



Memorandum

October 22, 2025

To: Board of Trustees
From: Peter Eglinton, Deputy Director
Joy Adamson, Human Resources Coordinator
Re: Proposed Revisions to Personnel Policy

Proposed Motion

Move to adopt the revised Personnel Policy, as documented in the Personnel Manual, and authorize the Executive Director to implement the policy and to make technical and minor changes without seeking additional authorization from the Board.

Background

The Personnel Policy was last revised in 2019 and is due for an update. Staff has conferred with legal counsel and proposes the following types of changes:

- General language improvements for clarity and inclusivity;
- Updates to the equal employment opportunity section;
- New and revised definitions (e.g., at-will employment);
- Updates to address outdated policies such as compensatory time and Family and Medical Leave Act (FMLA);
- New sections for meal and rest periods, reasonable accommodations, and paid family and medical leave;
- Updates to telecommuting guidelines, payroll procedures, anti-harassment and domestic violence policies, and leave policies (including Juneteenth and Maine Earned Paid Leave);
- Clarified expectations for behavior, conflict of interest, and professional advancement;
- Removal of the mobile device policy; and
- New addendums for certain teleworking employees currently living outside of Maine.

Attached is a marked-up version of the policy, reflecting the more substantive proposed changes to the document.