

Town of Wayland

Employee Handbook



WELCOME TO WAYLAND

Dear Employee:

Welcome to the Town of Wayland. We are pleased to have you join our organization and expect you will find the Town a friendly and rewarding place to work.

As a municipal government, the Town's primary goal is to provide a variety of municipal services in an efficient and courteous manner to the citizens of Wayland. Wayland takes pride in the quality of the services it provides and the quality of our employees. As a Town employee, you are one of our most valuable assets. You play a vital role in the provision of services. Whether in person, on the telephone, or in written correspondence, you represent the Town every time you have contact with a member of the community. Our continued success will depend on your contributions and those of the other talented employees with whom you work.

The employee policies, practices and programs outlined in this Handbook describe some of the services and support available to help achieve your personal and professional goals at Wayland. These policies and procedures are only a summary and the Town retains the right to modify or alter these policies and procedures. The Handbook is not an employment contract and is for informational purposes only. The Personnel By-law and any applicable collective bargaining agreements always supersede the Handbook.

If after reviewing the Handbook you have further questions, please consult your department head or the Human Resources Department.

The Town 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.

Sincerely,

**Assistant Town Administrator/
Human Resource Director**

John Senchyshyn

Personnel Board

Jane Evans
Nancy McCarthy
Maryanne Peabody
Philip Schneider
Nick Willard

A BRIEF HISTORY OF WAYLAND

In 1835, East Sudbury became Wayland, a farming community, presumably in honor of Dr. Francis Wayland, who was President of Brown University and a friend of East Sudbury's Judge Edward Mellen. Both Wayland and Mellen became benefactors of the town's library, the first free public library in the State.

New England farms began to decrease as canals and railroads brought cheaper produce from the mid-west. Local farmers suffered an additional setback when the Middlesex Canal Dam raised the river level and hay crops needed for livestock were ruined. Farmers in Sudbury River towns, including Wayland, brought suit against the Canal and brought the matter before State legislative hearings in the 1850's, all to no avail.

The Industrial Revolution caused transportation patterns to change. By 1881, a new train station connecting Wayland Center with Boston and Northampton. Wayland became a bustling commuter town. Even before commuting was made easy, Wayland's attractiveness proved appealing as a summer residence for well-to-do Bostonians. They acquired country estates, built new homes or remodeled older farmhouses, thereby providing an economic stimulus to the northern end.

In contrast to the scattered farms and summer residences of the northern end, a compact mill center developed in Cochituate Village. In 1830, the Bent family started the shoe industry at the corner of Routes 27 and 30, with some of the work parceled out to neighbors. By the late 1850's, the Bent factory employed several hundred people, many of them immigrants. This influx necessitated new housing for the area. The center of the shoe industry shifted from Bentville to the Lokerville area (Route 30, East Plain Street and School Street intersection).

In the 1880's at the peak of shoe manufacturing activity, there were at least ten shops employing over 600 workers; the Bent Factory accounted for half of this total. By 1900, Cochituate had surpassed the rest of the town in population, with two-thirds of the 2000 total.

By 1910, the shoe industry declined in Cochituate and all of the shoe factories closed down. The unemployed were forced to seek work elsewhere or move. After World War I, Dudley Pond became a summer recreational area, and during the Depression, many of the cottages became permanent residences. In the northern end of town, farmers continued to work the land, but after World War II, the cornfields and market gardens began to disappear.

Wayland became more accessible and attractive as a suburb as industries began to locate along the new Route 128 and the state began construction on the Massachusetts Turnpike. In 1955, Raytheon built a large scale industrial laboratory near the Center, which increased the need for housing. Many farms and large estates broke up and were replaced by housing developments. The population soared to 13,000 by 1968. Since that time, the number of residents has leveled off.

The meadows and marshes along the ten-mile course of the Sudbury River through Wayland have been kept relatively unspoiled and are now the object of private and public efforts to maintain them in their natural state. They are still full of wild life and are beautiful to see. They provide an open, rural setting and an attractive feature of what has become an almost purely residential town.

PERSONNEL BOARD

The Wayland Personnel Board was established by Chapter 43 of the Code of the Town of Wayland. The Board consists of 5 members appointed by the Board of Selectmen. The terms of appointments are for 5 years on a rotating basis. No member of the Personnel Board can be an employee of the Town or hold Town office. Members of the Personnel Board serve without compensation.

Duties and Powers

The Personnel Board administers the Personnel By-laws and the Wage and Salary Classification Plan. It develops and administers personnel policies and procedures in cooperation with Town Boards and Departments.

