

## WELCOME

Congratulations and welcome. The City of Waltham is an Equal Opportunity employer. Each and every individual is considered and treated solely on the basis of qualifications and performance of the job that they hold, without regard to race, color, religion, national origin, age, gender, sexual orientation, disability, ancestry, genetics, or veteran status.

What follows is information to familiarize you with the benefits and options you will receive as an employee of the City of Waltham.

**Please review and familiarize yourself with the ENTIRE orientation package to ensure that you have accessed all of the benefits available to you. COMPLETE AND RETURN THE BOLDED items on your checklist to guarantee the prompt activation of your payroll.**

## GENERAL INFORMATION

### ***Appearance and Appropriate Behavior***

The City expects all of its employees to dress professionally and use good judgment regarding appearance. Department heads and office related positions should have business dress or business casual appearance. Outside or maintenance personnel should have safety footwear as well as uniforms or appropriate clothing.

### ***Attendance***

Please take pride in a good attendance record. Your absence or tardiness is a hardship to others and places an unfair burden on your fellow employees. If you must be absent or late, you must notify your department before your regular reporting time. You must contact your department each day that you are absent. The main telephone number is 781-314-3140.

The standard workweek for most employees is Monday through Friday, 8:30 a.m. to 4:30 p.m., with a one hour lunch period. Some departments may have different schedules.

### ***Safety Belts***

The City of Waltham has an utmost concern for the safety of its employees. According to **Massachusetts General Laws, Chapter 90, Section 13A**, “no person shall operate a private passenger motor vehicle or ride in a private passenger motor vehicle, a vanpool vehicle or truck less than eighteen thousand pounds on any way unless such person is wearing a safety belt which is properly adjusted and fastened.” Because it is law, we require the use of seat belts in city-owned vehicles. For a copy of MGL Chapter 90; Section 13A please visit <http://www.state.ma.us/legis/laws/mgl/90-13A.htm>.

### ***Notification of Available Positions***

All Non Civil Service vacant positions will be posted on the bulletin board located outside the Personnel Department in the Arthur J. Clark Government Center at 119 School Street and may be posted on the Personnel Department website: <http://www.city.waltham.ma.us/Personnel/index.html>. Announcements will also be distributed by email to each department for posting. Civil Service positions will be posted according to civil service law and contract negotiations.

### ***Personal Data***

It is required that each employee notifies his/her department head of any changes in personal data. Employees who change an address, telephone number, educational accomplishments, marital status, or individuals to be contacted in event of emergency, must submit a written notification of these changes to their department and to the Personnel Department.

*To change information with insurance providers you must contact the provider directly.*

## **PAYROLL INFORMATION**

### ***Flexible Spending Account Program***

A Flexible Spending Account (FSA) plan allows employees to pay for certain unreimbursed healthcare and dependent care expenses with before-tax dollars. For many participants, the FSA plan provides a better tax benefit than is available to an individual taxpayer.

The flexible spending account program permits each employee to set aside up to \$5,000 pre-tax dollars for dependent care expenses and up to \$5,000 for medical expenses not reimbursed. Money that is reimbursed to you for paid expenses is tax-free. You pay no state, federal, social security, or Medicare taxes on that money. You may only enroll during open enrollment (usually each December) or if you have a “change in status/qualifying event” the following are considered changes in status/qualifying event:

- Change in number of dependents
- Change in employment status that affects your eligibility for benefits
- Dependent satisfies or ceases to satisfy eligibility requirements
- Significant change of residence or work-site
- Judgment, decree or order pertaining to child or spouse
- change in legal marital status

For additional information, contact the City of Waltham account representative with Sentinel Benefits at 1-888-762-6088, or visit their website at: [www.sentinelgroup.com](http://www.sentinelgroup.com)

### ***Credit Union***

The Waltham Municipal Employees Credit Union was organized to serve the financial needs of employees of the City of Waltham. All permanent employees are eligible to join the Credit Union after a review of their application. Prospective employees’ applications are reviewed and voted upon by the Credit Union Board on the second Monday of each month.

Funds are available for: personal loans, new and used car loans, home improvement loans and auto insurance. They are located at 175 Lexington Street, Waltham, MA 02452, they can be reached at (781) 314-3735.

### ***Direct Deposit***

Paychecks are dispersed each Wednesday for the previous week. Employees have the opportunity to have their net pay automatically deposited into an account at the bank of their choice. The bank must be a member of the Automated Clearing House. The forms are available at the Personnel Department. Once enrolled, if you change banks, please advise your department payroll clerk.

