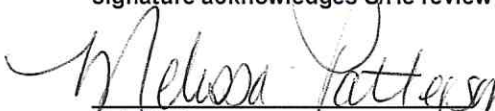
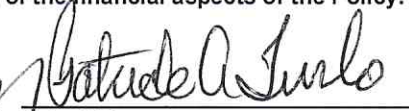

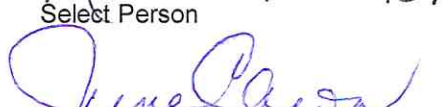
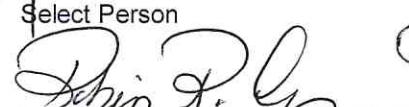
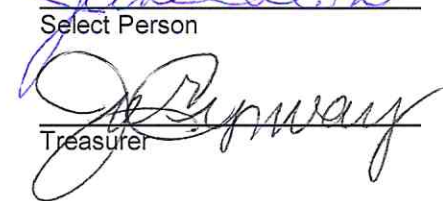
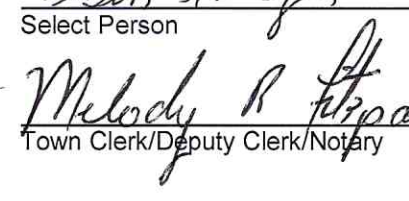


Town of Benton Personnel Policy Policy #03

Town of Benton Policy #03 - Adopted by Town Select Board, August 2, 2023 and revised July 24, 2023, February 27, 2023, August 22, 2022, April 1, 2021, November 16, 2021, April 10, 2020

Policy is only valid if approved by 2/3 of the Select Board, as reflected below with signatures. Treasurer signature acknowledges S/He review of the financial aspects of the Policy.

 _____ Select Person	 _____ Select Person	 _____ Select Person
 _____ Select Person	 _____ Select Person	
 _____ Treasurer	 _____ Town Clerk/Deputy Clerk/Notary	

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PURPOSE

This policy is designed to acquaint you with the Benton Town Office and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You shall read, understand, and comply with all the provisions of this policy and sign an "Employee Acknowledgement Form" to that effect.

This policy describes many of your responsibilities as an employee and outlines the programs developed by the Town to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

DEFINITIONS

Select Board – Or as referenced as Board of Selectmen or Selectmen.

POLICY

The Select Board hereby adopts the following Policy for utilization by the Town of Benton in the administration of the personnel activities of the employees of the Town of Benton. These rules and subsequent modifications shall supersede any policy and rules made previously by the Board of Selectmen.

No policy can anticipate every circumstance or foresee every employee question. The Select Board reserves the right to 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. Employees will be notified of changes as they occur.

The Town Clerk shall keep in her/his office a copy of this policy as a chapter in the Town of Benton's Office Policy and Procedure Manual.

EMPLOYMENT

- A. The employment of all personnel shall be the responsibility of the Board of Selectmen.
- B. All applicants must submit a written application for employment. To ensure that individuals who work for the Town are well-qualified and have a strong potential to be productive and successful, the Town's policy is to request employment references of all applicants.
- C. All employees are considered probationary for the first six (6) months of employment. The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Town uses this period to evaluate employee capabilities, work habits, and overall performance.

Probationary periods may be extended by 2/3 vote of the Select Board. The probationary period and any extension shall be considered an extension of the selection process. Probationary employees may be removed at any time during the probationary period without cause and without right to file a grievance.

- D. All employees will be familiar with and follow the Town's Emergency Action Plan.

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EQUAL OPPORTUNITY EMPLOYER

The policy of the Town of Benton is to provide equal opportunity to all employees and applicants without regard to religion, age, sex, marital status, orientation, race, color, ancestry, and national origin, physical or mental handicap, except as a bona fide occupational qualification.

TYPES OF APPOINTMENTS

The following types of appointments may be made to the Town's service in conformity with the rules established:

- A. Full-Time. A full-time employee works full time (40 hours per week) and on a continuing basis. He/she is subject to all personnel rules and regulations and receives all benefits and rights as provided by these rules.
- B. Part-Time. An employee in this classification works less than the normal work week (less than 40 hours per week), but on a continuing basis. He/She is subject to all personnel rules and regulations. Vacation and holiday benefits shall be in proportion to the hours worked. This classification shall only be assigned at the discretion of Board of Selectmen. Additional benefits may be granted by the Board of Selectmen.
- C. Temporary. Temporary employees work on a non-permanent basis, usually within a limited time frame. They are not entitled to benefits such as holiday pay, accrual of vacation time, seniority, or health benefits and may be terminated for any reason at any time.

PUBLIC AND EMPLOYEE RELATION

- A. To ensure orderly operations and provide the best possible work environment, the Town expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. 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.
 - a. Receipt of gifts. A town employee is 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.
 - b. Business Activities and Solicitations. No employee shall engage in any business other than his/her regular duties during work hours.

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- c. 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 private 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 the "right to know" law, 1 MRSA Sections 401-412. Any employee who receives a request for information under the "right to know" statute must notify the Select Board of the request before producing any materials.
- d. Other Rules of Conduct. The following are examples of infractions of rules-of-conduct that may result in disciplinary action, up to and including termination: theft or inappropriate removal or possession of property, falsification of timekeeping records, fighting or threatening violence in the workplace, negligence or improper conduct leading to damage of Town-owned property, smoking in prohibited areas, violation of personnel policies including sexual harassment, and any unsatisfactory performance or conduct.

