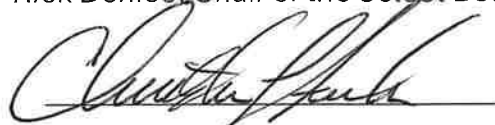


TOWN OF VASSALBORO, MAINE
PERSONNEL HANDBOOK

Adopted by the Vassalboro Select Board on November 22, 2011
And revised on 2/2/12, 9/11/14, 11/17/16, 2/9/17, 8/23/18, 12/10/20, 11/18/21, 6/26/23,
12/11/25



Rick Denico, Chair of the Select Board



Christopher French, Selectperson



Michael C. Poulin, Selectperson

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ADDENDUM A – Compensation Policy and Salary Grades, Ranges and Steps

PREAMBLE: The following rules and regulations are to be followed by the Select Board and the Town Manager in the administration of personnel activities and are to be used to govern procedures for the administration of all departments. This Handbook does not constitute a contract for employment. A copy of this policy shall be provided to all employees upon the commencement of their employment with the Town of Vassalboro, and any amendments or revisions of said policy shall be provided to all employees currently in the employ of the Town of Vassalboro as said amendments or revisions become effective. The Town reserves the right to amend the rules and regulations set forth in this Handbook without prior notice.

PURPOSE: This Personnel Handbook shall, where applicable, supersede all previous Personnel Policies or Personnel Ordinances of the Town of Vassalboro. The purpose of this policy is to set forth the rules and regulations for Town employees, which are intended to encourage efficient work, develop morale, promote equitable standards for all, reduce grievances, and to comply with all applicable labor rules and regulations. The Town of Vassalboro shall be an equal opportunity employer and all appointments and promotions shall be made without regard to race, religion, sex, national origin, age, color, ancestry, physical or mental disability, sexual orientation, or genetic information.

APPLICABILITY TO VOLUNTEERS: The portions of this Personnel Handbook addressing drugs and alcohol, harassment, discrimination, hostile work environment, courtesy and professionalism, fitness for duty and use of municipal vehicles shall apply equally to those working as volunteers for the Town of Vassalboro. All other portions of this Personnel Handbook shall not apply to volunteers.

SECTION 1: DEFINITIONS:

Permanent Employee: An employee hired for a continuing position and having completed their probationary period.

Temporary Employee: An employee hired for a pre-established or limited period of time. Temporary employees are subject to a probationary period, and receive no benefits as described herein, except those required by State and Federal law (Overtime, FICA, Social Security, Unemployment Insurance, Worker's Compensation, and 26 MRS 637 Earned Paid Leave). Temporary employees are not eligible to use the grievance processes set forth in Section 11 herein.

Exempt Employee: Any salaried employee who is not entitled to receive overtime pay.

Non-Exempt Employee: An employee who is compensated at an hourly rate of pay. Waged employees are subject to overtime pay.

Full-Time Employee: An employee who averages or whose position is classified for 40 hours per week or more during a 52-week period. Full-time employees receive all the benefits as described herein.

VOLUNTEER: An individual who has been approved by either the selectboard or through the vetting of the Town Manager or Manager appointee, to represent the Town of Vassalboro in a sanctioned town function.

Part-Time Employee: A permanent employee who averages or is expected to average less than 40 hours per week during a 52-week period. Part-time employees are only covered by Overtime pay if they work over 40 hours in any given week, or as otherwise allowed for in Section 16, below. Part-time employees who work over 40 hours in any given week do not become full-time employees by virtue of such work. Part-time employees are covered by Worker's Compensation, Social Security and FICA, and Unemployment Insurance, and other such Federal and State minimum labor requirements as may be applicable.

Hire Date: The month and day date the employee is hired. A criminal background check will be performed on all new hires prior to starting work.

Anniversary Date: An employee's Anniversary Date is considered to be one year from Hire Date. Anniversary Date is used to determine years of service for determining earned paid leave time and eligibility for a step increase.

Workday: Will represent the total number of hours which the employee is normally scheduled to work any given shift as described by their job description or as assigned by the Town Manager or the Department Head. Earned Paid Leave, Sick, Holiday and Bereavement Leave shall be based on the total number of hours scheduled in the employee's standard workday.

Work Week: The work week begins at 12:01 AM on Saturday and ends at 12:00 AM the following Friday

Probationary Period: First six months of employment will be subjected to provisions explained in Section 2.

Resignation in Good Standing: In order to resign in good standing, an employee must give at least 14 calendar day notice to their immediate supervisor, submit a letter of resignation, and must not have active or pending disciplinary actions. The Town Manager will have the option to accept the resignation and waive any portion of the 14-calendar day notice. With the exception of the Town Manager who will be obligated to follow the terms of the employment contract.

SECTION 2: PROBATIONARY PERIOD: All employees, except police officers, regardless of permanency status or average number of hours worked per week, will be subject to a six-month probationary period beginning at their Hire Date, during which the employee or the employer may opt to terminate the employment arrangement without stated cause or due process. It is to be understood that the six-month probationary period is to be considered as part of the selection process used to determine whether or not an individual should be hired as a permanent employee by the Town of Vassalboro, at the discretion of the Town Manager, and if deemed to be cause, the probationary period may be extended for an additional 90 days. When a probationary period crosses into a new fiscal year, where employees may receive a Cost-of-Living Adjustment (COLA) or step increase, an employee is not entitled to said COLA or step

increase, or retroactive compensation upon completion of the six-month period. Upon obtaining permanent employee status, the employee may receive the COLA, and it is not retroactive. Police officers are subject to a one (1) year probationary period after their graduation from the Maine Criminal Justice Academy.

SECTION 3: HOURS OF WORK: Departmental working schedules are established by Department Heads, with the approval of the Town Manager. Working schedules will be established depending upon the service requirements of their departments and taxpayer convenience. Employees shall promptly be at their respective places of work and ready to work, in accordance with the hours of that department. In the event of necessary absence because of illness or any other cause, it is the responsibility of the employee to advise his/her supervisor of the reason for absence within a reasonable time, and at least before the time that the employee is expected to report for work.

Employees may work for no more than six (6) consecutive hours at one time unless he/she is given the opportunity to take at least 30 consecutive minutes of rest time, except in cases of emergency in which there is danger to property, life, public safety or public health. This rest time may be used by the employee as a mealtime. Thirty-minute mealtimes for all full-time employees and part-time employees working an average of 20 hours or more a week on a 52-week basis will be compensated and may be established as the Department Head deems appropriate for the department, subject to Town Manager approval.

