

# ecomaine

## Memorandum

**DATE:** December 8, 2011

**TO:** Chairman and Members of the Board

**FROM:** Kevin H. Roche, General Manager

**SUBJECT:** Agenda for the December 15, 2011 Executive Committee Meeting

There is an **ecomaine Executive Committee Meeting** scheduled for **Thursday, December 15, 2011 at 4:00PM**, first floor of the Waste-to-Energy Facility. The agenda for this meeting is as follows:

1. Approval of the November 17, 2011 Executive Committee Meeting minutes (*Attachment A*)
2. Finance Committee Report – Jim Gailey, Chairman
3. Recycling Committee Report – Troy Moon, Chairman
4. Manager's Report
  - Statistical Reports (*Attachments B-1 & B-2*)
  - Statement of Revenue and Expenses (*Attachment C*)
  - Cash Flow Statement (*Attachment D*)
  - Electrical Revenues (*Attachment E*)
  - Operations: WTE, Landfill and Recycling
  - Environmental Update - Stack Test Results (*Attachment F*)
  - Legislative Update
  - Medical Insurance
5. Employee Handbook (*Attachment G*)
6. Other Items
7. Future Meetings: (*note – there will not be a Recycling Comm. Mtg. in December*)
  - Finance Committee Meeting: January 19<sup>th</sup> (*Thursday*) @ 2:30PM.
  - Board Meeting: January 19<sup>th</sup> (*Thursday*) @ 4:00PM.
  - Recycling Committee Meeting: January 25<sup>th</sup> (*Wednesday*) @ 4:00PM.
  - Executive Committee Meeting: February 16<sup>th</sup> (*Thursday*) @ 4:00PM.
  - Recycling Committee Meeting: February 22<sup>nd</sup> (*Wednesday*) @ 4:00PM.
  - eco-excellence Awards: March 7<sup>th</sup> (*Wednesday*), 10:00AM – 1:00PM.

The Executive Committee may wish to go into Executive Session for any of the above items under Section 405 of Title 1 of the Maine Revised Statutes ([per the following legislative website: http://janus.state.me.us/legis/statutes/1/title1ch13sec0.html](http://janus.state.me.us/legis/statutes/1/title1ch13sec0.html))



**Owner Communities**

Bridgton  
Cape Elizabeth  
Casco  
Cumberland  
Falmouth  
Freeport  
Gorham  
Gray  
Harrison  
Hollis  
Limington  
Lyman  
North Yarmouth  
Ogunquit  
Portland  
Pownal  
Scarborough  
South Portland  
Waterboro  
Windham  
Yarmouth

**Associate Members**

Baldwin  
Hiram  
Naples  
Parsonsfield  
Porter  
Saco  
Standish

**Recycling Members**

Andover  
Cornish  
Monmouth  
Poland  
Sanford

DATE: November 18, 2011  
TO: Chair and Members of the Executive Committee  
FROM: Kevin H. Roche, General Manager  
SUBJECT: Minutes of the November 17, 2011 **ecomaine** Executive Committee Meeting

The Executive Committee of **ecomaine** met on Thursday, November 17, 2011, at the Waste-to-Energy facility. The meeting was called to order at 4:25PM.

There were six (6) items on the Agenda:

1. Approval of the September 15, 2011 Executive Committee Meeting minutes
2. Finance Committee Report – Jim Gailey, Chairman
3. Recycling Committee Report – Troy Moon, Chairman
4. Manager's Report
5. Review of Landfill/Ashfill expansion changes
6. Future Meetings

Mr. Bobinsky, Chair, noted that at 5:30PM, Mr. McGovern will be filling in as Chair of the Executive Committee Meeting, as Mr. Bobinsky has another commitment.

Mr. Bobinsky also requested that if you are interested in serving as an **ecomaine** officer next year, please let him know. There will be a formal request letter out soon to which interested parties can also respond.

**Item #1 – Approval of the September 15, 2011 Executive Committee Meeting Minutes**

Mr. Moon moved that **“The Executive Committee hereby approves the minutes of the September 15, 2011 Executive Committee meeting as presented”**. The motion was seconded by Mr. Brobst and passed unanimously.

**Item #2 – Finance Committee Report**

Mr. Gailey, Chair, gave the Finance Committee Report and noted that the Committee had met today (11/17/11) at 3:00PM, previous to the Executive Committee Meeting.

He noted that the Committee had reviewed: Statement of Revenues and Expenses, Cash Flow Projections, the Balance Sheet, Capital Improvement Projects and status of Accounts Receivables, all in good shape.

Mr. Gailey stated that previously, Runyon Kersteen Ouellette (RKO) had suggested to **ecomaine's** Audit Committee additional overview of expenditures made by **ecomaine**. The Audit Committee had deferred this to the Finance Committee.

**ecomaine** staff's suggestion to the Finance Committee was that prior to any future Finance Committee Meetings, the Finance Chair will be provided copies of the **ecomaine** check registers. The Chair will request a certain time period (one month, 2 weeks, etc.) The Chair would then select perhaps three to five items for further detail and notify **ecomaine** staff. Staff would then go into detail regarding these items at the next Finance Committee Meeting. A motion had been made at the Finance Committee Meeting today (11/17/11) to accept this procedure.

The Finance Committee also discussed **ecomaine's** medical insurance, specifically: alternatives available within MMEHT, alternatives available outside MMEHT and alternatives available for Retiree Coverage.

After discussion, the Finance Committee had suggested that **ecomaine** staff may want to look into private sector insurance options and to do so, hire a consultant. The Committee decided to address this action at the Executive Committee Meeting today (11/17/11) immediately following the Finance Committee Meeting.

**Mr. Cole then made a motion to expend funds for ecomaine staff to hire a consultant to look into private sector insurance options for ecomaine employees. The motion was seconded by Mr. Miller and passed unanimously.**

### **Item #3 – Recycling Committee Report**

Mr. Moon, Chair, gave the Recycling Committee Report.

The nomination forms and information for the eco-excellence Awards are currently on the **ecomaine** website. Nominations are due by January 20, 2012. The Awards luncheon will be held on March 7, 2012 (time to be announced).

There has not been a lot of participation regarding the e-bulletin board: if you would like **ecomaine** to inform someone of the availability of this, please contact Shelley Dunn, **ecomaine** Communications Specialist.

Catalog Choice opt-out program (regarding junk mail) that was unveiled recently, has registered 186 households and businesses as of November 14, 2011.

A questionnaire was sent to all Board Members on October 7, 2011, asking for feedback on the concept of revenue sharing. The discussion will continue at the November 30<sup>th</sup> Recycling Meeting.

### **Item #4 – Manager's Report**

Mr. Roche noted that **ecomaine** is now placing the handouts for Board/Committee meetings on the **ecomaine** website approximately two hours (if not earlier) the day of the meetings.

He then reviewed the Statistical Reports, Statement of Revenue and Expenses, Cash Flow Statement, and Electrical Revenue reports.

Electrical Revenues

**ecomaine** is currently working on a request for electrical contract proposals. The process will be the same as last year. **ecomaine** is looking for a fixed rate contract for one, two and three years.

**Mr. Frank made a motion to have staff repeat the decision making process of last year regarding a new electrical contract. The motion was seconded by Mr. Cole and passed unanimously.**

On January 10, 2012, this will go out to bid at 10:00AM; ecomaine will choose a contract at noon the same day.

Environmental Update

Mercury Thermostat Collection Program

To date, **ecomaine** has collected 500 thermostats.

The annual Stack Tests results should be available soon and reviewed with the Board next month.

**ecomaine** did receive 14001 recertification on October 27, 2011. Mr. Cole requested further detail regarding 14001 certification for presentation to the Town of Gorham selectmen, one of the details being how long ecomaine has had this certification.

Update on the General Manager's site visits of Food Waste (composting) Processing Facilities

Mr. Roche has recently visited sites as follows:

- Oshkosh, Wisconsin, a dry fermentation facility (a research project run by the University of Wisconsin), at which they handle 8,000 tons a year at a cost of \$5 million to build the facility,
- Madison, Wisconsin, an anaerobic digester facility, and
- Wilmington, Delaware, an in-vessel, private facility, with a permit for 600 tons per day (for comparison purposes, **ecomaine** handles 500 tons per day in trash).

There is no set timetable for the **ecomaine** RFP on this project at this time.

Update on Employee Handbook and Performance Evaluation Process

The Employee Handbook is almost complete.

Mr. Roche will be doing a run-through of the Performance Evaluation Process in January, 2012 with a formal process planned for June of 2012.

Legislative Update

Mr. Roche met with Ken Fletcher (Director of the Maine Office of Energy Independence [OEIS] and Security) after the October 20, 2011 Board Meeting. They are supportive of Waste-to-Energy as an alternative to landfilling. The office is making policy and will report during the next session.

Update on metals mining at the Landfill

Mr. Roche reviewed *Handout #3 (RMP-EM Metal Processing at ecomaine Landfill, November 2011)*.

RMP-EM began setting up equipment on October 17th. RMP's Superintendent reports that the processing equipment is running well. To date, they have recovered about 100 tons of iron and a small quantity of non-ferrous metal. They plan to continue operations throughout the winter.

**Item #5 – Review of Landfill/Ashfill expansion changes**

Mr. Roche and Tom Raymond, **ecomaine** Landfill Manager, reviewed *Handout #4 – Current Geotechnical Challenges, Phase II Ashfill Expansion*. This presentation is to let the Executive Committee know that an item that was in the 5-year plan for landfill expansion now requires an accelerated schedule, as **ecomaine** has concluded that the need for a Phase II landfill expansion is imminent. Currently, we are proposing to create a 5-acre area of further Landfill construction on stable soil that would last for five years at a cost of up to \$2 million.

Mr. Raymond presented slides of the issues raised regarding the subsoils under Phase I and the need to act now.

**Mr. Moon made a motion to endorse the recommendation for the acceleration of the Phase 2 Landfill. The motion was seconded by Mr. Brobst and passed unanimously.**

Other

The 2012 NAWTEC (North American Waste to Energy Conference) will be held in Portland, Maine in April of 2012 and **ecomaine** is the host site. NAWTEC is expected to attract 400 people from around the globe. **In addition to touring the ecomaine facility, we would like to sponsor a function/meal as well as have a lobster chocolate available when they arrive. This type of sponsorship would cost approximately \$10-\$12,000 in funds.**

**The minutes show that the Executive Committee supports this effort and approves spending \$12,000.**

Mr. McGovern noted that Mr. Cole has replaced Mr. Miner as the **ecomaine** Board representative from the Town of Gorham.

Mr. Brobst made a motion to adjourn the meeting. The motion was seconded by Mr. Miller and all were in favor. The meeting adjourned at 6:07PM.

**PRESENT:**

M. Bobinsky  
D. Cole  
G. Foster  
J. Gailey  
M. McGovern  
J. Miller  
T. Moon  
R. Regier  
M. Shaw  
R. Brobst  
M. Frank  
W. Shane  
M. St.Clair  
E. Street  
L. Van Gaasbeek

**ABSENT:**

B. Rodden

**Staff:** A. Birt, S. Dunn, T. Raymond, K. Roche, L. Trufant & K. Trytek.

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Statistical Data FY 2012 - Nov

	Month Actual Vs Budget				Year to Date Actual Vs Budget				Year to Date Vs Last Year			
	Actual	Budget	Var - Fav / (Unfav)		Actual	Budget	Var - Fav / (Unfav)		Prior Year Actual	Var - Fav / (Unfav)		%
			Units	%			Units	%		Units	%	
<b>Inbound Tons</b>												
Owner	3,997	4,016	(19)	-0.5%	21,771	20,082	1,689	8.4%	21,826	(55)		-0.3%
Assoc & Contract	1,183	1,013	171	16.9%	6,643	5,063	1,580	31.2%	6,126	517		8.4%
Commercial	5,558	5,430	128	2.4%	29,863	27,152	2,712	10.0%	30,004	(140)		-0.5%
Spot	2,929	3,291	(361)	-11.0%	16,949	16,454	495	3.0%	17,902	(953)		-5.3%
Recycling - Inbound	2,970	3,118	(148)	-4.7%	15,148	15,589	(441)	-2.8%	15,623	(475)		-3.0%
<b>Totals</b>	<b>16,638</b>	<b>16,868</b>	<b>(230)</b>	<b>-1.4%</b>	<b>90,374</b>	<b>84,339</b>	<b>6,035</b>	<b>7.2%</b>	<b>91,480</b>	<b>(1,105)</b>		<b>-1.2%</b>

**Revenue \$ /Ton**

Owner	\$ 87.36	\$ 88.00	\$ (0.64)	-0.7%	\$ 87.20	\$ 88.00	\$ (0.80)	-0.9%	\$ 88.98	\$ (1.77)	-2.0%
Assoc & Contract	73.55	75.94	(2.39)	-3.1%	73.03	75.94	(2.91)	-3.8%	66.28	6.75	10.2%
Commercial	85.48	88.00	(2.52)	-2.9%	85.08	88.00	(2.92)	-3.3%	84.33	0.75	0.9%
Spot	51.97	51.64	0.34	0.7%	57.07	51.64	5.44	10.5%	57.03	0.05	0.1%
Recycling	88.89	80.54	8.36	10.4%	124.71	80.54	44.17	54.8%	88.12	36.59	41.5%

