

Commissioner of Public Works

Town of Kittery

Position responsibilities include proven leadership abilities, planning, organizing and directing all Public Works operations and activities. Demonstrated experience in planning and scheduling public works projects. Responsible for directing a public works department engaged in solid waste management, street improvement management, fleet management, street cleaning, park maintenance, snow removal, public areas horticulture, stormwater management and other related activities. Duties include, but are not limited to, budget preparation, development of departmental operating policies and procedures, bid preparation, purchasing, contract negotiations and contract management. Requires a Bachelors degree (Civil Engineering preferred) in position related field and three-years of progressively responsible experience managing public works type programs and staff and / or a combination of experience and training. Excellent labor management skills required. Additional position info at www.kittery.org The town offers a competitive compensation and benefits package. Position remains open until filled with initial cut-off date of 10/1/09. Qualified applicants should send both a signed cover letter, resume with salary history to: Town Manager, 200 Rogers Road, Kittery, Me 03904 or email to jcarter@kitteryme.org .
EOE

Recruitment Schedule:

Initial Cut-off to Review Applications: 10/1/09

Week of October 5-9 Review of Applications

Interviews Week of October 12th

Finalist Interviews : Week of October 19th

Background Checks and offer: Week of October 26th

Job Description:

2.24.310 Commissioner.

A. Purpose of Position. The purpose of this position is to direct, manage, and supervise all day-to-day activities of the public works department for the town of Kittery, Maine. Duties include, but are not limited to: supervising staff; directing activities; preparing and submitting reports; preparing, planning, scheduling, and inspecting work; attending meetings; and performing additional tasks as assigned by the town manager.

B. Essential Duties and Responsibilities. The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Supervises and evaluates assigned staff; manages employee concerns; directs work assignments, and counsels/disciplines employees.
2. Provides opportunities for employees to attend meetings for safety education and worker improvement programs.

3. Organizes, coordinates, selects, and directs the activities of all manpower, equipment, materials, and facilities for the three divisions of public works - parks, highways, and solid waste.

4. Prepares and submits administrative written materials, including reports and budgets; provides public relations and communication; establishes and maintains working relationship with contractors, vendors, and regulatory agencies; places orders for materials, equipment, and supplies.

5. Substitutes for foreman, as needed; confers with employees; prepares, plans, schedules, and inspects work assignments and projects; attends various meetings and seminars.

6. Utilizes various office machines and equipment in the delivery of service, such as computer, transit, telephone, two-way radio, facsimile machine, and drafting tools.

7. Reviews and receives various reports, documents, and forms, including budgets, invoices, purchase orders, work orders, supplier directories, bids, union contracts, annual reports, inventories, construction plans, contracts, and development proposals.

8. Engineers minor plans and may have to do field layouts for these projects.

9. Investigates and attempts to resolve resident problems and complaints.

C. Additional Duties and Responsibilities.

1. Performs the duties of the tree warden as necessary.

2. Performs administrative tasks such as answering phones, taking and relaying messages, etc.

3. Performs other related duties as required.

D. Essential Training and Experience Required to Perform Essential Functions. Bachelor's degree in business management, civil engineering, or related field required, with a minimum of three years experience in the operation of public works department; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Supervisory experience required. Must possess appropriate driver's license.

E. Minimum Physical and Mental Abilities Required to Perform Essential Functions.

1. Physical Requirements.

a. Must be physically able to operate a variety of machines and equipment, including, but not limited to: computer, transit, telephone, two-way radio, facsimile machine, and drafting tools.

b. Must be able to move or carry job related objects or materials.

c. Must be physically capable of reaching to obtain various books, printouts, file boxes, etc.

d. Physical demand requirements are at levels of those for office environment work.

e. Must be able to operate vehicles and equipment for trial purposes.

2. Numerical Aptitude.

a. Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide; determine percentages; compute discount, interest, profit and loss, ratio and proportion; and interpret same as may be appropriate.

3. Language Ability.

a. Requires the ability to read a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures.

b. May require the ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech.

4. Interpersonal Communication.

a. Requires the ability to communicate with people to convey or exchange professional information.

