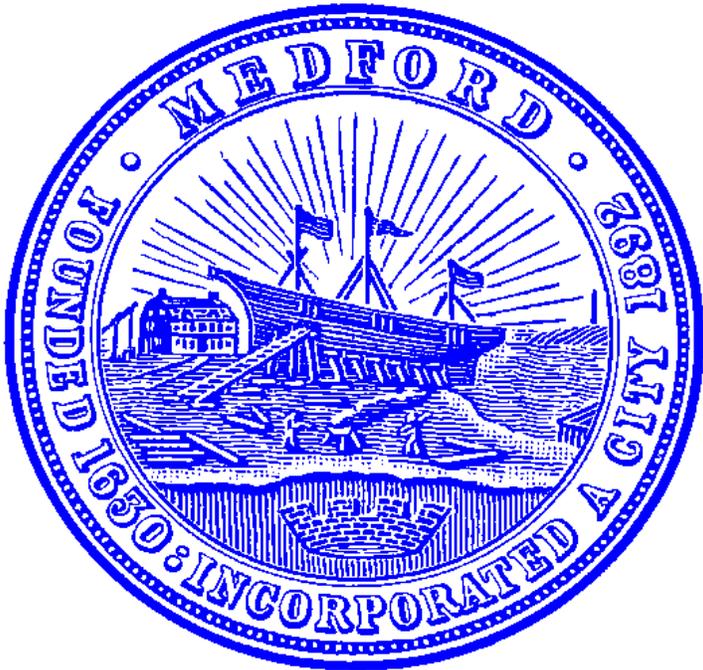


**CITY OF MEDFORD
EMPLOYEE HANDBOOK**

12/01/19



CITY OF MEDFORD
EMPLOYEE HANDBOOK

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CITY OF MEDFORD

The content of this Handbook has been prepared to provide both new and present City employees with current and useful information regarding their employment. It is hoped that this publication will be a useful reference regarding the rights, privileges, and responsibilities of a career in City service. This Handbook is for reference only. Many union contracts may supersede portions of this Handbook.

As employees of the City of Medford, we are constantly being challenged to provide the citizens with the highest quality of service possible. Each one of us has an important role in the efficient operation of City government. Whether an employee of four days or forty years, we must renew our pledge every working day to serve as well as we can.

If you have any questions, please feel free to contact any of the staff in the Personnel Department. We are here to assist you with any matter relating to your employment.

With best wishes,

Personnel Department

CITY GOVERNMENT

The City of Medford is in Middlesex County, 5 miles north of downtown Boston. Founded in 1630, Medford was incorporated as a city in 1892. It occupies a land area of 8.21 square miles and has a population of approximately 56,000. The City is located on the Mystic River and is bordered by the communities of Arlington, Everett, Malden, Somerville, Stoneham, and Winchester. Effective January 1, 1988, the City changed to a modified Plan A, or "Strong Mayor" form of government. It is governed by an elected mayor with a seven-member City Council, which is elected at-large every two years. The Mayor is the City's chief executive officer. The Mayor appoints department heads and members of boards and commissions except for the City Clerk who is appointed by the City Council. An elected school committee of six (6), independent of the mayor and city council, administers the City's schools and appoints the Superintendent of Schools. The Mayor serves as its chairperson.

DEFINITIONS

As an employee of the City of Medford, you should be familiar with the following terms that are mentioned in this Handbook and the effect they have on your employment.

City Ordinances: These are policies ordained by the City Council, including a section on personnel, which establishes basic employee rights and responsibilities.

Chief of Staff: The City has a full-time Chief of Staff and assistant who are available to assist City officials and employees on day-to-day personnel matters.

Human Diversity and Compliance Director: The City has a full-time Diversity Director who is available to assist City officials, employees, and individuals in Medford on matters of discrimination, disability access and equal opportunity.

Civil Service: The City government operates under a statewide Civil Service system. Much of positions in the City are governed by the Civil Service system. The state administrative agency that oversees the Civil Service System is the Human Resources Division. The Civil Service Commission acts as an appeals and rule-making body.

Department Head and Supervisor: These are officials in the executive branch of City government who have the responsibility of overseeing the provision of government services and the employees who perform those services.

Appointing Authority: The person or officials authorized by law to make appointments and dismissals. The Mayor is the appointing authority for municipal employees of the City excluding the City Clerk who is appointed by the City Council.

SEXUAL HARASSMENT POLICY STATEMENT

The City of Medford believes in the dignity of the individual and recognizes the right of all people to equal opportunities. Sexual harassment is defined by the Equal Opportunity Commission as, “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature”. It creates a negative, harmful work environment and therefore will not be tolerated in this municipality. We are committed to providing employees with a work environment free of unsolicited and unwelcome sexual overtones that interfere with their work, productivity, and general sense of well-being.

As with harassment involving race, color, religion, age, ancestry, sex, gender identity, gender expression, national origin, sexual orientation, handicap (disability), participation in discrimination complaint-related activities, genetics, or active military or veteran status the City of Medford will not tolerate, nor condone sexual harassment of its employees in any form, whether committed by supervisors, employees, or non-employees. All employees must take the necessary steps to prevent its occurrence. Sexual harassment can include a wide range of unwanted behavior. Examples of its subtle forms include sexual teasing, remarks, jokes, or questions; and sexually suggestive comments, gestures, or materials of a sexual nature. Sexual harassment can also include requests for dates, requests for sexual favors, and sexual assault.

All employees are expected to support this policy and assist the City in implementing our Affirmative Action programs.

For more detail and information see the Director of Inclusion and Diversity for detailed procedures and additional information.

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

The City of Medford maintains a sincere commitment to the principles of equal employment opportunity, affirmative action, and non-discrimination. The City realizes that Equal Opportunity is the law, yet in addition to that recognition, we believe that equal opportunity is a good policy and is a vital ingredient in the growth of the City. This policy applies to every aspect of employment including the recruitment, hiring, terms and conditions of service of all full time and part time municipal employees. Employment decisions shall be made in accordance with state and federal law and without regard to race, color, religion, sex, gender identity, gender expression, age, national origin, ancestry, sexual orientation, handicap (disability), genetics, participation in discrimination complaint-related activities, political beliefs, or active military or veteran status.

It is the express purpose of this policy to provide persons with equal employment opportunities. Medford’s Equal Employment Opportunity and Affirmative Action programs provide for such access.

See Inclusion and Diversity Director for detailed procedures and additional information.

AMERICANS WITH DISABILITY ACT (ADA) POLICY

The City of Medford, in compliance with the Americans with Disabilities Act (ADA), does not discriminate based on disability in admission to, access to, or operations of its programs and services. The City of Medford does not discriminate based on disability in its hiring and employment practices.

Further information on the City of Medford's specific efforts to comply with ADA can be obtained from:

Director of Inclusion and Diversity
City Hall, Room 214
Medford, MA 02155
(781) 393-2501
nosborne@medford-ma.gov

The City of Medford will provide auxiliary aids, upon request, to people with disabilities who need such aids for effective communication in the City's activities, programs and services. If you need such assistance, please notify the appropriate department head, or the ADA Coordinator. Please make such request at least two (2) weeks in advance. This will help reduce any difficulty, which may be experienced in obtaining certain auxiliary aids and services.

A detailed Grievance Procedure is on file in the Diversity Office, Room 214 for information, discussion, and/or assistance. This notice is available in alternative formats from the Diversity Director.