The Personnel Board or its designee negotiates collective bargaining agreements for the Town, after having met in advance with the Board of Selectmen and the Finance Committee to discuss the forthcoming negotiations.

The Personnel Board establishes central personnel files for all employees.

The Personnel Board reviews the operation of the Wage and Salary Classification Plan, including minimum and maximum wage and salary brackets and recommends to the Town any appropriate changes.

The Personnel Board is a resource for the organizational, training and developmental needs of the Town.

NOTICE TO EMPLOYEES

The Employee Handbook has been prepared to provide you with a description of Town policies, practices and benefits as they pertain to you as an employee. This Handbook is designed to help answer many of the questions you may have in connection with your employment with Wayland. The terms of the insured benefit plans described in this Handbook are strictly a summary; more detailed information is contained in the plan summary documents. Nothing contained in this Handbook waives or changes any terms of the policies.

The Town hopes that its relationship with each of its employees will be a mutually satisfying experience. Newly hired employees serve an initial probationary period. During this period, the Town may terminate the employment relationship at any time, for any reason or no reason at all, unless otherwise covered under a collective bargaining agreement. Non-union employees, and those without a term of appointment, are also at-will employees. The Town or the employee may terminate the at-will employment relationship at any time, for any lawful reason. The language that appears in the Handbook is not intended to create nor is it intended to constitute a contract between the Town and any one or more of its employees.

It is understood that as a Town employee it is your responsibility to read and comply with the policies contained in this Handbook and any revisions made to it. Furthermore, it is acknowledged that this Handbook is neither a contract of employment.

CHANGES OF POLICY

Since the nature of municipal government is subject to constant change, the Town reserves the right to change any of its policies at any time, including those covered in this Handbook. The Town will notify you of changes in advance whenever possible. Changes will be effective on dates determined by the Town and you may not rely on policies that have been superseded.

If you are uncertain about any policy or procedure, please check with your supervisor or the Human Resources Department.

TOWN FACILITY LOCATIONS

Wayland's administrative offices are housed in Wayland Town Building, located at 41 Cochituate Road. Town Offices are housed primarily on the first floor, with the Department of Public Works and the Information Technology Department on the second floor. The remainder of the second floor is home to the administrative offices of the Wayland School Department along with classrooms for a Preschool program. The general office hours of operation are Mondays 8:00 am – 7:00 pm and Tuesday through Fridays 8:00 am – 4:30 pm. Town Building is handicapped accessible.

The Wayland Public Library is located at 5 Concord Road. This is the Town's only library facility. The Library is a two-story structure that offers services and meetings rooms in the basement level. The Library is handicapped accessible.

The Wayland Public Safety Building is located at 38 Cochituate Road. The facility houses the Wayland Police Department, the Wayland Fire Department, Wayland Emergency Medical Services and the joint Police and Fire Dispatch Center.

A second Fire Station is located at 145 Main Street in Cochituate. The building also contains a separate area for arts and crafts programs, operated by the Recreation Department.

The DPW Highway and Parks garages are located at 195 Main Street. The garages repair and maintain the Town's vehicles and heavy equipment.

The Wayland Transfer Station is located at 484 Boston Post Road. The site serves as a fully operational transfer station with a very active recycling program.

The Baldwin Pond Treatment Plant is located at 101 Old Sudbury Road. The plant is a state-of-the-art water treatment facility. The location is also home to the DPW's Water Division.

Wayland has a variety of parks, ball fields and playgrounds located throughout the town. A Town operated beach is located at Parkland Drive, which is open annually from Memorial Day to Labor Day. The Public School system offers three elementary schools, a middle school and a high school.



Town of Wayland

Employment Practices

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

The Town of Wayland is committed to the principles of Equal Employment Opportunity and Affirmative Action. The Town of Wayland shall comply with all Federal and State Laws that have been or shall be enacted for the purpose of eliminating discrimination in all phases of the employment process and the provision of services and programs.

It is the policy and intent of the Town to provide non-discriminatory and equal opportunity in employment to all employees and applicants for employment. The Town's affirmative action policy prohibits discrimination because of race, sex, color, ancestry, age, sexual orientation, disability, religion, national origin, economic status or veteran status in all aspects of its employment procedures and personnel practices.

AMERICANS WITH DISABILITIES

The Town of Wayland acts in accordance with the American with Disabilities Act of 1990 (ADA), which makes it unlawful to discriminate in employment against a qualified individual with a disability. The ADA also prohibits discrimination against individuals with disabilities in providing State and local government services. The Town will provide reasonable accommodation, in accordance with the ADA, to qualified applicants and employees with disabilities.