5. Environmental Adaptability.
 - a. Requires the ability to interact with people (i.e., staff, general public and elected officials) beyond giving and/or receiving instructions.
 - b. Work is normally performed both in the field and in an office environment. Headaches, eye strain, carpal tunnel syndrome, and related occupational hazards associated with computer and office work. Field work may involve lifting, pushing, pulling, bending or climbing. Muscle strains and accidents are safety concerns associated with field work. Outside work in inclement weather under the worst field conditions is also required.
- F. The town of Kittery is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the town will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer. (Ord. 5-97 § 1801: prior code § 9^{1/2}-15 (part))

Chapter 2.20

PERSONNEL SYSTEM GENERALLY

Sections:

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| 2.20.140 | Records. |
| 2.20.150 | General prohibitions. |
| 2.20.160 | Basic workweek—Fringe benefits. |

2.20.005 Definition of terms.

As used in this chapter, unless the context otherwise indicates, the following terms have the meanings indicated in this section:

“Domestic partner” means one of two unmarried adults who are domiciled together under long-term arrangements that evidence a commitment to remain responsible indefinitely for each other’s welfare.

“Registered domestic partners” means domestic partners who are registered in accordance with 22 MRSA, Section 2710 or any successor statute. (Ord. No. 4-04 (part))

2.20.010 General provisions.

- A. Short Title. This chapter and Chapters 2.24 and 2.28 shall be known as the personnel ordinance.
- B. Statement of Policy. It is the declared policy of the town that:
 - 1. Employment in the town government is based on merit and fitness, free of personal and political considerations.
 - 2. Just and equitable incentives and conditions of employment are established and maintained to promote efficiency and economy in the operation of the town government.
 - 3. Positions having similar duties and responsibilities are classified and compensated on a uniform basis.
 - 4. Appointments, promotions and other actions requiring the application of merit are based on qualifications and performance. Seniority is considered when all other factors are deemed to be equal.

5. High morale is maintained by fair administration of this chapter and by every consideration of the rights and interests of employees consistent with the best interests of the public and the town.
6. Tenure of employees covered by this chapter is subject to good behavior, the satisfactory performance of work, necessity for the performance of work, and the availability of funds. (Ord. 3-00 (part): prior code § 9½-1)

2.20.020 Scope and coverage.

- A. The provisions of the personnel classification and compensation plan apply to all positions in the town except as follows:
 1. All elected officials and members of boards and commissions;

2. Employees under the control of the school committee;
 3. Volunteer personnel and personnel appointed to serve without pay/salary, including those personnel who are merely reimbursed for out-of-pocket expenses associated with the performance of their responsibilities. This exception does not apply to department heads and other employees with significant supervisory responsibility whose positions require significant independence in the completion of their work;
 4. Consultants and counsel rendering temporary professional services;
 5. Positions which involve seasonal or part-time employment. Seasonal employment is defined as employment that does not continue for at least one continuous calendar year (three hundred sixty-five (365) days), and part-time employment is defined as employment consisting of less than thirty (30) hours of work per week, regardless of the length of employment;
 6. Employees under separate union contracts, except that the provisions of this section shall apply to those areas not covered by union contract;
 7. Management employees with separate employment agreements.
- B. Nothing herein, however, prohibits reference to this plan for assistance in determining the compensation and benefits of town employees not covered by the plan. (Ord 3-00 (part): prior code § 9^{1/2}-2)

2.20.030 Administration.

- A. Duties of Town Manager. The personnel program established by this chapter shall be administered by the town manager. The town manager shall:
1. Attend meetings of the personnel board when requested;
 2. Administer all the provisions of this chapter and of the personnel rules;
 3. Prepare and recommend to the town council revisions and amendments to the personnel rules;
 4. Prepare such personnel reports and provide such personnel information as is directed by the personnel board.
- B. Personnel Board Established—Composition—Qualifications, Terms, Removal, Compensation of Mem-bers—Filling of Vacancies—Duties Generally. A personnel board is established, consisting of five members appointed by the town council. No member of the board shall be employed by the town, nor hold or be a candidate for any elective office. Each member of the board shall serve a term of three years; provided, however, that of the members originally appointed, one shall serve for a term of one year, two for a term of two years, and two for a term of three years. All terms expire on the same date in their respective years. Members serve conditioned only upon good behavior and may be removed for cause after notice and hearing. However, no member of the personnel board may serve for more than two consecutive three-year terms. Vacancies occurring during a term are filled by the town council for the balance of the term. Members of the board serve without compensation, but funds will be provided for reasonable and necessary expenses. The board elects its own chairperson. In addition to the duties set forth elsewhere in this chapter, the board shall:
1. Advise the town manager on matters of personnel policy and problems of personnel administration, including the development of personnel rules, a job classification plan, and a uniform pay plan;
 2. Represent the public interest in the improvement of personnel administration in the town service;
 3. Make any inquiry which it may consider desirable concerning personnel administration in the town service, and make advisory recommendations to the town manager, with respect thereto.