Each hourly employee is required to complete an accurate timecard daily as a record of time worked reflecting the meal break, and to submit the timecard to their immediate supervisor at the end of every other work week for approval and submission for payment. Employees who travel to training classes should include the travel time on the timecard if the travel time causes the employee's hours to exceed a normal workday. The hours spent traveling will be included in the number of hours worked in the work week, in addition to mileage reimbursement. Traveling to and from work is not considered hours worked.

Town Manager: Will maintain, within reason, core hours that replicate the operational hours of the Town Office. It is expected that the Town Manager will utilize a shared calendar with the selectboard so that the board is aware of planned vacations, conferences or other town-related functions that may reduce the town managers' availability. The Town Manager will either call or email the Selectboard chair as soon as practicable when utilizing unscheduled or short notice benefit time.

SECTION 4: PAY: Pay day for all Town employees is every other Thursday for wages earned in the previous two weeks. Should this day fall on a holiday, payment will be made on the preceding day. Direct deposit is mandatory for all employees or paid members of organizations contracted with the Town of Vassalboro to provide a service for the town (i.e. Vassalboro Fire Department).

On an annual basis, the Town Manager or his/her designated Department Head, shall meet with each employee to review their job performance. Based on this review, the Manager shall

recommend a step increase, if appropriate, for any and all employees. In addition to past performance, the Compensation Policy in *Addendum A* will be considered.

Any employee aggrieved by the Town Manager's determination may request a hearing with the Select Board. If, because of circumstances or oversight, a performance review has not been scheduled or conducted, it is the responsibility of the employee to request such review.

SECTION 5: COMPENSATION LEVELS

Levels of compensation for each employee are to be established by the Select Board, on the recommendation of the Town Manager. The Town Manager may withhold wage increases (both merit and COLA) that were approved in the budget for the unsatisfactory performance of employees. The Selectboard may withhold wage increases (both merit and COLA) that were approved in the budget for the unsatisfactory performance of the Town Manager. Budgetary wage increases are not automatic, nor entitlement.

Employees who become certified in duties directly relevant to their position, either by the MMA or other professional organization establishing professional certification criteria, may receive a pay increase, as may be determined by the Select Board from time to time, upon receipt of the official certification document.

SECTION 6: TRAINING AND TRAVEL EXPENSES: Employees who use their own motor vehicle in the performance of their duties shall be reimbursed in accordance with the IRS reimbursement rate. Other travel-related expenses (tolls, parking, etc.) shall be reimbursed upon production of a receipt for said expenses. Expenses related to maintaining an employee's professional licensure and/or other required certification are also reimbursable. Other job-related classes and courses may be made available to the employee as they are offered and may be paid for (or reimbursed) by the town at the Town Manager's discretion. Any employee who decides to leave employment of the Town of Vassalboro of their own accord within one (1) year of employment may be required to reimburse up to 100% of the costs of training.

SECTION 7: PAYROLL DEDUCTIONS: The Town is required by law to deduct from the pay of every employee an amount for federal and state income tax, Medicare, Social Security contributions, and Paid FMLA contributions. Voluntary deductions for savings accounts are available upon request to employees using the required direct deposit method.

SECTION 8: INSURANCES: Permanent, full-time employees, are eligible for health and dental insurance coverage for the employee only, paid for 100% by the Town. No insurance benefits are available for any part-time employees at the town's expense; however, insurance benefits may be made available to the part-time employee at the employee's expense if permitted by the insurance provider. The employee may elect to add coverage for their spouse and immediate family members (as permitted by the insurance company) at the employee's own pre-paid expense, which will be paid for through payroll deductions. Vision insurance is available for the employee and their family at the employee's expense. Short term disability (income protection) coverage for the employee is also available at the employee's expense. The Town

reserves the right to change plans, insurers and coverage levels. The terms of any insurance are set forth in plan documents, copies of which will be kept at the Town Office.

Health Insurance Buy-Out: Employees who have health insurance coverage through a spouse or other venue and do not need health insurance coverage through the Town of Vassalboro will be eligible for a buy-out option at the value of 40% of the monthly (employee only) premium during the length of employment. Employees hired prior to October 15, 2011, who have health insurance coverage through a spouse or other venue may have other pre-arranged buy-out options already in place with the Town of Vassalboro. Those prior arrangements will not change with the adoption of this policy. All employees requesting the buy-out option must provide annual proof of alternative health insurance coverage by the last Thursday in the month of January. Employees who choose the buy-out option are not eligible to join or re-join the town's health insurance plan, except as provided by the plan.

Permanent, full-time employees are entitled to life insurance benefits equivalent to 100% of their annual salary as may be provided with the Town's medical insurance policy.

The Town may require employees claiming work-related disability to attend a local medical facility for an employer-paid review of their condition, prognosis, and limitations of work. Employees may also be sent for fitness for duty examinations as necessary (See Section 28).

The Town maintains its own self-funded unemployment fund under the laws of the State of Maine, providing employees with unemployment income in the event of lay-off.

SECTION 9: RETIREMENT BENEFITS: Permanent, full-time employees are entitled to participate in either the ICMA Retirement program, the VALIC Retirement Program, or the Maine State Retirement System (Defined Benefit Plan). The Select Board will establish its employer match for each program as it deems in the best interest of the Town. Currently, the Town only contributes to MainePERS Defined Benefit (DB) Plan of the Maine State Retirement System. Such contributions are based on the wages earned by each participating employee, at a current contribution rate mandated by the State Retirement System and subject to adjustments from time to time. Some part-time employees may meet the qualifications for enrollment in the MainePERS DB Plan as well.

All employees participating in the MainePERS DB Plan will be required to contribute to the program. The current employee contribution rate is also dictated by the State Retirement System and subject to adjustment from time to time. Employees participating in the MainePERS DB plan are vested after five years. The Town may not, at any time, avail itself of any funds held in trust for the employee's retirement. Employees hired prior to September 2006 were offered membership in the MainePERS Defined Contribution (DC) Plan, which did not require any employee contribution to the plan. This plan is no longer offered to employees hired after that date. At the time of the adoption of this Handbook, several employees were still members of the DC plan. The Town contributes the same amount to the retirement accounts of those employees enrolled in the DC plan as they do for those employees enrolled in the DB and Maine Start plan.

SECTION 10: PROMOTIONS: Promotions will be based upon criteria in the Compensation Policy in *Addendum A* which may include, but are not limited to, previous job performance, experience, education, relative qualifications for the position, and length of service. Present employees will be given consideration when any vacancy occurs, but the Town reserves the right at all times to seek external candidates, and/or ask internal candidates to compete with external candidates in any selection process.