No qualified person with a disability shall, on the basis of a disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance.

For further information or to discuss the need for a reasonable accommodation, please contact the Human Resources Director at (508) 358-3623 or (508) 358-0194 (TDD).

HIRING PRACTICE

The employment process for the Town Wayland is to fill approved vacancies with the best qualified candidates available. In this pursuit, the Town will adhere to the principles of Affirmative Action and Equal Employment Opportunity.

Probationary Period

All newly hired employees shall serve an initial probationary period. Such probationary employees may be terminated at any point during probation.

Job Posting

The Town encourages a policy of providing promotional opportunities for qualified employees seeking advancement. When vacancies occur, current qualified employees are given first consideration before outside candidates. First consideration should not be interpreted as meaning automatic appointment or promotion. Vacancy notices are normally posted in the Town Building or at satellite work locations. Selection, whether in a union or non-union position, is at the discretion of the appointing authority and is made on the basis of job knowledge, qualifications, experience, job performance, dependability and other job related factors.

Medical Examinations

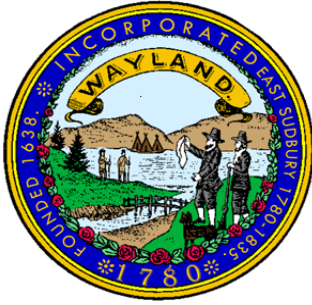
As part of the Town's employment procedure, all offers of employment are contingent upon a satisfactory pre-employment medical examination by a Town appointed physician. This exam may include alcohol and drug screenings. Any offer of employment is contingent upon, among other things, a determination by the Town and its examining physicians that the applicant is capable of performing the essential functions of the position that has been offered, with or without reasonable accommodation.

In cases of worker's compensation, injury on duty, return from long-term or serious illness, employees may also be required to undergo periodic medical examinations, at times specified by the Town, which may also include alcohol and drug screenings in instances of CDL employees, to determine their fitness for duty. Employees may be required to undergo a medical exam when job related and consistent with business necessity such as when employees performance or record of attendance declines without apparent reason, when an employee asks for an accommodation for a disability or to determine if an employee returning from a workers' compensation leave or medical leave can perform the duties of his/her job. In connection with these examinations, employees are required to provide the Town with access to their medical records, if requested. Further it should be understood that the Town may receive a full medical report from its examining physician regarding the applicant's or employee's state of health. Most Town-required medical examinations are paid in full by the Town.

PERSONNEL RECORDS

The Town maintains a personnel file for each employee. These files contain documentation related to each employee's time served with the Town, including salary history, performance appraisals, beneficiary designation forms, disciplinary warning notices and letters of commendation. You may review or have copies made of your personnel file by scheduling an appointment with the Human Resources Department.

To ensure that your personnel file is up-to-date at all times, notify your supervisor or the Human Resources Department of any changes in your name, telephone number, home address, beneficiaries, scholastic achievements, and the contact person to notify in case of an emergency.



Town of Wayland

Compensation Practices

PERFORMANCE REVIEWS AND SALARY INCREASES

Following the satisfactory completion of the initial probationary period as determined by the supervisory authority, employees may be eligible to receive a one-step increase within their assigned classification wage range. Employees may continue to be eligible for step increases upon completion of each employment year on the employment anniversary date until the final step is reached. Anniversary dates, for the purpose of step increases, shall mean the date of hire or, if reclassified, the date of an employee's last reclassification. Step increases may be withheld in any instance where an employee has not shown satisfactory performance within a review period. Step increases will not be granted beyond the maximum step of the assigned classification.

Formal performance appraisals are conducted at the completion of the probationary period and on each anniversary. All performance evaluations shall be conducted in accordance with policies established by the Personnel Board or consistent with language contained in collective bargaining agreements.

POSITION CLASSIFICATION AND PAY SCALES

The Personnel Board is responsible for developing and administering a Wage and Salary Classification Plan for all town employee positions. Such plan is subject to approval by Town Meeting. The wages and salaries of town employees are established in accordance with the plan.

PAY PERIODS/PAYROLL

Employees are paid on a bi-weekly basis via mandatory direct deposit into an employee designated bank account. Under most circumstances payday is Thursday with the pay weeks running from Thursday through Wednesday. Paystubs reflect payroll deductions mandated by law, including federal income tax, state income tax and contributions to the

Middlesex County Retirement System. For employees hired after April 1, 1986, there is an additional deduction for Federal Medicare tax. Employees may select optional deductions which include savings bonds, deferred compensation, credit union and health, dental and life insurance.

