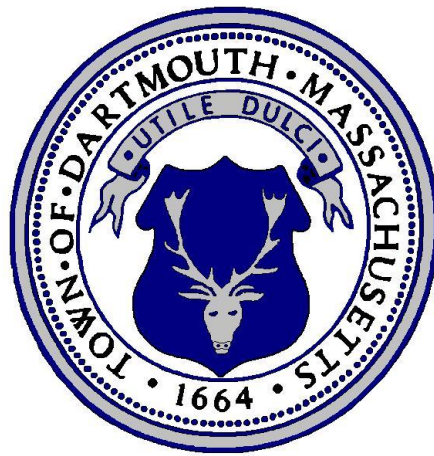


WELCOME



TOWN OF DARTMOUTH EMPLOYEE

*Please read the enclosed instructions and
complete the applicable forms. All paperwork needs to be
completed prior to your first day of work.*

Best of luck in your new position!



Town of Dartmouth

INSTRUCTIONS

DIRECT DEPOSIT FORM:

This is your direct deposit form. The authorization form must be completed in full. If selecting a checking account, please attach a blank voided check. **DIRECT DEPOSIT IS MANDATORY.**

FORM W-4:

This is your federal income tax withholding form. The bottom section must be completed in full.

FORM M-4:

This is your state income tax withholding form.

FORM I-9:

(Employment Eligibility
Verification Form)

This form is required by the Immigration and Naturalization Service. Please note Section 2 must be completed by the Town and therefore, you will have to provide a copy of acceptable documents listed on the back of the form. Usually, this will be your driver's license & social security card and/or birth certificate.

BRISTOL COUNTY RETIREMENT FORM: (or MA Teachers Retirement)

This form is required to maintain your retirement contributions. Please note that this form needs to be completed in full and that a **copy of your birth certificate is required.**

SOCIAL SECURITY FORM:

This form must be signed and returned along with your Bristol County Retirement form.

EMPLOYEE HEALTH, DENTAL AND VISION INSURANCE BENEFITS:

The Town offers health insurance benefits to eligible employees, with the Town contributing towards the premium. There is also a voluntary dental plan and vision materials plan available at full cost to the employee. Refer to the handouts and rate sheet for plan details.

PRE-TAX AGREEMENT AND WAIVER FORM:

Please read and sign the forms according to the plan(s) you are enrolling in or waiving.

BASIC LIFE, VOLUNTARY LIFE, CANCER AND DISABILITY INSURANCES:

The Town's group life insurance policy offers employees basic coverage of \$10,000 for \$2.05 per month. Fill out the enrollment form if you choose basic coverage. Additional voluntary insurances can be purchased within 30 days of hiring, including various life, cancer and disability insurances. Refer to the handout or inquire for more information.

457's & 403B's:

The Town offers payroll deductions for the providers listed on the included sheet. The 457's are available to all employees. The 403b's are available only to school employees.

FLEXIBLE SPENDING ACCOUNTS:

Set aside tax free dollars for qualifying medical, dental, and dependent care expenses. Enrollment forms can be provided by request within 30 days of hiring.

EAP: (Employee Assistance Program)

Confidential employee assistance is available to all employees and their family members, at no cost. Refer to the handout.

CONFLICT OF INTEREST LAW:

All employees must complete the necessary conflict of interest training and certification with the State Ethics Commission. The acknowledgement of receipt and completed training certificate must be returned to Personnel.



Town of Dartmouth

STATE ETHICS TRAINING
SEXUAL HARASSMENT POLICY
DRUG-FREE WORKPLACE POLICY
FRAUD POLICY
SOCIAL MEDIA POLICY
WORKPLACE VIOLENCE POLICY
ACCEPTABLE USE OF IT POLICY
HEALTH INSURANCE ELIGIBILITY

Please review these memos carefully. Sign and return the acknowledgement receipt forms.

EMERGENCY CONTACT FORM:

Please complete the form providing a person to contact in case of an emergency.
Please return this form with your other forms.

***If you have any questions after reviewing this, please do not hesitate to contact the Human Resources Office at the Town Hall at 508-910-1869. Good luck in your new position!



Town of Dartmouth
Treasurer's Office
400 Slocum Road
Dartmouth, MA 02747

Direct Deposit Policy

1. All employees must fill out and have on file the **AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (ACH CREDITS)** form.
2. First week of direct deposit processing for individual employee will be a pre-note. Employee will get a regular check for first week. Second and subsequent weeks, employee will receive a non-negotiable direct deposit advice. Direct deposit net pay amount will appear in amount block of the direct deposit advice stub as well as in the deductions section of direct deposit advice followed by the bank or credit union name.
3. Net pay will be deposited based on the employees' choice as noted on the **AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (ACH CREDITS)** form. The deposit options are: 100% of net pay into checking account or 100% net pay into savings account, not both. No net pay splits among several banks or credit unions will be authorized.
4. In the event an employee chooses to change banks or accounts for direct deposit, the week of the change will constitute a pre-note. Employee will get a regular check for first week. Second and subsequent weeks, employee will receive a non-negotiable direct deposit advice.
Changes must be done in person in the Treasurer's Office Rm 206 at the Town Hall or the School Admin Building at 8 Bust Street. Please have a Photo I.D. with you.
5. Deposit amounts will be in financial institution no later than 12:00 noon on the day regular payroll is distributed.
6. To stop direct deposit of net pay, the Treasurer's Office needs written notification from the employee two (2) weeks prior to termination.
7. The Town issues paperless advices delivered via email, which will be required on the attached authorization form.
8. Any questions pertaining to this policy should be addressed in writing to: Director of Budget & Finance / Treasurer, 400 Slocum Road, Dartmouth, MA 02747.

DIRECT DEPOSIT IS MANDATORY FOR NEW EMPLOYEES.

General Instructions

Section references are to the Internal Revenue Code.

Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505, Tax Withholding and Estimated Tax.

Exemption from withholding. You may claim exemption from withholding for 2024 if you meet both of the following conditions: you had no federal income tax liability in 2023 **and** you expect to have no federal income tax liability in 2024. You had no federal income tax liability in 2023 if (1) your total tax on line 24 on your 2023 Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, and 29), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2024 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 15, 2025.

Your privacy. Steps 2(c) and 4(a) ask for information regarding income you received from sources other than the job associated with this Form W-4. If you have concerns with providing the information asked for in Step 2(c), you may choose Step 2(b) as an alternative; if you have concerns with providing the information asked for in Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c) as an alternative.

When to use the estimator. Consider using the estimator at www.irs.gov/W4App if you:

1. Expect to work only part of the year;
2. Receive dividends, capital gains, social security, bonuses, or business income, or are subject to the Additional Medicare Tax or Net Investment Income Tax; or
3. Prefer the most accurate withholding for multiple job situations.

Self-employment. Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at www.irs.gov/W4App to figure the amount to have withheld.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Step 1(c). Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

Step 2. Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

Option **(a)** most accurately calculates the additional tax you need to have withheld, while option **(b)** does so with a little less accuracy.

Instead, if you (and your spouse) have a total of only two jobs, you may check the box in option **(c)**. The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.



Multiple jobs. Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

Step 3. This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 501, Dependents, Standard Deduction, and Filing Information. You can also include **other tax credits** for which you are eligible in this step, such as the foreign tax credit and the education tax credits. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

Step 4 (optional).

Step 4(a). Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

Step 4(b). Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2024 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

Step 4(c). Enter in this step any additional tax you want withheld from your pay **each pay period**, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

Step 2(b)—Multiple Jobs Worksheet (Keep for your records.)

If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on **only ONE** Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job. To be accurate, submit a new Form W-4 for all other jobs if you have not updated your withholding since 2019.

Note: If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables; or, you can use the online withholding estimator at www.irs.gov/W4App.

- 1 Two jobs.** If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, **skip** to line 3 **1** \$ _____
- 2 Three jobs.** If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.
 - a** Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a **2a** \$ _____
 - b** Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b **2b** \$ _____
 - c** Add the amounts from lines 2a and 2b and enter the result on line 2c **2c** \$ _____
- 3** Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc. **3** _____
- 4 Divide** the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in **Step 4(c)** of Form W-4 for the highest paying job (along with any other additional amount you want withheld) **4** \$ _____

Step 4(b)—Deductions Worksheet (Keep for your records.)

- 1** Enter an estimate of your 2024 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income **1** \$ _____
- 2** Enter:

• \$29,200 if you're married filing jointly or a qualifying surviving spouse • \$21,900 if you're head of household • \$14,600 if you're single or married filing separately	}	
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2 \$ _____
- 3** If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater than line 1, enter "-0-" **3** \$ _____
- 4** Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information **4** \$ _____
- 5 Add** lines 3 and 4. Enter the result here and in **Step 4(b)** of Form W-4 **5** \$ _____

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

Married Filing Jointly or Qualifying Surviving Spouse

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$0	\$780	\$850	\$940	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,370
\$10,000 - 19,999	0	780	1,780	1,940	2,140	2,220	2,220	2,220	2,220	2,220	2,570	3,570
\$20,000 - 29,999	780	1,780	2,870	3,140	3,340	3,420	3,420	3,420	3,420	3,770	4,770	5,770
\$30,000 - 39,999	850	1,940	3,140	3,410	3,610	3,690	3,690	3,690	4,040	5,040	6,040	7,040
\$40,000 - 49,999	940	2,140	3,340	3,610	3,810	3,890	3,890	4,240	5,240	6,240	7,240	8,240
\$50,000 - 59,999	1,020	2,220	3,420	3,690	3,890	3,970	4,320	5,320	6,320	7,320	8,320	9,320
\$60,000 - 69,999	1,020	2,220	3,420	3,690	3,890	4,320	5,320	6,320	7,320	8,320	9,320	10,320
\$70,000 - 79,999	1,020	2,220	3,420	3,690	4,240	5,320	6,320	7,320	8,320	9,320	10,320	11,320
\$80,000 - 99,999	1,020	2,220	3,620	4,890	6,090	7,170	8,170	9,170	10,170	11,170	12,170	13,170
\$100,000 - 149,999	1,870	4,070	6,270	7,540	8,740	9,820	10,820	11,820	12,830	14,030	15,230	16,430
\$150,000 - 239,999	1,960	4,360	6,760	8,230	9,630	10,910	12,110	13,310	14,510	15,710	16,910	18,110
\$240,000 - 259,999	2,040	4,440	6,840	8,310	9,710	10,990	12,190	13,390	14,590	15,790	16,990	18,190
\$260,000 - 279,999	2,040	4,440	6,840	8,310	9,710	10,990	12,190	13,390	14,590	15,790	16,990	18,190
\$280,000 - 299,999	2,040	4,440	6,840	8,310	9,710	10,990	12,190	13,390	14,590	15,790	16,990	18,380
\$300,000 - 319,999	2,040	4,440	6,840	8,310	9,710	10,990	12,190	13,390	14,590	15,980	17,980	19,980
\$320,000 - 364,999	2,040	4,440	6,840	8,310	9,710	11,280	13,280	15,280	17,280	19,280	21,280	23,280
\$365,000 - 524,999	2,720	6,010	9,510	12,080	14,580	16,950	19,250	21,550	23,850	26,150	28,450	30,750
\$525,000 and over	3,140	6,840	10,540	13,310	16,010	18,590	21,090	23,590	26,090	28,590	31,090	33,590

Single or Married Filing Separately

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$240	\$870	\$1,020	\$1,020	\$1,020	\$1,540	\$1,870	\$1,870	\$1,870	\$1,870	\$1,910	\$2,040
\$10,000 - 19,999	870	1,680	1,830	1,830	2,350	3,350	3,680	3,680	3,680	3,720	3,920	4,050
\$20,000 - 29,999	1,020	1,830	1,980	2,510	3,510	4,510	4,830	4,830	4,870	5,070	5,270	5,400
\$30,000 - 39,999	1,020	1,830	2,510	3,510	4,510	5,510	5,830	5,870	6,070	6,270	6,470	6,600
\$40,000 - 59,999	1,390	3,200	4,360	5,360	6,360	7,370	7,890	8,090	8,290	8,490	8,690	8,820
\$60,000 - 79,999	1,870	3,680	4,830	5,840	7,040	8,240	8,770	8,970	9,170	9,370	9,570	9,700
\$80,000 - 99,999	1,870	3,690	5,040	6,240	7,440	8,640	9,170	9,370	9,570	9,770	9,970	10,810
\$100,000 - 124,999	2,040	4,050	5,400	6,600	7,800	9,000	9,530	9,730	10,180	11,180	12,180	13,120
\$125,000 - 149,999	2,040	4,050	5,400	6,600	7,800	9,000	10,180	11,180	12,180	13,180	14,180	15,310
\$150,000 - 174,999	2,040	4,050	5,400	6,860	8,860	10,860	12,180	13,180	14,230	15,530	16,830	18,060
\$175,000 - 199,999	2,040	4,710	6,860	8,860	10,860	12,860	14,380	15,680	16,980	18,280	19,580	20,810
\$200,000 - 249,999	2,720	5,610	8,060	10,360	12,660	14,960	16,590	17,890	19,190	20,490	21,790	23,020
\$250,000 - 399,999	2,970	6,080	8,540	10,840	13,140	15,440	17,060	18,360	19,660	20,960	22,260	23,500
\$400,000 - 449,999	2,970	6,080	8,540	10,840	13,140	15,440	17,060	18,360	19,660	20,960	22,260	23,500
\$450,000 and over	3,140	6,450	9,110	11,610	14,110	16,610	18,430	19,930	21,430	22,930	24,430	25,870

Head of Household

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$510	\$850	\$1,020	\$1,020	\$1,020	\$1,020	\$1,220	\$1,870	\$1,870	\$1,870	\$1,960
\$10,000 - 19,999	510	1,510	2,020	2,220	2,220	2,220	2,420	3,420	4,070	4,070	4,160	4,360
\$20,000 - 29,999	850	2,020	2,560	2,760	2,760	2,960	3,960	4,960	5,610	5,700	5,900	6,100
\$30,000 - 39,999	1,020	2,220	2,760	2,960	3,160	4,160	5,160	6,160	6,900	7,100	7,300	7,500
\$40,000 - 59,999	1,020	2,220	2,810	4,010	5,010	6,010	7,070	8,270	9,120	9,320	9,520	9,720
\$60,000 - 79,999	1,070	3,270	4,810	6,010	7,070	8,270	9,470	10,670	11,520	11,720	11,920	12,120
\$80,000 - 99,999	1,870	4,070	5,670	7,070	8,270	9,470	10,670	11,870	12,720	12,920	13,120	13,450
\$100,000 - 124,999	2,020	4,420	6,160	7,560	8,760	9,960	11,160	12,360	13,210	13,880	14,880	15,880
\$125,000 - 149,999	2,040	4,440	6,180	7,580	8,780	9,980	11,250	13,250	14,900	15,900	16,900	17,900
\$150,000 - 174,999	2,040	4,440	6,180	7,580	9,250	11,250	13,250	15,250	16,900	18,030	19,330	20,630
\$175,000 - 199,999	2,040	4,510	7,050	9,250	11,250	13,250	15,250	17,530	19,480	20,780	22,080	23,380
\$200,000 - 249,999	2,720	5,920	8,620	11,120	13,420	15,720	18,020	20,320	22,270	23,570	24,870	26,170
\$250,000 - 449,999	2,970	6,470	9,310	11,810	14,110	16,410	18,710	21,010	22,960	24,260	25,560	26,860
\$450,000 and over	3,140	6,840	9,880	12,580	15,080	17,580	20,080	22,580	24,730	26,230	27,730	29,230

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A		LIST B	LIST C
Documents that Establish Both Identity and Employment Authorization	OR	Documents that Establish Identity	AND Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph	3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card	4. Native American tribal document
5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record	5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card	6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card	7. Employment authorization document issued by the Department of Homeland Security For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central . The Form I-766, Employment Authorization Document, is a List A, Item Number 4. document, not a List C document.
		8. Native American tribal document	
		9. Driver's license issued by a Canadian government authority	
		For persons under age 18 who are unable to present a document listed above:	
10. School record or report card			
11. Clinic, doctor, or hospital record			
12. Day-care or nursery school record			
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI			
Acceptable Receipts May be presented in lieu of a document listed above for a temporary period. For receipt validity dates, see the M-274.			
• Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee.	OR	Receipt for a replacement of a lost, stolen, or damaged List B document.	Receipt for a replacement of a lost, stolen, or damaged List C document.

*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.



Instructions for Form I-9, Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 07/31/2026

Anti-Discrimination Notice: Employers must allow all employees to choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information entered in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or **Supplement B, Reverification and Rehire**. Employees do NOT need to prove their citizenship, immigration status, or national origin when establishing their employment authorization for Form I-9 or E-Verify. Requesting such proof or any specific document from employees based on their citizenship, immigration status, or national origin, may be illegal. Similarly, discriminating against employees in hiring, firing, recruitment, or referral for a fee, based on citizenship, immigration status, or national origin may be illegal. Employers should not reject acceptable documentation due to a future expiration date. For more information on how to avoid discrimination or how to report it, contact the Immigrant and Employee Rights Section in the Department of Justice's Civil Rights Division at www.justice.gov/ier.

Purpose of Form I-9

Employers and employees must complete their respective sections of Form I-9. The form is used to document verification of the identity and employment authorization of each new employee (both U.S. citizen and noncitizen) hired after November 6, 1986, to work in the United States. In the Commonwealth of the Northern Mariana Islands (CNMI), employers must complete Form I-9 to document the verification of the identity and employment authorization of each new employee (both U.S. citizen and noncitizen) hired after November 27, 2011.

Definitions

Employee: A person who performs labor or services in the United States for an employer in return for wages or other remuneration. The term "employee" does not include individuals who do not receive any form of remuneration (e.g., volunteers), independent contractors, or those engaged in certain casual domestic employment.

Employer: A person or entity, including an agent or anyone acting directly or indirectly in the interest thereof, who engages the services or labor of an employee to be performed in the United States for wages or other remuneration. This includes recruiters and referrers for a fee who are agricultural associations, agricultural employers, or farm labor contractors.

Authorized Representative: Any person an employer designates to complete and sign Form I-9 on the employer's behalf. Employers are liable for any statutory and regulatory violations made in connection with the form or the verification process, including any violations committed by any individual designated to act on the employer's behalf.

Preparer and/or Translator: Any individual who helps the employee complete or translates **Section 1** for the employee.

General Instructions

Form I-9 consists of:

- **Section 1:** Employee Information and Attestation
- **Section 2:** Employer Review and Verification
- Lists of Acceptable Documents
- Supplement A, Preparer and/or Translator Certification for Section 1
- Supplement B, Reverification and Rehire (formerly Section 3)

EMPLOYEES

Employees must complete and sign **Section 1** of Form I-9 no later than the first day of employment (i.e., the date the employee begins performing labor or services in the United States in return for wages or other remuneration). Employees may complete **Section 1** before the first day of employment, but cannot complete the form before acceptance of an offer of employment.

EMPLOYERS

Employers in the United States, except Puerto Rico, must complete the English-language version of Form I-9. Only employers located in Puerto Rico may complete the Spanish-language version of Form I-9 instead of the English-language version. Any employer may use the Spanish-language form and instructions as a translation tool.

All employers must:

- Make the instructions for Form I-9 and Lists of Acceptable Documents available to the employee when completing the Form I-9 and when requesting that the employee present documentation to complete Supplement B, Reverification and Rehire. See page 5 for more information.
- Ensure that the employee completes **Section 1**.
- Complete **Section 2** within three business days after the employee's first day of employment. If you hire an individual for less than three business days, complete **Section 2** no later than the first day of employment.
- Complete Supplement B, Reverification and Rehire when applicable.
- Leave a field blank if it does not apply and allow employees to leave fields blank in **Section 1**, where appropriate.
- Retain completed forms. You are not required to retain or store the page(s) containing the Lists of Acceptable Documents or the instructions for Form I-9. Do not mail completed forms to U.S. Citizenship and Immigration Services (USCIS) or Immigration and Customs Enforcement (ICE).

Additional guidance about how to complete Form I-9 may be found in the [Handbook for Employers: Guidance for Completing Form I-9 \(M-274\)](#) and on [I-9 Central](#).

Section 1: Employee Information and Attestation

Step 1: Employee completes Section 1 no later than the first day of employment.

- All employees must provide their current legal name, complete address, and date of birth. If other fields do not apply, leave them blank.
- When completing the name fields, enter your current legal name and any last names you previously used, including any hyphens or punctuation. If you only have one name, enter it in the Last Name field and then enter "Unknown" in the First Name field.
- Providing your 9-digit Social Security number in the Social Security number field is voluntary, unless your employer participates in E-Verify. See page 5 for instructions related to E-Verify. Do not enter an Individual Taxpayer Identification Number (ITIN) as your Social Security number.

Step 2: Attest to your citizenship or immigration status.

You must select one box to attest to your citizenship or immigration status.

1. **A citizen of the United States.**
2. **A noncitizen national of the United States:** An individual born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.
3. **A lawful permanent resident:** An individual who is not a U.S. citizen and who resides in the United States under legally recognized and lawfully recorded permanent residence as an immigrant.

Conditional residents should select this status. Asylees and refugees should NOT select this status; they should instead select "A noncitizen authorized to work." If you select "lawful permanent resident," enter your 7- to 9-digit USCIS Number (A-Number) in the space provided.

-
- 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work:** An individual who has authorization to work but is not a U.S. citizen, noncitizen national, or lawful permanent resident.

If you select this box, enter the date that your employment authorization expires, if any, in the space provided. In most cases, your employment authorization expiration date is found on the documentation evidencing your employment authorization. If your employment authorization documentation has been automatically extended by the issuing authority, enter the expiration date of the automatic extension in this space.

- Refugees, asylees, and certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau, and other noncitizens authorized to work whose employment authorization does not have an expiration date, should enter N/A in the Expiration Date field.

Employees who select "a noncitizen authorized to work" must enter **one** of the following to complete **Section 1**:

- (1) USCIS Number/A-Number** (7 to 9 digits);
- (2) Form I-94 Admission Number** (11 digits); or
- (3) Foreign Passport Number and the Country of Issuance**

Your employer may not ask for documentation to verify the information you entered in **Section 1**.

Step 3: Sign and enter the date you signed Section 1. Do NOT back-date this field.

Step 4: Preparer and/or translator completes a Preparer and/or Translator Certification, if applicable.

If a preparer and/or translator assists an employee in completing Section 1, that person must complete a Certification area on Supplement A, Preparer and/or Translator Certification for Section 1, located on Page 3 of Form I-9. There is no limit to the number of preparers and/or translators an employee may use. Each preparer and/or translator must complete and sign a separate Certification area. Employers must ensure that they retain any additional pages with the employee's completed Form I-9. If the employee does not use a preparer or translator, employers are not required to provide or retain Supplement A.

Step 5: Present Form I-9 Documentation

Within three business days after your first day of employment, you, the employee, must present to your employer original, acceptable, and unexpired documentation that establishes your identity and employment authorization. For example, if you begin employment on Monday, you must present documentation on or before the Thursday of that week. However, if you were hired to work for less than three business days, you must present documentation no later than the first day of employment.

Choose which documentation to present to your employer from the Lists of Acceptable Documents. An employer cannot specify which documentation you may present from the Lists of Acceptable Documents. You may present either: 1.) one selection from List A or 2.) a combination of one selection from List B and one selection from List C. In certain cases, you may also present an acceptable receipt for List A, B, or C documents. For more information on receipts, refer to the M-274.

- List A documentations show both identity and employment authorization. Some documentation must be presented together to be considered acceptable List A documentation. If you present acceptable List A documentation, you should not be asked to present List B and List C documentation.
- List B documentation shows identity only and List C documentation shows employment authorization only. If you present acceptable List B and List C documentation, you should not be asked to present List A documentation. Guidance is available in the M-274 if you are under the age of 18 or have a disability (special placement) and cannot provide List B documentation.

Your employer must physically examine the documentation you present to complete Form I-9, or examine them consistent with an alternative procedure authorized by the Secretary of DHS. If your documentation reasonably appears to be genuine and to relate to you, your employer must accept the documentation. If your documentation does not reasonably appear to be genuine or to relate to you, your employer must reject it and provide you with an opportunity to present other documentation. Your employer may choose to make copies of your documentation, but must return the original(s) to you. Your employer may not ask for documentation to verify the information you entered in **Section 1**.

Section 2: Employer Review and Verification

Before completing **Section 2**, you, the employer, should review **Section 1**. If you find any errors or missing information in **Section 1**, the employee must correct the error, and then initial and date the correction.

You may designate an authorized representative to act on your behalf to complete **Section 2**.

You or your authorized representative must complete **Section 2** by physically examining evidence of the employee's identity and employment authorization within three business days after the employee's first day of employment. For example, if an employee begins employment on Monday, you must review the employee's documentation and complete **Section 2** on or before the Thursday of that week. However, if the individual will work for less than three business days, **Section 2** must be completed no later than the first day of employment.

Step 1: Enter information from the documentation the employee presents.

You, the employer or authorized representative, must either physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, the original, acceptable, and unexpired documentation the employee presents from the Lists of Acceptable Documents to complete the applicable document fields in **Section 2**. You cannot specify which documentation an employee may present from these Lists of Acceptable Documents. A document is acceptable if it reasonably appears to be genuine and to relate to the person presenting it. Photocopies, except for certified copies of birth certificates, are not acceptable for Form I-9. Employees must present one selection from List A or a combination of one selection from List B and one selection from List C.

You may use common abbreviations for states, document titles, or issuing authorities, such as: "DL" for driver's license, and "SSA" for Social Security Administration. Refer to the M-274 for abbreviation suggestions.

List A documentation shows both identity and employment authorization.

- Enter the required information from the List A documentation in the first set of document entry fields in the List A column. Some List A documentation consists of a combination of documents that must be presented together to be considered acceptable List A documentation. If the employee presents a combination of documents for List A, use the second and third sets of document entry fields in the List A column. Use the Additional Information space, as necessary, for additional documents. When entering document information in this space, ensure you record all available document information, such as the document title, issuing authority, document number and expiration date.
- If an employee presents acceptable List A documentation, do not ask the employee to present List B and List C documentation.

List B documentation shows identity only, and List C documentation shows employment authorization only.

- If an employee presents acceptable List B and List C documentation, enter the required information from the documentation under each corresponding column and do not ask the employee to present List A documentation.
- If an employee under the age of 18 or with disabilities (special placement) cannot provide List B documentation, see the M-274 for guidance.

In certain cases, the employee may present an acceptable receipt for List A, B, or C documentation. For more information on receipts, refer to the Lists of Acceptable Documents and the M-274.

Photocopies

- You may make photocopies of the documentation examined but must return the original documentation to the employee.
- You must retain any photocopies you make with Form I-9 in case of an inspection by DHS, the Department of Labor, or the Department of Justice, Civil Rights Division, Immigrant and Employee Rights Section.

Step 2: Enter additional information, if necessary.

Use the Additional Information field to record any additional information required to complete **Section 2**, or any updates that are necessary once **Section 2** is complete. Initial and date each additional notation. See the M-274 for more information. Such notations include, but are not limited to:

- Those required by DHS, such as extensions of employment authorization or a document's expiration date.
- Replacement document information if a receipt was previously presented.
- Additional documentation that may be presented by certain nonimmigrant employees.

You may also enter optional information, such as termination dates, form retention dates, and E-Verify case numbers, if applicable.

Step 3: Select the box in the Additional Information area if you used an alternate procedure for document examination authorized by the Secretary of DHS.

You must select this box if you used an alternative procedure authorized by DHS to examine the documents. You may refer to the M-274 for guidance on implementing alternative procedures for document examination approved by the Secretary of DHS.

Step 4: Complete the employer certification.

Employers or their authorized representatives, if applicable, must complete all applicable fields in this area, and sign and date where indicated.

Reverification and Rehire

To reverify an employee's work authorization or document an employee's rehire, use Supplement B, Reverification and Rehire (formerly Section 3). Employers need only complete and retain the supplement page when employment authorization reverification is required. Employers may choose to document a rehire on the supplement as well. Enter the employee's name at the top of each supplement page you use. In the New Name field, record any change the employee reports at the time of reverification or rehire. Use a new section of the supplement for each instance of a reverification or rehire, sign and date that section when completed, and attach it to the employee's completed Form I-9. Use additional supplement pages as necessary. Use the Additional Information fields if the employee's documentation presented for reverification requires future updates.

Reverifications

When reverification is required, you must reverify the employee by the earlier of the employment authorization expiration date stated in Section 1 (if any), or the expiration date of the List A or List C employment authorization documentation recorded in Section 2. Employers should complete any subsequent reverifications, if required, by the expiration date of the List A or List C documentation entered during the employee's most recent reverification.

For reverification, employees must present acceptable documentation from either List A or List C showing their continuing authorization to work in the United States. You must allow employees to choose which acceptable documentation to present for reverification. Employees are not required to show the same type of document they presented previously. Enter the documentation information in the appropriate fields provided.

You should not reverify the employment authorization of U.S. citizens and noncitizen nationals, or lawful permanent residents (including conditional residents) who presented a Permanent Resident Card (Form I-551) or other employment authorization documentation that is not subject to reverification (such as an unrestricted Social Security card).

Reverification does not apply to List B documentation. Reverification may not apply to certain noncitizens. See the M-274 for more information about when reverification may not be required.

Rehires

If you rehire an employee within three years from the date the employee's Form I-9 was first completed, you may complete the supplement and attach it to the employee's previously completed Form I-9. If the employee remains employment-authorized, as indicated on the previously completed Form I-9, record the date of rehire and any name changes. If the employee's employment authorization or List A or C documents have expired, you must reverify the employee as described above.

Alternatively, you may complete a new Form I-9 for rehired employees. You must complete a new Form I-9 for any employee you rehired more than three years after you originally completed a Form I-9 for that employee.

Employee and Employer Instructions Related E-Verify

E-Verify uses Form I-9 information to confirm employees' employment eligibility. For more information, go to www.e-verify.gov or contact us at www.e-verify.gov/contact-us.

For employees of employers who participate in E-Verify:

- You must provide your Social Security number in the Social Security number field in **Section 1**.
 - If you have applied for, but have not yet received, your Social Security number, you should leave the field blank until you receive the number. Update this field once you receive it, and initial and date the notation.
 - If you can present acceptable identity and employment authorization documentation to complete Form I-9, you may begin working while waiting to receive your Social Security number.
- Providing your email address and telephone number in **Section 1** will allow you to receive notifications associated with your E-Verify case.
- If you present a List B document to your employer, it must contain a photograph.

For E-Verify employers:

- Ensure employees enter their Social Security number in **Section 1**.
- You must only accept List B documentation that contains a photograph. This applies to individuals under the age of 18 and individuals with disabilities.
- You must retain photocopies of certain documentation.

What is the Filing Fee?

There is no fee for completing Form I-9. This form is not filed with USCIS or any other government agency. Form I-9 must be retained by the employer and made available for inspection by U.S. Government officials as specified in the “DHS Privacy Notice” below.

USCIS Forms and Information

Employers may photocopy or print blank Forms I-9. To ensure you are using the latest version of this form and corresponding instructions, visit the USCIS website at www.uscis.gov/i-9. You may order paper forms at www.uscis.gov/forms/forms-by-mail or by contacting the USCIS Contact Center at 1-800-375-5283 or 1-800-767-1833 (TTY).

For additional guidance about Form I-9, employers and employees should refer to the [Handbook for Employers: Guidance for Completing Form I-9 \(M-274\)](#) or USCIS' Form I-9 website at www.uscis.gov/i-9-central.

You can obtain information about Form I-9 by e-mailing USCIS at I-9Central@uscis.dhs.gov. Employers may call 1-888-464-4218 or 1-877-875-6028 (TTY). Employees may call the USCIS employee hotline at 1-888-897-7781 or 1-877-875-6028 (TTY).

Retaining Completed Forms I-9

An employer must retain Form I-9, including any supplement pages, on which the employee and employer (or authorized representative) entered data, as well as any photocopies made of the documentation the employee presented, for as long as the employee works for the employer. When employment ends, the employer must retain the individual's Form I-9 and all attachments for one year from the date employment ends, or three years after the first day of employment, whichever is later. In the case of recruiters or referrers for a fee (only applicable to those that are agricultural associations, agricultural employers, or farm labor contractors), the retention period is three years after the first day of employment.

Completed Forms I-9 and all accompanying documents should be stored in a safe and secure location. Employers should ensure that the information employees provide on Form I-9 is used only as stated in the DHS Privacy Notice below.

Form I-9 may be generated, signed, and retained electronically, in compliance with Department of Homeland Security regulations at 8 CFR section 274a.2. Employers creating, modifying, or storing Form I-9 electronically are encouraged to review these and any other relevant standards for electronic signature, and the indexing, security, and documentation of electronic Form I-9 data.

Penalties

Employers may be subject to penalties if Form I-9 is not properly completed or for employment discrimination occurring during the employment eligibility verification process. See 8 U.S.C. section 1324a and section 1324b, 8 CFR section 274a.10 and 28 CFR Part 44. Individuals may also be prosecuted for knowingly and willfully entering false information, or for presenting fraudulent documentation, to complete Form I-9.

Employees: By signing **Section 1** of this form, employees attest under penalty of perjury (28 U.S.C. section 1746) that the information they provided, along with the citizenship or immigration status they select, and all information and documentation they provide to their employer, is true and correct, and they are aware that they may face penalties provided by law and may be subject to criminal prosecution for knowingly and willfully making false statements or using false documentation when completing this form. Further, falsely attesting to U.S. citizenship may subject employees to penalties or removal proceedings, and may adversely affect an employee's ability to seek future immigration benefits.

Employers: By signing **Sections 2 and 3**, as applicable, employers attest under penalty of perjury (28 U.S.C. section 1746) that they have physically examined the documentation presented by the employee, that the documentation reasonably appears to be genuine and to relate to the employee named, that to the best of their knowledge the employee is authorized to work in the United States, that the information they enter in **Section 2** is complete, true, and correct to the best of their knowledge, and that they are aware that they may face civil or criminal penalties provided by law and may be subject to criminal prosecution for knowingly and willfully making false statements or knowingly accepting false documentation when completing Form I-9.

DHS Privacy Notice

AUTHORITIES: The information requested on this form, and the associated documents, are collected under the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 U.S.C. 1324a).

PURPOSE: The primary purpose for providing the requested information on this form is for employers to verify the identity and employment authorization of their employees. Consistent with the requirements of the Immigration Reform and Control Act of 1986, employers use the Form I-9 to document the verification of the identity and employment authorization for new employees to prevent the unlawful hiring, or recruiting or referring for a fee, of individuals who are not authorized to work in the United States. This form is completed by both the employer and the employee and is ultimately retained by the employer.

DISCLOSURE: The information employees provide is voluntary. However, failure to provide the requested information, and acceptable documentation evidencing identity and authorization to work in the United States, may result in termination of employment. Failure of the employer to ensure proper completion of this form may result in the imposition of civil or criminal penalties against the employer. In addition, knowingly employing individuals who are not authorized to work in the United States may subject the employer to civil and/or criminal penalties.

ROUTINE USES: This information will be used by employers as a record of their basis for determining eligibility of an individual to work in the United States. The employer must retain this completed form and make it available for inspection by authorized officials of the Department of Homeland Security, Department of Labor, and Department of Justice, Civil Rights Division, Immigrant and Employee Rights Section. DHS may also share this information, as appropriate, for law enforcement purposes or in the interest of national security.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 34 minutes per response, when completing the form manually, and 25 minutes per response when using a computer to aid in completion of the form, including the time for reviewing instructions and completing and retaining the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Office of Policy and Strategy, Regulatory Coordination Division, 5900 Capital Gateway Drive, Mail Stop Number 2140, Camp Springs, MD 20588-0009; OMB No. 1615-0047. **Do not mail your completed Form I-9 to this address.**

Information about Social Security Form SSA-1945

Statement Concerning Your Employment in a Job Not Covered by Social Security

New legislation [Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004] requires State and local government employers to provide a statement to employees hired January 1, 2005 or later in a job not covered under Social Security. The statement explains how a pension from that job could affect future Social Security benefits to which they may become entitled.

Form SSA-1945, **Statement Concerning Your Employment in a Job Not Covered by Social Security**, is the document that employers should use to meet the requirements of the law. The SSA-1945 explains the potential effects of two provisions in the Social Security law for workers who also receive a pension based on their work in a job not covered by Social Security. The Windfall Elimination Provision can affect the amount of a worker's Social Security retirement or disability benefit. The Government Pension Offset Provision can affect a Social Security benefit received as a spouse or an ex-spouse.

Employers must:

- Give the statement to the employee prior to the start of employment;
- Get the employee's signature on the form; and
- Submit a copy of the signed form to the pension paying agency.

Social Security will not be setting any additional guidelines for the use of this form.

Copies of the SSA-1945 are available online at the Social Security website, www.socialsecurity.gov/form1945. Paper copies can be requested by email at oplmsoswm.rqct.orders@ssa.gov or by fax at 410-965-2037. The request must include the name, complete address and telephone number of the employer. Forms will not be sent to a post office box. Also, if appropriate, include the name of the person to whom the forms are to be delivered. The forms are available in packages of 25. Please refer to Inventory Control Number (ICN) 276950 when ordering.



Town of Dartmouth

BENEFITS AT-A-GLANCE

Benefit Eligible Employees

All benefit eligible employees are offered various insurances and other benefits upon hiring. A benefit eligible employee is a permanent employee who works at least 20 hours per week on a regular basis. Most benefits are available within 30 days of hiring, or during special enrollment periods. Please refer to the “Health Insurance Eligibility Policy”.

Health Insurance:

The Town offers four Blue Cross and Blue Shield health plans, and contributes a percentage of the premium based on the plan chosen, while employees contribute the balance on a pre-tax basis. For a basic outline of each plan being offered, refer to the *Plan Comparison* included in your new employee packet. The attached *Blue Cross EKit* will link you to more detailed information for each plan, and other important information you may need throughout the year as a Blue Cross subscriber. A detailed *Summary of Benefits* is always available through the Human Resources office, or on the Town’s Website. Please refer to the rate sheet for the applicable contribution percentages, and any plan restrictions. Please note the weekly rates will vary based on the position you are being hired for. For example, an employee that does not work during the summer months will contribute at the 42 week rate. Please be advised of your enrollment options below.

- HMO Network Blue New England
- Blue Care Elect PPO
- Access Blue New England Saver w/ HSA
- Blue Care Elect Saver w/ HSA

If you decline coverage upon your hiring and choose to enroll at a later date, you may do so with no waiting period, if any of the following conditions are met:

- During our annual open enrollment with an effective date of July 1st
- Immediately upon a qualifying event – i.e. birth, marriage, loss of coverage, etc.

Continued coverage through COBRA – Your health insurance ends the date your employment ends, or with the completion of a contract period if the terms have been met. The cost of continued coverage is 100% of the premium plus an additional 2% administrative fee. A copy of the COBRA Rights and Continuation Coverage is available upon request.

Dental Insurance:

The Town offers Blue Cross and Blue Shield dental insurance on a pre-tax basis. Dental Blue is a voluntary plan with 100% employee contributions. This benefit is available within 30 days of hiring, and ends the day you resign or retire your employment with the Town. If you decline coverage upon your date of hire, you may elect to enroll during our annual open enrollment period with a July 1st enrollment. Please refer to the *Blue Cross EKit* for detailed information and links to the dental plan being offered, or a detailed *Summary of Benefits* can be requested or is available on the Town’s website.

Continued coverage through COBRA – Your dental insurance ends the date your employment ends, or with the completion of a contract period if the terms have been met. The cost of continued coverage is 100% of the premium plus an additional 2% administrative fee. A copy of the COBRA Rights and Continuation Coverage is available upon request.

*Please note: You may have other dental options available to you, if you are being hired under certain collective bargaining units. Please contact your Union Representative for details.

Vision Insurance:

The Town offers a Blue Cross and Blue Shield materials only vision insurance plan on a pre-tax basis. Blue 20/20 is a voluntary plan with 100% employee contributions. This benefit is available within 30 days of hiring and ends the last day of the month you resign or retire your employment with the Town. If you decline coverage upon your date of hire, you may elect to enroll during our annual open enrollment period with a July 1st enrollment. Please refer to the *Blue Cross EKit* for detailed information and links to the vision plan being offered, or a detailed *Summary of Benefits* can be requested or is available on the Town's website.

Continued coverage through COBRA – Your vision insurance ends the last day of the month your employment ends, or with the completion of a contract period if the terms have been met. The cost of continued coverage is 100% of the premium plus an additional 2% administrative fee. A copy of the COBRA Rights and Continuation Coverage is available upon request.

Basic Group Life and Voluntary Life Insurance:

Benefit eligible employees upon hiring are offered enrollment in the Town's group life insurance policy with Boston Mutual Life Insurance Co. at a 50% contribution rate. The total cost to the employee for \$10,000 of basic coverage is \$2.05 per month on a pre-tax basis. If you decline coverage within 30 days of hiring, you may only enroll during a special enrollment period.

With the Basic Life, you have the option of purchasing additional Voluntary Life Insurance. You may purchase up to the guaranteed issue amount of \$100,000 without having to answer any medical questions. Additional amounts can be applied for, or spouse and dependent coverage. Please refer to the *Basic & Voluntary Life Opportunity* handout for a summary and a current rate schedule. Additional information can be requested. If you decline coverage within 30 days of hiring, you may only enroll during a special enrollment period.

Whole Life, Cancer, Disability Insurance:

Benefit eligible employees can also enroll in other types of insurances in addition to the above, within 30 days of employment, or during a special enrollment period. Information is available upon request. The following is a summary list of what is offered.

- **Permanent Life Insurance** with Allstate is a whole life policy. It has flexible level premiums and builds cash value. Spousal and/or dependent coverage is available.
- **Disability Insurance** with Allstate for accidents and sicknesses can cover up to 60% of your gross monthly earnings, up to \$5,000 per month.
- **Cancer Expense Plan** with Allstate is a pre-tax deduction. It will cover potentially anything related to a Cancer diagnosis, and 29 other specified diseases. Benefits are paid directly to the insured. Individual or family rates are available. An annual \$50 wellness benefit is also included.

403b and 457:

- 457's, both before tax and after tax options are available through Great West Retirement Solutions. 1-877-457-1900
- 403b's for School employees are available through our third party administrator, TSA Consulting Group. Salary Reduction Agreement forms are available at www.TSACG.COM under Massachusetts, Dartmouth Public Schools, and in the forms section. More information is available upon request.

Flexible Spending Account:

Enroll in a Flexible Spending Account administered by **Cafeteria Plan Advisors Inc.** which allows you to set aside money pre-tax for qualifying medical, dental or dependent care expenses. You can enroll within 30 days of hiring, or each plan year during open enrollment, which occurs in December. The plan year runs concurrent with the calendar year, as there are annual contribution limits set by the IRS. More information is available upon request.

***If you have any questions or need more detailed information about the benefits being offered, please contact the Benefits Coordinator at the Town Hall, Melissa Jerome at 508-910-1869.

BENEFITS AT-A-GLANCE

All Employees

EAP - Employee Assistance Program:

This service is provided to assist employees experiencing any “life problems”, or seeking advice and guidance for many other services. Information about the program is available upon request. Any and all services are 100% confidential. The EAP program currently available is:

- AllOne Health 1-800-451-1834

Employee Wellness Program:

The Town of Dartmouth, MIIA Health Trust and Blue Cross and Blue Shield have together formed a Wellness Committee made up of employees, to promote health and wellness in the workplace. The Committee listens, supports and encourages Town employees to develop ideas and select programs to meet their wellness needs. With the help of MIIA, various programs are offered to employees and their spouses throughout the year. These programs are designed to be a stepping stone for employees to explore something they wouldn't otherwise try. They focus on fitness, nutrition, mental health, and more. Information and details for signing up for these programs is typically communicated through email. Some of the more popular programs that have been offered in the past are Yoga, ZUMBA, Bodyweight Training, Nutrition Innovations, etc.

The Committee welcomes any new members that would like to join. If you are willing to attend quarterly meetings, encourage and communicate with fellow employees about health and wellness, and share your ideas for a healthier workplace, you are welcomed. Contact the Benefits Coordinator, Melissa Jerome, at 508-910-1869.

Town of Dartmouth

Blue Cross & Blue Shield Health, Dental & Vision Insurance Rates

July 1, 2024

High Deductible Plans w/ HSA New Contribution Rates for FY25 30% Employee / 70% Employer Contribution Previously 40/60					
HMO Access Blue NE Saver		FY24 Monthly	FY25 Monthly	FY24 Weekly	FY25 Weekly
42 week	Individual	355.60	273.40	101.60	78.11 *70.77
	Family	884.57	680.09	252.73	194.31 *176.05
52 week	Individual	355.60	273.40	82.06	63.09
	Family	884.57	680.09	204.13	156.94
PPO Blue Care Elect Saver		FY24 Monthly	FY25 Monthly	FY24 Weekly	FY25 Weekly
42 week	Individual	426.71	328.07	121.92	93.73 *84.93
	Family	1,061.48	816.11	303.28	233.17 *211.27
52 week	Individual	426.71	328.07	98.47	75.71
	Family	1,061.48	816.11	244.96	188.33
The Town will contribute <u>50%</u> of the deductible to employees' HSA (\$1,000 Ind / \$2,000 Fam) Previously 25% (\$500 Ind / \$1,000 Fam)					
HSA (Health Savings Account)		FY24 Annual	FY25 Annual	FY24 Weekly	FY25 Weekly
42 week	Individual	500.00	1,000.00	11.91	23.81
	Family	1,000.00	2,000.00	23.81	47.62
52 week	Individual	500.00	1,000.00	9.62	19.23
	Family	1,000.00	2,000.00	19.24	38.46

Traditional PPO 46% Employee / 54% Employer Contribution					
Blue Care Elect Preferred		FY24 Monthly	FY25 Monthly	FY24 Weekly	FY25 Weekly
42 week	Individual	703.85	763.71	201.10	218.20 *223.55
	Family	1,786.70	1,939.03	510.49	554.01 *567.61
52 week	Individual	703.85	763.71	162.43	176.24
	Family	1,786.70	1,939.03	412.32	447.47

Traditional HMO 44% Employee / 56% Employer Contribution					
HMO Network Blue NE		FY24 Monthly	FY25 Monthly	FY24 Weekly	FY25 Weekly
42 week	Individual	461.26	500.48	131.79	142.99 *146.50
	Family	1,147.43	1,245.01	327.84	355.72 *364.43
52 week	Individual	461.26	500.48	106.44	115.50
	Family	1,147.43	1,245.01	264.79	287.31

Dental Plan 100% Employee Contribution					
Dental Blue Freedom		FY24 Monthly	FY25 Monthly	FY24 Weekly	FY25 Weekly
42 week	Individual	38.56	38.56	11.02	11.02
	Individual Plus One	65.40	65.40	18.69	18.69
	Family	88.71	88.71	25.35	25.35
52 week	Individual	38.56	38.56	8.90	8.90
	Individual Plus One	65.40	65.40	15.09	15.09
	Family	88.71	88.71	20.47	20.47

Vision Materials Plan - New for FY25 100% Employee Contribution	
Blue 20/20	FY25 Monthly
Individual	4.97
Individual Plus Spouse	8.46
Individual Plus Child(ren)	8.71
Family	13.68

All Employees Please Note:

Monthly health and dental premiums are paid the month in advance. Therefore, weekly payroll deductions will be collected in advance.

New enrollments will have an adjustment period in payroll to pay these advance premiums.

Vision payroll deductions will occur monthly on the 3rd payroll of each month, paid the month in advance.

For those not receiving a pay during the summer months, adjustments will be made in the months of May and June.

*42 Week School Employees Please Note:

May and June deductions (final 8 weeks) will be at the rates marked by () to cover the rate change for the summer months.

The rates above these will start with the next school year's September deductions.

Town of Dartmouth Health Plan Comparison

Check with Human Resources or your Union Representative for which plan(s) you may qualify for.

	<i>Network Blue New England HMO</i>	<i>Blue Care Elect Preferred PPO</i>	<i>Access Blue New England Saver w/ HSA HMO</i>		<i>Blue Care Elect Saver w/ HSA PPO</i>	
	Your Cost	Your In-Network Cost***	Your Cost		Your In-Network Cost***	
Plan Design Features	Individual/Family	Individual/Family	Individual	Family	Individual	Family
Deductible	Not Applicable	Not Applicable	\$2,000	\$4,000**	\$2,000	\$4,000**
Preventive care as defined by ACA (routine physicals/GYN, hearing, family planning)	Covered in Full (CIF)	Covered in Full (CIF)	Covered in full (CIF) - NO deductible		Covered in full (CIF) - NO deductible	
Routine Vision Exams	CIF* Once every 12 months	CIF* Once Every 24 months	CIF* once every 24 months - NO deductible		CIF* once every 24 months - NO deductible	
Office Visit	\$10 copay	\$20 copay	CIF* after Deductible		CIF* after Deductible	
Office Visit - Mental Health/Substance Abuse	\$10 copay	\$20 copay	CIF* after Deductible		CIF* after Deductible	
Office visit - Specialist	\$20 copay	\$20 copay	CIF* after Deductible		CIF* after Deductible	
Inpatient	Covered in Full	Covered in Full	CIF* after Deductible		CIF* after Deductible	
Day Surgery	Covered in Full	Covered in Full	CIF* after Deductible		CIF* after Deductible	
Emergency Room	\$50 copay	\$50 copay	CIF* after Deductible		CIF* after Deductible	
Hi-Tech Imaging (CT, MRI, PET scans)	Covered in Full	Covered in Full	CIF* after Deductible		CIF* after Deductible	
Diagnostic X-ray and lab	Covered in Full	Covered in Full	CIF* after Deductible		CIF* after Deductible	
Chiropractic / Acupuncture (See SOB for limits)	\$20 copay	\$20 copay	CIF* after Deductible		CIF* after Deductible	
Outpt. Physical Therapy & Occ. Therapy (See SOB for Limits)	\$20 copay (60 visits)	\$20 copay (100 visits)	CIF* after Deductible		CIF* after Deductible	
Durable Medical Equipment	20% co-insurance	20% co-insurance	20% co-insurance after deductible		20% co-insurance after deductible	
Pharmacy	3 tier Retail - \$10/20/35 3 tier Mail Order - \$20/40/70	3 tier Retail - \$10/20/35 3 tier Mail Order - \$20/40/70	Deductible applies to Pharmacy 3 tier Retail - \$10/30/65 - after deductible 3 tier MailOrder - \$25/75/165 - after deductible		Deductible applies to Pharmacy 3 tier Retail - \$10/30/65 - after deductible 3 tier MailOrder - \$25/75/165 - after deductible	
Health Savings Account	Not Applicable	Not Applicable	*Employees can contribute up to the IRS limits through weekly pre-tax payroll deductions. *Town contributions can vary. Please refer to the current rate sheet. *Additional HSA information is available upon request.		*Employees can contribute up to the IRS limits through weekly pre-tax payroll deductions. *Town contributions can vary. Please refer to the current rate sheet. *Additional HSA information is available upon request.	
Fitness / Weight Loss Benefit	Up to \$300 per calendar year per subscriberfor qualifying expenses	Up to \$300 per calendar year per subscriberfor qualifying expenses	Up to \$300 per calendar year per subscriberfor qualifying expenses		Up to \$300 per calendar year per subscriberfor qualifying expenses	

The above information is for comparison purposes only, and is **not** a complete list of services/charges. Refer to MIIA Ekit for a more detailed summary of benefits for each plan available.

*CIF = Covered In Full

** The entire family deductible must be satisfied before benefits are provided for any one member enrolled under a family membership.

*****Out of Network** services for the PPO plans will likely incur coinsurance charges. See **Summary of Benefits** for details.

revised 1/1/2023



Effective: 7/1/2024

WELCOME MIIA TOWN OF DARTMOUTH

GET THE MOST OUT OF YOUR PLAN



VISIT MYBLUE



FIND A DOCTOR



LOOK UP A MEDICATION



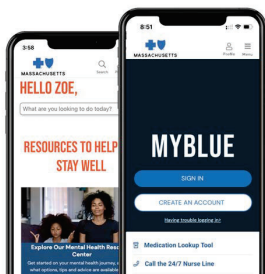
CONTACT US



SAVINGS AND DEALS



UNDERSTANDING YOUR PLAN AND BENEFITS



YOUR PLAN IN YOUR HAND

Get an instant snapshot of your health care.

Get Started

Register for MyBlue at bluecrossma.org or download the app.

YOUR EKIT CONTENTS

PLAN OPTIONS

MEDICAL: Blue Care Elect	
SBC	↓ - Summary ↓
MEDICAL: Blue Care Elect Saver	
SBC	↓ - Summary ↓
MEDICAL: HMO Blue NE	
SBC	↓ - Summary ↓
MEDICAL: Access Blue NE Saver	
SBC	↓ - Summary ↓
DENTAL: Dental Blue Freedom	
Summary	↓
ANCILLARY: Blue 2020 Vision	
Summary	↓
SUPPLEMENTAL: Medex	
Summary	↓
SUPPLEMENTAL: Blue Medicare RX	
Summary	↓

HELPFUL RESOURCES

- [↓](#) Telehealth Brochure
- [↓](#) HSA Preventive Medication List
- [↓](#) