

**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. In the even of death of a members of the employees non immediate family, defined as aunt, aunt-in-law, uncle, uncle in law, or cousin the employee shall receive (1) one day of paid leave to attend services.

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.
Commonwealth of Massachusetts. On these days employees will be excused from duty without loss of pay. Excepting days that be determined by the Town service the employees are required to be in the essential Town services.

Christmas Eve Day

Labor Day

New Year's Day

Columbus Day

Martin Luther King Day

Veteran's Day

President's Day

½ 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 ½ day's pay for ½ 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

PERSONAL USE POLICY

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. This Policy was revised on June 17, 2022.



John Schilling

6/17/22


Date



Christine Redfield

06/17/2022

Date



Marilyn Wortman

6/17/22

Date