WORK WEEK / OVERTIME

- A. Work Week. The regular work week for payroll purposes begins on Sunday and ends Saturday midnight. The actual hours for Town employees shall be set by the Board of Selectmen. Employees are paid every bi-weekly. Employees are paid every two weeks, in arrears. Payroll is normally processed at 10:00 am Friday. All employees who work a full 7-hour day must take an unpaid 30-minute meal period daily.
- B. Overtime. Employees not exempt from the Fair Labor Standards Act shall receive overtime pay after forty hours of actual work per week. All overtime shall be paid at the rate of one and one-half times the employee's normal rate of pay. At the discretion of the Board of Selectmen, overtime may be compensated with compensatory time for hours worked beyond forty hours in a work week. Such compensatory time shall be granted on a time and one-half basis for hours worked beyond forty hours in a work week and requires 2/3 Select Board approval. Employees that serve in a dual appointed role as Town Clerk which are not exempt from the Fair Labor Standards Act shall receive overtime pay after forty hours of actual work per week based on their current hourly rate (non-Town Clerk role).
- C. Mileage Reimbursement. The Town will reimburse employees for mileage incurred on town business. Mileage is reimbursed at the current federal rate.

PAY SCHEDULE

The Town Treasurer will manage the pay schedule as follows:

- **Full-Time, Part-Time and Temporary Staff (outlined in Types of Appointments):**
 - Pay Schedule: Bi-weekly, paid in arrears (after the work is completed).
 - Timesheet: Weekly timesheet required and will include hours worked and any time off either paid or not paid.
 - Travel and Related Expenses: Reimbursement will be provided once during the pay cycle when submitted on the required form and with a copy of the receipt(s) by the individual needing reimbursement.

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- **Elected and Appointed Staff**
 - Pay Schedule: Monthly (last payroll of month) will be paid in arrears (after the work is completed).
 - Calculated: The monthly pay will be calculated (salary/12 months)
 - Elected and appointed staff includes: Select Board, Code Enforcement Officer, Road Commissioner, Sewer Director, Animal Control Officer, Town Clerk, Town Treasurer and Tax Collector.
 - Travel and Related Expenses: Reimbursement will be provided once during the pay cycle when submitted on the required form and with a copy of the receipt(s) by the individual needing reimbursement.
 - Monthly Report: The Code Enforcement Officer, Animal Control Officer, Road Commissioner and Sewer Director will provide a monthly status report of work performed which will be submitted to the Town Treasurer and forwarded to the Select Board.

- **All Other Committees and Boards** (includes any individuals identified by ordinance to be paid a per meeting amount, e.g. Planning and Appeals Board)
 - Pay Schedule: Quarterly (last payroll of month) will be paid in arrears (after the work is completed).
 - Calculated: Compensation amount multiplied by the number of meetings attended.
 - Timesheet: Chair of the Committee or Board will provide a record of the meetings attended.
 - Travel and Related Expenses: Reimbursement will be provided once during the pay cycle when submitted on the required form and with a copy of the receipt(s) by the individual needing reimbursement.

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OFFICE STAFF HIRING PAY SCALE

If any town positions are filled with a new employee, then the new employee will be entitled to pay based upon experience (salary decided upon 2/3 vote of the Select Board).

- a. Full Time Position. Starting salary an hour will be based on experience as outlined directly below:

Hourly Rate	Years of Experience
\$19.00	3 – 5 years of municipal or government experience
\$20.00	5 – 10 years of municipal or government experience
\$21.00	10+ years of municipal or government experience

- b. Part Time Position. Starting salary an hour will be based on experience as outlined directly below:

Hourly Rate	Years of Experience
\$17.00	0 - 3 years of municipal or government experience
\$18.00	3 - 5 years of municipal or government experience
\$19.00	5+ years of municipal or government experience

- c. After the first year of service, the new employee(s) will be eligible for the same raise (% increase) as other salaried staff members, unless the hourly pay rate is modified in this policy for a given year. For a year when the hourly pay rate is modified, the hourly employee will receive the adjusted hourly rate in accordance with their years of experience.
- d. Office personnel will receive current federal rate for mileage/car expense when on Town business.
- e. Hourly Office Staff will be compensated at \$1.00 more an hour if expected to perform the duties of Treasurer, Tax Collector or Town Clerk positions (appointed) for a period of more than 2 weeks, when the appointed staff are on extended leave. This will not include deputy appointments.

SALARIED (APPOINTED AND ELECTED) HIRING PAY SCALE

If the town positions are filled with a new appointed or elected staff member, then the new appointed or elected staff member, will be entitled to pay based upon the base salary provided below based on years of experience in municipal or government:

Position Title	Weekly Hours	Additional Hours	Elected / Appointed	Elected Salary	Base Salary Starting Pay Based on Years of Experience in Municipal or Government		
					10+ Years Experience	5 – 10 Years Experience	1 – 5 Years Experience
Town Treasurer/Tax Collector	32		Appointed		\$43,680.00	\$41,496.00	\$39,421.20
Town Clerk	15	160 Election Hours	Appointed		\$23,569.56	\$22,391.08	\$21,271.53
Code Enforcement Officer	N/A		Appointed		\$32,000.00	\$30,400.00	\$28,880.00
Road Commissioner	N/A		Elected	\$10,800.00	N/A	N/A	N/A
Sewer Director	N/A		Appointed		\$10,800.00	\$10,260.00	\$9,747.00
ACO	N/A		Appointed		\$3,600.00	\$3,420.00	\$3,249.00

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Individuals serving in consecutive appointed or elected terms will be eligible for the same raise (% increase) as other salaried staff members.

ATTENDANCE

- A. To maintain a safe and productive work environment, the Town expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the Town. Employees shall be at their respective places of work at the appointed starting time. It is the responsibility of employees who may be absent from work to see that their immediate supervisor is advised of the reason for such absence, not previously arranged for, if possible, within two (2) hours of the beginning of the starting time of his/her workday. Poor attendance and excessive tardiness are disruptive and may lead to disciplinary action, up to and including termination.
- B. Employees will be paid for partial or full snow days off. Day's off generally follow the State's lead although the Selectmen have the final say on any given snow day. The safety of employees is the primary concern for all.

