



TOWN OF PARSONSFIELD PERSONNEL POLICY

Adopted by the Town of Parsonsfield Municipal Officers on:

May 3, 2022

Amendment History



This policy is not an employment contract. Employees retain the right to voluntarily leave employment at any time, and the Board of Selectmen retains the right to repeal, modify or amend these policies at any time, with or without notice. None of these provisions shall be deemed to create a vested contractual right in any employee nor to limit the power of the Board of Selectmen to repeal or modify these rules. The policies are not to be interpreted as promises of specific treatment.

Section 1 - Preamble

- A. The Board of Selectmen, on May 3, 2022, hereby adopts the following policy for utilization by the Town of Parsonsfield (Town) in the administration of the personnel activities of the employees of the Town. These rules and subsequent modifications shall supersede any policy and rules made previously by the Municipal Officers and shall take effect immediately upon their adoption by the Selectboard.
- B. The Board of Selectmen may delete, amend, modify or change any or all of the provisions contained in this Policy without prior notice. The provisions set forth are not contractual, but rather are for the general guidance of the Town in its relationship with its employees.
- C. The Selectboard shall have the responsibility for administering the personnel system set forth by these rules and regulations.
- D. The Selectboard may receive suggestions from individual Town employees, groups of employees or representatives of Town employees concerning matters of this personnel policy, and give due consideration to the views of employees on matters within the Selectboard discretion.

Section 2 - Employment

- A. Employment of the Deputy Clerk and Election workers is the responsibility of the Clerk, who shall follow this policy and State Statutes and guidelines. Employment of all other positions is the responsibility of the Selectboard.
- B. All applicants for an appointed position must submit a written application for employment.

Section 3 – Equal Opportunity Employer

The policy of the Town is to:

- A. provide equal opportunity to all employees and applicants without regard to religion, age, sex, marital status, race, color, ancestry, national origin, physical or mental handicap, except as a bona fide occupational qualification.
- B. comply with all aspects of the Americans with Disabilities Act (ADA) of 1990, as well as applicable Maine laws with regard to employment and accessibility of services, facilities, programs and accommodations; accordingly, the Town does not discriminate against an individual with disabilities with respect to all aspects of the application process and employment, nor to the admission, access, or treatment of the public in its programs or activities.



Section 4 – Job Postings

The application period from the date the advertisement first appears and the deadline for receipt of applications should be not less than seven (7) calendar days. Selections will be made based on skill, ability, and merit. Employees who wish to apply for an open position should watch for posted openings and notify the department hiring for the position of their interest.

Section 5 – Probation Period

Employment with the Town is probationary for the first six (6) months, and may be terminated at any time during this period without cause. During this time, employees will receive full pay for hours worked. After thirty (30) days, probationary employees in eligible positions will receive holiday pay. Probationary employees will be evaluated by supervisors before the end of the first six (6) months of employment.

At least ten (10) days prior to completion of the six (6) month probation period, an employee's supervisor shall notify the Selectboard whether continued employment will occur. Following completion of the probation period, employees shall be granted regular status under the meaning of these policies.

Section 6 – Public and Employee Relations

- A. The employees are prohibited from engaging in any conduct, which could reflect unfavorably upon the Town or disrupt the efficient operation of the administration of the Town. Town employees must avoid any action which might result in or create the impression of using public employment for private gain, giving preferential treatment to any person, or losing complete impartiality in conducting Town business.
- B. Cooperation of all employees is essential to efficiency. Our taxpayers are entitled to the best service we can give them. Cooperation, courtesy, and responsibility are the key elements of good service.
- C. These policies and regulations are provided to assist the employees and Town administration in functioning at peak efficiency with minimal cost to the taxpayers.

1. Receipt of gifts

Town employees are prohibited from soliciting or accepting any gift, gratuity, favor, entertainment, loans, or any other item of monetary value from any person, within or outside Town employment, whose interests may be affected by the employee's performance or nonperformance of his/her official duties. Acceptance of nominal gifts, such as food and refreshments in the ordinary course of business meetings, or unsolicited advertising or promotional materials such as pens, note pads, calendars, etc., is permitted.

2. Business Activities and Solicitations

No employee shall engage in any business other than his/her regular Town duties during work hours.