SECTION 11: DISCIPLINARY ACTION: Disciplinary action may occur whenever, in the determination of the supervisor, an employee is performing below satisfactory levels. The Town strives to use progressive discipline, including verbal warnings, written warnings, suspension (with or without pay) and/or demotion, and dismissal for cause. Depending upon the circumstances, however, the Town reserves the right to bypass any or all of these steps and proceed to greater discipline and/or dismissal.

Verbal counseling is not considered a formal step in the disciplinary process, except to the extent such discussions are referenced in formal written warning and/or other disciplinary options. Verbal consultations may be documented and placed in the personnel file but are not required to be in that format to be referenced at any performance evaluation.

No employee shall be disciplined without being provided the reasons therefore in writing. In the event that an employee feels aggrieved by disciplinary action, he or she may appeal the decision of his supervisor or department head to the Town Manager within seven (7) calendar days following the receipt of the written disciplinary narrative. The appeal must be in writing and set forth specific reasons for objecting to the decision. The Town Manager may request additional information or a meeting with the employee and will render a decision in writing within a reasonable time after receiving the written appeal.

In the event that the employee disagrees with the decision of the Town Manager on appeal, or where disciplinary action has been taken directly by the Town Manager, he or she may appeal the Town Manager's decision in writing to the Select Board within a period of seven (7) calendar days following receipt of the Town Manager's written decision. The Select Board shall convene a meeting with the employee. The Select Board will determine the time, procedures and manner in which the meeting is conducted. A written decision shall be rendered by the Select Board within fourteen (14) calendar days following the meeting. The decision of the Select Board shall be considered final.

If the employee fails to appeal a decision within any of the allotted time frames set forth herein, the employee shall be deemed to have forfeited their right to appeal, and the decision shall be final.

SECTION 12: SEXUAL HARASSMENT PREVENTION POLICY: It is a policy of the Town of Vassalboro to maintain a workplace where every employee can maintain their right to dignity and respect, and that sexual harassment will not be tolerated. Sexual harassment includes making sexual innuendo, unwanted and/or unwelcome sexual advances, requests for sexual favors and/or verbal or physical conduct of a sexual nature or creating a hostile work environment.

If a person believes sexual harassment has taken place against them, they should report the incident, in writing, to either the Town Manager, or any department head, or the Chair of the Select Board. In circumstances where the complaint is against the Town Manager, the person should report the complaint to the Chair of the Select Board. Alternatively, if the accused perpetrator is a Selectman, the person may report the incident to any other member of the Selectboard.

All sexual harassment cases will be handled promptly and with seriousness, discretion, confidentiality, and professionalism. The Town will conduct an investigation to determine the facts of the case and will take prompt remedial action if necessary.

Employees who believe they have been discriminated against may also contact the Maine Human Rights Commission, 51 State House Station, Augusta, ME 043333; 207-624-6290 with any concern.

If an employee is found to have violated the provisions of the law in regard to sexual harassment, the Town may engage any of the disciplinary actions of the Personnel Handbook, dependent upon the severity and/or frequency of the infraction, up to and including termination of employment.

SECTION 13: ANTI-RETALIATION: Under the law, employees may not be punished or penalized in any way for reporting, complaining about, or filing a claim concerning unlawful harassment, regardless of the nature or category, or for cooperating with or testifying in any proceeding brought by anyone else. Similarly, the non-discrimination and anti-retaliation provision of this Handbook also applies to complaints or harassment based on race, religion, sex, national origin, age, color, ancestry, physical or mental disability, sexual orientation, or genetic information.

If an employee feels that he or she has been retaliated against for opposing or reporting what he/she reasonably believes to be unlawful harassment, or cooperating in any investigation of the same, the employee should follow the same internal complaint procedure set forth above. The town will not tolerate any act of unlawful retaliation against employees who have reported, complained about, or filed a complaint of unlawful harassment.

SECTION 14: DRUG AND ALCOHOL POLICY: Recognizing that drug and alcohol abuse pose a direct and significant threat to the Town's goal of protecting the safety, health and well-being of its employees, the Town of Vassalboro is committed to ensuring a substance-free working environment for all its employees. No employee should work while impaired by any substance, legal or illegal. Signs of impairment include behavior that is out of character, confused, unable to think clearly, slurred words, unsteady, unable to stay awake or alert. If an employee is identified as being impaired, please report it to your supervisor immediately.

It is the policy of the Town of Vassalboro to prohibit the illicit use, possession, distribution, or sale of illegal drugs and drug paraphernalia under both state and federal laws, and intoxicants or controlled substances in any amount or in any manner. In addition, the Town of Vassalboro strictly prohibits the abuse of prescription drugs and use of alcohol, recreational marijuana and

medical marijuana anywhere on Town of Vassalboro property during work hours. This prohibition extends to all hours of work including work away from Town of Vassalboro property.

While an employee may have a prescription for medical marijuana, the use and possession of marijuana on Town of Vassalboro property and during work hours is strictly prohibited.

The Town reserves the right to conduct searches of workspaces upon reasonable suspicion. Any violation of this Drug and Alcohol Policy, or the impaired performance of one's duties by reason of having engaged in the use of illicit drugs, marijuana, or alcohol prior to commencing work, will result in adverse employment action up to and including termination.

Employees whose employment requires a Commercial Driver's License (CDL) are subject to pre-employment drug and alcohol testing and random drug testing, as well as reasonable suspicion and post-accident drug and alcohol testing under federal laws. All CDL employees are subject to and must be in compliance with the rules and regulations within the Town's Alcohol and Controlled Substances Testing Policy.

SECTION 15: LICENSURE AND CERTIFICATES: Employees who need licenses or certificates to meet their job requirements must: (1) obtain the license; (2) maintain it in good standing; (3) alert the Town Manager to any change in their license status; and (4) notify the Town Manager immediately if they lose (or may lose) their license or certificate. The loss of a required license or certificate needed to perform the job the employee is hired for may result in demotion, reduction or loss of pay, suspension, transfer and/or termination of employment.

SECTION 16: OVERTIME: Overtime will be paid to non-exempt Employees on hours exceeding 40 in a given work week. All overtime is compensated at 150% of the normal wage. If an employee is required to work on a paid Holiday, the employee will receive time and one-half pay for the hours worked during the shift, regardless of the total hours physically worked in that work week, plus ten hours of regular pay for holiday pay. If a Part-time or per-diem employee is called in to work during a Town approved paid holiday, the employee will be paid time and a half for the hours worked, plus regular holiday pay for the hours of the shift time (s)he worked during that day not to exceed ten hours of paid holiday. All overtime must be approved by the Town Manager or Department Head before the overtime is worked, except in the event of an emergency or on Election Day when the Registrar and Town Clerk are required by State Law to fulfill election duties (this also includes any time intended to be taken as compensatory time). To keep overtime costs down and to reduce the likelihood of staff driving while tired, Public Works employees are strongly encouraged to take time off from work to rest before and after plow/sand-able storms when possible.