HOLIDAYS

The following thirteen holidays shall be paid holidays for regular Town employees. Full time employees will receive 8 hours and part-time 4 hours:

New Year's Day	Martin Luther King, Jr. Day	President's Day
Patriot's Day	Memorial Day	Juneteenth Day
Independence Day	Labor Day	Columbus Day
Veterans' Day	Thanksgiving	Friday after Thanksgiving
Christmas Day		

VACATION LEAVE

- A. Vacation privileges are available to full-time and part-time employees.
 - a. Full-Time Employees. At the start of employment full-time employees will be allowed up to 12 vacation days per year, accrued at the end of the month, 8 hours per month. Vacation time with pay may be used after successful completion of the probationary period. After ten years of continuous service, he/she is entitled to receive three weeks of vacation.
 - b. Part-Time Employees. At the start of employment part-time employees hired to work a minimum of 20 hours a week will be allowed up to 12 vacation days per year, accrued at the end of the month, 4 hours per month. Vacation time with pay may be used after successful completion of the probationary period.
- B. Scheduling of Vacation Time. 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. Vacation leave will ordinarily be taken in blocks of one (1) or two (2) week periods, but vacations for a lesser period may be permitted by the 2/3 vote of Select Board for special reasons.

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- C. Request for Pre-pay Vacation Leave. Employees may receive their vacation pay prior to the start of their vacation, but must advise the Town Treasurer in writing, at least ten (10) days in advance.
- D. Vacation Carryover. Employees must take the vacation due them within a year after the vacation time is earned. Employees will not be permitted to carry over vacation time from one year to the next. Office Staff will have the option to be use earned vacation hours or to be reimbursed for these hours at each person's hire anniversary date. Exceptions to this may be permitted for special reasons with prior approval of the 2/3 vote of Select Board.

SICK LEAVE

- A. Sick leave is available to full-time and part-time employees.
 - a. Full-Time Employees. At the start of employment full-time employees will be allowed up to 12 sick days per year, accrued at the end of the month, 8 hours per month.
 - a. Part-Time Employees. Part-time employees working a minimum of 20 hours shall be entitled other paid leave calculated on a prorated basis at half of the full-time employee rate. At the start of employment part-time employees hired to work a minimum of 20 hours a week will be allowed up to 12 sick days per year, accrued at the end of the month, 4 hours per month.
- B. Use of Sick Leave. Sick leave may be used for personal illness which renders the employee unable to perform his/her duties or for doctors appointments. Sick leave is not an entitlement which an employee may use at his/her discretion.
- C. Sick Leave Carryover. Employees will have the option to roll over a maximum of (60) accumulated sick days. Such days will not be reimbursed if the employee resigns or is terminated. Employees must notify their supervisor as early as possible, but in any case, no less than one hour prior to starting time, in order to draw sick leave benefits.
- D. Employee Resignation or Termination. No pay will be given for unused sick days upon termination or resignation of the employee.
- E. Leave of Absence. Employees may be granted a leave of absence with or without pay for illness of a dependent child. Before returning to work from a sick leave of 3 consecutive workdays or more, an employee must provide a physician's verification that he/she may return to work.

BEREAVEMENT LEAVE

- A. Full-Time Employees. At the start of employment full-time employees will be allowed up to three (3) non-cumulative bereavement days per year for immediate family, and one (1) paid bereavement day per year for non-family.
- B. Part-Time Employees. Part time employees are not eligible to receive bereavement leave.

LEAVES OF ABSENCE

Leave Without Pay. A full-time employee may be granted a leave of absence without pay by 2/3 vote of the Select Board for a period deemed necessary by the employee for the purpose of the leave, but not in excess of ninety (90) 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 the Board of

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Selectmen. Continued absence without having arranged for an extension of leave may be deemed a resignation from the service. Vacation and sick leave will not continue to accrue during the leave.

JURY DUTY

The Town shall pay to 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.

MAINE MUNICIPAL HEALTH TRUST

The Benton Town Office is a participating municipality of the Multiple Employer Welfare Arrangement for the provision of Employee Health Care benefits, authorized by 24-A M.R.S.A.~6001et seq. Healthcare plans are chosen based on the discretion of the Select Board and employee can only chose from allowed policies.

Select Board will provide a Letter of Intent annually to specify office personnel Maine Municipal Employees Health Trust, Plan Offerings approved by 2/3 vote of Select Board and review the Town Treasurer. Select Board and Treasurer will be required to sign the Letter of Intent. Format for the annual Letter of Intent is provided in Exhibit A. To provide full transparency of these decisions, this policy will provide the documentation with the appended letters to signify the plan offered to the Office Personnel for each year starting in 2020. The Letter of Intent will be fully executed by 2/3 Select Board and Town Treasurer.

REDUCTIONS IN FORCE

If the Town reduces its work force, it shall attempt to first accomplish such reductions through the elimination of vacant positions, which the Town determines do not have to be filled. However, any employee of the Town may be subject to a layoff by the Town Select Board, either permanently or temporarily.

Ordinarily, employees in a position which is to be reduced shall be laid off by length of service within a classification and pay grade with the least senior employee being laid off first. Seniority is defined as continuous permanent Town service, including probationary time from the most recent date of hire. Exceptions to this rule of seniority may be made in special circumstances when it is determined by the Select Board to be in the best interests of the Town to retain an employee who would otherwise be scheduled for a layoff. In such circumstances, an employee with greater seniority may be laid off before an employee with less seniority. Job performance and ability to perform the remaining work shall be considered in any such special circumstance.

Neither part-time employees nor employees for a temporary employees may transfer into full-time positions without following the required selection process.

Employees faced with a layoff may accept layoffs rather than transfer into a position. Employees faced with a layoff may accept Pay in Lieu of Notice. In both cases, the employee will be required to sign a form designating their selection.

Temporary Layoff. Employees designated for a temporary layoff will be given at least two weeks' notice in advance of the layoff date, except in cases of emergency (natural disaster, pandemic, financial or appropriation issue) or in circumstances beyond the Town's control. If notice is provided orally, it should be followed with confirming written notice no later than the actual date of layoff. Written notice will include the effective date of the layoff and the date any change to the terms in the layoff notice will require written confirmation.