3. Confidentiality

Many Town employees have access to confidential information pertaining to persons or property in the Town. Employees must not use this privileged information to their advantage or to provide friends or acquaintances with private advantages. Each employee is charged with the responsibility of releasing only information which is required under Freedom of Access Act, 1 MRSA Sections 401-414.

Section 7 – Work/Week Overtime

- A. **Work week:** The regular work week for payroll purposes begins on Monday morning at midnight and ends on the following Sunday at 11:59pm. Actual work hours will be set by the appropriate supervisor.
- B. **Overtime:** Employees not exempt from the Fair Labor Standards Act shall receive overtime pay after 40 hours of actual work time during a work week. Vacation and sick time taken by an employee and holiday pay are not considered time worked when calculating overtime. All overtime shall be paid at the rate of one and one-half times the employee's normal rate of pay.

Section 8 – Attendance

- A. Employees shall be at their respective places of work at the appointed starting time. It is the responsibility of employees who will be absent from work to notify their supervisor, if available, or a coworker, of the reason for such absence, if possible, within one (1) hour of the beginning of the starting time of his/her workday. The Clerk will immediately notify the Municipal Officer Chair if the office will be closed due to lack of coverage.
- B. A majority of the Municipal Officers may determine the office to be closed on days that there is severe weather and bad traveling.
- C. MSAD 55 closing due to weather prior to the start of school will result in the automatic closure of the office unless circumstances dictate otherwise. In these instances, it is not necessary to notify the Municipal Officers of expected absences. State of Maine office closures MAY result in office closure.
- D. In both B. and C. above, office staff will alert Channels 6, 8, and 13 in Portland of the closings and post on the Town website and Town Facebook page when time allows.
- E. If the office is closed due to conditions in B. and C. above, employees who work in the Town Office will receive pay as if it was a regular work day. If an employee chooses not to come in when neither B. or C. apply, they must take a sick day or vacation day, as appropriate, or unpaid time.

Section 9 – Eligibility for Benefits

- A. The following positions are eligible for Town insurance:
 - Town Clerk
 - Deputy Clerk
 - Selectboard Members
 - Selectboard Assistant
 - Road Commissioner



- B. The following positions are eligible for Paid Vacation, Sick Time, Leaves, and Jury Pay:
 - Town Clerk
 - Deputy Clerk
 - Selectboard Assistant

- C. The following positions are eligible for paid holidays:
 - Town Clerk
 - Deputy Clerk
 - Selectboard Assistant
 - Road Commissioner
 - Road Crew

Section 10 - Holidays

- A. Subject to these rules, the following holidays shall be paid holidays for regular Town employees:

New Year's Day	Martin Luther King Jr. Day
President's Day	Patriots Day
Memorial Day	Juneteenth
Independence Day	Labor Day
Indigenous Peoples Day	Veteran's Day
Thanksgiving Day	Day after Thanksgiving
Christmas Day	

- B. If a regular holiday falls on a Sunday, the following Monday is considered a holiday; if on a Saturday, the proceeding Friday, unless otherwise regulated by law. If an employee who is eligible for holiday pay is not scheduled to work on the observed holiday, compensatory time, equal to one day of work for that person, will be allowed. That compensatory time must be taken within a three week period which includes the week before, week of, and the week after the observed holiday, and must be approved by the employee's supervisor.

- C. A person on a leave of absence without pay shall not be entitled to holiday pay.

- D. Holiday pay is to be considered eight (8) hours pay.

- E. Holidays shall be observed on the same day as observed by the State of Maine.

- F. When occasion warrants, employees may be required to work whole or part of a holiday. Employees working a holiday shall receive straight time pay plus their applicable holiday pay.



Section 11 – Vacation

Vacation is available to eligible employees subject to the following conditions:

- A. Vacation time is accrued each pay period. Accrual is based on the normal workweek of eligible employees. All hourly amounts in this section are prorated for employees whose normal workweek is less than 40 hours.
- B. Each eligible employee shall earn vacation with pay on the following basis:
 - 0-4 years: 80 hours (prorated)
 - 5-8 years: 120 hours (prorated)
 - 9+ years: 160 hours (prorated)
- C. Vacation leave shall accrue from the date of hire as an eligible employee. However, employees shall not take vacation leave until they have completed their first year of employment by the Town as an eligible employee.
- D. Vacations will be scheduled at such time or times as shall be mutually agreeable to the employees and their supervisors. Due consideration will be given to an employee's seniority in regard to scheduling vacations.
- E. Employees may receive their vacation pay prior to the start of their vacation, but must turn in a request with a time sheet to the Clerk by 10 a.m. two work days prior to the start of the vacation.
- F. Vacation time will roll over and accrual will continue to a maximum of 160 hours (prorated).
- G. All sick and vacation days must be used in their entirety before any unpaid time can be taken off.

