

APPENDIX  
CLASSIFICATION AND SALARY PLAN

The Salary Plan required by Section 31.6 of Article 31 of the Town Bylaws, is herein set forth:

Section I - Pay Grades and Rates

Employees shall be hired, classified, promoted and granted salary increases in accordance with the Classification Plan and the policies and procedures herein set forth at rates of pay set forth in Schedule B of this Plan attached hereto and part hereof. No employee shall be hired or employed at a rate below the minimum rate for the classification nor be given an increase above the maximum.

A. Starting Rates

1. The starting rate shall be the minimum of the rate range of the job for which the new employee is hired, unless otherwise authorized by the Human Resources Board.

2. The first six months of permanent employment with the Town shall be a probationary period. Upon satisfactory completion of the probationary period, employees in Job Group 49 and below may advance one step rate and employees in Job Group 50 and above may receive a salary increase in accordance with Section (I)(B)(2) of this Plan, upon the recommendation of the Department Head or his designated representative. Otherwise, permanent employees shall become eligible for consideration after one year of continuous service or the equivalent thereof.

B. Salary Increases

1. Employees in the continuous permanent service of the Town in Job Group 49 and below, who have a satisfactory performance record, shall be eligible for an advance of one step rate per year or the equivalent thereof (the year to be counted from the date of the latest increase), but not more, on the recommendation of the Department Head or his designated representative. Any employee denied such an increase has the right of appeal the Human Resources Board, which will confer with both the employee and the Department Head.

2. Salary increases for all permanent employees classified in Job Groups 50 and above shall be on the basis of merit only. Such increases shall be granted effective July 1 of each year for competent or better performance in the position. Such merit increases shall not exceed the annual level established, which shall in no case be more than 10% of the employee's salary prior to said increase, and shall be on the recommendation of the Department Head and the appropriate Board, Committee or Commission and the approval the Human Resources Board in accordance with Section

(I)(E)(2) of this Plan. The performance reviews upon which such July 1 increases are predicated must be received by the Human Resources Board on or before June 1.

3. Employees promoted in or to Job Group 49 and below shall enter at the minimum of the rate range of the position or at the step rate next above his own rate, whichever is higher. S/he may also receive an additional one step rate increase at the time on the recommendation of the Department Head or his/her designated representative.

4. Employees promoted in or to Job Group 50 and above may be granted an increase in salary on the recommendation of the Department Head and approval of the appropriate Board, Committee or Commission and the Human Resources Board, based on standing in the range, skills and experience, and shall receive at least the minimum, but not more than the midpoint, of the salary range for the position to which they are promoted.

C. Salary Adjustments

1. Employees in Job Group 49 and below whose classifications have been upgraded shall move to the new group at the same step and shall retain their anniversary date. Employees in Job Group 50 and above whose classifications have been upgraded shall move to the new group at the same standing in the range and shall retain their anniversary date.

2. If an employee should be transferred to a lower rated job, s/he shall enter it at his/her own rate or at the maximum of the job, whichever is the lower.

D. Overtime Pay

1. Employees, other than uniformed members of the Police and Fire Departments, whose positions are in Job Group 49 or below shall be paid for overtime work at a rate equal to time and one half their regular rate of pay for all hours worked in excess of 40 hours per week.

2. Uniformed members of the Police and Fire Departments shall receive overtime pay at a rate equal to time and one half their regular rate for work in excess of their regular hours of duty.

E. Appropriations

1. Each Department Head shall include in the departmental budget a Pay Adjustment Section to provide funds for step increases for employees in Job Group 49 and below during the year, expenditures to be made therefrom only in accordance with this Plan.

2. The Human Resources Board shall, as it deems appropriate and after consultation with Boards, Committees, and/or Commissions having employees in Job Group 50 and above under their direction, request an appropriation for the purpose of granting salary increases in accordance with subparagraph 2, paragraph B, of this Section. Such appropriation shall be apportioned and assigned by the Director of Financial Services to the applicable personal services appropriation in accordance with the recommendations of such Boards, Committees or Commissions and with the approval of the Human Resources Board that such apportionment or assignment is in accordance with said appropriation.

Salary increases predicated upon performance reviews submitted after June 1 shall be made in accordance with the Merit Pay Plan but funded from the budget of the employee's department rather than from the Merit Pay Plan.

F. Employee Work Performance

1. Each employee's work performance and attendance record shall be reviewed at least once each year, such review to be immediately prior to the anniversary date of the employee's last salary increase other than a general increase. Upon completion of such review it shall be forwarded to the Human Resources Board who shall be responsible for assuring that such reviews are accomplished.

Section II - Employee Benefits

Employee benefits for employees who have chosen to bargain collectively through representatives of their own choosing and whose representative organization has been recognized or designated as the exclusive bargaining agent for all such employees shall be as set forth in appropriate collective bargaining agreements. Benefits for all other employees shall be as hereinafter set forth.

A. Group Health, Accident and Life Insurance

1. Permanent employees regularly working twenty (20) or more hours per week shall be provided with an opportunity to join a contributory group insurance plan which will provide insurance for hospitalization, medical and surgical expenses incurred in the treatment of employees (including retired employees) and their eligible dependents, and life insurance for employees and retired employees.

B. Work Related Illness and Accident Insurance

1. All employees shall be insured against medical, surgical and hospital expenses resulting from a bona fide injury or sickness arising out of and in connection with service to the Town in accordance with applicable State statutes.

C. Payment Due to Absence on Account of Illness

1. In the event of bona fide personal and non-service connected sickness or injury (for which no compensation is received under Workers' Compensation or by payment of the Town in the case of the Police and Fire Departments), all regular full-time employees shall be eligible for time off with pay in an amount appropriate to the circumstances of each individual case, in order that their income may be maintained during such period of bona fide incapacitation, on the following basis: Newly hired permanent employees will be credited with one day of sick leave per month upon completion of each month of full-time service and shall not exceed twelve (12) days of sick leave in their first year. Permanent employees who have completed one (1) full year of service are eligible for twelve (12) sick days per fiscal year, the unused portion of which may be carried forward and accumulated to a maximum of one hundred and fifty (150) days. This vesting and accumulation of unused sick days is intended solely for illness protection and does not constitute an obligation on the part of the Town to buy back any unused sick days at the time of separation from service of the Town. Permanent part-time employees regularly working twenty (20) hours or more per week shall be granted time off according to the ratio that their part-time employment bears to full-time employment.

2. Employees who have completed one full year of service may be granted discretionary sick leave of up to eighteen (18) additional days per fiscal year with the approval of the Department Head or Human Resources Board.

Paid absence due to illness shall be utilized in the following sequence: current year's allowance (first 12 days), accumulation, and discretionary sick leave as granted by the Department Head or Human Resources Board.

3. An employee may use up to five (5) of his/her allowed twelve (12) sick days per sick year when his/her personal attendance is necessary during the illness or injury of an immediate family member. Use of more than five (5) days of an employee's accrued sick leave for the purpose of caring for an immediate family member in the event of serious, long-term illness or injury may be granted on the recommendation of the Department Head and with approval of the Human Resources Director. "Immediate family member", for the purpose of this section, is defined as spouse, child or parent of either the employee or his/her spouse.

4. Employees shall notify their Department Head on the first day of absence due to non-service connected sickness or injury, stating the nature of the sickness or injury, time expected to be incapacitated, and when they expect to return to work.

5. Department Heads shall be responsible to check on all such absences. A doctor's certificate shall be required after the seventh (7<sup>th</sup>) day. If deemed in the interest of the Town, the Department Head and/or the Human Resources Board shall have an independent doctor make an examination and report.

6. In the case of exceptional circumstances, additional allowances may be granted on the recommendation of the Department Head and approval of the Human Resources Director, subject to ratification by the Human Resources Board. In determining whether extended allowances shall be granted, the past absence of the employee, the length of continuous service with the Town, and the quality of the employee's performance record shall be taken into account. Consideration shall also be given as to what portion of the allowance shall appropriately be at full pay and what portion at partial pay. Vacation period shall not be substituted for sick leave except in unusual circumstances and with prior approval of the Human Resources Director, subject to ratification by the Human Resources Board.

7. Department Heads shall fill out an Absence Report, keeping one (1) copy for the department files and sending one copy to the Director of Financial Services who shall maintain a Town Absence File. All absence pay shall be so designated on the payrolls.

8. This program shall be administered by the Human Resources Board, who shall interpret the provisions of the program, and establish the details of administrative policies and procedures. Department Heads and employees shall furnish to the Human Resources Board any information which the Board may request. This program shall in no way invalidate an employee's rights under the Federal Family and Medical Leave Act. Employees who are eligible to take leave under the Act may choose to use their accrued sick time in order to be paid while they are on approved leave.

9. In the event the Town, at any time in the future, should adopt a program of Group Insurance covering non-service connected sickness and accident, the provisions of this Section shall be reviewed and coordinated with such a program. Benefits under this Section shall be coordinated with any benefits received under the Town's long-term disability insurance program provided, however, that employees may not receive time off with pay that, in total, exceeds their regular compensation.

D. Workers' Compensation

1. In the event an employee is incapacitated as the result of bona fide injury or sickness arising out of and in connection with the service to the Town and for which Workers' Compensation is payable, s/he shall be granted the difference between Workers' Compensation payments and his/her regular straight time rate of pay on the same basis and procedures as set forth under the subsection C. Payment Due to Absence on Account of Illness, immediately preceding this subsection.

E. Vacations With Pay

1. The following annual vacations with pay shall be granted to all permanent employees, who are on the payroll July 1 and who complete the following period of full-time continuous employment during the vacation year (July 1 through June 30):

<u>Service Period</u>	<u>Vacation</u>
six months	one week
one year anniversary	remaining annual crediting
one yr. anniv.-June 30th	prorated (see E.1a)
July 1st to year three	two weeks
three years	three weeks
ten years	four weeks
twenty years	five weeks

1a. New employees who complete more than one year of full time continuous service but less than 12 months full-time continuous service within the annual vacation cycle (July 1st to June 30th) will earn a proration of vacation days based on the number of additional months worked in that cycle. This proration will be equal to one-twelfth (1/12) of an employee's annual vacation benefits for each 30 calendar days of service beyond the first year anniversary of employment and will be credited on June 30th. Thereafter, employees will be placed into the annual cycle for purposes of vacation crediting.

1b. Permanent part-time employees regularly working twenty (20) or more per week shall be granted annual vacations with pay according to the ratio that their part-time employment bears to full-time employment. In no case shall an employee take vacation until s/he has been on the payroll six months. In the year in which an employee is first eligible for a two-week vacation, the additional week shall not be granted until such employee has completed the full term of service requirement.

2. Vacations shall be granted by the Department Head at such times as, in his/her opinion, will cause the least interference with the performance of the regular work of the Department, but taking into account the preference of the individual employee. Vacations must be taken in the 12 months following the July 1 on which they are earned and shall not accumulate from vacation year to vacation year without the approval of the Human Resources Board. The Human Resources Board may grant vacation carry over into the next vacation year due to unusual circumstances upon recommendation of the Department Head or Appointing Authority. Any vacation days approved for carry over by the Human Resources Board shall expire if not used within the year into which they are carried.

Salaries shall not be paid in lieu of vacations except in extreme emergency and with the prior approval of the Human Resources Board. If a holiday falls within the vacation period of an employee, s/he shall be granted an additional day of vacation.

3. If the employment of a person who has become entitled to an annual vacation but has not taken it is terminated for any reason s/he shall be paid for his/her accrued vacation.

If the employment of such a person is terminated by death or retirement, s/he shall also be paid for vacation benefits accrued at the rate of one twelfth (1/12) of his/her vacation benefits for each thirty (30) calendar days of service between July 1 and the date of termination. Upon the death of an employee entitled to vacation allowance, the allowance shall be paid to the person or persons to whom unpaid salary is payable.

However, based on the 7/1/95 policy of vacation proration referenced in section E.1a, those whose latest date of hire is after 7/1/94 will not be entitled to additional vacation crediting in the event of termination by death or retirement as referenced in section E.3.

4. If a former employee of the Town returns to the service of the Town and completes at least five years of continuous full-time service following such return, the amount of continuous full-time service immediately preceding the interruption of his/her work for the Town shall be added to the five or more years of current full-time service to give total service for computation of vacation. Service in the Armed Forces shall not be considered an interruption of work for the purpose of computing total service credit.

5. Full-time employees who worked for the Town on a part-time, benefit-eligible basis immediately prior to entering into their full-time position shall be eligible to have their part-time benefit-eligible service included in the calculation of their vacation eligibility by converting such part-time service to its full-time equivalent. *(added at 2010 Annual Town Meeting)*

#### F. Holidays With Pay

1. All permanent full-time employees shall receive time off without loss of pay on the following State legal holidays: New Year's Day, Martin Luther King Day, Washington's Birthday, Patriots' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day and Christmas Day. In the event such holidays fall on Sunday, they shall be deemed to occur on Monday; and if they fall on Saturday, they shall be deemed to occur on Friday. Such employees shall receive time off without loss of pay for one-half day on the last working day immediately preceding Christmas Day and New Year's Day. In the event that Town business does not permit granting any or all half days on the last working day preceding these holidays, the one-half day off shall be granted within a three month period at the discretion of the Department Head and subject to the needs of Town business. Employees required to work on the above holidays shall receive compensatory time off.

2. All permanent part-time employees who regularly work twenty (20) or more hours per week and who would normally be scheduled to work on the day a holiday is celebrated shall receive time off with pay for such holiday.

#### G. Funeral Leave

1. Permanent full-time and part-time employees who work twenty (20) or more hours per week, in the event of a death in the immediate family, shall be granted funeral leave without loss of pay on the day of the funeral and two additional scheduled work days for bereavement. "Immediate family" is defined as spouse, mother, father, sister, brother, son, daughter, mother-in-law and father-in-law.

2. Funeral leave may be granted on the recommendation of the Department Head and with the approval of the Human Resources Director, subject to the ratification of the Human Resources Board, when an employee has had a family-like relationship with the deceased person even though the deceased person may not be a member of the immediate family.

#### H. Tuition Refund

1. Permanent full-time employees shall be entitled to reimbursement for up to 100% of the cost of tuition and fees not to exceed \$300.00 per employee per term upon completion of a course of instruction with a certificate grade taken at an educational institution accredited by the New England Association of Colleges and Secondary Schools. To be eligible for reimbursement, prior approval of the Department Head and the Human Resources Board must be obtained and the course work must be directly related to the employee's current duties and responsibilities or prepare the employee for a position of greater responsibility in the Town which the employee could reasonably be expected to achieve.

#### I. Meal Allowance

1. Permanent full-time employees in Job Group 50 or above other than Department Heads shall be entitled to a meal allowance established by the Human Resources Board when required to work more than two (2) hours beyond the end of the regular work day or more than five (5) hours on Saturday, Sunday or a holiday. Such employees working four (4) hours in addition to such two (2) or five (5) hours shall be entitled to an additional such allowance for each additional four (4) hours of work.

#### J. Jury Duty Pay

1. Employees shall be paid the difference between their regular week's pay and the compensation they receive for jury duty, provided they report for work on each regularly scheduled working day when excused from such duty. A certificate setting forth the amount received by the employee for jury duty shall be required prior to such payment.

#### K. Length of Service Pay (Longevity)



1. Permanent full-time employees in Job Group 49 and below who have completed the following years of continuous full-time service shall be entitled to receive a length-of-service payment as follows:

<u>Years of Continuous Service</u>	<u>Amount of Payment</u>
30 or more years	\$800.00
25-29 years	700.00
20-24 years	600.00
15-19 years	500.00
10-14 year	300.00

Such payment shall be made in lump sum in the first payroll in July of each fiscal year to employees completing the requirements by June 30 of the preceding fiscal year. In the event the employment of an employee entitled to such additional payment is terminated for any reason before the July payment date, the additional pay will become due and payable on termination of employment. (*amended at 2011 Annual Town Meeting*)

L. Personal Days

1. Permanent employees regularly scheduled to work twenty (20) or more hours per week shall be granted two (2) regular work days per fiscal year without loss of pay for the conduct of personal business. For part-time employees, the time off shall be pro-rated based on the ratio that their part-time employment bears to full-time employment. Such time off shall be granted at the discretion of the Department Head and according to the following schedule for new employees:

<u>Hired Between:</u>	
July 1 and December 31	2 days
January 1 and March 31	1 day
April 1 and June 30	0 days

M. Credit for Full-time Continuous Service

An employee who has been employed by the Town on a full-time temporary basis and becomes a permanent employee, shall be granted credit for said full-time continuous service for purposes of benefit eligibility. Such benefit eligibility shall only include longevity, vacations with pay, payment due to absence on account of illness, personal time and tuition refund. Credit for full-time continuous service shall be approved by the Human Resources Director upon the recommendation of the Department Head, subject to the ratification of the Human Resources Board.

Section III - Miscellaneous

A. Definitions:

1. Department Head: An employee responsible for the administration of a Town function or activity under the direction of an elected or appointed Board, Committee or Commission.

2. Permanent Employee: An employee hired to work for an indefinite period.

3. Temporary Employee: An employee hired to work a specified period, usually less than six (6) months.

4. Full-time Employee: An employee hired to work the regularly scheduled hours of work each work day, thirty-five (35) hours or more per week.

5. Part-time Employee: An employee hired to work fewer than thirty-five (35) hours per week.

B. Physical Examination

1. Before any individual is hired or employed on a permanent, full-time basis, s/he shall satisfactorily pass a pre-employment physical examination to be administered without charge to the individual by a physician designated by the Town.

2. Employees in Job Group 50 and above shall be entitled to a reimbursement of the co-payment amount under the provisions of the employee's Town health insurance plan of up to \$50.00 for the purpose of an annual physical examination by a physician of their choice. Job Group 50 employees who do not belong to a Town health plan are also eligible for the same annual reimbursement benefit of up to \$50.00.

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## Purpose of the Personnel Guidebook

This guidebook has been prepared by the Human Resources Department of the Town of Wellesley for distribution to Town employees as a summary of the current benefits and policies applicable to employees of the Town of Wellesley and the standards of conduct expected of them in carrying out their duties. This guidebook is not intended, nor should it be construed, as a binding contract of employment - express or implied - between the Town and any employee. Furthermore, this guidebook is not intended as a guarantee of continued employment or specific benefits or procedures. The Town reserves the right to unilaterally modify or rescind any of the provisions in the guidebook, with or without notice, subject only to the requirements of applicable laws.

Most Town employees are classified by one of nine employee groups which are each represented by a different collective bargaining unit. Since many of the specific policies discussed in the personnel guidebook vary from group to group, it has been necessary to generalize many of the policy descriptions. This guidebook is meant to be used only as an information guide by both union and non-union employees, and should a discrepancy exist between the personnel guidebook and the union contract, the contract always governs.

All of the material presented in the guidebook is subject to change at any time, at the sole discretion of the Town, except for those items controlled by law or specific language in an existing labor agreement at the time of the change. Any changes in the enclosed material must be approved by the Human Resources Board.

A thorough familiarity with the contents of this personnel guidebook can be very helpful in matters which relate to your employment both now and in the future. Please read all the information carefully, and keep this guidebook as a ready reference. If after reading its contents you still have questions, please feel free to contact the Human Resources Department at Town Hall. Periodically, as items change, you will receive revised pages to insert in your guidebook. It is each employee's responsibility to keep this book up-to-date and familiarize yourself with changes as they are announced.

The enclosed material supersedes any policies or handbooks regarding Town employees previously distributed.

## Introduction to the Town of Wellesley

### History of the Town of Wellesley

The Townspeople of Wellesley have a history of pride in their community and the unique beauty of its environment.

The history of the Town of Wellesley can be traced back to 1636 when the Town was part of a large tract of land which was then known as the colonial town of Dedham. In 1680, the people of Dedham bought the land which now makes up most of Wellesley for ten pounds in money and forty shillings worth of corn from the Indian Chief Nehoidan. All of the land which is now Wellesley became Needham in 1711 when the voters of North Dedham voted to become a separate town. On April 6, 1881, the people of the West Parish Church won the right to have the Town of Wellesley incorporated by the General Court.

The Wellesley area grew at a steady pace as a result of improvements in transportation. In 1812, wealthy Wellesley residents built the Worcester Turnpike to make money by collecting tolls. In addition, the 45 minute train commute from Boston to Wellesley attracted wealthy businessmen from Boston to settle in Wellesley. The Town has continued to grow to a population of over 26,000 residents.

In more recent times, Wellesley residents have continued their commitment to maintaining Wellesley's unique attractiveness and protecting the environment. The Conservation Committee was established in 1962 to preserve wetlands and sanctuaries. Residents volunteered numerous hours to build a model recycling and disposal facility which has attracted international recognition. In 1981, Wellesley celebrated the Town's 100 year anniversary by giving itself a present: Centennial Park, a forty two acre parcel of land which would remain free of development.

It is this pride in their community and their devotion to the ambiance of the Town's surroundings which characterize the people of the Town of Wellesley. In the 1970's, the writing team of David and Holly Franke set off on a journey to find the most desirable place to live in the America of the late twentieth century. In their subsequent book, *Safe Places*, they described Wellesley as "one of America's loveliest suburban communities". The Frankes wrote:

...few communities can match the beauty of Wellesley's neighborhoods, which are laid out along the irregular and winding paths of its tree-shaded streets, thus avoiding the development look of later suburbs... Add to those neighborhoods a number of business sections that are in themselves attractive and stylish, a downtown that avoids the neon-alley look predominating in America today and stately, well-proportioned churches. Several lakes, streams with hiking trails alongside, ponds on the parklike grounds surrounding the old Town Hall... And the beauty added by the campuses of the town's two colleges... Add all those together, and you begin to understand the charm of Wellesley...<sup>1</sup>

It is this charm and beauty of the Town of Wellesley which is encompassed in the spirit of those who live and work in the Town.

The Town of Wellesley is a true source of pride for its residents and those who act in its service.

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<sup>1</sup> Franke, David and Franke, Holly. *Safe Places*. New York: The Dial Press, 1984.

## **Town Government**

Wellesley has a representative Town Meeting form of government. There are 240 elected Town Meeting members apportioned among the Town's seven precincts. Town Meeting members are elected to a three (3) year term. The Town election is held on the first Tuesday in March of every year except the years in which presidential primaries are held. Local elections for Town Meeting members and other Town officials are non-partisan.

Town Meeting is the legislative branch of Wellesley government. Town Meeting makes, amends, or repeals the Town's Bylaw, Zoning Bylaw, and Building Code. It appropriates money for the annual Town expenses and permanent improvements. It also authorizes all short-term or long-term borrowing and the issuance of notes or bonds. The members also vote on the acceptance of streets, the establishment of special committees, receive committee reports and recommendations, and act on all matters included in the Warrant.

No action at Town Meeting can be taken on any matter unless a specific article appears in the Warrant. The Warrant is issued by the Selectmen. The Warrant is a list of articles (items of business) to be considered at Town Meeting. The articles may be submitted by Town officials or may be submitted as citizens' petitions.

Town Meeting begins not earlier than seven (7) days after the Town Election, the date being set by the Selectmen. It generally meets Monday and Tuesday nights for successive weeks until the business of the Warrant is complete.

The Selectmen may call a Special Town Meeting any time during the year, and are required by law to call one if petitioned by 200 voters of the Town. A Special Town Meeting must be held no later than 45 days after receipt of such a petition.

The Town's organizational chart, found on page 1-14, illustrates the various departments, boards, and committees involved in the day-to-day business of the Town. The following is a list of the departments, boards, and committees and their missions and functions in Town Government.

## **Advisory Committee**

The Advisory Committee reviews and makes recommendations on all articles in the Warrant for any Town Meeting and other matters which, in the Committee's judgment, affect the interests of the Town. The Committee also exercises the authority to transfer money from the Reserve Fund. In addition, the Committee reviews and makes recommendations on all capital and operating budget appropriation requests submitted by all Town boards and committees.

## **Audit Committee**

The Audit Committee is responsible for the annual examination of the Town's consolidated financial statements in accordance with generally accepted auditing standards. Activities include the selection of an outside auditing firm to examine the financial statements of the Town, including all its departments. The Audit Committee defines the scope of the auditors' assignments and reviews their findings and recommendations with the appropriate boards and committees.

### ***Board of Assessors***

The Assessor's Office is responsible for administrating Massachusetts property tax laws effectively and equitably and for producing accurate and fair appraisals of all taxable property. As part of the governmental system, the assessors function as the primary generators of revenue. In Wellesley, the taxable value contributes approximately 80% towards the Town's budget. The assessing office maintains property characteristics on over 8,500 properties on their CAMA system (computer assisted mass appraisal). The properties are inspected on a regular schedule to reflect changes primarily as a result of holding building permits. The office also maintains over 1,000 business personal property accounts. Assessors maintain the full and fair cash value of the \$4,057 billion town tax base.

Massachusetts General Laws require each city and town to conduct a complete revaluation of its property every three years. Pursuant to that requirement, the Town of Wellesley conducted a town-wide revaluation in fiscal year 1997.

