

POLICY # N1-1.1

TERMS AND CONDITIONS OF EMPLOYMENT NON-UNION EMPLOYEES

Status

It is the policy of the Town of Wayland that non-union employees are at-will employees, except as otherwise provided for by a written employment agreement. Non-union employees do not have any contractual rights regarding the terms and conditions of their employment unless a written employment contract is signed by the employee and the Appointing Authority. Employment contracts are not valid unless approved by the Personnel Board. The terms and conditions of employment for non-union employees may be changed at any time in the sole discretion of the Town. Non-union employees will be notified of policy changes as soon as reasonably possible. Changes will be effective on dates determined by the Town.

Changes in policies affecting the terms and conditions of employment may be initiated by Town Meetings, revisions to Town By-laws, revisions to policies adopted by the Personnel Board, disciplinary actions taken by Appointing Authorities or as otherwise permitted by law.

At-will non-union employees may be terminated at any time for any reason, except as limited by law, upon notification from their Appointing Authority, except as otherwise provided for by written employment agreement.

Benefit Eligibility

In order to be eligible for paid-time-off benefits, regular non-union employees must work a minimum of 20 hours per week. Part-time benefits will be pro-rated based upon the scheduled work hours. Temporary and seasonal employees are not eligible for paid-time-off benefits.

In order to be eligible for participation in Town sponsored insurance programs, regular employees must work a minimum of 20 hours per week as defined in M.G.L. Ch. 32B, Sec 2. Seasonal or Temporary employees may qualify under the guidelines of the federal Affordable Care Act. Unless provided otherwise, qualifying part-time employees will be responsible for 50% of the total contribution rate for insurance benefits.