C. Personnel Board Responsible for Hearing Grievances. The personnel board is responsible for hearing grievances involving employees covered by this chapter in the manner and under the provisions specified by this chapter.

D. Opinions and Decisions of Personnel Board. All opinions and decisions issued by the personnel board are advisory in nature and are issued to the town manager and to the employee(s) requesting the grievance hearing or separation/demotion hearing.

E. Function of Personnel Board Generally. It is not the personnel board's function to exclusively represent the interests of the employee or the employer; it is the board's function to fairly and impartially represent the interests of both parties and to clearly and continually work for the development of mutual respect, understanding, and cooperation between the parties. (Ord 3-00 (part): prior code § 9_{1/2}-3)

2.20.040 Personnel rules—Promulgation, adoption, force and effect, amendment.

The town manager shall draft such rules as may be necessary to carry out the provisions of this chapter. These rules shall be submitted for adoption by ordinance of the town council. These rules have the force and effect of law; except that it is clearly understood that these rules are subordinate to and may not conflict with the provisions of the Town Charter and state law. Amendments of the rules are made in accordance with the same procedure. (Ord 3-00 (part): prior code § 9_{1/2}-4)

2.20.050 Classification plan—Maintenance.

The town manager is responsible for the proper and continued maintenance of the classification plan so that it will always reflect the duties being performed by each employee in the town service and the class to which each position is allocated. Revisions of class specifications and reallocation of positions within the approved classification plan are made as follows:

A. The town manager, charged with the responsibility for maintaining the plan, shall study the duties and responsibilities of each new position. The manager shall make a recommendation to the town council as to the desirability of creating the new position, and, if the position is created, shall place the position in the appropriate class within the classification plan or if there is not an appropriate class, create a new one for the position.

B. Department heads shall report changes in the duties and responsibilities of a position to the town manager. After forwarding recommendation for approval or denial of such changes to the town council, and, if the changes accepted are permanent and of such a nature as to require it, the town manager shall reallocate the position to the appropriate class.

C. A department head, or an employee through the department head, may request the town manager to review the duties of any position.

D. The town manager shall review the classification plan periodically, and, upon the basis of that review, may recommend that classes be combined or abolished or that new classes be established.

E. The classification of positions within the town service are governed by the provisions of the personnel position-classification plan as specified in Chapter 2.24. (Ord. 3-00 (part): prior code § 9_{1/2}-5)

2.20.060 Pay plan—Maintenance.

A. The town manager is responsible for the proper and continued maintenance of the pay plan and may review the pay plan or parts of it at any time but shall review the overall pay plan at least once a year. The range for each class must be such as to reflect the differences in duties and responsibilities and must be related to compensation for comparable positions in other places of public and private employment.

B. The town manager shall submit the pay plan and the rules for its administration to the council for adoption. Any amendments made by the council must apply uniformly to all positions within the same class.

C. Each department head shall include in the proposed budget for the department a pay adjustment section to provide funds for anticipated pay adjustments during the ensuing year, expenditures to be made therefrom only in accordance with the pay plan.

D. Procedures for the setting of rates of compensation within the town service are governed by the provisions of the pay plan as specified in Chapter 2.28. (Ord 3-00 (part): prior code § 9¹/₂-6)

2.20.070 Appointments and promotions.

A. Appointments to the town service may be provided for by rule as set forth under Section 2.20.040.

B. Vacancies in positions above the entrance level are filled by promotion whenever, in the judgment of the town manager, it is in the best interests of the town to do so. Promotions shall give appropriate consideration to the applicant's qualifications, record of performance, and seniority (see Section 2.20.010(B)(4)).

C. In the event an appointment or promotion is on an "acting" basis, it shall not be for a period of more than ninety (90) days unless serious extenuating circumstances dictate otherwise, in which case the town manager may extend an "acting" promotion or appointment for additional periods up to ninety (90) days. (Ord 3-00 (part): prior code § 9¹/₂-7)

2.20.080 Probation.

A. Employees subject to the provisions of the personnel position-classification and pay plan, at the time of their original appointment, are subject to a period of probation. The regular period of probation is six months for most employees, but is twelve (12) months for the following job classes: chief of police; commissioner of public works; town clerk; superintendent of sewer services; fire chief; and other employees under separate employment agreement or collective bargaining agreement where said agreements specify a twelve (12) month probationary period. No probationary period may extend beyond twelve (12) months.

