

AGREEMENT BETWEEN THE TOWN OF FREEPORT

AND

TEAMSTERS LOCAL UNION NO. 340

FOR THE

FREEPORT FIRE CAPTAINS

July 1, 2024 – June 30, 2027



Table of Contents

ARTICLE 1 - AGREEMENT	4
ARTICLE 2 - RECOGNITION	4
ARTICLE 3 - UNION SECURITY	4
ARTICLE 4 - CHECKOFF AND INDEMNIFICATION	4
ARTICLE 5 - STEWARDS	5
ARTICLE 6 - PROBATIONARY PERIOD	6
ARTICLE 7 - SENIORITY	6
ARTICLE 8: MANAGEMENT RIGHTS	7
ARTICLE 9: LABOR-MANAGEMENT COMMITTEE	7
ARTICLE 10 - WORK WEEK	8
ARTICLE 11 – OVERTIME	8
ARTICLE 12 - DETAILS	9
ARTICLE 13 - WAGES	9
ARTICLE 14 - HOLIDAYS	10
ARTICLE 15 – SWAPS	11
ARTICLE 16 - VACATION	11
ARTICLE 17 - SICK LEAVE	12
ARTICLE 18 - LEAVE OF ABSENCE	14
ARTICLE 19- BEREAVEMENT	15
ARTICLE 20 - JURY DUTY OR WITNESS LEAVE	15

ARTICLE 21 - FAMILY AND MEDICAL LEAVE.....	15
ARTICLE 22 - MILITARY SERVICE AND RESERVE TRAINING LEAVE	16
ARTICLE 23 - PERSONNEL FILES.....	16
ARTICLE 24 - WORKERS' COMPENSATION.....	16
ARTICLE 25 - HEALTH INSURANCE.....	17
ARTICLE 26 - WELLNESS PROGRAM.....	18
ARTICLE 27 – FITNESS-FOR-DUTY & RETURN TO WORK.....	18
ARTICLE 28 - LIFE INSURANCE.....	20
ARTICLE 29 - RETIREMENT	20
ARTICLE 30 - DISABILITY INSURANCE	20
ARTICLE 31 - GRIEVANCE PROCEDURE.....	21
ARTICLE 32 - EMPLOYEE DEVELOPMENT	21
ARTICLE 33 - STAFF MEETINGS	22
ARTICLE 34 - UNIFORMS AND CLOTHING	22
ARTICLE 35 SAVINGS CLAUSE.....	23
ARTICLE 36: DURATION	23
APPENDIX A: Wages.....	24
APPENDIX B: Wellness Program	25

ARTICLE 1 - AGREEMENT

This Agreement is entered into between the Town of Freeport, hereinafter referred to as the "Town" or "the Department," and Teamsters Local Union No. 340, affiliated with the International Brotherhood of Teamsters, hereinafter referred to as the "Union", pursuant to the provisions of the Municipal Public Employees Labor Relations Law (Title 26, MRSA Section 962, et seq.) The Parties hereto have entered into this Agreement in order to establish mutual rights, to preserve proper employee morale, and to promote effective and efficient municipal operation.

ARTICLE 2 - RECOGNITION

The Town recognizes the Union as the exclusive bargaining agent for the purpose of collective bargaining relative to wages, hours and working conditions for all regular full-time uniformed Captains employees employed by the Town of Freeport Fire and Rescue Department.

The Town agrees not to enter into any other agreement or contract with an employee who is covered under this collective bargaining agreement individually or collectively, which may in any way conflict with the terms of this Agreement. Any such Agreement will be null/void.

ARTICLE 3 - UNION SECURITY

The Parties agree that no employee shall, in any manner, be discriminated against, restrained or influenced on account of membership or declining membership in the Union, by reason of his holding office therein, or by reason of being a member of the Collective Bargaining Unit. The Parties agrees that the provisions of this Article shall be applied to all persons whom this Agreement covers, without discrimination.

ARTICLE 4 - CHECKOFF AND INDEMNIFICATION

Section A: The Town shall deduct regular monthly dues and initiation fees upon receipt of a signed authorization form from the members (a copy of which is to be retained by the Town) and a certificate statement from the secretary-Treasurer of the Local Union as to the amount for dues.

The Town shall forward all such dues so collected to the Secretary-Treasurer of the Local Union before the fifteenth of the following month in which deductions were made.

Section B: The Union shall indemnify and save the Town harmless against all claims and suits, which may arise by reason of any action taken in making deductions of said dues and D.R.I.V.E. deductions, remitting the same to the Union pursuant to this Article.

ARTICLE 5 - STEWARDS

The Town recognizes the right of the Union to have Stewards and Alternates (who shall act only in the absence of the Steward). The authority of the Steward or the Alternate so designated by the Union shall be limited to and shall not exceed the following duties and activities.

- The investigation and presentation of grievances in accordance with the provisions of the Collective Bargaining Agreement.
- The collection of dues when authorized by appropriate Local Union actions.
- The transmission of such messages and information which shall originate with and are authorized by the Local Union or its officers, provided such messages and information have been reduced to writing.

One (1) Steward only shall be allowed time off with pay to represent the Union in all negotiation sessions with the Town concerning collective bargaining if such sessions are scheduled during the regular work hours of the Steward.

An employee who is an authorized Steward of the Union shall be allowed time off, with pay, for official Union business, if there is sufficient manpower available to cause no interference with departmental operations. The Steward of the Union shall be allowed time off with pay during their regular work or shift hours to investigate grievances or to attend grievance hearings, but in no case shall such time exceed a total of two (2) hours per week for not more than one (1) Steward, except by written permission of the Fire Chief or their designee.

The Steward shall be granted up to three (3) shifts leave per year to attend Union seminars or conventions, provided that the Steward shall be required to use their accrued time during such leave, and that such leave shall be scheduled so as to avoid overtime costs to the Town. For purposes of this Article only, "shift" shall mean 12 hours. There shall be no limitation on the time spent by Stewards conducting Union activities outside of their working hours, provided that the Town shall not be required to pay the Stewards for time spent conducting Union activities outside of their normally scheduled shifts and working hours.

Stewards or Alternates have no authority by law to take strike action, slowdowns, or any other concerted job actions interrupting the Department's operations. Further, there shall be no strikes, cessation of work by the employees, or lockouts by the employer during the term of this Agreement. It is understood that any employee violating this Article shall be subject to disciplinary action up to and including discharge.

ARTICLE 6 - PROBATIONARY PERIOD

All members of the Union shall be employed on probationary status for a period of one (1) full year. The conduct and work performance of employees on probation will be subject to review and evaluation during this one (1) year period, and employees may be removed or demoted at any time during the probationary period without cause and without recourse to the grievance procedure. The Parties may also mutually agree to extend the probationary period as necessary for any probationary employee.

The Town retains the discretion to set the base new hire qualifications and permanent EMS license level for new hires, including the requirement that such hires obtain and maintain such licensure in good standing while employed by the Town.

ARTICLE 7 - SENIORITY

A seniority list shall be established naming all employees covered by this agreement with the employee with the greatest seniority (full time year of service) listed first. Seniority shall be based upon the employee's last date of hire by the Department. The list shall be made available to the Union and the Town.

Seniority shall be the governing factor in all matters affecting reduction in workforce, recall and vacation preference.

In the event of a lay-off, the member shall retain their seniority for twelve (12) months from the date of their last lay-off. An employee shall remain on the recall list for the above stated twelve (12) months unless one of the following occurs:

1. The employee waives their recall rights in writing.
2. The employee resigns.
3. The employee refuses a written offer of recall by failing to return to work within two weeks after the offer is made.

All offers of recall shall be in writing to the employee with copies to the Union. The employee's response, acceptance, or decline shall be in writing.