WHISTLE BLOWER POLICY

Employees of the City of Medford are hereby advised of their rights in accordance with Chapter 149, Section 185 and "The Massachusetts Whistler Blower Statute".

The City of Medford, as employer, shall not take retaliatory action against an employee because the employee does any of the following:

1. Discloses or threatens to disclose an activity, policy or practice which the employee reasonably believes is a violation of the law, or which the employee believes poses a risk to public health, safety or the environment;
2. Provides information or testifies before a public body investigating any violation of the law or risk to public health, safety or environment;
3. Objects to or refuses to participate in activity which the employee reasonably believes is a violation of a law or which the employee reasonable believes poses a risk to public health, safety or the environment.

The employee must, by written notice, bring the activity, policy or practice in question to the

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attention of the persons designated by the City to receive such notice unless (A) the employee is reasonably certain that the activity, policy, or practice is known to one or more supervisors and the situation is emergency in nature, or (B) the employee fears physical harm as a result. Employees aggrieved by a violation of this law may institute civil action in the Superior Court in accordance with M.G.L. Chapter 149, Section 185 (d).

In accordance with this law, the City of Medford has designated the following to receive written notification pursuant to this law:

Director of Inclusion and Diversity

For further information, please contact the Chief of Staff at 781-393-2408.

HARASSMENT POLICY STATEMENT

The City of Medford believes in the dignity of the individual and recognizes the right of all people to equal opportunities. Employees are protected from harassment on the basis of their race, color, religion, national origin, ancestry, sex, gender identity, gender expression, age, handicap (disability), participation in discrimination complaint-related activities, sexual orientation, genetics, or active military or veteran status. We are committed to providing employees with a work environment free of unsolicited and unwelcome verbal and non-verbal behavior that may interfere with their work, productivity, and general sense of well-being.

The City of Medford will not tolerate, nor condone harassment of or by its employees in any form, whether committed by supervisors, employees, or non-employees. All employees must take the necessary steps to prevent its occurrence. Harassment can include a wide range of unwanted behavior. Prohibited behavior includes slurs or other derogatory comments, objects, pictures, cartoons, or demeaning gestures connected to one's membership in a protected group.

All employees are expected to support this policy and assist the City in implementing our Affirmative Action programs.

For more detail and information go to the Diversity Office or contact:

Inclusion and Diversity Director
City Hall, Room 214
(781) 393-2501
nosborne@medford-ma.gov

ETHICAL CONSIDERATIONS AND CONFLICT OF INTEREST- POLICY STATEMENT

In addition to any other conflict of interest and procurement laws required by the federal, state or local statutes, regulations or ordinances, including the Massachusetts General Laws, the City of Medford hereby adopts and affirms its commitment to abide by the conflict of interest requirements of 24 CFR 570.611 (Conflict of Interest) and the procurement regulations set forth at 24 CFR 85.36 (Procurement Standards).

In general, the conflict of interest standards set forth in 24 CFR 570.611 applies to any person who is an employee, agent, consultant, officer, elected official or appointed official of the City of Medford or of any designated public agencies or sub-recipients that are receiving Community Development Block Grants. It prohibits such persons who exercise and have exercised any functions or responsibilities with respect to CDBG activities or who are in a position to participate in a decision making process or gain inside information with regard to such activities from obtaining a financial interest or benefit from a CDBG assisted activity or from having a financial interest in any contract, subcontract or agreement with respect to a CDBG assisted activity or with respect to the proceeds of a CDBG assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. For Urban Development Action Grant (UDAG) programs, these restrictions apply to all activities that are part of the UDAG project.

Further, since the responsibilities of the City of Medford involve the expenditure of money in procurement activities funded wholly or in part through the Department of Housing and Urban Development, the provisions of 24 CFR §85.36 also apply. This regulation, commonly referred to as “the Common Rule” establishes a uniform scheme for ensuring the propriety of procurement activities of grantees and sub-grantees that receive grants from federal agencies. It states, in part, that no employee, officer or agent of the grantee or sub-grantee shall participate in the selection or in the award or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved.

This policy shall encompass all related conflict of interest provisions and ethical requirements, including procurement requirements and any federal, state or local statute or ordinance duly promulgated and applicable to the City of Medford. Violation of the ethical standards contained therein could lead to administrative or disciplinary action.

HIRING & PROMOTIONS

Approximately 90% of all positions in City government are covered under the Massachusetts Civil Service system. The remaining 10% are excluded from Civil Service by state law. This falls under Civil Service: Official Service. Entry into an Official Service position is made by means of a competitive written examination. There are several types of Civil Service appointments, which are outlined below. You should be aware of the type of appointment you hold and the rights that such appointment carries.

- a. Permanent Civil Service appointment - This is an appointment to a position in City service following selection from a list of eligible candidates determined either by examination or date of application. Once a person has served a successful probationary period under this type of appointment, the employee attains permanent status in this position. Employees may verify the length of their probationary period for their position with the Personnel Department.
- b. Provisional Civil Service appointment - This type of appointment applies to Official Service titles and is made when there is no existing list of eligible candidates. Candidates for provisional appointments must meet the minimum qualifications for a position. In all such appointments, the incumbent eventually must take an examination and be appointed from a list of eligible to achieve permanent status.
- c. Temporary Civil Service appointment - This is a time-limited appointment following certification from an eligible list. Individuals filling temporary appointments in official service are not eligible for permanent status, except through separate competition. Temporary labor service employees are eligible for permanent status under certain circumstances.
- d. Emergency Civil Service appointment - This is an appointment made for not more than 30 working days to cover an unforeseen emergency. Emergency appointments cannot be developed into permanent appointments.
- e. Seasonal appointment - This is a short-term employment, from May 1 through September 30 and from November 1 through April 1 of any year. Seasonal employees are not eligible for unemployment insurance at the end of their employment and they will be required to sign a form from the Department of Employment and Training (Form 1872) that states the same.
- f. Regular employees are those who hold full or part time positions other than seasonal, intermittent, or emergency. Appointments may be Civil Service or non-Civil Service. Candidates for all Labor Service positions, police and fire positions, and certain other positions are required to pass a physical examination prior to employment. The City pays for the examination, but a candidate who, after passing the exam, decides not to accept the job, will be billed for the cost of the exam.

PROBATIONARY PERIOD

All new employees appointed to regular positions will be on probation for a period of six months unless different in the collective bargaining agreements. If you have questions about the job duties, benefits, or other issues, this is the time to resolve them.

At the same time, the employer can evaluate the employee's performance. If the employee is not performing satisfactorily according to the department head, employment may be terminated.

PROMOTIONS

When position vacancies occur, current employees are considered before outside candidates. Promotional bulletins are posted on departmental bulletin boards for five working days prior to selection (or as required via contract). These announcements detail such information as the duties and responsibilities of the job, experience required and job location. In the case of Labor Service, Civil Service regulations require the selection of one of the first three employees with the most seniority in the position who has expressed interest in the promotion. If there is no employee qualified and willing to accept the promotion, the appointing authority must choose someone from a certified labor service list.

In Official Service, the appointing authority must choose candidates from a promotional Civil Service list. Said list includes names of applications that have been certified through an exam process.

Promotional opportunities in non-Civil Service positions are posted when deemed appropriate. City employees who meet the minimum qualifications are eligible to apply for such openings.