Employees should review their pay stubs for accuracy and pay envelopes for occasional employee notices. Questions pertaining to payroll should be referred to the Finance Department or the Human Resources Department.



Town of Wayland

Benefit Programs

***THE FOLLOWING ARE SUMMARIES OF BENEFIT PROGRAMS
AND ARE NOT SUBSTITUTES FOR PLAN DOCUMENTS.***

HEALTH INSURANCE

The Town offers a variety of health insurance plans. They include 5 Rate Saver Plans (RSPs), 1 Point of Service (POS) plan and 1 Preferred Provider Organization (PPO) plan. There are also 5 Health Maintenance Organization (HMOs) plans available for employees hired prior to July 1, 2008. Eligible employees, defined as those employees regularly working a minimum of 20 hours per week, and their dependents may participate in the Town's group health insurance plans. Eligible employees may join Town-sponsored health insurance plans only as new employees, or during open enrollment periods (normally in May of each year), or if there is a "qualifying event" such as loss of health insurance through a spouse. New employees must join health insurance plans within 30 days of their date of hire or wait until the next open enrollment. Employees may terminate their coverage at any time.

Each plan offers a network of doctors and facilities and access to prescription drugs. However, each plan design is different and has unique benefits that are described in the plan summary documents available through the Benefit Coordinator.

Employees pay their portion of the health insurance premiums through bi-weekly payroll deductions. Premiums are paid one month in advance of coverage. The Town-sponsored plans and the percentage of premiums paid by the Town for full-time employees and eligible part-time employees hired before July 1, 2008 are:

	<u>Individual</u>	<u>Family</u>
BCBS – Blue Choice (RSP)	80.0%	70.0%
Fallon Select Care (RSP)	80.0%	70.0%
Fallon Direct Care (RSP)	80.0%	70.0%

Harvard Pilgrim (RSP)	80.0%	70.0%
Tufts Navigator (RSP)	80.0%	70.0%
Harvard Pilgrim Adv. (PPO)	50.0%	50.0%
Tufts Total (POS)	50.0%	50.0%
Network Blue of NE (HMO)	69.1%	63.0%
Harvard Pilgrim (HMO)	71.0%	66.0%
Tufts (HMO)	69.5%	61.3%
Fallon Direct (HMO)	69.1%	63.0%
Fallon Select (HMO)	69.1%	69.1%

For benefits eligible part-time employees hired after July 1, 2008 the Town's contribution rate is 50.0%.

The Town offers retired or retiring employees a variety of Senior and Medicare supplement plans.

LIFE INSURANCE

Employees are eligible to participate in the Town's group life insurance plan, if they work a minimum of 20 hours per week.

Basic Plan:

The Town offers a group life insurance plan in the amount of \$10,000 with an additional \$10,000 of accidental death and dismemberment coverage. The insurance coverage continues only as long as an employee remains employed by the Town. The employee contributes 50% toward the premium cost. Coverage drops to \$5,000 at retirement.

Optional Plan:

Employees may purchase additional life insurance to supplement basic life insurance. This additional coverage is offered in increments of \$10,000 up to a maximum of \$150,000. Employees may elect to purchase up to \$50,000 in optional life insurance without a medical examination. Any life insurance coverage above \$50,000 up to the \$150,000 maximum requires evidence of insurability (medical examination). The insurance coverage continues only as long as an employee remains employed by the Town. Premiums for optional coverage are fully paid by the employee. Optional coverage drops to \$5,000 at retirement. Coverage will automatically terminate after the employee or retiree reaches age 75.

Dependent Plan:

Employees may also purchase a dependent life insurance policy as a supplement to basic life insurance. This policy provides \$5,000 of coverage with an additional \$5,000 of

accidental death and dismemberment coverage for a spouse. A child and/or other dependents coverage is \$2,000. The insurance coverage continues only as long as an employee remains employed by the Town or retires from the Town. Coverage will automatically terminate after the employee or retiree reaches age 75. The premiums for dependent coverage are fully paid by the employee.

Employees who participate in any of the life insurance programs will receive a group certificate of insurance issued by the Benefits Coordinator or the carrier per contract.

DENTAL INSURANCE

Employees eligible to participate in the group health insurance plan may elect to participate in one of two dental insurance options. Dental insurance is fully paid by the employee and is offered on an individual or family basis. The dental plan provides a schedule of benefits in accordance with the plan's table of allowances, which appears in the subscriber handbook.

LONG TERM DISABILITY INSURANCE (LTD)

Employees actively working 20 hours per week may be eligible to enroll in a voluntary LTD insurance policy. Premiums are fully funded by participating employees. The LTD insurance may help provide financial protection for employees by paying a portion of an employee's income while the employee is disabled, due to a non-work related illness or injury.