The office administers the motor vehicle excise tax. The total number of bills generated on an annual basis exceeds 23,500 and produces over \$2.8 million in revenue.

The office staff works directly with the public. This includes explaining of the Massachusetts tax system, property abatement procedures, tax billing cycles, revaluation statistics, and personal property exemptions.

The Board of Assessors is comprised of 3 elected members, each serving a 3 year term. The assessors work closely with and under the general supervision of the Commissioner of Revenue, Commonwealth of Massachusetts. The Department of Revenue is the state agency that supervises state and local tax assessment. Any assessor elected or appointed as assessor must meet certain minimum qualification standards established by the Commissioner of Revenue.

### ***Building Department***

The Building Department is charged with the responsibility for administrative, technical, and supervisory work related to the enforcement of the State Building Codes, the Town of Wellesley Zoning Bylaw, and the Zoning Act of MGL Chapter 40A, thereby ensuring public safety and the welfare of the Townspeople and others.

### ***Council on Aging***

The Council on Aging was established in 1972 for the purpose of coordinating and carrying out programs and services designed to meet the needs of the Town's citizens age 60 and over. The Council's primary functions are providing information and referrals to seniors and their families needing assistance with elder housing, transportation, medical services, insurance, benefit programs, home care services, long-term care, and other consumer related issues. Actual services offered by the Council include a subsidized transportation program, outreach, assessment and counseling, financial assistance through the Simon's Fund, a bi-monthly newsletter, and volunteer opportunities. The Council also offers informational seminars, day trips, arts and crafts, intergenerational programming, and social and recreational activities. The Council serves all persons, regardless of age, with fuel assistance and Salvation Army emergency vouchers.



## ***Department of Public Works***

The Department of Public Works (DPW) provides public utilities and services to the Town in an efficient and effective manner. The Department is responsible for overseeing the following public works programs: Engineering, Highway, Park and Tree, Recycling and Disposal, Management, and Water and Sewer.

### ***ENGINEERING PROGRAM***

The Engineering Program provides the engineering and technical services required to plan, coordinate, develop, construct, operate, and maintain Town facilities, services, and records in an effective and efficient manner. The Program is involved with almost every engineering related task in the Town. Deed information, computer-aided design and drafting, and survey and inspection of construction projects are only a fraction of the services provided by the Program.

### ***HIGHWAY PROGRAM***

The Highway Program is responsible for constructing, operating, and maintaining facilities in order to provide for vehicular and pedestrian traffic and surface drainage in an effective and efficient manner. Program activities center on maintaining all of the roads, sidewalks, surface and subsurface drainage systems, curbing, brooks, culverts, street signs, guard rail fencing, snow and ice control, and the consolidated maintenance and repair of the Town's vehicles and equipment.

### ***PARK PROGRAM***

The Park Program manages all functions of the Town's public land and water management programs in order to provide residents and visitors with safe, environmentally sound, and esthetically pleasing public areas. The Program is responsible for designing, maintaining and developing parks, recreation areas, water areas, public open spaces, and trees in accordance with policy provided by the Department of Public Works and by the Natural Resources Commission.

### ***RECYCLING and DISPOSAL PROGRAM***

The Recycling and Disposal Program maintains and operates the Town's Recycling and Disposal Facility (RDF). The RDF is the site where Town residents bring their reusables, recyclables, leaves, grass clippings, and household trash. The Program's main objectives are to oversee, in a safe and environmental method, the collection and transport of all of the Town's solid waste, the processing and sale of all recycled materials, and the composting and screening of residential yard wastes.

### ***MANAGEMENT PROGRAM***

The Management Program manages and directs DPW programs and divisions in order to provide public works and public services. The functions of this Program include the integration of all capital resources such as money, manpower, materials, and machines in order to deliver effective public services in an efficient manner. The Program also includes the functions of planning, programming, budgeting evaluation, data processing, providing public information services, and maintaining central files.

## *WATER and SEWER PROGRAM*

The Water and Sewer Program manages all functions of the Town's water and sewer systems in order to provide a potable and reliable water supply for residential and commercial uses, for fire protection, and to provide for the healthful transport of wastewater to the Massachusetts Water Resources Authority. The Program is responsible for the supply and delivery of water to all areas of the Town, water analyses, distribution and metering, the pumping and collecting of sewage, the construction of facilities to provide water and remove sewage, the maintenance and operation of facilities in the water and sewer systems, and the promotion of conservation and protection of water resources.

### ***Department of Veterans' Services***

The Veterans' Services Department provides to veterans and their dependents the maximum allowable benefits and services at a minimum of cost, utilizing all available agencies of the Federal, State and Town governments. The Veterans' Services Department assists and advises the Selectmen in Memorial Day planning. In addition, the Department monitors the care and maintenance of veterans' monuments and veterans' graves.

### ***Design Review Board***

The Design Review Board reviews the design, placement, and artistic appropriateness of any structure or portion thereof, work of art, ornament, or decoration to be placed on any public way, on Town lands other than cemeteries, or on or in Town buildings. No such structure or portion thereof, work of art, ornament or decoration shall be constructed, installed, altered, or removed, and no such payment shall be paid on account of any such work until the Board has received plans for the work to be done and the Board, officer, or official undertaking the work has received a written report on the work from the Board, or thirty (30) days have passed after the plans for the work has been submitted to the Board.

### ***Fair Housing Committee***

The Fair Housing Committee is charged by the Board of Selectmen with assisting the Town to insure equal housing opportunity for all people without regard to race, color, national ancestry, age, sex, religious preference, or marital status. The Fair Housing Committee promotes fair housing in Wellesley through educational programs to inform people of anti-discrimination laws and with encouraging and monitoring the enforcement of these laws. The Fair Housing Committee also has the duties of planning, constructing, operating, and maintaining housing for families, veterans, and elderly of low income.

### ***Fire Department***

The mission of the Fire Department is to prevent and to protect against destructive fires in the Town of Wellesley, and to provide rescue and other selected emergency services related to life safety and property protection in the Town, including initial response to environmental threats and hazardous materials incidents. The Fire Department, in conjunction with Chaulk Ambulance and the Wellesley Police Department, also provides emergency medical services within the Town.

### ***Health Department***

The mission of the Health Department is to preserve, protect, and improve the public health and environment as mandated by the Commonwealth of Massachusetts General Laws and as directed by specific agencies established by the General Laws, including both the Massachusetts Department of Public Health, and the Department of Environmental Protection, as well as the policies and regulations of the Board of Health. The essential elements of the community health system are: collecting and analyzing health data for the purpose of community assessment; preventing and controlling communicable diseases; providing a safe and healthy environment; promoting healthful behaviors; providing outreach and access to services for vulnerable segments of the population; providing personal health care services (prevention care); and providing leadership and initiation of collaboration with community agencies.

### ***Historical Commission***

The Historical Commission is charged with the responsibility of preservation, protection, and development of the historic assets of the Town. The Commission conducts researches for places of historic value and seeks to coordinate the activities of unofficial bodies organized for similar purposes. The Commission is also required to complete an inventory of the Town's architectural, historical, and cultural resources. The inventory must be comprehensive for all types and periods and must be representative of all areas, buildings, structures, and sites that are significant to the Town. At a minimum, the inventory must contain information locating the property, documenting its significance within the context of the community's development, and depicting it through photographs. Activities within this program include the nomination of properties to the National Register of Historic Places, the identification of potential historic districts, and the incorporation of preservation goals in the Town's planning process.

### ***Historical District Commission***

The Historic District Commission provides architectural protection and maintains the architectural integrity and character of the properties within the Historic District. No building or structure within the Historic District may be constructed or altered in any way that affects exterior architectural features without a Public Hearing and Historic District Commission approval. The Commission responds to citizen inquiries about the Historic District, the role of the Commission, and general historic preservation issues in Wellesley. In addition, the Commission continues to explore potential expansion of the existing Historic District, or the creation of additional Historic Districts.

### ***Human Resources Department***

The Human Resources Department's chief purpose is to act as a resource to departments Town-wide on all aspects of employment issues. These issues include manpower recruitment; employee selection and orientation; maintenance of individual employee files; administration of benefit plans (such as health and life insurance, workers compensation, deferred compensation, employee assistance program, etc.), as appropriate for municipal and

school department employees and retirees; communication and oversight of employment policies, Bylaws, State and Federal employment laws and regulations.

The Human Resources Department has historically been designated by the Board of Selectmen as the Town's collective bargaining representative with the Town's eight (8) employee unions. In addition to negotiating contract agreements, the Department is responsible for working with operational management on the day to day administration and interpretation of collective bargaining agreements, as well as grievance and arbitration administration and decision/impact bargaining matters.

The Human Resources Department assists the Town departments in the assignment of work tasks by formulating job descriptions and ranking these descriptions based on the level of responsibility and know-how, thereby establishing and maintaining a job classification system for the Town. The Department also coordinates the various performance evaluation systems which rate individual employee job skills and abilities. The Department collects and reviews outside employment and market data to recommend wage and benefit package structures and practices to the Town.

### ***Library Services***

The mission of the Wellesley Free Library is to be a cultural center for the Town and to advance and support the pursuit of learning, enlightenment, literacy, and enjoyment. The Wellesley Free Library provides, on equal terms, free service to all individuals and groups in the community. The Public Library has become a practical demonstration of the belief in universal education as a life-long process. Its responsibility is to serve the Town, as well as the larger community, by making available a broad range of materials in many subject fields. Towards this end, the Library provides educational, informational, and recreational services for adults and children.

### ***Moderator***

The Moderator presides and regulates the proceedings at any Town Meeting, decides all questions of order, and makes a public declaration of all votes. The Moderator, for the purpose of citizen review, also appoints members of the following boards and committees: Advisory Committee, Permanent Building Committee, Human Resources Board, Audit Committee and other committees as authorized by Town Meeting.

### ***Municipal Light Plant***

The mission of the Wellesley Municipal Light Plant is to provide, subject to applicable laws and regulations, reliable and efficient electric power at fair, reasonable, and competitive rates to its ratepayers, and to provide benefits to its owner, the Town of Wellesley.

### ***Natural Resources Commission***

The mission of the Natural Resources Commission is to provide stewardship, education, and advocacy of the Town of Wellesley's park, conservation, and open space system, so that the full value of the Town's natural assets can be passed on to future generations.

In Wellesley, the Natural Resources Commission determines environmental policy, consolidates environmental planning, and protects and enhances the natural resources of the

Town. The Commission has responsibility for lakes, ponds, streams, parks, athletic and playing fields, conservation lands and reservations, Town Forest, watersheds, wetlands, public shade trees, ornamental plantings, geologic features, and wildlife. The Commission collects, evaluates, and makes available environmental data; holds hearings, issues permits, and undertakes enforcement actions; appoints three (3) standing committees; determines priorities; and coordinates work. The Commission also sets policies affecting natural resources which are then implemented by the Department of Public Works.

### ***Network & Information Systems***

The Network & Information Systems (NIS) staff provides programming and computer support services to all Town departments. On an annual basis, the NIS computer system prepares 80,000 utility bills, 25,000 motor vehicle excise bills, 37,000 real estate and personal property bills, 57,000 payroll checks, and 26,000 accounts payable checks. The system also maintains records of 5,000 vendors, maintains payroll records of an average of 1,600 full-time and part-time employees, records and prepares monthly payments to approximately 400 retirees or their beneficiaries, maintains records of Elementary and Middle School students, maintains records on 8,500 parcels of property in Town for both assessing and tax payment purposes, and maintains records on 25,000 utility accounts. In addition, the system maintains all of the Town Clerk's Office resident and voter information including the processing of all Federal, State, and Town elections.

The NIS staff also provides support services for departments using personal computers (PCs). In the past, the NIS Department has used its budget to bring all departments up to certain basic PC hardware and software standards and provide funds for PC training.

### ***Office of the Board of Selectmen***

The Executive Director of General Government Services serves as the senior administrative staff person for the Board of Selectmen and as the Chief Financial Officer of the Town. The Executive Director oversees the Office of the Board of Selectmen and the Office of Financial Services.

The Board of Selectmen serves as the chief executive board of the Town, and as such, oversees all matters affecting the interest and welfare of the community. The Board exercises the authority vested in the Town which is not specifically assigned by law to any other board or office.

The Board is responsible for appointing qualified persons to a number of positions, including Executive Director of General Government Services, Fire Chief, Police Chief, and Town Counsel. The Board appoints the members of several Town committees, including the Zoning Board of Appeals, the Registrars of Voters (3 of its 4 members), the Council on Aging, the Municipal Light Board (2 of its 5 members), and the Wellesley Housing Partnership Committee.

The Board acts as licensing authority with regard to alcoholic beverages, restaurants, public conveyances, etc.; administers the Board of Selectmen's appointment authority responsibilities which include terms of office, maintenance of talent bank, resumes, and appointment of personnel to public safety departments; administers the Town's Risk Management Program; and administers scholarship programs. It also coordinates, publishes, and distributes the annual Town Report and develops Warrants for Town Meetings.

The Board oversees Town Hall maintenance (including staff direction), Town Hall conference room assignments, and maintains buildings not under the jurisdiction of any other board. Staff also address public safety issues, i.e., traffic warning and regulatory signs, pavement markings, traffic engineering, on and off street parking facilities, and parking meter maintenance.

The Board also has the responsibility to assign house numbers; estimate, modify, and maintain voting precincts; administer various leases involving Town property; administer grants when applicable; and perform Ombudsman functions for the Town.

The Board also coordinates the duties of the Town Accountant and the Sealer of Weights & Measures.

The Town Accountant is responsible for the day-to-day administration of the Town's payroll system, accounts payable system, and retirement system. In addition, the Town Accountant must maintain all fund accounts, monitor expenditures; and oversee the preparation of all required financial reports and documents. The Town Accountant is also responsible for coordinating external and internal audits and for ensuring that all Town service and purchasing contracts are maintained in compliance with applicable law.

The Sealer of Weights & Measures works to ensure that equity prevails in the marketplace between buyer and seller where the price of goods sold is arrived at by weight, linear measure, liquid measure, or count. The Sealer's activities include the testing, inspection, and sealing of all scales, balances, and measuring devices in Town markets, shops, pharmacies, schools, and businesses, and the testing, inspection, and sealing of all gasoline pumps, fuel oil truck meters, and auto service oil dispensing devices. Activities also include random inspectional visits to Town markets for the purpose of reweighing packaged commodities to make certain honest weight and price are displayed and charged; the inspection of goods put out for sale to see that correct unit and item pricing is indicated; the random inspection of fuel oil deliveries to make certain the meter is sealed properly and the delivery tickets are in proper order; and the monitoring of service stations for proper pricing practices.

**Office of Financial Services**

The Office of Financial Services coordinates and administers the financial reporting, accounting, treasury, collection, and data processing of the Town. Activities within the Financial Services Office include the maintenance of the general ledger for all Town funds and departments. Six (6) funds with forty (40) department and fund segments are kept on a computerized general ledger. Account analysis and detailed reconciliations are generated regularly.

The Financial Services Office oversees all payroll activities, accounts payable activities, and retains all contract and payment records. Additional responsibilities include the preparation of general government budget materials, the closing of all financial books at the end of the fiscal year, the preparation of financial statements and schedules, and working with the independent auditors on the annual financial and compliance audit.

**Permanent Building Committee**

The mission of the Permanent Building Committee (PBC) is to prepare financial estimates and to manage, guide, and review the design work for all construction, reconstruction, and

renovation projects for Town boards and committees. The PBC does not initiate projects, but works to achieve the project goals of the board which proposes the project.

### ***Planning Board***

The Planning Board provides municipal planning, subdivision control, zoning review, and design review. Activities include the preparation and periodic updating of the Comprehensive Plan for the Town, the only official plan under state law for the physical development of the Town, and the review of amendments to the Zoning Bylaw. In addition, the Board provides the preparation of reports and the scheduling of public hearings to consider actions related to these plans and bylaws. The Planning Board is also responsible for updating Town Records, Town Plans, the Town Zoning Map and the Town Street Map.

### ***Police Department***

The Police Department is a full-service public safety agency charged with the responsibility of providing neighborhood policing services and the protection of life and property within the Town of Wellesley. The Police Department provides these services with uniformed and plainclothes police officers by way of patrol and investigation. The Police Department, in conjunction with Chaulk Ambulance and the Wellesley Fire Department, also provides emergency medical services within the Town.

### ***Recreation Department***

The Recreational Department is responsible for the management of personnel, programs, and scheduling of Town recreational facilities to meet the comprehensive recreational needs of the Wellesley community. The Department is also responsible for non-credit continuing education in the areas of creative arts, exercise, and sports to further personal and professional growth for adults and children. The Department directs the operation of safe recreational facilities, arranges proper site selection according to activity requirements, maintains and operates recreational equipment, and makes recommendations regarding the acquisition, design, and construction of equipment. The Department also develops community relations in order to promote programs and activities, and to obtain funding from the private sector to provide summer band concerts and special events.

### ***Retirement Board***

The Retirement Board administers the Town of Wellesley Retirement System in accordance with Massachusetts General Laws, Chapter 32. The mission of the Board is to serve the members and retirees, or beneficiaries, enrolled in the Retirement System in an efficient and compassionate manner, safeguard the assets of the system through prudent investment, and distribute pensions and refunds properly.

### ***Town Clerk***

The Town Clerk acts as the recorder of a variety of information needed for the orderly conduct of business and government in the Town and provides related record-keeping and information services. The Town Clerk is responsible for the reliable and timely implementation of services to the Town relating to vital statistics, voter registration and

elections, annual census, and the issuance of certificates pertaining to these. Also included is the recording of Town Meeting minutes and their distribution to all appropriate parties and departments, and the recording and filing of other pertinent records of Town boards and agencies. Additional recording and issuance is carried out regarding various types of licenses, accepted streets, Uniform Commercial Code filings, deeds, and other documents.

### ***Town Counsel***

The Town Counsel provides general and special legal services covering such matters as bidding, contracts, claims against the Town, conveyances, and general legal advice to entities of the Town government.

### ***Treasurer/Collector***

The Office of the Treasurer/Collector is responsible for all cash management activities of the Town such as the collection of all taxes and certain other bills due to the Town and the dispersion of all Town funds via accounts payable and payroll processes.

The Office is responsible for all debt management activities of the Town. The Office produces all documentation required for both short-term and long-term borrowing issues, works with the rating agencies to maintain the Town's bond rating, and disburses all Town debt payments.

The Office administers all the financial aspects of the Town's employee group benefit programs (except the Retirement System) such as the Town's group health insurance program, life insurance program, and voluntary deferred compensation program. The Office also assists in the administration of other Town-wide functions to assure the highest quality of services to taxpayers, elected officials, and employees.

### ***Wellesley Housing Partnership Committee***

The Wellesley Housing Partnership Committee was formed by the Board of Selectmen in January of 1995 and the first standing committee was appointed in June of 1995. The Committee consists of seven members who are residents of the Town of Wellesley.

The general mission of the Wellesley Housing Partnership Committee is to investigate, develop, and recommend to the Board of Selectmen realistic proposals to provide affordable housing opportunities in Wellesley that reflect the Town's housing policies and objectives.

The Committee has four main objectives: (1) to identify, evaluate and rate various sites that have the potential and capacity for single and multi-family housing which would maintain or enhance the residential character of Wellesley, (2) to solicit and encourage private proposals to provide innovative and affordable housing opportunities that are in line with the Town's housing policies and objectives, (3) to develop a realistic process and criteria for evaluating Comprehensive Permits, and (4) to seek and identify available funding sources for Town-sponsored and/or cooperative effort affordable housing development projects.

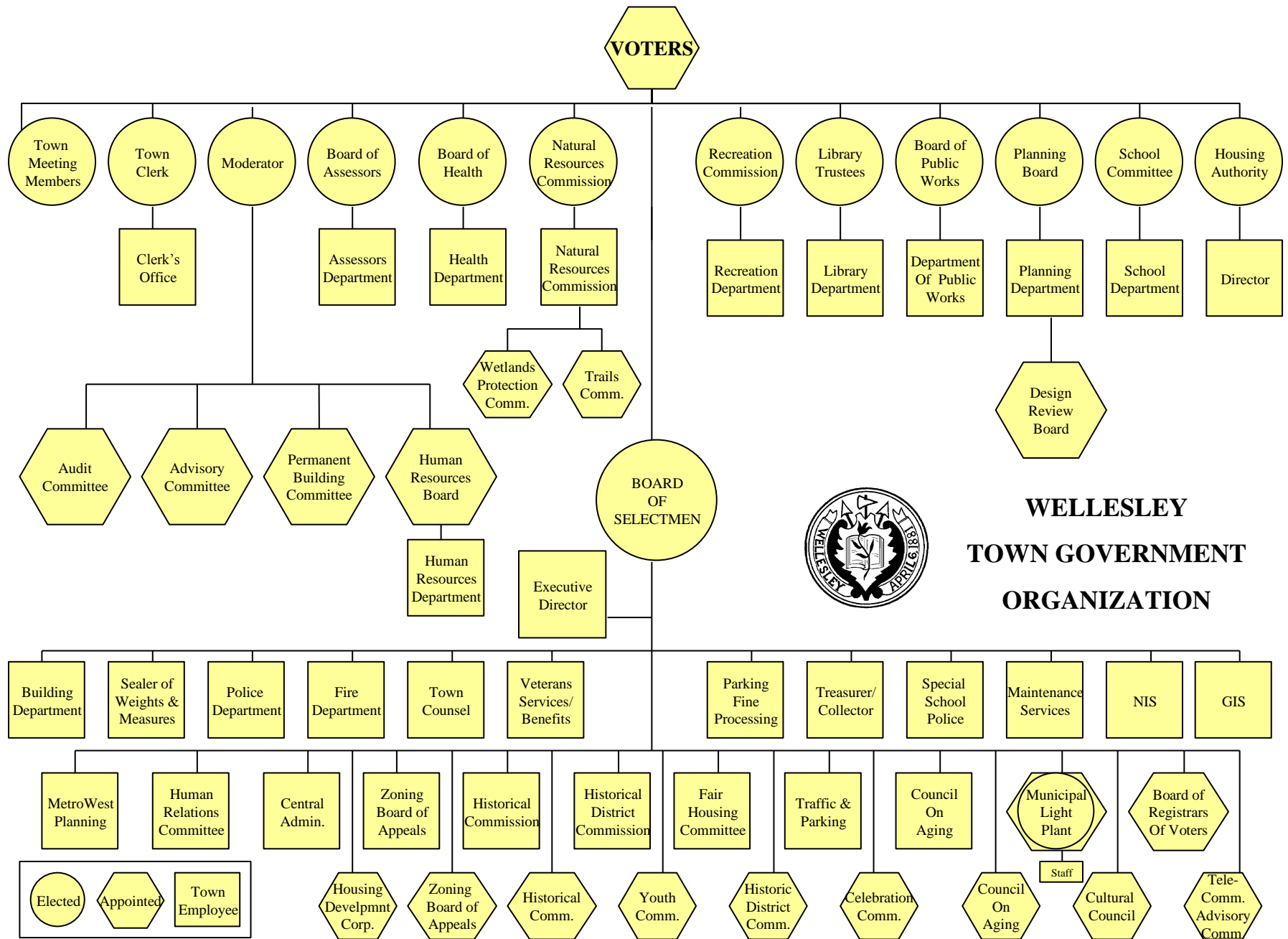
### ***Wellesley School System***

The Wellesley School System is an important function of Town Government that is autonomous and therefore maintains its own personnel policies and procedures.



### **Zoning Board of Appeals**

The Zoning Board of Appeals is empowered to hear and decide appeals, petitions for variances, special permits, findings, site plan approvals, and comprehensive permits pursuant to the provisions of and compliance with the Zoning Bylaw of the Town and the Zoning Act. The Office of the Board of Appeals also provides the public with information in response to zoning questions and assistance in the petition process.



## Chapter 2 Recruitment and Selection

### Equal Opportunity Employment Commitment

The policy of the Town of Wellesley is to achieve equal opportunity in employment and selection:

1. By the recruitment and consideration of applicants without regard to factors unrelated to the ability to perform the requirements of the job such as race, creed, color, sex, age, national origin, disability, veterans status, or sexual orientation.
2. By the employment of individuals who meet the physical and mental requirements, with reasonable accommodation, and who have the education, training, and experience, established and necessary for the performance of the job, without regard to race, creed, color, sex, age, national origin, disability, veterans status, sexual orientation, or other factors unrelated to the ability to perform the requirements of the job.
3. By taking such affirmative action as may be necessary to identify any conditions or employment practices which may have contributed to underrepresentation of protected classes in the workforce and to correct any such conditions including, but not limited to, the pursuit of the hiring goals established in the Affirmative Action Plan.
4. By the retention, promotion, and termination of employees on a non-discriminatory basis, and by non-discrimination in compensation and in terms, conditions, and privileges of employment.