Notice or Pay in Lieu of Notice. In cases of permanent layoff, the Town will give at least one month pay at the rate of the number of hours equal to the number of hours worked, on average, over a two-week period and one month of medical health plan benefits at the current enrollment and level of Town compensation. Additionally the affected employee will receive a pay out of their vacation balance carried at time of the notification.

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

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days from the incident, he/she shall submit the details of such grievance in writing to the Select Board. Within thirty (30) calendar days thereafter, the Select Board shall meet with the employee for the purpose of discussing the grievance and the Select Board shall render their final written decision within thirty (30) working days after said meeting.

POLITICAL ACTIVITY

While performing their normal work duties, employees shall refrain 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 on political matters, or from voting with complete freedom in any election.

RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment with the town. All employees resigning from service of the Town shall give a written two-week notice.

EMPLOYEE CONDUCT

- A. Personal Appearance. Employees are to wear clothing suitable to their positions and work sites. Employees are required to be clean, hair properly and reasonably groomed, and clothes neat and clean.
- B. Drug-Free Workplace Act. Under the Drug-Free Workplace Act, any employee who performs work for a government contract or grant must notify the Town of a criminal conviction for drug-related activity occurring in the workplace. No employee may use, possess, distribute, sell or be under the influence of alcohol or drugs while engaged in Town Business. Prescription drugs may be used only if they do not impair the employee's job performance. Employees concerned with substance dependency and abuse issues are encouraged to discuss these matters with the Select Board.
- C. Possession of Illegal Substances / Firearms. No employee, at any time, shall have in his or her possession any illegal substances or firearm while engaged in Town business and no employee may keep, place, or store any illegal substance or firearm on Town property. Violation of this policy is grounds for immediate termination.
- D. Noise. Employees will refrain from playing music, stream training videos, or listening to recordings when the public is in the building. However, within their workspace, employees may agree to play music, stream training videos, or listen to recordings when the public is not in the building. An employee may wear ear buds to listen to music, stream training videos, or listening to recordings when the public is not in the building and it does not interfere with the work.

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, both sexual and verbal, is prohibited. This policy refers not only to supervisor-subordinate actions but also to actions between co-workers. Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of their immediate supervisor and/or the First Selectman. 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. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action up to and including termination of employment. The Town's Harassment and Sexual Harassment Policy (adopted September 1, 2022) shall be posted in the Town Office.

RETURN TO WORK POLICY

The Town of Benton provides Workers' Compensation Insurance for all its employees, as mandated by law. The purpose is to provide medical/hospital care and partial salary replacement when an employee is incapacitated due to work related reasons. All employee injuries at work, no matter how slight, are to be reported to the Select Board who will provide the necessary accident report forms (Employers First Report of Occupational Injury or Disease and

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Accident/Injury Investigation Form). These forms are completed regardless of whether medical care is received and/or time from work is lost. Injury reports must be made and must reach the Town Clerk's office within 24 hours of the injury.

Employees who suffer injuries that require time off to recover are still Town of Benton employees and will be asked to comply with certain procedures. It would be prudent of the employee to contact the Town Treasurer to discuss deductions the employee may have and make any arrangements that may be necessary. While off work due to an injury, employees shall report to the Town Treasurer each week, at a previously arranged time, in order to keep the Town informed of the healing process and when return to work can be expected. When the injured employee is released by his/her attending physician for alternative work or regular work, the release should be presented by the employee to the Town Treasurer and the Town Treasurer will provide a copy to the Select Board. Failure to report as outlined here without valid reason may be considered the employee's voluntary termination of employment.

It is the policy of the Town of Benton that any employee that is injured on the job and requires use of occupational services that the employee use the Town's preferred provider. Information regarding the preferred provider will be provided by the Town Treasurer.

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REVISION HISTORY

Date	Authorized By	Section	Change Description
June 13, 2005	Select Board		Original Adoption Date
March 2007	Annual Town Meeting		
April 9, 2007	Select Board		
August 2010	Special Town Meeting		
Sept. 13, 2010	Select Board		
May 2017	Select Board	Vacation	Language Added: <i>Office Staff will have the option to be use earned vacation hours or to be reimbursed for these hours at each person's hire anniversary date.</i>
		Other Paid Leave	Language Added: <i>Employees will have the option to roll over a maximum of (60) accumulated sick days. Such days will not be reimbursed if the employee resigns or is terminated.</i>
		Maine Municipal Health Trust	Language Added: <i>The Benton Town Office is a participating municipality of the Multiple Employer Welfare Arrangement for the provision of Employee Health Care benefits, authorized by 24-A M.R.S.A. ~6001et seq. Healthcare plans are chosen based on the discretion of the Select Board and employee can only chose from allowed policies.</i>
April 3, 2020	Select Board	Maine Municipal Health Trust	Separated specifics for MMHT. With Select Board policy change requiring notification to MMHT annually with Letter of Intent.
April 10, 2020	Select Board	Definitions	Section added.
		Employment (A)	Revised to read: <i>The employment of all personnel shall be the responsibility of the Select Board.</i>
		Employment (B)	Revised to read: <i>Probationary periods may be extended by 2/3 vote of the Select Board.</i>
		Types of Appointments (B)	First sentence revised to read: <i><u>Regular Part-Time.</u> An employee in this classification works less than the normal work week (20 or less hours per week), but on a continuing basis.</i>

