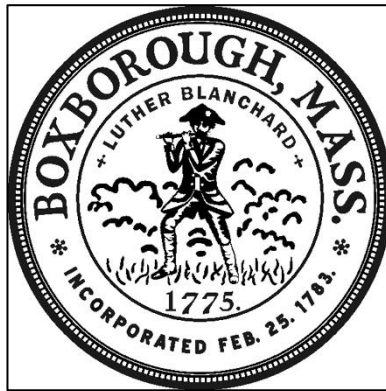


# Town of Boxborough, MA

## EMPLOYEE HANDBOOK



The information set forth in this Handbook is not intended to create a contract nor is it to be interpreted or construed as creating any contractual obligations, of any kind, between the Town of Boxborough and any of its employees.

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## WELCOME

Welcome to the Town of Boxborough. We hope you will find Boxborough a friendly and rewarding place in which to work.

The primary obligation of all Town Departments and offices is to provide efficient and courteous service to the citizens of the Town. As a Town employee, you play a vital role in providing these services. Whether in person, on the telephone, or in correspondence, you represent the Town every time you are in contact with a member of the community.

The purpose of the Employee Handbook is to acquaint you with the responsibilities, conditions, and benefits of your employment. For more information, please contact your supervisor or the Personnel Board.

The policies and procedures outlined in this Handbook are only a summary, are reviewed periodically, and are subject to change without notice. This Handbook does not create any contract rights and is not a guarantee of any kind. It is for informational purposes only. The Personnel Administration Plan or applicable Collective Bargaining Agreement takes precedence over this Handbook. To the extent any information in the Handbook conflicts with any applicable law, the law governs.

The Town of Boxborough looks forward to providing you with a challenging, satisfying employment experience as well as the unique opportunity to make a significant contribution to the community.

<b>Personnel Board</b>	<b>Contact Information</b>
Lee Slade, Chair	lslade@boxborough-ma.gov
Sheila Bauer	sbauer@boxborough-ma.gov
Ellen Hickey	ehickey@boxborough-ma.gov

### **Administrative Staff**

Rajon Hudson, Assistant Town Administrator	<a href="mailto:rhudson@boxborough-ma.gov">rhudson@boxborough-ma.gov</a> 978-264-1718
Michael C. Johns, Town Administrator	<a href="mailto:mjohns@boxborough-ma.gov">mjohns@boxborough-ma.gov</a> 978-264-1712

## **COMMUNITY PROFILE**

The Town of Boxborough has an area of 10.39 square miles and a population of approximately 5,500. We have an Open Town Meeting form of government and a five-member elected Board of Selectmen. Day to day operations within the Town are under the direction of the Town Administrator, who reports directly to the Board of Selectmen, or in the case of the Fire, Police and Public Works Departments, by their respective department heads, reporting to the Board of Selectmen. Library personnel serve under the direction of the Library Director, who reports directly to the Library Board of Trustees.

The Police and Fire Departments are staffed by professionals around the clock and provide the Town's public safety services, including an ambulance service.

Annual Town Meeting starts on the second Monday in May and the Town election is held on the third Tuesday in May.

## **PERSONNEL BOARD**

The Personnel Board consists of five unpaid members who must be registered voters in the Town of Boxborough; each member is appointed by the Board of Selectmen for a term of three years.

The duties of the Personnel Board include:

- Administration of the Personnel Plan
- Serving as advisors to the Board of Selectmen, Library Trustees and the Town Administrator in personnel matters.
- Making recommendations to the Town on across-the-board increases for non-union employees.
- Making recommendations to the Town on the performance review system, reorganization, and other personnel issues.
- Addressing and making decisions on non-union grievances.
- Participating in periodic classification and compensation studies and compensation systems, such as merit-based.

## **PERSONNEL ADMINISTRATION PLAN**

The Personnel Administration Plan documents the Policies and Procedures that constitute the Personnel Bylaw for the Town of Boxborough. The Personnel Administration Plan applies to all non-union employees and is a companion document to this Employee Handbook. The following topics are fully covered in the Personnel Administration Plan, or the appropriate Union Collective Bargaining Agreement, and are not repeated here.

