIME:

Any overtime work is to be authorized in advance by the respective Department Head or the Town Manager. When it becomes necessary for employees to work overtime, they shall not be laid off during regular working hours to equalize the time. Overtime will be distributed equally with adaptability of employees to do the work to be considered. Local record of overtime shall be kept by the Personnel Director.

SS. A128-17. BENEFITS:

- A. The town is a participating member of the Maine State Retirement System.

- B. The town offers a life insurance and group hospitalization plan with which the employees should become familiar. This plan is presently a part of the Maine Municipal Employees Health Trust. The town reserves the right to discontinue this benefit or to change coverage and providers from time to time as well as the portion of the premiums paid by the town and its employees with or without prior notice. Beginning January 1, 2008 (with payroll deductions beginning in December, 2007), the Town will pay 87% of the health insurance plan for qualified non-union employees. This co-payment shall apply to the Point of Service (POS) plan. If an employee chooses the more expensive Comprehensive plan, the employee will pay 100% of the difference in cost between the POS plan and the Comprehensive plan in addition to the co-payments detailed above. The Council reserves the right to revisit the amount of co-payments should the cost of health insurance increase more than 10% in any year.
- C. Beginning October 1, 2009, all retirees will pay a portion of their health insurance costs. The Town will pay to each qualified retiree an amount set by the Town that is based on a pro-rated percentage of a total Retiree Health Insurance Pool (Pool) of \$315,000.00 (including eligible Town and Wastewater retirees) as of July 1, 2009. The amount of this Pool will decrease annually as attrition in the Pool of qualified retirees occurs on a dollar for dollar basis. The Pool will also be pro-rated each year to account for new retirees added to the Pool.
- D. As of January 1, 2010, the Town will contribute to the cost of retiree health insurance based on its Point of Service Plan (POS). Those retirees currently enrolled in the more expensive Comprehensive Plan (Comp) will pay 100% of the cost difference between the POS and Comp plans in addition to their regular co-payment. Any retirees currently in the Comp plan will be able to switch to the POS plan in December during the health insurance carrier's annual open enrollment period. Due

to this change, a slight revision in the amount of the Town's payment to retirees may also occur as of January 1, 2010.

E. January 1 of each year is the date of any premium changes in the health care plan. In addition to any other changes outlined in paragraph D above, the retiree will pay 100% of the premium increase incurred as of January 1, 2010 as well as all future premium increases to the plan.

F. The amount of the Town's contribution will be reviewed each year by the Millinocket Town Council and any pro-rated changes in the Town's health insurance contribution will be effective as of July 1 of each year and continue for a minimum period of 12 months from that date. The first review will be effective on July 1, 2010.

G. The town shall increase the life insurance benefits to an amount equal to the employee's salary to the nearest thousand.

H. Employees hired prior to June 10, 1999, other than School Department employees, shall continue as members of the Town's group hospitalization plan, provided that:

1. The employee retired from town service and qualified for retirement or disability benefits under the Maine State Retirement System; and,
2. The employee was a member of MSRS on or prior to January 1, 2002 and maintained such membership to the time of retirement without interruption or became a member upon the employee's first employment anniversary date immediately following January 1, 2002; and,
3. The employee is vested in MSRS at the time of retirement; and,

4. The employee has at least fifteen (15) years of continuous service with the Town of Millinocket immediately prior to retirement; and,
5. The employee retires from the Town of Millinocket.
6. Unionized employees hired prior to August 8, 1991 and not retired prior to January 1, 2002 shall be eligible for this retiree benefit, provided they meet the other requirements listed above as well as the minimum service years for their MSRS plan (i.e., police officers must have at least 25 years of service).
7. Employees hired into full time positions on or after June 10, 1999 shall not be entitled to this retirement benefit.