### Recruitment and Selection

#### *Procedures for Non-Civil Service Positions*

1. Boards, Committees, Commissions, or Departments having a vacant non-Civil Service position to be filled must complete a Personnel Requisition Form and forward it to the Human Resources Department with the necessary approvals and an updated/current job description containing the necessary qualifications. Requisition approval must include the signature of the Department Head or Chairman of the Board, Committee, or Commission.
2. Upon receipt, the Human Resources Department will prepare a Job Posting Notice when appropriate for posting and action in accordance with applicable collective bargaining agreements or an Internal Position Vacancy Notice for non-union positions of twenty (20) hours or more per week on a permanent and regular basis for application by current permanent employees.
  - A. If the appropriate supervisory personnel decide not to select an internal applicant, or if the position is not subject to posting, the Human Resources Department will recruit candidates by drafting employment ads and placing

these ads in conformance with the Affirmative Action Plan. Upon application for a position, the Human Resources Department will advise applicants of openings and the minimum qualifications necessary for consideration. The Human Resources Department will inform the applicants of the pay practices, employee benefits, and general working conditions in the Town and departments, especially where openings exist.

- B. The Human Resources Department will receive and screen all applicants and designate qualified applicants to the appropriate Department Head or Chairperson of the Board, Committee, or Commission for interview based on the information in the Personnel Requisition and the updated job description. The Department Head or Chairperson will have the option to review all applications and confer with the Human Resources Department regarding minimum qualification equivalencies.
  - C. The Human Resources Department will have the option to monitor and be present at interviews, thus providing consistency in the selection process on a Town-wide basis.
3. Whenever a Board, Committee, or Commission decides to engage the services of an employment agency, that agency will be informed that the Town is an Equal Opportunity Employer and will be supplied a copy of the Town's voluntary Affirmative Action Plan and the Bylaws of the Town of Wellesley by the respective Board, Committee, or Commission. The employment agency will be expected to conduct itself in accordance with all applicable Federal and State employment laws.
  4. The person having responsibility and authority for hiring shall give the Human Resources Department the name of the candidate selected for hire after which the hiring authority or the Human Resources Department, at the request of the hiring authority, will check the applicant's references. If the hiring authority performs the reference checks, the Personnel Reference Check form utilized by the Human Resources Department must be fully completed and submitted to the Human Resources Department prior to the extension of an offer of employment.
  5. Upon receipt of favorable reference checks, the hiring authority shall complete a Personnel Action Form and forward it to the Human Resources Department with the necessary approvals. Such approval must include the signature of the Department Head or Chairperson of the Board, Committee, or Commission.
  6. Candidates whose reference checks prove satisfactory shall be sent an offer or confirmation of an offer of position in writing by the Human Resources Department upon receipt of a Personnel Action Form from the hiring authority. The offer will be contingent upon the satisfactory completion of a pre-placement physical exam. The written offer shall notify the candidate of the starting date and rate of pay. In the event the preferred candidate declines the offer of employment, the Department Head or Chairperson of the Board, Committee, or Commission shall be advised and the appropriate parts of the foregoing procedure repeated.
  7. Candidates who accept positions requiring twenty (20) hours or more per week on a regular basis, or who are so required by the U. S. Department of Transportation regulations, must satisfactorily complete a pre-placement physical examination to determine their physical ability to perform the essential job functions, with reasonable accommodations if necessary. The Human Resources Department will be responsible

for scheduling this pre-placement physical which may only be scheduled after a conditional offer of employment has been made.

8. Upon commencement of employment, employees shall report to the Human Resources Department to complete the required Federal and State forms as well as benefit enrollment applications. This step must be completed within the first week of employment in order for the new employee to be processed for the payroll.

### ***Procedures for Civil Service Positions***

1. Departments having a vacant Civil Service position to be filled will file a civil service requisition with the State Department of Personnel Administration. For purposes of public informational inquiries, the Human Resources Department will be sent copies of any civil service requisition submitted to the State. Civil Service hiring lists will be processed by the appropriate appointing authority in accordance with Civil Service procedures and this policy.
2. The Human Resources Department will have the option to monitor and be present at interviews, thus providing consistency in the selection process on a Town-wide basis.
3. Upon favorable completion of a background character investigation, an offer of employment may be made contingent upon successful and satisfactory completion of a physical medical examination and a psychological evaluation. The hiring authority or the Department Head shall process appointments as required by Civil Service and, where applicable, the appropriate training academy or entity. The appointing authority or Department Head will also complete a Personnel Action Form and forward it to the Human Resources Department with the necessary approvals, to include the signature of the Department Head or Chairperson of the Board, Committee or Commission. A copy of the employee's application and/or resume, and Civil Service selection/appointment form will be sent to Personnel for inclusion in the employee's personnel file.
4. Upon commencement of employment, employees shall report to the Human Resources Department to complete the required Federal and State forms as well as benefit enrollment applications. This step must be completed within the first week of employment in order for the new employee to be processed for the payroll.

For a more detailed explanation of the Recruitment and Selection Policy, please refer to Personnel Policy #1 located in the Appendix of this employee handbook.

## Chapter 3 Personnel Management

### Employment Categories

The Town of Wellesley clarifies the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

In compliance with the Fair Labor Standards Act, each employee is designated as either **Nonexempt** or **Exempt** from Federal and State wage and hour laws. **Nonexempt** employees are entitled to overtime pay under the specific provisions of Federal and State laws. **Exempt** employees are excluded from specific provisions of Federal and State wage and hour laws.

In addition to the above categories, each employee belongs to one other employment category:

**Department Head** is an employee responsible for the administration of a Town function or activity under the direction of an elected or appointed Board, Committee, or Commission.

**Permanent employees** are hired to work for an indefinite period.

**Temporary employees** are hired to work a specified period, usually less than six (6) months.

**Full time** employees are hired to work the regularly scheduled hours of work each work day, thirty-five (35) hours or more per week.

**Part time** employees are hired to work fewer than thirty-five (35) hours per week.

### Sexual Harassment Policy

It is the policy of the Town of Wellesley that no employee of the Town may sexually harass another. Any employee found to be violating this policy will be subject to disciplinary action.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment submission to, or rejection of, such conduct by an individual is used as the basis for decisions affecting the individual, or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive employment environment.

Sexual harassment is illegal and, in some cases, may be susceptible to prosecution under criminal sexual conduct statutes.

Managers are urged to take appropriate steps to disseminate this policy statement and to inform employees of procedures for lodging complaints. Any employee having a complaint of sexual harassment should notify his/her department manager or a member of the Human Resources Department staff. If the complaint is against the immediate supervisor, that person's supervisor or a member of the Human Resources Department staff should be

contacted. It is also a violation of the Town's policy for any employee to engage in retaliation against another for reporting, opposing, or seeking relief from sexual harassment. Any such retaliation will constitute grounds for disciplinary action.

For a more detailed explanation of the Sexual Harassment Policy, please refer to the "Policy Statement on Sexual Harassment" located in the Appendix of this employee handbook.

## **Drugs and Alcohol**

The Selectmen of the Town of Wellesley reaffirm its policy prohibiting the use or possession of alcoholic beverages, illicit drugs and/or controlled substances by employees while performing their job.

Use, sale, possession, or being under the influence of intoxicating beverages or controlled substances while on duty is considered cause for discharge.

The Drug-Free Work Place Act of 1988 recognizes the impact substance abuse has in the workforce and the Town of Wellesley firmly supports the intention behind this act. Further, the Omnibus Transportation Employee Testing Act of 1991 requires alcohol and drug testing of safety-sensitive transportation employees, i.e., employees who are required to have a commercial driver's license. This law requires employers "to conduct pre-employment, reasonable suspicion, random, and post-accident testing of operators of commercial motor vehicles for use of alcohol or a controlled substance."

While the Town of Wellesley has no intention of intruding into the private lives of its employees, the Town does expect employees to report for work in condition to perform their duties. The Town recognizes that employee off-the-job as well as on-the-job involvement with drugs and alcohol can have an impact on the work place and on our ability to accomplish our goal of an alcohol and drug-free environment.

For a more detailed explanation of the implementation of this policy, please refer to Personnel Policy #4 "Drug and Alcohol Testing Policy for Employees in Positions Requiring a Commercial Driver's License (CDL) Which are Defined as Safety-Sensitive" located in the Appendix of this employee handbook.

## **Complaints against Town Officials, Staff and Volunteers**

Whenever a complaint is made against a Town official, staff, or volunteer, the policy of the Town of Wellesley is to treat the matter with the utmost respect and dignity which it deserves, both for the complainant as well as the person being complained of; to ensure that the person being complained of is informed, and has an opportunity to respond at the appropriate time; to investigate the matter fully; and to come to an appropriate resolution, informing both the complainant and the person being complained of as to what that resolution is.

For a more detailed explanation of the implementation of this policy, please refer to the "Policy on Handling Complaints Against Town Officials, Staff and Volunteers" located in the Appendix of this employee handbook.

## **Performance Reviews**

Each employee shall receive an orderly, objective, and accurate documented review of his work performance once a year. The purposes of such reviews are to insure impartiality in the selection of employees for work assignments, training, promotion, and salary increase; to promote understanding between employees and supervisors; and to insure the most effective utilization of personnel within the Town.

1. Each employee's performance will be reviewed by his immediate supervisor who will record his judgment on the Performance Review Form and discuss the review with the employee.
2. Upon completion of the discussion between the employee and supervisor, the Performance Review Form will be signed by both and forwarded to the appropriate Department Head for review and then to the Human Resources Department for review and inclusion in the employee's file.
3. Supervisors will report and recommend action to correct all unsatisfactory work performance.
4. The Human Resources Department will forward the appropriate review form to the supervisor one week prior to the anniversary date of the employee's employment or promotion for staff employees and each June for management and professional employees in the Merit Pay Plan. The completed form must be returned to the Human Resources Department within two weeks.

For a more detailed explanation of the Performance Review Policy, please refer to Personnel Policy #10 located in the Appendix of this employee handbook.

## **Workplace Violence**

The Town of Wellesley maintains a zero tolerance policy toward workplace violence, or the threat of violence, by any of its employees, customers, the general public, and/or anyone who conducts business with the Town. It is the intent of the Town to provide a workplace which is free from intimidation, threats, or violent acts.

Workplace violence includes, but is not limited to, harassment, threats, physical attack, or property damage. A threat is the expression of an intent to cause physical or mental harm regardless of whether the person communicating the threat has the present ability to carry out the threat and regardless of whether the threat is contingent, conditional, or future. Physical attack is intentional, hostile, physical contact with another person such as hitting, fighting, pushing, shoving, or throwing objects. Property damage is intentional damage to property which includes property owned by the Town, employees, or others.

The Town subscribes to the concept of a safe work environment and supports the prevention of workplace violence. Prevention efforts include, but are not limited to, informing employees of this policy, instructing employees regarding the dangers of workplace violence, communicating the sanctions imposed for violating this policy, and providing a reporting hierarchy within which to report incidents of violence without fear of reprisal.

Each incident of violent behavior, whether the incident is committed by another employee or an external individual such as a customer, vendor, or citizen, must be reported to department management. Management will assess and investigate the incident and determine the appropriate action to be taken. Department management will inform the Human Resources



Department of all reported incidents of workplace violence and will inform the employee of their right to have the Police Department notified.

It is a violation of this policy to engage in any act of workplace violence. Any employee who has been determined by the Department Board/Committee, Department Head, or Police to be in violation will be subject to disciplinary action up to and including termination and, depending upon the violent act, may be subject to criminal sanctions.

For a more detailed explanation of the Workplace Violence Policy, please refer to Personnel Policy #5 located in the Appendix of this employee handbook.

## **Safety and Health**

Departments will establish safety guidelines addressing any safety concerns unique to their work site. The Town reaffirms its strong commitment and intent to provide a safe and healthful work environment. The Town of Wellesley mandates that the personal safety and health of each employee is of primary importance. The Town will strive to provide the safest physical facilities for personal safety in keeping with the highest standards, and will maintain safety and health standards, embodying proper attitudes towards injury and illness prevention.

The Town will be responsible for leadership in the safety and health program and for providing safe facilities and guidelines for ensuring the safety of personnel. Supervisors are expected to develop proper attitudes towards safety and health in themselves and in those they supervise to ensure that all operations are performed with the utmost regard for the safety of all personnel, including themselves. Employees are expected to adhere to safety and health guidelines to prevent injuries in the workplace.

## **Pre-Placement Physical**

Before any individual is hired or employed on a permanent, full-time basis or twenty (20) hours or more, s/he shall satisfactorily pass a pre-placement physical examination. This examination will be conducted solely to determine whether the applicant is capable of performing the essential functions of the job with reasonable accommodation.

All physical examinations will be administered without charge to the individual by a physician (or medical practitioner or equivalent) designated by the Town. The examining physician (or medical practitioner or equivalent) will advise the Town as to whether the applicant is physically qualified to perform the duties of the position for which application is made. In the event that the physician (or medical practitioner or equivalent) advises that the applicant cannot perform the duties of the position, the Town will attempt to make reasonable accommodation, as defined by the Americans with Disabilities Act.

## **Personnel Records**

Personnel records are kept and maintained for each employee by the Human Resources Department. The records will include:

1. Current and background information sufficient to justify the initial and continued employment of each employee in his or her position, such as job title and description,

- starting date of employment, job application, resume submitted upon application for employment, address changes, and date of birth.
2. All performance reviews or evaluations relating to the employee's job performance including written warnings of substandard performance, any other disciplinary action regarding the employee, and termination notices.
  3. Records of wage and salary changes, promotions, and transfers.

Medical records will be maintained in a separate file and held in the strictest of confidence.

In order that each employee's personnel records are kept accurate, be sure to report any changes in name, address, etc., to the Human Resources Department.

All records of both current and terminated employees will be maintained in the strictest of confidence. Should an employee at any time wish to inspect their personnel file, the Human Resources Department will be most happy to accommodate such an inspection, provided a request is made by the employee in person or in writing. The Town of Wellesley will not, however, disclose any information contained in the files without the employee's personal authorization.

If there is a disagreement with any information contained in an employee's personnel record, removal or correction of such information may be mutually agreed upon by the employee and the Human Resources Department. If an agreement is not reached, the employee may submit a written statement explaining their position which will become part of their permanent personnel record. This written statement shall be included when personnel information is transmitted to a third party as long as the original information that was disagreed upon is retained as part of the personnel record.

The original documents which make up an employee's personnel file are maintained through the duration of their employment with the Town. Upon separation of employment with the Town, original documents are maintained until such time as they are transferred to microfiche. Secretary of the Commonwealth requires that personnel files be retained for twenty (20) years after termination of employment.

## Chapter 4 Payroll Information

### Classification and Salary

The policy of the Town of Wellesley is to pay wages and salaries that are competitive with comparable local communities and local employment markets, and that reflect the different degrees or abilities necessary to perform the requirements of the job; and to hire, promote, and grant salary increases in accordance with the established titles, groups, and salary ranges.

This policy applies to all officers and employees in the service of the Town (whether full-time, part-time, seasonal, casual, special, Civil Service, or other) except elected officials, and teaching personnel under the direction of the School Committee.

### Pay Grades and Rates

Employees shall be hired, classified, promoted, and granted salary increases in accordance with the Classification Plan and the policies and procedures herein set forth at rates of pay set forth in Schedule B of this Plan required by Section 31.6 of Article 31 of the Town Bylaws. No employee shall be hired or employed at a rate below the minimum rate for the classification nor be given an increase above the maximum.

#### A. Starting Rates

1. The starting rate shall be the minimum of the rate range of the job for which the new employee is hired, unless otherwise authorized by the Personnel Board.
2. The first six months of permanent employment with the Town shall be a probationary period. Upon satisfactory completion of the probationary period, employees in Job Group 49 and below may advance one step rate and employees in Job Group 50 and above may receive a salary increase in accordance with Section (I)(B)(2) of this Plan, upon the recommendation of the Department Head or his designated representative. Otherwise, permanent employees shall become eligible for consideration after one year of continuous service or the equivalent thereof.

#### B. Salary Increases

1. Employees in the continuous permanent service of the Town in Job Group 49 and below, who have a satisfactory performance record, shall be eligible for an advance of one step rate per year or the equivalent thereof (the year to be counted from the date of the latest increase), but not more, on the recommendation of the Department Head or his designated representative. Any employee denied such an increase has the right of appeal to the Personnel Board, which will confer with both the employee and the Department Head.

Salary increases for all permanent employees classified in Job Group 50 and above shall be on the basis of merit only. Such increases shall be granted effective July 1 of each year for competent or better performance in the position. Such merit increase shall not exceed the annual level established, which shall in no case be more than ten percent (10%) of the

employee's salary prior to said increase, and shall be on the recommendation of the Department Head and the appropriate Board, Committee, or Commission and the approval of the Personnel Board in accordance with Section (I)(E)(2) of this Plan. The performance reviews upon which such July 1 increases are predicated must be received by the Personnel Board on or before July 1.

1. Employees promoted in or to Job Group 49 and below shall enter at the minimum of the rate range of the position or at the step rate next above his own rate, whichever is higher. S/he may also receive an additional one step rate increase at the time on the recommendation of the Department Head or his/her designated representative.
2. Employees promoted in or to Job Group 50 and above may be granted an increase up to fifteen percent (15%) of the employee's salary prior to such increase on the recommendation of the Department Head and approval of the appropriate Board, Committee, or Commission but shall in all cases receive at least the minimum of the salary range for the position to which they are promoted. Employees may be granted an increase upon the completion of the initial six (6) months in the position and July 1 thereafter with competent or better performance.

**C. Salary Adjustments**

1. Employees in Job Group 49 and below whose classifications have been upgraded shall move to the new group at the same step and shall retain their anniversary date. Employees in Job Group 50 and above whose classifications have been upgraded shall move to the new group at the same standing in the range and shall retain their anniversary date.
2. If an employee should be transferred to a lower rated job, s/he shall enter it at his/her own rate or at the maximum of the job, whichever is the lower.

**D. Overtime Pay**

1. Employees, other than uniformed members of the Police and Fire Departments, whose positions are in Job Group 49 or below shall be paid for overtime work at a rate equal to time and one half their regular rate of pay for all hours worked in excess of forty (40) hours per week.
2. Uniformed members of the Police and Fire Departments shall receive overtime pay at a rate equal to time and one half their regular rate for work in excess of their regular hours of duty.

**E. Appropriations**

1. Each Department Head shall include in the departmental budget a Pay Adjustment Section to provide funds for step increases for employees in Job Group 49 and below during the year, expenditures to be made therefrom only in accordance with this Plan.
2. The Personnel Board shall, as it deems appropriate and after consultation with Boards, Committees, and/or Commissions having employees in Job Group 50 and above under their direction, request an appropriation for the purpose of granting salary increases in accordance with subparagraph 2, paragraph B, of this Section. Such appropriation shall be apportioned and assigned by the Director of Financial Services to the applicable personal services appropriation in accordance with the recommendations of such Boards, Committees, and/or Commissions and with the approval of the Personnel Board that such apportionment or assignment with said appropriation.

Salary increases predicated upon performance reviews submitted after June 1 shall be made in accordance with the Merit Pay Plan but funded from the budget of the employee's department rather than from the Merit Pay Plan.

**F. Employee Work Performance**

1. Each employee's work performance and attendance record shall be reviewed at least once each year, such review to be immediately prior to the anniversary date of the employee's last salary increase other than a general increase. Upon completion of such review it shall be forwarded to the Personnel Board who shall be responsible for assuring that such reviews are accomplished.

For a more detailed explanation of the Classification and Salary Plan, please refer to Personnel Policy #2 located in the Appendix of this employee handbook.

**Merit Increases**

The policy of the Town of Wellesley is to grant its management personnel and professional staff salary increases for meritorious work performance on the recommendation of the employee's immediate supervisor and approval of the appropriate Board, Committee, or Commission, within limitations established by Town Bylaw and Town Meeting.

This policy applies to all employees classified in Job Group 50 and above of the Classification Plan.

In order to grant merit increases to Merit Pay Plan employees, fair and equitable evaluation of performance is required. Performance evaluation must contain a systematic method of performance planning and review with consistent and uniformly applied definitions of performance levels. The Salary Plan requires a performance review for Merit Pay Plan employees by their immediate superior at least once a year. Guidelines for conducting performance reviews are as follows:

- A. The Performance Planning Worksheet is used to set forth job objectives/goals (End Results), measures of achievement of those goals, and a definition of what will be considered competent performance based on those measures. The immediate superior and the employee jointly prepare the job objectives/goals, measures of achievement, and competent performance levels based on those measures, although the supervisor makes any final determination. The completed worksheet should be signed by the supervisor and the employee. It is essential to the evaluation process that End Results, measures of achievement, and competent performance levels are developed which specifically relate to the employee in his/her position.
- B. At the end of the performance planning period the Department Head or supervisor will evaluate the employee's performance according to the criteria established on the Performance Planning Worksheet. The Department Head or supervisor fills out the Performance Evaluation form, recording his rating of the employee's performance of goals and objectives. The Performance Evaluation form should be reviewed together by the supervisor and the employee, and signed to indicate that the review has taken place.

The completed Performance Evaluation form should be returned to the Human Resources Department for inclusion in the employee's file. Also, it is important that the Performance Goals for the next year be returned along with the evaluation form. It is important that supervisors administer this process in a timely fashion.

- C. At the completion of the performance review, employees may receive an increase. Such merit increases shall not exceed the annual level established, which shall in no case be more than is indicated on the Merit Pay Plan Grid Chart. In determining the amount of increase to be granted, the superior must consider the overall rating of the employee's performance and the employee's standing in the salary range (where employees accelerate to the mid-point and decelerate to the maximum). Other factors which influence the determination of merit increases are potential for promotion, self-development, educational qualifications, working relations, attendance record, and length of service. Recommendations for merit increases must be submitted on a Personnel Action Form, attached with the Performance Evaluation form.
- D. Each Board, Committee, or Commission is responsible for reviewing the evaluations and approving or disapproving the merit increase recommendations of their subordinates. The Board, Committee, or Commission shall evaluate the individual or individuals reporting directly to them in the manner prescribed above and determine the appropriate increase to be granted.  
After review of the recommendations of their staff and after considering the amount of money available for merit increases per the Merit Pay Plan Grid Chart, each Board, Committee, or Commission shall approve appropriate increases in accordance with the Salary Plan and this policy and procedure.
- E. The Personnel Board shall determine and recommend to Town Meeting an appropriation of a sum of money sufficient to grant merit increases to employees in Job Group 50 and above to maintain fair and equitable pay levels.  
The Personnel Board shall provide each Board, Committee, or Commission annually with guidelines to assist in the granting of the salary increase in accordance with the Salary Plan and this procedure.
- F. The Director of Financial Services shall review the actions taken by the various Boards, Committees, and Commissions and the Personnel Board and, after assuring himself/herself said actions are in accordance with the terms of the Salary Plan and the vote of Town Meeting, shall apportion and assign the necessary funds to the appropriate personal services appropriations.

## **Hours of Work**

Due to the nature of the Town's services, the normal workday varies from department to department. The Town reserves the right to restructure an employee's work day, work week, or work period for the purpose of promoting efficient operations.

## **Payday**

Most employees are paid on a weekly basis depending on their department assignment. The payroll period begins on Wednesday and ends on Tuesday. Paychecks are available on Monday. Mandatory payroll deductions are made for federal and state income tax, and for the retirement fund. Optional payroll deductions are made based on your authorization for health insurance, life insurance, and deferred compensation plan.

In the event you are absent from work on payday, you can obtain your check through your supervisor. If you are unable to personally call your supervisor for your check, you should send a written request addressed to your supervisor or the Human Resources Department, authorizing the bearer (who must provide identification) to pick up your check. This written request must include your department, payroll number, and your signature.

## **Wage Assignments and Garnishments**

It is expected that each employee will meet his or her financial obligations without involving the Town. Income executions, wage assignments, and garnishments are legal authorizations for creditors to collect part of your pay from the Town. If necessary, the Town will, according to state law, accept court order wage assignments and garnishments and process them in the legally prescribed manner which involves withholding the required amount from each paycheck until the debt is paid.

## **Overtime Pay**

Employees, other than uniformed members of the Police and Fire Departments, whose positions are in Job Group 49 or below shall be paid for overtime work at a rate equal to time and one half their regular rate of pay for all hours worked in excess of forty (40) hours per week.

Uniformed members of the Police and Fire Departments shall receive overtime pay at a rate equal to time and one half their regular rate for work in excess of their regular hours of duty.

The Fair Labor Standards Act authorizes compensatory time off in lieu of monetary overtime compensation, at a rate of not less than one and one-half hours of compensatory time for each hour of overtime worked. Employees generally may accrue up to 240 hours of comp time; since comp time is accumulated at time and one-half, this is only 160 hours of actual overtime work. Employees who work in a public safety activity, emergency response activity, or seasonal activity may accumulate up to 480 hours of comp time.

## **Direct Deposit**

The Town of Wellesley provides employees with the option to have their paycheck deposited directly into their bank account. This convenient option is available at any time through the Human Resources Department and normally begins two weeks after receipt of such a request. Once an employee's paycheck is directly deposited, the employee will continue to receive a weekly direct deposit stub listing their gross pay, net pay, and various deductions.