An employee shall not forfeit seniority during any absence caused by illness, pregnancy, or accident outside of the working hours to the extent that such absence qualifies as leave under the Maine or federal Family Medical Leave laws, an employee is on an approved leave of absence pursuant to Article 17, or on leave due to a work-related injury.

ARTICLE 8: MANAGEMENT RIGHTS

A. The Town retains all rights and authority to manage and direct its employees, except as otherwise provided for in this Agreement. Such rights shall include and shall not be limited to the operation and management of the Town and the Department; to determine the mission, size and the direction of the working forces; the right to hire, discharge, and discipline for just cause, to change assignments, to promote; to subcontract assignments as long as such subcontracting does not result in any reduction in force; to reduce or expand the working forces; to transfer; to maintain discipline; to establish work schedules; to introduce new, improved or changed methods of work for facilities; to establish, change, combine or eliminate jobs, work tasks, or positions. The Town's not exercising any management function or right reserved to it, or the exercising of any functions in a particular way, shall not be deemed a waiver of its right to exercise such function or preclude the Town from exercising the same in some other way not in conflict with the provisions of this Agreement. The Town's exercising its function or rights pursuant to this provision shall not be subject to the grievance procedure unless such action is in conflict with the provisions of this Agreement.

B. The Town may adopt rules, operating procedures and regulations for the operation of the Department and the conduct of its employees, provided such rules and regulations do not conflict with any provisions of this Agreement.

ARTICLE 9: LABOR-MANAGEMENT COMMITTEE

Section A: The Parties agree to establish and maintain a "Labor Management Committee (LMC)."

Furthermore, the Parties agree to implement the LMC with a firm commitment to avoid an adversarial relationship and work together towards developing and maintaining mutually beneficial outcomes.

A. The LMC shall be made up of four (4) members: the Town Manager or designee and one other non-union Town employee, Business Agent and one other Union Representative [as determined by the Union]. Other persons may attend at the mutual agreement of the Parties.

B. The LMC meeting will be held twice per year, or more often if the Parties mutually agree.

Each meeting shall be scheduled at least thirty (30) days in advance and shall be set for no more than two (2) hours unless the Parties mutually agree to additional time. At least seven (7) calendar days prior to any such LMC meeting, each party shall propose and circulate a written agenda of proposed discussion items. Any topic not on that proposed agenda shall not be discussed, and neither party shall be compelled to discuss any issue or to agree to any proposal.

C. Pending grievances shall not be discussed at the LMC unless proposed in advance and mutually agreed upon for discussion by both Parties.

ARTICLE 10 - WORK WEEK

For payroll purposes, the work week for employees covered by this Agreement shall be an average of 42 hours in a 7-day pay period, based on the annual average of actual hours worked in a 192-hour (8-day) work period. A 192-hour work period shall be utilized for establishing an 8-day shift cycle.

The 8-day shift cycle, otherwise referred to as a tour of duty, shall consist of a twenty-four (24) hour shift on duty, followed by (24) twenty-four hours off duty, followed by twenty-four (24) hours on duty, followed by five (5) days off duty. The shifts shall change at 7:00 am each day.

The definition of hours worked shall be as set forth in Article 11.

Upon two (2) weeks' written notice from the Chief or his designee, these schedules may be temporarily changed by the Chief to accommodate the needs of the Department, for people to attend classes, meetings, etc. or to cover personnel vacancies in the duty schedule.

ARTICLE 11 – OVERTIME

Employees shall be eligible for overtime for all hours worked more than their regularly scheduled tour of duty as defined in Article 10 above. Overtime hours shall be paid at the rate of one and one-half (1 ½) times the base hourly rate. For purposes of this section, hours worked shall include hours actually worked. All hours worked in excess of forty-two hours actually worked per week shall be paid for at one and one-half (1 ½) times the employee's base hourly rate. There shall be no "stacking" of overtime (i.e., no overtime-on-overtime hours.)

A. Voluntary Overtime Distribution: The opportunity to work open shifts of scheduled Full-time union members shall be distributed equally to all Full-Time employees. On each occasion when overtime is available, the opportunity to work overtime shall be offered to the first Full-time employee at the top of the "overtime rotation list." If all Full time that employees doesn't accept the assignment, then the Town may utilize part-time or per diem staff. A Standard Operating Procedure, as mutually agreed upon by both Parties, will outline the process for overtime distribution.

B. In circumstances where the open shift was that of a per diem employee, the open shift shall first be offered to per diem or part-time employees. If no per diem or part-time employee is available, then the open shift will be offered to Full-time employees on the "overtime rotation list." A Standard Operating Procedure, as mutually agreed upon by both Parties, will outline the process for overtime distribution.

C. Unit employees may not work more than forty-eight (48) continuous hours without the Fire Chief's approval.

D. Call Back/Hold Over Overtime: Any Full-Time employee called in to work, or required to stay on shift after their regularly scheduled shift, shall be paid for a minimum of two (2) hours at the rate of time and one-half. The Town may not require any hold-over above 12 hours, but employees may opt to work longer if operationally needed and also fit for such duty. Hold-overs can occur in circumstances when a full-time employee scheduled to work the following shift is unable to report to their scheduled shift. Full Time employees who are called in or held over for more than two (2) hours will be moved to the bottom of the "overtime rotation list."

E. Training & Staff Meetings: Unit employee attendance at department training and department staff meetings will be compensated at regular hourly pay rates for actual time attended; except, if attendance at required training results in an employee working outside their normal schedule in any given work week, the employee will be paid overtime for any training and staff meeting hours worked exceeding forty-two (42) hours.

ARTICLE 12 - DETAILS

Details are defined as work assignments not funded by the Town, or for which the Town receives non-grant reimbursement.

All details shall be offered first to members of the Union; however, members of the Union shall not be forced in for any outside detail.

Details shall be paid for a minimum of 4 (four) hours at \$60.00 per hour, and shall not constitute hours worked for overtime purposes.

ARTICLE 13 - WAGES

Members of Union shall be paid based on time in service in accordance with the attached schedule set forth in Appendix A, in addition to any agreed upon stipends. Time in service shall be considered full-time service with the Town of Freeport.

The Town shall have the discretion to hire and pay qualified and experienced lateral employees at a higher rate on the agreed-upon pay scale, up to Level E. Such lateral hires will be entitled to seniority based on their date of hire with the Town. The decision to hire and pay lateral employees as set forth herein shall not be grievable. The Town also agrees, as a onetime proposal only, to recognize the prior full-time FF/EMS experience of 10 years or more any current employee(s) on the date of ratification, and to move such employees to the next step on the pay scale.

Retroactive Pay: The Town agrees to pay retroactive base-wage pay if the Agreement is ratified after 7/1/24, but only if the Union notifies the Town in writing prior to 8/2/24 that the members have voted for and ratified the Tentative Agreement. Retroactivity shall only apply to any increase on base wages set forth in Appendix A, and shall not apply to and is not offered for benefits, accruals, pensions, stipends or any other non-base wage or economic item in the Agreement.

ARTICLE 14 - HOLIDAYS

The following holidays shall be recognized as paid holidays for all employees covered by this agreement:

New Year's Day
Martin Luther King Day
Presidents Day
Patriots Day
Memorial Day
Juneteenth
Labor Day
Independence Day
Indigenous Peoples Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

If a recognized holiday is on an employee's regularly scheduled workday and the employee works that day, they will receive regular base pay for hours worked, and will receive pay for 12 additional hours at their regular base pay.

If a holiday is recognized on a day when the employee is not scheduled to work or does not work, the employee will receive 12 hours of holiday pay based on their regular work schedule as their regular base pay. This applies to all holidays, including premium holidays listed below.