Selection for promotion, whether in Civil Service or non-Civil Service, considers job knowledge, attendance record, dependability, and other factors.

POSITION CLASSIFICATION & PAY PLANS

The classification plan covers City positions. Each position in the classification plan has an established salary range. An employee normally begins at the entrance step of the range. If the employee performs satisfactorily in the position to which appointed or promoted, the employee can look forward to attaining the maximum step in stated increments.

The compensation and classification plans are companion documents. Amendments to either plan must be approved by City Council. Copies of the plans are available at the Personnel Office.

PAYROLL

Your paycheck and payroll deductions are directly related to the pay plan and its administration. Employees are paid weekly by check covering the period of the previous week. Paychecks will reflect payroll deductions mandated by law, including federal income tax, state income tax, and contributions to the retirement system. For employees hired after April 1, 1986, there is an additional deduction for Federal Medicare. Employees also may select optional deductions including an annuity

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and deferred compensation, credit union, health, dental and life insurance.

DIRECT DEPOSIT

Direct deposit of paychecks to the employee's bank account is available upon request to the Payroll Office. To enroll in the Direct Deposit program, you need to complete the "Authorization for Direct Deposit" that is your enrollment packet. You will need to attach a cancelled or voided check to this form.

OVERTIME

Overtime pay is granted in accordance with the Fair Labor Standards Act, as amended in 1985, whereby non-exempt full-time public employees who work more than 40 hours per week are eligible for compensation at the rate of time and a half. The City also pays time and a half for overtime to non-exempt employees whose normal workweek is 35 hours. Employees should consult collective bargaining agreements for any additional provisions. Employees should check paycheck stubs for accuracy and for occasional notices.

RECORD OF ACCRUED LEAVE

Your paycheck also includes your sick leave and vacation leave balances. Employees should review these balances for accuracy, most specifically after having used leave.

BENEFITS

In general, the City provides benefits to regular employees. Emergency, seasonal, or intermittent employees are not entitled to benefits. Please note eligibility in each section below, and refer to applicable collective bargaining agreements, or in the case of management positions, the City Ordinances.

VACATION LEAVE

Generally, City employees are granted vacation based on years of service. Vacation may not be used until after the completion of the probationary period. Vacation eligibility *may vary* depending upon your union membership. City Ordinance Sec. 66-64, as amended, states that employees shall accrue vacation pro-rata from hire date. Unless otherwise provided for by collective bargaining, employees earn vacation as follows:

Length of Service	Vacation
6 months - 5 years	10 days
5 years - 10 years	15 days
10 years - 15 years	20 days
15 years - 20 years	25 days
20 years or more	30 days

Employees are given the opportunity to accrue vacation leave in order that they may have periods of rest and relaxation from their jobs for health and well-being, consistent with workload and staffing requirements of their departments.

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Employees who were hired prior to January 1, 2016 and had their prior year vacation posted on January 1, 2016 will not have time accrued but continue with prior methodology. Employees hired prior to January 1, 2016 but was not employed for the requisite number of weeks per prior ordinance, will fall under the amended ordinance.

Employees are encouraged to request vacation leave in blocks of time enough to ensure vacation periods to best serve the public interest. Vacation allowance may not be accumulated from one year to another (unless collective bargaining agreements provide otherwise) except when, in the opinion of the appointing authority, it is impossible or impractical to do otherwise because of work schedule or emergency situations. Whenever employment is terminated by dismissal through no fault or delinquency of an employee, or by resignation, retirement, or death, all unused vacation leave will be paid at the regular rate of compensation to the employee or to his/her estate. If a holiday falls within a vacation period, it does not count as part of the vacation allowance.

HOLIDAYS

To qualify for holiday credit, an employee must work on the last regularly scheduled work day prior to, and the next regularly scheduled work day following each holiday unless it is an absence for which compensation is payable. The administration of Holidays differs for Police Officers and Firefighters. These employees should refer to the Union Contract for holiday leave information. The following days in each year are considered as holiday credits:

New Year's Day	Independence Day
Martin Luther King Day	Labor Day
Presidents' Day	Columbus Day
Patriots' Day	Veterans' Day
Memorial Day	Thanksgiving Day
Bunker Hill Day	Christmas Day

If a recognized holiday occurs on a Saturday, the employee will be permitted one day's absence on the preceding Friday, with pay. If the holiday occurs on a Sunday, the employee will be permitted one day's absence the following Monday with pay.

SICK LEAVE

Sick leave with pay is granted to employees when they are unable to perform their duties due to sickness, injury, or quarantine by health authorities. If hire date is on or before 4/1/85, you are entitled to 18 days per year/10.5 hours per month. If hire date is after 4/1/85, you are entitled to 15 days per year/8.75 hours per month. Paid sick leave becomes effective upon expiration of the six (6) month probationary period. Sick leave unused may be carried forward into subsequent years. If you are sick five (5) or more days, you may need to show a Doctor's note. Depending on the illness, a note demonstrating that you are fit to return to work may be requested.

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Sick leave begins on the day notification of illness is given by the employee, the employee's family or physician. Such notification must be given within one hour of the regular starting time. A physician's certificate is required at the end of two weeks of illness. Subsequent certificates may be required at the discretion of the appointing authority or department head. Department Head's should notify the personnel office of their absence.

An employee must have ten or more years of service with the City in order to qualify for payment for accumulated sick leave use. The payment will be included in your last pay check. Provided an employee has fifty days or more of accumulated sick leave upon his or her separation from the City, he or she will be entitled to payment from the City in the amount of \$17.50 per day for each day of such accumulated sick leave, not to exceed \$4000. If in the last five years of employment, an employee has used an average of 4 or fewer sick days per year, the buy back amount shall be equal to \$25 per day for each day of such accumulated sick leave, not to exceed \$4500. Please refer to Collective bargaining agreements for each union that describe entitlement to sick leave buy back. Employees who are terminated for cause are not entitled to compensation in lieu of any sick leave not taken. Please refer to each union contract for specifics to union personnel.

PERSONAL LEAVE

Personal leave allows employees time for matters not covered by other types of leave, such as conducting personal business or attending the funeral of a friend. A personal leave of absence of zero days is allowed for Department Heads while three days for non- union positions. Please refer to Collective bargaining agreements for each union. Personal leave is allowed at the discretion of the department head after receiving reasonable notice from the employee. Personal leave cannot be used during the first six months of employment.

OTHER TYPES OF LEAVE

There are several situations in which leave with pay for special or unusual reasons may be granted. These are outlined below. Employees are advised to check applicable collective bargaining agreements and the City By-Laws for additional provisions.

1. Bereavement Leave - An absence with pay, to the extent necessary but not to exceed four days, is granted in case of death of an immediate member of an employee's family (spouse, child, father, mother, sister, brother, father-in-law, mother-in-law, grandchildren, or grandparents.) An absence with pay of two days is granted in case of death of an employee's brother-in-laws, sister-in-law, son-in-law, daughter-in law, uncle, aunt, nephew or niece. (This benefit varies by union.)
2. Military Leave - Any permanent employee of the City called for an annual tour of duty with the armed forces will be paid his/her full base salary by compensating those in service by filling the gap that may exist between military pay and regular municipal compensation. In addition, all benefits, including seniority rights are maintained as if no interruption occurred.
3. Jury Duty Leave - A regular employee called for jury duty will be paid an amount to bring the employee's salary up to the usual rate of pay. Notice of service must be filed with the department head upon receipt of a summons.

