



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: 21-008

Agenda Date: 1/12/2021

Version: 1

Status: Agenda Ready

In Control: Town Council

File Type: Order

I. Council Action Requested.

To approve proposed changes to Article VI, Benefits, updating references to vacation as earned time as well as eligibility and earning revisions.

II. Basis for Council Action.

Council approval of this item is required because;

- a. Article III, Section 2(A)(10) of the Charter requires the Town Manager to "prepare an Administrative Code, submit it to the Council and be responsible for its administration after adoption by the Council,"

III. Issue Summary.

Please see the attached memo from HR Director Phyllis Moss for the proposed replacement language.