### ***Deferred Compensation Plan***

The plan permits you, on a voluntary basis, to authorize a portion of your salary to be withheld and invested for payment to you at a later date. Neither the deferred amount nor earnings on the plans are taxable until they are actually distributed to you. Further information can be obtained by contacting the plan client account managers identified in the orientation material.

The City of Waltham offers one plan:

**Great West**  
**SMART Plan-1-877-457-1900 x20084**  
www.mass-smart.com

## **INSURANCE**

### ***Annual Health Fair***

The City of Waltham holds an Annual Health Fair every spring. Open enrollment begins the date of the Fair and continues through July 1<sup>st</sup>, when the new plan year takes effect. During this time of Open enrollment, employees may make changes to their Health Plans. This is the **ONLY** time changes are allowed, with the exception of qualifying events.

In the event of a birth, marriage or divorce, it is the responsibility of the employee to notify the Payroll Department within **30 days of the event**. Birth certificate, marriage certificate and/or divorce decrees will also need to be provided at this time. Failure to meet this timeline will result in waiting until the next open enrollment period.

Health insurance is paid one month in advance. In the event of a marriage, the employee will be responsible for paying the difference in cost when moving from an individual plan to a family plan back to the event date.

### ***Health Insurance Plans***

The City of Waltham offers its permanent employees working at least 20 hours per week three health plan options from which to choose\*:

- Harvard Community Health Plan (HMO) w/Delta Dental
- Tufts Health Plan (HMO) w/Delta Dental
- Blue Cross/Blue Shield: PPO w/No Delta Dental

The City's contributions to the plans are: 89% of the cost of HMO, and 87.5% of the cost of Blue Cross/Blue Shield PPO. New employees may select one of these plans. An open enrollment every May provides employees with an opportunity to change coverage. Employees with a qualifying event may change coverage during the year for the following reasons:

- Change in number of dependents
- Change in employment status that affects your eligibility for benefits
- Dependent satisfies or ceases to satisfy eligibility requirements
- Change of residence that puts you within the enrollment area
- Judgment, decree or order pertaining to child or spouse
- Change in legal marital status

The effective date of health care coverage is 30 to 60 days from the date of hire, or July 1 if the employee transfers, depending on the plan. As of July 1, 2011, unmarried, dependent children, who do not have access to an employer provided plan are eligible up to their 26<sup>th</sup> birthday.

Complete information on all health plans and enrollment forms are provided in your orientation package.

## **HEALTH AND LIFE INSURANCE PREMIUMS**

**As of July 1, 2011**

### **HEALTH INSURANCE:**

- 1. Blue Cross/Blue Shield Blue Care Elect PPO**  
 Individual Rate: Total Monthly Premium = \$ 930.75      Employee Weekly Rate = \$26.35  
 Family Rate: Total Monthly Premium = \$2,164.93      Employee Weekly Rate = \$61.19
- 2. Harvard Community Health Plan HMO/Delta Dental**  
 Individual Rate: Total Monthly Premium = \$ 683.49      Employee Weekly Rate = \$16.19  
 Family Rate: Total Monthly Premium = \$1,720.64      Employee Weekly Rate = \$40.42
- 3. Tufts Health Plan HMO/Delta Dental**  
 Individual Rate: Total Monthly Premium = \$ 679.44      Employee Weekly Rate = \$17.06  
 Family Rate: Total Monthly Premium = \$1,844.54      Employee Weekly Rate = \$45.97

**LIFE INSURANCE:**      **Boston Mutual Life Insurance Company**  
**120 Royall St., Canton, MA. 02021-9968**  
**1-800-669-2668 ext. 700**

\$15,000 Basic Life Insurance	Employee Weekly Share	\$1.28
\$15,000 Basic Life Insurance PLUS \$5,000 Optional Life Insurance	Employee Weekly Share	\$1.94
\$15,000 Basic Life Insurance PLUS \$10,000 Optional Life Insurance	Employee Weekly Share	\$2.60
\$15,000 Basic Life Insurance PLUS \$15,000 Optional Life Insurance	Employee Weekly Share	\$3.25
\$15,000 Basic Life Insurance PLUS \$20,000 Optional Life Insurance	Employee Weekly Share	\$3.91

### **DEPENDENT COVERAGE**

Unit 1 \$2,000 Spouse/\$1,000 each Child	Employee Weekly Share	\$ .42
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Unit 2 \$4,000 Spouse/\$2,000 each Child	Employee Weekly Share	\$ .84
Unit3 \$6,000 Spouse/\$3,000 each Child	Employee Weekly Share	\$1.26

**DELTA DENTAL: (Available with Harvard Pilgrim Health Plan HMO and Tufts Health Plan HMO only)**

- Preventative dental services are covered at 100% with no deductible.
- Restorative services covered at 80% after a \$50.00 per person deductible.
- Braces are not covered.