**Energy**

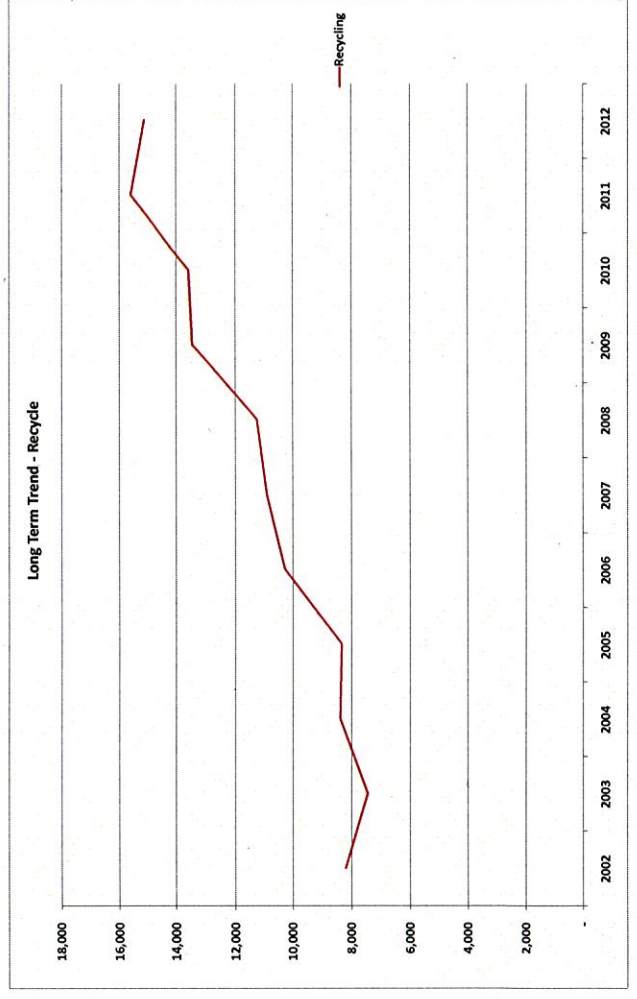
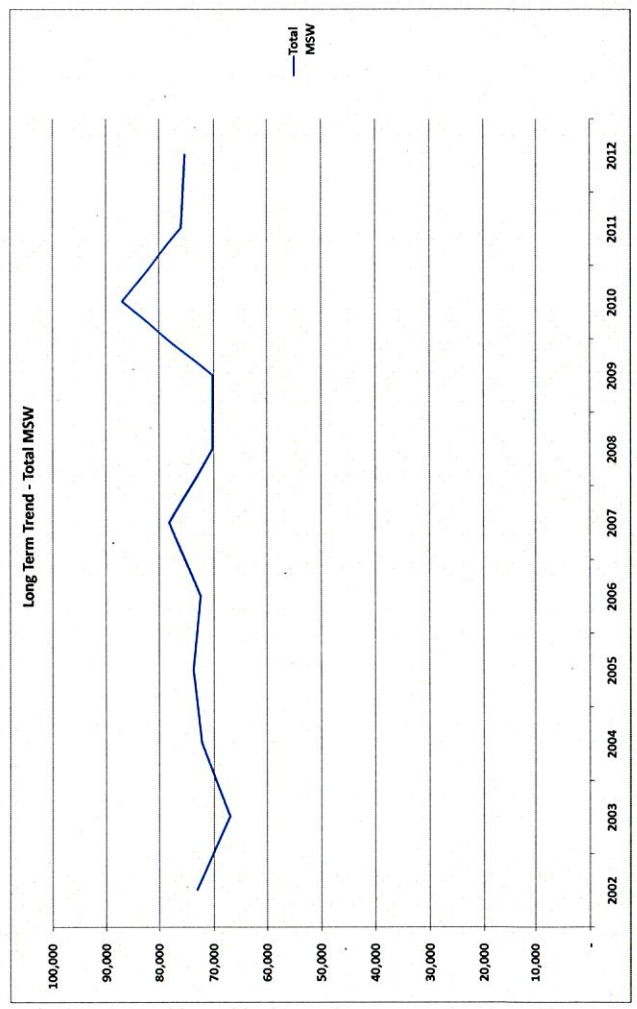
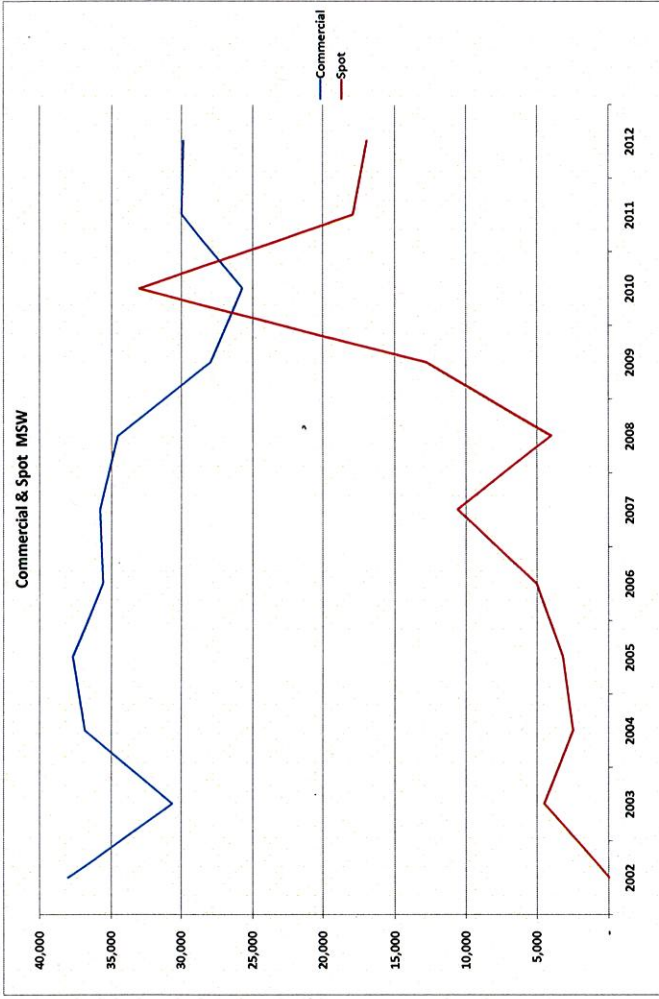
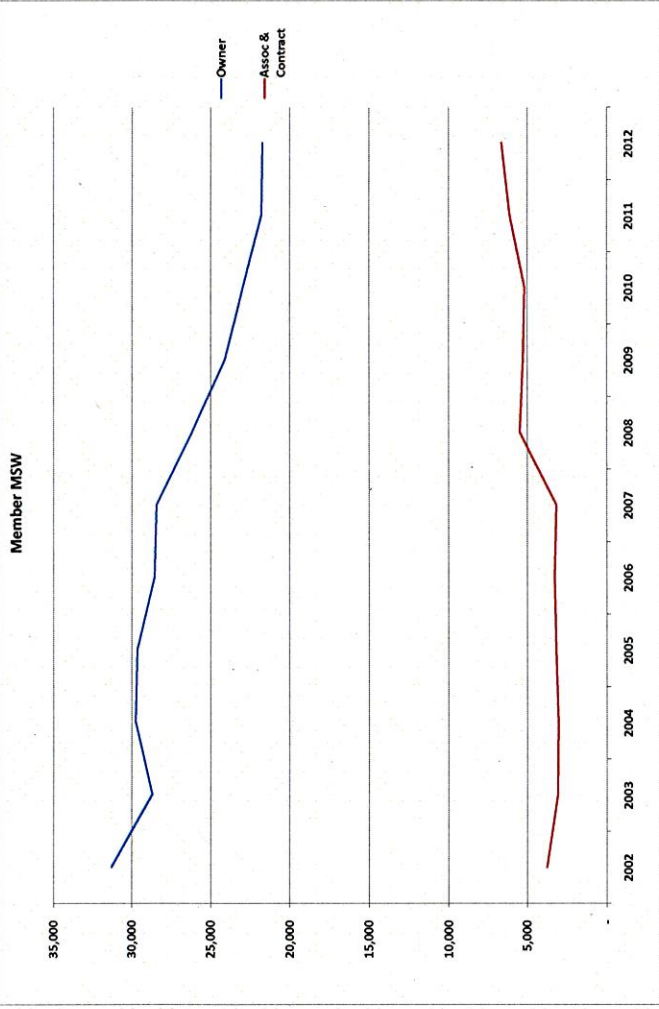
MWH's Sold	7,817	7,249	567	7.8%	38,623	29,077	9,546	32.8%	39,671	(1,049)	-2.6%
\$/MWH	\$ 48.18	\$ 48.37	\$ (0.19)	-0.4%	\$ 47.91	\$ 60.33	\$ (12.43)	-20.6%	\$ 74.39	\$ (26.48)	-35.6%
Availability - %	98.0%				98.2%			93.6%			

**Year to Date Tons**

	Fiscal Year To Date											
	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	
Owner	31,334	28,666	29,749	29,652	28,551	28,421	26,172	24,131	22,998	21,826	21,771	
Assoc & Contract	3,800	3,124	3,077	3,210	3,305	3,223	5,490	5,290	5,207	6,126	6,643	
Commercial	38,038	30,643	36,915	37,707	35,606	35,816	34,560	27,928	25,723	30,004	29,863	
Spot	-	4,534	2,526	3,212	5,040	10,597	4,020	12,859	33,057	17,902	16,949	
<b>Total MSW</b>	<b>73,172</b>	<b>66,967</b>	<b>72,267</b>	<b>73,781</b>	<b>72,502</b>	<b>78,057</b>	<b>70,242</b>	<b>70,208</b>	<b>86,985</b>	<b>75,857</b>	<b>75,226</b>	
Recycling	8,212	7,457	8,402	8,342	10,268	10,900	11,266	13,491	13,609	15,623	15,148	

# Attachment B-2

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November Year To Date Tonnage - FY 2012



**Attachment C**

**ecomaine  
Statement of Revenue and Expenses - November 2011  
\$000's**

	Month			YTD			Last Year - YTD	
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Variance
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating revenues</b>								
Municipal assessments	370	370	\$ -	1,851	1,851	\$ -	1,949	\$ (99)
Owners tipping fees	349	353	\$ (4)	1,899	1,767	131	1,942	(43)
Associate tipping fees	87	77	\$ 10	485	384	101	406	79
Commercial tipping fees	475	478	\$ (3)	2,541	2,389	151	2,530	11
Spot market tipping fees	152	170	\$ (18)	967	850	118	1,021	(54)
Electrical generating revenues	376	351	\$ 25	1,850	1,754	95	2,951	(1,101)
Sales of recycled goods	261	250	\$ 11	1,873	1,250	623	1,368	504
Recycling tipping fees	3	1	\$ 2	17	5	11	9	8
Gorham property assessments	8	8	\$ -	42	42	-	46	(4)
Other operating income	7	8	\$ (1)	36	40	(5)	37	(1)
<b>Total operating revenues</b>	<b>2,089</b>	<b>2,066</b>	<b>23</b>	<b>11,559</b>	<b>10,333</b>	<b>1,226</b>	<b>12,259</b>	<b>(700)</b>

<b>Operating expenses</b>								
Administrative expenses	196	204	\$ 8	997	1,043	46	1,021	24
Waste-to-energy operating expenses	669	650	(19)	3,010	3,272	262	3,016	6
Recycling operating expenses	159	147	(12)	693	734	41	648	(45)
Landfill/ashfill operating expenses	168	126	(42)	653	672	19	622	(31)
Contingency	-	16	16	-	82	82	1	1
Landfill closure and postclosure care costs	23	-	(23)	116	-	(116)	-	(116)
Post-retirement benefit	3	-	(3)	43	-	(43)	-	(43)
Depreciation & amortization	342	342	(0)	1,708	1,708	(0)	1,625	(83)
<b>Total operating expenses</b>	<b>1,560</b>	<b>1,485</b>	<b>(75)</b>	<b>7,220</b>	<b>7,511</b>	<b>291</b>	<b>6,933</b>	<b>(287)</b>
<b>Net operating income</b>	<b>529</b>	<b>582</b>	<b>(53)</b>	<b>4,338</b>	<b>2,822</b>	<b>1,516</b>	<b>5,326</b>	<b>(987)</b>

<b>Non-operating income (expense)</b>								
Interest income	4	1	\$ 3	18	3	16	11	8
Interest expense	(9)	(11)	\$ 2	(46)	(57)	10	(194)	148
Other Expense	-	-	\$ -	-	-	-	-	-
<b>Net non-operating</b>	<b>(5)</b>	<b>(11)</b>	<b>5</b>	<b>(28)</b>	<b>(54)</b>	<b>26</b>	<b>(183)</b>	<b>155</b>
<b>Total revenue less expenses</b>	<b>\$ 524</b>	<b>\$ 571</b>	<b>(47)</b>	<b>\$ 4,311</b>	<b>\$ 2,768</b>	<b>\$ 1,542</b>	<b>\$ 5,142</b>	<b>(832)</b>



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 Statement of Cash Balances -November 2011  
 \$000's