B. The work and conduct of probationary employees is subject to close scrutiny and evaluation, and if found to be below standards satisfactory to the appointing authority, the appointing authority may remove or demote the probationer at any time during the probationary period. Such removals or demotions are not subject to review or appeal.

C. An employee shall be retained beyond the end of the probationary period only if the town manager affirms by written evaluation of the employee that the services have been found to be satisfactory. The employee shall be given a copy of the evaluation. (Ord 3-00 (part): prior code § 9¹/₂-8)

2.20.090 Absences—Hours of work.

Rules shall be adopted prescribing hours of work and the conditions and lengths of time for which leaves of absence without pay may be granted. These rules cover, among others, vacations, sick leaves, longevity, overtime, paid holidays, bereavement pay and jury duty. (Ord 3-00 (part): prior code § 9¹/₂-9)

2.20.100 Training.

The town manager shall encourage the improvement of service by encouraging employees to attend training schools and sessions, which need not be limited to training for specific jobs but may include training for advancement and for general fitness for public service. (Ord 3-00 (part): prior code § 9¹/₂-10)

2.20.110 Separations.

A. When in the judgment of the town manager an employee's work performance justifies disciplinary action short of dismissal, the employee may be suspended without pay. A suspended employee may not request a hearing before the personnel board unless the suspension is for more than five working days, or unless the employee has already received a previous suspension within the six months immediately prior thereto. The personnel board must be notified of any actions under this section.

B. A permanent employee may be dismissed or demoted whenever in the judgment of the town manager the employee's work or misconduct so warrants. The town manager, when taking such action, shall file with the employee and the personnel board a written notification containing a statement of the substantial reasons for the action. The employee must be notified no later than the effective date of the action. The notice shall inform the employee that he or she is allowed five working days from the effective date of the action to file a written reply with the town manager and the personnel board, and to request in writing a hearing before the personnel board.

C. If the employee files a written reply and requests a hearing within the prescribed period, the personnel board must meet within five working days to set a hearing date. The hearing may be private or open to the public at the discretion of the employee.

D. The chairperson of the personnel board is the hearing official. In conducting a hearing, the proceedings are informal and it is assumed that the action complained of was taken in good faith, unless proved otherwise.

E. Upon completion of the hearing, the personnel board must issue its written advisory opinion to the town manager and to the employee within thirty (30) days.

F. An employee may resign by filing reasons with the town manager.

Note: An employee resigning in good standing may be reinstated within two years after the date of resignation.

G. Grievance Procedure. The term "grievance" includes any dispute concerning the application or interpretation of any of the provisions of this chapter or Charter of the Town.

1. An employee, believing a reason for grievance exists, must first reduce the problem to writing and discuss the matter with the department head within forty-eight (48) hours of noting the grievance. Within five working days the department head must render a written decision.

2. If the grievant is not satisfied with the decision, the grievant may request in writing a meeting with the town manager and present the claim in writing, with a statement that the grievance is or is not a result of discrimination. Alleged discrimination practices are not covered under this grievance procedure, but are processed in accordance with applicable laws of the state of Maine.

3. The town manager must, within two working days after the receipt of the written grievance, meet with the grievant, and the grievant's representative, if there is one, to discuss possible resolution. The town manager will render a decision in writing to the aggrieved employee with a copy to the representative within five working days after said meeting.

4. If the grievant is not satisfied with the decision, the grievant may within five working days forward the grievance in writing to the personnel board. The personnel board must within five working days after receipt of the written grievance meet with the grievant and grievant's representative, if there is one, the town manager, the appropriate department head and/or supervisor, and others as deemed appropriate. An advisory decision in writing to all parties will be given within ten (10) days after said meeting. (Ord 3-00 (part): prior code § 9^{1/2}-11)

d. Employees who have completed fifteen (15) years of currently continuous service or more receive twenty (20) days of annual vacation leave.