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		Types of Appointments (C)	First sentence revised to read: <i>Temporary Employees. Temporary employees work on a non-permanent basis, usually within a limited time frame. They are not entitled to benefits such as holiday pay, accrual of vacation time, seniority, or health benefits and may be terminated for any reason at any time.</i>
		Work Week/Overtime (B)	Last sentence revised to read: <i>Such compensatory time shall be granted on a time and one-half basis for hours worked beyond forty hours in a work week <u>and requires 2/3 Select Board approval.</u></i>
		Vacation (B)	Last sentence revised: <i>2/3 vote of Select Board</i>
		Vacation (C)	Last sentence revised: <i>2/3 vote of Select Board</i>
		Other Paid Leave (C)	Corrected discrepancy and folded in language approved in Town Warrant: <i>Employees will have the option to roll over a maximum of (60) accumulated sick days. Such days will not be reimbursed if the employee resigns or is terminated.</i>
		Other Paid Leave (G)(e)	Modified to add: <i>Tax Collector</i>
		Reductions in Force	Added language for instances where reduction of force is required based on employee's request.
November 16, 2020	Select Board	Types of Appointments	Full Time modified to 37.5+ hours.
		Other Paid Leave	G. Upon filling in for Treasurer, Tax Collector or Town Clerk positions, said person will receive pay commensurate with Senior Office Staff wage (\$17.00 an hour). Clarification of the rate as provided by the Town's Attorney O'Donnell Lee, PA.
		Return to Work Policy	<i>Addition of the policy to provide guidance to employees on return to work required by MMA Risk Management</i>
		EXHIBIT A – Maine Municipal Health Trust Benefits	Annual declaration of benefits notification for Calendar Year 2021.
April 1, 2021	Select Board	Other Paid Leave	<i>Senior Office Staff that serve additionally in the role of Town Clerk will receive monthly stipend calculated by annual approved budget amount for Town Clerk divided by 12 months.</i>
		Vacation	<i>Requirement may be waived by the Select Board as part of the compensation package at time of hire.</i>
		Work Week / Overtime	<i>Employees that serve in a dual appointed role as Town Clerk which are not exempt from the Fair Labor Standards Act shall receive overtime pay after forty hours of actual work per week based on their current hourly rate (non-Town Clerk role).</i>
November 16, 2021	Select Board	Type of Appointments	Full Time modified to 40 hours.
		Work Week / Overtime	Modified section A to clarify work week requirements: <u>A. Work Week.</u> The regular work week for payroll purposes begins on Sunday and ends Saturday midnight. The actual hours for Town employees shall be set by the Board of Selectmen. Employees are paid every bi-weekly. The actual hours for Town employees

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			<p><i>shall be set by the Board of Selectmen. Employees are paid every two weeks, in arrears. Payroll is normally processed at 10:00 am Friday. All employees who work a full 7-hour day must take an unpaid 30-minute meal period daily.</i></p>
		Pay Schedule	<p>Addition of pay schedule section:</p> <p>PAY SCHEDULE <i>The Town Treasurer will manage to a bi-weekly pay schedule for all staff. All staff, appointees and elected officials will be paid in arrears (after the work is completed). This pay schedule will include reimbursement for travel and other related expenses, as required.</i></p> <p><i>Elected and appointed staff will be paid in arrears at the last payroll of the month. The monthly pay for the Select Board, Code Enforcement Officer, Animal Control Officer, Town Clerk, Town Treasurer and Tax Collector will be calculated (salary/12 months). Positions provided a stipend will be paid the monthly stipend amount.</i></p> <p><i>The Animal Control Officer will provide a timesheet outlining the work performed..</i></p>
		Holidays	<p>Addition of <i>Juneteenth Day</i> as observed State of Maine government agencies</p>
		Vacation	<p>Clarification of how vacation time is calculated for part time staff:</p> <p>Section B. <i>Part-time employees working a minimum of 20 hours shall be entitled to vacation leave calculated on a prorated basis at half of the full-time employee rate.</i></p>
		Other Paid Leave	<p>Modified Title to 'COMPENSATION AND OTHER PAID LEAVE'</p>
		Compensation and Other Paid Leave	<p>Clarification of how sick time is calculated for part time staff:</p> <p>Section A. <i>At the start of employment full-time employees will be allowed up to 12 sick days per year, accrued at the end of the month, 1 day per month. Full-time employees will be allowed up to three (3) non-cumulative bereavement days per year for immediate family, and one (1) paid bereavement day per year for non-family.</i></p> <p><i>Part-time employees working a minimum of 20 hours shall be entitled other paid leave calculated on a prorated basis at half of the full-time employee rate.</i></p>
		Compensation and Other Paid Leave	<p>Section B. Modified to remove "<i>After the employee has completed one year of service, the employee is able to receive sick time.</i>"</p>
		Compensation and Other Paid Leave	<p>Section F. Adjustment to hourly rates to the positions noted below:</p> <p><i>If any town positions are filled with a new employee, then the new employee will be entitled to pay based upon experience (salary decided upon 2/3 vote of the Select Board).</i></p> <p>a. <u>Senior Office position</u> starting salary will be \$18.50-\$19.00 an hour based on experience as outlined directly below:</p> <ul style="list-style-type: none"> i. \$19.00 with five (5+) years of municipal or government experience ii. \$18.50 with two (2) – five (5) years of municipal or government experience <p>b. <u>Junior Office position's</u> starting salary will be based on experience as outlined directly below:</p> <ul style="list-style-type: none"> i. \$17.50-\$18.00 with five (5+) years of municipal or government experience ii. \$16.50-\$17.00 with two (2) – five (5) years of municipal or government experience iii. \$16.00 with less than two (2) years of municipal or government experience <p>c. <i>After the first year of service, the new employee(s) will be eligible for the same raise (% increase) as other office employees.</i></p> <p>d. <i>Office personnel will receive current federal rate for mileage/car expense when on Town business.</i></p>