### **Definitions of Employee Categories and Work Periods**

### **Personnel Records (Administration)**

### **Position Classifications and Pay Plan (Classification and Compensation Schedule)**

### **Hours of Work and Overtime**

### **Other Forms of Pay**

### **Holidays**

### **Vacations**

### **Sick Leave**

### **Other Time Off**

### **Disciplinary Actions and Dismissal**

### **Resolution of Complaints (Grievance Procedure)**

### **Performance Reviews**

### **Management Rights**

## PERFORMANCE REVIEWS

All employees covered by the Town's Personnel Administration Plan or Union Collective Bargaining Agreement are subject to an annual performance review, identified in Article XVII of the Personnel Administration or Union agreement.

New employees who were hired before January 1 who have achieved an overall performance rating of "proficient" or better will advance to the next step within their job classification on July 1. New employees who have achieved an overall performance rating of "proficient" or better will move to the next step within their job classification on July 1 that follows the employee's completion of a full year of employment.

## PROCEDURE FOR NEW EMPLOYEES

- ORIENTATION SESSION

The Town Treasurer/Collector will meet with all new employees to explain fringe benefits, and to answer any questions. The following items are required at this orientation session for completing Forms I-9, W-4, M-4, and applications for insurance:

- A copy of the employee's birth certificate
- A form of picture ID and either a passport or a copy of the employee's Social Security Card
- Veterans are required to present a copy DD-214
- Social Security Numbers of beneficiaries
- Social Security Numbers and birthdates for all family members to be enrolled under the Town's Health Insurance

- PRE-EMPLOYMENT PHYSICAL

Police Officers, Department of Public Works employees, and full-time Firefighter/EMT's must have an occupational physical examination before commencing job duties.

For positions that require pre-employment physicals, prior to the first day of employment, the employee will be required to have a physical examination by a Town-designated physician, for which the Town will pay. The examining physician must return the completed "Physical Exam Form" to the department head before work begins, indicating the employee's physical ability to perform the essential functions of the position.

- PROOF OF CITIZENSHIP OR EMPLOYMENT ELIGIBILITY

The United States Immigration Reform and Control Act of 1986 requires all employers to verify the citizenship and employment eligibility of all employees hired after November 6, 1986. The employee is required by law to complete the Employment Eligibility Verification Form (I-9) at the Town Treasurer/Collector's office on or before the first day of work. Original documents that establish both identity and employment eligibility must also be provided. Acceptable documents are listed under "Orientation Session" above.

- PAYROLL

### FIRST PAYCHECK

Completed copies of the employee's W4 and M4 (for tax withholding) and Employment Verification Form (I-9) must be on file with the Town Treasurer/Collector before the employee can receive the first paycheck; therefore, it is very important for the employee to attend the orientation session with the Town Treasurer/Collector.

## DIRECT DEPOSIT

The Town of Boxborough offers its employees the option of Direct Deposit of their paychecks to the bank of the employee's choice. This benefit offers convenience and, depending on the bank, a possible savings on monthly service fees. The employee may sign up for direct deposit during the orientation session with the Town Treasurer/Collector. Employees, who are paid through direct deposit, may elect to receive their payroll advice (i.e. pay stub) electronically via email

- APPOINTMENTS

If the employee's position requires appointment by the Board of Selectmen and subsequent swearing in by the Town Clerk, that employee is responsible for meeting with the Town Clerk for swearing in before starting work.

## EMPLOYEE RESPONSIBILITIES AND CONDUCT

Many of the people with whom Town employees interact will form lasting impressions of Boxborough based on the way they are treated and upon employees' attitudes toward their work. Attitudes and courtesy also are important in relationships with other employees. A pleasant attitude, a conscientious approach to work, and courtesy toward associates will benefit both the staff and the Town.

Employees are expected to give full time and ability to their jobs during working hours, conduct themselves so as to reflect credit to both themselves and to the Town, observe Town rules, and work cooperatively with others in the department.

The Town of Boxborough actively strives to respect the rights of all citizens and employees. Therefore, employees are expected to be polite to one another and honor all instances requiring confidentiality.