## **Deferred Compensation**

Deferred compensation plans are authorized under Section 457 of the Internal Revenue Code. This Section permits tax-favored status of contributions for eligible employees. In order to maintain this status, the Code requires that the assets in a deferred compensation plan, including the annuity contract, are owned solely by the employer until they are distributed. The deferred compensation plan is designed to supplement your retirement income. The Town's plan is coordinated by Aetna Life Insurance and Annuity Company.

The plan allows you to voluntarily invest up to a maximum of twenty-five percent (25%) of your salary (limited to \$7,500 per year). As you near retirement, however, you may be able to defer more of your income. All contributions are made through payroll deduction and are free of any federal or state tax. All earnings accumulate tax free.

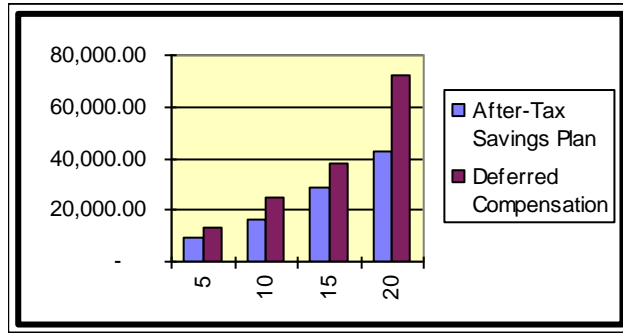


The following chart and graph demonstrate the differences in contribution between an after-tax retirement savings plan and a deferred compensation plan.

	<u>After-tax Savings Plan</u>	<u>Deferred Compensation</u>
Monthly contribution	\$ 150.00	\$ 150.00
Less income tax at 28%	<u>-42.00</u>	<u>None</u>
Net monthly contribution	108.00	150.00
Net yearly contribution	\$1,296.00	\$1,800.00
<b>AFTER 10 YEARS</b>		
Total Contribution	\$12,960.00	\$18,000.00
Investment earnings at 8%*	+4,968.95	+7,136.94
Less income tax on earnings (also 28%)	<u>-1,391.31</u>	<u>None</u>
<b>TOTAL</b>	<b>\$16,537.64</b>	<b>\$25,136.94**</b>
<b>AFTER 20 YEARS</b>		
Total Contribution	\$25,920.00	\$36,000.00
Investment earnings at 8%*	+23,558.87	+36,322.44
Less income tax on earnings (also 28%)	<u>-6,596.48</u>	<u>None</u>
<b>TOTAL</b>	<b>\$42,882.39</b>	<b>\$72,322.44**</b>
<p>* This illustration assumes an 8% rate of return. It is adjusted for expenses of 1.38% for after-tax accumulations based on the average U.S. equity mutual fund investment expenses according to Lipper Analytical Services, Inc. and annuity charges of 1.5% for the tax deferred accumulations. The returns are hypothetical and do not reflect the performance of any specific investment.</p> <p>** This total figure is pre-tax.</p>		

**Graph Assumptions:**

This illustration assumes an 8% rate of return. It is adjusted for expenses of 1.38% for after-tax accumulations based on the average U.S. equity mutual fund investment expenses according to Lipper Analytical Services, Inc. and annuity charges for 1.5% for the tax deferred accumulations. The returns are hypothetical and do not reflect the performance of any specific investment.



## Chapter 5 Employee Benefits

Benefits for Town employees who have chosen to bargain collectively through representatives of their own choosing and whose representative organization has been recognized or designated as the exclusive bargaining agent for all such employees shall be set forth in the appropriate collective bargaining agreements. Benefits for all other employees shall be outlined below.

### Holidays

All permanent full-time employees shall receive time off without loss of pay on the following state legal holidays:

<u>Holiday</u>	<u>Date</u>
New Year's Day	January 1
Martin Luther Day	3rd Monday in January
Washington's Birthday	3rd Monday in February
Patriots' Day	3rd Monday in April
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veterans' Day	November 11
Thanksgiving Day	4th Thursday in November
Christmas Eve *	December 24
Christmas Day	December 25
New Year's Eve *	December 31

\* Denotes 1/2 day holiday.

In the event such holidays fall on Sunday, they shall be deemed to occur on Monday, and if they fall on Saturday, they shall be deemed to occur on Friday. Such employees shall receive time off without loss of pay for one half (1/2) day on the last working day immediately preceding Christmas Day and New Year's Day. In the event that Town business does not permit granting any or all half (1/2) days on the last working day preceding these holidays, the one half day (1/2) off shall be granted within a three (3) month period at the discretion of the Department Head and subject to the needs of Town business.

All permanent part-time employees who regularly work twenty (20) or more hours per week and who would normally be scheduled to work on the day a holiday is celebrated shall receive time off with pay for such holiday service.

### Vacation

All permanent employees who are on the payroll July 1 and who complete the following period of full-time continuous employment during the vacation year (July 1 through June 30) are entitled to annual vacations with pay based on the following schedule:

**Service Period Completed**

six months  
one year anniversary  
one year anniv. to June 30th  
July 1st to year five  
five years  
ten years  
twenty years

**Vacation Time Earned**

one week  
remaining annual credit  
prorated (see 1 below)  
two weeks  
three weeks  
four weeks  
five weeks

1. New employees who complete one (1) year of full-time continuous service but less than twelve (12) months full-time continuous service within the annual vacation cycle (July 1st to June 30th) will earn a proration of vacation days based on the number of additional months worked in that cycle. This proration will be equal to one-twelfth (1/12) of an employee's annual vacation benefits for each thirty (30) calendar days of service beyond the first year anniversary of employment and will be credited on June 30th. Thereafter, employees will be placed into the annual cycle for purposes of vacation crediting.
2. Permanent part-time employees regularly working twenty (20) or more hours per week shall be granted annual vacations with pay according to the ratio that their part-time employment bears to full-time employment. In no case shall an employee take vacation until s/he has been on the payroll six (6) months. In the year in which an employee is first eligible for a two-week vacation, the additional week shall not be granted until such employee has completed the full term of service requirement.
3. Vacations shall be granted by the Department Head at such times as, in his/her opinion, will cause the least interference with the performance of the regular work of the Department, but taking into account the preference of the individual employee. Vacations must be taken in the twelve (12) months following the July 1 on which they are earned and shall not accumulate from vacation year to vacation year. Salaries shall not be paid in lieu of vacations except in extreme emergency and with the prior approval of the Personnel Board. If a holiday falls within the vacation period of an employee, s/he shall be granted an additional day of vacation.
4. If the employment of a person who has become entitled to an annual vacation but has not taken it is terminated by dismissal through no fault or delinquency on his/her part; by resignation, written notice of which was received by the Department Head at least two (2) weeks prior thereto; by retirement or by death; s/he shall be paid for his/her vacation period. In exceptional cases where circumstances prevent the giving of two (2) weeks' notice, excluding cases where the employee resigns to take other employment, the two (2) weeks' notice requirement may be waived and vacation pay may be allowed by the Department Head with approval of the Personnel Board. If the employment of such a person is terminated by death or retirement, s/he shall be paid for vacation benefits accrued at the rate of one twelfth (1/12) of his/her vacation benefits for each thirty (30) calendar days of service between July 1 and the date of termination. Upon the death of an employee entitled to vacation allowance, the allowance shall be paid to the person or persons to whom unpaid salary is payable.
5. If a former employee of the Town returns to the service of the Town and completes at least five (5) years of continuous full-time service following such return, the amount of continuous full-time service immediately preceding the interruption of his/her work for the Town shall be added to the five (5) or more years of current full-time service to give total service for computation of vacation. Service in the Armed

Forces shall not be considered an interruption of work for the purpose of computing total service credit.

## **Personal Days**

Permanent full-time employees shall be granted two (2) regular work days per calendar year without loss of pay for the conduct of personal business. Such time off shall be granted at the discretion of the Department Head and according to the following schedule for new employees:

<b><u>Hired Between</u></b>	<b><u>Personal Days Allotted</u></b>
January 1 and June 30	2 days
July 1 and September 30	1 day
October 1 and December 31	0 days

## **Jury Duty Pay**

Regular employees summoned to jury duty will be excused from work for as long as it takes to serve on the jury. In accordance with Massachusetts General Law, Chapter 234A, each regularly employed trial or grand juror shall be paid regular wages by their employer for the first three (3) days, or part thereof, of juror service. Regular employment shall include part-time, temporary, and casual employment. Further, jurors who serve more than three days shall be paid the difference between their regular week's pay and the compensation they receive for jury duty pay, provided they report for work on each regularly scheduled working day when excused from such duty. A certificate setting forth the amount received by the employee for jury duty shall be required prior to such payment.

## **Educational Reimbursement**

It is the policy of the Town of Wellesley to encourage employees to further their education for the purpose of improving their ability and effectiveness in their present positions. In order to prepare employees for positions of greater responsibility, the Town will reimburse employees for up to 100% of the cost of tuition and fees upon the satisfactory completion of the courses of instruction taken at an institution accredited by the New England Association of Colleges and Secondary Schools. Permanent full-time employees who have completed one year of full-time employment shall be entitled to reimbursement for up to 100% of the cost of tuition and fees not to exceed \$300.00 per employee per term upon completion of a course of instruction with a certificate grade. To be eligible for reimbursement, prior approval of the Department Head and the Personnel Board must be obtained and the course work must be directly related to the employees' current duties and responsibilities or prepare the employee for a position of greater responsibility in the Town which the employee can reasonably be expected to achieve.

For a more detailed explanation of the Educational Reimbursement Policy, please refer to Personnel Policy #14 located in the Appendix of this employee handbook.

## **Meal Allowance**

Permanent full-time employees in Job Group 50 or above, other than Department Heads, shall be entitled to a meal allowance established by the Personnel Board when required to work more than two (2) hours beyond the end of the regular work day or more than five (5) hours on Saturday, Sunday or a holiday. Such employees working four (4) hours in addition to such two (2) or five (5) shall be entitled to an additional such allowance for each additional four (4) hours of work.

For a more detailed explanation of the Meal Allowance Policy, please refer to Personnel Policy #13 located in the Appendix of this employee handbook.

## **Physical Examination**

Employees in Job Group 50 and above shall be entitled to a reimbursement of the co-payment amount under the provisions of the employee's Town health insurance plan of up to \$50.00 for the purpose of an annual physical examination by a physician of their choice.

Employees in Job Group 50 and above who do not belong to a Town health insurance plan are also eligible for the same annual reimbursement benefit of up to \$50.00.

For a more detailed explanation of the Annual Physical Examination Benefit, please refer to Personnel Policy #12 located in the Appendix of this employee handbook.

## **Travel and Transportation**

Employees shall be reimbursed for actual, reasonable, and necessary expenses incurred by and for themselves as a result of approved travel in connection with their duties or office. Travel shall be at tourist or coach class using the most economical route. Employees using private automobiles shall be reimbursed for such travel at a rate of \$0.365 per mile except that, as a rule, such reimbursement shall not exceed the cost of public transportation. Employees whose duties require transportation continuously and regularly may be provided with a vehicle or receive a stated monthly allowance in lieu of reimbursement for the use of their private automobiles.

Committees, Commissions, and Boards shall authorize travel and ascertain which employees require transportation for the conduct of their duties. They shall further determine the most economical means of providing such transportation, i.e., purchase, lease, or monthly allowance, subject to the approval of the Board of Selectmen.

1. Employees needing funds for travel may request an advance. Such requests should state the purpose of the travel, a detailed estimate of expenses, and be submitted through appropriate channels to the Board of Selectmen for approval.
2. Employees requesting reimbursement for travel expenses must submit their expense report within thirty (30) days of the completion of travel. Receipts must be attached.
3. Claims for reimbursement of expenses must be submitted on an expense report form and approved by the employee's supervisor and Department Head/Board Chairman.
4. Expense checks will be reimbursed through the employee's paycheck and distributed by the Treasurer.

For a more detailed explanation of the Travel and Transportation Policy, please refer to Personnel Policy #7 located in the Appendix of this employee handbook.

## **Credit for Full-time Continuous Service**

An employee who has been employed by the Town on a full-time temporary basis and becomes a permanent employee, shall be granted credit for said full-time continuous service for purposes of benefit eligibility. Such benefit eligibility shall only include longevity, vacations with pay, payment due to absence on account of illness, personal time, and tuition reimbursement. Credit for full-time continuous service shall be approved by the Personnel Director upon the recommendation of the Department Head, subject to the ratification of the Personnel Board.

## **Length of Service Pay**

Permanent full-time employees in Job Group 49 and below, who have completed the following years of continuous full-time service shall be entitled to receive a length of service payment as follows:

<u>Years of Continuous Service</u>	<u>Amount of Payment</u>
25+ years	\$450.00
20-24 years	\$400.00
15-19 years	\$300.00

Such payment shall be made in lump sum in January of each fiscal year to employees completing the requirements on July 1 of such fiscal year. In the event the employment of an employee entitled to such additional payment is terminated for any reason before the January payment date, the additional payment will become due and payable upon termination of employment.

Unionized employees should reference the appropriate labor agreement for applicable length of service pay. If any discrepancy should exist between this handbook and a union contract, the contract always governs.

## **Recognition Program for Professional Staff**

Permanent full time employees in Job Group 50 and above, below the level of Department Head, whose positions are contained in the Town's Merit Pay Plan, are eligible to be nominated for a recognition award from the Town. This award is based on a quantifiable contribution to a project of significant impact which is beyond the scope of the duties outlined in the employee's position description. Any employee who is granted an award under this Plan will not be eligible to be nominated for an award in the subsequent year.

Employees nominated for an award under this program must have contributed such an excessive amount of time, effort and dedication to the Town on a project of significant impact that the Department Head will be able to quantitatively justify the nomination in writing to the Human Resources Board. In addition, the nominated employee's performance rating and the project outcome must be of high caliber in order to support the nomination.

The Recognition program is administered by the Human Resources Board in a fair and impartial manner. The Human Resources Board shall determine which nominees will receive awards in each fiscal year as well as the maximum amount of each award, in accordance with the procedures of the program and subject to funding. All determinations of the Human Resources Board are final.

For a more detailed explanation of the Recognition Program for Professional Staff, please refer to the Human Resources Board's Recognition Program located in the Appendix of this personnel guidebook.



## Chapter 6 Leaves of Absence

### Sick Leave

1. In the event of bona fide personal and non-service connected sickness or injury (for which no compensation is received under Workers' Compensation or by payment of the Town in the case of the Police and Fire Departments), all regular full-time employees shall be eligible for time off with pay in an amount appropriate to the circumstances of each individual case, in order that their income may be maintained during such period of bona fide incapacitation, on the following basis: Newly hired permanent employees will be credited with one day of sick leave per month upon completion of each month of full-time service and shall not exceed twelve (12) days of sick leave in their first year. Permanent employees who have completed one (1) full year of service are eligible for twelve (12) sick days per calendar year, the unused portion of which may be carried forward and accumulated to a maximum of one hundred and fifty (150) days. This vesting and accumulation of unused sick days is intended solely for illness protection and does not constitute an obligation on the part of the Town to buy back any unused sick days at the time of separation from service of the Town. Permanent part-time employees regularly working twenty (20) hours or more per week shall be granted time off according to the ratio that their part-time employment bears to full-time employment.
2. Employees who have completed one full year of service may be granted discretionary sick leave of up to eighteen (18) additional days per calendar year with the approval of the Department Head or Human Resources Board.  
Paid absence due to illness shall be utilized in the following sequence: current year's allowance (first 12 days), accumulation, and discretionary sick leave as granted by the Department Head or Human Resources Board.
3. An employee may use up to five (5) of his/her allowed twelve (12) sick days per calendar year when his/her personal attendance is necessary during the illness or injury of an immediate family member. Use of more than five (5) days of an employee's accrued sick leave for the purpose of caring for an immediate family member in the event of serious, long-term illness or injury may be granted on the recommendation of the Department Head and with approval of the Human Resources Director. "Immediate family member", for the purpose of this section, is defined as spouse, child or parent of either the employee or his/her spouse.
4. Employees shall notify their Department Head on the first day of absence due to non-service connected sickness or injury, stating the nature of the sickness or injury, time expected to be incapacitated, and when they expect to return to work.
5. Department Heads shall be responsible to check on all such absences. A doctor's certificate shall be required after the seventh (7<sup>th</sup>) day. If deemed in the interest of the Town, the Department Head and/or the Human Resources Board shall have an independent doctor make an examination and report.
6. In the case of exceptional circumstances, additional allowances may be granted on the recommendation of the Department Head and approval of the Human Resources Director, subject to ratification by the Human Resources Board. In determining

- whether extended allowances shall be granted, the past absence of the employee, the length of continuous service with the Town, and the quality of the employee's performance record shall be taken into account. Consideration shall also be given as to what portion of the allowance shall appropriately be at full pay and what portion at partial pay. Vacation period shall not be substituted for sick leave except in unusual circumstances and with prior approval of the Human Resources Director, subject to ratification by the Human Resources Board.
7. Department Heads shall fill out an Absence Report, keeping one (1) copy for the department files and sending one copy to the Director of Financial Services who shall maintain a Town Absence File. All absence pay shall be so designated on the payrolls.
  8. This program shall be administered by the Human Resources Board, who shall interpret the provisions of the program, and establish the details of administrative policies and procedures. Department Heads and employees shall furnish to the Human Resources Board any information which the Board may request. This program shall in no way invalidate an employee's rights under the Federal Family and Medical Leave Act. Employees who are eligible to take leave under the Act may choose to use their accrued sick time in order to be paid while they are on approved leave.
  9. In the event the Town, at any time in the future, should adopt a program of Group Insurance covering non-service connected sickness and accident, the provisions of this Section shall be reviewed and coordinated with such a program. Benefits under this Section shall be coordinated with any benefits received under the Town's long-term disability insurance program provided, however, that employees may not receive time off with pay that, in total, exceeds their regular compensation.

For a more detailed explanation of the Sick Leave Policy, please refer to Personnel Policy #3 located in the Appendix of this employee handbook.

## **Workers' Compensation**

In the event that an employee is incapacitated as the result of bona fide injury or sickness arising out of and in connection with the service of the Town and for which Workers' Compensation is payable, s/he shall be granted the difference between Workers' Compensation payments and his/her regular straight time rate of pay on the same basis and procedures as set forth under the Sick Leave section immediately preceding this section.

## Personal Leave

To protect deserving employees against loss of seniority and service credit, to the extent it is practical and fair to do so, the Town of Wellesley will grant leaves of absence without pay to permanent employees who have completed their respective probationary period with the Town and who regularly work twenty (20) or more hours per week and have worked 1,250 hours (military leave exempt) in the year preceding the leave. Leaves of absence without pay shall be granted for education, military, health, or compelling personal reasons on the recommendation of the employee's Department Head and with the approval of the Personnel Board, in accordance with existing laws. Employees granted leaves in accordance with this policy and procedure, other than military duty, shall be considered in an "inactive employment" status and time spent on such leaves of thirty (30) days or more shall not count as service or time worked for purposes of seniority, vacation, sick leave, pensions, or other benefits.

1. Employees unable to report to work because of military duty, maternity, serious personal health, serious illness of a spouse, child, or parent, compelling personal reasons, or those who wish to attend school, shall submit an Application for Leave of Absence Form. The application must specify dates and time for which leave is requested and set forth the reasons in detail. Whenever possible, the application must be submitted at least thirty (30) days in advance of the intended leave. In the case of military, health, and education leaves, supporting documents shall be required.
2. A supervisor will verify and substantiate the reasons submitted by the employee whenever possible, and after due consideration of the requirements of the department, the employee's length of service, and successful completion of the probationary period, will forward the request with his recommendations to his/her Department Head for transmittal to the Human Resources Department.
3. A Department Head recommending approval of the leave of absence should do so on a Personnel Action Form and attach the Application for Leave of Absence Form with supporting documents.
4. Leaves of absence may be granted as follows:
  - A.) for extended active military service in accordance with appropriate statutes.
  - B.) for seventeen (17) calendar days per year for Reserve or National Guard duty for training.
  - C.) until the completion of the course of instruction but not more than one (1) semester.
  - D.) for up to a total of twelve (12) weeks in a twelve (12) month period for one (1) or a combinations of the following:
    1. the birth or adoption of a child as set forth in applicable law. (NOTE: When the employee herself is incapacitated for medical reasons due to pregnancy, it shall be treated as any other physical incapacity for which extensions may be granted on the recommendation of the attending physician.)
    2. serious personal illness rendering an employee incapable of performing the functions of the job.
    3. serious illness of a spouse, child, or parent as specified in the Federal Family and Medical Leave Act (FMLA).

- E.) for up to thirty (30) days in a twelve (12) month period for compelling personal reasons.
5. The twelve (12) month cycle will begin with the first actual day of the employee's leave.
  6. Accrued sick and vacation time may be used during leaves for serious personal illness, serious illness of a spouse, child or parent, or the birth/adoption of a child.
  7. Leaves that qualify as conditions under the Federal Family and Medical Leave Act which are taken under any other provision shall run concurrently.
  8. Employees granted leave of absence in accordance with this policy may remain in their Town of Wellesley Group Health Insurance Plan, provided arrangements are made with the Treasurer of the Town for payment of the employee portion of the current monthly premium for the duration of the leave of absence. Employees who fail to make a monthly payment in a timely manner for the employee contribution portion of the premium will be notified and automatically dropped from the plan once they become thirty (30) days in arrears.

For a more detailed explanation of the Leave of Absence Policy, please refer to Personnel Policy #6 located in the Appendix of this employee handbook.

## **Family and Medical Leave**

The Federal Family and Medical Leave Act (FMLA) applies to any employee who has been on the Town of Wellesley's payroll for at least twelve (12) months (which need not have been worked consecutively) and has worked at least 1,250 hours (approximately 25 hours per week) during the twelve (12) month period immediately prior to the beginning of the leave.

Under the FMLA, the Town of Wellesley will allow an eligible employee a total of twelve (12) work weeks of unpaid leave during a twelve (12) month period, which begins with the first day of FMLA leave, for the following purposes:

1. The care of a newborn child of the employee.
2. The placement of a child with the employee for adoption or foster care.
3. The care of the employee's spouse, child, or parent with a serious health condition.
4. The care of the employee's own serious health conditions which makes the employee unable to perform the functions of his/her position.

The Town of Wellesley will maintain coverage for the employee under any group health insurance plan for the duration of the leave. The coverage provided will be at the same level and under the same conditions that would have been provided if the employee had not taken the leave. However, the employee must continue to contribute their share of the health premium or lose coverage. The Town will require that a written request relating to a serious medical condition, experienced by the son, daughter, spouse, or parent of the employee, be supported by certification, issued by the attending physician. The certification will include the following:

1. The date on which the serious health condition began.
2. The probable duration of the condition.
3. The appropriate medical facts within the knowledge of the health care provider regarding the condition.

4. Inability to perform the essential functions of his/her position.

Under the FMLA, the Town will reinstate employees who qualify for FMLA protection to the same or an equivalent job upon return to work and pay the employee the same salary they earned before taking the leave. In addition, in order to support the employee's ability to return to work, the Town will require that the employee provide medical certification from their physician showing that they are able or unable to resume their usual work load, highlighting any essential function for which the Town may need to make reasonable accommodation.

For further information on the Federal Family and Medical Leave Act please refer to Personnel Policy #6 Personal Leave of Absence located in the appendix of this employee handbook and contact the Human Resources Department at Town Hall.

*SMALL NECESSITIES LEAVE LAW*

In accordance with M. G. L. Ch. 149, section 52c, effective August 5, 1998, employees eligible under the Family and Medical Leave Act may take up to 24 hours of leave in a 12 month period for the following reasons. However, employees are required to provide at least 7 days notice if the need for leave is foreseeable; or otherwise as much notice as possible. The 12 month period begins with the first request for leave under this Act. The reasons are:

- 1) to participate in school (including certain day care facilities) activities directly related to the educational advancement of a son or daughter of the employee;
- 2) to accompany a son or daughter on routine medical or dental appointments; or
- 3) to accompany an elderly relative (i.e., at least 60 years of age and related by blood or marriage to the employee) on routine medical or dental appointments or appointments for other professional services relating to the elder's care.

**Military Leave**

The Town of Wellesley recognizes the patriotic service rendered by many employees who belong to military reserve units. A leave of absence, ordinarily not to exceed seventeen (17) calendar days per year, may be obtained for this purpose. If you need military leave, discuss such plans with your Department Head well in advance in order to prepare for your absence and forward a completed Personnel Action Form and a copy of the military orders to the Human Resources Department.

In addition, an employee hired prior to April 1 in any year who is absent for an ordered tour of military training duty with any organized Reserve or National Guard unit will be paid his/her regular rate of weekly compensation and his/her certified military pay for each week of such absence, as provided in the General Laws, Chapter 33, Section 59 of the Commonwealth.