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4. Maternity Leave - A female employee who has completed the initial probationary period will be granted a maternity leave without pay for a period not exceeding twelve weeks, unless otherwise provided by collective bargaining agreements. The employee should give at least two weeks notice to her employer of her anticipated date of departure and return. An employee who takes a maternity leave will be restored to her previous or a similar position with the same status, pay, and length of service credit and seniority as of the date of leave. A physician's certificate must be submitted to the employee's department head before returning to work. Accrued sick leave benefits are provided for maternity leave purposes (for the first eight weeks of leave) under the same terms and conditions which apply to other temporary medical leaves.

LONGEVITY

Collective bargaining agreements may provide for longevity payments to employees who have been employed by the City for specified number of years. Employees should consult the appropriate collective bargaining agreement or City By-Laws for details.

FAMILY AND MEDICAL LEAVE ACT

The Family and Medical Leave Act (FMLA) is a Federal mandate that became effective on August 5, 1993. Under the Act, eligible employees are entitled to a total of 12 work weeks of unpaid, job-protected leave during any 12-month period for one or more of the following reasons:

1. For the birth or placement of a child for adoption or foster care.
2. To care for an immediate family member (spouse, child or parent) with a serious health condition.
3. To take medical leave when the employee is unable to work because of a serious health condition.
4. For qualifying urgencies arising if an employee's spouse, son, daughter or parent is on active duty (or on call to active duty status) as a member of the National Guard or Reserves in support of a contingency operation.
5. Up to twenty-six weeks of unpaid leave must be granted for an employee to care for a military service member (spouse, child, or parent or next of kin) with a serious illness or injury provided the employee takes no more than 12 weeks of leave because of a qualifying urgency or for any other FMLA - qualifying reason.

The Personnel Department will determine your eligibility for FMLA, if any of these circumstances arise. Employees commonly believe that FMLA applies only when they have no remaining paid leave. This is incorrect. If you are absent due to any of the above-mentioned circumstances, the City may place you on Family Medical Leave. To be eligible for FMLA coverage, an employee must have worked for the City of Medford for 12 months and at least 1,250 hours during that time.

Employees who are granted unpaid leave should be aware that certain benefits do not accrue during that time. Employees will be required to exhaust appropriate paid leave before going out on unpaid leave. In addition, employees on unpaid leave are required to pay the employee share on health and life insurance for that period.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

This outline of Privacy Practices describes how we may use and disclose your protected health information to carry out treatment, payment or health care operations and for other purposes that are permitted or required by law. It also describes your rights to access and control your protected health information. "Protected health information" is information about you, including demographic information, that may identify you and that relates to your past, present or future physical or mental health or condition and related health care services.

Uses and Disclosures of Protected Health Information

We use health information about you for treatment, to obtain payment for treatment, for administrative purposes, and to evaluate the quality of care that you receive. We may use or disclose identifiable health information about you without your authorization for several other reasons. Subject to certain requirements, we may give out health information without your authorization for public health purposes, for auditing purposes, for research studies, and for emergencies. We provide information when otherwise required by law, such as for law enforcement in specific circumstances. In any other situation, we will ask for your written authorization before using or disclosing any identifiable health information about you. If you choose to sign an authorization to disclose information, you can later revoke that authorization to stop any future uses and disclosures.

We may change our policies at any time. Before we make a significant change in our policies, we will change our notice and post the new notice. You can also request an updated copy of our notice at any time.

The Federal regulations that govern the use and disclosure of protected health information may require us to disclose your health information in any of the following situations:

Required by Law. We may use or disclose your protected health information to the extent that law requires the use or disclosure. The use or disclosure will be made in compliance with the law and will be limited to the relevant requirements of the law. You will be notified, as required by law, of any such uses or disclosures.

Public Health. We may disclose your protected health information for public health activities and purposes to a public health authority that is permitted by law to collect or receive the information. The disclosure will be made for the purpose of controlling disease, injury or disability. We may also disclose your protected health information, if directed by the public health authority, to a foreign government agency that is collaborating with the public health authority.

Communicable Diseases. We may disclose your protected health information, if authorized by law, to a person who may have been exposed to a communicable disease or may otherwise be at risk of contracting or spreading the disease or condition.

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Health Oversight. We may disclose protected health information to a health oversight agency for activities authorized by law, such as audits, investigations, and inspections. Oversight agencies seeking this information include government agencies that oversee the health care system, government benefit programs, other government regulatory programs and civil rights laws.

Abuse or Neglect. We may disclose your protected health information to a public health authority that is authorized by law to receive reports of child abuse or neglect. In addition, we may disclose your protected health information if we believe that you have been a victim of abuse, neglect or domestic violence to the governmental entity or agency authorized to receive such information. In this case, the disclosure will be made consistent with the requirements of applicable federal and state laws.

Food and Drug Administration. We may disclose your protected health information to a person or company as directed or required by the Food and Drug Administration (i) To or report adverse events (or similar activities with respect to food or dietary supplements), product defects or problems (including problems with the use or labeling of a product), or biological product deviations, (ii) to track FDA-regulated products, (iii) to enable product recalls, repairs or replacement, or lookback (including locating and notifying individuals who have received products that have been recalled, withdrawn, or are the subject of lookback), or (iv) to conduct post-marketing surveillance.

Legal Proceedings. We may disclose protected health information in the course of any judicial or administrative proceeding, in response to an order of a court or administrative tribunal (to the extent such disclosure is expressly authorized), in certain conditions in response to a subpoena, discovery request or other lawful process.

Law Enforcement. We may also disclose protected health information, so long as applicable legal requirements are met, for law enforcement purposes. These law enforcement purposes include (1) legal processes and otherwise required by law, (2) limited information requests for identification and location purposes, (3) pertaining to victims of a crime, (4) suspicion that death has occurred as a result of criminal conduct, (5) in the event that a crime occurs on the premises of the practice, and (6) medical emergency (not on the Practice's premises) and it is likely that a crime has occurred.

Coroners, Funeral Directors, and Organ Donation. We may disclose protected health information to a coroner or medical examiner for identification purposes, determining cause of death or for the coroner or medical examiner to perform other duties authorized by law. We may also disclose protected health information to a funeral director, as authorized by law, in order to permit the funeral director to carry out their duties. We may disclose such information in reasonable anticipation of death. Protected health information may be used and disclosed for cadaveric organ, eye or tissue donation purposes.

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Research. We may disclose your protected health information to researchers when their research has been approved by an institutional review board that has reviewed the research proposal and established protocols to ensure the privacy of your protected health information.

Criminal Activity. Consistent with applicable federal and state laws, we may disclose your protected health information, if we believe that the use or disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public. We may also disclose protected health information if it is necessary for law enforcement authorities to identify or apprehend an individual.

Military Activity and National Security. When the appropriate conditions apply, we may use or disclose protected health information of individuals who are Armed Forces personnel (1) for activities deemed necessary by appropriate military command authorities; (2) for the purpose of a determination by the Department of Veterans Affairs of your eligibility for benefits, or (3) to foreign military authority if you are a member of that foreign military services. We may also disclose your protected health information to authorized federal officials for conducting national security and intelligence activities, including for the provision of protective services to the President or others legally authorized.

Workers' Compensation. Your protected health information may be disclosed by us as authorized to comply with workers' compensation laws and other similar legally-established programs.

