



**OFFICE OF THE  
TOWN ADMINISTRATOR**

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(508) 839-5335

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[www.grafton-ma.gov](http://www.grafton-ma.gov)

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Welcome New Employee!

Thank you for wanting to be a part of our team here in Grafton. We are excited to have you on board and know you can help us make Grafton a great place to live, work and play. We want you to have great experience working here and will do our best to help you get comfortable and acclimatize to your new work environment.

We have prepared this “welcome packet” to help you become acquainted with the Town and streamline the paperwork required of new-hires. This packet is divided into five sections as follows:

Section 1: Helpful information as you transition into your new job;

Section 2: Items needed to set you up in our payroll system;

Section 3: Policy and training requirements;

Section 4: Health insurance and optional benefits;

Section 5: Summary of all the required forms you’ll need to return to the Office of the Town Administrator.

Additionally, your department head will assign you a mentor to help you transition into your new role. Please use your mentor as a resource and they will help you in any way they can. I also want you to feel welcome to come and talk to me anytime.

If not otherwise noted, if you have any specific questions while working through this packet, please contact me at 508-839-5335 ext. 1180 or at [bosgroup@grafton-ma.gov](mailto:bosgroup@grafton-ma.gov).

We look forward to working with you soon!

Sincerely,



Timothy P. McInerney

## Section 1: Introduction to the Town of Grafton

Below is information we hope you will find helpful your first few weeks on the job. Please let us know if there is anything else that would have been helpful, so we can provide if for the next new employee.

<b>Phone Directory</b>	
<a href="#">Here</a> is a municipal staff listing with telephone extensions.	
<b>Municipal Center Map</b>	
<a href="#">Here</a> is a map of the municipal center showing each department.	
<b>Emergency Evacuation Procedures</b>	
If there is ever an emergency, the evacuation procedures are at this <a href="#">link</a> . Please be familiar with these procedures.	
<b>Information Technology Requests</b>	
If you are having computer problems and need to open a ticket for help, you will need to create a SeeClickFix username to start. Contact Rebecca Meekins at <a href="mailto:meekinsr@graffton-ma.gov">meekinsr@graffton-ma.gov</a> and she will set you up.	
<b>CodeRED</b>	
The Town uses CodeRED for its emergency notification system. If the Municipal Center will be closed for an emergency, this is how you will be notified. Please follow <a href="#">these instructions</a> to sign up to be notified.	
<b>Facebook and Twitter</b>	
The Town also uses Facebook and Twitter. Our Facebook page is “Town of Grafton, MA” our Twitter feed is “@TownofGraftonMA”. Please put these in your email signature line to help spread the word and “like” us on Facebook.	
<b>ADI Time Clock Instructions</b>	
The Town uses ADI/Asureforce for our timesheets and leave accruals. This <a href="#">link</a> will show you how to log-in and use the system. You will receive an ID badge your first day on the job. For non-salary employees, you’ll use this badge as your card to swipe in everyday. We are paid every other week. You’ll need to have your timecards up to date every other Friday afternoon. Time punches are automatic, but it is good idea to double check especially if you worked overtime.	
<b>See, Click, Fix</b>	
The Town uses “See, Click, Fix” as our work order management system. There is a mobile app as well as an interface on the Town’s homepage. This is how you will put in a service request i.e. your office is too cold, or the bathroom sink is leaking, or you	

have an IT request. Town residents can also use the app to report issues they find around town.	
<b>Telephone System Instructions</b>	
Please go to this <a href="#">link</a> for instructions on using the telephone and voicemail system.	
<b>Public Server</b>	
The Town has a public server where forms, user-guides, etc. can be found and shared. We do not have an intranet, so this serves as our substitute. If there is something specific that is not in this packet, it can probably be found on the public server.	
<b>Selectmen</b>	
<p>Our current Selectmen are as follows:</p> <ul style="list-style-type: none"> <li>• Bruce Spinney, Chair</li> <li>• Sargon Hanna, Vice Chair</li> <li>• Jen Thomas, Clerk</li> <li>• Brook Padgett</li> <li>• Craig Dauphinais</li> </ul>	

## Section 2: Payroll Information

This section contains all the information necessary to get you paid (a very important section). Below is a brief description of each item as well as the page number in the packet where the form can be found. The forms are also outlined in the PDF—if you open the outline view on your PDF reader this will make navigating the packet much easier.