I. The town shall also provide coverage for the former employee's spouse if the employee so elects. The town shall contribute toward the premium for the former employee, spouse, and legally dependent children as defined in the plan. This benefit extends only to the spouse and dependents of the employee at the time of retirement, but the spouse will lose coverage in the event of a divorce, separation, or remarriage. For those receiving MSRS disability payments, this benefit extends only to those former employees who continue to qualify to receive disability benefits from the Maine State Retirement System until normal retirement age and then qualify for and receive a retirement benefit from the Maine State Retirement System. If a former employee who receives this benefit ceases to qualify, his or her spouse shall no longer qualify for this benefit. The town reserves the right to change providers and coverage from time to time as well as the portion of premiums paid by the town and former employee with or without prior notice, as described above in paragraphs C, D, E, and F.

J. When an individual becomes eligible for Medicare, they must sign up for Medicare B (Major Medical portion). Medicare A (Hospitalization portion) will be automatic when the employee becomes eligible for Social Security. The Medicare premium is automatically taken out of the Social Security check. This makes Medicare the employee's primary insurance and the town's insurance secondary. This includes the employee's spouse and dependents. Failure to comply will result in ineligibility for Health Insurance under the Town of Millinocket.

K. The Town is covered under the Federal Insurance Contribution Act (Social Security Tax and Medicare hospital insurance.) The required contributions from both the town and the employee will be paid in accordance with Federal Law.

L. WELL-BEING BENEFIT. The Town will provide a "Well – Being" benefit to encourage employees to remain physically fit and help to reduce on-the-job injuries. The Town will pay 50%, up to a maximum of \$200.00 per calendar year, toward the cost of such a program, which will be chosen by the employee. The benefit year for this item will begin on July 1, 2005 and annualize on each succeeding July.

SS. A128-18. RELATIONSHIP TO UNION CONTRACTS:

Union personnel will be governed solely under their respective union contracts, while nonunion personnel shall be governed solely under the personnel policy.

SS. A128-19. TRAINING AND CAREER DEVELOPMENT:

A. Requests for training:

1. Education courses. Education courses may be granted upon recommendation of the Town Manager if approved by the Town Council.
2. Workshops. Employees may request to attend workshops or training sessions they feel may benefit them or the town.
3. Procedure for requesting training. The employee must submit the request to his/her immediate supervisor on the request for training form. The request will be reviewed on the following basis:
 - a. The course or workshop is in the same or a closely related field to that of the employee and it can be reasonably expected that completion of the training will directly improve the performance of regular duties. Training requests that are to improve performance of an employee's current duties are to be given highest priority.
 - b. Sufficient funds are available to cover costs of training.
 - c. The course or workshop, while not expected to directly relate to performance of current duties, can be expected to improve the potential of the employee to be qualified for work of a higher level in the town's service. Courses totally unrelated to the employee's occupational field or to the town's service will not be approved unless required to obtain a degree.
4. A supervisor or department head may request training for a group of employees using the same procedures.

5. If a department head is unable to determine if the requested training is sufficiently related to the employee's work and/or the benefit of town service, he/she may request the Personnel Officer to review the request.
 6. Approved requests for training must be submitted to the Personnel Officer in order to make necessary arrangements for training, document the employee's file and keep records of the costs of training.
- B. Identifying training needs. At the time of the semiannual employee evaluation discussion, the supervisor and employee should discuss areas where training is needed or desirable for performance in the employee's present job or would be helpful in developing additional skills for growth into other positions in the town's service. Specific training and/or courses to be taken should be identified then, if possible.

SS. A128-20. **BUSINESS AND TRAVEL REIMUBURSEMENT.**

- A. Employees are eligible for reimbursement of reasonable expenses incurred while on business and/or travel for of Town. All such expenses must be pre-approved by the respective Department Head or Town Manager. Employees are responsible for making their own travel arrangements.
- B. Reimbursible expenses include, but are not limited to, the actual costs of travel, meals, gratuities, lodging, tolls, and fares. Unless otherwise approved, alcoholic beverages are not allowed. Employees are expected to limit expenses to reasonable levels. Abuse of such reasonable limits or the filing of false travel reports shall be a matter for disciplinary action.