An employee can choose to bank up to two (2) holidays, at twelve (12) hour increments to use later. Holidays not used within the calendar year that are accumulated over 4 hours will automatically be paid to the employee at their straight base hourly rate in the next payroll.

For the following premium holidays, the hourly pay rate for actual hours worked during the premium holiday shall be 2x (double) regular base pay and the employee will receive pay for 12 additional hours at their regular base pay.

a. Thanksgiving: 24-hour period; 7am - 7pm and 7pm - 7am

b. Christmas Day:

24-hour period; 7am-7pm and 7pm-7am

ARTICLE 15 – SWAPS

Trading or Swap Time: The swapping of scheduled work shall be limited to and between full-time firefighting personnel of equal classification, comparable training, licensure, and experience in the operation of equipment. The trading of time shall have no effect on hours of work for overtime purposes. The proposed period for swapping shall be stated on forms designated for that purpose. The substitution shall be in writing, utilizing a form agreed upon by the Parties. The form shall at a minimum state the employees doing the swap, the date of the swap and the date of the expected payback of the swap. Such applications must be submitted for approval to the Fire Chief or their designee, at least 24-hours in advance of a swap. Those receiving approval shall not misuse the swap by failing to report promptly for their shift.

Swaps are to be completed and fulfilled within an eight (8) week period from the date of substitution. Swap time on the books after the end of the calendar year shall be null and void. The substitution or trade-off shall not result in any overtime, increase/decrease in either employee's pay, or other increased cost to the Town. If a swap results in the taxpayers of the Town of Freeport paying additional compensation to any member, then those involved with the swap shall lose their privilege to swap for a period of six (6) months.

ARTICLE 16 - VACATION

Vacation privileges are available to full-time employees covered by this Agreement. Each December 1st, Employees shall submit their requests for all vacation time for the following calendar year only, but only as one-week blocks. The submitted requests shall be posted for employee review, and then employees shall have 10 calendar days to re-submit their request(s) in order to resolve or avoid conflicts. Thereafter, those vacation requests will be filled by the Town by seniority, but only one week at a time. (For example, the first request of the most senior employee for a one-week vacation will be honored and scheduled, and then the first request of the second-most senior employee for a one-week vacation will be honored, and so forth. After all requests have been honored, then requests for a second week of vacation will be considered in the same manner, and so forth.

All other vacation requests not filled in this manner will require the prior written approval of the Chief or their designee at least fourteen (14) calendar days before the time off.

Only one (1) full-time employee shall be on vacation at any one time.

For purposes of this Article only, a week is defined as two (2) twenty-four (24) hour shifts, and shall convert to one week's vacation pay (42 hours of pay).

Each full-time employee shall earn vacation time, with pay, computed on their anniversary date, on the following basis:

1. Two (2) Weeks: Upon the completion of your first year through the completion of your fifth year.
2. Three (3) Weeks: Upon the completion of your sixth year through the completion of your twelfth year
3. Four (4) Weeks: Upon completion of your thirteenth year through the completion of your nineteenth year
4. Five (5) Weeks: Upon the completion of your twentieth year and thereafter.

Members may take up to one (1) week of accrued vacation each year as single days off with the Chief's or designee approval.

Members may carry over one (1) week of unused and accrued vacation beyond their anniversary each year, but must use that vacation time within three (3) months after their anniversary date, or it shall be forfeited.

Members may not request or schedule vacation during the following weeks: Fourth of July Week, Christmas Week, or Thanksgiving week, without the advance written permission of the Fire Chief. Denial of such vacation time because of lack of staffing shall not be grievable.

The Town shall have the discretion to grant qualified and experienced lateral employees up to four (4) weeks of vacation time upon their hire. The decision to grant lateral employees vacation time as set forth herein shall not be grievable. The Town also agrees, as a onetime proposal only, to recognize and credit the prior full-time FF/EMS experience of 10 years or more any current employee(s) on the date of ratification, and to move such employees to the appropriate step on the vacation scale, not to exceed four (4) weeks of vacation time.

ARTICLE 17 - SICK LEAVE

Sick leave shall accrue at the rate of twelve (12) hours per calendar month of service beginning with the first full calendar month of employment, accumulated to a maximum of sixty (60) days (720) hours.

Sick leave may be used for personal illness or physical incapacity to such degree as to render the employee unable to perform the duties of their position, or for a personal medical or dental appointment.

Sick leave earned shall be deducted when used as follows:

- 2 tours of duty (shift) within the same payroll period: 48 hours
- 1 tour of duty (shift): 24 hours
- 1/2 shift: 12 hours
- All sick leave less than 1/2 shift (12 hours) shall be charged hour for hour

An employee may use up to a maximum of forty-eight (48) hours of family sick leave per fiscal year due to the illness of a member of the employee's immediate family.

Immediate family: shall be defined as employee's spouse, children, or parents.

Exceptions may be made at the discretion of the Chief and Town Manager for the approval of the use of sick leave under this section for immediate family members living outside the employee's household. Family sick leave may also be used for transporting immediate family members to health care appointments. For purposes of applying family medical leave requirements, the Town shall treat leave under this section in the same manner as it treats leave for a sick employee.

An employee may use up to a maximum of twenty (24) hours of their accrued sick leave per year for the purpose of attending their child(ren)'s school activities.

Employees requesting leave for school activities are expected to notify the Chief within forty-eight (48) hours before the leave is needed.

Sick leave may be taken in hourly increments as needed. All employees shall be charged one hour of sick leave for each hour of leave taken and a reason for their absence shall be provided for each absence. For payroll documentation purposes, sick leave shall be recorded as one of the following types: personal, family, child's school activities, or FMLA.

Line of Duty Death

In the event of a death of an employee while in the Line of Duty, the spouse or surviving dependent shall be compensated for 100% of the employee's accrued sick leave, less all applicable taxes.

Sick Time Payment Upon Departure in Good Standing or Retirement

Upon termination in good standing or retirement, full-time employees in the Department on the date of ratification of this Agreement * shall receive pay for their accrued and unused sick leave as follows:

- Date of hire through two (2) full years of employment - none
- Two (2) years through ten (10) full years of employment - one fourth (1/4)
- Eleven (11) through fifteen (15) full years of employment - one third (1/3)
- More than sixteen (16) full years of employment - one half (1/2)

*Full-time employees hired after the ratification of this Agreement shall receive the sick time payment as set forth in the Freeport Personnel Code at the time of their departure.

ARTICLE 18 - LEAVE OF ABSENCE

The Town Manager, upon the recommendation of the Fire Chief, may grant a regular full-time employee in good standing a leave of absence without pay. Such leave of absence without pay shall not exceed six (6) months in length, and shall be inclusive all FMLA time used, all paid time off used, and all unpaid leave), unless the Town, in its sole discretion determines that there is both a compelling Town interest to extend the leave and the Town receives reasonable written assurances that the employee will return to full duty with or without a reasonable accommodation by a certain return to work date. The leave shall only be granted when it appears because of the past record of the employee, or because of the purpose for which the leave is requested, that it is in the best interest of the Town to grant the leave. A leave of absence (LOA) is defined as an unpaid approved absence from work for a specified period of time for medical, parental, military or personal reasons.

The Town of Freeport shall comply with all requirements of the state and federal Family Medical and Military Leave Acts, and the provisions of the FMLA are hereby incorporated into the LOA policy. No non-FMLA LOAs will be approved unless all accrued paid time has been exhausted. Employees on an FMLA-qualifying LOA must use their paid sick leave and personal time accruals while on FMLA. While on LOA, an employee must make arrangements for continuation and payment of benefits and contact the Human Resources department at least every 30 days. Failure to do so may result in voluntary termination. All requests for LOA must be made on a LOA Request Form. An employee must provide 30 days' advance notice when the need for the leave of absence is foreseeable.