<b>Emergency / Contact Information</b>	
A contact in case of an emergency on your behalf. This <a href="#">form</a> may also be used as a change of address form.	
<b>I-9 Employment Verification</b>	
Please fill out an <a href="#">I-9 Form</a> . This is proof that you have the legal right to work in this country. Please complete Section 1, and PRINT clearly. You'll need to bring in identification as well. A list of acceptable identification is included.	
<b>W-4 Tax Withholding</b>	
Complete <a href="#">sections 1-7</a> at the bottom of the page. This will show how much of your check will be withheld for tax purposes.	
<b>Social Security Statement (SSA-1945)</b>	
As Social Security Taxes are NOT withheld, sign <a href="#">this form</a> acknowledging this fact. Social Security is not withheld because we are part of the Public Employee Retirement System—Worcester Regional Retirement.	
<b>WRR Worcester Regional Retirement (Pension)</b>	
<p>Town employees are members of Worcester Regional Retirement System (WRRS) which provides generous retirement benefits. WRRS provides a defined benefit pension at retirement for Town employees. The pension formulas and employee contribution amounts may vary by bargaining unit, date of hire, prior qualifying service, and classification. Click <a href="#">here</a> for more information from the WRRS website or <a href="#">here</a> for a PERAC guide from the State. Please complete the <a href="#">Enrollment and Beneficiary forms</a>. Birth Certificate is required. If you used a birth certificate for your I-9 forms, it will be accepted.</p> <p>The table below summarizes how much of your paycheck you will be required to contribute to your pension. Most new hires will be in Group 2 with a hire date after July, 1, 1996. This means that you will be required to contribute 9% of your salary, plus and additional 2% for any income over \$30,000.</p>	

**Table 1. State Employee and Teacher Pension Contribution Rates**

Group	Date Entered System	Contribution Rate
Groups 1, 2, 4	Prior to 1975	5%
	Jan 1, 1975- Dec 31, 1983	7%
	Jan 1, 1984- June 30, 1996	8% (+2%)
	After July 1, 1996	9% (+2%)
Group 3*	After July 1, 1996	12% (+2%)
Teachers**	After July 1, 2001	11%

\* Contribution rates for Group 3 employees are the same as Groups 1, 2, and 4 until June 30, 1996.

\*\* Contribution rates for Teachers are the same as Groups 1, 2, and 4 prior to July 1, 2001.

#### 457 Deferred Compensation

For the majority of our employees, participation in our deferred compensation program is optional. (Participation is mandatory only if you are not eligible for a pension under WRR AND you are NOT currently collecting retirement benefits or you are NOT a student.)

A deferred compensation program allows you to set aside a portion of your paycheck pre-tax and let it grow in an account until you retire. It is meant to supplement other retirement income you may be eligible for.

The Town offers a 457 deferred compensation plan through ICMA RC. Additional information on enrolling in a 457 plan can be found on the Town's website at this [link](#). You may decide to start contributing to a 457 deferred compensation account at anytime.

#### Direct Deposit Authorization Form

Please attach a copy of a voided check when returning [this form](#).

#### Grafton Municipal Employee's Association (Union)

[This form](#) is your authorization for dues to be deducted from your pay. Tammy Kalinowski is the association representative and is located in the Assessor's office. See her for any questions regarding the GMEA contract. A copy of the contract can be found [here](#).