Inmates. We may use or disclose your protected health information if you are an inmate of a correctional facility and your physician created or received your protected health information while providing care to you.

Required Uses and Disclosures. Under the law, we must make disclosures to you and when required by the Secretary of the Department of Health and Human Services to investigate or determine our compliance with the requirements of Section 164.500 et. seq.

Your Rights:

You have the right to inspect and copy your protected health information. This means you may inspect and obtain a copy of protected health information about you that is contained in a designated record set for as long as we maintain the protected health information. A "designated record set" contains medical and billing records and any other records that your physician and the practice use for making decisions about you. Under federal law, however, you may not inspect or copy the following records; psychotherapy notes; information compiled in reasonable anticipation of, or use in, a civil, criminal, or administrative action or proceeding, and protected health information that is subject to law that prohibits access to protected health information. Depending on the circumstances, a decision to deny access may be reviewable. In some circumstances, you may have a right to have this decision reviewed. Please contact our Privacy Contact if you have questions about access to your medical record.

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You have the right to request a restriction of your protected health information. This means you may ask us not to use or disclose any part of your protected health information for the purposes of treatment, payment or healthcare operations. You may also request that any part of your protected health information not be disclosed to family members or friends who may be involved in your care or for notification purposes as described in this Notice of Privacy Practices. Your request must state the specific restriction requested and to whom you want the restriction to apply. We are not required to agree to a restriction that you may request, but if we do agree to the requested restriction, we may not use or disclose your protected health information in violation of that restriction unless it is needed to provide emergency treatment.

You have the right to request to receive confidential communications from us by alternative means or at an alternative location. We will accommodate reasonable requests. We may also condition this accommodation by asking you for information as to how payment will be handled or specification of an alternative address or other method of contact. We will not request an explanation from you as to the basis for the request. Please make this request in writing to our Privacy Contact.

You may have the right to have your physician amend your protected health information. This means you may request an amendment of protected health information about you in a designated record set for as long as we maintain this information. In certain cases, we may deny your request for an amendment. If we deny your request for amendment, you have the right to file a statement of disagreement with us and we may prepare a rebuttal to your statement and will provide you with a copy of any such rebuttal. Please contact our Privacy Contact to determine if you have questions about amending your medical record.

You have the right to receive an accounting of certain disclosures we have made, if any, of your protected health information. This right applies to disclosures for purposes other than treatment, payment or healthcare operations as described in this Notice of Privacy Practices. It excludes disclosures we may have made to you, for a facility directory, to family members or friends involved in your care, or for notification purposes. You have the right to receive specific information regarding these disclosures that occurred after April 14, 2003. You may request a shorter timeframe. The right to receive this information is subject to certain exceptions, restrictions and limitations.

HEALTH/LIFE/DENTAL INSURANCE

Regular employees who work at least 20 hours per week (18.75 for health insurance) are eligible to elect life and/or health insurance. The City of Medford shares in the premium costs of the following insurance programs.

- a) An elective group life insurance and a group accidental death and dismemberment insurance on the life of the employee of \$10,000 are available. The city pays 50% of the premium.
- b) Effective January 1, 2012, all health insurance will be provided via the Group Insurance Commission (GIC). A comprehensive health insurance plan for the employee and dependent family members. The City currently pays 82.5% of the premium.
- c) A voluntary dental plan where employee pays 50% of the premium at group rate.
- d) Voluntary insurance via the Massachusetts Municipal Insurance Program is also available. This includes short term and long-term disability, Universal Life Insurance, Ten-year Term Life along with other options. Our Benefit rep is David Krall at 508-497-3930 x 36

Additional information on life and health insurance programs is available in the Personnel Office, 781-393-2408.

Effective for new hires on or after January 1, 2012, there is a 60-calendar day waiting period for all new hires. New employees must select coverage within ten calendar days from date of hire. Coverage begins on the first day of the month following the 60 days wait period. Coverage ends on the last day of the month following the month that an enrollee leaves municipal service. If an employee does not sign up for health insurance within the first 30 days of employment, he/she must wait until the annual open enrollment period to join. Open enrollment also offers employees the opportunity to change health insurance providers.

The City pays for health insurance one month in advance. For this reason, employees must begin paying their contribution one month in advance of the date coverage becomes effective.

Changes in address, number of dependents or marital status must be reported to the Personnel Office within 60 months of occurrence. Current employees who involuntarily lose health insurance coverage elsewhere may enroll in GIC health coverage within 60 days of the qualifying event with proof of involuntary loss of coverage. See your municipality's GIC Coordinator for details.

COBRA-Temporary Extension of Health Insurance Coverage

Employees who are covered by any of the City's group health plans, have a right to choose COBRA coverage if you lose your group health coverage because of a reduction in your hours of employment or the termination of your employment, for reasons other than gross misconduct on the part of the employee. The following chart is a summary of the conditions that will affect COBRA coverage rights under this law:

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Qualifying Event	Qualified Beneficiary	Length of COBRA
Death of an Employee	Spouse and Dependent(s)	36 months
Termination of Employee	Employee & Family	18 months
Reduction in Hours (< 20)	Employee & Family	18 months
Loss of Dependent Status	Dependent	36 months

The employee or a family member has the responsibility to inform the Personnel Department of a divorce, legal separation, or a child losing dependent status. Once the Personnel Office is notified of a qualifying event, the Personnel Department will in turn notify you that you have the right to choose COBRA coverage. You have 60 days from the date you would lose coverage to inform the Personnel Department that you want COBRA. If you do not choose COBRA, your group health insurance coverage will end. Under COBRA, the (former) employee is required to pay 100% of the premium and an administrative fee of 2%.

If you choose COBRA, the City of Medford is required to give you coverage, which, as of the time coverage is being provided, is identical to the coverage provide under the plan to similarly situated employees or family members. COBRA allows the City to discontinue coverage for the following reasons: The City no longer provides group health coverage to any of its employees; you fail to pay the premium for your coverage; you enter the employ of another employer who offers group health coverage; you become eligible for Medicare; you became eligible for COBRA when you divorced a covered employee and subsequently remarry and are eligible for coverage under your new spouse's group health plan.

CREDIT UNION

Regular employees of the City are eligible to join the Medford Municipal Employees Federal Credit Union after six months of employment. The Credit Union offers employees an opportunity for regular savings through automatic payroll deduction. Interest is paid each quarter and every account is fully insured. Credit Union members may apply for automobile and unsecured loans.

The Credit Union is operated by a board elected by employees from within the membership. The board is authorized to make policies and to manage the Credit Union in accordance with federal regulations. Information and forms, including payroll withholding and loan applications, are available at the Credit Union Office on the second floor, Room 200 of City Hall. Employees may contact credit union staff for further information at 781-393-2458.

RETIREMENT SYSTEM

Membership in the City's retirement system is mandatory for all eligible employees who work 20 hours or more. If you work less than 20 hours, work as a seasonal employee or work in a position not covered by this system, you will be placed into the City's deferred compensation plan administered through ING. If you are a Teacher, see [Mass Teachers Retirement System](#) for all your Retirement services.

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Contribution Rates:

- Employees who became members prior to January 1, 1975 must 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 July 1, 1996 must contribute 8 percent.
- Those employees whose membership commenced on or after July 1, 1996 must contribute 9 percent
- Additional 2% Contribution Rate. If your membership began on or after January 1, 1979 and if your annual rate of regular compensation is \$30,000 or more, two percent of that portion of your rate of regular compensation which is more than \$30,000 will be withheld.