	Act FY 11 @ 6/30/11	Bud FY 2012 @ 6/30/12	Act FY 2012 @ 11/30/11
Cash flows from operating activities:			
Net operating income	\$ 9,092	\$ 5,413	\$ 4,338
Add back: depreciation	3,918	4,100	1,708
Add back: landfill closure costs	278	-	116
Add back: Post Retirement Benefit	101	-	43
Other working capital changes	56	-	(74)
Net cash provided by operating activities	<u>13,445</u>	<u>9,513</u>	<u>6,132</u>
Cash flows from capital and related financing activities:			
Bank loan	(750)	-	-
Payment of interest	(429)	(136)	(46)
Repayment of long-term debt	(10,450)	(6,630)	(6,630)
Repayment of capital leases	(1,580)	(70)	-
Net cash used in capital and related financing	<u>(13,209)</u>	<u>(6,836)</u>	<u>(6,676)</u>
Cash flows from investing activities:			
Receipts of interest	42	19	18
Capital expenditures	(1,286)	(3,276)	(492)
Net cash used in investing activities	<u>(1,244)</u>	<u>(3,257)</u>	<u>(473)</u>
Net increase (decrease) in cash	(1,008)	(580)	(1,017)
Cash, beginning of period	22,976	19,385	21,968
Cash, end of period	<u>21,968</u>	<u>18,805</u>	<u>20,951</u>
Detail			
Operating Cash Reserve	-	-	7,500
Short Term Capital Reserve	1,673	115	3,250
Long Term Capital Reserve	-	-	4,000
Landfill Closure reserve	-	-	850
Bond Payment Reserves	6,875	4,099	1,316
Debt Service Reserves	3,292	3,292	2,000
Other Cash	10,129	11,299	2,035
Total	<u>\$ 21,969</u>	<u>\$ 18,805</u>	<u>\$ 20,951</u>

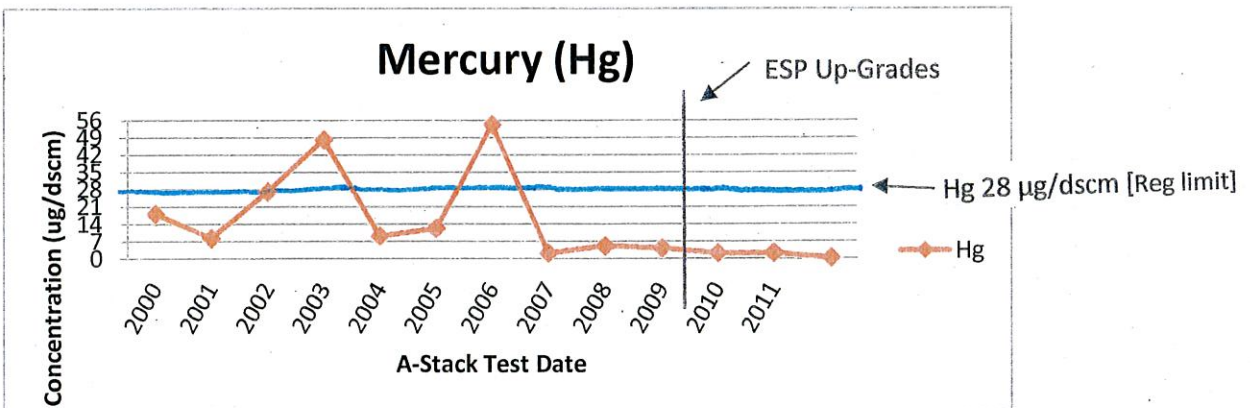
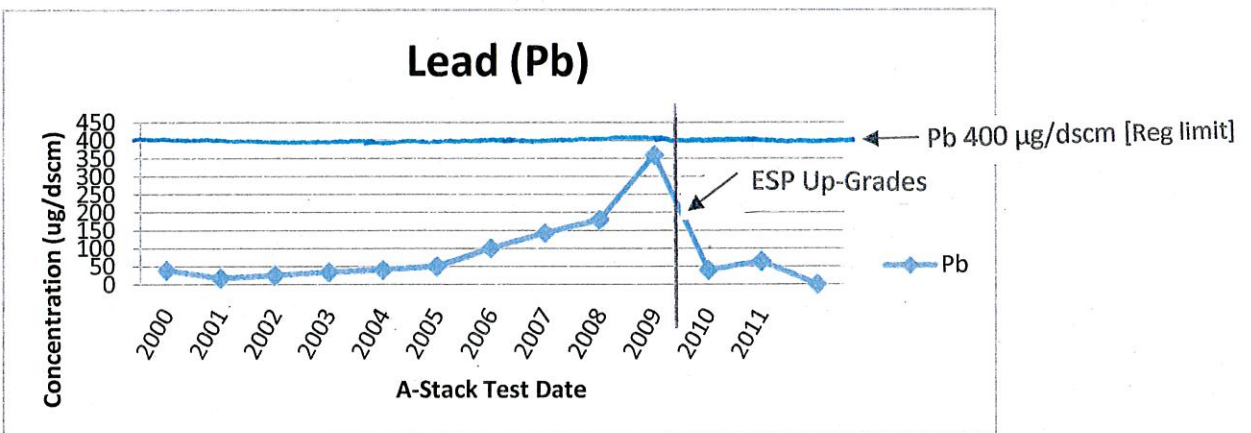
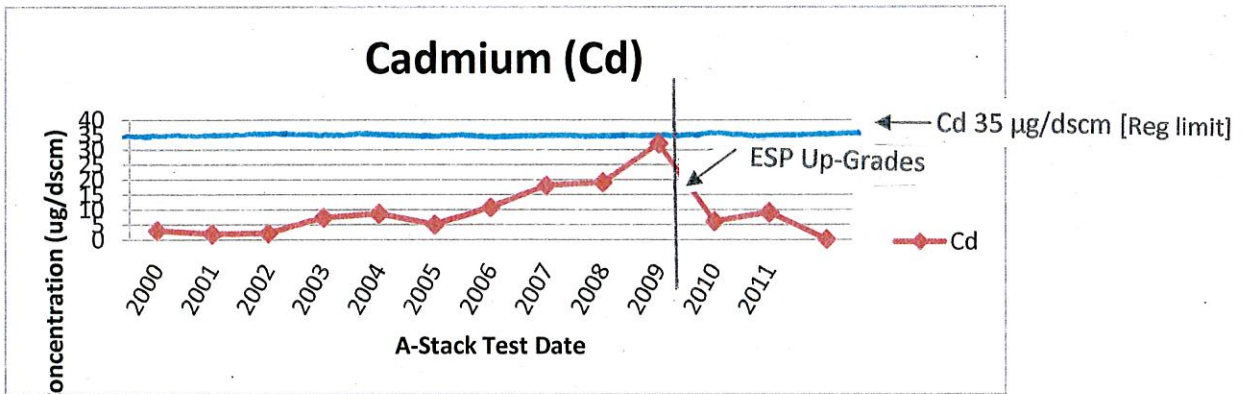
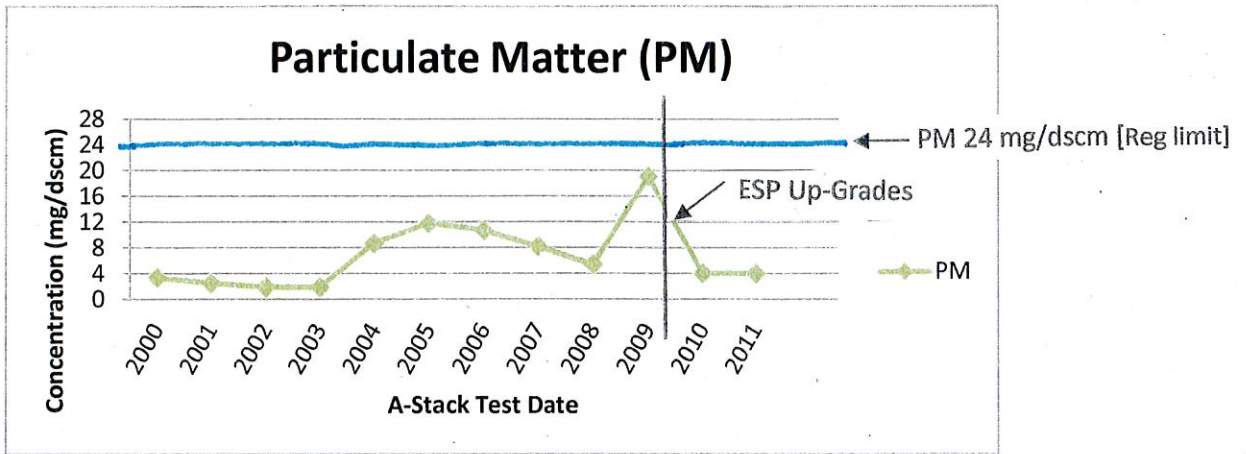
**Attachment E**

Month / Year	Facility Availability	On Peak KWHs	Off Peak KWHs	Total KWHs	On Peak Rate	Off Peak Rate	Electricity Revenues	ISONE Market Value
Nov-09	94%	3,569,156	4,120,551	7,689,707	\$0.07704	\$0.05923	\$568,778	
Dec-09	98%	3,811,497	4,354,948	8,166,445	\$0.08357	\$0.06555	\$653,855	
Jan-10	98%	3,310,034	4,482,631	7,792,665	\$0.09707	\$0.07727	\$717,439	
Feb-10	95%	3,038,210	3,650,447	6,688,657	\$0.09819	\$0.07724	\$629,756	
Mar-10	96%	3,668,101	3,741,131	7,409,232	\$0.08306	\$0.06670	\$612,036	
Apr-10	61%	1,897,314	2,169,219	4,066,533	\$0.07234	\$0.05444	\$312,336	
May-10	93%	3,407,537	4,431,390	7,838,927	\$0.07021	\$0.05338	\$533,701	
Jun-10	93%	3,787,872	3,946,891	7,734,763	\$0.07615	\$0.05517	\$552,430	
Jul-10	96%	3,451,635	4,510,803	7,962,438	\$0.08503	\$0.06136	\$616,555	
Aug-10	99%	3,880,733	4,478,367	8,359,100	\$0.08431	\$0.06184	\$650,513	
Sep-10	95%	3,536,806	4,092,807	7,629,613	\$0.07301	\$0.05560	\$531,986	
Oct-10	99%	3,684,282	4,715,036	8,399,318	\$0.07397	\$0.05617	\$583,762	
Nov-10	94%	3,482,344	3,838,460	7,320,804	\$0.07704	\$0.05923	\$541,771	
Dec-10	97%	3,502,186	3,887,300	7,389,486	\$0.08357	\$0.06555	\$593,229	
Jan-11	96%	3,333,950	4,024,645	7,358,599	\$0.09707	\$0.07727	\$680,335	
Feb-11	99%	3,043,296	3,512,245	6,555,541	\$0.04334	\$0.04334	\$326,532	\$412,082
Mar-11	98%	3,444,203	3,492,190	6,936,393	\$0.04334	\$0.04334	\$343,359	\$362,553
Apr-11	66%	1,762,990	2,177,127	3,940,170	\$0.04334	\$0.04334	\$212,063	\$205,959
May-11	87%	3,096,218	3,803,942	6,900,160	\$0.04334	\$0.04334	\$341,900	\$322,749
Jun-11	98%	3,649,570	3,994,354	7,643,924	\$0.04334	\$0.04334	\$374,492	\$363,021
Jul-11	99%	3,553,158	4,635,406	8,188,564	\$0.04334	\$0.04334	\$387,005	\$463,977
Aug-11	96%	3,793,874	3,860,020	7,653,894	\$0.04334	\$0.04334	\$365,783	\$359,176
Sep-11	100%	3,716,566	4,016,809	7,733,375	\$0.04334	\$0.04334	\$371,100	\$356,385
Oct-11	91%	3,150,283	4,079,819	7,230,102	\$0.04334	\$0.04334	\$350,098	\$326,227
Nov-11	98%	3,741,801	4,074,766	7,816,567	\$0.04334	\$0.04334	\$375,544	\$315,480
Dec-11					\$0.0433	\$0.0433		
Totals for Contract period							\$3,447,875	\$3,487,608