There is not cost for the dental coverage with the Harvard Pilgrim or Tufts coverage. For more information on coverage, please consult the Delta Dental information included in your Orientation Package.

\*If you choose not to select the Health Insurance benefit, you must complete the *Waiver of Group Health Insurance Coverage Form* included in your Orientation Package.

Contact information for these health plans is as follows:

- Harvard Community Health Plan: 1-800-848-9995 TDD: 1-800-637-8257  
[www.harvardpilgrim.org](http://www.harvardpilgrim.org)
- Tufts Health Plan: 1-800-462-0224 TDD: 800-868-5850  
[www.tuftshealthplan.com](http://www.tuftshealthplan.com)
- Blue Cross/Blue Shield: 1-800-262-BLUE (2583) TTY: 1-800-522-1254  
[www.bluecrossma.com](http://www.bluecrossma.com)
- Delta Dental: 1-800-451-1249  
[www.deltamass.com](http://www.deltamass.com)

**WHEN COVERAGE BEGINS:**

If you begin your employment between the first of the month and the fifteenth of the month, then your health insurance coverage will begin on the first day of the following month. If your employment begins between the sixteenth and the last day of that month, then your health insurance will begin on the first day of the second full month.

**WHEN COVERAGE ENDS:**

If your employment ends between the first and the fifteenth of the month, then your health insurance coverage will end on the last day of that month. If your employment ends between the sixteenth and the last day of that month, then your health insurance coverage will end on the last day of the next month.

***Life Insurance Plan***

The City offers full-time, permanent employees basic life insurance in the amount of \$15,000. To be eligible for the additional optional coverage, employees must first be enrolled in the basic program. On the enrollment form, Plan A is the basic plan and Plan B is the optional plan.

Full-time, permanent employees under age 75 who desire additional coverage are entitled to purchase life and accidental death and dismemberment insurance in \$5,000 denominations up to the amount of the employee's salary.

Full-time, permanent employees under the age of 75 are entitled to purchase dependent coverage. Dependent coverage includes only life insurance. Accidental death and dismemberment is not included.

In order to be eligible for dependent coverage, full-time permanent employees must first purchase at least \$5,000 in additional optional coverage. The entire premium for any additional coverage is paid by the employee through payroll deductions.

When an employee is terminated, resigns, or reaches age 75, all additional coverage ends. The employee has the right to convert the full amount of additional coverage to an individual policy.

When an employee under age 75 retires, he/she may take his/her additional coverage with them until age 75.

For more information see your orientation package, contact the Personnel Department, or visit the Boston Mutual webpage at: <http://www.bostonmutual.com/>

\*The City contributes 50% and the employee pays the other 50%.

## **DEPENDENT COVERAGE**

Unit 1	\$2,000 Spouse/\$1,000 each Child	Employee Weekly Share	\$ .42
Unit 2	\$4,000 Spouse/\$2,000 each Child	Employee Weekly Share	\$ .84
Unit 3	\$6,000 Spouse/\$3,000 each Child	Employee Weekly Share	\$1.26

### ***Permanent Life/Cancer Insurance Coverage***

The orientation package includes additional information on permanent life and cancer insurance coverage provided by LifePlus Insurance Agency. Enrollment for this coverage is available upon hire and in May during benefit open enrollment for July implementation. For more information contact the LifePlus Insurance Agency client service representative, at 1-781-837-9222 or <http://www.lpins.com>

### ***Federal Insurance Contributions Act***

An Internal Revenue Service regulation requires that any employee who is not a participant in either the City of Waltham Retirement System or the Massachusetts Teachers' Retirement System is required to contribute to the Federal Insurance Contributions Act (FICA).

Any affected employee will have a total of 7.65% of their gross salary deducted each pay period for FICA, effective July 1, 1991.

For payroll implementation purposes, each affected employee will have two separate deductions for FICA. One deduction that represents the Medicare portion will be 1.45% of the employee's

gross salary. A second deduction, which represents the Social Security portion, will be 6.2% of the employee's gross salary. The City is required to match the 7.65% employee contribution.

