

VII. EMPLOYEE BENEFITS

A. Annual Leave

- 1 Annual leave for all full-time employees and full-time elected officials will be calculated from the date of full-time employment. All regularly scheduled, part-time employees, not on-call, working 30 hours or more per week, will be eligible for fringe benefits, on a pro-rated basis, according to the number of hours worked. After either the successful completion of the probationary period or after six (6) months of employment, whichever is later, an employee may use accrued leave.
- 2 All full-time employees and full-time elected officials will accrue annual paid leave at the following rate:
 - a. From 1- 5 years of service, 1.848 hours accrued per week.
 - b. After 5- 10 years of service, 2.308 hours accrued per week.
 - c. After 10 - 15 years of service, 2.772 hours accrued per week.
 - d. After 15 - 20 years of service, 3.385 hours accrued per week.
 - e. After 20 - 25 years of service, 3.693 hours accrued per week.
 - f. After 25 years of service, 4.156 hours accrued per week.
- 3 Annual leave may not be taken unless it has been earned and accrued as defined in this manual. Leave will accrue on a weekly basis.
- 4 While vacation leaves are granted with the intent of permitting an employee the opportunity to be away from the job, they must at the same time be approved by the Department Head so as not to interfere with normal Aroostook County Government operations. In cases of duplicate or conflicting vacation time in the same department, the senior person's choice may be honored provided that normal Aroostook County Government operations are not compromised. The department head will make the final decision.

5. Employees having less than fifteen (15) years of completed service may accumulate vacation leave to a total of 192 hours. Those employees having more than fifteen years of continuous service may accumulate vacation time to a total of 240 hours. Any vacation time beyond these earned limits must be used or that vacation leave time will be forfeited.
6. Any employee who leaves Aroostook County Government employment for any period of time and returns to Aroostook County Government employment at a later period of time must work five (5) continuous years in order to receive credit for prior service.
7. Employees may not elect to receive cash payments for unused leave time while continuing in the employ of the Aroostook County Government without written permission from the Board of County Commissioners.
8. In case of termination or resignation, accrued vacation benefits will be paid.
9. Annual leave is a benefit. It is not pay for work performed. Such time shall not be counted as part of the forty hour (40) week.
10. Annual leave must be earned. It cannot be taken in advance.
11. Annual leave balance, usage and accruals are listed on employee pay stubs.

**COUNTY OF AROOSTOOK
2023 Salary Structure**

NON-EXEMPT STRUCTURE

Grade Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
4	\$ 14.56	\$ 15.00	\$ 15.45	\$ 15.91	\$ 16.39	\$ 16.88	\$ 17.39	\$ 17.91	\$ 18.44	\$ 19.00	\$ 19.57	\$ 20.15	\$ 20.76
	Part-time Dispatcher Part-time Corrections Officer Probate Specialist Deeds Specialist Custodian												
5	\$ 15.29	\$ 15.75	\$ 16.22	\$ 16.71	\$ 17.21	\$ 17.72	\$ 18.25	\$ 18.80	\$ 19.37	\$ 19.95	\$ 20.55	\$ 21.16	\$ 21.80
	Part-time Deputy Community Outreach Planner												
6	\$ 16.05	\$ 16.53	\$ 17.03	\$ 17.54	\$ 18.07	\$ 18.61	\$ 19.17	\$ 19.74	\$ 20.33	\$ 20.94	\$ 21.57	\$ 22.22	\$ 22.89
	Maintenance Worker												
7	\$ 16.86	\$ 17.36	\$ 17.88	\$ 18.42	\$ 18.97	\$ 19.54	\$ 20.13	\$ 20.73	\$ 21.35	\$ 21.99	\$ 22.65	\$ 23.33	\$ 24.03
	Administrative Assistant - Jail Administrative Assistant - Sheriff's Office												
8	\$ 17.70	\$ 18.23	\$ 18.78	\$ 19.34	\$ 19.92	\$ 20.52	\$ 21.13	\$ 21.77	\$ 22.42	\$ 23.09	\$ 23.78	\$ 24.50	\$ 25.23
	Legal Assistant - DA's Office EMA Finance and Planning Associate Deputy Register of Deeds Deputy Register of Probate Community Corrections Caseworker Post Conviction Advocate Victim Witness Advocate												
9	\$ 18.58	\$ 19.14	\$ 19.71	\$ 20.31	\$ 20.91	\$ 21.54	\$ 22.19	\$ 22.85	\$ 23.54	\$ 24.25	\$ 24.97	\$ 25.72	\$ 26.49
	Human Resources Specialist AP/Payroll Specialist Operations Assistant Office Coordinator - DA's Office												
10	\$ 19.51	\$ 20.10	\$ 20.70	\$ 21.32	\$ 21.96	\$ 22.62	\$ 23.30	\$ 24.00	\$ 24.72	\$ 25.46	\$ 26.22	\$ 27.01	\$ 27.82
	Spillman IT Support Specialist												
11	\$ 20.49	\$ 21.10	\$ 21.74	\$ 22.39	\$ 23.06	\$ 23.75	\$ 24.46	\$ 25.20	\$ 25.95	\$ 26.73	\$ 27.53	\$ 28.36	\$ 29.21