LONG TERM CARE INSURANCE (LTC)

Employees actively working 20 hours per week may be eligible to enroll in a voluntary LTC insurance policy. Premiums are fully funded by participating employees. The LTC insurance may help provide financial protection for employees who require the services of rehabilitation or nursing facility.

CAFETERIA PLAN

Under the IRS Code, Wayland offers a Section 125 Plan also known as a "Cafeteria Plan". All employees automatically participate in the Pre-tax Premium Cafeteria Plan, which entitles employees to deduct insurance premiums on a pre-tax basis. Employees who choose not to participate in the Pre-tax Premium Plan must do so in writing.

The Cafeteria Plan also allows employees to voluntarily allocate pre-tax dollars to Flexible Spending Accounts (FSAs). FSAs can be established for two purposes, 1.) out-

of-pocket medical expenses and 2.) dependent care expenses. Employees may institute FSAs when they are new employees or during FSA “open enrollment”.

FSAs are on a year-to-year basis. Expenses from each plan year must be reimbursed with funds set aside in that same FSA year. At the end of each year, current Flexible Spending Accounts will be closed out and new Flexible Spending Accounts may be opened for the following year. There is a grace period of 90 days to process your expenses from the prior year and submit them for reimbursement. After all reimbursements have been processed, any unused accounts left in the account will be forfeited at the end of each plan year. The payroll deductions in the accounts are “use” or “lose” funds. This prevents pre-tax income from being deferred into a new year. Therefore, it is recommended employees be conservative in projecting FSA expense estimates. Periodic FSA statements are issued to monitor account balances and spending levels.

Once each year, during the “open enrollment” period, employees are given the opportunity to reenroll and make changes in FSA deductions.

INSURANCE ENROLLMENT AND OPEN ENROLLMENT PERIODS

Generally, employees may enroll in insurance plans as new employees during their first 30 days of employment. If employees do not enroll during their first 30 days of employment, they must wait until the next open enrollment period. Exceptions may apply if there is a “qualifying event”, such as a loss of coverage through a spouse.

Each spring, the Town holds an annual Benefits Fair. Representatives from various benefit providers are in attendance and can answer individual subscriber questions as well as review their plans in detail. Employees may enroll in or change their insurance coverages during the open enrollment period following the Benefits Fair.

Employees may terminate their coverage at any time.

Questions regarding enrollment in the insurance plans or questions regarding plan benefits may be directed to the Benefits Coordinator.

CONTINUATION OF HEALTH INSURANCE (COBRA)

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), and subsequent amendments, require that most employers sponsoring group health and dental insurance plans, offer employees and their families the opportunity for a temporary extension of health and dental coverage (called “continued coverage”) at group rates at their own expense under specified conditions.

Employees and their dependents are eligible to continue health and dental insurance for up to 18 months when termination of insurance is due to reduction in hours worked, or upon termination of your employment (for reasons other than gross misconduct).

In addition, employees' eligible dependents may also extend coverage for up to 36 months in the Town's group health and dental insurance plan in the event of the employee's 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 participants will be charged the entire applicable premium, not just the portion paid when actively employed, plus an additional 2% administrative charge.

Employees will be notified within 14 days of separation and will be provided with information on COBRA including a COBRA Election Form. Election to continue coverage must be completed within 60 days after the date of the COBRA Election Notice. Benefits provided shall be identical to coverage for active, full-time employees and/or their dependents that are insured under the plan, but have not terminated their coverage.

HEALTH INFORMATION PORTABILITY AND ACCOUNTABILITY ACT

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 period for pre-existing conditions. This requires a transfer of prior coverage information from the old employer to the new employer.

Health insurers will provide each employee (and spouse and dependent if living at a different address than the employee if applicable), who loses health insurance coverage, a full certificate of coverage. This certificate will be issued when an individual loses health coverage or would lose coverage except for an election under COBRA.

WORKERS' COMPENSATION

Workers' Compensation is a system that protects employees who are injured on the job or contract a work-related illness. Workers' compensation insurance pays for necessary medical treatment and partial wage replacement if you are out of work and/or have medical bills as a result of an injury on the job. Police officers and firefighters are exempt from the workers compensation provisions but are instead covered under MGL Chapter 41, section 111F.

It is important that work-related injuries are reported immediately to the supervisor. If medical treatment is required, the employee must complete a Medical Release Form and the treating physician must complete a Medical Report Form.