If your employment is terminated before you are eligible to collect a pension, all contributions are refundable upon request.

Certain other full and part time positions contribute 7.5% weekly payroll deduction to the City's deferred compensation plan via VOYA. For information regarding these funds please contact Bates Insurance at 781-396-4985. These contributions are fully refunded at the time of employment termination. Whether you contribute to the retirement system or VOYA will be explained at the time of hire.

Benefits are available in the case of death or incapacity prior to normal retirement, with provisions for dependent children and widows and for disabled employees. Any employee completing twenty years of service regardless of age, or who has reached the age of fifty-five with ten years of service may retire voluntarily. Maximum benefits are eighty per cent of the average salary paid over the highest consecutive three-year period of service.

The Medford Retirement Office will provide each member with individual counseling of benefits earned. We will provide a detailed explanation of the rights each member has when filing for a retirement allowance, as well as explaining the process. We will calculate estimates prior to retirement and inform members with an understanding of the selection of options that are available to them.

The Retirement Office has a Five Member Board. The Board meets once a month to review and vote on matters which affect the system. The Board Meeting dates will be posted on the City of Medford website.

EMPLOYMENT NOT COVERED BY SOCIAL SECURITY

Your earning from this job is not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work your husband or wife, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected. For more information regarding this provision please visit www.socialsecurity.gov.

SAFETY GUIDELINES & PROCEDURES

All employees, whether they work outdoors, in an office, or in a shop, whether they operate a heavy motor equipment, or a desktop computer should be aware of safety guidelines established to protect workers and others in the workplace. Employees also have the right to know if there are hazardous substances in the workplace. You are strongly encouraged to familiarize yourself with the safety guidelines available in your department.

The City of Medford is a municipal Workers' Compensation Self- Insurer. All City employees (except Police and Fire) who are injured within the course and scope of their employment are entitled to certain benefits pursuant to Massachusetts law. All injuries on the job must be reported immediately to the department head. All reported injuries are investigated for the protection of both the employee and the City. In the event of a work injury resulting in the loss of five days of regularly or scheduled work, an employee becomes eligible for weekly benefits retroactive to the first lost day. Employees may use sick leave credit such that, when added to their weekly workers' compensation, it results in the payment to them of their full salary. If sick leave no longer exists, vacation time may then be used.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The City offers an EAP for the welfare of its employees and their families. We have contracted with AllOne Health Resources for this program. They provide a wide range of **confidential** services that help increase employee and organizational health and productivity. Delivering a full-service EAP requires a consultative approach in order to provide the most effective counseling, consulting and training services that fit an organization's needs and philosophy.

AllOne Health provides the following services:

- 24/7 toll-free phone access for employees and eligible members-1-800-451-1834
- Assessment, referral and, short-term counseling through phone or face-to-face visits
- Onsite and online trainings for managers and employees
- Access to a comprehensive work/life resource website
- Expert-provided legal/financial resources and consulting
- Manager and supervisor consultations
- Rapid-response team services including critical incident stress debriefings, layoff support, and threat-of-violence consultations
- Enhanced work/life phone support and concierge services also available

DISCIPLINARY ACTION & APPEAL PROCEDURES

Employees may be disciplined up to and including termination of employment for several reasons including, but not limited to, poor attendance, unsatisfactory job performance, and violation of policies, safety procedures or work rules. In case of disciplinary action, all employees should be aware of their rights.

Those covered by collective bargaining agreements should consult their contracts for rights established therein.

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Employees covered by Civil Service Law have certain rights of procedural due process including written notification, hearings, and rights of appeal in cases of transfer, abolition of position, promotion, demotion, removal, discharge, layoff, or suspension. Employees covered by Civil Service should refer to sections 41 through 46 of Chapter 31 of the Massachusetts General Laws.

In addition, employees not covered by Civil Service or collective bargaining agreements may have rights to due process secured by the United States and/or Massachusetts Constitutions.

EMPLOYEE ORGANIZATIONS

Membership in employee organizations is available to most City employees. Employees become members of these organization based upon whether the title of the position he/she occupies is listed in a given union/organization recognition clause. You should be aware of whether your position is in a union/organization prior to the time that you begin work. These organizations have a right, established by law, to negotiate with management and to enter into collective bargaining agreements, but do not have the right to strike. You are encouraged to investigate the benefits that exist in your collective bargaining agreement.

PERSONNEL FILES

A central file for each employee is maintained in the Personnel Office. Information in the files is considered and treated as confidential. An employee has the right to examine his/her own file, upon request to the Chief of Staff. Any disability related information or FMLA information provided to the employer will be kept in a separate confidential file.

ACCOMODATION REQUEST

If a new or current employee needs an accommodation to his/her job and /or work environment due to a disability, you should contact the ADA Coordinator for this request. An accommodation enables a “qualified individual” with a disability to perform the essential functions of a job.

See Diversity Director for detailed procedures and additional information.

DRUGS AND ALCOHOL IN THE WORKPLACE POLICY

The City of Medford firmly believes that the use of illegal drugs and misuse of legal drugs, including alcohol, is a source of danger in the workplace and a threat to the City’s goal of maintaining a productive and safe work environment. In accordance with the Federal Drug Free Workplace Act, the illegal use, sale or possession of narcotics, drugs or controlled substances while on the job or on City property is an offense warranting disciplinary action up to and including termination. Details about the Drug Free Workplace Act are available in Room 204 of City Hall in the Personnel Office.

Further, a condition of employment on a Federal contract or grant, is that the employee must a) abide by the terms of the policy and b) notify the employer, within five calendar days, if he or she is convicted of a criminal drug violation in the workplace. See below for “Safety-Sensitive.

ALCOHOL AND CONTROLLED SUBSTANCE TESTING POLICY FOR SAFETY-SENSITIVE DRIVERS

In accordance for the Federal Highway Administration regulations, all employees operating motor vehicles which require a Commercial Drivers' License (CDL) are required to partake in random drug and alcohol testing. A full copy of the Policy may be obtained in the Office of Personnel in room 204 of City Hall.

COMPUTER USE POLICY

I. POLICY

That all City of Medford personnel use computers, computer applications, computer programs, Internet resources and network/Internet communications be utilized in a responsible, professional, ethical, and lawful manner.

II. POLICY REVIEW

This policy will be reviewed by the City Solicitor and Chief of Staff or any person so designated by the Mayor, on an annual basis to ensure that it is legally sound and reasonably enforceable.

III. POLICY TRAINING

All full-time administrative staff, support personnel, student interns, volunteer staff and/or any other persons so authorized to use the City computers will become familiar with and adhere to the provisions of this policy and subsequent notifications pertaining to this policy, by internal mail, email, and postings.