The Fire Chief or their designee shall notify the employee as to whether the request was approved, and HR will provide notice if the leave is being designated as FMLA leave. A leave of absence will not be granted to allow an employee time off to seek employment elsewhere or to work for

another employer. Employees who hold employment elsewhere while on LOA, except military reserve duty, are considered to have quit voluntarily.

An employee that is granted a leave of absence shall retain all rights to previously accrued vacation, accrued sick leave, and seniority, but shall not earn vacation or sick leave. An employee who does not return from the leave of absence as scheduled and approved may be terminated as of that date.

ARTICLE 19- BEREAVEMENT

An employee shall be allowed:

A maximum of two twenty-four hour (2) shifts off with pay for the death of a parent, stepparents, spouse, child/stepchild, or sister, brother, grandparent, grandchild,

One (1) twenty-four-hour shift with pay may be allowed for the attendance at a funeral or service of a father-in-law, mother-in-law, aunt or uncle (or any non-family member at the discretion of the Town Manager.)

ARTICLE 20 - JURY DUTY OR WITNESS LEAVE

An employee shall be granted a leave of absence any time they are required to report for jury service or when subpoenaed to testify in court.

The Town shall pay the employee the difference between the amount of regular pay and the juror's or witness' fee. The employee will continue to be paid their full wage during the term of the leave, provided the employee agrees to reimburse the Town in the amount received for witness fees or jury pay.

When the term of the jury duty leave is complete, the employee shall report to the Town the number of regular working days they were required to serve as a juror or witness.

Any juror's pay or witness' fee received for services on a regular workday shall be deducted from the following week's wages. The amount to be deducted will be determined by multiplying the number of regular working days the employee was required to serve as a juror or witness by the rate of compensation established by 14 M.R.S.A. Sec. 1215 or by 16 M.R.S.A. Sec. 251.

Any juror's pay or witness fee received for service on a regular non-working day will not be deducted from the employee's wage.

ARTICLE 21 - FAMILY AND MEDICAL LEAVE

The Town of Freeport shall comply with all requirements under the Maine Family Leave Law and the Family Medical Leave Act and Military Medical Leave Act.

Maine Paid Family and Medical Leave (PFML): The Maine Paid Family and Medical Leave (PFML) law rules and payroll withholdings will begin on January 1, 2025. The contribution per employee is 1.0% of an individual's wages, split equally between the employee (0.5%) and the Town (0.5%). Should the contribution rate increase during the term of this Agreement, the parties will split any increase equally. Benefits are scheduled to become available on May 1, 2026. The Town and Union agree that either party may reopen the applicable portions of Article 15 and other leave-related articles in this Agreement for the limited topic of addressing PFML.

The parties further agree to meet in a LM meeting prior to any statutory change that effects the leave benefits and costs set forth in this Agreement, and to amend to Agreement as may be required to comply with Maine and/or federal law for that purpose only. The parties further agree that, notwithstanding any Legislative changes, the total leave benefits available to employees under this Agreement shall not increase or decrease as a result of any Legislative changes, requirement or obligations.

ARTICLE 22 - MILITARY SERVICE AND RESERVE TRAINING LEAVE

Eligible employees will be granted a non-paid leave of absence for military service or training as defined by the Uniform Services Employment and Reemployment Rights Act of 1994 (USERRA), the Maine Leave Relating to Reserve Training or Military Service (M.R.S.A. 26 814), or the National Defense Authorization Act for FY 2008 (Military Family Leave). Employees may use accrued vacation leave, but are not required to do so, for eligible leave that falls within these statutes. Employees are requested to notify their supervisors as soon as they are aware of the military obligation. The Town may require certification from the proper military authority to verify an employee's eligibility for military or family military leave.

ARTICLE 23 - PERSONNEL FILES

The Town of Freeport will comply with all applicable provisions of Maine law related to an employee's right to review their personnel file, including, but not limited to, 26 M.R.S. § 631 and 30-A M.R.S. § 2702(2).

ARTICLE 24 - WORKERS' COMPENSATION

The Town of Freeport provides workers' compensation insurance coverage for all employees. It is the responsibility of any injured employee to assist their supervisor in completing a First Report of Occupational Illness or Injury and in having the injury or illness assessed by the Town's health care provider as outlined above.

Any employee who sustains a personal injury or compensable illness arising out of and in the course of their employment may be entitled to compensation equal to the amounts and durations set forth in the Maine Workers' Compensation Act of 1992 (39-A M.R.S.A. §101 et seq.)

The Town of Freeport shall in its discretion discontinue payments and be entitled to recoup any payments made to an employee pursuant to this section, when the Town is notified that the employees' Workers' Compensation claim has been denied. An employee may elect to charge lost time to either sick leave or vacation time if the employee has accrued such time, otherwise, the employer is authorized to make payroll deductions to recover the amount paid to the employee.

An employee covered by this Agreement who is on-duty and injured while performing duties in any other authorized situation in which the Department has assigned the employee may utilize accrued sick, personal or vacation time, in that order, to bring him/her up to their base, weekly salary for the previous 12-month time period after taxes, union dues, and all other premiums or shares thereof required to be paid by the employee.

ARTICLE 25 - HEALTH INSURANCE

A. Health Insurance

Regular full-time employees as defined by this Agreement or those employees otherwise eligible by law are entitled to enroll in the health plan offered by the Town. At the time of ratification, the Town plan is POS-C under the Maine Municipal Employees Health Trust. The Town reserves the right to add and offer additional plan options.

The Town shall offer group health insurance to regular full-time employees and their dependents. The Town reserves the right to participate in a different medical insurance plan that provides high level hospital, surgical and major medical coverage. In the event the Town elects to or is required to change insurance coverage in any plan year, the Union will be notified and consulted; however, the specific provider and plan shall be determined by the Town.

All town employees must submit to an annual physical each year, paid for by the Town, and submit proof that they attended and completed the physical to the Town no later than DATE. Employees who do not have the physical and/or submit proof shall pay a 5.0 % increase in their health care contributions.

B. Incentive Program

Eligible employees who do not elect coverage under the Town's health plan for themselves and/or their spouse and/or dependents will be eligible to receive an annual \$5600 incentive.

All incentive payments shall be made on a pay-period basis and are subject to taxation. To qualify for the incentive, the employee must provide evidence of insurance for him/herself, spouse and/or each eligible dependent for which they do not elect coverage under the Town's health plan. The incentive will cease automatically at the time an employee or dependent becomes ineligible for coverage.

C. Dependent Eligibility

The dependent(s) of an employee that is eligible for coverage under the Town's health plan are also eligible for coverage under Town's health plan up to age 26. However, an eligible employee may not receive an incentive for an eligible dependent that is employed and receives benefits through their employer or for which the employee is no longer entitled to claim as an eligible dependent for tax purposes.

D. Vision Plan

The Town shall make available a vision insurance plan to regular full-time employees who meet the eligibility requirements of the plan. The town provides vision insurance. The Town covers 100% of the employee only cost under the base plan.

E. Dental Insurance

The Town shall make available a dental insurance plan to regular full-time employees who meet the eligibility requirements of the plan. The Town covers 100% of the employee only cost under the base plan.

ARTICLE 26 - WELLNESS PROGRAM

The Town agrees to provide a Wellness Program to members each year, but only if (1) the plan is offered to all other non-union Town employees that year, and (2) the Town Council budgets for the plan each year. A copy of the 2024 Wellness Program is attached as Attachment B to this Agreement.

