



# TOWN OF WINSLOW, MAINE

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114 Benton Avenue  
Winslow, ME 04901

## TOWN COUNCIL

## ORDINANCE NO. 13-2022

### AN ORDINANCE

Providing for: An Amendment to Ordinance No. 5-2021 **Personnel Rules and Regulations for Town Employees** amending the Standard Hours of work and Holiday schedule by adding the underlined and deleting the ~~strikethrough~~ language in the attached documents.

**BE IT ORDAINED** by the Town Council of the Town of Winslow as follows:

**WHEREAS** the Town Council established Personnel Rules and Regulations for Town Employees with Ordinance No. 1-1998; and

**WHEREAS**, the Town Council amended the Ordinance with Ordinance No. 5-2003, Ordinance No. 3-2013, Ordinance No. 8-2016, Ordinance No. 7-2019, Ordinance No. 2-2020; and then again with Ordinance No. 05-2021; and

**WHEREAS** the Town Manager is proposing to amend Section 5: Conditions of Employment – Subsection 5.2: Standard Hours of work of the Personnel Policy & Regulations Handbook to changing the work hours from Monday through Friday, 8: 00a.m – 4:30pm to Monday through Thursday, 8: 00a.m- 6:00pm; and

**WHEREAS** the Town Manager is proposing to amend Section 6: Employee Benefits – Subsection 6.1: Holidays of the Personnel Policy & Regulations Handbook to add in the Juneteenth holiday (June 19<sup>th</sup>),

**BE IT ENACTED** by the Town Council of the Town of Winslow that Ordinance No 5-2021 be amended by adding the underlined (underlined) and deleting the strikethrough (~~strikethrough~~) language in the attached section.

### SPONSORED BY: Administration

### IN THE TOWN COUNCIL

June 13, 2022

First Reading, 7 / 0  
accepted / rejected

July 11, 2022

Second Reading, 7 / 0  
adopted / rejected

APPROVED: July 11, 2022

Betsy Bellman  
Town Clerk

CHAIRMAN: [Signature]

**PERSONNEL POLICY AND REGULATIONS  
FOR  
TOWN OF WINSLOW, MAINE**

stipulated in each contract and are covered by this Personnel Policy with regard to those areas not specifically addressed in the contract. Contract employment is generally reserved for the Town Manager, Department Heads, and other specialized, professional employees.

**PROBATIONARY.** All employees appointed to an established position in Town Government shall serve a probationary period for the first six (6) months. Employment during such period may be terminated without just cause and for any reason upon notice from the Town Manager upon the recommendation of the Department Head. The probationary period may be extended upon mutual agreement of the Department Head, Employee and Town Manager.

**ON-CALL.** On-call employment occurs when employees work on an intermittent and as-needed basis. Employees who are on-call do not have a regular schedule but work as available and as needed by the Town. Such employees are paid for hours actually worked and receive no other benefits except those mandated by law, including Workers' Compensation and Unemployment Compensation.

**4.5 Employment Anniversary Date**

The date on which the employee is most recently hired by the Town. This date shall remain constant unless the employee separates from Town service and is subsequently rehired. The employment anniversary date may be used to compute any benefits for which the employee is eligible.

**5. CONDITIONS OF EMPLOYMENT**

**5.1 General Policy**

The Town maintains the right to establish the hours of work required for conducting the business operations of all Town Departments. All officers and employees of the Town shall serve the hours required for their respective departments.

**5.2 Standard Hours of Work**

Employees will work a standard thirty-five (35) to forty (40) hour work week unless hired on a different schedule.

Town offices will be open to the public ~~Monday-Friday~~ Thursday, 8:00 a.m. to ~~4:30 p.m.~~ 6:00 p.m.

Employees shall work an ~~eight~~ ten-hour block of time and have ~~the choice of a one (1) hour or~~ one-half (½) hour lunch period. Within departments, lunches will be scheduled to ensure adequate staffing to provide services to Winslow citizens throughout the workday when possible.

**5.3 Fair Labor Standards Act Exemptions**

The Fair Labor Standards Act requires employees be paid minimum wage and overtime unless they are exempt. Exempt employees are classified as executive/management, administrative,

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**5.7 Inclement Weather**

During periods of inclement weather, when conditions begin to reach the stage where travel may become hazardous, the Town Manager may deem it appropriate to keep non-essential, administrative employees' home for their own safety or release employees from work early. During such closings non-clerical, Police, Fire and Public Works employees shall be considered essential for purposes of maintaining public safety. The Town Manager may deem it appropriate to close early due to inclement weather. Office closings shall be announced on area radio stations.

**6. EMPLOYEE BENEFITS**

**6.1 Holidays**

The following holidays are observed by the Town and shall be granted with pay to regular, full-time employees and part-time employees who work 30 or more hours per week:

1. New Year's Day
2. Martin Luther King
3. Washington's Birthday
4. Patriots Day
5. Memorial Day
6. Juneteenth
7. Independence Day
8. Labor Day
9. Columbus Day
10. Veterans Day
11. Thanksgiving Day
12. Day after Thanksgiving Day
13. Christmas Day

Regular, full-time employees who are required to work on any of the above-designated holidays shall receive his/her holiday pay (& 10 hours x regular rate of pay) plus an additional time and one half (1 ½) their regular rate of pay for hours actually worked.

Unless designated as a Monday holiday, when a holiday falls on a Saturday, it shall be observed on the preceding Friday. When it falls on a Sunday, the following Monday shall be observed.

In order for an employee to be eligible for holiday pay, he/she must work the employee's regularly scheduled workday or be on approved leave immediately before and following the holiday. Employees on approved sick leave, scheduled day off, or vacation shall qualify for holiday pay. Employees on unpaid leave or otherwise in non-pay status, are not eligible for holiday pay.