



TOWN OF WINSLOW, MAINE

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PUBLIC HEARING: December 11, 2023

TOWN COUNCIL

ORDINANCE NO. 10-2023

AN ORDINANCE

Providing for: An Amendment to Ordinance No. 13-2022 **Personnel Rules and Regulations for Town Employees** amending the 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; Ordinance No. 05-2021; and then again with Ordinance No. 13-2022 and

WHEREAS the Town Manager is proposing to amend Section 6: Employee Benefits– Subsection 6.1: Holidays of the Personnel Policy & Regulations Handbook to changing holidays that falls on a Saturday shall be used as a floating holiday; 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 floating holidays.

BE IT ENACTED by the Town Council of the Town of Winslow that Ordinance No 13-2022 be amended by adding the underlined (underlined) and deleting the strikethrough (~~strikethrough~~) language in the attached section.

SPONSORED BY: Administration

IN THE TOWN COUNCIL

December 11, 2023

¹⁵
January 8, 2024

First Reading,	<u>7</u>	<u>0</u>
	accepted	rejected
Second Reading,	<u>6</u>	<u>0</u>
	adopted	rejected

Andrea Stern
Town Clerk

APPROVED: January 8¹⁵, 2024

CHAIRMAN:

Mike Joph
Frank Hudson
John Marklin

Adam Smith
Robert R. Lee

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

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 worked.

For non-unionized employees working a Monday-Thursday schedule, if a holiday is celebrated on a Friday (with the exception of the Friday after Thanksgiving) or Saturday, the employee will be given a floating holiday. Employees can use up to four accumulated floating holidays consecutively. When a holiday falls on a Sunday, it shall be observed on the following Monday.

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.

**PERSONNEL POLICY AND REGULATIONS
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Extra holidays may be granted by action of the President of the United States or Governor of the State of Maine and shall qualify employees for a day off with pay.

The Town Manager may authorize a day off with pay.

6.2 Sick Leave

Sick leave for regular, full-time employees shall accumulate at the rate of 12 hours (1½ days) per month up to a total of 1,440 hours (180 days) maximum, with no buy-out on retirement or severance. Sick leave for part-time employees who work 30 or more hours per week shall accumulate at the rate of 9 hours per month up to a total of 120 hours, with no buy-out on retirement or severance.

No employee will be eligible for paid sick leave unless accrued.

Sick leave credits shall not be earned by an employee during a leave of absence without pay, a suspension without pay, or when the employee is otherwise in a non-pay status.

6.2.1 Use of Sick Leave

Paid sick leave may be used:

- ▶ during times of personal illness or physical incapacity when employee is unable to perform the duties of the position.
- ▶ when necessary to care for immediate family members living within employee household (spouse, children, parents, registered domestic partner) who are ill.
- ▶ for routine doctor, dentist and other health related appointments that can only be scheduled during work hours (employees are encouraged to schedule such appointments at times during the workday that will cause the least disruption to department operations); and
- ▶ in accordance with the Family Medical Leave Act.

The Town Manager or Department Head may request a medical examination or doctor's certificate for use of sick leave for three (3) or more consecutive days, or because of repeated absences on days preceding or days following a holiday or weekend.

A physician's statement certifying a return to work for employees who have been out due to surgery or serious illness may be required. Falsification or abuse of sick leave benefits may result in disciplinary action, up to and including dismissal. If the Town does not agree with the physician's statement, the Town may send the employee to a Physician designated by the Town.