



Town of Needham Policy Acknowledgements

Name: _____

Title/Dept: _____

By signing below, I acknowledge that upon hire I have been provided a copy of, read and understand the following notices of rights:

- [Notice of Family Medical Leave Act \(FMLA\) rights](#)
- [Notice of rights under MGL Ch 149, Sect 185 \("Whistleblower Notice"\)](#)

By signing below, I certify that I have read, or will read, the following Town of Needham personnel policies at Needhamma.gov under Departments > Human Resources Department > Personnel Policies, and understand that I have the opportunity to ask questions of the Human Resources Department at any time:

Employment & Hiring

- 100 - Definitions
- 101 - Temporary/Seasonal Employment Policy
- 102 - Hiring Policy
- 103 - Employment of Minors
- 104 - Employment Eligibility Policy
- 105 - CORI Policy
- 106 - Pre-Employment Physical Policy
- 107 - Recruitment
- 108 - Recruitment and Selection of Police Officers

Leave Administration

- 301 - Civic Duty Leave Policy
- 302 - Military Leave Policy
- 303 - Non-Occupational Sick Leave Policy
- 304 - Bereavement Leave
- 305 - Unpaid Leave of Absence
- 310 - Vacation Policy
- 311 - Overtime and Compensatory Leave Policy
- 314 - Holiday Leave and Holiday Pay
- 315 - Holiday Pay for Employees with Rotating Schedules
- 316 - Personal Leave Policy

Benefits Administration

- 501 - Education Reimbursement Policy
- 502 - Acting Pay Policy
- 503 - Merit Program for Non-Represented Employees
- 504 - Merit Program for Represented Employees
- 505 - Medical Services and Prescription Payments for Public Safety Accidental Disability Retirees
- 508 - Benefits and Worker's Compensation
- 509 - Vehicle Use Policy
- 510 - Travel Expense Reimbursement Policy
- 511 - Overtime/Special Duty Pay for Exempt Employees
- 512 - Management Compensation System
- 513 - Longevity Program Policy
- 514 - Traffic Supervisor Benefits
- 515 - Employer Contribution to Town Offered Retirement
- 516 - Special Detail Workers

Affirmative Action/Equal Employment Opportunity

- 201 - Non-Discrimination, Affirmative Action and Equal Employment Opportunity
- 202 - Sexual Harassment
- 203 - American's with Disabilities Act
- 204 - Pregnant Workers Fairness Act
- 205 - Harassment of Protected Classes

Personnel Administration

- 401 - Discipline Policy and Procedures
- 402 - Drug Free Workplace Policy
- 403 - Personnel Records Policy
- 404 - Tardiness & Failure to Report to Work
- 405 - Membership in Professional Associations
- 408 - Step Increase Payment
- 409 - Smoking in the Workplace
- 410 - Non-Management Performance Evaluation
- 411 - Management Performance Evaluation
- 412 - Injury on Duty Policy - Police
- 413 - Injury on Duty Policy - Fire
- 416 - Drug & Alcohol Testing Policy
- 417 - Injury on Duty Policy - Police Chief
- 418 - Injury on Duty Policy - Fire Chief
- 419 - Public Works Performance Evaluation
- 420 - Access/ Use of Telecomm Systems
- 421 - Weather and Emergency Events
- 422 - Municipal Building Maintenance Performance Evaluation Program
- 423 - Rates of Compensation Policy
- 424 - Promotion, Transfer, and Reclassification
- 425 - Work Schedules
- 426 - Workplace Violence Policy
- 427 - Extra Committee Liaison
- 428 - Remote Work Policy
- 429 - ID Badge Policy

Signature: _____

Date: _____

Electronic Signature - By clicking this you agree that the electronic signature appearing above is the same as handwritten signature for the purposes of validity, enforceability and admissibility