

TOWN OF MOULTONBOROUGH

An Order Amending the Personnel Plan

March 19, 2015

1.) Amendments to the Personnel Plan

The following amendments are hereby ordered to the Personnel Plan:

Section 4: Delete the following sentence:

PART-TIME: A person working a regularly scheduled work week of at least 20 hours on a year round basis not exceeding 32 hours in a week or 1,664 compensated hours in a year. ^[2]

And insert in lieu thereof the following sentence:

PART-TIME: A person working a regularly scheduled work week of at least 20 hours on a year round basis not exceeding 29 hours in a week or 1,508 compensated hours in a year. ^[2]

Understanding that the current footnote ^[2] on the definition is not being changed and shall continue to read as follows:

^[2] The limits contained herein shall automatically be reduced by the Director to ensure compliance with any statutory change relative to any retirement or insurance benefit to ensure the Town is not obligated to provide a "Full Time" benefit to a Part-Time employee.

Section 5: Delete the following sentence in Paragraph 1:

Unless waived for a department head at the time of appointment, employees shall be subject to a probation period of six (6) months.

And insert in lieu thereof the following sentence:

Unless waived at the time of appointment, all new employees must serve a probationary period of actual service commencing with their first day of service to the Town. Those serving in civilian positions shall serve a period of six months. Those serving in sworn public safety positions (i.e. police officer and firefighters) shall serve a period of 12 months. In the event an employee does not possess a required license(s) or certification(s) at the time of commencing service, the probationary period shall not be deemed to begin until such time as they present said license or certification. Actual service shall not considered to be broken by absences required for mandatory basic training or absences of less than five consecutive days. Any person who has his/her service interrupted, for more than five consecutive days or ten days in the aggregate, shall have his/her probationary period extended by a period of time sufficient to satisfy this overall time requirement.

Section 17: Insert the words, "...excepting call fire personnel..." in Paragraph 2. Line 1 between the words "... employee..." and "...who...". Insert also, at the end of the first sentence the following sentence "Call firefighter personnel shall be credited with a minimum of one hour worked whether it shall have been worked in its entirety or not."

Section 19: Delete the last paragraph:

The Employee shall contribute 10% of the costs of coverage on themselves and 10% of the costs of any such plan above those incurred for the employee as an individual. The Town shall contribute the balance of the costs of coverage. Said 10% employee share is acknowledged to be 6% which shall be increasing on January 1, 2014, and then annually on January 1 thereafter, by two (2) percentage points each adjustment period until it is to reach the 10% contribution rate established herein.

And insert in lieu thereof the following:

Those Employees who are in the employ of the Town as of January 1, 2015 shall contribute 10% of the costs of such coverage. Those employed by the Town after said date shall contribute 15% of the costs of such coverage. The Town shall contribute the balance of the costs of coverage.

Section 20.5: Delete the following sentence in its entirety:

It must be used in increments of one-quarter hour (i.e. $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, 1 etc.).

And insert lieu thereof the following:

It must be used in increments of even whole hours (i.e. 1, 3, 5, 8, etc.).

2.) Severability

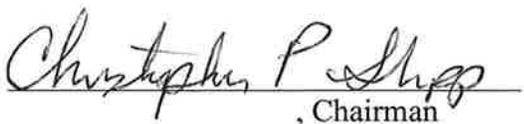
The provisions of this Order shall be severable. If any portion of this Order is determined by any court of competent jurisdiction to be unenforceable or illegal, then all other portions of this Policy not expressly found to be unenforceable or illegal shall remain fully in effect.

3.) Effective Date

This Order is effective upon adoption and supersedes all previous orders or policies relative to or in conflict with this matter and the procedures described herein.

Approved and adopted this 19th day of March, 2015 by a vote of 5 in favor and 0 opposed.

Certified as To a True and Accurate Vote


, Chairman

Town of Moultonborough SelectBoard Chair

History of Adoption and Changes

Adopted January 21, 2010

Amended November 21, 2014

Amended March 19, 2015