

Personnel Policy

Town of Frye Island

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1. General Policy

Frye Island is an unusually attractive community in which to live. It is the goal of the Board of Selectmen and Executive Committee to provide an equally attractive community in which to work. By providing competitive Salaries and benefits, the objective is to employ persons qualified to fill their positions, and to retain them from year to year. By doing so, a high level of service to the residents and property owners of Frye Island will be provided at an affordable cost.

2. Non-Discrimination

The Town of Frye Island shall provide equal opportunity to all applicants for employment without regard to religion, age, sex, marital status, race, color, ancestry, national origin, sexual orientation, place of residence, or physical or mental handicap, except as a bona fide occupational qualification.

3. Employee Relations

The Town of Frye Island is intent on maintaining full and open communications between the Administration and employees. An employee who at any time has a problem is encouraged to first discuss the problem with his/her supervisor. If the problem remains unresolved following that discussion, the employee may request a private meeting with the Town Manager.

4. Probationary Period

All new hires shall serve a probationary period of ninety (90) days and all re-hires shall serve a probationary period of thirty (30) days. The probationary period shall commence on the first day of work and not the date of hire. During the probationary period an individual's employment can be terminated at any time without cause.

5. Termination of Employment

All employees required by Town Charter or by Ordinance can only be removed for cause. All other employees are hired at will and nothing in this policy is intended to change the Town's at-will employment policy. Employment with the Town is at the mutual consent of the Town and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

6. Categories of Employment

There are three basic categories of employment on Frye Island:

Annual These positions are filled for nominally twelve (12) months a year. These are salaried exempt positions and include the Town Manager, Treasurer, Police Chief, Public Works Director, Golf Course Superintendent and Financial Coordinator.

Seasonal These positions are hourly non-exempt positions where the employee was on the Town payroll for a minimum of 400 hours the prior calendar year. At the end of the Frye Island open season these employees are laid off with the expectation, with no guarantee, that they will return as Town employees the following year. Seasonal employees are assumed to be eligible to fill the position year to year, unless the employee has resigned or has been otherwise terminated.

The Town Manager may modify the Seasonal Employee list for the following two reasons: (1) If a person replaces an individual that worked more than the above minimum and is no longer a Town employee, the new employee filling that position may be considered a Seasonal Employee; (2) If there was a serious illness that caused the employee to work less than the above minimum, hours, the employee may be considered a Seasonal Employee.

Summer These positions are hourly non-exempt positions with work assignments during the Frye Island open season. The employee either is new or did not work enough hours the previous year to be classified as a Seasonal employee. At the end of the Frye Island open season these employees are laid off. Summer employees are annual hires, and have to re-apply annually.

7. Work Week

Employees not exempt from the Fair Labor Standards Act shall receive overtime pay after forty (40) hours of actual work per week. All overtime shall be paid at the rate of one and one-half times the employee's nominal rate of pay. Annual employees, at the discretion of the Town Manager, may receive compensatory time for hours worked beyond forty (40) hours in a workweek.

The workweek begins on Sunday morning and ends on Saturday night. Employees are paid by check every other Thursday. Pay advances are not permitted except under extremely unusual circumstances, and only with the approval of the Town Manager

Supervisors must submit bi-weekly time sheets to the Financial Coordinator by 12:00 Noon on the Monday before payday. See the attached Exhibit #1 for the example of the Frye Island time sheet. Copies of the time sheets are available at the Town Manager's office and the Department Manager's office. Time sheets shall include the hours each employee worked, the days worked, sick time taken and vacation time taken. The employee and the supervisor shall sign time sheets.

8. Public and Employee Relations

Employees are prohibited from engaging in any conduct that could reflect unfavorably upon the Town or disrupt the efficient operations of the administration of the 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.

The cooperation of all employees is essential to operate the Town efficiently. The taxpayers of Frye Island are entitled to the best service that can be provided. Cooperation, courtesy and responsibility are the key elements of good service.

9. Receipt of Gifts

Town employees are prohibited from soliciting or accepting any gift, gratuity, favor, entertainment, loans, or any other item of monetary value from any person, within or outside Town employment, whose interests may be affected by the employee's performance or nonperformance of his/her official duties.