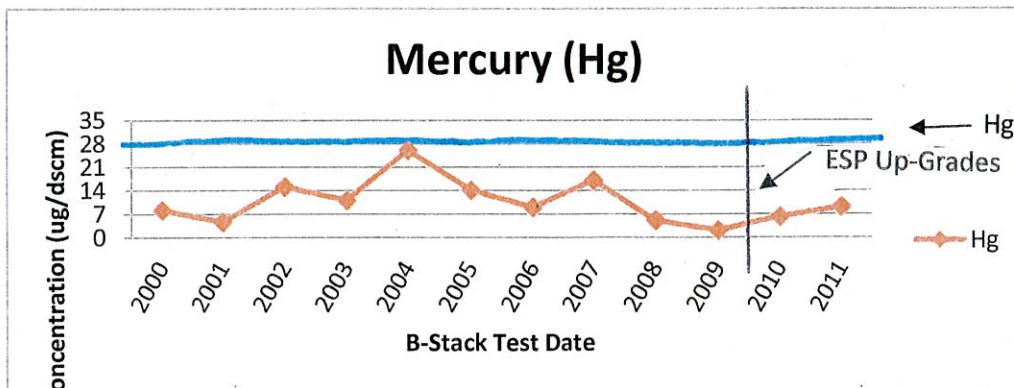
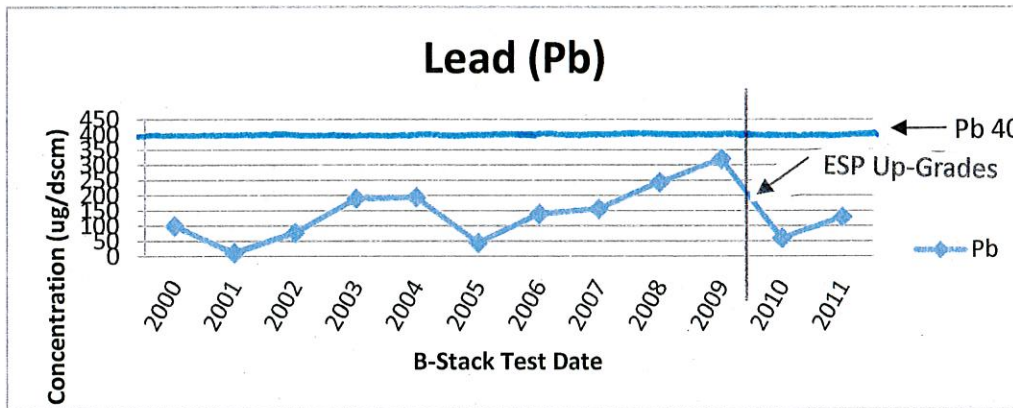
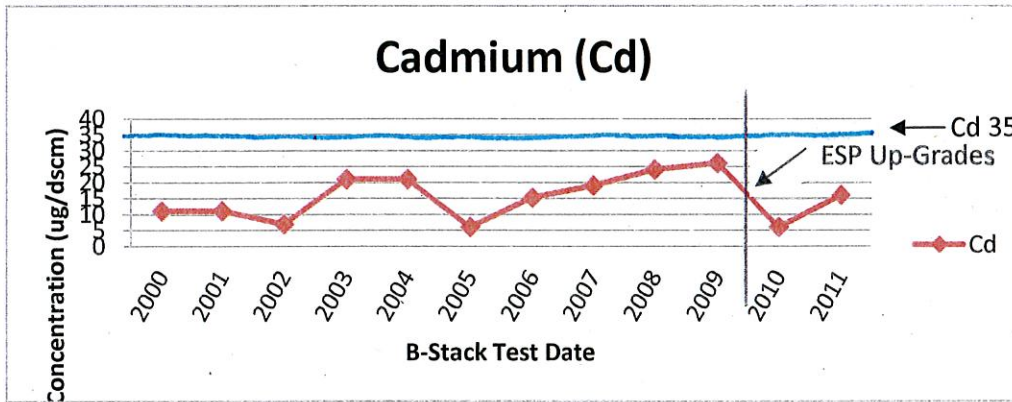
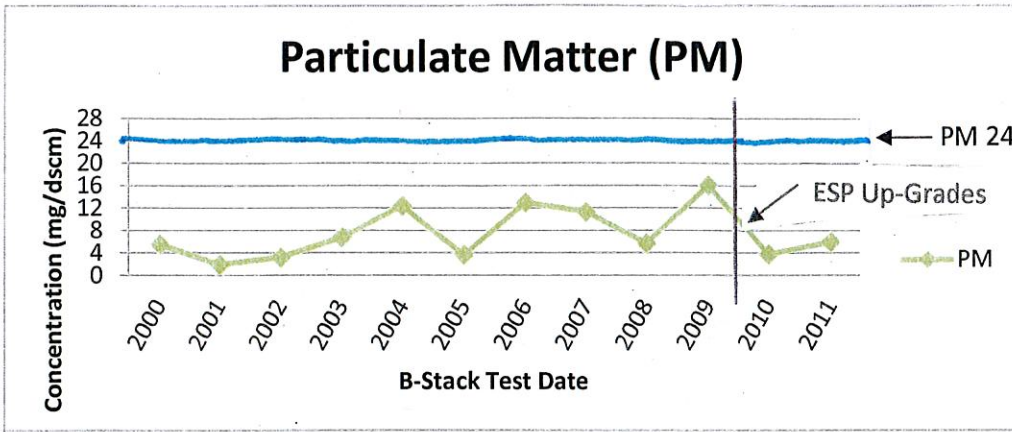
Fall 2011 Annual Compliance Stack Test Results

Stack Test Results 2010 (Nov 1-10)	Dioxin / Furan Corrected 7% O <sub>2</sub>	Cadmium (Cd) Corrected 7% O <sub>2</sub>	Lead (Pb) Corrected 7% O <sub>2</sub>	Particulate Matter (PM) Corrected 7% O <sub>2</sub>	Hydrogen Chloride (HCl) Corrected 7% O <sub>2</sub>	Ammonia (NH <sub>3</sub> ) Corrected 7% O <sub>2</sub>	Mercury Statute 585B (Hg) TURA	Mercury (Hg) Corrected 7% O <sub>2</sub> MDEP	Carbon Injection Rate (lbs/hr)
A-Boiler	1.14 ng/dscm	9.3 µg/dscm	64.3 µg/dscm	4.0 mg/dscm	4.1 ppm 99.4% removal efficiency	0.81 ppm	A-Boiler 1.88 lbs/yr 97.1% removal efficiency	2.0 µg/dscm 96.7% removal efficiency	20 lbs/hr carbon inj
B-Boiler	0.74 ng/dscm	15.5 µg/dscm	129.9 µg/dscm	5.7 mg/dscm	16.9 ppm 97.9% removal efficiency	0.45 ppm	B-Boiler 8.52 lbs/yr 94.4% removal efficiency	8.9 µg/dscm 95.3% removal efficiency	20 lbs/hr carbon inj
Combined A&B-Boilers Mercury (lbs/yr)							A&B Boilers Total Hg <b>10.4 lbs/yr</b> <b>95.8% reduction</b>		
Regulatory limits MDEP Ch 121	25 ng/dscm (w/ESP)	35 µg/dscm	400 µg/dscm	24 mg/dscm	29 ppm or 95% removal efficiency	10 ppm	25 lbs/yr Total for A&B Boilers combined or 90% reduction	28 µg/dscm Or 85% removal efficiency	20 lbs/hr

# A-Boiler – Trend Plot of Historical Stack Test Data



# B-Boiler - Trend Plot of Historical Stack Test Data



## Pollutant

**A-Boiler**

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	Emission Limit
PM <sub>10</sub> - Particulate Matter (mg/dscm)	3.37	2.5	1.9	1.9	8.7	11.8	10.7	8.2	5.4	19.1	3.5	4.0	24
PM <sub>2.5</sub> - Particulate Matter (mg/dscm)	4.29	16.7	13.5	7.6	1.3	6.18	2.4	8.65	4.2	1.7	0.5	1.14	25
Hg - Mercury (ug/dscm)	18	8.1	27	48	9	12	54.1	2	5	4	2	2.0	28
Hg - Mercury (% reduction)	85.1	90.3	83.6	88.9	90.9	96	91.9	97.7	95.9	93.6	97	96.7	or 85%
Pb - Lead (ug/dscm)	40	18	26	35	41	51	101	143	180	360	40	64.3	400
Cd - Cadmium (ug/dscm)	3	1.8	2.1	7.3	8.6	5	10.7	18	19	32	6	9.3	35
HCl - Hydrogen Chloride (ppmv)	8.47	6.7	9.9	36.6	7.2	7.4	18.1	5.5	13.3	17.2	11.6	4.1	29
Hydrogen Chloride (% reduction)	98.4	98.4	98.3	95.1	98.9	98.9	97.4	99.6	98.4	98	99	99.4	or 95%
NH <sub>3</sub> - Ammonia (ppmv)							0.21	0.4	2.9	3.4	1.5	0.8	10
A&B combined Hg (lbs/yr)	24.7	12.8	48.5	62.7	31.6	29.6	14.43	17.5	9.4	6.08	7.8	10.4	25
TOTAL										93.70%	94%	95.80%	90%

## NOTES

- all values corrected to 7 % O<sub>2</sub>
- mg/dscm means milligrams (one thousandth of a gram) per cubic meter
- ug/dscm means micrograms (one millionth of a gram) per cubic meter
- ng/dscm means nanograms (one billionth of a gram) per cubic meter
- ppmv means part per million, by volume

**B-Boiler**

	Emission												
	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	Limit
PM <sub>10</sub> - Particulate Matter (mg/dscm)	5.46	1.9	3.2	6.8	12.4	3.7	13	11.3	5.7	16.1	3.8	5.7	24
DF - dioxin/furan (ng/dscm)	9.89	3.5	5.3	1.7	3.5	1.43	9.3	2.17	10.7	3.4	1.2	0.74	25
Hg - Mercury (ug/dscm)	8	4.5	15	11	26	14	8.9	17	5	2	6	8.9	28
Hg - Mercury (% reduction)	94.2	94.3	91.8	92.4	90.3	93	83.7	77.8	96.6	96.4	94.4	95.3	or 85%
Pb - Lead (ug/dscm)	100	11.8	78	190	195	45	140	157	244	320	60	129.9	400
Cd - Cadmium (ug/dscm)	11	11	6.9	21	21	6	15.2	19	24	26	6	15.5	35
HCl - Hydrogen Chloride (ppmv)	3.13	5.8	19.6	19.8	28.6	25.5	19.18	21.4	11.7	68.1	3.7	16.9	29
Hydrogen Chloride (% reduction)	99.4	99.4	96.9	98.2	96.2	95.5	97.5	96.6	99	95	99.5	97.90%	or 95%
NH <sub>3</sub> - Ammonia (ppmv)							0.61	0.8	0.7	0.7	2.7	0.4	10

**NOTES**

- all values corrected to 7 % O<sub>2</sub>
- mg/dscm means milligrams (one thousandth of a gram) per cubic meter
- ug/dscm means micrograms (one millionth of a gram) per cubic meter
- ng/dscm means nanograms (one billionth of a gram) per cubic meter
- ppmv means part per million, by volume

# **ecomaine**

## **Employee Handbook** (Non-Union)

November 2011



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## SECTION I – INTRODUCTION

### Welcome!

Welcome to **ecomaine** where an interesting and challenging experience awaits you. Whether you have just joined us or have been with us for a while, we want you to know that we are pleased to have you as a member of our team. We recognize that we cannot reach our goals and objectives without a competent and dedicated staff. In fact, we believe our employees are our most valuable resource.

To better acquaint you with the organization, we have prepared this Employee Handbook as a way of communicating our policies, procedures, and practices. This handbook is not intended to constitute a contract of employment. Please read this handbook thoroughly as it may answer many of the questions you have about your working environment. Any unanswered questions should be directed to your Supervisor. Please retain the Employee Handbook for future reference, filing any subsequently issued updates.

We wish you the best of luck and success in your position and hope that your employment with **ecomaine** will be a rewarding experience.

Sincerely,



Kevin H. Roche  
General Manager

## Section I – Introduction

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### **Handbook Purpose & Preview**

This employee handbook has been prepared for all employees, but especially to help familiarize new employees with some of the **ecomaine** guidelines, policies and procedures. It also outlines many of the benefits and services provided to you as an employee. This handbook does not include all **ecomaine** guidelines, policies, and procedures. Should you have any questions, please do not hesitate to discuss them with your supervisor.

**ecomaine** reserves the right to revise its policies, programs and benefit plans at any time, with or without advance notice. **ecomaine** also reserves the right to make individual exceptions to these policies and procedures. Any exception granted by **ecomaine** is not intended to prevent and does not restrict its right to insist on adherence to the policy or practice in the future. Violation of any of **ecomaine's** policies and/or procedures may result in disciplinary action up to and including termination.

### **Nature of Employment**

The policies and procedures presented in this handbook are in no way to be interpreted or construed as a contract of employment or guarantees of continued employment for any specific period of time. No verbal communication or written document will provide such a contract, assurance, or guarantee unless specified in writing and signed by an **ecomaine** official who is authorized to enter into such an agreement.

Your compensation, hours of employment, and all other terms and conditions of employment are subject to modification by **ecomaine** at its discretion.

We recognize that you have voluntarily joined **ecomaine**, your employment is "at will", and that you are free to discontinue your employment at any time for any reason. **ecomaine** reserves a similar right. Therefore, both you and **ecomaine** have the right to terminate your employment at any time, with or without advance notice and with or without cause.

An employee who provides false, incomplete, or misleading information on the employment application or at any time during the employment process may be subject to immediate dismissal.

## Section I – Introduction (continued)

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### **About Us**

**ecomaine** is a non-profit waste management company owned and operated by twenty-one municipalities in Southern Maine. We also contract with more than 20 additional communities, providing services to a combined population of 335,000. Our three waste management facilities—a waste-to-energy plant, a landfill/ashfill site and a recycling operation—are located just west of the Maine Turnpike at Exit 46.

### **Our Mission Statement**

**ecomaine** provides comprehensive long-term solid waste solutions in a safe, environmentally responsible, economically sound manner, and is a leader in raising public awareness of sustainable waste management strategies.

### **Equal Employment Opportunity**

**ecomaine** is aggressively committed to non-discrimination in employment based on gender, race, religion, age, national origin, military service, pregnancy, genetic information, sexual orientation, or disabled status.

With this in mind, the following policy is set in place:

- **ecomaine** does not discriminate in recruitment, testing, selection, and promotion on the basis of race, gender, sexual orientation, military service, religion, ancestry or national origin, age, physical or mental disability, whistleblower activity, previous assertion of a claim or right under the Maine Workers' Compensation Act, color, military service, or marital status unless a bona fide occupational qualification exists.
- Compensation, benefits, lay-offs, job assignments, employee development opportunities, and discipline shall be administered without bias based on gender, race, color, marital status, sexual orientation, age, religion, national origin, or physical or mental disabilities.
- Reasonable accommodation will be made for applicants and employees on the basis of disability or religion.