- ATTENDANCE/ MEDICAL EXAMINATIONS

When an employee is unable to report to work due to illness, the employee is expected to promptly notify the department head or designee.

The Board of Selectmen may require an employee to be examined by the Town's physician, in addition to the employee's own physician, before returning to work after an injury or illness which could interfere with job performance.

- INCLEMENT WEATHER

Although it is unlikely due to the service-oriented nature of our business, severe weather conditions could cause us to close Town offices before the beginning of the workday. The decision will be made by the appropriate department head and communicated to employees through the Town's website, via the Town Hall phone greeting, or by text message. If the decision is made to close the facility in which the employee works, the employee will be paid for the hours normally worked for the day.

If weather conditions affect the employee's transportation and will delay the employee's arrival, the employee is expected to notify the department head, if possible.

If weather conditions make it advisable for the Town to close offices early, the department head will designate the official closing time. Employees will be paid for the normal hours worked.

An employee, who chooses not to report to work due to inclement weather on days when the office is open, must notify the department head. The employee will be charged a personal day or vacation day as

appropriate.

- NO SMOKING POLICY

The Town strives to create and maintain a safe and healthy working environment for all its employees. Therefore, in accordance with state law and town bylaw, smoking, including e-cigarettes, is strictly prohibited in all Town buildings (except in designated areas and during scheduled breaks).

- DRUG-FREE WORKPLACE

The Town of Boxborough believes that the use of illegal or controlled substances or the use of alcohol is harmful, unless prescribed by a physician and may be safely used in the workplace pursuant to a physician's orders, and, therefore, the Town prohibits the possession, sale, distribution, and use of such substances by its employees in the workplace. Failure to comply with this policy will result in disciplinary action.

- CONFLICT OF INTEREST

No employee shall accept, or agree to accept, either directly or indirectly, any favor, gift, loan, fee, service, or other item of value, in any form whatsoever, from any organization or individual, if such item may give the appearance of influencing the employee in carrying out the employee's appointed duties. This rule does not prevent an employee from accepting an award or recognition for meritorious or outstanding achievement for community or government service.

No employee shall grant, in the discharge of his or her appointed duties, any improper favor, service, or item of value to any organization or individual if it is intended to give or gives the appearance of rewarding or influencing that organization or individual.

No employee shall transact any business in his or her official capacity with any business entity of which the employee is an officer, director, agent, or member, or in which the employee owns a controlling interest.

No employee shall have personal investments in any enterprise that will create a substantial conflict between his or her private interest and the public interest.

Final determination of any conflict or prohibition shall rest with the Board of Selectmen or Library Trustees.

All employees shall on an annual basis acknowledge in writing or via email receipt of Conflict of Interest materials from the Town Clerk and every two years shall complete the on-line state ethics training provided by the state Ethics Commission.

- OUTSIDE EMPLOYMENT

Upon proper notification to, and at the discretion of, the appropriate department head, and in some instances, the Board of Selectmen or Library Trustees, an employee may engage in outside employment. However, no employee may engage in additional employment that:

- interferes with the proper and effective performance of the duties of the employee's position,
- results in a conflict of interest, or
- if such employment could subject the Town to public criticism or embarrassment.

If it is determined that outside employment is disadvantageous to the Town, the employee will be notified, in writing, by the appropriate department head. The employee shall be given the option to resign from Town employment or the employee's second job.

Any employee who engages in employment outside of the employee's regular working hours shall be required to perform the employee's regular Town duties first.

The Town shall in no respect be liable, nor grant sick leave or disability leave in case of injury, to an employee while that employee is engaged in outside employment, nor in the case of occupational illness attributed to outside employment.

- PRIVILEGED INFORMATION

Many employees deal with plans and programs of significant public interest. Employees must not use this privileged information to their own financial advantage, or to provide friends and acquaintances with financial advantages or information that could be used for financial advantage. If any employee has an outside financial interest that could be affected by Town plans or activities, the employee must immediately report the situation to the employee's department head. Each employee is charged with the responsibility of ensuring that information is released only if it should be made available to the general public. Violation of privileged information or use for private gain can be just cause for discharge of the employee as determined by the appropriate department head, the Board of Selectmen or Library Trustees.