2. Town employees do not receive extra pay in lieu of utilizing vacation leave.
 3. The vacation calendar for all town employees is January 1st to December 31st. A maximum of five vacation days may be saved from one year to the next.
 4. Time absent from the job will be charged to annual leave, sick leave if sick, or leave without pay.
 5. In the event that an employee dies, accrued vacation credits, if any, are paid by the town, in equivalent wages to the employee's estate.
 6. In the event of the dismissal of an employee for cause, or if an employee voluntarily leaves, or retires from employment, the employee is entitled to vacation pay for all unused vacation earned.
- C. Bereavement Leave.
1. Five days with pay, per year, for a death within the immediate family. (Immediate family means spouse, registered domestic partner, children, parents, step-parents, mother-in-law and father-in-law.)
 2. For other relatives, up to three days may be allowed. This is not automatic, but is at the department head's discretion.
- D. Sick Leave.
1. Sick leave is accumulated at the rate of one day per month to a maximum of one hundred fifty (150) days; the accumulation may be applied to retirement, as permitted by the Maine State Retirement System. The remaining days will be given as early retirement. At the end of the calendar year (December 31st), all sick leave over one hundred fifty (150) days will be given back and the town will pay fifty (50) percent of the face value, at the employee's normal rate of pay for the days that were given back.
 2. Employees who retire from the town (after a minimum of ten (10) years of continuous service) and who have accrued vacation and sick leave time to their credit at the time of such separation or retirement will be paid the wages equivalent to the vacation and sick leave. Sick leave payment is made only when separation is in good standing.
 3. Qualified employees are eligible for paid sick leave from, and to the extent of their unused, accumulated, paid sick leave credits in the following situations:
 - a. When it is established to the town's satisfaction that the employee is incapacitated and cannot safely perform the employee's duties due to sickness, pregnancy or injury;
 - b. When it is established that, due to exposure to a contagious disease, the health of others would be affected by attendance at work. A physician's statement recommending absence from work is required;
 - c. When it is established that an illness exists in the immediate family of the employee, and then for such periods as the attendance of the employee is necessary. The term "immediate family" means spouse, registered domestic partner, children, parents and other relatives living in the employee's household.
 4. If an employee is absent for more than three consecutive days, the town may require medical proof for the sick leave, in which case the employee involved may be required to provide a written statement from the employee's physician, or the attending physician of the immediate family member, certifying the necessity for the absence, and the ability of the employee to return to work and perform the required functions of the employee's duties. Should the town require a medical statement, the town pays the portion of the cost for the visit which is not covered by medical insurance.

5. An employee is considered to have earned six days sick leave at the completion of a six-month work status.
 6. The town manager may authorize advance sick leave, not to exceed twelve (12) days.
 7. Any further advance of sick leave is granted only with town council approval.
- E. Legal Holidays.
1. Town employees are entitled to twelve (12) legal holidays. The twelve (12) holidays are New Year's Day, Martin Luther King Day, Washington's Birthday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day and Personal Day.
 2. If an observed holiday occurs during the work week in which an employee is actually on a scheduled vacation, the employee will not be charged with a vacation day for the observed holiday; an extra day may be added for the vacation.
 3. Any holiday falling on a Saturday will be observed on the preceding Friday, and any holiday falling on a Sunday is observed on the following Monday.
 4. The personnel board does not concur with granting time off before a holiday without the use of annual leave, with the expectation of half a day before Christmas and New Year's. The town manager may grant a half day off before Christmas and New Year's Day.
- F. Longevity.
1. Longevity pay is computed at the schedule below agreed to by the employees and the town.
 - a. Two percent (2%) after four (4) years of service;
 - b. Four percent (4%) after eight (8) years of service;
 - c. Six percent (6%) after twelve (12) years of service;
 - d. Eight percent (8%) after sixteen (16) years of service;
 - e. Ten percent (10%) after twenty (20) years of service;
 - f. Twelve percent (12%) after twenty-four (24) years of service.
 2. After completing the required years of continuous service, an employee's longevity payment is computed annually on the employee's anniversary date, and the computation is based upon the annual base salary. If an employee receives a salary increase in base salary, longevity is computed using the new annual base salary.
- G. Health Insurance.
1. This benefit is optional.
 2. The cost of this plan is shared:

The town contributes eighty (80) percent of the total premium for family, two person or single person coverage per month. The employee contributes the remaining twenty (20) percent each month through weekly payroll deductions. The town will pay the monthly health insurance premium for the single person level of coverage for any unit member who retires from the town of Kittery after having worked for the town of Kittery for a minimum of fifteen (15) years and having met the age and/or years of service requirement contained in the MSRS policy currently in effect for that particular employee (effective July 1, 2003. Should the retiree choose to elevate the health insurance coverage level to a two person coverage plan or family coverage plan, the retiree will be responsible for any additional premiums owed to the insurance provider. The additional payments shall be made to the town on a monthly basis. The town will forward all required payments to the insurance carrier on behalf of the retiree. Upon reaching the age of eligibility for Medicare, the employee's health insurance plan will be converted to a Medicare Companion Plan, also paid for by the town.