Town of Benton

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			e. <i>Upon filling in for Treasurer, Tax Collector or Town Clerk positions, said person will receive pay commensurate with Senior Office Staff wage (\$19.00 an hour).</i>								
		Compensation and Other Paid Leave	Modification of hourly wage compensation: Section F(e). <i>Upon filling in for Treasurer, Tax Collector or Town Clerk positions, said person will receive pay commensurate with Senior Office Staff wage (\$19.00 an hour).</i>								
		EXHIBIT A – Maine Municipal Health Trust Benefits	Annual declaration of benefits notification for Calendar Year 2022.								
August 22, 2022	Select Board	Vacation	Language rewritten to clarify hours earned monthly and at the end of the month and how probationary period effects usage of hours.								
		Compensation and Other Paid Leave	Header removed and replaced with three headers referred directly below.								
		Sick Leave	Header change only to separate leave types, no other language change.								
		Bereavement Leave	Header change only to separate leave types, no other language change.								
		Office Staff Hiring Pay Scale	Remove from Compensation and Other Paid Leave section to remove from section with Sick and Bereavement leave. Senior Office Staff title replaced with Full Time Position. Junior Office Staff title replaced with Part Time Position. Removed: “Senior Office Staff that serve additionally in the role of Town Clerk will receive monthly stipend calculated by annual approved budget amount for Town Clerk divided by 12 months.” Clarified the hourly rate was replacement of employee’s hourly rate for the time performing the duties, as follows: “ <i>Upon filling in for Treasurer, Tax Collector or Town Clerk positions, said persons hourly wage will be adjusted to receive pay at \$19.00 an hour or their current hourly rate whichever is higher.</i> ” No other language changes.								
February 27, 2023	Select Board	PUBLIC AND EMPLOYEE RELATION	<u>Language underlined below provides the additions:</u> <u>Confidentiality.</u> 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 private 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 the “right to know” law, 1 MRSA Sections 401-412. <u>Any employee who receives a request for information under the “right to know” statute must notify the Select Board of the request before producing any materials.</u>								
	Select Board	Office Staff Hiring Pay Scale	Items a and b replaced the following language as follows: a. <u>Full Time Position.</u> Starting salary an hour will be based on experience as outlined directly below: <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Hourly Rate</th> <th>Years of Experience</th> </tr> </thead> <tbody> <tr> <td>\$19.00</td> <td>3 – 5 years of municipal or government experience</td> </tr> <tr> <td>\$20.00</td> <td>5 – 10 years of municipal or government experience</td> </tr> <tr> <td>\$21.00</td> <td>10+ years of municipal or government experience</td> </tr> </tbody> </table>	Hourly Rate	Years of Experience	\$19.00	3 – 5 years of municipal or government experience	\$20.00	5 – 10 years of municipal or government experience	\$21.00	10+ years of municipal or government experience
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Town of Benton

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			<p>b. <u>Part Time Position</u>. Starting salary an hour will be based on experience as outlined directly below:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Hourly Rate</th> <th>Years of Experience</th> </tr> </thead> <tbody> <tr> <td>\$17.00</td> <td>0 - 3 years of municipal or government experience</td> </tr> <tr> <td>\$18.00</td> <td>3 - 5 years of municipal or government experience</td> </tr> <tr> <td>\$19.00</td> <td>5+ years of municipal or government experience</td> </tr> </tbody> </table>	Hourly Rate	Years of Experience	\$17.00	0 - 3 years of municipal or government experience	\$18.00	3 - 5 years of municipal or government experience	\$19.00	5+ years of municipal or government experience													
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	Select Board	Office Staff Hiring Pay Scale	<p>Item c replaced the following language as follows, underline is new language and strike out is removed language:</p> <p>c. After the first year of service, the new employee(s) will be eligible for the same raise (% increase) as other office-salaried staff members, employees, <u>unless the hourly pay rate is modified in this policy for a given year. For a year when the hourly pay rate is modified, the hourly employee will receive the adjusted hourly rate in accordance with their years of experience.</u></p>																					
	Select Board	Salaried (Appointed and Elected) Hiring Pay Scale	<p><u>Addition of this new section.</u> If the town positions are filled with a new appointed or elected staff member, then the new appointed or elected staff member, will be entitled to pay based upon the base salary provided below:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Position Title</th> <th>Elected / Appointed</th> <th>Base Salary</th> </tr> </thead> <tbody> <tr> <td>Town Treasurer/Tax Collector</td> <td>Appointed</td> <td>\$41,600</td> </tr> <tr> <td>Town Clerk</td> <td>Appointed</td> <td>\$20,680</td> </tr> <tr> <td>Code Enforcement Officer</td> <td>Appointed*</td> <td>\$32,000</td> </tr> <tr> <td>Road Commissioner</td> <td>Elected</td> <td>\$10,800</td> </tr> <tr> <td>Sewer Director</td> <td>Appointed</td> <td>\$10,800</td> </tr> <tr> <td>ACO</td> <td>Appointed</td> <td>\$3,600</td> </tr> </tbody> </table> <p>Individuals serving in consecutive appointed or elected terms will be eligible for the same raise (% increase) as other salaried staff members</p>	Position Title	Elected / Appointed	Base Salary	Town Treasurer/Tax Collector	Appointed	\$41,600	Town Clerk	Appointed	\$20,680	Code Enforcement Officer	Appointed*	\$32,000	Road Commissioner	Elected	\$10,800	Sewer Director	Appointed	\$10,800	ACO	Appointed	\$3,600
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	Select Board	EMPLOYEE CONDUCT	<p><u>Addition of this new section.</u></p> <p>EMPLOYEE CONDUCT.</p> <p>A. <u>Personal Appearance</u>. Employees are to wear clothing suitable to their positions and work sites. Employees are required to be clean, hair properly and reasonably groomed, and clothes neat and clean.</p> <p>B. <u>Drug-Free Workplace Act</u>. Under the Drug-Free Workplace Act, any employee who performs work for a government contract or grant must notify the Town of a criminal conviction for drug-related activity occurring in the workplace. No employee may use, possess, distribute, sell or be under the influence of alcohol or drugs while engaged in Town Business. Prescription drugs may be used only if they do not impair the employee's job performance. Employees concerned with substance dependency and abuse issues are encouraged to discuss these matters with the Select Board.</p> <p>C. <u>Possession of Illegal Substances / Firearms</u>. No employee, at any time, shall have in his or her possession any illegal substances or firearm while engaged in Town business and no employee may keep, place, or store any illegal substance or firearm on Town property. Violation of this policy is grounds for immediate termination.</p> <p>D. <u>Noise</u>. Employees will refrain from playing music, stream training videos, or listening to recordings when the public is the building. However, within their workspace, employees may agree to play music, stream training videos, or listen to recordings when the public is not in the building. An employee may wear ear buds to listen to</p>																					