- TOWN PROPERTY

Employees shall not, directly or indirectly, use or allow the use of Town property, of any kind, for other than official activities.

An employee who has been provided Town equipment such as tools, vehicles, materials, uniforms, etc., is expected to exercise reasonable care in the use and preservation of such equipment and to observe all safety precautions while carrying out the assigned work.

Personal use of Town vehicles, materials, supplies, tools or other Town property is not permitted. Violations may result in discharge, prosecution, or both, or other disciplinary action. Employees authorized to drive Town vehicles must annually read and sign the policies and procedures outlining use of these vehicles. All operators of Town vehicles and equipment must hold a valid and appropriate Massachusetts operator's license. Employees are required to inform their department head of any change of status in their license. Suspension or revocation of an employee's operator license may necessitate the demotion or discharge of an employee assigned to the operation of Town vehicles or equipment.

- SEAT BELT USE

Massachusetts law mandates the use of seat belts. Employees operating or riding in vehicles equipped with seatbelts are required to use them.

- COMMUNICATIONS

The electronic communication systems, including hardware, software, and networking capabilities, supplied by the Town to its employees are Town property and are to be used exclusively for work related matters. Use of these systems for personal business is strictly prohibited. The Town considers all materials generated, transmitted, or stored on these systems to be its sole property and therefore reserves the right to audit these systems and their contents at any time and for any purpose without specific prior notice or permission of the employee.

There is to be no display of sexually explicit images, messages, or cartoons or any transmission of email communications that contain pejorative or derogatory language or images relating to race, color, religion, marital status, sexual orientation, sexual identity, national origin, sex or disability. In addition, employees are



strictly prohibited from downloading offensive or pornographic materials from the Internet. Violation may be considered grounds for disciplinary action up to and including dismissal.

Employees shall not use Town telephone facilities for personal calls when the placing of such calls would interfere with the employee's duties, would incur additional financial liability by the Town, or would interfere with the use of the facilities for official business. Any such use should be urgent, infrequent, and of short duration.

Employees shall not use their work address to receive personal mail.

Use of Town stationery or postage for personal mail is not permitted.

Further information regarding the use of electronic communications may be found in the Policy on the Access and Use of Telecommunications Systems, which is included in the Appendix.

- SECURITY AND PERSONAL VALUABLES

The Town attempts to keep premises secure; however, employees should take precautions to keep personal valuables out of sight and under lock and key. The Town is not responsible for personal property or valuables brought into the premises.

- WORKPLACE VIOLENCE

Violence by an employee or anyone else shall not be tolerated. The Town enforces this prohibition to reduce the risk of personal injury and damage to property.

Threatening communication from an employee or third party must be immediately reported to a supervisor, department head, the Board of Selectmen or Library Trustees, as appropriate. Reports of work-related threats will be kept confidential to the extent possible. If threatened with immediate harm, an employee should call 911. Employees must not engage in either physical or verbal confrontation with potentially violent individuals.

Further information on the town's expectations may be found in Policy on Prevention of Violence in the Workplace, which is included in the Appendix.

## **PAY PERIOD**

"Pay period" is a fourteen-day period that begins on Thursday at 12:00 AM and ends two weeks later on the Wednesday at midnight. The week ending date on the timesheet is always Wednesday. Employees are expected to accurately record hours worked. Time sheets must reflect time of arrival at work location (or time of departure for a remote site), time out for lunch, time back from lunch, and time out at the end of the day.

The normal workday can vary. All overtime or compensatory time must be PRE-approved. Please refer to the Personnel Administration Plan.

## **HEALTH INSURANCE**

- ELIGIBILITY FOR HEALTH CARE BENEFITS

MGL Chapter 32B, Section 7, states: "Any person in the service of a governmental unit... who receives compensation for such service whether such person be employed, appointed or elected by popular vote, provided the duties of such person require no less than twenty hours, regularly, in the service of the governmental unit during the regular work

week of permanent or temporary employment, and provided, further that no seasonal employee or emergency employees shall be included; except that persons elected by popular vote may be considered eligible employees during the entire term for which they are elected regardless of the number of hours devoted to the service of the governmental unit. A determination by the appropriate public authority that a person is eligible for participation in the plan of insurance shall be final...”