**Maternity Leave**

Any employee who has been on the Town of Wellesley's payroll for at least twelve (12) months (which need not have been worked consecutively) and has worked at least 1,250 hours (approximately 25 hours per week) during the twelve (12) month period is eligible for

a leave of absence for childbirth or the placement of a child with the employee by adoption or foster care. The Town of Wellesley will allow an eligible employee a total of twelve (12) work weeks of unpaid leave during any twelve (12) month period for the care of a newborn child or the placement of a child with the employee by adoption or foster care.

The Town of Wellesley will maintain coverage for the employee under any group health insurance plan for the duration of the leave provided arrangements are made with the Treasurer of the Town for payment of the employee portion of the current monthly premium for the duration of the leave of absence. Employees who fail to make a monthly payment in a timely manner for the employee contribution portion of the premium will be notified and automatically dropped from the plan once they become thirty (30) days in arrears. The coverage provided will be at the same level and under the same conditions that would have been provided if the employee had not taken the leave.

Accrued sick leave benefits will be provided for maternity leave under the same terms and conditions in accordance with the FMLA, Town procedure for Sick Leave detailed above, and in Personnel Policy #6.

## **Bereavement Leave**

Permanent full-time and part-time employees who work twenty (20) or more hours per week, in the event of a death in the immediate family, shall be granted funeral leave without loss of pay on the day of the funeral and two (2) additional scheduled work days for bereavement. "Immediate family" is defined as spouse, mother, father, sister, brother, son, daughter, mother-in-law, and father-in-law.

Bereavement leave may be granted on the recommendation of the Department Head and with the approval of the Personnel Director, subject to the ratification of the Personnel Board, when an employee has had a family-like relationship with the deceased person even though the deceased person may not be a member of the immediate family.

## Chapter 7 Insurance

### Health and Medical Insurance

Permanent employees regularly working twenty (20) or more hours per week shall be provided with an opportunity to join a contributory group health insurance plan which will provide insurance for hospitalization, medical, and surgical expenses incurred in the treatment of employees (including retired employees) and their eligible dependents. Health coverage is available to eligible employees, upon application to the Human Resources Department, on the first of the month following the date of hire. After that, it is available only during the annual Open Enrollment Period.

Employees currently have the option of selecting health insurance coverage between two (2) preferred provider organizations or PPO plans (Tufts Total Health Plan and Pilgrim Advantage) and four (4) health maintenance organizations or HMO plans (HMO Blue, Harvard Community Health Plan, Tufts Health Plan, and Pilgrim Health Care). PPO plans allow patients to choose medical care from physicians who are outside the primary health plan, while HMO plans require patients to receive medical care from physicians included in the primary health plan. Thus the choice is between two (2) levels of benefits: the authorized level, which offers benefits similar to those found in an HMO; or the unauthorized level, which offers benefits similar to traditional major medical insurance and are subject to deductibles and coinsurance payments.

Currently, the Town contributes towards a portion of the health insurance premium, with the employee paying the difference. Effective July 1, 1996 the Town's contribution is roughly 75% of the premium for an HMO plan and 50% of the premium for a PPO plan. The Town reserves the right to change its level of contribution without notice. Employees may take advantage of deferring taxes on their portion of health insurance contribution.

The following chart illustrates the Town of Wellesley's and its employees' monthly contributions to group health insurance plans which are available to permanent employees. Please note that the terms, conditions, and the health insurance plans themselves will change from year to year and this chart is to be used strictly for illustrative purposes.

<u>Plan Name</u>	<u>Effective 7/1/97</u>	<u>Total Cost/Month</u>	<u>Town's Share</u>	<u>Employee Share/Month</u>
Harvard Community Health Plan	Family	505.00	400.47	104.53
	Individual	194.00	159.66	34.34
Tufts HMO	Family	550.00	422.40	127.60
	Individual	211.00	168.38	42.62
Pilgrim HMO	Family	518.00	395.23	122.77
	Individual	200.00	158.80	41.20
HMO Blue	Family	664.00	511.94	152.06
	Individual	247.00	205.50	41.50
Tufts PPO	Family	806.00	403.00	403.00
	Individual	366.00	183.00	183.00
Pilgrim PPO	Family	837.00	418.50	418.50
	Individual	379.00	189.50	189.50



## **Continuation Coverage (COBRA)**

On April 7, 1986, a Federal law was enacted (Public Law 99-272, Title X the Consolidated Omnibus Budget Reconciliation Act commonly known as COBRA) requiring that most employers sponsoring group health insurance plans offer employees and their families the opportunity for a temporary extension of health coverage (called "continued coverage") at group rates in certain instances where coverage under the plan would otherwise end.

If you lose health benefits as a result of a resignation or termination (except for gross misconduct) from the Town's employ or you have reduction of hours that results in a loss of such benefits, you and your eligible dependents may have the right to continue to participate in one of our group health insurance plans for up to eighteen (18) months at your (or your dependent's ) expense.

Your eligible dependents may also extend coverage for up to thirty-six (36) months in the Town's group health insurance plan in the event of your death, divorce, legal separation, or entitlement to Medicare benefits, or when a child ceases to be eligible for coverage as a dependent under the terms of the plan. COBRA regulations also grant an additional eleven (11) months of coverage if you are deemed disabled under Social Security criteria. The Town can charge up to 150% of the premium for this continued coverage.

Should you or your eligible dependents elect to continue as members of the Town's plan, you will be charged the entire applicable premium(not just the portion paid when you were an active, covered Town employee), plus an additional 2% administrative charge. You will be charged more if you are eligible for the Social Security disability extension of eleven (11) months. If the election for continuation of coverage is made, you have the right to convert the coverage to an individual policy with our insurance carrier at the end of the continuation period.

Continuation of coverage for you and/or your covered dependents may end, however, if any of the following events occur: (1) failure to make timely payments of all premiums; (2) assumption of coverage under another group plan which has no applicable pre-existing condition exclusions; (3) entitlement to Medicare; or (4) termination of the Town's group health plans.

The Human Resources Department at Town Hall will provide details concerning these options as well as a written notification of this benefit. Additionally, for a more detailed explanation of COBRA rights, please refer to the sample Notice of COBRA Continuation Coverage.

## **Life Insurance**

Permanent employees regularly working twenty (20) or more hours per week shall be provided with an opportunity to join a contributory group life insurance plan which will provide a Basic Plan of \$10,000 in Term Life Insurance or an Optional Plan of \$10,000 in Accidental Death and Dismemberment Insurance. The Town contributes 50% of the cost of the premium with an employee deduction of \$7.70 per month for the Basic Plan. The employee must have the Basic Plan and an annual salary of \$2,000 or more to qualify for the Optional Plan. Under the Optional Plan, the employee pays the full premium. Insurance is available in units of \$1,000 up to the maximum which is equal to the employee's annual base

salary. The Group Life Insurance Program is administered by Hartford Life and Accident Insurance Company.

For further information regarding the Town of Wellesley's Group Life Insurance Program, please contact the Human Resources Department at Town Hall.

## **Long Term Disability Insurance**

Employees who are eligible for the Town or Teachers' Retirement plans are covered by a Long Term Disability Plan, with UNUM Insurance. The Plan provided disability income insurance for accidents and illnesses that occur outside of the workplace. The Plan provides employees with a monthly benefit equal to 40% of the employee's basic monthly earnings up to a maximum benefit of \$1,250/month and the Town pay for 100% of this base plan.

An optional buy-up component is available at the time of hire that allows the employees to increase the monthly benefit to 60% of the employee's basic monthly earnings up to a maximum benefit of \$2,500. The premium for this additional portion of the Plan is paid by the employee. Certain unionized employees need to be aware of the limitations of the Long Term Disability Plan with regards to respective contractual non-occupational illness or injury coverage.

For further information regarding the Town of Wellesley's Long Term Disability Insurance Program, please contact the Human Resources Department at Town Hall.

## **Health Insurance Portability and Accountability Act**

Permanent employees regularly working twenty (20) or more hours per week are covered under the Federal Health Insurance Portability and Accountability Act of 1996(HIPAA). HIPAA provides employees with certain rights which create a "portability" of health coverage from one employer to the next. This does not mean that an employee can take his/her current health plan into a new employment situation. It means that an employee can receive "credit" for prior coverage when joining a new plan which may have waiting periods for pre-existing conditions. This requires a transfer of prior coverage information from the old employer to the new employer.

Beginning July 1, 1997, the Town of Wellesley will provide to each employee who loses health insurance coverage a full certification of coverage. The certificate of coverage provides: the date of the certificate; identifying information, including the name of the employee; the employee's health plan identification number; names of dependents to whom certification applies; name of group health plan; name of employer; name, address, phone number of issuer of plan administrator; and first and last day of creditable coverage. This certificate will be issued whenever an individual loses health coverage or would lose health coverage except for an election under COBRA

For further information regarding the Health Insurance Portability and Accountability Act, please contact the Human Resources Department at Town Hall.

## **Unemployment Insurance**

Unemployment insurance is temporary income to assist you if you become unemployed. This assistance is funded through taxes paid by employers and was not withheld from your

wages while you were working. In Massachusetts, the unemployment insurance system is operated by the Department of Employment and Training (D.E.T.) Generally, benefits are available for eligible workers who have become unemployed through no fault of their own and who are looking for a full time job and who have earned at least \$1,800 in the past year.

Unemployment Insurance services are available by telephone or by applying in person at one of the local offices. To obtain the telephone number to call Unemployment Insurance Services, call D.E.T.'s toll free number 1-888-626-5553 or visit the nearest local office at 300 Howard Street, Framingham, MA.

## **Chapter 8 Retirement**

The material in this section can only give a summary overview of an important and complicated subject. For more complete information about your specific situation you are urged to contact the Retirement Board.

### **Membership**

The Town of Wellesley Contributory Retirement System is organized and operated under the provisions of Massachusetts General Laws Chapter 32. Membership in a contributory retirement system is mandatory for nearly all public employees who are regularly employed on a full-time basis. The Retirement Board exercises full jurisdiction to determine an employee's eligibility for membership in cases involving part-time, provisional, temporary provisional, seasonal, or intermittent employment or service. Certain part-time, seasonal, or temporary employees who are ineligible for membership may be required to participate in an alternative plan. The Retirement System provides pension benefits to members who reach retirement age, or are forced to retire because of disability. Benefits are also available to spouses and dependents under a variety of retirement options.

Full-time employees are enrolled in the retirement system when they begin their employment; part-time employees after they have met the membership standard required for 1000 hours per year. At the time of enrollment it is necessary to provide verification of your date of birth and to name a beneficiary or beneficiaries of this program. The beneficiary or beneficiaries may be changed by completing a "Change of Beneficiary" form which can be obtained from the Retirement Board. Once a member of the system, you remain a member as long as you are employed by the Town, even if on a part-time basis. In addition, if career changes entail a transfer from a job presently held to a new job in a different governmental unit with a different retirement system, the accumulated total deductions and corresponding creditable service of members involved in such a change will be transferred from the former retirement system to the new retirement system. Employees who terminate service with the Town and do not enroll in another system can withdraw their funds from the retirement system by contacting the Retirement Board for more information on initiating the process.

### **Classification of Members**

The Retirement Law classifies various positions into groups for which retirement benefits differ, depending on age. Employees of the Town of Wellesley are classified in either Group 1, Group 2, or Group 4. Group 1 members are officials and general employees including clerical, administrative and technical workers, laborers, and mechanics. Group 2 includes certain employees with hazardous occupations, such as ambulance attendants, and licensed electricians. Group 4 consists of public safety officers, officials, and employees, such as policemen, firefighters, and certain correction officers.

## **Contributions by Members**

Employee contributions to the retirement system are made by means of payroll deductions from regular compensation. Employees who became members prior to January 1, 1975 contribute five (5) percent of their regular compensation. Employees whose membership commenced on or after January 1, 1975 but prior to January 1, 1984 must contribute seven (7) percent. Those employees whose membership began on or after January 1, 1984 but prior to July 1, 1996 must contribute eight (8) percent. Employees whose membership begins on or after July 1, 1996 must contribute nine (9) percent. The total amount of the deductions over the course of employment is placed in an interest bearing retirement account until the employee is eligible to retire. These deductions help pay the retirement allowance earned upon retirement.

If your membership commenced on or after January 1, 1979, the maximum regular compensation upon which your retirement allowance can be calculated is \$30,000. Thus, two (2) percent of the portion of your rate of regular compensation which is in excess of \$30,000 will be withheld in addition to the appropriate percent which is deducted from your regular compensation. For example, if you became a member in 1981 and your regular compensation is \$40,000 deductions in the amount of 7% of \$40,000 equaling \$2,800 will be taken; and deductions in the amount of 2% of \$10,000 (\$40,000 minus \$30,000) equaling \$200 will also be deducted.

## **Eligibility for Retirement**

"Superannuation" is the term which is used to describe the process of being retired upon reaching a certain age and meeting other requirements, including, in some cases, length of creditable service. In general, you earn creditable service toward your retirement allowance for the period during which you contribute either 5%, 7%, 8%, or 9% of your salary to the retirement system.

- You are eligible to retire at any age if you have twenty (20) years of creditable service.
- If your continuous employment began prior to January 1, 1978, upon attaining age 55 as a member regularly employed in the performance of his/her duties, you may retire. There are no minimum service requirements for members in this category.
- Group 1 and Group 2 members who were initially employed on or after January 1, 1978, must have at least ten (10) years of creditable service, and be age 55 or older to receive an allowance.
- If your Group 1 or Group 2 public employment began on or after January 1, 1978 and you haven't completed ten (10) or more years of creditable service before the termination of your employment, you will be eligible to receive a refund of your accumulated deductions. You may not receive a retirement allowance.

## **Retirement Allowance**

Your monthly allowance is one-twelfth (1/12) of your annual retirement allowance. The retirement allowance of Town employees consist of two (2) parts: an annuity and a pension. An annuity is the part of your retirement allowance which is based on the total amount in

your annuity savings account on the date of your retirement. It accounts for approximately 15-20 percent of your allowance. The contributions which have been deducted during the course of your creditable service have been deposited for you in an annuity savings fund by the Retirement Board. These contributions, as well as the interest which has accrued, are credited to your individual account. The Town makes up the difference between the retirement allowance provided by law and what is provided by your annuity. That difference is called the pension and it accounts for approximately 80-85 percent of your allowance.

The amount of your retirement allowance depends on

- your age,
- your length of creditable service,
- the level of your average annual rate of regular compensation,
- and your group classification.

The basic formula for calculating a superannuation retirement allowance is:

**Your benefit rate (x) your highest three (3) year average annual rate of regular compensation (x) your creditable service = Retirement Allowance.**

Your age (as of your last birthday) at retirement and your group classification determine your benefit rate. The benefit rate is a specific percentage of the amount of your average annual rate of regular compensation.

Please note that your annual retirement allowance must not exceed 80% of your three (3) year average annual rate of regular compensation.

In addition, if you are a veteran you will receive an additional \$15 for each year or fraction thereof of creditable service with the Town. This additional allowance shall not exceed \$300 a year.

Use this chart to determine your benefit rate upon retirement.

Age Upon the Date of Your Retirement	Percentage of Average Annual Rate of Regular Compensation		
	<u>Group 1</u>	<u>Group 2</u>	<u>Group 4</u>
65 or over	2.5	2.5	2.5
64	2.4	2.5	2.5
63	2.3	2.5	2.5
62	2.2	2.5	2.5
61	2.1	2.5	2.5
60	2.0	2.5	2.5
59	1.9	2.4	2.5
58	1.8	2.3	2.5
57	1.7	2.2	2.5
56	1.6	2.1	2.5
55	1.5	2.0	2.5
54	1.4	1.4	2.4
53	1.3	1.3	2.3
52	1.2	1.2	2.2
51	1.1	1.1	2.1
50	1.0	1.0	2.0
49	.9	.9	1.9
48	.8	.8	1.8
47	.7	.7	1.7
46	.6	.6	1.6
45	.5	.5	1.5
44	.4	.4	* See below
43	.3	.3	
42	.2	.2	
41	.1	.1	

\* There is a special provision for Group 4 members who terminate their public service prior to their forty-fifth (45<sup>th</sup>) birthday. The retirement allowance of a Group 4 member who terminates service prior to attaining age 45 and whose retirement becomes effective after attaining age 45 will be calculated as if the member were classified in Group 1, unless the member defers retirement until after age 55. A Group 4 member who terminates prior to age 45 and whose retirement allowance becomes effective prior to attaining age 45 is retired as a Group 4 member.

The following examples are presented to aid your understanding of the formula's usage.

The cases described below outline benefits for members who have selected Option A explained in the "Options for Retirees" section located on the following page.

*Case 1* Group 1 member age 55, has 15 years and 6 months creditable service, the three year average annual rate of regular compensation is \$24,333, and retiring as of December 31, 1992.

<u>Benefit Rate</u>		<u>Average Annual Rate of Regular Compensation</u>		<u>Years of Creditable Service</u>
1.5%	X	\$24,333	X	15.5

Total annual allowance is \$5,657.52. Monthly benefit is \$471.46.

*Case 2* Group 1 member age 68, has 32 years of creditable service, the three year average annual rate of regular compensation is \$16,000, and retiring as of December 31, 1992.

<u>Benefit Rate</u>		<u>Average Annual Rate of Regular Compensation</u>		<u>Years of Creditable Service</u>
2.5%	X	\$16,000	X	32

Total annual allowance is \$12,800. This allowance meets but does not exceed 80% maximum. Monthly benefit is \$1,066.67.

*Case 3* Group 4 member age 65, has 41 years of creditable service, the three year average annual rate of regular compensation is \$18,833 and retiring as December 31, 1992.

<u>Benefit Rate</u>		<u>Average Annual Rate of Regular Compensation</u>		<u>Years of Creditable Service</u>
2.5%	X	\$18,833	X	41

Total annual allowance is initially computed to be \$19,304.04. However, statutory provisions limit the allowance to 80% of \$18,833 = \$15,066.36. Monthly benefit is \$1,255.53.





## **Options for Retirees**

"Option" is the term used to describe how your retirement allowance is allotted. Your allowance must be paid to you in lifetime monthly payments, but the apportionment of those payments will differ depending upon your option selection. Option choice also determines what benefits, if any, will be paid to survivors after a retiree's death.

The member's health and age at retirement, income from other sources, financial obligations, and the need to provide for others who might survive the member are some of the factors which should influence the member's choice of option. You must make a choice about the allotment of your allowance on or before the date your allowance becomes effective.

You cannot change your choice of option after your retirement becomes effective.

### **OPTION A**

Election of Option A means that you will receive the full retirement allowance in monthly payments as long as you live. All allowance payments will cease upon your death and no benefits will be provided to your survivors. (The cases described on the previous page outline benefits for members who have selected Option A.)

### **OPTION B**

Option B provides you with a lifetime allowance which is 3% to 5% less per month than Option A. The annuity portion of your allowance is reduced to allow a benefit for your beneficiary. Upon your death, your surviving beneficiary of record, or if there is no beneficiary living, the person or persons appearing in the judgment of your Retirement Board to be entitled thereto will be paid the unexpected balance of your accumulated total deductions from the annuity reserve account. However, your accumulated deductions will be used up within twelve (12) to fifteen (15) years depending on your age at retirement. The longer you live, the less will be paid to your beneficiary upon your death.

You may at any time after retirement change your Option B beneficiary.

### **OPTION C**

Option C is also known as the joint and last survivor allowance. Selecting this option means that the allowance payments which you will receive during your lifetime will be less than those you would receive under Option A or Option B. Upon your death, your designated beneficiary will be paid a monthly allowance for the remainder of his or her lifetime. That allowance will be equal to two-thirds (2/3) of the allowance which was being paid to you at the time of your death.

The monthly allowance you receive under Option C depends upon life expectancy factors for you and your designated beneficiary. Eligibility for nomination as a beneficiary is determined at the time of your retirement. You may name only one beneficiary under Option C. The eligible beneficiaries are limited to your spouse, your former spouse who has not remarried at the time you designate him/her as your Option C beneficiary, your child, your parent, or your sibling.

You may not change your Option C beneficiary after your retirement becomes effective. If your Option C beneficiary dies before you die, you will thereafter be paid the full retirement allowance you would have received had you elected Option A at the time your retirement allowance became effective.

## **Disability Retirement**

The Massachusetts Contributory Retirement Law, under Chapter 32, provides for two different types of disability retirement: accidental and ordinary.

An accidental disability retirement allowance applies to a member who becomes permanently and totally incapacitated for further duty before reaching the maximum age for his/her group as a result of a personal injury sustained or a hazard undergone while in the performance of his or her duties at a definite time and place and without serious and willful misconduct on his/her part.

There is no minimum service or age requirements for an accidental disability retirement applicant and the applicant need not be a member-in-service at the time of application. Member-in-service status is only required at the time of the injury. In addition, the member cannot retire for accidental disability within two (2) years of the maximum age for their group unless the accident or hazard upon which they base their application occurs within three (3) years of the maximum age for their group.

If you have an accident on the job, or are exposed to a health hazard, be sure that a notice of injury is filed with your retirement board in addition to the notice filed with your employer. The form should be filed within ninety (90) days of the occurrence of your injury. This establishes the time, place, and occurrence of the accident for future reference. If you later become disabled and more than two years have passed since the accident or hazard, it is imperative that you have an official record in order to seek accidental disability benefits. The notice of injury serves as the official record. Workers' compensation records or official department records may also be utilized.

An ordinary disability retirement allowance applies to any member who becomes permanently and totally incapacitated for further duty due to sickness or injury which is not job related.

Applicants who are not veterans must be less than 55 years of age and service requirements vary. Applicants who file for retirement on or after January 12, 1988 must have completed at least ten (10) years of creditable service. All other applicants must have achieved at least fifteen (15) years of creditable service.

To be considered disabled your retirement board must find that you are mentally or physically incapacitated for further duty. Your board must find that your incapacitation is likely to be permanent and that you should be retired. If you are applying for an accidental disability retirement, the board must also find that your incapacity is the natural and proximate result of sustaining an injury or undergoing a hazard while performing your duties at a definite time and place without willful and serious misconduct on your part.

## **Chapter 9 Employer Services**

### **Employee Assistance Program**

The Employee Assistance Program (EAP) is a benefit to help Town employees and their families cope with the stresses of life and work, including personal and family concerns, drug or alcohol problems, and job-related tensions. The EAP helps employees by offering both treatment and prevention services. It provides confidential counseling, consultation, and education.

The Town has contracted with The Human Relations Service (HRS), to provide its Employee Assistance Program. HRS is a private, non-profit agency located in Wellesley Hills. It has served local residents and worked with the Wellesley Public Schools since 1948.

Each employee is entitled to a maximum of ten (10) free visits for counseling, diagnosis, and referral per year. Immediate family members may also be seen within the ten (10) visits. Employees may use their own resources and health insurance for further counseling.

EAP counseling is strictly confidential. Meeting times and locations are set up to insure privacy. Names of those who use the service are not reported to anyone and EAP counseling plays no role in personnel decisions.

The EAP offers training and consultation to supervisors on management and leadership issues. It also presents programs on topics in personnel health, family living, and work. These are offered on-site during the work day and are open to all Town employees.

Appointments are scheduled promptly (there is no waiting list) and are offered before, during, and after work hours. 24-hour crisis coverage is available for emergencies.

For further information or to schedule an appointment, call Dr. Allan Wyatt, Psy. D. at 781-235-4950.

### **Credit Union**

All full time and permanent part time employees of the Town are eligible for membership in the Wellesley Municipal Employees Federal Credit Union. Established in 1955, the Credit Union is a private nonprofit organization which provides a full range of competitive, convenient, and safe, savings and loan services for Town employees and their families.

### **Employee Parking**

Parking facilities are provided for the convenience of Town employees and visitors. To prevent accidents please use caution and drive safely. The Town is not responsible for damage to or theft of cars or property left in the cars which are parked in these lots.

## **Employee Lockers**

Lockers will provided to employees whose duties require that one be made available. Supervisors will inform these employees about sanitary and other security requirements. The Town is not responsible for valuables or any property left in the lockers.

# APPENDIX

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## **PERSONNEL POLICY #1**

### ***Recruitment and Selection***

#### **I. PURPOSE**

To define the policy of the Town of Wellesley concerning employment recruitment and selection of individuals for non-elected positions covered by the Classification Plan established by Article 31.1 of the Town Bylaws.

#### **II. POLICY**

The policy of the Town of Wellesley is to achieve equal opportunity in employment and selection:

1. By the recruitment and consideration of applicants without regard to factors unrelated to ability to perform the requirements of the job such as race, creed, color, sex, age, national origin, disability, veterans status, or sexual orientation.
2. By the employment of individuals who meet the physical and mental requirements, with reasonable accommodation, and who have the education, training and experience, established and necessary for the performance of the job, without regard to race, creed, color, sex, age, national origin, disability, veterans status, sexual orientation, or other factors unrelated to ability to perform the requirements of the job.
3. By taking such affirmative action as may be necessary to identify any conditions or employment practices which may have contributed to underrepresentation of protected classes in the workforce and to correct any such conditions including but not limited to the pursuit of the hiring goals established in Appendix A to this policy, Affirmative Action Plan.
4. By the retention, promotion and termination of employees on a non-discriminatory basis, and by non-discrimination in compensation and in terms, conditions, and privileges of employment.

