

ORDER

STANDISH TOWN COUNCIL

DATE: June 7, 2016

ORDER NUMBER: 63-16

Submitted by: Olson

TITLE: AUTHORIZE AMENDMENTS TO PERSONNEL POLICY

ORDERED that the following amendments to the *Town of Standish Personnel Policy* be adopted effective immediately.

ARTICLE VII – LEAVES

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7.2. VACATION LEAVE The Town Manager shall be responsible for accrued vacation leave privileges in accordance with the following schedule:

0 through 5 years earn at a rate of ten (10) work days each year,

6 through 10 years earn at a rate of fifteen (15) work days each year, and

11 years and over earn at a rate of twenty (20) work days each year.

Newly hired experienced Department Heads shall be entitled to three weeks accrued vacation time effective upon the date of employment.

ARTICLE IX -- INSURANCE AND OTHER EMPLOYEE BENEFITS

9.5. RETIREMENT BENEFITS The Town shall contribute on behalf of each full time employee after the first full year of employment an amount equal to 6% of each full time employee's gross wage for a given pay period toward a selected 401(A) plan. After the first full year of employment each employee, as a condition of employment, shall be required to contribute 2% of the employee's gross wage towards the plan for each pay period. This payment shall be made through a mandatory payroll deduction. Employees may elect to contribute additional amounts of wages to the plan without town participation. Vesting is 100% after the first five (5) years of employment. Full time employees may contribute voluntarily to the 457 Deferred Compensation Plan subject to IRS regulations.

Employees with ten or more years' service shall be entitled to a buyout of 50% of accrued sick time upon retirement.

APPROVED _____ DISAPPROVED _____

ROLL CALL YEA NAY ABSTAIN

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| BLANCK | _____ |
| HIGGINS | _____ |
| NESBITT | _____ |
| OLSON | _____ |
| ORDWAY | _____ |
| POMERLEAU | _____ |
| SARGENT | _____ |

CLERK/SECRETARY _____