OVERTIME WINTER OPERATIONS PUBLIC WORKS:

Although the town understands that emergencies and weather events cannot be scheduled, it will be the town's position to curtail overtime whenever possible with the focus towards improving the safety of the employees and citizens of towns while presenting fiscal responsibility to the town's budget. The Town manager will work with the Public Works Department to stay in

compliance with the TOWN OF VASSALBORO SNOWPLOW WINTER MANAGEMENT POLICY.

At the discretion of the Select Board and/or the Town Manager, overtime may be compensated with compensatory time for hours worked beyond forty hours in a work week. The Town's financial liability for Compensatory Time accrued but not taken will be limited to 80 hours. Compensatory Time will be paid out upon termination of the employee, or monetarily for any hours that exceed the 80-hour cap during the pay period earned.

The position of Town Manager is a salaried position, and the incumbent will be required to work according to the responsibilities of his/her job and will not be granted overtime pay or compensatory leave.

SECTION 17: HOLIDAYS: The following TWELVE PAID HOLIDAYS are recognized by the Town of Vassalboro: New Years Day, Martin Luther King Day, President's Day, Patriot's Day, Memorial Day, Juneteenth Day of Observance (June 19th), Independence Day (July 4th), Labor Day, Indigenous Peoples' Day, Veterans' Day, Thanksgiving Day, and Christmas. Holiday pay is intended to make the employee whole and not to exceed 40 hours in a non-OT pay period. The Town of Vassalboro will budget a maximum of 120 hours (12 holidays * 10 hours) for each regularly paid employee to cover the number of hours the employee is regularly scheduled; employees will not be entitled to unused hours. When a paid holiday falls on a Sunday, the following Monday shall be observed as the holiday. When a holiday falls on a Saturday and the staff is scheduled to work on Friday, they will observe the holiday that day. If the staff are not scheduled to work the preceding Friday, the Town will observe the holiday the subsequent Monday. The Select Board may declare additional paid holiday observation time (i.e.: Christmas Eve); such adjustments will be made on a per-case basis at the discretion of the Select Board and at the request of the Town Manager. When a holiday falls on a date on which earned paid leave is being used, it is not counted as part of the used earned paid leave time. If a paid holiday falls on a day that a part-time employee working at least 20 hours a week, but less than 40 hours a week on a regular basis would have normally worked, that employee will receive holiday pay equal to the number of hours they would have normally been scheduled to work on that day.

The normal year-round work schedule for Transfer Station staff is four, ten-hour days. If the recognized Town holiday falls on a normal day of operation (Tuesday, Thursday, Saturday or Sunday) the transfer station will be closed. If the holiday falls on a Monday, the Transfer Station will close on the Sunday preceding the holiday except for Memorial Day and Labor Day, the transfer station will close on Tuesday. If the holiday falls on Wednesday or Friday, the Transfer Station shall close on Thursday. The Transfer Station staff may file an annual request with the Select Board for closure of the Transfer Station on Easter Sunday. If such a closure is granted, the Transfer Station staff may choose to use Earned Paid Leave time, Personal Leave time for compensation, take the day off without pay, or with preapproved permission of the Select Board, in lieu of closing the transfer station on either of Patriot's Day or President's Day, may "float" the holiday pay forward to cover the scheduled hours since Easter Sunday is not an observed paid holiday. The request to float a paid holiday to cover Easter must be submitted for the Selectboards consideration by the last board meeting in January.

For part-time employee's holiday pay benefits, see Definitions Section under part-time employee.

SECTION 18: EARNED PAID LEAVE TIME (f/k/a Annual Leave time or Vacation time):

- A. Effective July 1, 2026, earned paid leave time shall begin to accrue by all personnel with each paycheck issued from the initial date of employment with the Town. Probationary employees are not entitled to use earned paid leave time until the employee has been employed for 120 days unless an emergency, illness or other sudden necessity for taking earned leave emerges. An employee may receive earned paid leave time pay prior to the start of his/her earned paid leave but must request said advanced compensation no later than the payroll immediately prior to the scheduled earned paid leave time. All full-time employees shall accrue earned paid leave time equivalent to the following rates:
1. Hire Date to year five (5) will accrue 3.5 hours per pay period, a total of 91 hours annually.
 2. Year five (5) to year ten (10) will accrue 4.5 hours per pay period, a total of 117 hours annually.
 3. Year ten (10) to year fifteen (15) will accrue 5.5 hours per pay period, a total of 143 hours annually.
 4. Year fifteen (15) to year twenty (20) will accrue 6.5 hours per pay period, a total of 169 hours annually.
 5. Twenty years plus, will accrue 7.5 hours per pay period, a total of 195 hours annually.

Part-time employees, who work an average of at least 20 hours a week, but who are less than 40 hours a week during a 52-week period, will accrue earned paid leave on a pro-rated basis of half the accrual rate of the full-time employees. Part-time employees who work an average of less than 20 hours a week will accrue earned paid leave time in accordance with 26 MRSA § 637 at the rate of 1 hour for each 40 hours worked up to 40 hours annually.

- B. The employee shall give reasonable notice to the employee's supervisor of the employee's intent to use earned paid leave. Earned paid leave times shall be granted at such time or times as shall be mutually agreeable by the Department Head and the Town Manager. Due consideration should be given to an employee's seniority in regard to scheduling usage of earned paid leave time, but town operational needs will be controlled. An employee may be paid in lieu of accrued earned paid leave time by approval of the Town Manager.

Employees must have completed the required number of years as of their Anniversary Date to be eligible for the next step increase in earned paid leave time rates. Requests for usage of earned paid leave time are to be made to the employee's supervisor. Leave will generally be authorized except under conditions where the employee is critical to the department's functioning during the period requested for leave. Earned paid leave time hours paid to an employee count as hours worked within a work week when calculating overtime pay for work over 40 hours.

Employees shall be entitled to accumulate a maximum of 160 hours of paid leave time earned and be compensated for it upon termination. For the Town Manager and employees with over ten years of service, up to 240 hours of earned paid leave time may be accumulated. Employees are strongly encouraged to use earned paid leave time to keep the balance below the cap. Under no circumstances shall employees be allowed to continue to accrue earned paid leave time beyond these caps and shall not be compensated for any amount in excess of the caps at termination. As each department budget permits and at the discretion of the Town Manager, an earned paid leave time buy-out for cash may be an option to reduce earned paid leave time balances.