Employees who incur a work-related injury may report to Fallon Clinic located at 85 Lincoln Street, Framingham, MA 01701. Any employee with a serious injury/illness should be immediately transported by ambulance to the MetroWest Medical Center Emergency Room, 67 Union Ave., Natick, (508) 653-3400. Employees have the right to choose their own health care provider.

Within 14 days of receiving the First Report of Injury form, the Town's insurance company will begin to pay a portion of lost wages, or send a notice of denial that includes their reasons for denial of a claim. It is the policy of the Town to allow employees to use earned sick and vacation leave to supplement workers' compensation benefits in order to receive full pay. While on full pay status, the employee will continue to receive a weekly pay check from the Town and shall sign any disability checks from the insurer over to the Town. After exhausting earned sick and vacation leave, the employee will receive and retain disability checks directly from the insurer.

It is important that employees remain in contact with their department head and/or Human Resources Director during any period of absence. Employees must obtain a written authorization to return to work from their treating physician and present it to their supervisor or department head before returning to normal work responsibilities.

For further information, contact the Human Resources Department.

RETIREMENT BENEFIT

The Town of Wayland is a member of the Middlesex County Retirement Board. There are 106 contributory retirement systems for public employees in Massachusetts. Each system is governed by a retirement board and all boards, although operating independently, are bound by the retirement law - Chapter 32 of the Massachusetts General Laws - which establishes benefits, contribution requirements, and an accounting and fund structure for all systems.

Membership in a contributory retirement system is mandatory for all public employees who are regularly employed for hours which are least 50% of a full-time equivalency and whose employment commences prior to attaining age sixty-five. Each retirement board exercises full jurisdiction to determine an employee's eligibility for membership in cases involving part-time, provisional, temporary, seasonal or intermittent employment. Certain part-time, seasonal or temporary employees who are ineligible for membership may be required to participate in an alternative OBRA plan.

Public employees who were employed by another Chapter 32 member employer may transfer their accumulated total deductions and corresponding creditable service from their former Chapter 32 retirement system to the Middlesex retirement system.

Employees who became members of a Chapter 32 retirement system prior to January 1, 1975 contribute 5 percent of their regular compensation. Employees whose membership commenced on or after January 1, 1975 but prior to January 1, 1984 must contribute 7 percent. Those employees whose membership began on or after January 1, 1984 but prior to January 1, 1996 must contribute 8 percent. Employees whose membership began on or after January 1, 1996 must contribute 9 percent. If an employee's earnings exceed \$30,000, a two percent additional withholding will be made of that portion of the compensation that is in excess of \$30,000. No bonus, overtime, severance pay, any and all unused vacation or sick leave at time of separation, early retirement incentive, or any other payments made as a result of giving notice of retirement are considered part of your regular compensation and are not included in retirement calculations.

Employees are generally eligible for retirement after attaining 10 years of creditable service and reaching age 55. Eligibility may vary depending upon specific circumstances. The retirement allowances are specific percentages determined by employees' age, length of creditable service, the level of average annual rate of regular compensation and group classification.

A refund is a lump sum amount of accumulated total deductions plus eligible accrued interest returned. Employees may request a refund following resignation from public service. There may be substantial federal tax consequences for taking possession of the funds.

Further information regarding retirement benefits may be found on the Middlesex Retirement System website or calling a Middlesex representative.

DEFERRED COMPENSATION PLAN

Employees who are eligible for participation in the retirement system and health and life insurance benefits are eligible to participate in the Commonwealth's Deferred Compensation Plan (DCP). DCP is a resource designed to help employees achieve financial security and independence in their retirement years.

Participation in DCP is voluntary. The plan offers a wide variety of investment options that an employee may select and change as desired, including income funds, mutual funds and a universal life insurance option.

DCP is not a Town-managed benefit. The service is provided through a contract with a state-sponsored vendor. The current contract was awarded to Great West. Employees may arrange a personal counseling interview with Great West's Client Account Manager by calling 877-457-1900 x 20091. At this interview, the Client Account Manager will

explain all aspects of the Plan, will provide an applicable prospectus and other disclosure information and make available the necessary enrollment forms.

EMPLOYEE ASSISTANCE PROGRAM

Wayland offers an Employee Assistance Program (EAP) to all Town employees, their families and household members at no charge to the employee. EAP is a confidential counseling service designed to assist employees and their families with various personal problems. EAP services include initial assessment, short-term counseling, referral and follow-up. The EAP is staffed by licensed professional counselors who are experienced working with a wide range of issues. EAP counselors can provide help for problems such as personal health, work and family life, stress, couples conflicts, parent/child issues, elder issues, financial problems, legal difficulties, and problems caused by dependency on alcohol or drugs. These services are strictly confidential and voluntary.