#### **III. APPLICATION**

This policy shall apply to all positions covered in Article 31.1 of the Town Bylaws and to other non-elected positions on acceptance by the appropriate Board, Committee or Commission.

#### **IV.A. PROCEDURE FOR NON-CIVIL SERVICE POSITIONS**

1. Boards, Committees, Commissions or Departments having a vacant non-Civil Service position to be filled must complete a Personnel Requisition Form and forward it to the Personnel Office with the necessary approvals and an updated/current job description containing the necessary qualifications. Requisition approval must include the signature of the Department Head or Chairman of the Board, Committee or Commission.
2. Upon receipt, the Human Resources Department will prepare a Job Posting Notice when appropriate for posting and action in accordance with applicable collective

bargaining agreements or an Internal Position Vacancy Notice for non-union positions of 20 hours or more per week on a permanent and regular basis for application by current permanent employees.

a. If the appropriate supervisory personnel decide not to select any internal applicant, or if the position is not subject to posting, the Human Resources Department will recruit candidates by drafting employment ads and placing these ads in conformance with the Affirmative Action Plan. Upon application for a position, the Human Resources Department will advise applicants of openings and the minimum qualifications necessary for consideration. The Human Resources Department will inform the applicants of the pay practices, employee benefits, and general working conditions in the Town and departments, especially where openings exist.

b. The Human Resources Department will receive and screen all applicants and designate qualified applicants to the appropriate Department Head or Chairperson of the Board, Committee or Commission for interview based on the information in the Personnel Requisition and the updated job description. The Department Head or Chairperson will have the option to review all applications and confer with the Human Resources Department regarding minimum qualification equivalencies.

c. The Human Resources Department will have the option to monitor and be present at interviews thus providing consistency in the selection process on a Town-wide basis.

3. Whenever a Board, Committee or Commission decides to engage the services of an employment agency, that agency will be informed that the Town is an Equal Opportunity Employer and will be supplied a copy of the Town's voluntary Affirmative Action Plan and the Bylaws of the Town of Wellesley by the respective Board, Committee or Commission. The employment agency will be expected to conduct itself in accordance with all applicable Federal and State employment laws.
4. The person having responsibility and authority for hiring shall give the Human Resources Department the name of the candidate selected for hire after which the hiring authority or the Human Resources Department, at the request of the hiring authority, will check the applicant's references. If the hiring authority performs the reference checks, the Personnel Reference Check form utilized by the Human Resources Department must be fully completed and submitted to the Human Resources Department prior to the extension of an offer of employment.
5. Upon receipt of favorable reference checks, the hiring authority shall complete a Personnel Action Form and forward it to the Human Resources Department with the necessary approvals. Such approval must include the signature of the Department Head or Chairperson of the Board, Committee or Commission.
6. Candidates whose reference checks prove satisfactory shall be sent an offer or confirmation of offer of position in writing by the Human Resources Department upon receipt of a Personnel Action Form from the hiring authority. The offer will be contingent upon the satisfactory completion of a pre-placement physical exam. The written offer shall notify the candidate of the starting date and rate of pay. In the event the preferred candidate declines the offer of employment, the Department Head or Chairperson of the Board, Committee or Commission shall be advised and the appropriate parts of the foregoing procedure repeated.
7. Candidates who accept positions requiring 20 hours or more per week on a regular basis, or who are so required by the U. S. Department of Transportation regulations, must satisfactorily complete a pre-placement physical examination to determine their

physical ability to perform the essential job functions, with reasonable accommodations if necessary. The Human Resources Department will be responsible for scheduling this pre-placement physical which may only be scheduled after a conditional offer of employment has been made.

8. Upon commencement of employment, employees shall report to the Human Resources Department to complete the required Federal and State forms as well as benefit enrollment applications. This step must be completed within the first week of employment in order for the new employee to be processed for the payroll.

#### **IV.B. PROCEDURE FOR CIVIL SERVICE POSITIONS**

1. Departments having a vacant Civil Service position to be filled will file a civil service requisition with the State Department of Personnel Administration. For purposes of public informational inquiries, the Human Resources Department will be sent copies of any civil service requisition submitted to the State. Civil Service hiring lists will be processed by the appropriate appointing authority in accordance with Civil Service procedures and this policy.
2. The Human Resources Department will have the option to monitor and be present at interviews, thus providing consistency in the selection process on a Town-wide basis.
3. Upon favorable completion of a background character investigation, an offer of employment may be made contingent upon successful and satisfactory completion of a physical medical examination and a psychological evaluation. The hiring authority or the Department Head shall process appointments as required by Civil Service and, where applicable, the appropriate training academy or entity. The appointing authority or Department Head will also complete a Personnel Action Form and forward it to the Human Resources Department with the necessary approvals, to include the signature of the Department Head or Chairperson of the Board, Committee or Commission. A copy of the employee's application and/or resume, and Civil Service selection/appointment form will be sent to Personnel for inclusion in the employee's personnel file.
4. Upon commencement of employment, employees shall report to the Human Resources Department to complete the required Federal and State forms as well as benefit enrollment applications. This step must be completed within the first week of employment in order for the new employee to be processed for the payroll.



**V. ENFORCEMENT**

The Personnel Board is responsible for the administration of and assuring compliance with this policy and procedure. Appropriate Appointing Authorities, Department Heads and other supervisory personnel are responsible for complying with the policy and procedures set forth herein and in Appendix A, Affirmative Action Plan, and for determining, on behalf of their Board, Committee or Commission, who shall be hired.

**VI. DEFINITIONS**

Please refer to the definitions listed in the Town Bylaws, Article 31, Classification and Salary Plan Appendix, Section III - Miscellaneous.

**VII. APPROVED BY**

Personnel Board Members:

- Ben Murray, Chair
- Patty Dirlam, Vice Chair
- Allan Drachman
- John Gerstmayr
- Barry Monahan

7/19/95

## PERSONNEL POLICY # 2

### *Classification and Salary Plan*

#### **I. PURPOSE**

To define the Classification and Salary Plans established by Article 31.1 of the Town Bylaws and adopted by the School Committee for non-teaching personnel.

#### **II. POLICY**

The policy of the Town of Wellesley is to pay wages and salaries that are competitive with comparable local communities and local employment markets, and that reflect the different degrees or abilities necessary to perform the requirements of the job; and to hire, promote, and grant salary increases in accordance with the established titles, groups and salary ranges.

#### **III. APPLICATION**

This policy applies to all officers and employees in the service of the Town (whether full-time, part-time, seasonal, casual, special, Civil Service, or other) except elected officials, and teaching personnel under the direction of the School Committee.

#### **IV. DEFINITIONS**

- A. **Classification:** an established title of a job or position.
- B. **Group:** a pay level in which one or more classifications of relatively similar levels of responsibilities, etc., are grouped for administrative purposes.
- C. **Salary Range:** a pay scale with minimum and maximum rates.
- D. **Step:** an established incremental level within a salary range.
- E. **Step-rate:** one of the established rates for a step within a salary range.
- F. **Standing in the Range:** a merit pay plan employee's salary position within their respective salary range.
- G. **Reclassification:** a change in the group number of a classification and grade.
- H. **Upgrade:** a change in the group number of a classification to a higher rated group.
- I. **Promotion:** an employee's change (advancement) to a higher rated job classification.
- J. **Downgrade:** a change in the group number of a classification to a lower rated group.

- K. **Demotion:** an employee's change (reduction) to a lower rated job classification.

## V. **PROCEDURE**

### A. *Classification Plan*

1. All officers and employees of the Town shall be classified by title and group as set forth in Schedule A.
2. Employees shall be hired for positions identified by a classification title set forth in Schedule A and no other.
3. Positions shall be classified according to the duties regularly performed and reclassified when the duties regularly performed are substantially different from those set forth in the position description of the employees classification.
4. Request for the establishment of a new classification title and/or the re-evaluation of an existing position shall be made by the Department Head, Chairperson, Committee or Commission in writing and accompanied by a copy of a new description and such other data as may be necessary to substantiate the request.
5. In accordance with Article 30.5 of the Town Bylaws, the Personnel Board shall review the work of all positions subject to the Classification Plan at intervals of not more than five years.

### B. *The Salary Plan*

1. Starting Salaries
  - a. New employees should be hired at the minimum rate, as set forth in Schedule B of the Salary Plan, of the group in which they are to be classified.
  - b. Upon recommendation of a Department Head, supported by evidence in writing of special reasons and exceptional circumstances, employees may be hired, with the approval of the Personnel Board, at a rate higher than the minimum rate for the position.
  - c. The first six months of permanent employment with the Town of Wellesley shall be a probationary period unless a greater period is provided by the General Laws of the Commonwealth or by way of a collective bargaining agreement. Upon satisfactory completion of the prescribed probationary period, the employee on recommendation of the Department Head, and with the approval of the Personnel Director, may be granted a one-step increase (Job Group 49 and below) or a merit increase (Job Group 50 and above).
2. Salary Increases
  - a. Employees in Job Group 49 and below who have completed one year of continuous full-time service and who have a satisfactory performance and attendance record, shall receive an increase of not more than one step per year until the maximum is reached.

Employees may be denied a step increase by the Department Head with the approval of the Personnel Director upon submission of evidence of unsatisfactory performance or attendance. Employees denied a step increase may appeal the decision of the Personnel Director to the Personnel Board.

- b. Employees in Job Group 50 and above shall receive salary increases on the basis of merit only. Such increases shall be granted annually upon the recommendation of their Department Head, Board, Committee or Commission and with the approval of the Personnel Board or designee and shall not exceed the annual level established, which shall in no case be more than 10% of the employee's salary prior to the increase. In no event shall such wage increase cause the new base wage to exceed the maximum of the salary range on an annualized basis. (Annualized = Salary/52.2 wks)
  - c. Employees promoted in or to Job Group 49 and below should enter at the minimum rate of the job to which s/he is being promoted or at his own rate (the step rate next above if his/her own rate is different than the step-rate), whichever is higher. S/He may also receive an additional step increase on the recommendation of the Department Head and the approval of the Personnel Director.
  - d. Employees promoted in or to a classification in Job Group 50 and above may receive an increase of up to 15% of the employee's salary prior to such increase upon the recommendation of the Department Head and approval of the appropriate Board, Committee or Commission but shall in all cases receive at least the minimum of the salary range for the position to which they are promoted. The employee may be eligible to receive an increase on the completion of the initial six (6) months in the position and July 1 thereafter with performance rating of acceptable or better performance.
  - e. Employees whose position classification has been upgraded shall move to the new group at the same step/standing in the range and shall retain their anniversary date.
  - f. Employees who are reassigned, transferred, demoted or whose positions are regraded to a lower rated classification shall enter it at his/her own rate, or at the maximum of the job, whichever is lower.
3. Overtime
- Employees in Job Group 49 and below, except uniformed members of the Police and Fire Department, shall be paid for work in excess of 40 hours per week at a rate equal to time and one-half of their regular rate of pay or be granted compensatory time in compliance with the Fair Labor Standards Act.

## **VI. ENFORCEMENT**

The Personnel Board is responsible for the proper classification and pay of employees in accordance with these plans. The Personnel Director is responsible for determining that employees are hired, classified and given rates of pay in accordance with this policy and procedure.

## **VII. APPROVED BY**

Personnel Board Members:

Ben Murray, Chair  
Patty Dirlam, Vice Chair  
Allan Drachman  
John Gerstmayr  
Barry Monahan

7/19/95

## **PERSONNEL POLICY #3**

### ***Sick Leave***

#### **I. PURPOSE**

To define the sick leave policy of the Town of Wellesley for employees as set forth in the Classification and Salary Appendix of the Bylaws and to establish the procedure for its fair and impartial administration.

#### **II. POLICY**

The policy of the Town of Wellesley is to protect its non-union employees against loss of income because of absence due to employee non-service connected illness or injury; to protect its employees against loss of income because of absences due to employee work-related illness or injury; to protect its employees against loss of income because of illnesses within their immediate family and as covered under the Family and Medical Leave Act; and to give additional consideration to deserving employees who have exhausted their sick leave allowance.

The amount of sick leave awarded to employees is set forth in the body of this policy.

#### **III. APPLICATION**

This policy shall apply to regular permanent full time employees and part time permanent employees who regularly work twenty or more hours per week.

In the event of personal and non-service connected illness or injury (for which no compensation is received under Worker's Compensation or Long-Term Disability), permanent employees, shall, after completion of one full year of service, be eligible for twelve (12) sick days per calendar year, the unused portion of which may be carried forward and accumulated to a maximum of one hundred and fifty (150) days. This vesting and accumulation of unused sick days is intended solely for illness protection and does not constitute an obligation on the part of the Town to buy back any unused sick days at the time of separation from the service of the Town.

Employees who have completed one full year of service may be granted discretionary sick leave of up to eighteen (18) additional days per year with the approval of the Department Head or Human Resources Board.

Newly hired permanent employees will be credited with one day of sick leave per month upon completion of each month of full-time service and shall not exceed twelve (12) days of sick leave in their first year.

Permanent part-time employees regularly working twenty (20) hours or more per week shall be granted time off with pay according to the ratio that their part-time employment bears to full-time employment.

An employee may use up to five (5) of his/her allowed twelve (12) sick days per calendar year when his/her personal attendance is necessary during the illness or injury of an immediate family member. Use of more than five (5) days of an

employee's accrued sick leave for the purpose of caring for an immediate family member in the event of serious, long-term illness or injury may be granted on the recommendation of the Department Head and with approval of the Human Resources Director. "Immediate family member", for the purpose of this policy, is defined as spouse, child or parent of either the employee or his/her spouse.

#### **IV. PROCEDURE**

##### **A. *Non-occupational illness or injury***

Department Heads shall determine, and grant, what they consider to be the appropriate and reasonable allowance.

1. To be eligible for sick leave pay employees must notify their supervisor on the first day of absence, stating the nature of the sickness or injury, time expected to be incapacitated and when they expect to return to work. (To request sick leave pay for absences covered under the Family and Medical Leave Act refer to Leave of Absence Policy.)
2. Department Heads and Supervisors shall report absences due to employees' illness or injury or absences covered by the Family and Medical Leave Act on the time reporting document, time card, etc and shall send one copy to the Financial Service Department where an Absence file will be maintained. All Absence Pay shall be so designated on the payroll.
3. Department Heads shall be responsible to check on all such absences. A doctor's statement shall be required after the seventh day. The doctor's statement must state the reason for the absence, the prognosis and expected date of return to work. If deemed in the interests of the Town, the Department Head and/or the Human Resources Board shall have an independent doctor make an examination and report.
4. Paid absence due to illness shall be utilized in the following sequence: current year's allowance (first twelve (12) days), accumulation, and discretionary sick leave as granted by the Department Head or Human Resources Board.

##### **B. *Occupational Injury of Illness***

In the event an employee is incapacitated as the result of a bona fide injury or illness arising out of or in connection with the service to the Town and for which Worker's Compensation is payable; s/he shall be granted the difference between Workers' Compensation payments and his/her regular straight time rate of pay on the same basis and procedure as set forth under Section A. 4 above.

**C.** Employees who have exhausted sick leave benefits under Section III and Section IV B above, and whose sick leave record, length of service and work performance warrant consideration, may receive additional sick leave allowance at full or at part pay, whichever shall be deemed appropriate by the Human Resources Director, subject to ratification by the Human Resources Board. Requests for the above sick leave extension must be made by completing the sick leave extension form, with a statement by the attending physician.

**D.** Benefits under this Section shall be coordinated with any benefits received under the Town's long-term disability insurance program provided, however, that employees may not receive time off with pay that, in total, exceeds their regular compensation.

**V. ENFORCEMENT**

False and fraudulent claims for sick leave allowance or approval of sick pay for other than absence due to personal illness or illness covered under the Family and Medical Leave Act are grounds for disciplinary action, including discharge. Payment of sick leave pay in excess of the allowance set forth in this policy and procedure is unauthorized without the written approval of the Human Resources Board. The Director of Human Resources is responsible for the impartial administration of this policy.

**VI. REVISION APPROVED BY**

**HUMAN RESOURCES BOARD on JUNE 19, 2001**

Barry Monahan, Chair  
Diane Savage, Vice-Chair  
Bill Charlton  
Patti Dirlam  
Jack Horrigan



## **PERSONNEL POLICY #4**

### ***Drug and Alcohol Testing For Employees In Positions Requiring A Commercial Driver's License (CDL) Which Are Defined As Safety-Sensitive***

#### **I. PURPOSE**

The purpose of this policy is to outline the responsibilities of employees, supervisors and managers with regard to drug and alcohol testing of employees in safety-sensitive positions in accordance with the U. S. Department of Transportation regulations, issued under the Omnibus Transportation Employee Testing Act of 1991.

This policy is in addition to, and does not limit in any way, the Town's right under any Collective Bargaining Agreement, practice or policy.

#### **II. POLICY**

It is the policy of the Town of Wellesley to comply fully with the 1994 Rules issued by the U.S. Department of Transportation under the 1991 Omnibus Transportation Employee Testing Act dealing with limitations on alcohol and drug use by transportation workers, drug and alcohol testing of such workers and the reporting/record keeping requirements relative to such testing. The Rules found under Title 49 of the Code of Federal Regulations apply to all interstate and intrastate truck and motor coach operators, including but not limited to Town employees who are required to have a commercial driver's license.

While the Town of Wellesley has no intention of intruding into the private lives of its employees, the Town does expect employees to report for work in condition to perform their duties. The Town recognizes that employee off-the-job as well as on-the-job involvement with drugs and alcohol can have an impact on the work place and on our ability to accomplish our goal of an alcohol and drug-free environment.

#### **III. APPLICATION**

This policy applies to all employee drivers of commercial motor vehicles, as defined herein, who are required to drive such vehicles in the course of their employment with the Town. The policy applies, at a minimum, during all on duty time. On duty time means the moment a driver begins to work or is required to be in readiness to work, i.e., four (4) hours prior to commencing work, until the time the employee is relieved from work and all responsibility for performing work. For purposes of this policy, on duty time includes lunch and break periods.

Notwithstanding the above, all certified Fire and Police Personnel are statutorily exempt from the provisions of this procedure. Departmental Policy for these employees which regulated the use of controlled substances and alcohol is still applicable. This new Drug

and Alcohol Testing Program is effective for Wellesley on January 1, 1996, and continues in effect unless superseded or repealed by competent authority. Employees covered by the above criteria must participate in the Drug and Alcohol Testing Program as a condition of employment.

#### **IV. PROHIBITED CONDUCT**

The following conduct is prohibited:

1. Reporting for duty or remaining on duty requiring the performance of safety-sensitive functions with a breath/blood alcohol content of 0.02 percent or higher.
2. Use of alcohol within the four (4) hours prior to performing a safety-sensitive function.
3. Use of alcohol on the job.
4. Use of alcohol during the eight (8) hours following an accident.
5. Possession of any medication or food containing alcohol while driving a vehicle.
6. Refusal to take a required test or cooperate in the testing process.
7. Refusal to complete and/or sign required testing forms.
8. Use of controlled substances on or off duty unless a doctor has prescribed the controlled substance and the doctor has informed the employee that the substance does not adversely affect the employee's ability to operate a vehicle safely.
9. Tampering with a test procedure or test sample.

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which could adversely affect the employee's mental functioning, motor skills, or judgment must be reported to supervisory personnel and medical advice should be sought, as appropriate, before performing work-related safety sensitive duties. A legally prescribed drug means a drug for which the individual has a prescription or other written approval from the physician for the use of a drug in the course of medical treatment. The misuse or abuse of legal drugs while performing Town business is additionally prohibited.

#### **V. REFUSAL TO COOPERATE**

Refusal by a covered driver to consent to a test for the presence of drugs, prescribed medication, or alcohol, or consent to search or to otherwise fully cooperate in an investigation involving drugs or alcohol pursuant to this policy will constitute just cause for disciplinary action in accordance with the terms of the Collective Bargaining Agreement, practice or policy, up to and including termination. (In accordance with Sections 382.211, 382.503, 382.605 of the Federal Regulations, refusal to be tested is considered the same as a positive test result and said employee can not perform a safety-sensitive function until s/he completes referral to a substance abuse professional, evaluation and treatment.)

## **VI. PROCEDURES**

### **1. *Pre-placement Testing***

It is a requirement of the Federal Department of Transportation that, following an offer of employment, all candidates to be hired in a safety sensitive position must submit to controlled substance testing prior to assuming the duties of the position.

The original regulations also required pre-placement alcohol testing prior to assuming the duties of a safety sensitive position. However, this requirement was subsequently suspended. Should this requirement be reinstated by the Department of Transportation, it will become effective as appropriate in Wellesley following any necessary discussions with effected unions.

In situations where an applicant for employment either refuses to be tested or tests positive, the conditional offer of employment by the Town of Wellesley will be withdrawn.

### **2. *Pre-placement References***

The Town must obtain and review the following information from each employer that the prospective driver worked for, in a safety sensitive position, during the previous two years: information about a test in which the employee's blood alcohol was 0.04 or greater; information about any refusal to participate in the alcohol and drug testing program.

The prospective employee must provide the former employer with a written release allowing the release of this information or s/he will not be hired.

If the previous employer indicates that a positive result was received, or that the employee refused to participate when selected for an alcohol or drug test, the applicant generally will not be appointed. The prospective employee may be considered for appointment only if s/he has already consulted with a substance abuse professional, already received recommended treatment, and subsequently tested negative in a return to duty test for the former employee.

The Town of Wellesley must provide the same information to subsequent employers of current Town employees when provided with a written release.

### **3. *Post-Accident Testing***

It is a requirement of the Federal Department of Transportation that employees required to perform safety sensitive duties be subject to post-accident alcohol and drug testing under the following conditions:

When the accident has involved a fatality; or

When the accident results in a citation being issued to the employee; and either of the following occurs:

- a) bodily injury has occurred to any party involved requiring medical attention away from the scene of the accident; or
- b) one or more motor vehicles involved in the accident has sustained damage which requires one or more of the motor vehicles to be towed away.

(It is the responsibility of an employee to inform the Town when they have received a citation while performing a safety sensitive function.)

If an employee tests positive with 0.04 or higher on the alcohol test, s/he is not allowed to drive back home or to the workplace.

Under the Federal Regulations, refusal to be tested following a fatal accident results in the loss of CDL license for one year.

#### Post-Accident Procedures

In all above related cases, all work-related activity being performed by Town of Wellesley employees is to cease immediately. The driver of the vehicle is to be transported to the designated testing site. The driver is not to transport him/herself to the testing site in either a privately owned or Town of Wellesley owned vehicle.

The driver is prohibited from consuming alcohol for eight hours following the accident, or until a post-accident alcohol test has been performed. When reporting for the testing, employees must present their CDL license as their identification.

#### Alcohol Testing

Tests for alcohol use shall be conducted within two (2) hours, but in no case more than eight hours of the accident. If the screening alcohol test results in a breathalyzer reading above 0.02, the employee will be retested within 15-20 minutes. If the results of the confirmation alcohol test show a 0.02 - 0.039 breathalyzer reading, the employee will be removed from safety sensitive duties for a minimum of twenty-four (24) hours. In addition, the Town reserves its right to impose disciplinary action in accordance with the terms of the Collective Bargaining Agreement, practice, or policy, up to and including termination.

If the test confirmation result is a 0.04 or higher blood alcohol level, the employee will be removed from safety sensitive functions until s/he has completed the following:

Substance abuse evaluation by a Substance Abuse Professional (SAP).

Evaluation and referral, when necessary, by the Town of Wellesley's Employee Assistance Program.

A return-to-duty controlled substance and/or alcohol test. The alcohol test results must show a concentration below 0.02.

In addition, the Town reserves its right to impose disciplinary action in accordance with the terms of the Collective Bargaining Agreement, practice, or policy, up to and including termination.

### Controlled Substance Tests

Tests for controlled substance use shall be conducted within thirty-two (32) hours of the accident. If the result of the controlled substances test are positive, the employee will be removed from safety sensitive functions until s/he has completed the following:

Substance abuse evaluation by a Substance Abuse Professional (SAP).

Evaluation and referral, when necessary, by the Town of Wellesley's Employee Assistance Program.

A return-to-duty controlled substance and/or alcohol test.

(Should the employee dispute the positive result of a controlled substance test, s/he may request that a second test be performed on the split sample specimen. If the second test result is positive, the employee will be responsible for the incurred expense.)

In addition, the Town reserves its right to impose disciplinary action in accordance with the terms of the Collective Bargaining Agreement, practice, or policy, up to and including termination.

### Action Due to Positive Test Results

During this period of evaluation, referral and return to duty testing, the employee will not be allowed to work in a safety sensitive function. S/he will be allowed to use any vacation, personal, or sick leave as available under a collective bargaining agreement or Bylaw (whichever is applicable) during this treatment period if treatment is required during normal working hours. The Personnel Director will be provided with on-going medical reports dealing with the diagnosis of and progress being made by the employee.