Town of Benton Personnel Policy Policy #03

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	Select Board	LEAVES OF ABSENCE	Modify from sixty (60) calendar days to ninety (90) calendar days to bring in line with FMLA Legislation																																																								
	Select Board	POLICY ON HARASSMENT	Modified adoption date from April 10, 2008 to September 1, 2022.																																																								
	Select Board	Exhibit A	Annual Revision - Maine Municipal Health Trust Benefits																																																								
July 24, 2023	Select Board	Salaried (Appointed and Elected) Hiring Pay Scale	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Position Title</th> <th>Weekly Hours</th> <th>Additional Hours</th> <th>Elected / Appointed</th> <th>Elected Salary</th> <th>10+ Years Experience</th> <th>5 – 10 Years Experience</th> <th>1 – 5 Years Experience</th> </tr> </thead> <tbody> <tr> <td>Town Treasurer/Tax Collector</td> <td style="text-align: center;">32</td> <td></td> <td style="text-align: center;">Appointed</td> <td></td> <td style="text-align: right;">\$43,680.00</td> <td style="text-align: right;">\$41,496.00</td> <td style="text-align: right;">\$39,421.20</td> </tr> <tr> <td>Town Clerk</td> <td style="text-align: center;">15</td> <td style="text-align: center;">160 Election Hours</td> <td style="text-align: center;">Appointed</td> <td></td> <td style="text-align: right;">\$23,569.56</td> <td style="text-align: right;">\$22,391.08</td> <td style="text-align: right;">\$21,271.53</td> </tr> <tr> <td>Code Enforcement Officer</td> <td style="text-align: center;">N/A</td> <td></td> <td style="text-align: center;">Appointed</td> <td></td> <td style="text-align: right;">\$32,000.00</td> <td style="text-align: right;">\$30,400.00</td> <td style="text-align: right;">\$28,880.00</td> </tr> <tr> <td>Road Commissioner</td> <td style="text-align: center;">N/A</td> <td></td> <td style="text-align: center;">Elected</td> <td style="text-align: right;">\$10,800.00</td> <td style="text-align: center;">N/A</td> <td style="text-align: center;">N/A</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td>Sewer Director</td> <td style="text-align: center;">N/A</td> <td></td> <td style="text-align: center;">Appointed</td> <td></td> <td style="text-align: right;">\$10,800.00</td> <td style="text-align: right;">\$10,260.00</td> <td style="text-align: right;">\$9,747.00</td> </tr> <tr> <td>ACO</td> <td style="text-align: center;">N/A</td> <td></td> <td style="text-align: center;">Appointed</td> <td></td> <td style="text-align: right;">\$3,600.00</td> <td style="text-align: right;">\$3,420.00</td> <td style="text-align: right;">\$3,249.00</td> </tr> </tbody> </table> <p>Modified table to reflect salary based on years of experience in municipal or government work, as follows:</p>	Position Title	Weekly Hours	Additional Hours	Elected / Appointed	Elected Salary	10+ Years Experience	5 – 10 Years Experience	1 – 5 Years Experience	Town Treasurer/Tax Collector	32		Appointed		\$43,680.00	\$41,496.00	\$39,421.20	Town Clerk	15	160 Election Hours	Appointed		\$23,569.56	\$22,391.08	\$21,271.53	Code Enforcement Officer	N/A		Appointed		\$32,000.00	\$30,400.00	\$28,880.00	Road Commissioner	N/A		Elected	\$10,800.00	N/A	N/A	N/A	Sewer Director	N/A		Appointed		\$10,800.00	\$10,260.00	\$9,747.00	ACO	N/A		Appointed		\$3,600.00	\$3,420.00	\$3,249.00
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	Select Board	Office Staff Hiring Pay Scale	<p>Provided clarification noted in underlined text below:</p> <p>e. Hourly Office Staff will be compensated at \$1.00 more an hour if expected to perform the duties of Treasurer, Tax Collector or Town Clerk positions (appointed) for a period of more than 2 weeks, <u>when the appointed staff are on extended leave</u>. This will not include deputy appointments.</p>																																																								
	Select Board	Equal Opportunity Employer, Type of Appointments	<p><u>B. Modified part-time hours from 20 or less hours per week to less than 40 hours per week.</u></p>																																																								
August 2, 2023	Select Board	Pay Schedule	<p>Underline is new language and strike out is removed language:</p> <p>The Town Treasurer will manage to a bi-weekly pay schedule for all staff. All staff, appointees and elected officials will be paid in arrears (after the work is completed). This pay schedule will include reimbursement for travel and other related expenses, as required.</p> <p>Elected and appointed staff will be paid in arrears at the last payroll of the month. The monthly pay for the Select Board, Code Enforcement Officer, Animal Control Officer, Town Clerk, Town Treasurer and Tax Collector will be calculated (salary/12 months). Positions provided a stipend will be paid the monthly stipend amount.</p> <p>The Code Enforcement Officer, Animal Control Officer and Road Commissioner will provide a timesheet outlining the work performed.</p> <p><u>The Town Treasurer will manage the pay schedule as follows:</u></p> <ul style="list-style-type: none"> <u>Full-Time, Part-Time and Temporary Staff (outlined in Types of Appointments):</u> 																																																								