Acceptance of nominal gifts, such as food and refreshments in the ordinary course of business meetings, or unsolicited advertising or promotional materials such as pens, note pads, calendars, etc. is permitted.

10. Business Activities

No employee shall engage in any business other than his/her regular duties during work hours. Employees shall refrain from seeking or accepting election to any office in the Town government, and from using their influence publicly in any way for or against any candidate for office in the Town government. This rule is not 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.

11. Confidentiality

Town employees who have access to confidential information pertaining to persons or property in the Town are prohibited from using this privileged information to their private advantage, or to provide friends, acquaintances with private advantages. All employees are charged with the responsibility of releasing only information that is required under the "right to know" law, 1MRSA Sections 401-410.

12. Travel Expense

It is the intention of the Selectmen that employees will be adequately reimbursed for authorized outside travel. The Town's expectation is to neither overpay nor under pay an employee for his/her outside travel expenses. All employees shall use discretion and good judgment in all matters involving Frye Island funds. Travel to and from the employee's home and Frye Island is not reimbursable.

Travel by personal automobile, authorized in advance by the Town Manager, for official Town business that is more than seven miles from the Island, will be reimbursed at the then current Internal Revenue Service per mile reimbursement rate. Parking and highway tolls will also be reimbursed, with substantiating receipts for such expenses. Meals will be reimbursed only when the employee is required to be away from the Island during meal times. Lunches and Breakfasts will be reimbursed for no more than \$7.00, and dinners will be reimbursed for no more than \$15.00.

The standard Island expense voucher form (see attached Exhibit #2), available at the Town Manager's office, must be used to apply for travel reimbursement.

13. Substance Abuse

Employees are not permitted to be under the influence of alcohol or illegal drugs, while on duty. Disregard of this policy will be considered grounds for immediate discharge. All new hires may be subject to a pre-employment drug test in accordance with the Town of Frye Island's "Substance Abuse Policy for Employment Applicants".

14. Pay Schedules

Pay schedules will be developed by the Town Manager and submitted to the Board of Selectmen / Executive Committee as part of the annual budget process.

15. Benefits

A. Health Benefits

In order to assist in retaining an employee, the Board of Selectmen and Executive Committee may utilize an employment agreement (see Section 15) to provide Health Benefits through a carrier designated by the Town. Health Benefits are not in lieu of salary benefits. If Health Benefits are not needed, salary is not adjusted upwards by the cost of benefits to the Island. Nothing in this policy should be interpreted to prevent the Town from requiring an employee contribution for health coverage. The employee given a Health Benefit may elect to have family members covered under the Town's health benefits, with any additional premiums over single coverage paid entirely by the employee through payroll deductions.

The employees identified in the previous paragraph may be provided dental coverage and life insurance coverage. The Town shall select policies. Life insurance shall be one times the employee's annual wages.

Sick Leave will be granted to Annual and Seasonal positions at a rate of one-fifth day earned for every 40 hours worked. Compensation Time will not be included in calculating sick leave. Sick leave is not to be reimbursed if employee leaves the employment of the Island. Sick leave can accumulate from year to year. Sick leave is to be used only on those occasions when an illness prevents an employee from being present at work or when an employee's immediate family member is ill and requires attention.

Medical appointments for full time employees during working hours may be authorized in advance by the Town Manager or Department Head, allowing up to two (2) hours per appointment,

B. Bereavement Benefits

Bereavement time, time away from work with pay, shall be granted to all annual employees for a period of up to three (3) consecutive work days in the event of the death of an immediate family member, including parents, children, and siblings, or the parents, children or siblings of a spouse. Additional time, without pay, may be granted by the Town Manager in circumstances requiring an extended period away from work.

In addition, seasonal employees may be granted one (1) day of paid bereavement time in the event of a death in the immediate family. Additional time may be granted by the Department Head and the Town Manager depending on the employees work schedule.