At the time when the employee returns to work in a safety sensitive function, s/he will again be subject to all aspects of alcohol and controlled substances testing under the Federal Department of Transportation rules. This will include follow-up testing as well as continued participation in the random testing pool. Follow-up tests are unannounced and at least six (6) tests must be conducted in the first 12 months after an employee returns to duty. The Town of Wellesley agrees to bear the expense of the six (6) follow-up tests. In accordance with the regulations, follow-up testing may be extended for up to 60 months under extreme circumstances following the return to duty and will be at the employee's expense.

If an employee again tests positive for alcohol and/or controlled substances or refuses a follow-up test, the Town reserves its right to impose disciplinary action in accordance with the terms of the Collective Bargaining Agreement, practice, or policy, up to and including termination.

## **4. *Random Alcohol and Drug Testing***

It is a requirement of the Federal Department of Transportation that employees performing safety sensitive functions be subject to random alcohol and controlled

substance testing. Each year, the number of random alcohol tests conducted by the Town must equal at least 25% of all covered employees. Random drug tests conducted by the Town must equal at least 50% of all covered employees.

If an employee subject to random testing has positive results on the alcohol test of 0.04 or higher, s/he is not to be allowed to drive back to their home or to the workplace.

#### Random Testing Procedures

When reporting for the testing employees must present their CDL license as their identification.

#### Alcohol Testing

If the screening alcohol test results in a breathalyzer reading above 0.02, the employee will be retested within 15-20 minutes. If the results of the confirmation alcohol test show a 0.020-0.039 breathalyzer reading, the employee will be removed from safety sensitive duties for a minimum of 24 hours. In addition, the Town reserves its right to impose disciplinary action in accordance with the terms of the Collective Bargaining Agreement, practice, or policy, up to and including termination.

If the test result is 0.04 or higher blood alcohol level, the employee will be removed from safety sensitive functions until s/he has completed the following:

Substance abuse evaluation by a Substance Abuse Professional (SAP).

Evaluation and referral, when necessary, by the Town of Wellesley's Employee Assistance Program (EAP).

A return-to-duty controlled substance and/or alcohol test. The alcohol test results must show a concentration below 0.02.

In addition, the Town reserves its right to impose disciplinary action in accordance with the terms of the Collective Bargaining Agreement, practice, or policy, up to and including termination.

#### Controlled Substance Tests

If the results of the controlled substances test are positive, the employee will be removed from safety sensitive functions until s/he has completed the following:

Substance abuse evaluation by a Substance Abuse Professional (SAP).

Evaluation and referral, when necessary, by the Town of Wellesley's Employee Assistance Program.

A return-to-duty controlled substance and/or alcohol test.

(Should the employee dispute the positive result of a controlled substance test, s/he may request that a second test be performed on the split sample specimen. If the second test result is positive, the employee will be responsible for this incurred expense.)

In addition, the Town reserves its right to impose disciplinary action in accordance with the terms of the Collective Bargaining Agreement, practice, or policy, up to and including termination.

#### Action Due To Positive Test Results

During this period of evaluation, referral and return-to-duty testing, the employee will not be allowed to work in a safety sensitive function. S/he will be allowed to use any available accumulated personal, vacation or sick leave as available under the collective bargaining agreement or Bylaw (whichever is applicable) during this treatment period if treatment is required during normally scheduled working hours. The Personnel Director will be provided with on-going medical reports dealing with the diagnosis of and progress being made by the employee.

At the time when the employee returns to work in a safety sensitive function, s/he will again be subject to all aspects of alcohol and controlled substance testing under the Federal Department of Transportation rules. This will include follow-up testing as well as continued participation in the random testing pool. Follow-up tests are unannounced and at least six (6) tests must be conducted in the first 12 months after an employee returns to duty. The Town of Wellesley agrees to bear the expense of the six (6) follow-up tests. In accordance with the regulations, follow-up testing may be extended for up to 60 months under extreme circumstances following the return to duty and these tests will be at the employee's expense.

If an employee again tests positive for alcohol and/or controlled substances or refuses to take a follow-up test, the Town reserves it right to impose disciplinary action in accordance with the terms of the Collective Bargaining Agreement, practice, or policy, up to and including termination.

#### **5. *Reasonable Suspicion Alcohol and Drug Testing***

It is a requirement of the Federal Department of Transportation that employees in safety sensitive positions be subject to reasonable suspicion alcohol and drug testing.

If an employee tests positive with a result of 0.04 or higher on the alcohol test, s/he is not to be allowed to drive back home or to the workplace.

#### Reasonable Suspicion Procedures

An employee shall be required to submit to alcohol and drug testing when there is a reasonable suspicion that s/he is using or is under the influence of a prohibited drug. Reasonable suspicion shall be based upon specific behavioral or performance indicators of probable prohibited alcohol and drug use. In making determinations of reasonable suspicion, supervisors will not act in an arbitrary or capricious manner.

When reporting for the testing, employees must present their CDL license as their identification.

Reasonable Suspicion testing Procedures and Action to be Taken due to positive results are the same as previously outlined under the Random Alcohol and Drug Testing.

## **VII. INFORMATION/TRAINING**

1. All current and new employees will receive written information about the testing requirements and how they may receive assistance for alcohol or drug misuse. All employees must receive a copy of this policy and sign the Confirmation Receipt (Attachment A).
2. All supervisory and management personnel in the Department of Public Works must attend at least two hours of training on alcohol and drug misuse symptoms and indicators used in making determinations for reasonable suspicion testing.

## **VIII. RECORD KEEPING**

1. The Town is required to keep detailed confidential records of its alcohol and drug misuse program.
2. Driver alcohol and drug testing records are confidential. Test results and other confidential information may only be released to the Personnel Director, Department Director, or Department Division Head, the substance abuse professional, the Medical Review Officer, the employee and any arbitrator of a grievance filed due to action taken under this policy. Any other release of this information may only be made with the driver's consent.

## **IX. DEFINITIONS**

Controlled Substance: A controlled substance is any illegal drug or any substance identified in Section 102(6) of the Controlled Substance Act (21 USC 802(6)) and as further defined in 21 CFR 1300. This includes, but is not limited to, marijuana, amphetamines, opiates, phencyclidine, and cocaine, as well as any drug not approved for medical use by the Drug Enforcement Administration or the Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs and use of illegally obtained prescription drugs.

A Commercial Motor Vehicle is defined as a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property as established by Federal and State law which:

- a. Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 lbs; or
- b. Has a gross vehicle weight rating of 26,001 or more pounds; or
- c. Is designated to transport 16 (sixteen) or more passengers, including the driver; or
- d. Is of any size and is used in transportation of materials found to be hazardous for the purposes of the hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the hazardous Materials Regulations (49 CFR Part 172, Subpart F).

Safety Sensitive Function: Operating a commercial vehicle, as defined above means:



1. The operation of the vehicle;
2. The time spent waiting to be dispatched to drive the vehicle; or
3. Any time spent in the maintenance of the vehicle.

Substance Abuse Professional: A licensed physician, certified psychologist, employee assistance professional, or addiction counselor certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission, with knowledge of and clinical experience in the diagnosis and treatment of controlled substances and alcohol-related disorders.

(For other definitions, refer to the 1991 Omnibus Transportation Employee Testing Act and amendments.)

## **PERSONNEL POLICY #5**

### ***Workplace Violence***

#### **I. POLICY STATEMENT**

The Town of Wellesley maintains a zero tolerance policy toward workplace violence, or the threat of violence, by any of its employees, customers, the general public, and/or anyone who conducts business with the Town. It is the intent of the Town and this department/division to provide a workplace which is free from intimidation, threats, or violent acts.

#### **II. DEFINITIONS**

Workplace violence includes, but is not limited to harassment, threats, physical attack, or property damage. A threat is the expression of an intent to cause physical or mental harm regardless of whether the person communicating the threat has the present ability to carry out the threat and regardless of whether the threat is contingent, conditional or future. Physical attack is intentional hostile physical contact with another person such as hitting, fighting, pushing, shoving, or throwing objects. Property damage is intentional damage to property which includes property owned by the Town, employees, or others.

#### **III. PREVENTION OF WORKPLACE VIOLENCE**

The Town subscribes to the concept of a safe work environment and supports the prevention of workplace violence. Prevention efforts include, but are not limited to informing employees of this policy, instructing employees regarding the dangers of workplace violence, communicating the sanctions imposed for violating this policy, and providing a reporting hierarchy within which to report incidents of violence without fear of reprisal.

#### **IV. PROCEDURE FOR REPORTING THREATS**

Each incident of violent behavior, whether the incident is committed by another employee or an external individual such as a customer, vendor, or citizen, must be reported to department management. Management will assess and investigate the incident and determine the appropriate action to be taken. Department management will inform the Human Resources Department of all reported incidents of workplace violence and will inform the employee of their right to have the Police Department notified.

In critical incidents in which serious threat or injury occurs, emergency responders such as Police, Fire and/or Ambulance personnel must be promptly notified. As necessitated by the seriousness of the incident, the Human Resources Department may assemble a Management Response Team that consists of staff from the effected Department,

Human Resources Department, Town Counsel, and may include the Employee Assistance Program, Emergency Response, Police Department and others as deemed necessary.

The Management Response Team is responsible for establishing the protocol in the event of a threat or violent incident that may include but is not limited to:

- evaluating the potential violence problems,
- assessing an employee's fitness for duty (through mental health professionals),
- establishing a plan for the protection of co-workers and other potential targets,
- coordinating with affected parties such as victims, families, employees, media, or law enforcement personnel,
- referring victims to appropriate assistance and community service programs,
- assuring that immediate (within 24 hours) and on-going counseling is available to traumatized individuals.

Any employee who acts in good faith by reporting real or implied violent behavior will not be subjected to any form of retaliation or harassment. Any action of this type resulting from a report of violence must be reported to the appropriate management staff for investigation and decision regarding proper action.

## **V. PROHIBITED ACTIONS**

It is a violation of this policy to engage in any act of workplace violence. Any employee who has been determined by the Department Board/Committee, Department Head, or Police to be in violation will be subject to disciplinary action up to and including termination and, depending upon the violent act, may be subject to criminal sanctions.

## **VI. DEPARTMENTAL SECURITY AUDITS**

Whenever the physical layout of the work space is significantly altered, the Department/Division Manager will examine the escape routes of the work area and communicate any changes to all department/division employees. On an as needed basis, the Department/Division Manager may request a security audit from the Police Department to determine available security measures. All employees should openly communicate with each other to be aware of any unusual activity that may identify the potential for or actual occurrence of a violent incident.

## **VII. EMPLOYEE TRAINING**

The Department/Division Manager, or his/her designee, will orient all new employees to departmental/divisional procedures regarding reporting incidents of violence, what to do if the employee is threatened and/or if an incident of violence actually takes place, and dealing with the after effects of an act of violence.

## **VIII. EMPLOYEE ASSISTANCE PROGRAM**

Should an employee become the victim of an incident of workplace violence, the Department/Division Manager may offer additional referral services to assist in coping with any effects of the incident. Should an employee commit an act of violence and it is determined in the investigation that the employee did, in fact, commit the violent act, s/he

may be referred to the EAP by the Department/Division Manager. In these cases, failure by the employee to keep an initial appointment with the EAP may result in disciplinary action.

**IX. APPROVED BY**

Personnel Board Members:

Allan Drachman, Chair  
Patty Dirlam, Vice Chair  
Ben Murray  
John Gerstmayr  
Barry Monahan

## **PERSONNEL POLICY #6**

### ***Leaves of Absence***

#### **I. PURPOSE**

To define the leave of absence policy of the Town of Wellesley and to establish the criteria and procedures for granting such leaves in compliance with the Federal Family and Medical Leave Act (FMLA) effective 8/5/93.

#### **II. POLICY**

To protect deserving employees against loss of seniority and service credit, to the extent it is practical and fair to do so, by granting leaves of absence without pay for education, military, health, or compelling personal reasons on the recommendation of the employee's Department Head and with the approval of the Personnel Board, in accordance with existing laws. Employees granted leaves in accordance with this policy and procedure shall be considered in an "inactive employment" status and time, other than military duty, spent on such leaves of 30 days or more shall not count as service or time worked for purposes of seniority, vacation, sick leave, pensions or other benefits.

#### **III. APPLICATION**

This policy applies to all permanent employees who have completed their respective probationary period with the Town and who regularly work twenty or more hours per week and have worked 1,250 hours (military leave exempt) in the year preceding the leave. (Special exemptions or conditions may apply to teachers and senior level managers per the FMLA).

#### **IV. DEFINITIONS**

- A. Department Head:** An employee responsible for the administration of a function or activity under the direction of an elected or appointed Board, Committee, or Commission.
- B. Teaching Personnel:** Professional personnel in the schools whose duties and responsibilities are academic rather than administrative (personnel in bargaining units A & B).
- C. Senior Level Management:** As defined in the Federal Family and Medical Leave Act, those administrative positions which are paid in the top 10% of Town salaries.

## V. PROCEDURE

- A. Employees unable to report to work because of military duty; maternity; serious personal health; serious illness of a spouse, child or parent; or for compelling personal reasons, or those who wish to attend school, shall submit an application for a Leave of Absence on the form attached to this policy. The application must specify dates and time for which leave is requested and set forth the reasons in detail. Whenever possible, application must be submitted at least thirty (30) days in advance of the intended leave. In the case of military, health, and education leaves, supporting documents shall be required.
- B. A supervisor will verify and substantiate the reasons submitted by the employee whenever possible, and after due consideration of the requirements of the Department and the employee's length of service/successful completion of probationary period, will forward the request with his recommendations to his Department Head for transmittal to the Personnel Office.
- C. A Department Head recommending approval of the leave of absence should do so on a Personnel Action Form and attach the Application for Leave of Absence with supporting documents.
- D. Leaves of Absence may be granted as follows:
  1. for extended active military service in accordance with appropriate statutes.
  2. for 17 calendar days per year for Reserve or National Guard duty for training.
  3. until the completion of the course of instruction but not more than one semester.
  4. for up to a total of twelve (12) weeks in a twelve month period for a, b, or c, or combinations of a, b, or c:
    - a) the birth or adoption of a child as set forth in applicable law. (NOTE: When the employee herself is incapacitated for medical reasons due to pregnancy, it shall be treated as any other physical incapacity for which extensions may be granted on the recommendation of the attending physician.)
    - b) serious personal illness rendering an employee incapable of performing the functions of the job.
    - c) serious illness of a spouse, child, or parent as specified in the FMLA.
  5. for up to thirty (30) days in a 12 month period for compelling personal reasons.
- E. The twelve month cycle will begin with the first actual day of the employee's leave.
- F. Accrued sick and vacation time may be used during leaves for serious personal illness, serious illness of a spouse, child or parent, or the birth/adoption of a child.
- G. Leaves that qualify as conditions under the Federal Family and Medical Leave Act which are taken under any other provision shall run concurrently.
- H. Employees granted leave of absence in accordance with this policy may remain in their Town of Wellesley Group Health Insurance Plan, provided arrangements are made with the Treasurer of the Town for payment of the employee portion of the



## **PERSONNEL POLICY #7**

### ***Travel & Transportation***

#### **I. PURPOSE**

To define the policy of the Town of Wellesley on travel, transportation, and the use of private automobiles in the conduct of official Town business and to establish the procedure for the reimbursement or payment of expenses connected therewith.

#### **II. POLICY**

Employees shall be reimbursed for actual, reasonable and necessary expenses incurred by and for themselves as a result of approved travel in connection with their duties or office. Travel shall be at tourist or coach class using the most direct or economical route. Employees using private automobiles shall be reimbursed for such travel at a rate of \$0.365 per mile except that, as a rule, such reimbursement shall not exceed the cost of public transportation. Employees whose duties require transportation continuously and regularly, may be provided with a vehicle or receive a stated monthly allowance in lieu of reimbursement for the use of their private automobiles.

#### **III. APPLICATION**

This policy applies to all employees of the Town of Wellesley.

#### **IV. DEFINITIONS**

- A. **Actual Expense:** An expense which has been incurred and must be paid by an expenditure of money
- B. **Reasonable Expense:** An expense, the amount of which is appropriate for the position of the individual and the circumstance giving rise to the expense.
- C. **Necessary Expense:** An expense, the incurrence of which results directly from approved travel.

Actual, reasonable and necessary expenses include, but are not necessarily limited to, meals and lodging while away from usual place of work; transportation, including tolls, legal parking fees, car rental and mileage between the employee's usual place of work, the destination and return; business or professional association dinner meeting expenses, including gratuities.

#### **V. PROCEDURE**

Committees, Commissions and Boards shall authorize travel and ascertain which employees require transportation for the conduct of their duties. They shall further determine the most economical means of providing such transportation, i.e., purchase, lease or monthly allowance, subject to approval of the Board of Selectmen.

- A. Employees needing funds for travel may request an advance. Such requests should state the purpose of travel, give a detailed estimate of expenses, and be submitted through appropriate channels to the Board of Selectmen for approval.



- B. Employees requesting reimbursement for travel expenses must submit their expense report within 30 days of the completion of travel. Receipts must be attached.
- C. Claims for reimbursement of expense must be submitted on the expense report form attached, and approved by the employee's supervisor and Department Head/Board Chairman.
- D. Expenses will be reimbursed through the employee's paycheck and distributed by the Treasurer.

#### **VI. ENFORCEMENT**

Fraudulent or false expense reports are grounds for disciplinary action including discharge. Department Heads are responsible for the accuracy of the expense report. The Town Accountant is responsible for uniform and impartial application of this policy.

#### **VII. APPROVED BY**

HUMAN RESOURCES BOARD on MARCH 4, 2002

EFFECTIVE DATE: 07/01/02

**PERSONNEL BOARD POLICY #8  
EMPLOYEE STANDARDS OF CONDUCT  
AND DISCIPLINARY PROCEDURES**

**I. PURPOSE**

To define the policy of the Town of Wellesley for ensuring a high standard of conduct, performance, and integrity among employees and to establish a disciplinary procedure for the fair and impartial enforcement of regulations governing conduct .

**II. POLICY**

The policy of the Town of Wellesley is to demand a high standard of performance, conduct, and integrity from its employees through the use of positive forms of motivation. When self-discipline and self-motivation fail, constructive discipline will be used to ensure employees fully perform their duties and responsibilities in a productive, lawful, safe, and respectful manner.

**III. APPLICATION**

This policy and procedures applies to all Town positions covered under Article 31.1 of the Town Bylaws and in no way negates an employee's at-will status or a hiring authority's right to terminate at any time or during the initial six month probationary period delineated in the Appendix to the Classification and Salary Plan of Article 31 of the Town Bylaws.

**IV. STANDARDS OF CONDUCT**

The following is a set of guidelines to govern the conduct of employees; it is not meant to be all inclusive or to imply an employment contract. The Town reserves the sole right to add to, delete, or modify these guidelines at any time. Supervisors are expected to provide these guidelines to their employees. Employees are also expected to be aware of and follow the specific work rules and regulations of their respective department.

**A. Personal Integrity**

**1. Massachusetts Conflict of Interest Law**

All new employees should be given a copy of the Massachusetts Conflict of Interest Law (MGL, Chapter 268A) when hired. Employees must familiarize themselves with and abide by this law at all times. (Copy attached)

An employee with any questions regarding a violation, an appearance of a violation or a potential violation of the Conflict of Interest Law should seek guidance from a supervisor, Department Head, or the Human Resources Department immediately.

## 2. Professional Conduct

Employees must always put citizens and customer service first and act in the best interest of the Town. Employees must be courteous and respectful in all contacts and interactions with the public. Employees should consult a supervisor with any problems regarding an unsatisfied citizen.

Employees must work as scheduled and perform duties to which they are assigned to the best of their abilities at all times.

Employees must not sleep, engage in recreational reading, watch television, play a radio, walkman or computer games or otherwise engage in any non-work-related activities during scheduled work hours unless authorized by their supervisor.

Employees must not gamble or conduct gambling activities during hours of employment or on Town property.

Employees must not possess intoxicants or illegal drugs while on Town property or in Town vehicles or equipment, or report to work under the influence of intoxicants or illegal drugs. Employees taking medication prescribed by a physician which may cause impairment of their ability to use Town equipment must so notify their supervisor.

Employees are expected to treat their co-workers in a respectful manner.

Employees must maintain a personal appearance appropriate to their position.

Employees must not threaten, intimidate, coerce, harass, or in any other way interfere with the performance of another employee.

Employees must assure that Town agencies cooperate with each other.

Employees must not try to advance their agency, department, position or ideas over another for purely personal benefit.

Employees must refrain from participating in any other activity, job, etc., which involves such time demands as would render performance of duties as a Town employee less efficient. Employees must also refrain from the solicitation of commercial activities while on the job.

Employees must refrain from conducting themselves in a manner unbecoming to their position with the Town.

**B. Records**

Employees are prohibited from falsifying or defacing Town records such as the employment application, time sheets, I-9 forms, departmental reports, or any other documents.

**C. Use of Town Property**

Employees must not misappropriate, abuse or destroy Town property, either deliberately or through negligence. The law prohibits employees from using publicly owned or supported property, equipment, vehicles, labor or services for private or political purposes, and from removing Town property from the premises without authorization . (NOTE: Massachusetts General Law, Chapter 32 B, Section 15 provides that any Town employee found to be guilty of the theft or misuse of Town funds or property may lose all or a portion of his/her retirement benefit, depending on the nature of the offense.)

**D. Safety**

Employees must observe all safety rules, laws and regulations. Employees must use all tools, equipment, supplies, machinery and vehicles in accordance with departmental safety standards and procedures.

Employees must follow all applicable accident and injury prevention and reporting procedures.

Employees must refrain from fighting, engaging in horseplay, and playing pranks.

Employees must not carry weapons on the job or into the work site.

Employees must observe non-smoking rules.

**E. Political Activities**

Employees may not participate in any partisan political activities during work hours.

Employees must establish that they are not acting as an employee of the Town, but as a private citizen, when engaging in any political activities while off-duty.

Employees are prohibited from directly or indirectly soliciting political funds or contributions, knowingly, from other Town employees or officers. (This does not prohibit employees from soliciting funds by mail to a significant segment of the public which may include Town employees.)

#### **F. Attendance**

Employees are expected to report for work on time in a consistently dependable manner in order to enable the orderly flow of services to the citizens of the Town. Excessive absences and tardiness, as defined by the various operational departments/divisions, must be avoided.

Employees must not leave their work area or site without permission or leave before the end of the shift without permission unless in the case of an extreme emergency.

Employees must notify their supervisor of any unforeseen absences prior to the beginning of their work shift. Failure to report in will cause the employee to be considered Absent Without Leave (AWOL) and may result in loss of pay as well as discipline. Planned absences, such as time off for vacations, must be approved in advance by your supervisor in accordance with respective departmental rules.

#### **G. Insubordination**

An employee's refusal to obey a supervisor's direct order or willful failure to perform an assigned task or follow an established procedure is viewed as an extremely serious workplace offense.

Verbal and physical abuse of supervisors or other management representatives is regarded as insubordination and can result in disciplinary action up to and including discharge.

### **V. DISCIPLINARY PROCEDURE**

Violations of work rules, instances of unacceptable behavior or misconduct, or continued poor performance will be subject to progressive discipline and may also warrant referral to the Town's Employee Assistance Program. This means that employees will be assessed penalties that become increasingly severe for successive

offensives whether or not of the same nature or kind or in those incidences in which a performance improvement is not forthcoming . However, based on the employee’s work record and the severity of the misconduct or performance issue, an escalation of the progressive discipline system may be warranted. For example, some types of misconduct are so intolerable that they may be punished by termination at the first occurrence. These include, but are not limited to, physical attacks on supervisors or co-workers; falsification of an employment application or other work documents or records; theft; willful property damage; or use or possession of illegal drugs on the job.

**A.** The following progressive steps should be taken in the event of misconduct unless as noted above:

1. The first step in the Town’s progressive disciplinary system is the “oral reprimand”. This is an oral warning to erring employees that their conduct is unacceptable, and that further infractions will lead to more severe penalties. In cases involving performance deficiencies, employees first will be counseled by their supervisors and told which improvements are needed before they are subject to an oral warning. A notice of oral reprimand will be placed in the employee’s file, but may be removed if the misconduct does not recur during the time period determined by the Department Head or the performance deficiencies have been corrected.

2. The second step is a “written reprimand”. This reprimand will describe the unacceptable conduct of performance and specify the improvement needed. A copy of this warning will be retained in the employee’s personnel file indefinitely.

3. The third step is an unpaid suspension. The length of suspension will vary, based on such factors as the severity of the offense and the employee’s performance and disciplinary record. Employees may be suspended for repeated instances of minor misconduct or for a single serious offense. A record of the suspension will be retained indefinitely in the employee’s personnel file.

4. Employees who fail to improve their conduct or performance after imposition of a disciplinary suspension may be discharged.