### Section 3: Training and Policy Requirements

You'll need to be familiar with the following policies. After reviewing each policy, please check the box next to it and sign and return this page to the Assistant Town Administrator.

<b>Personnel Handbook</b>	
The <a href="#">personnel handbook</a> contains polices and important information for employees to know and understand. Most of the following policies are incorporated in the personnel handbook.	
<b>Computer Information and Resource Policy</b>	
The <a href="#">Computer Information and Resource Policy</a> pertains to employees that will have access to computer equipment on a regular basis.	
<b>Ethics-Conflict of Interest Policy</b>	
Please read this <a href="#">summary material</a> and then go <a href="#">online</a> to complete computer-based training. It is very important that you print out a copy of your <a href="#">completed certificate</a> and return to the Town Clerk. <u>This must be completed within 30 days of hire.</u>	
<b>FMLA – Family Medical Leave Act</b>	
<a href="#">This</a> protects your job in the event you or family members have health issues. This is an unpaid leave. Restrictions apply.	
<b>Drug &amp; Substance Abuse Policy</b>	
Providing a <a href="#">drug-free workplace</a> if very important to the Town. Violations of this policy are taken very seriously.	
<b>Sexual Harassment Policy</b>	
All employees have a right to a harassment-free workplace. As outlined <a href="#">in the policy</a> , please notify a superior of any situation you feel is harassing.	
<b>Notice of Non-Discrimination and ADA Grievance Procedure</b>	
Section 36 of the personnel handbook references the Town's commitment to complying with ADA. The formal Grievance Procedure for ADA related issues and notice of non-discrimination are available <a href="#">here</a> .	

I hereby certify that I was given a copy of the above policies and have been given an opportunity to ask questions about the content of each of the policies. I certify that I have read and understand the contents of each of the policies above.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

## Section 4: Employee Benefits

The Town offers a very competitive benefits package. Please see below for the different benefits offered. If you have any questions, please contact the Assistant Town Administrator for more information.

<b>Health Insurance</b>	
<p>The Town offers health insurance through the State's Group Insurance Commission (GIC). Please complete and sign the new employee GIC form to select your plan and to allow deductions to be taken from your check before taxes.</p> <p>NOTE: the GIC imposes a 60-day waiting period for newly hired employees who enroll in a GIC health plan to become covered under a GIC health plan referred to as the "Hiatus Period". If you as a new employee incur a medical expense(s) during the Hiatus Period that in sum exceeds the full-cost health insurance premium of the GIC selected plan for the Hiatus, you may file a written request to the GIC for approval of health coverage to become effective retroactive to the first day of employment.</p> <p>Information about each of the health insurance plans and the cost of each can be found at this <a href="#">link</a>. You must enroll either now as a new employee, or wait to the next open enrollment period (usually in May of each year).</p>	
<b>Section 125 Election Form</b>	
<p>Completing <a href="#">this form</a> allows your Medical and Dental premiums to be deducted from your check pre-tax.</p>	
<b>Flexible Spending Account</b>	
<p>A flexible spending account is a pre-tax program which excludes from Federal income tax purposes expenses for medical, child care or dependent care. The Town has made an FSA available to employees and pays for the administrative costs. Additional information as well as the enrollment information can be found on our website at this <a href="#">link</a>.</p>	
<b>Health Reimbursement Arrangement (HRA)</b>	
<p>The Town offers a Health Reimbursement Arrangement (HRA) in which it reimburses (1) outpatient surgery copayments, (2) inpatient hospital admission copayments and (3) high-tech imaging scan copayments. For more information click <a href="#">here</a>.</p>	
<b>Dental Insurance</b>	
<p>The Town offers a group dental insurance plan through Altus Dental insurance. The Town does not contribute to the premium costs. More information as well as the enrollment form can be found on the town's website at this <a href="#">link</a>. If you wish to enroll, please return the signed and completed Altus enrollment form allowing deductions to be taken out of your check before taxes. You must enroll either now as a new employee, or wait to the next open enrollment period (usually in May of each year).</p>	