Paid elected officials must work at least twenty hours per week in order to receive health insurance benefits and unpaid elected officials are not eligible to receive insurance benefits.

**No employee shall be placed on the Town’s Insurance Plan until the Town Administrator has determined that the employee is eligible for benefits according to the Town’s Policy Requirements and MGL Chapter 32B.**

- ENROLLMENT

New employees may enroll in health insurance enrollment within 30 days of employment. Thereafter, all changes must be made during the open enrollment period, which is the month of March. All transfers from one plan to another or new enrollments must be completed during open enrollment.

Children are eligible to be covered until their twenty-sixth birthday.

Enrollment may be made outside the open period as follows:

- An employee may add a new spouse, a newborn child, or newly adopted child to the employee's family plan at any time.
- In an emergency, should the employee lose insurance because a spouse loses his/her job and the employee was insured through the spouse's plan, the employee may join the Town's plan mid-year after providing proof of the lay-off or job discontinuance. A voluntary quit is not considered an emergency for purposes of this exemption.

- PLANS

The Town of Boxborough belongs to the Minuteman Nashoba Health Group (MNHG), a joint purchase group organized under MGL CH. 32B, Section 12. There are currently [3] providers offered: Tufts, Harvard Pilgrim, and Fallon. With these plans, the Town pays 75% of the monthly premium, and the remaining 25% is deducted on a pre-tax basis via payroll deductions.

## DENTAL INSURANCE

The Town of Boxborough offers a 100% voluntary dental plan through Altus Dental. The Town makes no contributions towards the plan.

## FLEXIBLE SPENDING AND DEPENDENT CARE ACCOUNTS

The Town of Boxborough offers pre-tax Flexible Spending and Dependent Care benefits through Ultra Benefits of Worcester. Upon enrollment, members are issued “Benny” cards – these cards can be swiped at doctor’s offices, pharmacies and other eligible locations. An employee portal is also available, so members can track their balances online.

**Flexible Spending Account** (June 1 – May 31) – A medical flexible spending account allows the employee to set aside pre-tax dollars to pay for eligible medical expenses that are not covered fully by insurance, the employer or reimbursed by any other source. The annual election maximum is based on the plans design. Once the employer’s open enrollment period is over, the employee’s annual election is irrevocable.

**Dependent Care Spending Account** (June 1 – May 31) – A dependent care flexible spending account allows the employee to set aside pre-tax dollars to pay for daycare expenses that are not claimed under the dependent care

tax credit or reimbursed by any other source. Once the employer's open enrollment period is over, the employee's annual election is irrevocable.

The current Federal maximum is \$2,550 for the Health Care and \$5,000 for the Dependent Care. The Town of Boxborough has elected a \$2,000 maximum for the Health Care and \$5,000 for the Dependent Care.

## **ON-THE-JOB INJURY AND WORKERS' COMPENSATION**

In the event of an on-the-job injury, Workers' Compensation provides for the payment of lost income and medical expenses associated with an employee's work-related injury subject to the Massachusetts Workers' Compensation statute. Employees are required to report any on-the-job injury to his/her supervisor or Department Head within 24 hours.

In order to assist an injured employee's recovery, the Town is committed to making reasonable accommodations to return the employee with medical restrictions to a temporary transitional duty position. The objective is to restore the injured employee to his/her regular job as the employee's medical condition improves.

Under the Massachusetts Workers' Compensation statute, an injured employee does not become eligible to receive income benefits until she/he has been disabled for five days. The injured employee does not receive regular pay during the five-day waiting period. He/she may however use sick or vacation time during this period.

Time away from work due to a work-related accident is considered a leave of absence under the Family Medical Leave Act (FMLA).

Employment after 26 weeks is subject to review.