IV. POLICY GUIDELINES

A. Prohibited Behavior/Material

1. All City of Medford personnel are prohibited from using the city's computers (including personal computers connected to the network or telephone dial-up lines) by knowingly transmitting, receiving and/or storing any offensive communication and/or offensive computer file that is:
 - a. Discriminatory or harassing;
 - b. Derogatory to any individual or group;
 - c. Obscene, sexually explicit or pornographic;
 - d. Defamatory or threatening;
 - e. In violation of any license governing the use of software; or copyrighted material.
2. That all City of Medford personnel are forbidden from disseminating any child pornography or other pornography to anyone by any means.
3. That all City of Medford personnel are expected to demonstrate responsibility and not abuse the limited use privilege of work-related internet use.
4. That all City of Medford personnel are hereby informed that there is no expectation of privacy in the computer systems, files, directories, folders or other data storage areas in all the properties belonging to the City of Medford.
5. That all data files, electronic information, data created and/or communicated to and from the City of Medford using any computer belonging to the City of Medford is subject to occasional audit checks, security assessments and forensic examinations.
6. That the City of Medford in order to ensure the continuity and safe operations of its network and computer resources under its control may for cause, employ intercept, capture and detection programs that search for patterns of abuse, security risks, illegal activity and

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any violation of this policy.

7. Unless otherwise authorized by this policy, all City employees are prohibited from engaging in or attempting to engage in:
 - a. Monitoring or intercepting the files or electronic communications of other employees or third parties;
 - b. Hacking or obtaining access to systems or accounts (internal or external) they are not authorized to use;
 - c. Using other people's network log-in accounts, email addresses and passwords;
 - d. Breaching, testing, or monitoring a computer or tampering with system
 - e. Configuration and/or network security measures.
 - f. Installing any software program, application or hardware without first obtaining authorization from the City of Medford Chief of Staff or his designee, except for software program upgrades received from governmental entities.
8. That all City of Medford personnel should not send e-mail or other electronic communications that can hide the identity of the sender or represent the sender as someone else to include forms of spoofing, masquerading and/or anonymous re-mailing/WEB surfing services.
9. That all City of Medford personnel should not abuse programs and/or abuse computer resources that can be used in a manner that is likely to cause major network congestion or significantly hamper the ability of other City of Medford personnel to access and use the system.
10. That all City of Medford personnel should respect and comply with all copyright and software licensing agreements and are forbidden to use, copy, retrieve, modify or forward copyright protected materials except as permitted by law.
11. That all City of Medford personnel refrain from using encrypted programs and encrypted communications, unless authorized by the Mayor.
12. That all City of Medford personnel restrict access (electronically and/or physically) to their computer systems to ensure adequate security and prevent destruction or tampering with the computers, including computer laptops if provided.
13. That all City of Medford personnel conduct a visual and operational inspection on all equipment and media associated with their computer systems and if there appears to be any damage, tampering or malfunctioning of the equipment to report it as soon as possible to the Management Information System Employee or the Mayor's designee.
14. That all City of Medford personnel will not reassemble and/or disassemble computer equipment belonging to the City of Medford without express permission from the Director of Data Processing or the Mayor's designee.
15. That all City of Medford personnel are aware of certain State Public Record Laws, which require that any official department correspondence may fall under "public records" including government records generated, received, or maintained electronically, including computer records, electronic mail, video and audio tapes (unless it is exempted by law).
16. That all City of Medford personnel have read, understand, and agree to comply with the foregoing policies, rules, and conditions governing the use of the department's computers and that those who abuse the privileges and guidelines set forth in this policy will be subject to corrective action, including but not limited to possible termination of employment, legal action, and criminal liability.

ENERGY & RESOURCE EFFICIENCY POLICY

POLICY & PROCEDURE NO. 2005-2	ISSUE DATE: February 9, 2005
	EFFECTIVE DATE: April 27, 2005 Signed: _____ MAYOR
City of Medford	REVISION DATE: February 15, 2012

PURPOSE

To inform all City employees of the need to use energy and other resources efficiently in order to minimize the cost of City operations to City tax payers and to protect and preserve the natural environment and quality of life in Medford. This explicitly includes the Medford Public School Department employees, herein referred to as “City staff”.

Policy

It is the policy of this the City of Medford to continually improve the efficient use of all energy and other resources in order to insure a future with a secure and sustainable energy supply, and to apply a concerted effort toward achieving the highest possible level of energy efficiency and sustainability in all facilities and operations.

Responsibilities

- A. The Energy & Environment Department shall monitor the overall energy usage for the City, including maintaining an inventory of energy use, answering questions of citizens related to energy conservation.
- B. All department heads will be responsible for energy efficiency programs in their departments and agencies in accordance with these guidelines and any other possible means of increasing the level of efficiency with which energy and other resources are used.
- C. All Boards, Commissions, Committees, and other organizations that utilize any municipal building for meetings, events, and the like are also responsible for adherence to this policy.
- D. With the exception of a verbal warning[s], no department head, employee, commission or board member of the City of Medford shall be subject to termination or any disciplinary action for his/her violation of this policy. Nor shall any verbal warning[s] given to a department head, employee, commission or board member of the City of Medford be used

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or considered as part of any performance, salary or promotional review

GENERAL

A. Lighting

1. Except for security lighting in off-hours, all lights shall be turned off in unoccupied rooms, including lounges, meeting and conference rooms in all City facilities. Workers and custodians who use offices outside of normal hours are responsible for turning off all lights when they leave the building. Note that most City facilities do not have custodian's after-hours and staff should turn off lights upon leaving.
2. Custodial staff and cleaning companies in municipal buildings should make every effort to only turn on the lights in the room they are actively cleaning and not throughout the building. When possible, a coordinated approach that minimizes energy usage should be adhered to.
3. Planned lighting maintenance will be performed including regular cleaning and timely lamp replacement. Group re-lamping will be implemented wherever feasible and bulbs shall be replaced with the same wattage and color bulbs currently installed.
4. When replacing light fixtures, the Energy & Environment Office should be consulted to ensure that the most cost effective, energy efficient fixture is installed and to ensure that the City takes advantage of all possible utility rebates.
5. Where applicable, new perimeter lighting on all City buildings will incorporate day lighting techniques and new technologies such as LEDs. Changes to current lighting will be made, where feasible.
6. Where applicable, maximum use of automatic timers, vacancy sensors or other electronic means will be used to control usage of electrical current during occupied and unoccupied periods.
7. Lighting levels in buildings, public parking garages, on surface parking lots, and in outdoor areas will be kept as close as feasible to the acceptable minimum standards set by the Illuminating Engineers Society (IES).

B. Office Equipment

1. To the extent possible, and in compliance with procurement regulations, all new office equipment purchased shall be ENERGY STAR compliant. All new equipment purchased by the City of Medford must be specified to vendor to arrive with ENERGY STAR features enabled.
2. All items of office equipment that have ENERGY STAR features shall have them enabled. These features shall not be disabled by anyone without first receiving joint approval from the Director of the Energy & Environment Office and the Mayor.
3. All printers, copiers, fax machines, scanners, and personal computers shall be turned off outside of normal working hours. (The exception to this may be fax machines when fax transmittals are routinely received, or expected to be received, outside normal working hours and

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the primary server for the network.)

4. Copiers and printers shall be used to make double sided copies whenever feasible.
5. Use of copiers to make mass production (greater than 499) of copies should be restricted between the hours of noon and 3:00 PM, as this is peak power consumption time.
6. All personal computer monitors shall be set for the “sleep” or “hibernate” mode after fifteen minutes of non-operation (or the time period in which a screen saver would otherwise be activated). “Sleep” or “hibernate” mode reduces power to the monitor without shutting down the PC and is to be used as an energy saving alternative to screen savers. Monitors that do not have the “sleep” or “hibernate” mode can be manually turned off when not in use. An exception will be made in the case of older monitors that do not have the “sleep” or “hibernate” mode feature.
7. Screen savers on personal computers shall be disabled so that they do not interfere with the “sleep” or “hibernate” mode feature. An exception will be made in the case of older monitors that do not have the “sleep” or “hibernate” mode feature.
8. All personal computer monitors that are not ENERGY STAR compliant shall be turned off during periods of inactivity of thirty minutes or more. This does not require that the PC be turned off.
9. Each work area will have an individual assigned the responsibility of ensuring that copiers, printer, fax machines, scanners, computers and room lights are turned off at the end of each workday.