ARTICLE 27 – FITNESS-FOR-DUTY & RETURN TO WORK

If the Town has a particular cause for concern about an employee's physical or mental ability to safely perform their job duties, the Town may require the employee to get a fitness-for-duty (FFD) evaluation. The determination by the Town to refer an employee for a fitness-for-duty evaluation must involve consultation and coordination with the Town Manager.

If the Chief obtains reliable information that an employee may be unfit for duty, or through personal observation believes an employee to be unfit for duty, he/she may place the employee on paid administrative leave for safety reasons and will document the information or observations as soon as is practicable by completing a Supervisor's Observation Report (to be developed by the parties). The Report must state the particular cause for concern in writing and must be forwarded to the Town Manager for review.

The Town Manager will present the information or observations to the employee and their union representative at the earliest possible time. The Town will allow the employee to provide additional information with Union representation if requested, or to correct any mistakes of fact

contained in the description of those actions. The Town Manager will then determine whether the employee should remain on paid administrative leave and whether the employee should be referred for a fitness for duty examination.

Unit employees being referred for a fitness-for-duty evaluation will be relieved of duties and placed on paid administrative leave pending completion of the evaluation and receipt of the results from the Town's Medical Care Provider (MCP). The Town Manager will forward documentation of the concern and a copy of the employee's current job description to the Town's MCP, who will determine if the employee is fit for duty. The employee may also provide any relevant information to the MCP. The MCP's evaluation will be limited to the particular written cause(s) for concern.

If an employee is found to be unfit for duty, their employment and pay status will be determined on a case-by-case basis in accordance with applicable laws, rules and/or regulations, and/or policies and procedures of the Town that have been mutually agreed to by the parties. Applicable employee leave accruals will be used to cover continued approved leaves of absence from work in non-Workers Compensation matters.

If there is a conflict between the employee's own health care provider and the Town's MCP regarding whether the employee is fit for duty or able to safely return to work, the parties will agree upon a neutral equally qualified medical authority to conduct an independent medical evaluation, at no cost to the employee, to determine whether the employee:

- Is fit for duty and can perform the essential functions of their job;
- Has met their medical maximum improvement;
- Can return to work after completing a treatment plan;
- The appropriate rehabilitation program for the employee;
- Appropriate timeline for treatment and recovery;
- if the injury/illness is permanent; and
- whether the employee will not be able to return to work.

The parties agree to accept the recommendations and conclusions of the neutral medical provider regarding the fitness for duty evaluation and a return-to-work plan.

ARTICLE 28 - LIFE INSURANCE

All regular full-time employees will receive life insurance and accidental death and disability coverage at no cost equal to one time their annual salary to a maximum benefit of \$100,000.

ARTICLE 29 - RETIREMENT

A. Social Security

In addition to other retirement plans offered by the Town, the Town also participates jointly with employees in the Social Security System.

Employees at time of Hire can choose to enroll between the Mission Square 401 plan or Maine PERS 2C plan, but not both.

B. Maine Public Employees Retirement System (MainePERS)

The Town offers a pension and disability retirement under the MainePERS Plan 2C (25-year plan, at ½ pay, no age, consolidated plan).

On 7/1/26, the Town will offer MainePERS Plan 3C (25-year plan, 2/3rds benefit). The parties will meet in a Labor-Management meeting in advance of 7/1/26 in order to take appropriate steps to implement the change.

C. Mission Square 401 Plan

The Town offers a 401 deferred compensation plan through Mission Square Retirement. In this retirement program, the Town's contribution is 10% and a regular full time employee's contribution up to 7% of their annual salary if the employee is not otherwise enrolled in MainePERS. The employee is responsible for the payment of any fees assessed to the employee's account, and the employee is also responsible for making their own investment decisions.

D. Deferred Compensation Plan 457

The Town offers 457 deferred compensation plan(s). In this retirement program, the Town will not match any regular full time employee's contribution. The employee is responsible for the payment of any fees assessed to the employee's account, and the employee is also responsible for making their own investment decisions.

ARTICLE 30 - DISABILITY INSURANCE

A short-term (52 week maximum) disability plan, sometimes referred to as "Income Protection" is made available to Town employees. Regular full-time employees who meet the Plan's eligibility

requirements may select one of three protection levels, each with a different premium and benefit rate. The cost for this benefit shall be solely the responsibility of the employee.

ARTICLE 31 - GRIEVANCE PROCEDURE

Any dispute which arises between the parties concerning the application, meaning or interpretation of this agreement shall be settled in the following manner:

Step 1. Any grievance shall be presented in writing by the Union steward or their representative to the Fire Chief or his / her designee within ten (10) working days (defined as the regular business days of Town Hall) after the cause for the grievance arose. The Chief or his / her designee shall respond to the Union steward or designee in writing within five (5) working days of his receipt of the written grievance.

Step 2. If the grievance remains unadjusted, it shall be presented in writing within five (5) working days after the response of the Chief or his / her designee by the Union steward or representative to the Town Manager. The Town Manager shall respond in writing to the Union steward/representative within five (5) working days of their written receipt.

Step 3. If the grievance is still unsettled, either party may, within fifteen (15) working days after the reply of the Town Manager is due, by written notice to the other, request arbitration. The arbitration proceedings shall be conducted by an arbitrator mutually selected by the Town and the Union within ten (10) working days after the notice has been given. If the parties fail to select an arbitrator, either may request the Board of Arbitration and Conciliation (BAC). The decision of the arbitrator shall be final and binding on the parties, and the arbitrator shall be requested to issue their decision within thirty (30) days after the conclusion of the testimony and argument.

Expenses for the arbitrator's services and the proceedings shall be born equally by each party. However, each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record.

Grievances initiated by the Town shall be processed in the same manner. The Union hereby acknowledges and waives the rights of members to appeal disciplinary decisions to the Town's Personnel Appeals Board as set forth in Article IV of the Town Charter.

ARTICLE 32 - EMPLOYEE DEVELOPMENT

The Town of Freeport requires full-time members to maintain high levels of proficiency and competency. The Town agrees to fund unit employees to take continuing education, certification, and recertification classes only within (1) pre-approved and written professional development plans, and (2) as budgetary constraints allow.

ARTICLE 33 - STAFF MEETINGS

Periodic staff meetings will be scheduled by the Fire Chief or their designee. If a meeting is scheduled while members are not on duty, they will receive time and one half (1 ½) of their hourly rate. The employees will be compensated for time actually spent for the staff meeting.

ARTICLE 34 - UNIFORMS AND CLOTHING

The Town shall furnish safety and equipment to firefighters in accordance with applicable safety requirements. Upon officially leaving the department, all Department-issued items shall be returned prior to final payment. The replacement cost of any such items that are not returned upon termination shall be deducted from the employee's last paycheck.

The Department will select, at its sole discretion, and issue the following uniform items:

- Class A uniforms following the six-month probationary period and as the budget allows.
- Yearly allowance for either a pair of sneakers (black) or work boots (Black)
- The Department will provide the following.
 - 2 Class B uniform shirts
 - 2 Uniform Pants
 - 2 Uniform shorts
 - 2 Polo shirts
 - 4 T shirts
 - 1 Job shirt or hoodie
 - 1 Shoulder radio strap
 - 1 Three season high visibility coat

Union members are expected to wear uniforms presented in a clean and professional manner without unapproved modifications. Replacements will be issued as needed and budgetary constraints allow, based upon wearing, rips, tears, and other defects.

ARTICLE 35 - SAVINGS CLAUSE

If any provisions of this Agreement shall be contrary to any law, such invalidity shall not affect the validity of the remaining provisions of this Agreement.

ARTICLE 36: DURATION

A. This Agreement represents the total understanding between the Parties. The Parties agree that matters covered by this Agreement shall not be the subject of bargaining during the term of this Agreement, except by the mutual written agreement of the Parties.