Employees who are injured on the job and are unable to work must pay their contribution for Group Health Medical insurance. The Treasurer/Tax Collector will provide a statement indicating the cost of the group health medical insurance. Checks for the employee's share of the insurance are payable to the Town.

Police and Fire Accident Insurance provides Police officers and Firefighters with coverage through the Town's insurance provider.

## **LONG-TERM DISABILITY**

Employees working 30 hours or more each week may elect to share the cost of a Long-term Disability Insurance Plan. This Plan, which is offered through Boston Mutual Life Insurance Company, provides for 60% of the employee's salary up to \$5,000 per month to be paid after a 90-day waiting period. This insurance is for accidents and injuries that occur on or off the job, but for on-the-job injuries this insurance is integrated with any other disability or worker's compensation payments. The Town pays 50% of the cost of this insurance and the employee pays 50% of the cost. Cost is based on salary. The Town requires that the employee complete an election form stating whether or not the employee chooses to subscribe to this benefit. Booklets describing the plan in further detail are available from the Town Treasurer/Collector.

## **LIFE INSURANCE**

All employees may elect to enroll in the Town's life insurance plan, which provides for a \$10,000 benefit and is administered by Boston Mutual Life Insurance Company. The Town pays 50% of the premium; the employee pays the other 50%.

## **RETIREMENT PLAN**

All Town employees who work 20 hours or more per week on a regular basis must join the Middlesex Retirement System. If the employee is part of the Middlesex Retirement System, the employee does not pay FICA, but does pay Medicare. New employees pay 9% of their salary per week into this retirement plan. Employees earning over \$30,000 per year must contribute an additional 2% of their earnings in excess of \$30,000. If the employee is a member of another Retirement System, with no break in service, the employee will be eligible to maintain whatever percentage the employee is now paying.

If the employee was previously a state or municipal employee, the employee is eligible to transfer the previous retirement to Middlesex. If the employee withdrew retirement funds, the employee may repay (with interest) the money withdrawn to get creditable years of service. If the employee withdrew funds, and it has been less than two years since being part of a state or municipal retirement system, it is mandatory that the employee repay those funds. Booklets explaining this system's rules and regulations are available through the Town Treasurer/Collector's Office.

## **DEFERRED COMPENSATION**

A part-time employee working on an intermittent basis will be enrolled in a Section 457 Tax Deferred Compensation Plan. This plan is in lieu of FICA and is mandatory. A 7.5% deduction will be taken from the employee's pay and deposited in a self-directed investment account. The employee may choose to contribute a larger percentage each payroll period up to the maximum allowed by federal laws.

A full-time employee may elect to join the Section 457 Tax Deferred Compensation Plan. Full-time employees are eligible to choose the percentage of salary they want deducted each payroll period and into which risk group(s) they choose to have their money invested. Federal laws stipulate an annual maximum dollar amount that full-time employees may contribute to the plan. Please check with the Town Treasurer/Collector's Office on the current maximum allowed.

The Town does not contribute to this plan for part-time or full-time employees but does pay the annual account fees to ICMA Retirement Corporation, the plan administrator. Additionally, the Town pays a general administration fee per quarter.

## **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

The Employee Assistance Program (EAP) provides confidential, short-term counseling and referral services to all employees, spouses, and dependent children. The EAP is administered by AllOne Health Resources on behalf of the town's insurer, MIIA.

Employees and eligible family members are entitled to **three** face-to-face counseling sessions per issue as well as unlimited telephone counseling sessions with an EAP clinician per problem per year. Often, EAP counseling sessions are enough to resolve the problem. If additional services beyond the EAP are required, the counselor will make a referral to an appropriate resource. Should there be a cost for additional services, it is possible that medical insurance may cover those costs.

Whether the problem is related to marriage, children, use of drugs or alcohol, emotional distress, etc., EAP can assist. EAP is a confidential program, and all matters discussed with an EAP counselor remain private.

Employees and household members receive one free 30-minute office or telephone consultation per legal matter, excluding job-related legal issues. Employees also receive a 25% discount for additional services provided by a network attorney. Typical matters include divorce and child custody, car accidents, contractual/consumer disputes, real estate/ landlord/tenant issues, and insurance disputes.