In the event that it becomes necessary to change insurance providers, the town will ensure that there is no lapse of coverage for the retiree, and that the new coverage level will be comparable to the existing level of coverage. Upon reaching the age of eligibility for Medicare, the employee's health insurance plan will be converted to a Medicare Companion Plan, also paid for by the town. Any additional premiums required for spousal conversion to a companion plan are the responsibility of the retiree.

- H. Dental Insurance.
 - 1. The town provides Northeast Delta Dental Insurance, Plan IV with orthodontic rider, for each employee.
 - 2. Inclusion of an employee's family members in this plan is optional based upon the decision of the employee.
 - 3. The town pays eighty (80) percent of the monthly premium for this coverage and the employee pays twenty (20) percent of the monthly premium.
- I. Worker's Compensation. The town provides worker's compensation coverage as required by state statute. The town agrees to pay its share, plus the employee's share, of Maine State Retirement for as long as the disability lasts. Absence due to such injuries are not charged to accumulated sick leave.
- J. Disability/Life/Accidental Death and Dismemberment Insurance. Disability, life and accidental death and dismemberment insurance is provided by the town for full-time employees. The town shall assume the cost for all full-time employees. Primarily, the plan will provide for fifty-two (52) weeks of benefits commencing on the thirty-first (31st) day following an accident or sickness. The Maine Municipal Life insurance benefit equals the employee's annual salary rounded to the next highest one thousand dollars (\$1,000.00).
- K. Section 125. The town agrees to provide the employees with the opportunity to participate in a Section 125 account for the employee-paid portion of the insurance programs.
- L. Physicals.
 - 1. A physician's examination certificate may be required for new employees.
 - 2. Cost of examination to be paid by the town.
- M. Jury Pay. When an employee is called to jury duty, the employee receives regular pay, but must turn over jury duty fee to the town, excluding travel pay.
- N. Retirement.
 - 1. Employees are entitled to participate in the Maine State Retirement System in accordance with the requirements of the Maine State Retirement System.
 - 2. Participation in the Maine State Retirement System is voluntary on the part of each eligible employee.
 - 3. Employees currently participating in MSRS may on a voluntary basis participate in the ICMA-RC in accordance with the Kittery Administrative Chapter 2.20.160(O)(1) and (2).
- O. Deferred Compensation Plan.
 - 1. The town shall provide for participation by employees in the International City Management Association's deferred compensation plan, and shall provide the vehicle by which employees can have deductions made from their wages on a regular basis and submitted for investment.
 - 2. Employee's participation in this plan shall be voluntary. There is no employer match for voluntary participation in the ICMA plan.
 - 3. Effective July 1, 2001, the town agrees to expand the coverage of the ICMA-RC 457 plan currently in effect. This plan will be available for current employees who are not enrolled in the Maine State Retirement System and any newly hired

employee who wishes to enroll in the ICMA plan instead of the MSRS plan. The town will match the employee's contribution into the 457 plan, up to a maximum town contribution of six percent. The town will make a contribution to either MSRS or the ICMA plan, but not both.

- P. Social Security. The town agrees to pay its required Social Security premiums in accordance with provisions of the agreement between State Agency and Political Subdivision of the state of Maine for the purpose of extending Social Security benefits to the employee of such Political Subdivision and its subsequent amendments which agreement was entered into between the Maine State Retirement System and the town in 1952.
- Q. Mileage. The town agrees to reimburse, with supervisory approval, employees furnishing their own vehicles for transportation directly related to their work at the current mileage reimbursement rate established by the IRS (effective July 1, 2004). To be eligible for such payments, an employee must use his or her personal vehicle while on the job.
- R. Direct Deposit. The town continues the current practice in effect July 1, 1997 regarding direct deposit to credit unions and other approved financial institutions.
- S. Use of Facilities. The town shall provide employees with one free annual pass to Fort Foster. (Ord. 4-04 (part); Ord. 1-04; Ord. 8-01 (part); Ord. 3-00 (part); Ord. 17-87; prior code § 9½-17)