## **Section I – Introduction (continued)**

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### **Harassment of Employees (Sexual and Other Forms)**

It is the policy of this company that all employees have the right to work in an environment free from all forms of harassment. This policy is intended to prohibit offensive conduct, either physical or verbal, that threatens human dignity and employee morale, and which interferes with a positive and productive work environment. This policy refers not only to supervisor-subordinate actions, but also to actions between co-workers. There will be no intimidation, discrimination, or retaliation against any employee who makes a report of harassment. Harassment, as defined by this policy, is prohibited.

#### **A. Sexual Harassment**

Sexual harassment is illegal and, as outlined in the EEOC Sexual Discrimination Guidelines and the Maine Human Rights Act, includes:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (iii) interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The following examples are common types of conduct that may constitute sexual harassment:

- Slurs, jokes, or degrading comments of a sexual nature
- Unwelcome sexual advances
- Suggestive or lewd remarks
- Unwelcome hugging, touching, or kissing
- Requests for sexual favors
- Repeated offensive sexual flirtation or propositions
- The display of sexually suggestive pictures or objects
- Repeated unwelcome physical contact or touching such as patting, pinching, or constant brushing against another's body

Consistent with the above guidelines, it is the policy of this company that no personnel action be taken affecting an employee (either favorably or unfavorably) on the basis of conduct that is not related to performance including such conduct as submitting to sexual advances, refusing to submit to sexual advances, protesting sexual overtures, or raising a complaint concerning the alleged violation of this policy.

## **Section I – Introduction (continued)**

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### **A. Sexual Harassment** *(continued)*

This policy prohibits any overt or subtle pressure for sexual favors, including implying or threatening an applicant's or employee's cooperation of a sexual nature (or lack thereof) will have any effect on the person's employment, job assignment, wages, promotion, any other condition of employment, or future job opportunities. This policy also prohibits any conduct which would tend to create an intimidating, hostile, or offensive work environment.

Supervisors and managers are responsible for monitoring behavior which can be construed to be harassment and for initiating necessary action to eliminate such behavior. Any employee who feels that he or she is a victim of sexual harassment, or who has knowledge of that kind of behavior, should immediately report the matter to his or her supervisor, or if the employee would prefer, to another member of management. No employee will suffer retaliation for complaining about sexual harassment.

The company will immediately investigate any complaints of sexual harassment and where warranted, take disciplinary action against any employee engaging in sexual harassment. Depending on the circumstances, such disciplinary action may include suspension and/or termination of employment.

In addition, employees should be aware that the Maine Human Rights Commission is the state agency charged with the responsibility of enforcing Maine's anti-discrimination laws. The Commission investigates complaints of unlawful discrimination in employment, including claims involving sexual harassment. The Maine Human Rights Commission will attempt to resolve complaints of discrimination to the mutual satisfaction of those involved. However, the Maine Human Rights Commission Act authorizes the Commission to pursue remedies to unlawful discrimination in court when conciliation fails. The Maine Human Rights Commission can be contacted at the following address and number:

**Maine Human Rights Commission  
State House Station 51  
Augusta, ME04333  
(207) 624-6290**

### **B. Verbal Harassment**

Derogatory or vulgar comments regarding a person's sex, religion, age, ethnic, or National origins, physical appearance, or the distribution of written or graphic material having such an effect are prohibited. Any employee who believes he or she has been the subject of such harassment should report the alleged conduct to their supervisor, or any other member of management. Any supervisor or employee who is found, after appropriate investigation to have engaged in any harassment will be subject to discipline, up to and including termination.

## SECTION II – YOUR EMPLOYMENT

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### **Orientation & Adjustment Period**

New employees will be required to provide documentation of identity and employment eligibility in accordance with federal law. The 1-9 form is to be used for this purpose.

New employees will receive a copy of the employee handbook. They are to be given the opportunity to read the entire handbook and once completed, sign the Acknowledgement of Understanding form. The signed Acknowledgement of Understanding form will be placed in their personnel folder.

The first six(6) months of employment after hire are considered to be an “adjustment” period. During these six months, employees will be trained, observed and coached, to assist them in performing the position requirements in accordance with **ecomaine** standards. During this time, evaluation is made to determine whether or not the association is mutually beneficial to the employee and to **ecomaine**. Unsatisfactory performance during this period may result in termination of employment. Neither this policy nor any other written material provided to you is a contract of employment.

### **Employment Classifications**

**ecomaine** categorizes all employees with respect to position and federal/state regulations. Summary definitions are:

- Exempt Employee – any salaried executive, administrative, professional, or contracted position. These employees are exempt from both the minimum wage and overtime provisions of the Fair Labor Standards Act orFLSA.
- Non-exempt Employee – any salaried or hourly employee who is not exempt from the minimum wage or overtime provisions of FLSA.
- Regular Employees – scheduled to work 30 or more hours each week year round, but is not a temporary employee, seasonal employee, leased employee, or an independent contractor. Regular employees are eligible for **ecomaine** benefits.



## **Section II – Your Employment (continued)**

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### **Hours of Work, Payroll, Overtime & Meal Breaks**

#### *Hours of Work:*

The standard workweek for full-time employees is forty (40) hours. Work schedules, however, are based on the needs of **ecomaine** which includes being available nights and weekends, if needed.

#### *Payroll:*

The pay week goes from Sunday – Saturday. Time sheets are due in every Tuesday by 8:00 a.m., for the previous week. **ecomaine** takes seriously its obligation to provide an accurate and timely payroll process for its employees. Should you notice any discrepancies or other issues with your pay, please bring it to the attention of the Office Manager (or designee) immediately.

#### *Overtime:*

Employees are expected to work overtime when the need arises. Non-exempt employees will be paid time and one-half (1 ½) for time worked that exceeds 40 hours during a scheduled work week. Exempt employees are not eligible for overtime pay; however they are expected to work the necessary hours required to complete their duties.

#### *Meal Breaks:*

All non-exempt employees who work more than six consecutive hours are asked to take a meal break of a minimum of 30 minutes. Lunch periods are non-compensated time. Any breaks less than 30 minutes will be paid time. Any non-exempt employee choosing not to take the meal break will be required to sign a waiver each time (simple e-mail to your Supervisor and copying the Office Manager stating the intent not to take the break is sufficient).

### **Compensation & Performance Reviews**

#### Compensation Philosophy:

**ecomaine** is committed to attracting, retaining, and rewarding employees who are high performers and who embrace our culture of high achievement, support, and ethical standards. **ecomaine** pays fair and competitive salaries based on the market value of the job and job performance. Health benefits, a generous paid leave policy, a very competitive retirement plan, tuition reimbursement, etc. are all also a significant part of our compensation package.

## Section II – Your Employment (continued)

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### Compensation Philosophy: (continued)

Pay for performance is a key component to our compensation philosophy. The highest achieving work performers should be compensated in a way that recognizes their results. We strive for a link between performance and pay and want our strongest performers to ultimately be paid at the higher end or above the market value for their position.

Teamwork and overall performance of the larger group is just as important as the individual performances. While budgeting factors will have to be considered, the goal is to recognize consistent strong performance and reward accordingly.

The organization's annual performance and market forces will be key factors in setting salary budgets. It is important to note that annual pay increases for all employees is not an entitlement.

The key factors that a supervisor will base pay decisions on include the following:

- Budget allowance for increases
- Employee performance
- Employee's current pay (for example, if an employee's current pay is well above market, it may have an impact on wage adjustments)
- Market

**ecomaine** will periodically research the market in order to maintain competitive salaries and benefits for our employees. In summary, our compensation philosophy is simple: we pay competitive salaries and benefits and we reward performance through our pay for performance strategy.

### Performance Reviews

Supervisors and/or managers will be responsible for employee performance reviews (appraisals). Performance reviews evaluate an employee's job performance, job-related strengths and weaknesses. The review is used to develop a plan for improvement, if needed and to determine changes in job status and/or salary level.

At **ecomaine**, it is our goal to have a performance review (appraisal) conducted with each employee annually. During these reviews, the employee and the supervisor will outline the employee's performance strengths and areas requiring improvement. Each review will place emphasis on the positive throughout the entire process and establish:

## **Section II – Your Employment (continued)**

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### Performance Reviews (continued)

- Positive results desired by management.
- Action management will take to help the employee obtain these positive results.
- Actions the employee will take to improve deficient areas requiring improvement.
- A completion date for correcting those deficiencies.

The performance appraisal will be reviewed and approved by the supervisor. Appropriate salary and wage increases are granted on the basis of performance and/or promotion. The written performance review will be retained in the employee's personnel file.

### Promotion Opportunities

**ecomaine** desires that employees be granted maximum consideration for advancement within the organization. Employees shall be given first consideration when equally or more qualified, in filling a vacancy and may be given training opportunities to qualify for promotion, but it is recognized that from time to time the best interest of **ecomaine** may require that a vacancy be filled by a person not employed by **ecomaine**. Searches to fill vacancies may include both inside and outside searches occurring simultaneously.

### Confidentiality

**ecomaine** takes seriously its obligations and legal requirements to maintain confidentiality relative to certain employee information. The Director of Finance & Administration (or designee), as primary custodian, generally provides personal employee information only to the employee. Employees are permitted to view and copy any personnel file information at their request and option. **ecomaine** does not release personal information to services, service providers, vendors, agencies, or other interested parties without the expressed written consent or informed knowledge of the employee.

### Severe Weather

**ecomaine** will be open for business and available to our customers on all regularly scheduled days and hours, regardless of weather conditions. Every attempt should be made to report for work, as regularly scheduled, safety permitting. At times, the General Manager (or designee) may close some or all of **ecomaine** due to weather.

## **Section II – Your Employment (continued)**

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### **Workplace Monitoring**

**ecomaine** property, including but not limited to, desks, cell phones, computers, files, e-mail, and other property owned or operated by **ecomaine** is subject to monitoring, interception and review. Reasons for monitoring, interception and review include, but are not limited to, theft investigation, improper disclosure of confidential or proprietary information, personal abuse or monitoring workflow and productivity. Any attempt to gain access to restricted files by the use of unauthorized codes or passwords is prohibited and will subject the employee to disciplinary action, up to and including termination. All communications conducted with **ecomaine** resources, including e-mail, are subject to monitoring and review at any time.

### **Relatives and Personal Relationships**

Individuals who are relatives, whether related by blood or marriage, are not permitted to work at **ecomaine**. "Relatives" are defined as spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, cousin or corresponding "great", in-law or "step" relation. Because personal relationships may create an actual or perceived conflict of interest, supervisors may not hire, promote or directly supervise any person with whom they have a personal relationship; nor may they engage in any personal relationships with their subordinates. A personal relationship includes, but is not limited to, the following activities: dating, engagement, marriage, sharing the same household, or living together.

### **Termination Procedures**

Employment with **ecomaine** is on an at-will basis. Employees are free to terminate their employment at any time, with or without cause. In addition, **ecomaine** may terminate the employment relationship at any time, with or without cause.

On or before the last day of work, or at **ecomaine's** request, employees are required to return all company equipment, keys, records, manuals, computer files, and/or other documents, including all copies of such items, which in any way relate to the business or affairs of **ecomaine** or any of its employees, customers, consultants, or agents. This includes other **ecomaine** property such as corporate credit cards, equipment, tools, vehicles, etc.

Any employee leaving **ecomaine**, regardless of separation reason or method, will generally be given the option of an exit interview with the Director of Finance and Administration (or designee).

## **Section II – Your Employment (continued)**

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### **Termination Procedures** (continued)

During this exit interview, the employee will be given the opportunity to ask questions and/or make comments regarding their job. Additionally, other issues, including the following, may be discussed:

- Reason for termination
- All other benefits
- Final pay
- Return of keys and other company property
- Correct forwarding address

## Section III – YOUR RESPONSIBILITIES

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### **Ethics & Standards**

**ecomaine** is committed to conducting its business affairs honestly and with integrity. This commitment applies to our relationship with competitors, customers, vendors, and employees. Each employee must maintain the highest standards of personal and professional ethics. These rules, practices, and policies concerning conduct and behavior ("Standards") are instrumental to the continued success of **ecomaine**.

An employee should not conduct business that is not in the full spirit of honest and ethical behavior, nor should an employee cause another employee, or non-employee, to act or behave in such a manner, either through inducement, suggestion, or coercion.

Each employee is expected to report dishonest activities by other employees to their supervisor. Failure to report such activities is considered a violation of the Standards. Knowingly submitting false information is also considered a violation of the Standards.

Initiating or encouraging reprisal action against an employee or other person who, in good faith, reports known or suspected Standards violations is prohibited.

### **Ethics Policy: Acceptance of Gifts** (See also Conflicts of Interest)

No board member or employee of **ecomaine** shall:

1. Accept or receive from any person, firm, or corporation doing, or attempting to do, business with **ecomaine** any free property, product, material, or service; or accept from any person, firm, or corporation doing, or attempting to do, business with **ecomaine** any property, product, material, or service at terms more favorable than those granted to the general public. All meals and entertainment are specifically prohibited. This prohibition does not include promotional/advertisement items such as mugs, hats, shirts, etc. that are marked with a company logo and are not valued at more than \$45.00 (forty-five dollars) or holiday gifts such as food that are shared amongst all employees.
2. Purchase or accept anything from **ecomaine**, other than those items or services which are offered to the general public, and then only upon the same terms and under the same procedures offered to, and used for, the general public. This does not include those items or services that are received as compensation, part of an employment contract, or which are necessary for the performance of an employee's duties. At times **ecomaine** may have surplus materials that become available. With the approval of the General Manager, we may make these items available to the ecomaine staff through a bidding process.