**B.** In an effort to provide employees with a reasonable opportunity for input, the following procedures should be followed in a timely manner whenever possible:

1. Before imposition of any discipline, employees will be given an opportunity to relate their version of the incident or problem at issue and provide any explanation or justification they consider relevant. Management will conduct an objective investigation of the circumstances.

2. Discipline should be related to the seriousness of the offense and the employees’ work record and length of service.

3. If dissatisfied with disciplinary action taken against them, by appealing to their Manager and/or Appointing Authority.

4. The authority of supervisors to discipline is that which is delegated to them by their Department Head and/or Board or Committee. The Human Resources Department must be kept informed of all disciplinary measures more severe than an oral warning in order to advise managers Town-wide in a consistent manner .

5. Employees who commit acts of violence or other egregious misconduct or serious safety violations may be placed on leave at the time of the incident, pending a management investigation and review of the matter. Workers who are found not culpable or are otherwise cleared of charges pending against them will be reinstated with full back pay and no loss of benefits or seniority. Employees who have had charges sustained against them may be suspended or discharged effective immediately.

6. Employees who are discharged from the Town are entitled to all pay due them from the Town in their final paycheck and shall be required to return all Town property in their possession. Discharged employees should be escorted by a management representative from the premises.

## **VI. ENFORCEMENT**

Each supervisory and management employee is responsible for the enforcement of rules, standards of conduct, and the protection of the interests of the Town of Wellesley. The Human Resources Department is responsible for advice and assistance in the administration of this policy.

issued 4/97 ; reissued 5/97

## **PERSONNEL POLICY #10**

### ***Performance Reviews***

#### **I. PURPOSE**

To define the policy and establish the procedure for the review of employees' work performance.

#### **II. POLICY**

To insure impartiality in the selection of employees for work assignments, training, promotion and salary increase; to promote understanding between employees and supervisors and to insure the most effective utilization of personnel, each employee shall receive an orderly, objective, and accurately documented review of his work performance once a year.

#### **III. APPLICATION**

This policy applies to all permanent employees whose salary and benefits are set forth in the Town of Wellesley Personnel Bylaw and Salary Plan, excepting Department Heads.

#### **IV. PROCEDURE**

- A. Each employee's performance will be reviewed by his immediate supervisor who will record his judgment on the Performance Review Form and discuss the review with the employee.
- B. Upon completion of the discussion between the employee and supervisor, the Performance Review Form will signed by both and forwarded to the appropriate Department Head for review and then to the Personnel Office for review and inclusion in the employee's file.
- C. Supervisors will report and recommend action to correct all unsatisfactory work performance.
- D. The Personnel Office will forward the appropriate review form to the Supervisor one week prior to the anniversary date of the employee's employment or promotion. The completed form must be returned to the Personnel Office within two weeks.

#### **V. ENFORCEMENT**

Supervisors are responsible for reviewing the employee's performance. Department Heads are responsible for compliance with the provision, and the Director of Personnel is responsible for the uniform and impartial application of this policy and procedure.

#### **VI. APPROVED BY**

Personnel Board: 5/24/71

Board of Selectmen: 5/17/71



## **PERSONNEL POLICY #11**

### ***Merit Increases***

#### **I. PURPOSE**

To define the policy of the Town of Wellesley for evaluating the work performance of employees in the Management Pay Plan, and for recommending and granting salary increases based on merit.

#### **II. POLICY**

The policy of the Town of Wellesley is to grant its management personnel salary increases for meritorious work performance on the recommendation of the employee's immediate supervisor and approval of the appropriate Board, Committee or Commission within limitations established by Town Bylaw and the Town Meeting.

#### **III. APPLICATION**

This policy applies to all employees classified in Job Group 50 and above of the Classification Plan.

#### **IV. PROCEDURE**

In order to grant merit increases to Management Pay Plan employees, fair and equitable evaluation of performance is required. Performance evaluation must contain a systematic method of performance planning and review with consistent and uniformly applied definitions of performance levels. The Salary Plan requires a performance review for Management Pay Plan employees by the immediate superior at least once a year. Guidelines for conducting performance reviews are as follows:

##### ***1. Performance Planning Worksheet***

The Performance Planning Worksheet is used to set forth job objectives/goals (End Results), measures of achievement of those goals and a definition of what will be considered competent performance based on those measures. The immediate superior and the employee jointly prepare the job objectives/goals, measures of achievement and competent performance levels based on those measures. The completed worksheet should be agreeable to and signed by the superior and the employee. It is essential to the evaluation process that End Results, measures of achievement and competent performance levels are developed which specifically relate to the employee in his/her position. See Appendix A for an example of the Performance Planning Worksheet.

##### ***2. Performance Evaluation***

At the end of the performance planning period the superior will evaluate the employee's performance according to the criteria established on the Performance Planning Worksheet. The superior fills out the Performance Evaluation form,

recording his rating of the employee's performance of goals and objectives. See Appendix B for an example of the Performance Evaluation form and the definition of performance levels used in rating an employee. The Performance Evaluation form should be reviewed together by the superior and the employee, and signed to indicate that the review has taken place.

The completed Performance Evaluation form should be returned to the Human Resources Department for inclusion in the employee's file. Also, it is important that the Performance Planning Worksheet for the next year be returned along with the evaluation form. It is important that superiors administer this process in a timely fashion.

**3. *Recommendation for Merit Increase***

At the completion of the performance review, employees may receive an increase of up to 10% based upon their performance rating as recorded on the evaluation form. In determining the amount of increase to be granted, the superior must consider: 1) the overall rating of the employee's performance; and 2) the employee's standing in the salary range (where employees accelerate to the mid-point and decelerate to the maximum). Other factors which influence the determination of merit increases are potential for promotion, self-development, educational qualifications, working relations, attendance record and length of service. Recommendations for merit increases must be submitted on a Personnel Action Form, attached with the Performance Evaluation form.

**4. *Review and Approval by Board, Committee or Commission***

Each Board, Committee or Commission is responsible for reviewing the evaluations and approving or disapproving the merit increase recommendations of their subordinates. The Board, Committee or Commission shall evaluate the individual or individuals reporting directly to them in the manner prescribed above and determine the appropriate increase to be granted.

After review of the recommendations of their staff and after considering the amount of money available for merit increases, each Board, Committee or Commission shall approve appropriate increases in accordance with the Salary Plan and this Policy and Procedure.

**5. *Personnel Board Responsibility***

The Personnel Board shall determine and recommend to the Town Meeting an appropriation of a sum of money sufficient to grant merit increases to employees in Job Group 50 and above to maintain fair and equitable pay levels.

The Personnel Board shall provide each Board, Committee or Commission annually with guidelines to assist in the granting of the salary increase in accordance with the Salary Plan and this Procedure.

**6. *Director of Financial Services***

The Director of Financial Services shall review the actions taken by the various Boards, Committees and Commissions and the Personnel Board and, after assuring himself said actions are in accordance with the terms of the Salary Plan and the vote of the Town Meeting shall apportion and assign the necessary funds to the appropriate personal services appropriations.

**V. ENFORCEMENT**

No salary increases for meritorious work performance shall be approved by the Personnel Board until all actions required by this procedure have been completed.

**VI. APPROVED BY**

Personnel Board      1/75

## **PERSONNEL POLICY #12**

### ***Annual Physical Examination***

#### **I. PURPOSE**

To define policy of the Town of Wellesley for encouraging its management employees to undergo an annual physical examination and to establish the procedure for its administration.

#### **II. POLICY**

The policy for the Town of Wellesley is to encourage its management employees to maintain an awareness of their health through annual physical examinations by a physician of their choice by paying up to \$50.00 of the cost of the examination.

#### **III. APPLICATION**

This policy shall apply to all employees in the Management Pay Plan, Job Group 50 and above of the Classification Plan, who have completed one year of continuous service under the Plan.

#### **IV. PROCEDURE**

- A. The Personnel Office shall remind each management employee annually that the Town will pay up to \$50.00 of the cost of a physical examination.
- B. Employees wishing to take advantage of this benefit shall make arrangements for the examination with a physician of their choice.
- C. Upon the completion of the examination and receipt of the bill, the employee shall, by signing the bill for the examination, certify that he has undergone the examination and has been advised of the results.
- D. Signed bills shall then be submitted to the Personnel Office where a voucher will be prepared to pay up to \$50.00 of the bill.
- E. Employees desiring more extensive examinations than \$50.00 will allow, may do so. However, the employee is responsible for paying all the costs in excess of \$50.00.

#### **V. ENFORCEMENT**

The Personnel Board is responsible for reminding the employee to take the annual physical examination, and for paying the physician in accordance with this policy and procedure.

#### **VI. APPROVED BY**

Personnel Board:                      10/74                      Revised 4/97

## **PERSONNEL POLICY #13**

### ***Meal Allowance***

#### **I. PURPOSE**

To define the policy of the Town of Wellesley for granting a Meal Allowance to certain Management Personnel and to establish the procedure for the administration thereof.

#### **II. POLICY**

The policy of the Town of Wellesley is to provide Management Personnel who are required to work more than two (2) hours beyond the end of the regular work day or more than five (5) hours on Saturday, Sunday or a holiday with a meal allowance in order they not bear the additional expense of having to eat away from home.

#### **III. APPLICATION**

This policy applies to all employees in Job Group 50 and above of the Classification Plan except Department Heads and employees who receive overtime compensation.

#### **IV. DEFINITIONS**

**Department Head:** An employee responsible for the administration of a Town function or activity under the direction of an elected or appointed Board, Committee or Commission.

#### **V. PROCEDURE**

- A. To receive the meal allowance the employees must complete and sign the Meal Allowance Voucher form (Appendix A) and forward it to their superior for approval.
- B. Approved vouchers shall be entered on the next departmental expense voucher for payment.

#### **VI. ENFORCEMENT**

Fraudulent or false claims for Meal Allowance are grounds for disciplinary action including discharge. Department Heads are responsible for the administration of this Policy and Procedure. The Director of Financial Services/Treasurer is responsible for making payment of the Meal Allowance Voucher.

#### **VII. APPROVED BY**

Personnel Board: 11/74

## PERSONNEL POLICY #14

### *Educational Benefit Program*

#### I. PURPOSE

To define the Educational Benefit Policy of the Town of Wellesley and to establish the procedure for its administration.

#### II. POLICY

It is the policy of the Town of Wellesley to encourage employees to further their education for the purpose of improving their ability and effectiveness in their present positions and preparing them for positions of greater responsibility by reimbursing them for up to 100% of the cost of tuition and fees on the satisfactory completion of the courses of instruction taken at an institution accredited by the New England Association of Colleges and Secondary Schools.

#### III. APPLICATION

This policy applies to permanent full-time employees who have completed one year of continuous full-time employment, except those employees whose wages, benefits and other conditions of employment are set forth in Collective Bargaining Agreements.

#### IV. DEFINITIONS

- A. **Permanent Full-Time Employee:** An employee hired to work the full work day each work week for an indefinite period.
- B. **Course of Instruction:** A series of lecture or class meetings offering credit towards a degree or diploma.
- C. **Department Head:** An employee responsible for the administration of a function or activity under the direction of an elected or appointed Board, Committee or Commission.
- D. **"Satisfactory Completion of Courses of Instruction"** is defined as the receipt of a certificate, Grade C or equivalent in undergraduate courses and Grade B or equivalent in graduate courses, whichever is appropriate.

## **V. PROCEDURE**

- A. Eligible employees wishing to be reimbursed for tuition and fees on satisfactory completion of courses of instruction, must complete Personnel Form P-9, Educational Benefit Request, prior to registration or enrollment.
- B. Employees shall be reimbursed for tuition and fees, on satisfactory completion of courses of instruction approved in advance by the Department Head and the Personnel Board as follows:
  - 1. One hundred percent (100%) reimbursement if the content of the course is directly related to the employees' current duties and responsibilities, i.e., would provide the employee with information or knowledge that is necessary for and could improve the employee's performance in his present position.
  - 2. Fifty percent (50%) reimbursement if the content of the course is related to the employees' current duties and responsibilities and would help prepare the employee for a position of greater responsibility which the employee could reasonably be expected to achieve.
- C. Upon satisfactory completion of the courses, the employee shall forward to the Department Head, who will forward copies to the Personnel Office, all receipted bills for tuition and fees, and evidence of satisfactory completion of the courses. The Human Resources Department will certify that the requirements of the Educational Benefit Program have been met and will notify the Department Head and Town Account of approval.
- D. The Department Head will retain the receipts of tuition and fees. Upon notification of final approval by the Personnel Office, the Department Head will prepare a voucher for reimbursement of tuition and fees and attach thereto the receipts and forward it to the Town Accountant for processing.

## **VI. APPROVED BY**

Personnel Board:

9/75

Reissued 4/97

# PERSONNEL POLICY #15

## ***SEXUAL HARASSMENT POLICY***

### I. Introduction

It is the goal of the Town of Wellesley to promote a workplace that is free of sexual harassment. Sexual harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees.

Because Town of Wellesley takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

### II. Definition of Sexual Harassment

Sexual harassment means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or

b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such a favorable review, salary increases,



promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it's not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness;

- \* Sexual advances--whether they involve physical touching or not;
- \* Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- \* Displaying sexually suggesting objects, pictures, cartoons;
- \* Leering, whistling, brushing against the body, sexual gestures, suggesting or insulting comments;
- \* Inquiries into one's sexual experiences; and
- \* Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated.

### III. Complaints of Sexual Harassment

If any of our employees believes that he or she has been subjected to sexual harassment, the employee has the right to file a complaint with our organization. This may be done in writing or orally.

If you would like to file a complaint you may do so by contacting your Department Head or the Personnel Director, Town Hall, 525 Washington Street, Wellesley, MA (617-431-1019, x244) or Town Counsel, Attorney Albert Robinson, 40 Grove Street, Wellesley, MA 02181 (617-235-3300). These persons are also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

#### IV. Sexual Harassment Investigation

When we receive a complaint of sexual harassment we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent consistent with a fair and full investigation and practicable under the circumstances. Our investigation will include private interviews with the person filing the complaint, and with witnesses. We will also interview the person alleged to have committed sexual harassment. When we have completed our investigation, we will, to the extent appropriate inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action.

#### V. Disciplinary Action

If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action as we deem appropriate under the circumstances.

#### VI. State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short period for filing a claim (EEOC: 180 days; MCAD: 6 months).

1. The United States Equal Employment Opportunity Commission (EEOC)  
1 Congress Street, 10th Floor  
Boston, MA 02114 (617)565-3200
  
2. The Massachusetts Commission Against Discrimination (MCAD)  
Boston Office: Springfield Office:  
1 Ashburton Place, Rm. 601 424 Dwight Street, Rm. 220  
Boston, MA 02108 Springfield, MA 01103  
(617) 994-6000 (413)739-2145

2/97

## **PERSONNEL POLICY # 16**

### **TELECOMMUNICATIONS**

#### **I. PURPOSE**

To ensure the proper use of the Town of Wellesley's telecommunications systems which includes the telephones, electronic mail (e-mail), Facsimile machines and the Internet.

#### **II. POLICY**

The Town of Wellesley provides staff with the ability to send messages and information through voice mail, fax mail, electronic mail (e-mail) and, in some cases, through the Internet. The purpose of this technology is to allow the Town to serve the public more effectively. Therefore, it is the Town's policy that use of these capabilities is subject to the same management oversight as any other employee activity. The telecommunication systems are the property of the Town and should be used for appropriate business purposes.

#### **III PROCEDURES**

##### **Electronic Communication and Storage Systems:**

- 1) Electronic Communication and Storage Systems are the property of the Town and should be used for business related purposes. While sending and receiving personal messages is not expressly prohibited, any personal use of the system must be at a level that will not interfere in any way with the system's ability to serve its intended official purpose. Employees should use discretion in utilizing this resource. Abuse of this privilege could result in loss of the privilege for the individual and possibly others throughout the organization.
- 2) The Town reserves the right to retrieve and read any electronic communication messages or other data stored on Town owned equipment for any purpose without limitation including systems maintenance and compliance monitoring. Employees should not assume that voice mail, fax mail, e-mail messages or Internet postings are personal or confidential. Electronic communications may be discoverable even though the messages have been deleted. Subject to certain exceptions in the law, electronic communications may also be considered public records.
- 3) Data and messages should be treated as confidential by other employees and should be accessed only by the intended recipient. Employees are not authorized to retrieve or read any messages or data that are not sent to them unless the intended recipient gives express permission. Also, employees should not use a code, access a file, or retrieve any stored information unless authorized to do so.

##### **Security:**

- 1) The telecommunications systems should not be used to create any offensive or disruptive messages or images. Among those which are considered offensive are any messages or images which contain sexual implications, racial slurs, gender-specific comments, or any other comment which might constitute intimidation, hostile or offensive material based on one's sex, race, color, national origin, age, religion, sexual orientation or physical or mental disability.

2) The telecommunications systems should not be used for any illegal activity, including, but not limited to, the transmission of copyrighted or trade secret material, the transmission of obscene, defamatory, or threatening material, or the propagation of any type of criminal activity.

3) Upon the request of the department head and subject to approval of the appropriate Board(s), monitoring of telecommunications systems usage may be necessary. Reasons for monitoring include, but are not limited to, review of employee productivity, investigations into claims of possible criminal activity and investigations into violations of this policy.

4) Executable programs imported from other sites to Town computers must not be used unless they have been authorized by the Network and Information Systems Department and they have been subjected to virus detection procedures approved by N.I.S. The N.I.S. Department may from time to time impose additional restrictions or regulations on the importing of remote files and such restrictions or regulations shall be considered part of this policy.

5) Public record laws guarantee citizen access to governmental processes and require governmental accountability. However, they do not require unlimited access to governmental databases, or direct governmental employees to use their time responding to specialized data requests free of charge. Raw computer data and specialized analyses and reports do not fall within the traditional definition of public records. The Town has established standard and reasonable charges for such electronic products and services.

6) Electronic communication users shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the Town. Neither should they construct a communication so it appears to be from someone else (false identity).

#### **IV. ENFORCEMENT**

The use of the Town's telecommunication system constitutes employee consent to monitoring of systems and is conditioned upon strict adherence to this policy. Any employee who violates this policy or uses the Town's telecommunication system for improper purposes shall be subject to discipline, up to and including discharge.

Department Heads and supervisors are responsible for ensuring that all their employees using the Town's telecommunications systems have read this policy and understand its applicability to their activities. This Policy is not intended to replace day to day administrative procedures specific to each department's operational needs.

#### **V. APPROVED BY PERSONNEL BOARD**

Draft

Date: 9/14/98

Issued 12/93

Revised 5/94

# **POLICY ON HANDLING COMPLAINTS AGAINST TOWN OFFICIALS, STAFF AND VOLUNTEERS**

## **STATEMENT OF POLICY**

Whenever a complaint is made against a Town official, staff or volunteer, the policy of the Town of Wellesley is to treat the matter with the utmost respect and dignity which it deserves, both for the complainant as well as the person being complained of; to ensure that the person being complained of is informed, and has an opportunity to respond at the appropriate time; to investigate the matter fully; and to come to an appropriate resolution, informing both the complainant and the person being complained of as to what that resolution is.

To implement this policy, the Human Resources Department has developed the following guidelines:

## **GUIDELINES**

1. Whenever a complaint is made against a Town official, staff or volunteer, the matter shall immediately be referred to the chief administrative officer within the appropriate department. If the complaint is made in writing, that writing shall be delivered to the chief administrative person. It shall be the responsibility of the chief administrative person or Chairperson in the affected department to implement the foregoing policy from this point on (unless the chief administrative staff person has or perceives a conflict, in which case this responsibility shall be delegated to the Chairperson or Board/Committee member who has no such conflict).
2. If the complaint is first made in a public session or governmental body (Town board or official holding the meeting), the person making the complaint will immediately be requested to defer making further allegations in nature of a complaint, in order to give this policy an opportunity to be implemented (giving fair notice to the person being complained of; giving an opportunity for investigation; and so forth as referred above under statement of policy). Every Town board, particularly in such a circumstance (and particularly more so when the matter is being televised or otherwise broadcast), shall be very mindful of the inadvertent harm which can be done when a complaint is lodged and discussed out of the appropriate context.
3. The chief administrative person responsible for handling the complaint shall give notice of the complaint to the person being complained of, and schedule an opportunity for a full airing of the issue between the complainant and the person

- being complained of. In the meantime, the chief administrative person shall conduct such investigation as s/he deems appropriate under the circumstances.
4. At the opportunity for discussion between the complainant and the person being complained of referenced above, there shall be a full airing allowed of the complaint and the reasons behind it. Each person involved may bring to the meeting whatever additional persons or documents s/he may deem important in order to fully express his or her side of the matter.
  5. The chief administrative person shall, as soon as possible, bring the complaint to a resolution. The resolution may range from sustaining the complaint, taking such appropriate action, administratively or otherwise, as the chief administrative officer shall deem appropriate; to and including dismissing the complaint as unfounded.
  6. The chief administrative person shall then report such conclusion to the Town officials ultimately responsible for his or her departmental affairs. Those officials shall take such further action as they deem necessary, appropriate or expedient under the circumstances.
  7. Upon being informed of the disposition reached by the chief administrative person, the complainant may request an opportunity to pursue the matter further, if displeased with the conclusion, with the governmental body in charge of the department being affected. The governmental body shall decide whether or not to entertain such a matter on its agenda. If the matter is decided to be acted upon as a part of the governmental body's agenda, the complaint shall be governed by the Open Meeting Law, and, where documents are involved, also by the Public Records Law. Advice of counsel may be sought on whether or not executive session is appropriate; and whether, if executive session may be appropriate, whether the complainant and person being complained of have the right, if not the obligation, to appear.
  8. One significant reason for this policy being developed is to preclude an inadvertent blurting out of a complaint which could be damaging to a Town official, staff or volunteer, particularly if the comments are made at a meeting which is being televised or otherwise broadcast, without putting the context of the entire matter into the appropriate framework, including the giving of notice to the person being complained of, an opportunity for investigation, and the other aspects identified above. It is the policy of the Town of Wellesley to request that all Town officials implement the foregoing guidelines in order to ensure that every complaint is accorded the respect and dignity which it deserves, and by the same token, to insure that the person being complained of is equally accorded the respect and dignity to which s/he is entitled to as a Town official, staff or volunteer.
  9. This policy recognizes that there are other departmental policies in existence which may be in conflict, such as the procedures applicable to the Internal Affairs Division of the Police Department. When such conflict presents itself, the departmental procedures shall be followed in lieu of this policy.

**TOWN OF WELLESLEY PERSONNEL BOARD'S  
RECOGNITION PROGRAM FOR PROFESSIONAL STAFF**

**I. PURPOSE**

To establish a recognition program for exempt "50 Series" employees below the level of Department Head whose positions are contained in the Town's Merit Pay Plan.

**II. POLICY**

To provide an opportunity for Merit Pay Plan employees below the level of Department Head to receive a recognition award from the Town based on a quantifiable contribution to a project of significant impact which is beyond the scope of the duties outlined in their position description.

**III. APPLICATION**

This program applies to permanent, full time, Merit Pay Plan employees below the level of Department Head who have completed at least one year of continuous service.

**IV. PROCEDURE**

The Recognition Program shall be administered by the Personnel Board in a fair and impartial manner. The Personnel Board shall determine which nominees will receive awards in each fiscal year as well as the maximum amount of each award, in accordance with the following procedures and subject to funding. All determinations of the Personnel Board shall be final.

- 1) Department Heads may nominate no more than two employees in a fiscal year for a recognition award with the approval of their Board or Committee. Such nomination must be made in writing to the Personnel Board no later than May 15th for an award in the current fiscal year. Supporting documentation, as described below, must be submitted with each nomination.
- 2) Employees nominated for an award under this program must have contributed such an excessive amount of time, effort, and dedication to the Town on a project of significant impact that the Department Head will be able to quantitatively justify the nomination in writing to the Personnel Board. In addition, the nominated employee's performance rating and the project outcome must be of high caliber in order to support the nomination.
- 3) Any employee who is granted an award under this Plan will not be eligible to be nominated for an award in the subsequent year.
- 4) Recognition award payments will be no greater than two weeks pay at the nominated employee's rate of pay. Any award will be a lump sum award that will not impact base pay or benefits.
- 5) Awards granted to an employee whose department is subject to enterprise funds will have all recognition awards paid by such department's funds. Departments without enterprise funds will receive awards from the appropriate line item within the Human Resources Department budget. All awards are subject to funding.

6) The total number of awards approved by the Personnel Board will be limited by the amount of funding available for this program but shall not exceed 10% of all covered Merit Pay Plan employees in any year.

#### V. ENFORCEMENT

It is incumbent upon Department Heads to support the integrity of the Town Recognition Program by submitting nominations in a fair and impartial manner based on the criteria delineated above. The Human Resources Department will provide advice and assistance to Department Heads in the nomination submission process. The Personnel Board shall be responsible for the administration of this program and granting of recognition awards. All determinations of the Personnel Board shall be final.

APPROVED BY:

PERSONNEL BOARD

Issued 5/97