B. Term: This Agreement shall be in effect and binding upon the Parties for a period of three (3) years, commencing on July 1, 2024, and ending on June 30, 2027.

IN WITNESS THEREOF, the Town has caused this Agreement to be executed and its corporate seal to be affixed by its Town Manager, duly authorized the by Town Council of the Town of Freeport, as of this day ____ of _____, 2024.

The Union has caused this instrument to be signed by the President and Secretary-Treasurer of Teamsters Local No. 340 and the Shop Steward of the Union, thereunto duly authorized as of the day and year first mentioned above by the members of the Union.

TEAMSTERS LOCAL NO. 340

 9/2/24

Brett R. Miller

President/Principal Officer

TOWN OF FREEPORT



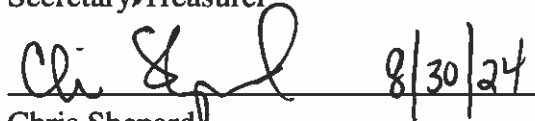
Sophia L. Wilson

Town Manager



Ed Marzano

Secretary/Treasurer

 8/30/24

Chris Shepard

Business Agent

 9/11/24

Alix Greenleaf

Union Shop Steward

APPENDIX A: WAGES

FIRE DEPARTMENT UNION WAGE SCALE

		YR 1 - A	YR 2 - B	YR 3 - C	YR 4 - D	YR 5 - E	YR 10 -	YR 15 - F	YR 20+ -
FFD 1	None	\$ 16.00							
FFD 2	Firefighter - BLS	\$ 19.10							
FFD 3	Firefighter I or I & II	\$ 19.80							
FFD 4	EMT	\$ 22.75							
FFD 5	FF/EMT	\$ 23.50	\$ 24.08	\$ 24.66	\$ 25.27	\$ 25.89	\$ 26.52	\$ 27.17	\$ 27.84
FFD 6	AEMT	\$ 25.00							
FFD 7	FF/AEMT	\$ 25.75	\$ 26.38	\$ 27.03	\$ 27.69	\$ 28.37	\$ 29.26	\$ 30.49	\$ 32.26
FFD 8	Paramedic	\$ 27.50							
FFD 9	FF/Paramedic	\$ 28.25	\$ 28.94	\$ 29.65	\$ 30.38	\$ 31.13	\$ 31.90	\$ 32.68	\$ 34.08

Captains

Contract Year 1 \$ 2.50 Per hour stipend
Contract Year 2 \$ 3.00 Per hour stipend
Contract Year 3 \$ 3.50 Per hour stipend
* Stipends not subject to COLA

Wages packaged with the following:

- 1 Town discretion of the base new hire qualifications and permanent EMS license level requiring new hires to obtain and maintain in good standing
- Article 19: Leaves without Pay - Total leave (FMLA, benefit time, without pay) shall not exceed six months unless the Town, in its sole discretion determines that there is both a compelling Town interest and reasonable assurance that the employee will return full duty with or without reasonable accommodation by a date certain.
- 3 MPERS - 25 years 2/3 benefit in Year 3
- 07/1/25 and 07/01/2026 COLAs will be based upon the change in the US Consumer Price Index (Northeast Urban) over the preceding 12 months, measured in February 2025 and 2026, respectively. The COLA shall be a minimum of 3% increase and a maximum of 6% increase in each year.
- 5 Maine Paid Family and Medical Leave - 8) Maine Paid Family and Medical Leave (PFML): The Maine Paid Family and Medical Leave (PFML) law rules and payroll withholdings will begin on January 1, 2025. The contribution per employee is 1.0% of an individual's wages, split equally between the employee (0.5%) and the Town (0.5%). Should the contribution rate increase during the term of this Agreement, the parties will split any increase equally. Benefits are scheduled to become available on May 1, 2026. The Town and Union agree that either party may reopen the applicable portions of Article 15 and other leave-related articles in this Agreement for the limited topic of addressing PFML. The parties further agree to meet in a LM meeting prior to any statutory change that effects the leave benefits and costs set forth in this Agreement, and to amend to Agreement as may be required to comply with Maine and/or federal law for that purpose only. The parties further agree that, notwithstanding any Legislative changes, the total leave benefits available to employees under this Agreement shall not increase or decrease as a result on any Legislative changes, requirement or obligations.
- 6
- 8 Union ratification by 8/02/24, Council consideration 8/06/24, effective 7/1/2024 thru 6/30/2027.

APPENDIX B: Wellness Program

Wellness Works



Employee Incentive Program Participant Handbook 2024



MAINE MUNICIPAL
EMPLOYEES HEALTH TRUST

Call us at 1-800-452-8786
Visit us on the web at www.mmeht.org

Welcome to the *Wellness Works* Employee Incentive Program!

This handbook contains information to help you start and maintain your own personal wellness enrichment program. First, though, let's look at a few concepts that define wellness.



Wholesomeness

A healthy lifestyle involves self-care in all the dimensions of the self: the physical, intellectual, emotional, spiritual, social and occupational areas. All parts are equally dependent on each other for harmonious living.



Responsibility

Maintaining a healthy lifestyle is a daily choice. The values, beliefs, and attitudes we choose about our health often determine whether we live with good or poor health habits.



Commitment

Living a healthy lifestyle may add years to your life, but may also add "life to your years!" To quote the ancient Greeks, "Die young as late in life as possible."

What is the *Wellness Works* Employee Incentive Program?

The ***Wellness Works* Employee Incentive Program** is designed to encourage you to get regular physical activity and maintain healthy behaviors that will increase your health and vitality. To encourage you to get started on your personal incentive program and stay with it, you'll be able to earn points for rewards throughout the year.

The incentive program may offer three "tracks" in order to meet each participant's individual preferences. However, not every wellness group offers all tracks. Please check with your Coordinator to determine if your program does.



What do I do with my exercise/activity log?

At the end of every quarter (March, June, September and December), you will need to submit your Exercise/Activity Log to your coordinator. The points you've earned will help you qualify to receive a variety of rewards. (See the Rewards Point System in upcoming sections.)

Who keeps track of how many points I've earned?

You do. To record your physical activity, use the log pages at the end of this handbook. The three-month calendar on the front page of the Exercise/Activity Log is to track exercise. The other side of your log card lists other healthy activities and behaviors that can earn you added points towards rewards.

Incentive Point System

Your exercise/activity log contains a list of various activities (e.g. exercise, health screenings, etc.) with assigned values. These activities are listed on this page. Record your exercise activities on the front of the activity log and your other wellness activities on the back of the log. You can also earn additional bonus points if you practice the "Theme of the Quarter" activities; these are also on the back of your exercise/activity log.

- **Exercise:** Activities that involve moving your body to gain flexibility and strength while increasing your heart rate. These include, but are not limited to: brisk walking, cycling, swimming, aerobic classes, weight training, etc.
One session = 30 minutes of activity.
Each Session = **1 point**
One session per day, up to seven sessions per week = **7 points maximum per week**
- **Self-Care Activity** – Any activity that relates to preventive self-care. These include, but are not limited to: eye exams, dental exams, getting an annual physical, monthly breast self-exam, monthly testicular self-exam, etc. – **1 point each**
- **Health Screenings** – These include, but are not limited to, screenings for: cholesterol, blood pressure, glaucoma, hearing, mammogram, pap smear, PSA (prostate), etc. – **1 point each**
- **Lunch & Learn Program** – Attend a lunch and learn program or other wellness workshop at your worksite – **5 points each program.**
- **Quit Nicotine** – **10 points per month up to one year**
- **Nicotine Free** – If you are nicotine free – **4 points each quarter**
- **Using safety equipment** – Using one or more of the following: seatbelt, eye/ear protection, helmet, life jackets, elbow/knee pads, etc. – **1 point per week**
- **Drinking Water** – 6-8 glasses a day – **2 points per week**
- **Eat Fruits and Vegetables** – 5 to 9 servings a day – **2 points per week**
- **Stress Management Techniques** – These include, but are not limited to: reading, meditation, gardening, massage, stretching, yoga, etc. – **1 point per week**



Rewards

BeeGreen Shopping Bag 10-pack

BeeGreen foldable, reusable shopping bags are about 2-3 times bigger than a standard plastic grocery bag and can hold up to 50 lbs. Long handles allow for over the shoulder toting. Folds up easily to a small size with elastic ribbon for easy storage in your pocket or purse to save space. Comes with a zippered bag to store all 10 bags. Machine washable in cold water, line dry. Size when open: 14.2"W*27.5"L*4.7"D. Colors vary.