Gifts given by **ecomaine**, in recognition of service to **ecomaine**, or achievement, are not prohibited by this policy.

## Section III – Your Responsibilities (continued)

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### **Employee Conduct & Behavior**

Employees are expected to conduct themselves in a professional manner at all times; demonstrating a positive attitude, respect for co-workers, our customers and their property.

The following guidelines have been developed to communicate the standards of behavior. Each employee is expected to:

- Report to work punctually, as scheduled, and be at the assigned work station, ready for work, at the assigned start time;
- Notify the appropriate supervisor when unable to report to work, or unable to report for work on time;
- Actively work during all assigned/expected work hours;
- Comply with all performance/conduct and safety/security policies and procedures;
- Wear appropriate business attire for and in accordance with the work being performed;
- Perform assigned tasks safely, efficiently and correctly;
- Address fellow employees, customers and visitors in a professional, courteous and respectful manner;
- Maintain work place and work area cleanliness;
- Refrain from behavior or conduct deemed offensive or undesirable.

Examples of inappropriate behavior and misconduct include, but are not limited to:

- Reporting to work intoxicated/under the influence of alcohol or non-prescribed drugs;
- Possession or use of alcoholic beverages or illegal drugs on **ecomaine's** property;
- Falsifying employment or any other company records;
- Submitting a fraudulent injury claim;
- Failure to maintain the confidentiality of company information or business records;
- Discrimination;
- Harassment, sexual or otherwise;
- Solicitation of outside work from customers;
- Fighting or otherwise physically assaulting another employee, customer or vendor;
- Unauthorized access or use of company records;
- Failure to report an injury;

## **Section III – Your Responsibilities (continued)**

### **Employee Conduct & Behavior** (continued)

Examples of inappropriate behavior and misconduct can include (*continued*):

- Use of obscene, abusive, or threatening language and/or use of gestures in a threatening manner;
- Theft or misappropriation of property from co-workers, customers, the company, or visitors of **ecomaine** including waste or recyclable material;
- Misuse, abuse or destruction of company property;
- Possession, sale or use of firearms or other weapons on company premises. However, employees with a permit to carry a concealed weapon may keep the gun in a locked vehicle at work as long as the gun is not visible. A copy of the permit must be submitted to Director of Finance & Administration (or designee), to be placed in the employee's personnel file;
- Refusal to follow management's directions or instructions concerning any job-related function unless or because of safety concerns;
- Insubordination;
- Deliberate concealment of another employee's misconduct;
- Embezzlement/theft of any money or property belonging to the company;
- Violation of or failure to adhere to the rules of operation or conduct established by the company;
- Any behavior or practice, whether or not mentioned in this Handbook, inconsistent with the ordinary and reasonable conduct necessary for a productive work atmosphere.

### **Confidential Information & Intellectual Property**

It is the policy of **ecomaine** that its employees will safeguard all **ecomaine's** confidential information and intellectual property. These are to be shared only with those at the company having a legitimate business need to know. This includes all systems, software, procedures, technology, inventions, discoveries and ideas.

Confidential information obtained or intellectual property conceived as a result of employment with the **ecomaine** is not to be used for personal gain. Unauthorized use or disclosure of confidential information or intellectual property can result in civil and/or criminal penalties, for both the employee and the company.

This includes inquiries regarding current or former employees; and therefore any such inquiries must be referred to the Director of Finance and Administration (or designee).



## **Section III – Your Responsibilities (continued)**

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### **Accurate Personnel Records**

The information contained in personnel files is considered confidential information. No information will be placed in an employee's personnel file unless there is a clear business reason to do so.

Due to the confidential nature of personnel files, the Director of Finance and Administration (or designee) is responsible for controlling access to them. Personnel files are not to be copied (except by the employee or with the employee's permission) nor removed from the premises.

It is the sole responsibility of each employee to inform **ecomaine** of any changes in personal status that may alter his/her payroll or benefits status. Such information includes, but is not limited to:

- Last Name
- Address
- Emergency Contact
- Marital Status
- Telephone Number
- Gain/Loss of Dependents
- Beneficiaries
- W-4 Deductions

### **Employment References**

Information concerning former or current employees is considered confidential. All mail and telephone inquiries or other requests for references are to be directed to the Director of Finance and Administration (or designee). Employees are strictly prohibited from providing any information regarding former or current employees.

Information released by the company will include dates of employment and position(s) held only. Additional information can be provided by **ecomaine's** Human Resources representative if the former employee provides **ecomaine** with a signed release (Attachment B).

### **Neatness of Work Area**

It is **ecomaine's** policy to keep all areas of the business neat, clean and professional in appearance. Each employee is responsible for keeping his/her personal work area clean and uncluttered. No inappropriate or distasteful pictures, posters or calendars are permitted on company property.

## **Section III – Your Responsibilities (continued)**

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### **Personal Appearance**

**ecomaine** recognizes and respects the diversity of personal expression which is reflected, in part, by personal attire. Because an employee represents the company, we have standards of personal appearance and attire, appropriate to individual work situations. The purpose of these standards is to promote a responsible and professional image and public confidence in the competence of company employees. The standards are as follows:

- Employees are expected to present a clean and neat appearance that reflects the work situation, their position, and the work environment.
- Clothing should reflect generally accepted standards in a professional work setting. Sloppy attire will not be allowed in the work place.
- All clothing, footwear and accessories should allow employees to work safely.
- Facial piercings (excluding ears) are not allowed in the workplace.

### **Conflicts of Interest** (See also Ethics Policy)

A conflict of interest exists when an employee engages in any activity that may compromise him/her, another employee, **ecomaine**, or the company's relationship with a customer, vendor, or competitor. Potential conflicts of interest with a customer, vendor, or competitor may include, but are not limited to, soliciting business for personal gain, accepting or giving gifts, requesting or giving favors, discounts, or services, for one's personal benefit. This prohibition does not include promotional/advertisement items such as hats, shirts etc. marked with a company logo valued at less than \$45, or holiday gifts such as food shared amongst employees.

Gifts given by **ecomaine**, in recognition of service to **ecomaine** or achievement are not prohibited by this policy.

Employees are required to disclose any potential conflicts of interest to their immediate supervisor. Failure to disclose a potential conflict of interest or engaging in a practice determined to be a conflict of interest may result in disciplinary action up to and including termination.

## **Section III – Your Responsibilities (continued)**

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### **Outside Employment**

Outside employment, which interferes with an employee's productivity or that may result in a conflict of interest is not allowed. An employee should notify their immediate supervisor in writing if any outside employment is obtained.

Employees should carefully consider the demands of any additional work activity. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, refusal to work overtime or refusal to work different shifts.

Performing services for customers during non-working time that are normally performed by **ecomaine** personnel during work hours is strictly prohibited.

Employees may be allowed to conduct a reasonable amount of outside business during paid working time under certain circumstances when approved by their supervisor. Employees who abuse this privilege may be disciplined under the Disciplinary Policy.

### **Personal Cell Phones at Work**

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of company phones. Excessive personal calls or calls of long duration during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Flexibility will be provided in circumstances demanding immediate attention, but abuse will be cause for disciplinary action.

The company will not be liable for the loss of personal cellular phones brought into the workplace.

### **Company Property**

It is the policy of **ecomaine** NOT to allow the use or borrowing of company property for personal use. This policy applies to all **ecomaine** employees, visitors, customers, and contractors. Failure to follow this policy may result in disciplinary action, up to and including termination of employment. The only acceptable uses of company property are specifically defined in this policy. (Additional information on policies regarding personal use of **ecomaine** electronic communications equipment can be found in the section titled **Electronic Communications**.)

## **Section III – Your Responsibilities (continued)**

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### **Company Property** (continued)

Examples of prohibited activities while on or off company paid time might include:

- Borrowing company tools for projects at home
- Using **ecomaine** facilities to make personal automobile repairs
- Using company tools at any **ecomaine** facility or grounds to work on any personal projects
- Using company vehicles for personal business or errands

Examples of acceptable activities might include:

- Unavoidable road side type repairs to personal automobiles that would otherwise leave the individual stranded. Example (changing a flat tire) while off company paid time and in designated parking areas
- Borrowing of **ecomaine** property under emergency conditions with approval of the General Manager (or designee)
- Using company vehicles while on company paid time for personal business or errands, if directly on the route being traveled for company business and only if of very short duration

### **Electronic Communications**

**ecomaine** provides certain employees with access to the Internet and to **ecomaine**-owned telephones, computers, facsimile machines, copy machines, voicemail, e-mail, word processing, and other electronic communication or data storage systems, for their use in carrying out the business of **ecomaine**. **ecomaine** expects all employees to conduct their use of all electronic systems in a professional, responsible and courteous manner. In this policy the following words have the following meanings:

1. The word "System" means all telephones, computers, facsimile machines, copy-machines, voicemail, e-mail, word processing, and other electronic communication, copying or data storage systems leased, owned or in the possession of **ecomaine**. The "System" includes, but is not limited to, any **ecomaine** network computer system, as well as any local personal computer, any floppy-disk, any hard-drive and any other storage device or medium that **ecomaine** provides to an employee or which is connected (either physically or electronically, and either directly or indirectly) to any other part of the System.

## Section III – Your Responsibilities (continued)

### **Electronic Communications** (continued)

2. The word "Communication" means all electronic communications, all data, all software, all files and all other information made upon, created by or upon, received or transmitted by, or stored upon, any part of the System. "Communications" include, but are not limited to, voicemail and e-mail messages, Internet usage and all information placed upon the System.

The following policy relates to the System and all Communications:

1. All parts of the System are **ecomaine** property and/or are provided solely for business use and for **ecomaine** Communications. Occasional use of parts of the System by employees for personal matters will be permitted, if kept to reasonable frequency and duration. **ecomaine** will be the sole judge of such reasonableness. Personal telephone, e-mail and internet use should be of short duration and infrequent during regular work hours. Personal e-mails requiring lengthy responses should be sent to the employees' home e-mail addresses. **ecomaine** cell phones, computers, and other electronic devices that are assigned to employees may be used for personal needs with supervisory approval. All Communications are **ecomaine** property as well. **ecomaine** has the right and ability to monitor all Communications, including, but not limited to, Internet usage, all voicemail messages, all e-mail messages, all electronic files, all software, all data, and all other information. **ecomaine** may monitor and review the content of any of the above at any time and for any purpose whatsoever.
2. An employee may not use **ecomaine's** System or send, receive, create or store Communications upon the System in a manner that is disruptive to others, that is harmful to morale, or that interferes with the work duties of that employee or others. All employees are prohibited from downloading, obtaining, displaying, storing, receiving or transmitting any: (a) sexually-explicit or obscene messages or images; (b) communications containing libelous or defamatory material; (c) ethnic, racial or religious slurs; (d) anything that is, or may be construed as, disparagement or harassment of others based on race, national origin, gender, sexual orientation, age, disability, religious or political beliefs, or any other basis prohibited by law or by **ecomaine** policy or practices. Neither the System nor Communications may be used to solicit **ecomaine** employees, or any other individual, for any commercial, religious, charitable, or political causes, outside organizations, or any other non-**ecomaine** matter. The System should not be used for any purpose that is not related to **ecomaine** business. **ecomaine** endorsed programs, including but not limited to, programs such as the United Way or Red Cross blood drives; are excluded from this prohibition.

## **Section III – Your Responsibilities (continued)**

### **Electronic Communications** (continued)

1. E-mail, voicemail, data, Internet usage, and other Communications remain subject to review at any time and for any reason, even though an employee classifies Communications as "personal", "confidential" or "private". Provision of a password or other similar method or device to an employee, or use of the same, shall not in any way mean that **ecomaine** is giving up its right to review any Communications. **ecomaine** also retains the right to identify, delete, and modify any Communications at any time.
2. When an employee leaves the employ of **ecomaine** for any reason, **ecomaine** reserves the right to review and retain all Communications, (including, but not limited to, e-mail, voicemail, and computer files) have or relating to the departing employee for any reason. Any employee who leaves the employ of **ecomaine** shall not delete, modify, take, or retain any Communications (including, but not limited to, e-mail, voicemail, software, and computer files). Employees are prohibited from gaining, or attempting to gain, access to another employee's e-mail or computer files without the employee first obtaining authorization from a supervisor or designated **ecomaine** official.
3. No hardware, software nor other items may be downloaded or placed upon any part of the System by an employee without prior approval by Director of Finance and Administration (or designee). No employee shall violate any copyright or other law when downloading or placing software or other items upon any part of the System or when disseminating materials found on, or otherwise obtained by using, any part of the System.
4. This policy is not a contract and may be changed or eliminated by **ecomaine** at any time.

### **Smoking Policy**

Smoking is permitted only in the 2<sup>nd</sup> floor lunch area smoking room in the Waste-to-Energy Plant located at 64 Blueberry Road, Portland. Smoking outdoors is only permitted in the designated smoking areas as defined in Attachment A. Smoking anywhere else inside or outside any **ecomaine** Facility is prohibited.

Facility is defined to include all **ecomaine** buildings (includes stairwells and roofs), structures, equipment, and motor vehicles.

If an **ecomaine** employee is found to be in violation of this Smoking Policy, the following progressive disciplinary steps will be taken;

1<sup>st</sup> Offense – Up to thirty days suspension without pay.

2<sup>nd</sup> Offense – Up to and including termination of employment.

