

**TOWN OF TISBURY**  
**PERSONNEL BOARD/PERSONNEL DIRECTOR**

**BENEFITS POLICY**

**BASIC LIFE INSURANCE POLICY**

The Town will offer a basic life insurance policy to all eligible employees at the time of initial hire.

**BEREAVEMENT LEAVE POLICY**

Emergency leave of up to five (5) days may be granted for a death in the employee's immediate family. Immediate family shall include: wife, husband, domestic partner, mother, father, grandfather, grandmother, child, step-child, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, niece, nephew or grandchild. Additional requests for Bereavement Leave may be approved by the Personnel Board. Compensation shall be limited only to the time lost from the employee's normal straight time schedule.

**DENTAL INSURANCE**

The Employer will make available dental insurance to full time employees which cost will be the responsibility of the employee.

**HEALTH INSURANCE**

All eligible employees are entitled to participate in the health insurance programs offered by the Town. Eligibility is determined in accordance with the policies, M.G.L. CH. 32B and other applicable state and federal laws. Employees must comply with the notice requirements regarding dependents and selection of benefits.

**HOLIDAYS POLICY**

Recognized Holidays.

The following days shall be recognized by the Town on the day on which they are legally observed by the Commonwealth of Massachusetts. On these days employees will be excused from duty without loss of pay except where the Town determines that the services of the employee are required to maintain essential Town services.

Christmas Eve Day

Labor Day

New Year's Day

Columbus Day

Martin Luther King Day

Veteran's Day

President's Day

$\frac{1}{2}$  Day before Thanksgiving

Patriot's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Floating Holiday	
Any other day declared a holiday by the Board of Selectmen or the Governor of the Commonwealth	
Administration of Holiday Pay.	

If any holiday or half- holiday falls on a Saturday or a Sunday, it shall be granted on the previous Friday or the following Monday or paid as a holiday or half-holiday at the discretion of the Employer.

If a holiday falls on a day when a department is regularly closed, full-time employees in the department may receive an extra one day's pay (or  $\frac{1}{2}$  day's pay for  $\frac{1}{2}$  holidays), or take a day off with pay with the exception that for each regular part-time employee "one day" shall mean one-fifth (1/5) of the number of hours regularly worked per week.

Employees shall be allowed one floating holiday during the fiscal year, which may be scheduled on any day provided the employee requests the holiday in advance and receives approval from his/her supervisor(s).

Unless a contract governs otherwise.

#### JURY DUTY

Employees called for jury duty shall be paid for the amount equal to the difference between compensation paid for the normal working period and the amount paid by the court excluding allowance for travel. An employee will report to work on any scheduled workday or part thereof that his/her attendance is not required for jury duty.

#### LONGEVITY PAY POLICY

Longevity shall be paid a set amount as determined by the Personnel Director with the approval of the Town Meeting according to the following steps:

- Step One: 10 years or more employment as of July 1
- Step Two: 15 years or more employment as of July 1
- Step Three: 20 years or more employment as of July 1
- Step Four: 25 years or more employment as of July 1
- Step Five: 30 years or more employment as of July 1

Managerial and Professional employees shall be awarded (2) paid personal days upon being employed by the Town. Each Managerial and Professional employee shall be granted three (3) days of paid personal leave during each subsequent fiscal year. Paid personal days shall not accrue and to be used in the same fiscal year as granted.

This Policy replace existing policy 9.0, 12.0, 14.0, 16.0, 18.0 and 25.0 in the Personnel Manual. The Personnel Board adopted this policy January 18, 2018. To take effect on February 1, 2018.

William McConnell

William McConnell

1/23/18

Date

Jack Rollins

Date

Barbara Fortes

Date