Town of Benton

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			<ul style="list-style-type: none"> ○ <u>Pay Schedule: Bi-weekly, paid in arrears (after the work is completed).</u> ○ <u>Timesheet: Weekly timesheet required and will include hours worked and any time off either paid or not paid.</u> ○ <u>Travel and Related Expenses: Reimbursement will be provided once during the pay cycle when submitted on the required form and with a copy of the receipt(s) by the individual needing reimbursement.</u> <ul style="list-style-type: none"> • <u>Elected and Appointed Staff</u> <ul style="list-style-type: none"> ○ <u>Pay Schedule: Monthly (last payroll of month) will be paid in arrears (after the work is completed).</u> ○ <u>Calculated: The monthly pay will be calculated (salary/12 months)</u> ○ <u>Elected and appointed staff includes: Select Board, Code Enforcement Officer, Road Commissioner, Sewer Director, Animal Control Officer, Town Clerk, Town Treasurer and Tax Collector. *</u> ○ <u>Travel and Related Expenses: Reimbursement will be provided once during the pay cycle when submitted on the required form and with a copy of the receipt(s) by the individual needing reimbursement.</u> ○ <u>Monthly Report: The Code Enforcement Officer, Animal Control Officer, Road Commissioner and Sewer Director will provide a monthly status report of work performed which will be submitted to the Town Treasurer and forwarded to the Select Board.</u> • <u>All Other Committees and Boards (includes any individuals identified by ordinance to be paid a per meeting amount, e.g. Planning and Appeals Board)</u> <ul style="list-style-type: none"> ○ <u>Pay Schedule: Quarterly (last payroll of month) will be paid in arrears (after the work is completed).</u> ○ <u>Calculated: Compensation amount x number of meetings attended.</u> ○ <u>Timesheet: Chair of the Committee or Board will provide a record of the meetings attended.</u> ○ <u>Travel and Related Expenses: Reimbursement will be provided once during the pay cycle when submitted on the required form and with a copy of the receipt(s) by the individual needing reimbursement.</u>

**Town of Benton
Personnel Policy
Policy #03**

EXHIBIT A – Maine Municipal Health Trust Benefits

To provide full transparency to the Town citizens the following policy adopted by the Select Board annually requires the Select Board to issue a Letter of Intent to the Maine Municipal Health Trust, specifying the Maine Municipal Employees Health Trust plan offerings offered to Office Personnel. This letter will specify the benefit offered to full time and part time employees and the percentage paid by the Town and Employee.

Letter of Intent - Maine Municipal Health Trust *(Image to follow)*



Town of Benton
1279 Clinton Avenue
Benton, Maine 04901

December 12, 2022

Lauren A. Gaudet
Field Service Representative
Maine Municipal Employees Health Trust
60 Community Drive
Augusta, ME 04330

RE: Town of Benton Letter of Intent for Office Personnel Maine Municipal Employees Health Trust, Plan Offerings

Dear Lauren,

The following outlines the plan offerings approved by the Town of Benton, Select Board on December 12, 2022:

2021 Medical Plan Flexible Choice Options – Effective January 1, 2023

1. POS 200
2. PPO 1500
3. PPO 2500

These plans are available to Office Personnel only. Benefits are not provided to elected, appointed, temporary or contracted individuals. Currently the Town of Benton employs one (1) full time employee qualified to receive the benefits outlined below.

Office Personnel may choose from any of the above three plans through December 15, 2022. The staff will be covered as outlined in the tables below specific to their approved full or part time status. Office Personnel opting to use a portion or none of the benefit, will not receive compensation for the funds not used in lieu of benefits.

Waiting period for new employees will be thirty (30) days unless waiver is provided by Select Board.

Full Time Office Personnel

Category	Sub-Category Option	Town of Benton Expense	Office Personnel Expense
Office staff may choose only one of the following:			
2020 Medical Health Plan Option	Single Person	100% Single Person Cost	
	Employee & Spouse	100% Single Person Cost	100% Spouse Cost
	Employee & Child(ren)	100% Single Person Cost	100% Child(ren) Cost
	Family	100% Single Person Cost	100% Family Cost
<i>Office Staff cap for total Town benefit spend on above selected plan may not exceed \$13,500 annual benefit which was adjusted based on Jan – March spend (Treasurer calculated monthly benefit cap**). Any additional funds needed to cover costs which exceed the Treasurer calculated monthly benefit cap will be covered by Office Personnel.</i>			
Additional Benefits Offered			
Dental		100%	
Vision		100%	
Income Protection Plan			
Long Term Disability			100%
Life Insurance			100%
All Other			100%

Part Time Office Staff

Category	Sub-Category Option	Town of Benton Expense	Office Personnel Expense
Office staff may choose one of the following only:			
2020 Medical Health Plan Option	Single Person		100% Employee Cost
	Employee & Spouse		100% Spouse Cost
	Employee & Child(ren)		100% Child(ren) Cost
	Family		100% Family Cost
Additional Benefits Offered			
Dental			
Vision			100%
Income Protection Plan			100%
Long Term Disability			100%
Life Insurance			100%
All Other			100%



Town of Benton
1279 Clinton Avenue
Benton, Maine 04901

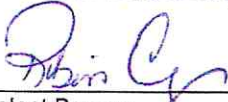
****Monthly benefit cap:** Calculated by Treasurer annually as follows, ((total employee cap approved by Town Meeting or by Select Board minus (January – April spend))/12 months). The month of March is when the Town or Select Board will normally set the annual cap benefit, however this may be set later which would adjust the range noted (January – March) as required.

FULL TIME PERSONNEL-

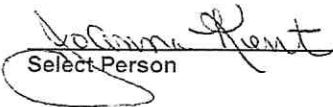
Treasurer monthly benefit calculation starting January 1, 2023 – December 31, 2023 is \$1,184.46 for full time personnel.

Above stated benefits are only valid if approved at the Annual Town Meeting and by 2/3 of the Select Board and Treasurer, as reflected below with signatures.

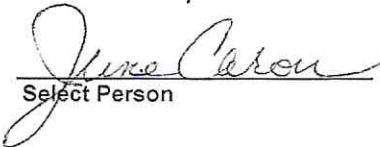
Dated: December 12, 2022



Select Person



Select Person



Select Person

Town Treasurer

Town Clerk/Deputy Clerk/Notary