## **Section III – Your Responsibilities (continued)**

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### **Alcohol and Drug Policy**

**ecomaine** has a strong commitment to the health, safety and welfare of its employees, their families, its customers and the public at large. Accordingly, **ecomaine** seeks to hire and employ workers who are free from illegal use and abuse of drugs and alcohol, and to protect employees, their families, and the public from the adverse effects of alcohol and drug abuse. **ecomaine** requires that final applicants selected for the positions requiring a Commercial Driver's License (CDL) undergo an Alcohol and Drug Test to detect the presence of alcohol and drug abuse substances in the body.

Any Applicant with a positive pre-employment test may be denied employment by **ecomaine** by reason of the Positive Test.

The use and misuse of alcohol or drugs, whether prescribed or illegal, impairs the ability of an employee to perform assigned duties, and may endanger the employee, co-workers, the public, **ecomaine** and public or private property. **ecomaine** seeks to prevent employees from using alcohol or drugs when the use of such is illegal, or in any way endangers **ecomaine** or the public. Misuse may be cause for disciplinary action. **ecomaine** may provide appropriate and reasonable assistance to employees whose use or misuse impairs their ability to perform their duties.

### **Mandatory Meeting Attendance**

Employees are required to attend periodic employee or crew meetings. These meetings are held to discuss team performance, policies, procedures, new products, events, safety promotions, etc. Each employee is expected to attend these meetings unless prior arrangements are made and confirmed with a member of Management.

### **Employee Suggestions & Ideas**

Employee suggestions and ideas are always welcome! One of your fundamental responsibilities as an employee is to voice your personal suggestions for the constructive change of policies and procedures as situations within the company and its surroundings change. Recommendations for change should be made to your Supervisor.

## **Section III – Your Responsibilities (continued)**

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### **Waste and Recyclable Material Removal**

It is expressly forbidden for any person to take, remove, or use waste or recyclable materials from any **ecomaine** facilities or property for any use other than for the benefit of **ecomaine**. It is expressly forbidden for any **ecomaine** employee, customer, or visitor to take, remove, or use any such material for their personal use or benefit. This work rule applies to ALL **ecomaine** sites, including, but not limited to, the recycling facility, the tipping hall, the waste-to-energy plant and the ashfill/balefill. If any employee is found to be engaging in or benefitting from, or allowing another person to engage in or benefit from, violation of this work rule, such violation will be considered to be theft of **ecomaine** property and will be treated accordingly.

Violation of this work rule will result in the following progressive disciplinary steps being taken:

1<sup>st</sup> Offense – Up to thirty (30) days suspension without pay or termination of employment

2<sup>nd</sup> Offense – Up to and including termination of employment

### **Employee Grievance**

Any dispute between **ecomaine** and any employee concerning the interpretation or application of any specific provision of this policy or other **ecomaine** policies shall be discussed with their supervisor and/or manager. Any dispute unable to be resolved in this manner shall be referred to the General Manager (or designee) for review and possible hearing. The decision of the General Manager (or designee) will be final.

### **Safety**

Each employee shall use good safety practices while employed at **ecomaine**. All employees are required to comply with the procedures and directives contained in the **ecomaine** safety programs, copies of which will be provided to each employee and all employees are required to comply with the procedures and directives promulgated jointly by the Safety Committee and management.

Employees shall report any accident to their immediate supervisor within twenty-four (24) hours and shall fill out an Accident Form.

**ecomaine** will make reasonable provisions for the safety and health of its employees during their hours of employment as required by State and Federal regulations.



## **Section III – Your Responsibilities (continued)**

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### **Resignation of Employment**

Employees may decide to resign for a variety of reasons. We expect, as a common business courtesy, that all employees provide a minimum of two (2) weeks' notice in the event they elect to terminate their employment and that said voluntary termination is put in writing by the employee for our files. We would appreciate Managers/Supervisors to provide us with four (4) weeks' notice if they elect to terminate their employment with **ecomaine**.

**ecomaine** may permit an employee to continue employment during the notice period or accept their resignation immediately. On or before the last day of work, or at the company's request, employees are required to return all company equipment, cell phones, keys, tools, manuals, computer files, and/or other documents, including all copies of such items which in any way relate to the business or affairs of **ecomaine** or any of its employees, customers, consultants, or agents. This includes other company property such as corporate credit cards, etc. Nothing should be deleted from your computer.

## Section IV – Your Benefits

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### **Overview of Benefits Program**

This section in the handbook is only intended to be an overview of the benefits of the company. Please refer to your Summary of Plan Descriptions (SPD) for more detailed information. In the event of discrepancies between the information contained in this handbook and the Summary Plan Descriptions, the SPD will govern in all cases.

Complete information regarding the benefit plans may be obtained from the Director of Finance and Administration (or designee). **ecomaine** reserves the right to amend or terminate any of these voluntary programs at any time.

The following programs are provided through **ecomaine** for all non-bargaining unit Regular Employees as part of their total compensation package.

### **Voluntary Medical Insurance**

We offer a choice of medical plans with both programs providing coverage for the following: Inpatient, Outpatient, Emergency Room, Mental Health, Substance Abuse, and miscellaneous other services along with prescription drugs.

Monthly premiums, cost sharing and the employee "out of pocket costs" vary by plan selected. Coverage for those employees choosing to participate in the benefit begins on the first day of the month following the employment start date and ceases on the last day of the month when employment ceases. Exceptions related to changes in coverage may apply (qualified status change, etc.). You should refer to the Summary Plan Descriptions for detailed information and/or speak with the **ecomaine** Office Manager if you have any questions.

## **Section IV – Your Benefits (continued)**

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### **Basic Life Insurance**

**ecomaine** pays the entire premium for this benefit which provides coverage equal to your annual base earnings capped at \$100,000. This policy also includes Accidental Death & Dismemberment coverage in an amount equal to the Basic Life coverage. Enrollment in this plan is automatic and benefits are reduced at age 70.

Coverage begins on the first day of the month following the employment start date and ceases on the last day of the month when employment ceases. Exceptions related to changes in coverage may apply (qualified status change, etc.). You should refer to the Summary Plan Descriptions for detailed information and/or speak with the **ecomaine** Office Manager if you have any questions.

### **Additional Life Insurance**

**ecomaine** pays the entire premium for this benefit which provides coverage equal to 1.5 times your annual base earnings capped at \$225,000. This policy also includes Accidental Death & Dismemberment coverage in an amount equal to the life coverage. Enrollment in this plan is automatic and benefits are reduced in steps beginning at age 65.

This benefit also allows employees to purchase (entirely at their expense) \$10,000 in life insurance on their spouse and each of their children.

Coverage begins on the first day of the month following the employment start date and ceases on the last day of the month when employment ceases. Exceptions related to changes in coverage may apply (qualified status change, etc.). You should refer to the Summary Plan Descriptions for detailed information and/or speak with the **ecomaine** Office Manager if you have any questions.

### **Voluntary Vision Care**

A voluntary vision care plan is available to our employees and their families providing coverage for exams, frames and lenses. This program is paid for entirely by the employee and co pays apply.

If you decide to participate in this benefit coverage begins on the first day of the month following the employment start date and ceases on the last day of the month when employment ceases. Exceptions related to changes in coverage may apply (qualified status change, etc). You should refer to the Summary Plan Descriptions for detailed information and / or speak with the **ecomaine** Office Manager if you have any questions.

## **Section IV – Your Benefits (continued)**

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### **Voluntary Short Term Disability (STD)**

In the event of a non-work related injury or illness a short term disability program is available to our employees providing coverage for up to 52 weeks. You select the coverage level you want from one of several choices and are responsible for the entire premium. The date a benefit begins depends on the type of disability and in all cases the maximum weekly benefits are capped.

If you decide to participate in this benefit coverage begins on the first day of the month following the employment start date and ceases on the last day of the month when employment ceases. Exceptions related to changes in coverage may apply (qualified status change, etc.). You should refer to the Summary Plan Descriptions for detailed information and/or speak with the **ecomaine** Office Manager if you have any questions.

### **Long Term Disability (LTD)**

This benefit is paid for entirely by ecomaine. Once it has been determined that you have been continuously disabled under the terms of this program for 90 days you may be eligible for benefits. The benefits have limits, they may be reduced by other sources of income and disability earnings and certain disabilities may not be covered or have limited benefits.

Coverage begins on the first day of the month following the employment start date and ceases on the last day of the month when employment ceases. Exceptions related to changes in coverage may apply (qualified status change, etc.). You should refer to the Summary Plan Descriptions for detailed information and/or speak with the **ecomaine** Office Manager if you have any questions.

### **Cafeteria Plan - Section 125**

Section 125 of the IRS Code provides for pre-tax reimbursement accounts, governed by specific rules. **ecomaine** partners with an administrator to provide employees with the opportunity to take advantage the tax savings related to Medical Reimbursement Accounts and Dependent Care Reimbursement Accounts. Under these guidelines, employees may opt to have pre-tax earnings withheld from their paycheck to help cover medical expenses not covered by the health plan and/or dependent care expenses. The pre-tax contribution helps save Federal, State and FICA taxes.

Please review the Summary Plan Description carefully, as once an election is made, it cannot be changed unless specific criteria are met. Also, there are very specific definitions of acceptable expenses and supporting documentation needed. Additionally, contributions made to these accounts, but not used in the same plan year, are not rolled forward to the next plan year, but forfeited and not returned to the employee.

## Section IV – Your Benefits (continued)

### Holidays

The following Holidays shall be paid Holidays for all regular employees of **ecomaine**: New Year's Day, Martin Luther King Day, President's Day, Patriot's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.

If a Holiday falls on a Saturday, the preceding Friday shall be the observed Holiday; if the Holiday falls on a Sunday, the following Monday shall be the observed Holiday. Any non-salaried employee who is required to work on holidays falling in their regular work week will be paid time and one-half for hours so worked, in addition to their regular Holiday pay.

### Paid Leave

Employees shall accrue Paid Leave at the rates set forth in the following schedule, to the maximum of nine hundred sixty (960) hours. Any accrued Paid Leave time exceeding 960 hours that is unused will be automatically cashed out by **ecomaine** on the last payroll of the fiscal year so that no more than 960 hours will be carried over to the next fiscal year. Paid Leave privileges are available only to regular Employees. The accrual schedule is as follows:

<u>Length of Service</u>	<u>Paid Leave Time</u>
Up to 4 years	13.33 hours per month
5 years – 9 years	16.67 hours per month
10 years or over	20.00 hours per month

For full time year-round employees hired before September 1, 2005 the accrual schedule is:

<u>Length of Service</u>	<u>Paid Leave Time</u>
Up to 4 years	18.00 hours per month
5 years – 9 years	21.33 hours per month
10 years or over	24.67 hours per month

It is also expected that employees will utilize Paid Leave in a reasonable manner. Excessive unscheduled paid leave may result in discipline (including the requirement to see a physician or termination). Abuse of this policy shall be sufficient reason for terminating an employee.

Paid leave will be accrued beginning on the first full week of employment.

## **Section IV – Your Benefits (continued)**

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### **Paid Leave** (continued)

Paid Leave may be used, with the approval of the appropriate Director, for the following purposes:

- Vacation;
- Personal illness or illness of family members;
- Employees are eligible for Workers' Compensation for a work connected injury and may elect to take earned Paid Leave in addition to Workers' Compensation to the extent that it provides full regular pay and to the extent of earned Paid Leave.

All employees must use at least 50% of their annually accrued amount of paid leave each fiscal year, beginning in the first full fiscal year of employment. All employees, with authorization from the General Manager (or designee), may be paid, at their regular rate of pay, for up to four (4) weeks of Paid Leave each fiscal year if they have accrued such time above the mandatory usage.

Unused Paid Leave shall be paid upon termination, up to a maximum of nine hundred sixty (960) hours.

### **Bereavement Leave**

After notification to their supervisor, employees shall be excused from work for up to three (3) days because of death in the immediate family, as defined below, and shall be paid the regular rate of pay for the scheduled work hours missed. Immediate family is defined to mean spouse, domestic partner, children, brothers, sisters, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandfather, grandmother, grandchildren, step-father, step-mother, step-children, or other relatives in the same household of the employee.

### **Funeral Leave**

After notification to their supervisor, employees shall be excused from work for up to one (1) day for attendance at the funeral of relatives not included in their immediate family. The employee shall be paid their regular rate of pay for the scheduled work hours missed.

## Section IV – Your Benefits (continued)

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### Jury/Witness Duty Pay

**ecomaine** shall pay an employee called for jury duty or as a subpoenaed witness to a case (wherein the employee is not the plaintiff or defendant) their regular pay. Any juror's pay or witness fees will be turned over to **ecomaine**. Employees are expected to be at work on days they are not needed in court. When employees are released early from court, they are required to report for work if they are available to work two (2) hours or more of their schedule for that day. Employees must call their Supervisor daily to advise them of their court schedule. Disciplinary action may be taken for failure to follow this requirement.

### Family Medical Leave

This policy applies to all eligible employees of **ecomaine** and provides such employees with unpaid time off for a specified period with job protection and no loss of accumulated service if the employee returns to work.

A family or medical leave of absence may be approved for up to twelve (12) weeks of unpaid leave during a twelve month period. The twelve-month period is measured backward from the date that the employee uses any FMLA leave.

Leave may be taken:

- On the birth of an employee's child;
- On the placement of a child for adoption or foster care with an employee;
- When an employee is needed to care for a child, spouse, or parent who has a serious health condition; or
- When an employee is unable to perform the essential functions of his or her position because of the employee's own serious health condition;
- Military deployment of an immediate family member (see Family Military Leave section).