Section 12 – Sick Time and Sick Leave

Sick Time is available to eligible employees subject to the following conditions:

- A. Sick time is accrued on eligible employee's anniversary of their hire date. Accrual is based on the normal workweek of eligible employees. All hourly amounts in this section are prorated for employees whose normal workweek is less than 40 hours.
- B. Eligible employees are granted 40 hours (prorated) on their hire date.
- C. Eligible employees may not use sick leave until thirty (30) calendar days of eligible employment have elapsed.
- H. Sick Time time will roll over and accrual will continue to a maximum of 240 hours (prorated).
- D. Sick leave may be used for personal illness or physical incapacity of such a degree as to render the employee unable to perform the duties of his/her position unless the employee is capable of other work in his/her division and assigned to such other work; or



for personal medical or dental appointments; or to care for members of his/her immediate family affected by serious illness.

- E. Other acceptable uses of sick leave include, but are not be limited to, emergencies, medical and dental appointments for a family member, illness of a family member, veterinarian appointments, moving, and taking time off due to personal fatigue to the extent that it affects work performance.
- F. Sick leave shall not be considered an entitlement, which an employee may use at his/her discretion. It is allowed for reasons stated above and others of a similar nature.
- G. All sick and vacation days must be used in their entirety before any unpaid time can be taken off.

Section 13 – Health Insurance

- A. Eligible employees may select the PPO 1500 plan (default) for health insurance offered by MMEHT at the current single rate with no out of pocket expense.
- B. Other medical plans may be offered by the Town. If an employee choses other than the default plan, the employee will pay the difference between the default plan and the plan of choice through payroll deductions. No rebate will be offered if the chosen plan is less expensive than the default plan.
- C. Spousal and family medical coverage is available to eligible employees who are covered by a Town health insurance plan. If the employee elects to enroll in this coverage, the Town will also pay the following percentages toward the cost of the additional coverage at the default plan rate:
 - 0-2 years 25%
 - 3-5 years 45%
 - 6-9 years 65%
 - 10+ years 85%
- D. The employees portion of spousal and family medical coverage will be paid through payroll deductions.
- E. Employees and their families are eligible for coverage after a 30 day waiting period:

Section 14 – Dental Insurance

Eligible employees may get MMEHT dental insurance after completion of thirty (30) days of employment. Dental insurance premiums for employees are paid 50% by the Town. Employees may purchase family dental coverage and pay for it through payroll deductions.

Section 15 – Vision Insurance

Eligible employees may get MMEHT vision insurance after completion of thirty (30) days of employment. Vision insurance premiums for employees are paid 50% by the Town. Employees may purchase family vision coverage and pay for it through payroll deductions.



Section 16 – Other Insurance

Eligible employees may enroll in other insurance offered by MMEHT at the employees' expense. The premiums for any additional insurance will be paid through payroll deductions.

Section 17 – Leaves of Absence

- A. **Bereavement Leave:** An eligible employee may be excused from work for up to one week(prorated) because of death in his/her immediate family, and shall be paid his/her regular rate of pay for the scheduled work hours missed. For purposes of this article only, immediate family is defined to mean spouse, parents, step parents, children, step children, siblings, step siblings, mother-in-law, father-in-law, grandparents, and grandchildren. One (1) paid workday may be granted to eligible employees at the sole discretion of the appropriate supervisor for attendance at funerals of persons not covered under the above definition.
- B. **Leave without Pay:** A full-time employee may be granted a leave of absence without pay by their supervisor for a period deemed necessary by the employee for the purpose of the leave, but not in excess of sixty (60) calendar days. The employee is expected to return to work upon the expiration of a granted leave or to have arranged an extension of a leave granted at the discretion of their supervisor. Continued absence without having arranged for an extension of leave may be deemed a resignation from the service.