C. Heating and Air Conditioning

1. Windows above a heating or cooling unit should be closed when that heating or cooling unit below it is operating. This applies to all City owned buildings.
2. Where applicable, the City will maximize the use of an Energy Management System (EMS) to reduce energy consumption by scheduling shut down of appropriate HVAC equipment serving spaces during unoccupied periods.
3. Thermostats will be adjusted to maintain the best possible comfort level for all employees. It should not be necessary for employees to operate space heaters during the summer months while air conditioning is operating. Likewise, winter heating temperatures should be maintained at a level that is comfortable for most employees. Every measure will be taken to avoid over-heating or over-cooling a municipal building.
4. Buildings will be maintained in an acceptable range of operative temperature and relative humidity based on ASHRAE Standard 55-1992, or the most recent version of the standard.
5. When upgrading or installing any mechanical systems, including HVAC, motors and drives, the Energy & Environment Office should be consulted to ensure that the most cost effective, energy efficient units are installed and to ensure that the City takes advantage of all possible utility rebates.

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D. Water

1. Water saving devices will be installed in all rest rooms, sinks, and kitchens as upgrades occur.
2. Thermostats will be reduced on hot water heaters to lower temperature from 150 to 110 (not applicable to cafeteria or medical uses).
3. Where feasible, water level of commodes will be adjusted in rest rooms to reduce water usage.
4. Landscaping changes will incorporate consideration of water requirements in order to minimize the need for watering of lawns and planted areas. Xeriscaping practices will be utilized wherever practical or appropriate.
5. Whenever possible, landscaping will incorporate water-efficient, native or adapted, climate tolerant plantings; high efficiency irrigation technologies including micro irrigation, moisture sensors, or weather date-based controllers. Consideration will be given to using captured rainwater, gray water, or on-site treated water to feed irrigation systems.

E. Fuel Efficient Vehicle Policy

In meeting operational needs, City staff shall consider energy consumption, emissions, and waste generation as part of their decision-making process in the management of fleet assets. Saving fuel means saving money. Judicious maintenance and recycling resources add value by extending fleet life and reducing adverse environmental effects.

Fuel Efficient Vehicle Purchasing Guidelines

In addition to the immediate benefits to the City, it is a requirement of our Green Communities Designation and to continue to be eligible for Green Communities State Grants, that the City complies with the fuel-efficient vehicle procurement policy stated herein.

1. All positions requiring a vehicle shall be evaluated as to the required class size necessary to conduct the job. All new vehicle purchases must be the most fuel-efficient vehicle in the class required for the job.
2. City staff shall make every possible effort to ensure that the City's fleet assets are selected, acquired, and utilized in a manner that provides for the best possible support of City operations through environmentally responsible Fleet Management. This includes assessing operational needs to minimize fleet size and planning vehicle and equipment use to maximize efficiency and minimize mileage driven.
3. The City will only purchase fuel-efficient vehicles as defined by the Green Communities Guidance, Criteria 4, for municipal use whenever such vehicles are commercially available and practicable. The Green Communities Guidance for Criteria 4 must be checked for updates prior to ordering replacement vehicles.

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4. The City will maintain an annual vehicle inventory which shall include a plan for replacing non-exempt vehicles with vehicles that meet, at a minimum, the fuel efficiency guidelines as published by the MA Department of Energy Resources' Green Communities Division.

Exemptions:

Heavy-duty vehicles. Examples include fire-trucks, ambulances, and some public works trucks that meet the definition of Heavy-duty vehicle.

5. Police cruisers, passenger vans and cargo vans are exempt from this criterion as fuel efficient models are not currently available. However, we commit to purchasing fuel efficient police cruisers, passenger vans and cargo vans when they become commercially available. Police and fire department administrative vehicles are NOT exempt and must meet fuel efficient requirements.

6. The use of alternative fueled vehicles will be considered whenever cost effective, operationally feasible, and when the use of such vehicles results in reduced energy use and emissions of pollutants and greenhouse gases.

7. The City's replacement policy of all of our vehicles is that as the life expectancy of a vehicle expires, we will retire it, and if it is necessary to replace the vehicle, it will be replaced with the most fuel-efficient vehicle possible.

Municipal Idling Policies

1. The City will reinforce vehicle and operator awareness to reduce idling time and to adopt conservative driving habits such as gradual acceleration and strict adherence to speed limits in order to conserve fuel usage.

2. All City employees will be aware of the State of Massachusetts Anti-Idling Law. State law (Ch. 90, Sect. 16A) and DEP regulations (See 310 CMR 7.11(1) (b) in the complete Air Pollution Control Regulations) now limit vehicle idling to no more than five minutes in most cases.

3. City vehicles shall not be left idling when parked or standing. All areas around school entrances have been designated as Idle Free Zones. No vehicle, City owned or otherwise, may idle in these areas, in accordance with the City's Anti-Idling Policy.

4. City vehicle warm-up periods shall be kept to a minimum.

Vehicle Maintenance

1. Preventative maintenance shall be performed as scheduled and on time to ensure optimal vehicle operation.

2. Vehicles will be inspected regularly and prior to extended use to ensure correct tire pressure, oil and coolant levels, and to identify possible signs of other fluid leaks.

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3. The City will purchase ecological products such as coolants and re-refined oils where available and of reasonable cost.

4. The City will dispose of hazardous materials such as waste oil, lubricants, antifreeze, and batteries safely through environmentally responsible practices and in accordance with all applicable state and federal regulations.

F. New Construction

1. All new municipal building construction will exceed the most up to date state building energy code and will seek to meet Leadership in Energy and Environmental Design (LEED) standards or at a minimum follow Green Building Design Practices.

G. Employee Commuting Alternatives

1. Employees will be encouraged to utilize ridesharing, transit services, carpools, vanpools, bicycling, walking, and other commuting alternatives whenever possible.

2. Whenever possible, employees shall be provided with suitable means of securing bicycles, convenient changing/shower facilities for use by cyclists, and preferred parking for carpools or vanpools.

H. Employee Suggestion Program

1. In recognizing that each employee is knowledgeable about his or her job and is in the best position to make valuable suggestions toward our objective of energy efficiency, employee suggestions concerning energy conservation will be welcome and given serious consideration.

Please direct all suggestions to the Director of Energy & Environment and the Mayor.

<http://www.medfordma.org/departments/energy-and-environment/>

NOTICE

This Handbook and its contents do not constitute an employment contract and are provided for informational purposes only. All information contained herein is subject to change without notice. References to state and Federal laws are merely summaries and some provisions of the information as they affect conditions of employment are subject to change as interpreted by the courts. In addition, specific cases may require a different approach. Applicable collective bargaining agreements supersede provisions of this Handbook.

CITY OF MEDFORD
EMPLOYEE HANDBOOK

I HEREBY ACKNOWLEDGE RECEIPT OF THIS HANDBOOK.

PRINTED NAME	SIGNATURE	DATE
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