

ORDER

STANDISH TOWN COUNCIL

DATE: May 9, 2017
ORDER NUMBER: 44-17

Submitted by: Delcourt

TITLE: AMENDMENT TO STANDISH PERSONNEL POLICY, ARTICLE VI -- HOURS OF WORK, ARTICLE VIII -- HOLIDAYS, AND ARTICLE IX -- INSURANCE AND OTHER EMPLOYEE BENEFITS

ORDERED that the Town of Standish hereby ordains the following amendments to the Standish Personnel Policy, effective immediately upon adoption:

The Personnel Policy of the Town of Standish shall be amended as follows (additions are underlined and deletions are ~~struck out~~):

ARTICLE VI -- HOURS OF WORK

6.1. **STANDARD HOURS** The normal workweek for full time employees shall be ~~forty (40)~~ thirty-eight (38) hours. The hours of work, starting and quitting times and lunch period shall be established within each department with the Town Manager's approval. Unless otherwise specified the official hours of operation shall be Monday – ~~Friday~~ Thursday from ~~8:30~~ 7:30 a.m. to 5:00 p.m.

ARTICLE VIII – HOLIDAYS

8.1. **HOLIDAYS OBSERVED** The following days shall be recognized and observed as paid holidays for regular full time employees when holidays fall on normal working days except when they fall on Friday, Saturday or Sunday. In such cases they will be observed on ~~Friday or Monday respectively~~ the last day of the work week or on the first day of the following work week. Holidays listed below shall be observed for an 8-hour period except Christmas Eve which is a 4-hour period. Holidays shall be observed on the same day as observed by the State of Maine

8.1.4 Holidays which fall on non-work days will be observed on the last day of the work week or on the first day of the following work week with the exception of the Transfer Station. Holiday closing days for the Transfer Station remain Thanksgiving, Christmas, New Years and the Fourth of July.

ARTICLE IX -- INSURANCE AND OTHER EMPLOYEE BENEFITS

9.2. **HEALTH AND DENTAL INSURANCE** Regular full time employees working ~~forty (40)~~ thirty-eight (38) hours per week, or as otherwise specified, are eligible to participate in the health and dental insurance package as provided for by the Town of Standish. ... Regular employees who work thirty (30) to ~~forty (40)~~ thirty-eight (38) hours per week will have access to prorated benefits.

Note: This action incorporates the furlough revisions contained in Council Order 79-09, June 2, 2009,

APPROVED _____ DISAPPROVED _____

ROLL CALL YEA NAY ABSTAIN

BLANCK	_____
DELCOURT	_____
HIGGINS	_____
NESBITT	_____
POMERLEAU	_____
SARGENT	_____
SIRPIS	_____

CLERK/SECRETARY _____
COUNCIL CHAIR _____