SECTION 19: SICK LEAVE: Effective July 1, 2026, full-time employees accrue ten hours of sick leave a month from the initial date of employment for each month worked and shall be cumulative no more than 960 hours. Employees who have accumulated more than 960 hours of sick time as of the adoption of this policy will not continue to accrue any additional sick leave until their balance falls below 960 hours, and sick leave accrual will cease again once the cap of 960 hours is reached for that employee. Part-time employees may use earned paid leave time for any sick day in accordance with 26 MRSA § 637.

Employees calling in sick must call their direct supervisor, or the sick pay may be withheld. Employees who are sick for three days in a row may be required to provide a statement from their physician regarding their condition and expected duration of the illness. Failure to do so could result in the sick leave pay being withheld.

Approved reasons for use of sick leave are as follows:

- Personal illness
- Doctors appointments (Employee, Spouse/partner, or dependent children)
- Non-job-related injury
- Illness in immediate family

Sick leave may also be used to supplement workers compensation benefits to allow an employee to receive full pay while out with a justified work injury. The employee will have the option to use Sick leave for approved purposes equally hour by hour to cover any unworked scheduled time while tending to their needs. On a case-by-case basis the Town Manager may apply the Sick leave hours paid to the employee to count as hours worked within a work week when calculating overtime pay for work over 40 hours. (i.e. a scheduled doctor's appointment that minimally impacts on the workday operation of the employee)

For those employees participating in the group Income Protection Plan as offered by the Maine Municipal Association (MMA), use of sick time may occur at the same time as Income Protection benefits are provided up to 40 hours.

In the event of an extended illness, the employee will receive his or her normal compensation through the issuance of consecutive bi-weekly paychecks by first using any and all Sick Leave, and any and all Compensatory Time, any and all Personal Time, and finally any and all Earned Paid Leave Time available to the date of illness. During the illness, the employer may ask for medical evidence of his or her ability to return to work.

Subject to the provisions of the Family and Medical Leave Act, as and if applicable, if the medical evidence indicates a likelihood of the employee being able to return to his or her former position within 30 days after the end of compensable benefits, the Town will hold the position open. Subject to the provisions of the Family and Medical Leave Act, if the illness is likely to result in the employee not being able to return to work within 30 days after the end of compensable benefits, then the Town may waive holding the position open for the ill employee. Employees on FMLA may also elect to use any accrued sick, compensatory, personal, and earned paid leave time during the FMLA leave.

Employees on FMLA leave or extended regular sick leave will continue to accrue sick and earn paid leave during such period.

There will be no compensation to any employee for unused sick leave at termination unless otherwise agreed to in writing by the Select Board in an employment contract agreement.

SECTION 20: PERSONAL LEAVE: Effective July 1, 2026, as a defined benefit for employees, the Town of Vassalboro will allot paid personal leave to all employees not to exceed 30 hours for full-time and 20 hours for part-time employees. The personal time will be made available to all qualified employees during the first full pay period of the new fiscal year (prorated for new employees hired after the fiscal year has begun). There will be no compensation to the employee for unused personal leave time at termination unless otherwise agreed upon in an employment contract agreement. Personal leave hours paid to an employee will not count as hours worked within a work week when calculating overtime pay for work over 40 hours, will not be paid out more than the standard scheduled workweek. Personal leave time is not accruable.

SECTION 21: TOWN OFFICE/TRANSFER STATION CLOSURE

Based on factors including weather, road conditions and other municipal and state closures, the Town Manager will consult with the Selectboard Chair regarding closure of the Town Office and/or Transfer Station. The Town agrees to pay employees time off during closures determined by the administration.

SECTION 22: BEREAVEMENT LEAVE: An employee may be excused from work for up to forty (40) scheduled work hours because of the death of a spouse/domestic partner or child, (to include biological, stepchild, or dependent). The Town of Vassalboro will allot up to thirty (30) work hours because of death in his/her following listed family members to include parents, brother/sister(in-law), mother/father in-law, Grandparent, and shall be paid his/her regular rate of pay for the scheduled work hours missed. It is intended that his/her time off be used for the purpose of handling necessary funeral arrangements and attendance at the funeral.

SECTION 23: MILITARY AND RESERVE SERVICE LEAVE/FAMILY MILITARY LEAVE: Full-time permanent employees who are members of the organized military reserves or National Guard and who are required to perform field duty will be granted reserve service leave in addition to earned paid leave time in accordance with the Uniformed Services

Employment and Reemployment Rights Act (USERRA). The Town will provide up to two weeks of paid military leave per calendar year.

For any period of reserve service leave, the Town will pay the employee the difference between service pay and the employee's regular compensation, the total of which will equal the regular pay of the employee. Beyond the two (2) weeks paid leave permitted in a calendar year, an employee may take any additional necessary unpaid leave pursuant to USERRA.

Leave of up to 15 calendar days shall also be granted, without pay, to any employee whose spouse, domestic partner, or child is deployed to active duty with the State or Federal forces for a temporary tour of duty, other than the routine annual training period. This leave policy shall be governed by the terms, definitions and limitations set forth in 26 MRSA Sec. 814.

SECTION 24: MISCELLANEOUS BENEFITS: Employees assigned to the Public Works Department, or the Transfer Station are entitled to \$200.00 reimbursement each fiscal year after showing proof of purchase for steel-toed work boots to wear while at work. The Public Works Staff members are also entitled to reimbursement for at least one meal purchased during snowplow and sanding operations during and immediately after a storm. Receipts must be provided; checks for such reimbursements will be issued through the bi-weekly Treasurer's warrant process and approved by the Select Board. A work uniform and jacket laundry service are provided to the employees in the Public Works and Transfer Station Departments at no cost to the employee. Employees from those departments are expected to wear the clothing that is provided for them each workday.

SECTION 25: JURY DUTY: While on jury duty, employees will continue to collect their regular pay and will be expected to turn over to the Town any compensation received for serving jury duty except mileage reimbursement. Employees who receive a summons to jury duty should notify their supervisor immediately and present a copy of the summons to the Town.

SECTION 26: MUNICIPAL VEHICLES: When a Town employee is assigned to a Town vehicle or other piece of equipment, the employee is responsible for its proper use and maintenance. Any defects of the operation must be reported to the department head immediately. All Town vehicles must be operated in accordance with the traffic laws. Should an accident occur the person driving the vehicle must do the following:

1. Assist any injured person and dial 911.
2. Contact Law Enforcement and the immediate supervisor.
3. Take the names and addresses of the other persons.
4. Take the names and addresses of all witnesses present.
5. The foregoing will be made available to the Police immediately in the event the employee has been unable to contact the Police first.