Stretch Out Strap with Exercise Book

Allows you to perform unassisted stretches with greater control—the top choice of physical therapists and athletic trainers for safe, effective, contract-relax stretches. 6'4" woven nylon stretch strap with 10 individual loops. Authentic design proven to be durable and long-lasting; will not easily wear or tear even with heavy use. Ideal for yoga, physical therapy, IT band, hamstring, quad and calf stretching, and more.



RTIC Lunch Container

The RTIC Day Cooler Lunch Container is the answer to your meal prepping dreams. This 5-piece container boasts multiple, multi-layer storage compartments to maximize your meal options in a convenient compact design. 5 cup food capacity. BPA free.



450 points

Cargo Box

Sturdy and affordable, this laminated trunk organizer is great for transporting groceries, sports gear and more. Large main compartment with divider to keep items organized. Grab handles and front slash pocket. Collapsible for easy storage (folded size: 12" x 14"). Elastic bungee to secure when not in use. PVC Free Product. (grocery bags in picture not included)



Backpack Cooler

Whether headed to a picnic, tailgate party or just out for a weekend hike, you can keep your hands free, all while carrying a ton! This cooler backpack is made of 600 denier polyester, measures 12" x 16.5" x 8" and features a double heat sealed PEVA no-leak liner that holds a capacity equal to 20 cans plus ice. It's also equipped with two mesh side pockets, a large front pocket, and shoulder straps.



Unisex Jersey Long Sleeve Hoodie

A lightweight essential that's perfect all year round. Available in dark grey heather, this is a soft cotton/polyester blend that washes well and doesn't shrink! With an athletic cut, this hoodie runs slim and has a longer sleeve and hemline. Sizes from Small to 2X-Large.



600 points



WELLNESS WORKS EXERCISE/ACTIVITY LOG – 1st Quarter

NAME: _____

**Exercise not only changes your body,
it changes your mind, your attitude and your mood.**

January 2024	SUN	MON	TUES	WED	THU	FRI	SAT	Points for Week
		1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	
	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	11 <input type="checkbox"/>	12 <input type="checkbox"/>	13 <input type="checkbox"/>	
	14 <input type="checkbox"/>	15 <input type="checkbox"/>	16 <input type="checkbox"/>	17 <input type="checkbox"/>	18 <input type="checkbox"/>	19 <input type="checkbox"/>	20 <input type="checkbox"/>	
	21 <input type="checkbox"/>	22 <input type="checkbox"/>	23 <input type="checkbox"/>	24 <input type="checkbox"/>	25 <input type="checkbox"/>	26 <input type="checkbox"/>	27 <input type="checkbox"/>	
	28 <input type="checkbox"/>	29 <input type="checkbox"/>	30 <input type="checkbox"/>	31 <input type="checkbox"/>				

February 2024	SUN	MON	TUES	WED	THU	FRI	SAT	Points for Week
					1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	
	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	
	11 <input type="checkbox"/>	12 <input type="checkbox"/>	13 <input type="checkbox"/>	14 <input type="checkbox"/>	15 <input type="checkbox"/>	16 <input type="checkbox"/>	17 <input type="checkbox"/>	
	18 <input type="checkbox"/>	19 <input type="checkbox"/>	20 <input type="checkbox"/>	21 <input type="checkbox"/>	22 <input type="checkbox"/>	23 <input type="checkbox"/>	24 <input type="checkbox"/>	
	25 <input type="checkbox"/>	26 <input type="checkbox"/>	27 <input type="checkbox"/>	28 <input type="checkbox"/>	29 <input type="checkbox"/>			

March 2024	SUN	MON	TUES	WED	THU	FRI	SAT	Points for Week
						1 <input type="checkbox"/>	2 <input type="checkbox"/>	
	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	
	10 <input type="checkbox"/>	11 <input type="checkbox"/>	12 <input type="checkbox"/>	13 <input type="checkbox"/>	14 <input type="checkbox"/>	15 <input type="checkbox"/>	16 <input type="checkbox"/>	
	17 <input type="checkbox"/>	18 <input type="checkbox"/>	19 <input type="checkbox"/>	20 <input type="checkbox"/>	21 <input type="checkbox"/>	22 <input type="checkbox"/>	23 <input type="checkbox"/>	
	24 <input type="checkbox"/>	25 <input type="checkbox"/>	26 <input type="checkbox"/>	27 <input type="checkbox"/>	28 <input type="checkbox"/>	29 <input type="checkbox"/>	30 <input type="checkbox"/>	
31 <input type="checkbox"/>								

Total Exercise Points = _____

Turn this page over for additional points to earn!



WELLNESS WORKS EXERCISE/ACTIVITY LOG – 2nd Quarter

NAME: _____

Every day is a new beginning; take a deep breath and START AGAIN.

April 2024	SUN	MON	TUES	WED	THU	FRI	SAT	Points for Week
		1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	
	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	11 <input type="checkbox"/>	12 <input type="checkbox"/>	13 <input type="checkbox"/>	
	14 <input type="checkbox"/>	15 <input type="checkbox"/>	16 <input type="checkbox"/>	17 <input type="checkbox"/>	18 <input type="checkbox"/>	19 <input type="checkbox"/>	20 <input type="checkbox"/>	
	21 <input type="checkbox"/>	22 <input type="checkbox"/>	23 <input type="checkbox"/>	24 <input type="checkbox"/>	25 <input type="checkbox"/>	26 <input type="checkbox"/>	27 <input type="checkbox"/>	
	28 <input type="checkbox"/>	29 <input type="checkbox"/>	30 <input type="checkbox"/>					

May 2024	SUN	MON	TUES	WED	THU	FRI	SAT	Points for Week
				1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	
	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	11 <input type="checkbox"/>	
	12 <input type="checkbox"/>	13 <input type="checkbox"/>	14 <input type="checkbox"/>	15 <input type="checkbox"/>	16 <input type="checkbox"/>	17 <input type="checkbox"/>	18 <input type="checkbox"/>	
	19 <input type="checkbox"/>	20 <input type="checkbox"/>	21 <input type="checkbox"/>	22 <input type="checkbox"/>	23 <input type="checkbox"/>	24 <input type="checkbox"/>	25 <input type="checkbox"/>	
	26 <input type="checkbox"/>	27 <input type="checkbox"/>	28 <input type="checkbox"/>	29 <input type="checkbox"/>	30 <input type="checkbox"/>	31 <input type="checkbox"/>		

June 2024	SUN	MON	TUES	WED	THU	FRI	SAT	Points for Week
							1 <input type="checkbox"/>	
	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	
	9 <input type="checkbox"/>	10 <input type="checkbox"/>	11 <input type="checkbox"/>	12 <input type="checkbox"/>	13 <input type="checkbox"/>	14 <input type="checkbox"/>	15 <input type="checkbox"/>	
	16 <input type="checkbox"/>	17 <input type="checkbox"/>	18 <input type="checkbox"/>	19 <input type="checkbox"/>	20 <input type="checkbox"/>	21 <input type="checkbox"/>	22 <input type="checkbox"/>	
	23 <input type="checkbox"/>	24 <input type="checkbox"/>	25 <input type="checkbox"/>	26 <input type="checkbox"/>	27 <input type="checkbox"/>	28 <input type="checkbox"/>	29 <input type="checkbox"/>	
	30 <input type="checkbox"/>							

Total Exercise Points = _____

Turn this page over for additional points to earn!