EAP also provides services to assist employees and supervisors with workplace behavior and conflict.

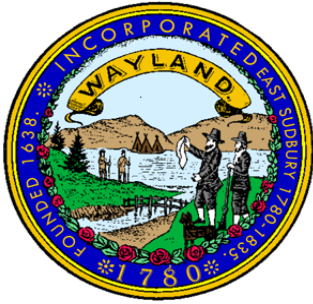
Appointments are available day and evening and on an emergency basis, 24 hours per day. To speak with a counselor, call 1-800-451-1834.

CREDIT UNION

Employees and their families may join the Metropolitan Credit Union. The Credit Union offers Checking Accounts, Regular Savings Accounts, Christmas Clubs, Vacation Clubs, Money Market Accounts, Certificates of Deposit, IRA Accounts, IRA Certificates of Deposit, Personal Loans, Automobile Loans and Home Equity Loans. All savings are federally insured up to \$100,000.

DISCLAIMER

In the event of any conflict between the information contained in this Handbook and in the official plan documents, applicable law or applicable collective bargaining agreement, then the official plan documents, applicable law or applicable collective bargaining agreement shall prevail in all cases.



Town of Wayland

Leave Benefits

Following are summaries of leave benefits for employees. The leave benefits identified are applicable to non-union employees. While union benefits are similar, employees occupying a position affiliated with one of the Town unions should refer to their collective bargaining agreement for specific leave benefits.

ANNUAL VACATION LEAVE

For regular full-time Town employees, annual vacation leave begins to accrue at the conclusion of the initial probationary period and is credited back to the date of hire. Vacation Leave accrues on a monthly basis in hourly increments. Vacation Leave accruals, usage and balances are printed on pay stubs. If an employee works a minimum of 20 hours per week, but less than a full-time position, Vacation Leave shall be pro-rated.

A vacation leave year is defined as January 1st to December 31st. Up to 10 accumulated leave days may be carried forward to the next year. Such leave days must be used within the next leave year. Any accumulated leave time over 10 days not and taken by December 31 of each leave year will be forfeited. However, upon request, the Personnel Board may grant an additional carryover of 5 leave days, for a maximum carryover of 15 vacation leave days, to the next leave year for an employee who is contemplating an extended leave prior to April 1st of the next following leave year. In all cases, any carryover leave days that exceed 10 days that are not utilized by April 1st of the following leave year will be forfeited.

With prior approval of the supervisory authority, vacation leave may be taken one-half day at a time.

Vacation Leave will not accrue for any calendar month in which an employee is absent due to illness, injury or leave of absence for more than 20 consecutive working days.

Accrued Vacation Leave may be used to supplement worker's compensation payments in each pay period not to exceed an employee's regular after-tax income.

Non-Union Vacation Leave Accrual:

<u>Years of Service</u>	<u>Days of Leave per Year</u>
0 up to 5 years employment	13 working days
5 years up to 15 years employment	19 working days
15 years to severance	25 working days.

Non-Union Professional Leave Accrual:

<u>Years of Service</u>	<u>Days of Leave per Year</u>
0 up to 10 years of service	20 days vacation per year
10 years to severance	25 days vacation per year.

HOLIDAYS

Regular full-time Town employees shall receive pay for the following 12 holidays:

New Year's Day
Martin Luther King Day
President's Day
Patriots Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Day

When one of the foregoing holidays falls on a Sunday, the holiday will be observed on the following Monday. When one of the foregoing holidays falls on a Saturday, the holiday will be observed on the preceding Friday.

In order to receive Holiday pay, an employee must be on the payroll the day before and the day following the holiday.

SICK LEAVE

For regular full-time Town employees, Sick Leave begins to accrue upon hire at the rate of 13 days per year. Sick Leave accrues on a monthly basis in hourly increments. Sick Leave accruals, usage and balances are printed on pay stubs. If an employee works a minimum of 20 hours per week, but less than a full-time position, Sick Leave shall be pro-rated.

Sick Leave may accumulate without limit and be carried forward into subsequent years. Sick leave is for the protection of employees against loss of pay because of illness or injury and shall not be included in termination pay. Probationary employees are allowed to accrue sick leave from the first day of employment but are not permitted to utilize these leave days until the probationary employee status has been completed.

Accrued Sick Leave may be used to supplement worker's compensation payments in each pay period not to exceed an employee's regular after-tax income.