Employees may choose to continue insurance benefits for the duration of the leave by assuming the employer contribution. Vacation and Sick Time will not accrue during the leave. Extended leaves should not be taken lightly, as we are such a small office and it is difficult to cover unattended positions.

Section 18 – Jury Duty

The Town shall pay an employee called for jury duty the difference between his/her regular pay and juror's pay, provided the employee presents an official statement of jury pay received.

Section 19 – Grievance Procedures

Should an employee feel aggrieved concerning the interpretation, meaning, or application by the Town of any provisions of the Town's personnel rules, regulations, and policies or the terms of employment, within five (5) working days from the incident, he/she shall submit the details of such grievance in writing to the Municipal Officers.

Within thirty (30) calendar days thereafter, the Municipal Officers shall meet with the employee for the purpose of discussing the grievance and the Municipal Officers shall render their final written decision within thirty (30) working days after said meeting.

Section 20 – Political Activity

While performing their normal work duties, employees shall refrain from seeking or accepting nomination or election to any office in the Town government, and from using their influence publicly in any way for or against any candidate for elective office in the Town government. This rule is not to be construed to prevent Town employees from becoming, or continuing to be, members of any political organization, from attending political meetings, from expressing their views or political matters, or from voting with complete freedom in any election.



Section 21 – Resignation and Termination

All employees resigning from service of the Town shall give a written two weeks' notice.

An employee with at least one year of continuous eligible employment with the Town and who resigns with two weeks' notice will be paid for any accrued vacation at their current pay rate.

An employee with at least five years of continuous eligible employment with the Town and who resigns with two weeks' notice, shall receive payment for one half of any accrued sick leave, up to a maximum payment for 120 hours (prorated for their regular workweek when they leave). The current year's sick time allocation will be prorated, based on the amount of time worked in that year.

An employee with at least twenty years of continuous eligible employment with the Town and who resigns with two weeks' notice shall receive payment for all of their accrued sick leave, up to a maximum payment for 240 hours (prorated for their regular workweek when they leave). The current year's sick time allocation will be pro-rated, based on the amount of time worked in that year.

If an employee in an elected position is not re-elected, they shall be eligible for the appropriate payouts.

If an employee passes while in Town service, including while being on authorized leave, the Town shall make payment to the employee's estate of one-half of accrued sick leave, up to 120 hours, at the employee's last pay rate.

An employee who is terminated for cause is not eligible for any of the payments in this section.

An employee who is terminated for other reasons (e.g. - elimination of their position) is eligible for these payments.

Section 22 – Policy on Harassment

It is the policy of the Town that all our employees should be able to work in an environment free from all forms of harassment. Harassment of any kind is prohibited. This policy refers not only to supervisor-subordinate actions but also to actions between co-workers. Any complaints of harassment will be investigated promptly. There will be no intimidation, discrimination or retaliation against any employee who makes a report of harassment

Specifically, this policy strives to ensure that all employees work in an environment free from sexual harassment and intimidation. Sexual harassment is a serious violation of these policies and is also a violation of Title VII of the Civil Rights Act which will result in disciplinary action, and may result in legal action and dismissal.

Employees are responsible for immediately reporting any instance of harassment to their supervisor. If their supervisor is involved in the alleged harassment, the report should be to the Selectboard, or if a Selectboard member is involved in the alleged harassment, to the Town Clerk. The supervisor, Selectboard, or the Town Clerk, whoever the alleged offense is reported to, will investigate the allegation within 30 days.



Town of Parsonsfield
PERSONNEL POLICY

Approved by the Municipal Officers:

Edward J. Bower Jr. 5/3/22
Edward Bower Jr. date

Jesse Stacey 5-3-22
Jesse Stacey date

Harvey Macomber 5-3-22
Harvey Macomber date

A hard copy of this policy was provided and agreed to by the following Town of Parsonsfield Employees:

Selectboard member date

Selectboard member date

Selectboard member date

Town Clerk/Treasurer/Tax Collector date

Selectboard Assistant date

Deputy Town Clerk date

Code Enforcement Officer date

Road Commissioner date

Road Crew employee date

Animal Control Officer date