C. Vacation Benefits

The Town Manager and Financial Coordinator are the only positions that have a vacation benefit. It is earned at the following rate:

- 2 weeks after first year
- 3 weeks after five years
- 4 weeks after ten years

Due to the seasonal nature of the island's residency, vacation time is to be taken from November to mid-April. Vacation time during an employee's first year will reflect the number of months which he/she has been employed. Because the vacation period is limited by the Island's open season, not all vacation time taken will coincide with a calendar year. Vacation time that is not taken is reimbursable if the employee leaves the employment of the island. At no time can an employee accrue more than one year's vacation time.

D. Compensatory Time

Compensatory time may be accrued by an Annual employee if they perform duties over and above the normal requirements of their job. Compensatory Time will be added at the end of the season.

E. Holidays

The Town of Frye Island recognizes the following Holidays:

New Year's Day	Martin Luther King, Jr. Day	President's Day
Patriot's Day	Memorial Day	Independence Day
Labor Day	Veteran's Day	Thanksgiving
Day after Thanksgiving	Christmas Day	

During the period of the year when the island is closed, all offices will be closed on these days and all active employees will receive a day's pay.

During the period when the island is open, those Seasonal and Summer personnel scheduled to work on the named Holidays shall receive time & a half pay for the hours worked. Those not scheduled to work shall not receive any additional pay. Annual personnel who work on the named Holidays shall receive a compensatory day off, to be scheduled under the consultation of the Town Manager.

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F. Retirement Benefit

In order to assist in retaining its employees, the Board of Selectmen and Executive Committee shall identify which Annual employees will have access to a 457 Deferred Compensation Plan. For those employees, the Town will contribute 5% of the employee's earnings to the designated plan. Employees will have the option of contributing their own funds to the plan, in accordance with the municipal 457 Plan.

Any Annual or Seasonal employee will have the option to open a 457 Plan account with the contributions coming from the employee's salary without any contribution by the Town.

G. Ferry Usage

As an additional benefit to all employees, the equivalent of one (1) free ferry passage will be granted to each employee for every 40 hours of work performed. All employees receive free travel to & from work on the Island.

H. Golf Membership

Annual and Seasonal employees will be given the benefit of an Individual Membership at the Frye Island Golf Club. There is no Initiation Fee associated with this Individual Membership. The cost of golf cart usage (i.e., pull cart, gasoline cart, Trail Fee) would be an extra cost to the employee.

16. Employment Agreements

It is recognized by the Board of Selectmen and Executive Committee that in order to attract and retain a qualified people for key positions, this general policy may have to be amended by an Employment Agreement. Said agreement must be approved by the Board of Selectmen and Executive Committee, and shall be binding on all parties. It shall be subject to review at the request of the Manager or the Board of Selectmen.

Currently the following four positions are covered by an employment agreement: Town Manager (Wayne Fournier), Treasurer (Joseph Potts), Public Works Director, (John Crosby currently being drafted) and Golf Course Superintendant (James Hodge). These agreements are unique to each individual and the position held. In the future, the Board of Selectmen and Executive Committee may or may not decide to utilize an employment agreement for these positions

17. Employee Reviews

Employees will have personnel reviews during the month of July. Reviews will be the basis for annual pay raises. Raises will take effect as of the following year.

Department Heads will perform the Employee Review for each employee in their department. Department Heads will recommend to the Town Manager specific raises for each individual employee in accord with the guidelines established by the Selectmen. Merit considerations will reflect employee performance. A percent range will be established by the Selectmen, for example 0 to 5%. One employee may receive a 2% merit pay raise increase, while another employee may receive a 4% merit pay raise.

The Board of Selectmen shall conduct an annual review of the Town Manager and the Treasurer prior to annual appointment.

An exit interview shall be conducted with all employees as they leave Town employment.

18. Employee Rights

Posters, which identify the rights of employees, are posted at the Island Office as well as the ferry trailer, and maintenance building. It is important that you know your rights.

19. Employer Rights:

The Town of Frye Island specifically reserves the right to repeal, modify or amend these policies as necessary. These policies are intended as informational guidance and the municipality reserves the right to interpret any provision and to change policies with reasonable notice to employees. These policies are not to be interpreted as promises of specific treatment or as creating contractual rights in any employee. In addition, conflicting changes in local, state or federal laws take precedence over the contents of personnel policies, whether or not those changes were incorporated into the policy.