WELLNESS WORKS EXERCISE/ACTIVITY LOG – 3rd Quarter

NAME: _____

Sweat out all those bad vibes by doing a fun activity!

July 2024

SUN	MON	TUES	WED	THU	FRI	SAT	Points for Week
	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	
7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	11 <input type="checkbox"/>	12 <input type="checkbox"/>	13 <input type="checkbox"/>	
14 <input type="checkbox"/>	15 <input type="checkbox"/>	16 <input type="checkbox"/>	17 <input type="checkbox"/>	18 <input type="checkbox"/>	19 <input type="checkbox"/>	20 <input type="checkbox"/>	
21 <input type="checkbox"/>	22 <input type="checkbox"/>	23 <input type="checkbox"/>	24 <input type="checkbox"/>	25 <input type="checkbox"/>	26 <input type="checkbox"/>	27 <input type="checkbox"/>	
28 <input type="checkbox"/>	29 <input type="checkbox"/>	30 <input type="checkbox"/>	31 <input type="checkbox"/>				

August 2024

SUN	MON	TUES	WED	THU	FRI	SAT	Points for Week
				1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	
4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	
11 <input type="checkbox"/>	12 <input type="checkbox"/>	13 <input type="checkbox"/>	14 <input type="checkbox"/>	15 <input type="checkbox"/>	16 <input type="checkbox"/>	17 <input type="checkbox"/>	
18 <input type="checkbox"/>	19 <input type="checkbox"/>	20 <input type="checkbox"/>	21 <input type="checkbox"/>	22 <input type="checkbox"/>	23 <input type="checkbox"/>	24 <input type="checkbox"/>	
25 <input type="checkbox"/>	26 <input type="checkbox"/>	27 <input type="checkbox"/>	28 <input type="checkbox"/>	29 <input type="checkbox"/>	30 <input type="checkbox"/>	31 <input type="checkbox"/>	

September 2024

SUN	MON	TUES	WED	THU	FRI	SAT	Points for Week
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	
8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	11 <input type="checkbox"/>	12 <input type="checkbox"/>	13 <input type="checkbox"/>	14 <input type="checkbox"/>	
15 <input type="checkbox"/>	16 <input type="checkbox"/>	17 <input type="checkbox"/>	18 <input type="checkbox"/>	19 <input type="checkbox"/>	20 <input type="checkbox"/>	21 <input type="checkbox"/>	
22 <input type="checkbox"/>	23 <input type="checkbox"/>	24 <input type="checkbox"/>	25 <input type="checkbox"/>	26 <input type="checkbox"/>	27 <input type="checkbox"/>	28 <input type="checkbox"/>	
29 <input type="checkbox"/>	30 <input type="checkbox"/>						

Turn this page over for additional points to earn!

Total Exercise Points = _____



WELLNESS WORKS EXERCISE/ACTIVITY LOG – 4th Quarter

NAME: _____

You're only ONE WORKOUT away from a GOOD MOOD!

October 2024

SUN	MON	TUES	WED	THU	FRI	SAT	Points for Week
		1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	
6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	11 <input type="checkbox"/>	12 <input type="checkbox"/>	
13 <input type="checkbox"/>	14 <input type="checkbox"/>	15 <input type="checkbox"/>	16 <input type="checkbox"/>	17 <input type="checkbox"/>	18 <input type="checkbox"/>	19 <input type="checkbox"/>	
20 <input type="checkbox"/>	21 <input type="checkbox"/>	22 <input type="checkbox"/>	23 <input type="checkbox"/>	24 <input type="checkbox"/>	25 <input type="checkbox"/>	26 <input type="checkbox"/>	
27 <input type="checkbox"/>	28 <input type="checkbox"/>	29 <input type="checkbox"/>	30 <input type="checkbox"/>	31 <input type="checkbox"/>			

November 2024

SUN	MON	TUES	WED	THU	FRI	SAT	Points for Week
					1 <input type="checkbox"/>	2 <input type="checkbox"/>	
3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	
10 <input type="checkbox"/>	11 <input type="checkbox"/>	12 <input type="checkbox"/>	13 <input type="checkbox"/>	14 <input type="checkbox"/>	15 <input type="checkbox"/>	16 <input type="checkbox"/>	
17 <input type="checkbox"/>	18 <input type="checkbox"/>	19 <input type="checkbox"/>	20 <input type="checkbox"/>	21 <input type="checkbox"/>	22 <input type="checkbox"/>	23 <input type="checkbox"/>	
24 <input type="checkbox"/>	25 <input type="checkbox"/>	26 <input type="checkbox"/>	27 <input type="checkbox"/>	28 <input type="checkbox"/>	29 <input type="checkbox"/>	30 <input type="checkbox"/>	

December 2024

SUN	MON	TUES	WED	THU	FRI	SAT	Points for Week
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	
8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	11 <input type="checkbox"/>	12 <input type="checkbox"/>	13 <input type="checkbox"/>	14 <input type="checkbox"/>	
15 <input type="checkbox"/>	16 <input type="checkbox"/>	17 <input type="checkbox"/>	18 <input type="checkbox"/>	19 <input type="checkbox"/>	20 <input type="checkbox"/>	21 <input type="checkbox"/>	
22 <input type="checkbox"/>	23 <input type="checkbox"/>	24 <input type="checkbox"/>	25 <input type="checkbox"/>	26 <input type="checkbox"/>	27 <input type="checkbox"/>	28 <input type="checkbox"/>	
29 <input type="checkbox"/>	30 <input type="checkbox"/>	31 <input type="checkbox"/>					

Total Exercise Points = _____

Turn this page over for additional points to earn!



Wellness Works Employee Incentive Program Application 2024

Name: _____

Date: _____

Employer: _____

Department: _____

1. Indicate which track you prefer to enroll in for 2024.

☐ Track B – Incentive Awards that can be earned January through December 2024 are listed below.

150-point level – 9-inch Cooking Tongs, Insulated Zipper Tote Bag or
Silverware Set

300-point level – 20 oz. Stainless Steel Insulated Tumbler, Silicone Oven Mitt or
Muscle Massage Roller Stick

450-point level – 10-Pack Shopping Bags, Stretch Out Strap with Exercise Book or
RTIC Lunch Container

600-point level – Cargo Box, Backpack Cooler or Long Sleeve Hoodie (Sizes S to XXL)

☐ Track C – Wellness Experience Pass. Turn in your filled out logs for all four quarters of 2024
(switching from another track mid-year is not allowed) for your choice of one of the following:

Maine State Park Pass (pass holder and occupants of vehicle),

National Park Pass (pass holder only) or

Boothbay Harbor Botanical Gardens (pass holder and one guest)

These passes will be purchased and sent to participants in February 2025.

2. Do you have any suggestions for your worksite Wellness Program for this year? How can we help you achieve and maintain your health goals?

I understand that in order to earn reimbursement, incentives, or a pass, it is my responsibility to complete an Exercise/Point Log every three months and return it to my Wellness Coordinator.

Signed: _____

Date: _____

Wellness Coordinator: _____

Date: _____