Municipal employees may be allowed to take municipal vehicles home at the discretion of the Town Manager, in accordance with specific departmental policies as determined by the Select Board. At no time will a municipal vehicle be used for any private purpose, and at no time shall an employee's family or friends operate or ride in a municipal vehicle without the express written permission of the Town Manager, with the exception of the police vehicle, a holiday or parade procession, an emergency situation, or public display.

All personnel must use the available safety belt restraining system while operating or riding as a passenger in any departmental vehicle. It is the sole responsibility of the operator of the municipal vehicle to ensure that passengers have restraint devices in place. Any inoperable or malfunctioning restraining device shall be reported by the vehicle operator to his/her supervisor for appropriate repair. Failure to abide by the municipal vehicles policy may result in disciplinary action.

Employees are prohibited from placing or receiving calls without a hands-free device while driving town vehicles, or from sending or receiving texts or emails while driving. If no hands-free device is available or readily accessible when a call comes in while driving, employees should pull over to the shoulder of the road to receive cell phone calls, or let the call go to voice mail for later retrieval.

SECTION 27: COURTESY AND PROFESSIONALISM: The employees of the Town are public servants, and the citizens must be treated with courtesy and consideration. Every employee should remember that he or she may be the only contact a citizen has with his or her local government. The impression that the employee makes will determine for a long time to come what the citizen thinks of our Town Government. Failure of an employee to act with reasonable courtesy may result in disciplinary action. Employees are expected to practice a high level of personal hygiene, dress neatly and appropriately for work, and conduct themselves with a professional demeanor.

SECTION 28: FITNESS FOR DUTY: All employees are expected to be physically and mentally fit to perform their jobs in a safe manner at all times. If the employee is not able to perform his or her job, or taking any medication that might affect their ability to do their job, the employee must inform their supervisor immediately. If a supervisor believes the employee is not fit to perform his or her duties, the employee may be relieved from duty and may be requested to undergo a medical examination to determine fitness for duty. This exam will be paid for by the town, and the employee will be compensated during the exam period. Any employee who refuses to cooperate with a determination of whether he or she is fit for duty may be subject to corrective action, up to and including termination. If the employee is not fit for duty, he or she may be eligible for benefits, such as sick leave, family leave, workers' compensation, or others as provided in this Handbook. This policy will be interpreted and applied so as to conform to applicable law, including the Americans with Disabilities Act, the Maine Human Rights Act, and the Family and Medical Leave Act, as and if applicable.

SECTION 29: TECHNOLOGY USE POLICY: All computer systems, software, hardware, data, records, files, and documents are the property of the Town of Vassalboro. **Employees should have no reasonable expectation of privacy regarding the use of town systems and**

technology. All files, emails, documents, and data the employee creates, stores, downloads, or receives, are subject to review by the Town. The Town has the right to review Internet usage; the computer system keeps a record of all sites visited. Computer programs and software may be copyrighted and licensed, and therefore employees may not copy them. Limited and minor personal Internet usage may be permitted, but any abuse or overuse may be reviewed and could be cause for disciplinary action. Town systems shall not be used to download or visit sites which provide music, movies, pictures, pornography, gambling, illegal activities, dating sites, etc. Employees are not to create, open, or forward messages or emails that contain defamatory, threatening, or obscene messages or contents. Such emails should be either deleted, and the appropriate Town administrator should be notified. Similarly, chain emails or "spam" should not be forwarded or opened. Employees should exercise care with passwords and take precautions to protect confidential information they receive in the course of their duties. The Town may monitor blogging and social networking sites (i.e.: Facebook, Twitter, etc.) and employees should not blog or participate in social networking sites on town time, unless it is included in their job responsibility. If employees blog or participate in social networking sites on their time off from work, opinions made by employees should include a statement that makes it clear that the opinion stated is theirs alone and does not represent the town's policy or positions.

The use of personal cell phones to receive personal calls, emails or text messages not related to work should be severely limited during work hours. Whenever possible, all necessary personal calls and personal business should be made and dealt with during meal breaks and not during work hours.

SECTION 30: SMOKING ON TOWN PROPERTY: The Town of Vassalboro is committed to providing its employees and visitors with a safe, healthful, and productive workplace environment.

In accordance with the provisions of Maine's Workplace Smoking Act of 1985 (22 M.R.S.A. § 1580-A), smoking is prohibited within any municipal building or facility. Smoking is also prohibited in all municipal vehicles.

Smoking out of doors on municipal property shall be permitted only in areas located at least 50 feet away from any entryway, vent or doorway. All cigarettes, tobacco, matches and other materials used for smoking must be extinguished and properly disposed of.

SECTION 31: HOSTILE WORK ENVIRONMENT: In general, municipal employees are not required to remain in a hostile work environment. Employees who feel they are in a threatening situation, or a situation in which sexually explicit or foul language is being directed at them, or similar circumstances, should declare themselves to feel that it is becoming a hostile environment and request the offender cease the offending behavior immediately. If the offender does not stop or refuses to stop the hostile behavior, the employee is within their rights to remove themselves from the area, and immediately notify their supervisor of the circumstances and the decision to declare a hostile work environment.

Employees working as Police Officers are anticipated to be in situations where they will be subject to hostile work environments and may not exercise this portion of the Personnel Policy

when investigating a problem, making an arrest, questioning a suspect and the like. They may exercise this portion of the policy when being angrily confronted by a member of the public who is not violating the law and/or not subject to arrest.

Under no circumstances is an employee permitted to return hostile behaviors to the offending party (push them, threaten, swear at them, etc.). Employees should tell the party that they are being overly hostile, and that the employee will be leaving if they do not stop. The employee should instruct the person as to whom their supervisor is, ask them to take up the matter with the supervisor, and then politely leave the scene.

SECTION 32: ACTING SUPERVISOR PAY: Employees may, from time to time, be appointed by their supervisors as an Acting Supervisor. When asked, an employee is expected to temporarily fill a department manager's position. Arrangements for remuneration will be discussed with the employee in advance of assuming the responsibilities in that increased capacity.

SECTION 33: EQUAL EMPLOYMENT OPPORTUNITY: The Town of Vassalboro declares its intent to pursue a policy of non-discrimination in its personnel practices. This includes recruiting, hiring, opportunities for transfer and promotion, conditions or privileges of employment, as well as compensation and benefits. Such practices shall not favor or penalize any person because of race, religion, gender, national origin, age, color, ancestry, physical or mental disability, sexual orientation, or genetic information, where these are not found to be bona fide occupational qualifications.

The Town recognizes its responsibility to enhance the purposes set forth in the Maine Human Rights Act as well as federal statutes which may apply as a result of Federal grant activities.