Employees must use any paid leave under the FMLA policy first (excluding hours paid by Workers' Compensation).

To be eligible for leave under this policy, an employee must have been employed by **ecomaine** for at least twelve (12) months and must have worked at least twelve hundred fifty (1,250) hours during the twelve (12) month period preceding the beginning of the leave. If the employee on leave is among the highest paid 10 percent (10%) of salaried **ecomaine** employees and keeping his or her job open could result in substantial and grievous economic injury to **ecomaine**, the employee can be denied job restoration after leave; however, the employee will be given an opportunity to return to work during the leave. Details on the FMLA request procedures can be obtained from the Director of Finance and Administration (or designee).

## Section IV – Your Benefits (continued)

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### **Victims of Violence**

**ecomaine** will grant a “reasonable and necessary” leave from work to any employee who needs to leave to prepare for or attend court proceedings, receive medical treatment, or obtain necessary services to remedy a crisis; if the employee needs the leave because the employee is a victim of violence, assault, sexual assault or stalking. **ecomaine** will also grant an employee a leave for medical treatment of other victims of violence or assault in the employee’s immediate family (daughter, son, parent, or spouse).

### **Family Military Leave**

Maine’s Family Military law requires a covered employer to provide an eligible employee up to 15 days of unpaid family military leave, upon notice and request, per covered deployment. Any employee who has been employed by the employer for at least 12 months and for at least 1,250 hours of service during the 12 months immediately preceding the leave, is eligible for Family Military Leave. A covered deployment is:

- a deployment of an employee’s spouse, domestic partner, or child, who is a resident of Maine;
- for longer than 180 days;
- into active military or National Guard duty “when the assignment is in a combat theater or in an area where armed conflict is taking place”.

The leave must be used during the 15 days immediately prior to a deployment, during a deployment if the military member is granted leave, or during the 15 days immediately following a deployment. **ecomaine** will maintain the employee’s employment (or equivalent employment) after the leave. An employer may not discriminate against an employee who uses or seeks to use a family military leave.

### **Reserve Service Leave**

Employees who are members of the organized military reserves, and who are required to perform field duty, will be granted Reserve Service Leave, in addition to vacation leave, but such Reserve Service Leave shall not exceed two (2) weeks in any fiscal year. For any such period of Reserve Service Leave, **ecomaine** will pay the difference between total service pay for such field duty and the employee’s regular pay, the sum of both payments to equal the regular compensation for the employee had he/she been working during the period of leave. The employee using Reserve Service Leave shall furnish the General Manager with an official statement of Reserve Service pay received.



## Section IV – Your Benefits (continued)

### **Leave Without Pay**

A Regular Employee may be granted a leave of absence without pay, and with the written approval of the Supervisor and Manager for up to five (5) days. Any employee requesting a leave of absence must submit the request in writing, stating the anticipated length of the leave of absence and the reason for the leave. Requests for a leave exceeding five (5) days may be granted only by the General Manager or designee and such written requests must be submitted to him/her. Requests to the General Manager will be for a period of time deemed necessary by the employee for the purpose of the leave, but it will not exceed ninety (90) days for each such period of leave. Each such request will be reviewed individually and will be granted when the General Manager, in their sole discretion, determine that such a leave would not adversely affect **ecomaine**. All leaves granted under this section will be for urgent personal or family matters: not for purposes of vacation or other such time off.

### **Retirement Benefits**

**ecomaine** provides a very competitive retirement program as provided for under Section 403 (b) of the tax code. Eligible employees, defined as working 20 or more hours a week and/or 1,000 hours per year, may begin contributing to this retirement program on the first day of hire. Such contributions are limited by tax regulations. The **ecomaine** board will determine from time to time what **ecomaine** will contribute for each employee to this program. Employer Contributions to this plan for eligible employees will begin after their adjustment period is satisfactorily completed.

### **Training & Tuition Assistance**

**ecomaine** believes that the operation of its solid waste programs will benefit by providing for, and encouraging its employees to participate in, advanced job related educational and training programs. **ecomaine** shall provide, within its budgetary capabilities, educational, and training opportunities for its employees. Such opportunities may, at the discretion of the General Manager (or designee), be mandatory. The General Manager (or designee) shall make the final decision as to which individual, or individuals, shall be given the opportunity to participate in training or education programs.

**ecomaine** will reimburse employees for tuition, books, and supplies as follows:

Grade of A	100% of costs
Grade of B	75% of costs
Grade of C	50% of costs
Grade of D or lower	0% (No reimbursement)

\*Mandatory training will be fully paid by **ecomaine**.

## Section IV – Your Benefits (continued)

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### **Expense Reimbursement**

Generally, trips involving mileage, tolls, meals, etc. will be paid for upfront by the employee. Reimbursement will be made to the employee upon submission of a properly documented (including description, business purpose, & receipt) expense report that has been properly approved.

In addition please note:

- Trips lasting one (1) day or less must be submitted at least monthly (may be accumulated with other one-day-or-less trips and submitted all together).
- For trips lasting more than one day we require employees to submit expenses within five (5) days of employee's return from travel.
- Employees will be reimbursed for mileage starting from the headquarters location at the rate in effect at that time.
- For any travel over fifty (50) miles, documentation of mileage is required (via Google Maps, for example, or similar) with your expense submission.
- All travel requests and expense reports must be approved by your supervisor or manager.
- **ecomaine** does not reimburse for alcohol.

### **Clothing and Safety**

**ecomaine** shall reimburse employees required to wear them, the cost of safety shoes that are approved by **ecomaine**, with a maximum total reimbursement of one hundred fifty dollars (\$150.00) per year.

**ecomaine** shall supply coveralls for all employees that are required to wear them. **ecomaine** will launder coveralls as necessary.

**ecomaine** shall replace or repair damaged prescription safety glasses for those employees required to wear them. Replacement will be limited to one pair per year (no maximum dollar amount). Replacements need to be preapproved by supervisor who needs to complete an authorization form which will include time since last glasses purchased and reason for replacement. After approval, the glasses can be ordered through an **ecomaine** approved vendor who will then be paid directly by **ecomaine**.

## **Section IV – Your Benefits (continued)**

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### **Workers' Compensation**

All **ecomaine** employees shall be provided with Workers' Compensation insurance benefits in accordance with the laws of the State of Maine. All job related injuries and accidents, regardless of the severity or lack thereof, must be immediately reported to your immediate Supervisor. Your Supervisor will complete the appropriate report and submit it to the Director of Finance and Administration (or designee).

All Workers' Compensation payments will be made directly to the employee. Employees are expected to return to work immediately upon release by their doctor. Employees are expected to provide certification of fitness for duty and/or request for modified duty. Employees must see the **ecomaine** Preferred Provider for a final return to work clearance.

### **Unemployment Compensation**

Employees are eligible for unemployment compensation as specified by the State Unemployment Compensation Law. **ecomaine** pays the entire cost of unemployment compensation coverage.

### **Employee Use of ecomaine Disposal**

It is the policy of **ecomaine** to allow its employees to dispose of their own personal garbage at the Waste-to-energy facility at no cost to the employee.

Employees are expected to follow all of the **ecomaine** acceptable waste criteria and handling procedures. This policy does not allow employees to dump trash generated from any place except their own residence. Any trash generated from any other residence or any commercial trash should be charged at the regular tipping fee, including but not limited to trash generated from side businesses, apartments, construction sites, or any other non-residential origin. Violation of this policy will result in disciplinary action. All employees are requested their cooperation in using this policy.

# Attachment A – Designated Smoking Areas



Recycling Facility

# Attachment A – Designated Smoking Areas

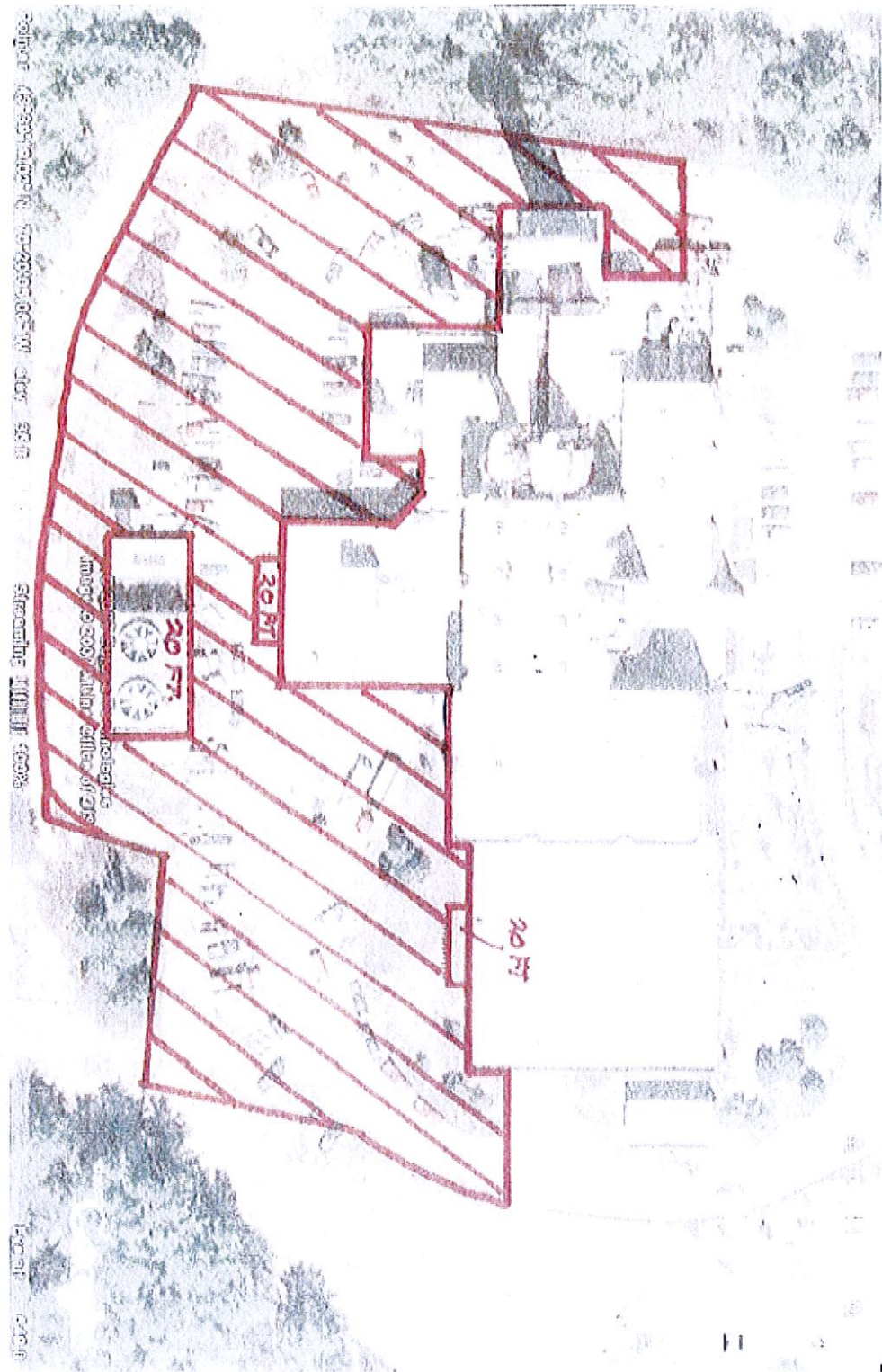
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Group O&E P&E/Geo Office of O&E

Landfill Facility

# Attachment A – Designated Smoking Areas



Waste-to-Energy Facility

## Attachment B

### ecomaine Employment Reference Release Form

To: Director of Finance & Administration

The applicant named below is being considered for employment as a \_\_\_\_\_  
with our company.

The applicant has listed you or your organization as a former employer. In accordance with the release signed by the applicant below, please provide the information requested and return this form to us in the enclosed self-addressed stamped envelope, or via fax at (207) 773-8296. You may also return the form via e-mail at [birt@ecomaine.org](mailto:birt@ecomaine.org). Please call (207) 773-1738 with any questions. Thank you for your cooperation.

Very truly yours,

Name of Applicant: \_\_\_\_\_

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#### APPLICANT'S AUTHORIZATION

I hereby authorize the above individual, company, or institution to furnish **ecomaine** with any information it may have concerning me which is on record or otherwise, and do hereby release the above individual, company, or institution and all individuals connected therewith, including **ecomaine**, from any and all liability whatsoever that might otherwise be incurred in furnishing such information.

\_\_\_\_\_  
Signature of Applicant

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#### RECORD OF EMPLOYMENT

Dates of Employment: \_\_\_\_\_

Position(s) Held: \_\_\_\_\_

Reason Employment Ended: \_\_\_\_\_

Attached please find a copy of the former employee's Performance Evaluation Form.

\_\_\_\_\_  
Signature/Title/Company

\_\_\_\_\_  
Date

## Employee Handbook Acknowledgement Form

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I, the undersigned employee, having received a copy of **ecomaine** employee handbook, acknowledge:

- That the handbook is designed solely to communicate the personnel policies, benefits, and procedures of the company and that the company reserves the right to expand, change, or withdraw any of the policies and matters contained in the handbook at any time and at the company's sole discretion, with or without notice.
- That my employment **ecomaine** is on an at-will basis, meaning either the company or I may terminate the employment relationship at any time, for any reason or no reason, with or without cause or notice.
- That this handbook in no way creates a contract on the part of **ecomaine** concerning my employment, its longevity, or any of the matters contained in the handbook.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

Cc: Employee  
Employee file