

SOUTHWEST HARBOR WATER & SEWER DISTRICT

Approved Minutes, Board of Trustees Meeting

Town Hall Meeting Room

Tuesday, December 13, 2016, 5:00 pm

Item 1 Convene Meeting

Meeting was called to order at 5:02 pm. Attending were Board members Jim Geary, Don Lagrange, and Jim Vekasi and District Manager Steve Kenney.

Item 2 Old Business

Continue unfinished business from regular monthly meeting in reference to the definition of part time – year round employee and benefits.

Don Lagrange moved to add the cost of Income Protection Plan to employee's taxable income. Cost will still be paid by District per Article VI.c of the Personnel Policy, but the cost will be treated as a taxable benefit allowing potential income protection payments made to employees to be treated as non-taxable income by them. Seconded by Jim Geary. Vote 3/0/0.

A number of Personnel Policy changes and clarifications were discussed. Changes planned as shown below will be reviewed by counsel and incorporated into the Personnel Policy.

Don Lagrange moved to make the following changes to the Personnel Policy.

- "Full-Time" employees are those working 36-40 hours per week and 12 months per year.
- "Part-Time" employees are those working an average of at least 20 hours per week, but fewer than 36 hours per week for 12 months per year.
- "Temporary" employees are those working full time or part time schedules for less than 12 months per year.
- Part-Time employees shall receive the following benefits:
 - Eligibility for enrollment in District Health Plan, but Part-Time employees must pay the entire premium themselves.
 - Inclusion in the District Health Reimbursement Arrangement if participating in the District Health Plan.
 - Eligibility for enrollment in Dental Plan, but Part-Time (as well as Full-Time) employees must pay the entire premium themselves.
 - Inclusion in the District Income Protection Plan.
 - Inclusion in the ICMA Retirement Plan.
 - Holiday, Vacation, Sick, and Personal Leave of Absence leave pro-rated by average hours worked per week divided by 40.
 - Inclusion in the District policy for Family, Jury, Bereavement, Military, and Emergency Service leave.

Seconded by Jim Geary. Vote 3/0/0.


Item 3 Adjourn meeting

Don Lagrange moved to adjourn the meeting at 5:40 pm. Seconded by Jim Geary. Vote 3/0/0.

Submitted,



Approved 12.18.2017



Jim Vekasi

Clerk