Employees and household members may also receive one free telephone consultation per financial issue. Typical financial issues include credit card debt, financial planning, retirement consultation, college planning, and tax advice.

For more information on EAP, you may phone 800-451-1834, or go to the website at [www.allonehealth.com/MIIAEAP/](http://www.allonehealth.com/MIIAEAP/)

## RETIRING OR TERMINATING EMPLOYMENT

- AT WILL EMPLOYMENT

Since employment with the Town of Boxborough is at will, both the employee and the Town have the right to terminate employment, with or without cause, at any time.

- UNEMPLOYMENT COMPENSATION

Under the employment security act of 1970, the Town of Boxborough provides benefits to employees who are eligible. Employees do not contribute to the cost of this program. Unemployment compensation is administered by the state.

- HEALTH INSURANCE

When an employee leaves the Town of Boxborough, the employee has the option of remaining with the Town's group health plan, under the COBRA (Federal Consolidated Omnibus Budget Reconciliation Act) law, by agreeing to pay 100% of the premium. There are statutory time limits; timely action is required.

- UNUSED VACATION TIME

If an employee leaves the Town in the middle of a fiscal year, the employee will be compensated for any unused vacation time on a prorated basis. For example, if the employee is entitled to four weeks vacation per year, and the last day of work is December 31, with one week of vacation taken in August, the employee will receive one additional week's pay in the final paycheck. If the same employee took 2 and 1/2 weeks vacation in August, 1/2 a weeks pay will be deducted from the final paycheck.

- UNUSED SICK TIME

Upon termination, employees are **not** compensated for unused sick days.

- RETIRING

If the employee is retiring and is eligible to receive retirement benefits under the Middlesex Retirement System, the employee should meet with the Town Treasurer/Collector in order to:

- Obtain information about retirement options and procedures.
- Fill out the correct paperwork.
- Learn about retiree health insurance.

To get additional information about the plan and eligibility for retirement, obtain the "Middlesex Retirement System" booklet, available on-line at [www.middlesexretirement.org/Retirement\\_%20Guide\\_%202012.pdf](http://www.middlesexretirement.org/Retirement_%20Guide_%202012.pdf), or if you did not become eligible until after April 2, 2012, at [www.middlesexretirement.org/Retirement\\_Guide\\_After\\_04.02.12.pdf](http://www.middlesexretirement.org/Retirement_Guide_After_04.02.12.pdf).

- EMPLOYEES WORKING LESS THAN 20 HOURS PER WEEK

Upon termination or retirement, an employee working less than 20 hours per week may withdraw the employee's deferred compensation contribution by obtaining the signature of the Town Treasurer/Collector or other designated Town Official. Under certain circumstances, the employee may have to wait one year before receiving those funds.

- TOWN PROPERTY

Upon termination or retirement, the employee must promptly return any Town property in the employee's possession. Such property may include vehicles, computers, materials, supplies, tools, and keys.

- EXIT INTERVIEWS

Town Officials and/or members of the Personnel Board shall provide an opportunity to those leaving town employment to provide input through an exit interview. These interviews are of great value to the Town and remaining employees, and are a final opportunity to contribute to the community. Employees are requested to give thoughtful consideration and time to these interviews.

## ACKNOWLEDGEMENT FORM

I, \_\_\_\_\_ do hereby ensure that I have read the Town of Boxborough Employee Handbook and the companion document (check one):

- The Personnel Administration Plan, or
- The \_\_\_\_\_ Union Contract

I understand that the Employee Handbook and the Personnel Administration Plan are not employment contracts and any oral or written statements to the contrary are unauthorized and specifically disavowed. I understand that the Town does not enter into contracts of employment for specific lengths of time. Employees retain the right to voluntarily leave employment at any time upon proper notice, and the Town retains the right to terminate employees at any time, with or without cause. I understand that the contents of this Handbook and the benefits described herein may be modified or eliminated at any time at the sole discretion of the Town.

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

Copy of this page to Personnel file on \_\_\_\_\_  
Date

Copy of this page to the Town Treasurer/Collector on \_\_\_\_\_  
Date