



Congratulations and welcome to the Town of Wellesley. All new employees are required to review and complete the enclosed documents as well as attend a new employee orientation. Taking the time to review these materials will help you make the best choices for you and your family and make your first few days on the job as stress-free as possible. If you have any questions, please contact Human Resources at (781) 431-1019 x2244.

All new employees must complete the following before they begin work:

Schedule your New Employee Orientation

Human Resources conducts new employee orientations for all new municipal employees. Please confirm with your supervisor your start date and have them schedule you for a time for the new employee orientation at Human Resources in Town Hall on your first day.

1. Complete the following forms BEFORE your new employee orientation:

Before you arrive at your orientation, the following forms must be fully completed and signed. Don't forget to bring them with you!

I-9 Form

All employees must complete the employee section of the I-9 form prior to starting work with the Town of Wellesley. Only forms of identification found on the attached list can be used. **Please bring the forms of identification you used to complete the form to your new employee orientation.**

Tax Forms

The M-4 and W-4 are required for federal and Massachusetts income tax withholdings.

Direct Deposit

The Town requires all new employees to enroll in direct deposit as well as provide an email address to send your paycheck remittance to. You will not receive a paper check or a paper pay stub.

Social Security Form SSA-1945

Your earnings from this job are not covered under Social Security. Employment with a Massachusetts governmental entity may affect your Social Security benefits. Contact the Social Security Administration for more information.

Emergency Contact Information

Please list your emergency contact information in the order of who you prefer to be contacted first.

Municipal Policies Booklet

Read and sign the policy receipt page indicating that the Town of Wellesley has provided you with the Town's policies and state and federal notifications. This receipt must be turned in at your new employee orientation.

COBRA Notification

Notice regarding your extension of health and dental insurance coverage for you and your family members should you lose your health and dental insurance coverage.

2. Review your available benefits

The following insurance benefits are available to any permanent employee regularly scheduled to work 20 hours per week or more.

Newly hired benefited employees have 30 days from their start date to sign up for benefits. Also, changes to health insurance must occur within 30 days of a qualifying event, such as marriage, birth, or loss of coverage.

Additional information, including plan design information, rates, and enrollment forms can be found at www.WellesleyMA.gov under the Human Resources Department page.

Health Insurance

If you are eligible for health insurance please review all your options by taking these simple steps:

1. The Town of Wellesley contributes 80% of the cost toward the Fallon Select and Fallon Direct plans, and 60% towards any non-Fallon plan. All new employees are encouraged to consider the Fallon Select and Direct plans based on their value, cost to the employee, low out of pocket costs and wide network of doctors and facilities.
2. Verify that the providers you wish to see are in the network of the health plan you are considering.
3. Review the co-pays and premium rates to better understand the cost of the insurance plans and which option best fits your needs.
4. Bring with you to the orientation the necessary information to enroll you and your spouse/dependents, including Social Security numbers, marriage certificates, birth certificates and names of their primary care providers. You will be able to fill out the enrollment forms at the orientation.

Dental Insurance

The Town of Wellesley offers two dental plans: a “basic option” that offers basic services and coverage and a “high option” that allows for upgraded coverage and services.

1. Review the differences between the basic and high dental plan options.
2. Compare costs between dental plans.

Long Term Disability

The Town of Wellesley offers two levels of long-term disability coverage. This coverage takes effect after the 90th day of disability:

1. All benefit eligible employees receive, for free, the basic level of coverage which covers 40% of your salary up to \$1,250 per month.
2. Employees may purchase additional coverage of 60% of your salary up to \$2,500 per month (or up to \$6,000 per month for employees earning over \$50,000).

Other benefits

The Town of Wellesley offers additional benefits, such as life insurance, health reimbursement arrangement (HRA), 457B retirement programs, discount golf memberships, access to school fitness facilities, and many more. For a complete list of available benefits, please go to the Human Resources page at www.WellesleyMA.gov.

3. What to bring to your orientation

- Identification used for the I-9 form
- If enrolling in health or dental insurance, bring proof of relationship for members expected to be part of a family plan (marriage and/or birth certificate)
- Voided check for direct deposit and HRA account
- All forms completed to the best of your ability

- Signed policy and procedures receipt

4. Make sure the following forms are completed BEFORE your employee orientation:

- I-9 Form
- W-4 and M-4 Tax Forms
- Direct Deposit Enrollment
- Social Security SSA-1945 Form
- Emergency Contact Form
- Municipal Policies Receipt

5. You can complete the following forms DURING your employee orientation:

- Health Insurance (be sure to bring a birth and/or marriage certificate if enrolling your dependents or spouse)
- Dental Insurance Enrollment
- Long Term Disability Enrollment
- Health Reimbursement Account Enrollment
- Flexible Spending Account Enrollment
- Life Insurance