***Consolidated Omnibus Budget Reconciliation Act (COBRA)***

COBRA requires employers to offer employees and their families the opportunity to continue their group health care coverage for 18 to 36 months following termination depending upon the “qualifying event” that leads to the ultimate termination of coverage. If you do choose continued coverage, you have 60 days from the date you would lose coverage to inform the Personnel Department. If you do not choose continued coverage, your group coverage will end and cannot be reinstated.

***Workers’ Compensation***

Workers' compensation benefits are provided for injuries arising out of and in the course of your employment. Employees must report all work related injuries and illnesses to their supervisor immediately, no matter how minor they may appear. Worker’s Compensation Informational booklet must be filled out, regardless of the nature of the injury, and returned to the Personnel Department forthwith. If medical attention is required, the City of Waltham has the right to send you to the provider of their choice for the initial visit. Follow-up care provided as needed. If it is a medical emergency, 911 should be called.

**EMPLOYEE BENEFITS**

***Bereavement Leave***

One to three (1–3) days up to a maximum of five (5) days for the death of immediate family members, including: spouse, mother, father, grandmother, grandfather, daughter, son, sister, brother, aunt, uncle, grandchild, stepfamily of the employee or spouse of step family. The department head may grant additional days to employees under extenuating circumstances.

***Family Medical Leave Act***

This act entitles eligible employees to take unpaid leave for medical reasons such as: the birth or adoption of a child, the placement of a child for foster care, and the care of a child, spouse, or parent who has a serious health condition. A final rule effective on January 16, 2009, updates the FMLA regulations to implement new military family leave entitlements enacted under the National Defense Authorization Act for FY 2008. Please contact the Personnel Department for detailed benefit information and a copy of the Act.

***Holidays***

The following holidays shall be allowed and in the event one occurs within the working week, each employee shall be paid for a full day as if working:

- New Year's Day
- Memorial Day
- Veterans’ Day
- Columbus Day
- Christmas Day
- Presidents' Day
- Martin Luther King Day
- Independence Day
- Thanksgiving Day
- Patriots’ Day
- Labor Day



## RETIREMENT BENEFITS

### ***Membership***

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, seasonal or intermittent employment or service. **A new employee is required to make an appointment with the Retirement Board to review and complete the retirement forms before the end of his/her first week of work. You should bring the following documentation:**

- **Photo ID (Drivers license, Passport, Mass ID)**
- **Copy of your birth certificate**
- **Copy of DD214 if applicable**
- **Copy of beneficiary's birth certificate or Social Security Number**
- **Copy of marriage certificate if applicable**

### ***Contributions***

Employees who become members:

Prior to-January 1, 1975, must contribute	(5%)
On or after January 1, 1975 and prior to January 1, 1984, must contribute	(7%)
On or after January 1, 1984 but prior to July 1, 1996, must contribute	(8%)
After July 1, 1996, must contribute	(9%)

If membership began after January 1, 1979, and if your annual rate of regular compensation is \$30,000 or more, the governmental unit for which you work will withhold 2% of that portion of your rate of regular compensation that is in excess of \$30,000.

### ***Enrollment Forms***

All enrollment forms are available at the Retirement Office, 610 Main Street, Waltham.

- Only certain of your relatives qualify as eligible beneficiaries for benefits under MGL Chapter 32, § Section 12(2)(d), but any person or entity can be selected as a beneficiary(ies) for a return of your accumulated total deductions.
- Your selection on this form may be superseded by an eligible spouse under the provisions of MGL Chapter 32, § Section 12(2)(d) if you die before retirement.
- This form becomes void upon your retirement.
- If you divorce or your personal situation changes, you may wish to file a new form with your retirement board.

For additional information visit: <http://www.state.ma.us/legis/laws/mgl/32%2D12.htm>

### ***Retirement Office/Location***

The Retirement Office is located in City Hall, 610 Main Street, Waltham. If you have questions, please call 781-314-3230. We have available a retirement guide booklet that can be mailed to you upon request.

## **CITY POLICIES AND PRACTICES**

### ***Drug and Alcohol Policy***

It is the position of the City of Waltham that the use of illegal drugs and misuse of legal drugs, including alcohol, are sources of danger in the workplace and threaten the maintenance of a productive and safe work environment. The City of Waltham discourages users of illegal drugs and miss-users of legal drugs, including alcohol, from seeking employment with the City and encourages very forcefully the rehabilitation of such persons already in its employ.