SECTION 34: PAID FAMILY AND MEDICAL LEAVE POLICY

This policy explains how the Town of Vassalboro will follow the Maine Paid Family and Medical Leave Act (PFMLA). The PFMLA allows eligible employees to take paid leave for certain family and medical reasons. This policy outlines employee rights and responsibilities under the PFMLA. PFMLA leave will be used at the same time as other applicable leaves, such as workers' compensation or pregnancy leave, unless prohibited by law. Notices about the PFMLA are posted at all Town facilities and included in the employee handbook.

Employees who have worked for the Town of Vassalboro for at least 120 days before the start of the leave are eligible for PFMLA benefits. These benefits will be available starting May 1, 2026, as required by Maine law.

Employees can take PFMLA leave for the following reasons:

- To recover from their own serious health condition.
- To care for a family member with a serious health condition.
- For the birth of a child and to bond with the newborn.
- For the adoption or foster placement of a child and to bond with the child.

- For certain needs related to a family member's military service.
- To care for a family member who is a servicemember with a serious injury or illness.

Employees can take up to 12 weeks of paid leave in a 12-month period. The 12-month period starts on the first day the employee takes PFMLA leave. Employees must follow the Town of Vassalboro's usual call-in procedures to report an absence. After notifying their supervisor, employees must contact the Town Manager to complete a leave request form. This ensures timely processing of PFMLA leave.

Employees must provide a completed certification form from a healthcare provider to support their need for leave. The Town may also ask for proof of a family relationship if the leave is to care for a family member.

Employees must return the certification form within 15 days of the Town's request. If the form is not returned on time, the leave may be delayed or denied. If the form is incomplete, the employee will have 7 days to provide the missing information. The Town may request a second opinion at its expense. If the first and second opinions differ, a third opinion may be required, which will be final and binding.

Employees may take leave in smaller blocks of time (intermittent leave) if it is medically necessary for their own or a family member's serious health condition. Intermittent leave is not allowed for bonding with a new child unless the Town agrees.

If an employee takes leave for their own serious health condition, they must provide a fitness-for-duty certification from their healthcare provider before returning to work. Employees will be reinstated to their original job or an equivalent position with the same pay, benefits, and working conditions.

The Town of Vassalboro does not allow discrimination or retaliation against employees for requesting or taking PFMLA leave, opposing unlawful practices, or participating in PFMLA-related proceedings.

SECTION 35: VICTIMS OF VIOLENCE LEAVE: The Town will grant reasonable and necessary unpaid leave from work for eligible regular full-time and part-time employees who are victims of domestic violence, stalking, or sexual assault as provided for in State law Title 26 MRSA Section 850 (Employment Leave for Victims of Violence):

Leave will be granted for an employee to:

- a. Prepare for and attend court proceedings;
- b. Receive medical treatment or attend to medical treatment for a victim who is the employee's daughter, son, parent or spouse; or
- c. Obtain necessary services to remedy a crisis caused by domestic violence, sexual assault or stalking.

The leave must be needed because the employee or the employee's daughter, son, parent or spouse is a victim of violence, assault, sexual assaults under Title 17A, Chapter 11, stalking or any act that would support an order for protection under Title 19A, Chapter 101. Employees will accrue earned paid leave time and sick leave benefits during such leave. As soon as an employee becomes aware of the need of a leave of absence, they must make a written request for leave from his/her supervisor. This request shall be forwarded to the Town Manager or his/her designee for approval as soon as possible. The request must specify the length of leave requested, the reason for the leave, and estimated dates of departure and return. Employees utilizing such leave are required use any banked and accrued earned paid leave time, sick and/or compensation time during such period(s). Employees who have no such leave banked and accrued shall receive unpaid leave.

SECTION 36: NON-SOLICITATION: Town bulletin boards, walls, computer systems, offices, spaces and areas are restricted to work-related and town-approved items and issues. Employees are prohibited from using such areas for non-approved postings and handouts. In limited circumstances, the town may allow postings on designated bulletin boards for solicitations for charitable causes, recreational notices, sales marketing, etc.); however, such postings must be pre-approved by the Town Manager. Any obscene, derogatory or excessive posting or handout shall be removed without prior notice. Further, non-employees and entities are strictly prohibited from entering town property for the purpose of soliciting any item, issue or employee unless pre-approved or otherwise authorized by the Town Manager. Employees are instructed to direct any such person to the Town Manager.

SECTION 37: CHANGES TO POLICY: The Select Board retain the right to make changes to this policy and to conditions of employment, compensation and benefits as it deems necessary and in the best interest of the Town. **With the exception of the Town Manager,** these personnel policies do not constitute a contract between the Town of Vassalboro and its employees and may be changed by the Select Board at any time without prior notice. Except as otherwise provided by law, Town employees are "at will" employees, meaning that they or the Town may terminate their employment at any time.

SECTION 38: SEVERABILITY: If any provision of these rules and regulations or the application thereof to any person or circumstances is held invalid, the invalidity does not affect other provisions of these rules and regulations that can be given effect without the invalid provision or application.

EMPLOYEE ACKNOWLEDGEMENT:

I have received a copy of the Town of Vassalboro Personnel Handbook (“Handbook”) which is dated November 22, 2011, and revised on 2/2/11, 9/11/14, 11/17/16, 2/9/17, 8/23/18, 12/10/20, 11/18/21, 6/26/23, and 12/11/2025. I understand that this Handbook supersedes and replaces all other prior policies previously issued by the Town.

1. I understand that it is my responsibility to read the entire Handbook and to discuss anything I do not understand in this Handbook with the Town Manager or my Department Head. I hereby acknowledge that I have done so.
2. I understand that during my probationary period (applicable to new employees and employees promoted to new positions), my employment with the Town is “at will.” I understand that during the probationary period, I have the right to terminate my employment with the Town at any time, for any reason or no reason, with or without cause, with or without prior notice, and with no right of hearing, grievance procedures or appeal. I understand and acknowledge that the Town has the same rights.
3. I understand and acknowledge that the provisions of this Handbook, and any other Town policies, procedures and statements, are not intended to create, nor do they create, any contractual rights of any kind on the part of any employee of the Town. I understand that no implied contract concerning any term or condition of Town employment can be established by any prior conduct or practice of the Town.
4. I understand and acknowledge that the Town may modify, revoke, suspend, terminate or deviate from any of its policies or procedures, including the Handbook, at any time with or without prior notice. The interpretation, application and administration of all Town policies and procedures, including those set forth in the Handbook, shall rest exclusively with the Town.
5. I understand that no agent, employee, or representative of the Town has the authority to make any promise or agreement contrary to the foregoing or with the Handbook, unless such promise or agreement is in writing and signed by a majority of the Select Board.