- C. Mileage will be reimbursed at a rate as set by the Town Council from time to time.
- D. Receipts for all expenses are to be submitted with the travel expense form for reimbursement. Travel expenses should be submitted within one week of the employee's return.
- E. Should an employee be involved in an accident or other incident while on Town business, the event is to be reported as soon as possible to his/her immediate supervisor. The supervisor is to notify the Town Manager as thereafter as possible.
- F. Vehicle owned, leased, or rented by the Town of Millinocket are not to be used for personal use without approval.

SS A128-21. COMPUTER USAGE.

- A. Computers, computer files, the e-mail system, and software furnished to employees of the Town of Millinocket are the property of the Town and intended for business use. All work performed on the Town's computers is to be considered the property of the Town. Personal use is to be occasional in nature and is not to otherwise violate the terms of this policy.
- B. The Town retains the right to monitor computer and e-mail usage to ensure compliance with this policy.
- C. The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly forbidden.

- D. Violation of this policy is subject to disciplinary action. Such action may be taken for, but not be limited to, the following:
1. Sending or posting discriminatory, harassing, pornographic, slanderous, libelous, or threatening communications or enticing others to do so.
 2. Copying, pirating, or downloading copyrighted, trademarked, and patented materials or sending or posting confidential information from Town files without proper authorization.
 3. Jeopardizing the security of the Town's electronic communications system, sending anonymous e-mail messages, or engaging in any other illegal activities.

SS.A128-22. NEPOTISM.

- A. To maintain a fair and impartial workplace, no applicant shall be hired as a full time or regular part time employee of the Town of Millinocket if an immediate relative holds a supervisory position within the department in which the applicant seeks to be employed.
- B. Members of the Millinocket Town Council shall be included under this policy as holders of supervisory positions and will apply to employees of all departments.
- C. Immediate family members will include son, daughter, spouse, parent, grandchild, grandparents, brother, sister, half or step-sister/brother, or spouse of any of the above. All relationships shall also include those arising from adoption.
- D. "ON-call", temporary, and seasonal positions shall be excluded from this policy, only upon specific approval of the Town Manager.

E. This policy may be waived in the interests of the Town by the Town Manager, but only upon finding of an extraordinary circumstance that compels such an exception to this policy.

PROVIDING FOR: Clarification of Staff Eligibility for MSRS Retirement Benefits

WHEREAS, the Town of Millinocket provides the option of membership in the Maine State Retirement System for its eligible staff, and,

WHEREAS, the Town has never stated any exclusions to this benefit; and,

WHEREAS, the Town seeks to establish an eligibility standard for MSRS participation; and,

WHEREAS, the Town needs to be in compliance with the rules of the Maine State Retirement System by establishing stated standards for MSRS membership;

NOW, THEREFORE,

IT IS ORDERED that the Millinocket Town Council establishes the following eligibility standard for employee membership in the Maine State Retirement System:

- For Municipal employees, an employee will be eligible to join the System provided that they work a minimum of 20 hours per week and total at least 1,040 hours of work each year. This benefit addition will be effective as of July 1, 2009.
- For Millinocket School Department support staff not otherwise eligible for inclusion in the Maine State retirement System Teacher Retirement Plan, the Town re-affirms that all such school staff will continue to be eligible to enroll in the System regardless of the number of hours worked per the existing historic standard that is applicable to them.

Passed by the Council: 6/11/2009;7-0

ORDER #190-2023

PROVIDING FOR: Update to Personal Policy Mileage Reimbursement

WHEREAS The mileage reimbursement rate for Town employees as outlined in the Town's Personnel Policy needs to be updated and should be aligned with the IRS rate, which is the most common rate used by municipalities,

IT IS ORDERED that the Millinocket Town Council approves the update of the Personnel Policy, increasing the mileage reimbursement rate to 65.5 cents per mile.

PASSED BY THE TOWN COUNCIL: 7/27/2023; 7-0

ATTEST: Diana M. Lakeman Town Clerk