Employees of the City of Waltham are visible and active members of the communities in which they live and work. They are inescapably identified with the City and are expected to represent it in a responsible and creditable fashion. While the City of Waltham has no intention of intruding into the private lives of its employees, the City does expect employees to report for work in a condition to perform their duties competently. Use of illegal drugs and misuse of legal drugs, including alcohol, can have a negative impact on the workplace and is contrary to the City's goal of providing a workplace that is a safe, alcohol and drug-free environment.

Employees who engage in drug and/or alcohol abuse, either on or off the job, have the potential to adversely affect the job performance and safety of themselves and others. Use of illegal drugs and misuse of legal drugs, including alcohol, is proper cause for disciplinary action up to and including termination of employment.

A complete copy of the policy is provided in your orientation package.

### ***Progressive Discipline Policy***

It is the primary goal of the City of Waltham to provide effective and efficient services to the public. Accordingly, it is the responsibility of all managers and supervisors in the employ of the City to attempt to improve the performance of employees under their supervision in order that services are delivered effectively and efficiently to the public. Discipline is one tool for affecting the performance of employees and for achieving the goal of providing effective and efficient municipal services.

The City's Progressive Discipline Policy provides guidelines that will assist managers in the counseling and disciplining of their employees. It also outlines various techniques and methods to help managers prevent and handle performance problems by dealing with situations fairly, consistently, progressively, and professionally.

This policy does not waive, modify, or diminish any managerial rights, rights that the management or appointing authority has by law, and rights that the management or appointing authority has with respect to provisional appointees.

The Progressive Discipline Policy is applicable to all employees of the City of Waltham, with the exception of uniformed Police and Fire personnel.

For a complete copy of this policy, contact the Personnel Department.

### ***Right to Know Law***

The purpose of the Right to Know Law is to create a mechanism for providing and obtaining information about toxic and hazardous chemicals in the workplace. It is designed to afford employees and community residents opportunities to gain, through their employers and public officials, information regarding such chemicals. Further, it places a responsibility upon employers, to provide such information to employees.

The statute covers both public and private employers who manufacture, use, process or store toxic or hazardous substances, and who have employees who are or may be exposed under normal working conditions or under foreseeable emergencies, to toxic or hazardous chemicals contained on the Massachusetts Substance List. There are no exclusions for employers based on number of employees or size or nature of operation. Research laboratories are exempt but school laboratories are not exempt.

The law is two-fold. First, it places upon employers the responsibility of providing to all of its employees information regarding the identity and effects of toxic and hazardous chemicals. Second, it affords employees the right and opportunity to obtain such information from and through their employers.

For a complete copy of this law, contact the Personnel Department or visit:

<http://www.state.ma.us/dos/pages/RTK.htm>

### ***Public Records Law***

Under the Massachusetts Public Records Law, any person has the right of access to public information. Administrative information typically contained in a municipal employee's personnel file such as an employee's name, home address and date of birth is considered public information and may be disclosed in response to a public records request. Administrative information regarding public safety employees may not be disclosed under the Public Records Law.

Municipal employees who are victims of domestic violence, sexual assault or stalking may have their home address protected from public disclosure through a special program known as "The Address Confidentiality Program (ACP)" administered by the Secretary of the Commonwealth. For information on the ACP call 1-866-SAFE-ADD.

For more complete information on the Massachusetts Public Records Law, contact the Personnel Department or visit: <http://www.state.ma.us/sec/pre/preidx.htm>

### ***Sexual Harassment Policy***

Conduct that constitutes prohibited sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

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 working environment.

It is the goal of the City of Waltham 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 find themselves in connection with their employment is unlawful and will not be tolerated by the City of Waltham. Further, any retaliation against individuals who have complained about sexual harassment or who are 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, we have in place a procedure through which inappropriate conduct may be addressed.

A complete copy of this policy is provided in your orientation package. If you have any questions regarding this policy, please contact the Personnel Department.

### ***Smoking Policy***

Smoking is prohibited in all public buildings, or in a vehicle or vessel owned, leased or operated by the City of Waltham.

The City of Waltham does not discriminate unfairly against employees and, therefore, no special rights are accorded to either smokers or nonsmokers.

The City of Waltham encourages a spirit of cooperation, courtesy and mutual respect among employees in the workplace.