I understand that a copy of this Acknowledgement Form will be kept in my personnel file.

Employee Name (Print)

Employee Signature

Position with the Town

ADDENDUM A – COMPENSATION POLICY AND SALARY, RANGES AND STEPS
(Effective July 1, 2025)

TOWN OF VASSALBORO

Policy Title:	Compensation Administration Policy
Applicable Law or Regulation:	Federal and State Wage and Hour Laws
Effective date:	July 1, 2025
Responsible Party:	Aaron Miller, Town Manager
Approved:	November 13, 2025
Last Updated:	November 13, 2025

Purpose:

The purpose of this Policy is to outline the policies and procedures governing the administration of compensation for all Town employees.

Scope:

This Policy covers all employees on The Town’s payroll.

Statement of Compensation Objectives:

It is the Town’s objective to establish and maintain a compensation system that will:

- Attract, retain, and reward qualified personnel at all levels of responsibility;
- Reflect the relative difficulty and responsibility-level of jobs;
- Be externally competitive, as well as internally consistent and fair;
- Foster good employee communication by providing individual employees with information on the pay structure and its administration;
- Motivate employees to work toward achievement of the Town’s goals;
- Control and predict payroll expense;
- Be straightforward to administer; and
- Comply with applicable federal and state laws.

Policy:

The following statements express the Town’s objectives and policies with respect to base pay of all employees. The Town recognizes that not all these objectives may be completely achieved at all times for employees (due to budget constraints, etc.), but they are set forth herein to serve as guidelines against which proposed actions are to be evaluated.

- Establish grades and pay ranges that reflect the relative value to the Town of the various jobs, as determined by the duties and level of responsibility of each job, and validated through compensation surveys of towns of like size and complexity;
- Ensure that, for comparable jobs, pay rates and benefits are competitive with those offered by other towns providing similar employment;
- Adjust pay ranges when warranted by changing economic and competitive factors, as determined by periodic surveys; and
- Ensure that compensation is not influenced by age, sex, creed, race, national origin, disability, or any other protected characteristic.

Fair Labor Standards Act (FLSA) Classifications

Each position (and each employee performing that position) must be classified as "exempt" or "non-exempt," according to guidelines established under the provisions of the *Fair Labor Standards Act (FLSA)*. Those employees in positions classified as "exempt" are exempt from the overtime provisions of the Act. Those employees in positions classified as "non-exempt" are subject to the payment of overtime, according to wage and hour regulations.

Grade and Pay Range Structure

In 2022, Laurie Bouchard of LBouchard & Associates, LLC was engaged to conduct a Compensation and benefits survey.

Based on the results of the survey, Ms. Bouchard created a Compensation Structure with the following characteristics:

- 16 Grades, each with a defined pay range with a minimum and a maximum rate
- Each Grade has an approximately 37.3% spread from minimum to maximum
- Each Grade has 17 Steps, with 2% between each Step

Guidelines for Administering Pay within Established Pay Ranges:

- **Minimum of the Range:** An employee performing the duties of a position, as described in their job description, shall be paid not less than the minimum of the pay range applicable to that job, unless the employee's qualifications and experience do not meet the requirements set for the position and he or she is receiving training essential to meeting such requirements (designated as a "Green Circled" pay rate).
- **Maximum of the Range:** An employee will not receive a base pay that exceeds the maximum of the pay range applicable to that position. Once an employee's pay reaches the maximum of the pay range (referred to as "Red Circled" pay rate), they will not have the opportunity to receive an increase in base pay until: 1) the employee is promoted to a higher grade level where the base pay does not exceed the top of the pay range; or 2) the pay ranges are adjusted by COLA and the maximum of the range exceeds the base pay.

- **Midpoint of the Range:** The midpoint in the range is the pay that is considered to be a fair and equitable rate of compensation for an employee who is fully qualified from the standpoint of training and experience, and whose demonstrated performance on the job over a period of eight or more years' time is entirely satisfactory in all respects.
- **Special Bonus:** An employee with very good performance record who is ineligible for a pay increase solely because they have reached the top of the pay range for their position, may be rewarded with a bonus, with recommendation by the Town Manager upon approval of the Selectboard, equal to or less than the dollar amount of the increase to which the employee would have otherwise been entitled.

Hiring Guidelines

- New employees will be hired into the pay range for the position, provided they meet the minimum qualifications for the job. If an employee who does not meet the minimum qualifications (e.g., training or certification requirements), they may be "green-circled" and hired below the minimum of the grade until the minimum qualifications are fulfilled.

Value of Prior Experience

- Closely-related prior work experience, as determined by the Select Board for the position of Town Manager, and by the Town Manager for all other positions, dating back 17 years (corresponding to 17 Steps in each pay range) will be counted at 50%. Prior related experience at the Town of Vassalboro, in the same time frame and in the same job classification, will be counted at 100%. Experience will be calculated at the inception of the new Compensation Program for all current employees, as well at the time of hire for new employees.

Pay Increases

The Select Board will consider pay increases under the following guidelines:

1. **Pay Range Adjustments.** Pay ranges will be adjusted at the beginning of each fiscal year based on approved cost of living increases (see below).
2. **Cost of Living Increases.** All Town employees may be eligible to receive annual cost-of-living increases based on the CPI-W (Consumer Price Index for Urban Wage Earners & Clerical Workers), as determined by the increase in the December CPI-W for the prior calendar year. Any increase must be approved by the Select Board. Approved COLA increases will be applied to the Grade and Pay Range Structure, and will be effective in the first full pay period of each new fiscal year.
3. **Step Increase.** The Selectboard may approve, in addition to COLA, a Step Increase for employees, which means that each employee's pay would be increased by 2% (as long as the employee is not at or over the top of the pay range).
4. **Increase at Time of Promotion.** When an employee is promoted to a position in a higher pay grade, the employee's pay will be increased to the proper step in the new grade based on experience.

Questions:

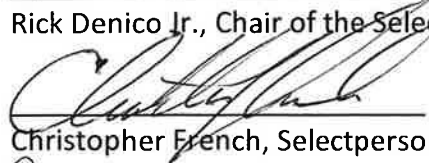
Questions about this Policy should be directed to the Town Manager.

This Policy was approved and adopted by the Town of Vassalboro Select Board on December 11, 2025.

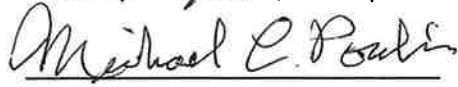
Given unto our hands this 11th day of December 2025 AD



Rick Denico Jr., Chair of the Select Board



Christopher French, Selectperson



Michael C. Poulin, Selectperson

See attached salary scale.