5% between each grade, 3% for each step

COUNTY OF AROOSTOOK
Remote Participation Policy
Adopted Pursuant to Title 1 MRSA § 403-B

Purpose

It is the policy of the County of Aroostook to allow elected members of the Board of County Commissioners and Finance Committee, appointed County employees and the general public to participate in all public meetings as defined by Title 1 § 403 M.R.S.A. by remote means including but not limited to telephonic and video conferencing capabilities.

Conditions and Requirements

Members of the public body (elected officials) are expected to be physically present for public proceedings except when being physically present is not practicable. A member must notify the chair as far in advance as possible; if the member will be unable to physically attend a meeting of the body.

Circumstances in which physical presence for one or more members is not practicable shall include:

1. The existence of an emergency or urgent issue that requires the public body to meet by remote methods;
2. Illness, other physical condition or temporary absence from the jurisdiction of the body that causes a member of the body to face significant difficulties traveling to and attending in person at the location in the notice provided by Title 1 § 406 M.R.S.A.; and

3. The area of the public body's jurisdiction includes geographic characteristics that impede or slow travel.

4. Remote only participation: The public body named above may meet solely by remote means if an emergency or urgent situation requires that all members of the body meet only by remote methods. In that circumstance, public attendance may be restricted to remote access only at the public proceeding.

The chair or presiding officer, in consultation with other members if appropriate and possible, is authorized to make a determination that an emergency or urgent situation requires the body to meet only by remote methods and to limit public attendance at the proceeding to remote means only. The chair or presiding officer's determination will be put in writing and attached to the record of the meeting. Public notice of the determination will be provided as soon as practicable consistent with public notice requirements.

Reasonable accommodations will be provided to any individual with a disability upon request.

5. Members of the public will be provided the ability to participate by remote methods and the County will provide conference call and/or video connection web links to any member of the public that wishes to participate by remote methods.

6. If public input is allowed at any meeting where remote participation is allowed, the County will provide an effective means of communication between the members of the body and the public.

7. All notices of proceedings will be advertised by notification to local media, posted on the County of Aroostook's website and bulletin boards. The notice will include the means by which members of the public may access the proceeding using remote methods. The notice will also identify where the members will be meeting in person and this location will be available for members of the public to attend in person as well.
8. A member of the body who participates in a public proceeding by remote methods is present for purposes of a quorum and voting.
9. All votes taken during a public proceeding using remote methods must be taken by roll call vote that can be seen and heard if using video technology, and heard if using only audio technology, by other members of the public body and the public; and
10. All documents and other materials considered by the public body will be made available electronically or otherwise to the public who attend by remote methods to the same extent customarily available to members of the public who attend the proceedings in person.
11. This policy repeals County of Aroostook Policy on Telephone Conferencing/Video Conferencing adopted on December 7, 2011, and Amended October 3, 2012, and January 3, 2023.

Effective Date

The policy is effective on the date it is adopted following a public hearing held on January 3, 2023, at Houlton, Maine. It may be amended by the Board of County Commissioners following the provisions on Title 1 § 403-B M.R.S.A.

Aroostook County Board of County Commissioners

January 3, 2023, at Houlton, Maine:

Norman L. Fournier, Commissioner

Paul J. Underwood, Commissioner

William Dobbins, Commissioner

Attest:

Ryan D. Pelletier, County Administrator/County Clerk