### ***Employee Assistance Program***

The City of Waltham offers an Employee Assistance Program to help employees who may be experiencing personal problems that may impact their job performance. The purpose of the Employee Assistance Program is to help employees address these problems before they impact their job performance. There is no cost to employees, household members or dependents for EAP sessions and one 30-minute consultation for each legal or financial matter.

Employees may access the program by contacting an EAP representative at 1-800-451-1834, their department head or the Director of Personnel. [www.emija.org](http://www.emija.org)

### ***Employee Network Use Policy***

The Employee Network Use Policy outlines the proper use of Internet access. This policy applies to all Municipal Employees using Waltham's Network. All Waltham data network access to the Internet is provided for **CITY BUSINESS ONLY**.

All electronic data transferred, promoting, aiding, furthering or otherwise in support of illegal activities are prohibited. Attempts to gain unauthorized access to any computer or communications system on the Internet are also prohibited. The use of the Internet through your Waltham account is a privilege not a right and inappropriate use or vandalism of any kind may result in a cancellation of this privilege and disciplinary action.

A complete copy of this policy is provided in your orientation package.

### ***Educational Incentive Program***

The City of Waltham Educational Incentive Program is intended to encourage employees to improve their job competence, and helps prepare them for greater responsibilities within their present job assignments. The City shall reimburse eligible employees for tuition cost in accordance with the program guidelines. Please contact the Personnel Department for more complete information about this program. Reimbursement is subject to funds being available.

### ***Fair Labors Standard Act***

On November 13, 1985, President Reagan signed the “Fair Labor Standards Act Amendment of 1985.” This regulation applies to all departments except Fire and Police personnel who are covered under Personnel Department Regulation dated March 16, 1987.

The City is hereby establishing a seven-day work period commencing at 12:01 a.m. on Sunday for all departments with the exception of employees engaged in law enforcement and fire protection activities.

The Act allows for certain employees to be exempt under the Act or its overtime provisions. Some of the exemptions, among others, are elected officials, executive, administrative, professional personnel, etc. The Personnel Department will notify department heads which of their employees, if any, are exempt from the Act.

The Act calls for overtime payment for hours worked over 40 in a work period. Vacation leave and sick leave time not actually worked during a call back period are not counted as hours worked under the Act. Compensatory time off may only be provided under the provisions of a labor contract or for employees not included in bargaining units, under a written memorandum of understanding arrived at before the performance of the work. Details and definitions of compensatory time and employment eligibility are provided in the full version of the Act. Please contact the Personnel Department for a complete copy of the Fair Labor Standards Act.

### ***Permanent Part Time Employees Policy***

Permanent part-time employees are eligible for vacation, sick and holiday benefits on a prorated basis.

Please contact the Personnel Department should you have any questions regarding this policy.

### ***Vehicles Can Be Dangerous Policy***

The prevention of injuries is a major responsibility of employers and employees. Therefore, it is the policy of the City of Waltham that no employee shall ride outside the passenger compartment of a City-owned vehicle. All individuals in city-owned vehicles must be seated within the passenger compartment and wearing seatbelts. There will be NO exceptions to this policy. This policy will be rigorously enforced. Failure to comply may result in disciplinary action.

A complete copy of this policy is provided in your Orientation Package.

***Military Leave “Operation Enduring Freedom” Policy***

Subject to the terms of this policy, an employee of the City of Waltham called to duty by the United States government to participate in “Operation Enduring Freedom/Operation Iraqi Freedom” will be eligible to receive full compensation from the City of Waltham for a period of one year following the date the employee is called to duty. Beyond the one year of active duty the employee’s compensation will be offset by his/her military compensation.

The compensation will be available only to those employees serving in “Operation Enduring Freedom/Operation Iraqi Freedom” who (1) present to the City a copy of their orders from the United States government to report to duty; and (2) have stated in writing their intention to return to work for the City immediately upon being discharged.

Please contact the Personnel Department if you have questions regarding this policy.

***Small Necessities Leave Act***

Massachusetts enacted the Small Necessities Leave Act (SNLA) in 1998, expanding upon the rights granted by the federal Family and Medical Leave Act (FMLA). The SNLA grants eligible employees a total of 24 hours of unpaid leave during any 12-month period, *over and above* the leave granted under the FMLA.

Please contact the Personnel Department if you should have any questions regarding this policy.

***Closing***

The contents of this booklet are for your reference. If you have questions or require additional information regarding the contents of this booklet, please ask your supervisor or contact the Personnel Department at (781) 314-3355.