When a regular employee retires or dies, his or her beneficiary shall receive severance pay equal to the employee's most recent daily straight-time rate multiplied by 60% of his unused accumulated Sick Leave days in effect as of his retirement or death. Such severance pay shall not exceed a maximum of \$7,500.

Sick Leave will not be accumulated by an employee for any calendar month in which he is absent due to illness, injury or leave of absence for more than 20 consecutive working days.

LEAVE OF ABSENCE

Regular Town employees may apply for a Leave of Absence without pay. The application must be approved by the Department Head, the Human Resources Director and the Personnel Board. A Leave of Absence will be granted only under unusual circumstances. If a leave of absence is granted seniority, Sick Leave and Annual Vacation leave will not accrue during the absence. An employee on a leave of absence may remain covered by the Town's group insurance plan but will be responsible to pay 100% of the monthly premium.

BEREAVEMENT LEAVE

Regular Town employees in benefit status may be granted absence with pay not to exceed three days at the discretion of the supervisory authority in case of the death of a member of an employee's immediate family. For purposes of this section, the term "immediate family" shall mean an employee's spouse, child, father, mother, sister, brother, grandparents, father-in-law, mother-in-law, brother-in-law or sister-in-law.

Employees may be granted up to two additional days' absence with pay, at the discretion of the supervisory authority, in the event of the death of a spouse, child or parent.

FAMILY MEDICAL LEAVE ACT (FMLA)

The federal Family and Medical Leave Act of 1993 (FMLA) provides for unpaid leaves of absence to eligible employees for periods up to 12 weeks during a 12 month period. To be eligible for an FMLA leave employees must be employed by the Town for at least 12 months at the time the leave is requested. An employee applying for an FMLA leave must submit documentation consistent with the federal Act to the Human Resources Director.

For further information regarding an FMLA leave, contact the Human Resources Department. Additional information pertaining to insurance benefits and the use of accrued leave credits while on an approved FMLA leave may be found in the FMLA Personnel Policy and in each respective collective bargaining agreement.

MATERNITY LEAVE

Regular female employees who are not eligible for FMLA leave, may be granted an eight week maternity leave without pay, for the purpose of giving birth to a child, adopting a child under 18 years of age, or adopting a person under the age of 23 who is mentally or physically disabled. The employee must give at least two weeks' notice of her anticipated departure date and declare her intention to return to her job.

Such employees may be entitled, at the conclusion of her maternity leave, to return to work at her previous or similar position with the same status she held as of the date her maternity leave commenced, unless other employees with equal length of service and status in the same or similar positions have been laid off due to changes in economic or operating conditions during the period of her maternity leave.

Employees on maternity leave may use accrued annual leave or sick leave to receive pay for the period of her maternity leave. If no accrued leave available employees will fall under the provisions of the Personnel By-laws, § 43-12 - Leave of Absence.

SMALL NECESSITIES LEAVE ACT (SNLA)

Eligible employees may take up to 24 hours of leave in a 12-month period for the following reasons:

- 1) to participate in school (including certain day care facilities) activities directly related to the educational advancement of a son or daughter;
- 2) to accompany a son or daughter on routine medical or dental appointments; or

- 3) to accompany an elderly relative (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.

Employees may request Small Necessities Leave in writing from their Department Head at least seven days in advance of the requested leave, if the need for leave is foreseeable. Otherwise, employees are expected to provide as much notice as possible to their Department Head. Leave may be taken intermittently or on a reduced leave schedule. Employees should attempt to schedule leave in a manner that is least disruptive to their department.

Employees may use any accrued paid time-off (excluding sick leave) for all or a portion of their Small Necessities Leave.

Employees may be required to provide certification of the need for Small Necessities Leave.

JURY DUTY

If an employee is called for jury duty, the employee shall be paid the difference between compensation for serving on jury duty and regular (base) pay. Employees serving on jury duty should make every reasonable attempt to report for work on the days on which they serve. Proof of actual service of jury duty must be presented to the supervisory authority in order for this compensation to be paid.

MILITARY LEAVE

An employee called to Reserve or National Guard duty will be compensated for the difference between military pay and regular (base) pay for the training period, not to exceed 17 days in any year, upon satisfactory evidence of completion of the training period. Military pay shall be considered to be all pay received for the entire 17-day period, including Saturdays and Sundays. Military leave shall not be charged to vacation time.

COMPENSATORY LEAVE TIME

Salaried employees are not eligible for overtime pay or compensatory time.

Hourly employees, who work beyond their normal work hours, may be eligible for compensatory time at time and one-half in lieu of overtime time pay, only if approved in advance by their Department Head and if permissible under an applicable collective bargaining agreement.