

Complimentary Ferry Ticket Policy

Discussion: The following policy is promulgated to clarify the conditions under which complimentary ferry travel may be used and the procedures for issuing and accounting for travel and associated complimentary tickets, where applicable. This policy will become effective on July 1, 2009

- 1) Complimentary ferry travel will be provided to island workers for the purpose of commuting to and from work for the island on assigned workdays. Such travel is considered to be a part of their pay and benefits packages. Workers are encouraged to leave their vehicles on the mainland side if not required on the island. Ferry tickets will not be issued but trips will be entered on ferry logs. Workers affected include:
 - a) All employees on the town payroll.
 - b) All temporary workers hired by the town.
 - c) Enterprise Fund (golf course, marina and ferry) employees and workers who must travel to/from the island to perform their duties.
- 2) Complimentary ferry travel will be provided to personnel/vehicles that must travel to and from the island to provide services that generally benefit the island as a whole. Ferry tickets will not be issued but trips will be entered on ferry logs. Services affected specifically include:
 - a) Utilities (and their sub-contractors)
 - i) Central Maine Power
 - ii) Maine Gas (or other gas provider if applicable)
 - iii) Fairpoint Communications
 - iv) Septic system servicers
 - b) Recurring town operations
 - i) Town and department Officials while on official business, such as attending meetings, essential to town operations.
 - ii) Island visitors for business essential to town operations. Town or department manager will provide a list of applicable non-island authorized vehicles to the ferry manager.
 - iii) Department of Public Works vehicles and contractors for travel essential to island support and maintenance.
 - iv) Enterprise operations to include contractor service and delivery vehicles. Enterprise operations manager will provide a list of authorized vehicles to the ferry manager.
 - v) Emergency vehicles to include Frye Island Volunteer Fire Department vehicles while on official business.

- c) Commercial operations
 - i) Delivery and service vehicles essential to operations of the Frye's Leap store and restaurant operation as specified in the town lease. Frye's Leap manager will provide a list of authorized vehicles to the town manager and ferry manager
 - ii) Complimentary ferry services for other commercial operations, on a continuing basis, must be approved by the Executive Committee. Such approval will be limited, strictly controlled and based on general need and routine applicability to the island population as a whole.
- 3) Complimentary ferry travel will be provided to personnel/vehicles that must travel to and from the island to provide services that generally benefit the island as a whole. Complimentary ferry tickets will be issued and trips will be entered on ferry logs. Responsible officials may, at their discretion, provide limited numbers of bulk tickets in advance to individuals or activity heads for the sake of streamlining operations. If bulk tickets are provided it is the responsibility of the individuals or activity heads involved to ensure that tickets are only used for ferry travel associated with official activities. Services affected specifically include:
 - a) Volunteer activities such as town officials, committees, clubs while on travel for official business. Complimentary tickets must be issued by the Town or appropriate department manager.
 - b) Official travel in support of Volunteer Fire Department operations not involving department vehicles. Complimentary tickets must be issued by the Fire Chief or Town Manager.
 - c) Travel in support of Community Center sponsored activities. Complimentary tickets must be issued by the Town Manager.
 - d) Other official activities as may be authorized by the Town or Department managers. Complimentary tickets must be issued by the appropriate manager.
- 4) Complimentary ferry travel may be authorized as remuneration, in lieu of salary, for ferry services provided by substitute crew members in the event of crew absenteeism. Face value of the complimentary travel will not exceed the salary of the replaced crew member. Such remuneration will be authorized by the Director of ferry operations. However, the use of ferry tickets as remuneration for scheduled work on the ferries is prohibited.

- 5) No Town Employee will get free Ferry rides for personal use. However; complimentary ferry travel may be considered a part of an employee benefit package, if approved by a majority of the Executive Committee. At the time this Policy was released, the following employees have free ferry service included in their benefit package:
 1. Wayne Fournier, Town Manager
 2. Joe Potts, Town Treasurer
- 6) Complimentary Tickets for Medical Use: There are times when an Islander requires frequent trips off Island to receive special medical treatment. In extreme cases, when approved by the Town Manager, an individual may receive complimentary ferry passage to receive this treatment. In addition, there may be times when special treatment / hospice care is required on the Island. When approved by the Town Manager, complimentary passage may be issued to the attending party.
- 7) The Town Manager will provide a written monthly report to the Executive Committee identifying those individuals issued a complimentary ferry ticket(s).