**Basic Life Insurance with AD&D**

Basic life insurance is offered to all benefited employees through Boston Mutual Life Insurance Co. The Town covers 50% of the premium costs for the first \$5,000 for life and \$2,000 for AD&D. Upon retirement the benefit is reduced to \$2,000 – life and \$2,000 – AD&D

Additional life or disability insurance is available; the employee absorbs all additional costs. If you elect to receive additional insurance coverage, please see our [website](#) for additional information on plan and vendor options.

Please return the signed & completed [Boston Mutual form](#). If you would like to waive the life and AD&D insurance please complete the waiver section on the bottom of the form.

**Vacation Leave**

Employees earn vacation leave according to the following schedule:

Years Service Completed	Earned Vacation Time
(1) Employed 1 year, but less than 5 years:	two weeks
(2) Employed 5 years, but less than 10 years:	three weeks
(3) Employed 10 years but less than 20:	four weeks
(4) Employed more than 20 years:	five weeks

New employees with significant qualifications and/or experience may be eligible for additional vacation benefits at the discretion of the Town Administrator. The Department Head or Town Administrator has the exclusive right to decide and approve when vacation time is to be taken by an employee.

**Sick Leave**

All regular employees will receive one and one-quarter (1 and ¼) days for each month of employment or fifteen (15) days a year for sick leave cumulative to a maximum of 120 days; regular part-time employees may accrue up to 120 days.

**Holidays**

All permanent, full-time employees receive regular pay for the following twelve and one-half (12.5) holidays:

- New Years Day, January 1<sup>st</sup>
- Martin Luther King Day, Third Monday in January
- President’s Day, Third Monday in February
- Patriot’s Day, Third Monday in April
- Memorial Day, Last Monday in May
- Independence Day, July 4<sup>th</sup>
- Labor Day, First Monday in September
- Columbus Day, Second Monday in October
- Veteran’s Day, November 11<sup>th</sup>
- Thanksgiving Day, Fourth Thursday in November

- Friday after Thanksgiving, Fourth Friday in November
- Christmas Eve (half day), December 24<sup>th</sup> (if on a regular work day)
- Christmas Day, December 25<sup>th</sup>

If any holiday falls on a Saturday, it shall be observed on a Friday; if a holiday falls on Sunday, it shall be observed on Monday. Holidays are observed on those dates as specified by Federal or State law.

**Working Advantage**

The Town is a member of “Working Advantage” which offers retail discounts to employees. Employees may create an account at [workingadvantage.com](http://workingadvantage.com) using the Town’s member ID of #100615396.

**Mobile Phone Discount**

Government employees are eligible for approximately a 15% discount with Verizon and Sprint. In order to sign up, contact a company representative; you’ll need to provide them with your email address.

**Gym Membership Discount**

The Whittin Community Center offers Town employees a corporate membership rate which is a 25% discount and no joining fee. You’ll just need to show your employee ID badge when joining.

## **Section 5: Summary and Submittals**

In summary, the following items need to be submitted to the Office of the Town Administrator.

### **REQUIRED FORMS**

**Emergency / Contact Information Form**

**I-9 Employment Verification**

**Two forms of Identification**

**W-4 Tax Withholding**

**Social Security Statement (SSA-1945)**

**WRR Enrollment and Beneficiary Form**

**Direct Deposit Authorization Form**

**GMEA Deduction Form (association employees only)**

**Page 6 of this Document Signed and Completed**

### **OPTIONAL FORMS**

**457 Deferred Compensation**

**Health Insurance Enrollment Form**

**Copy of birth certificates (for dependents) or marriage certificate (for a spouse) that will be covered on your health insurance plan**

**Sec 125 Election Form**

**Dental Enrollment Form**

**Basic Life Insurance Form**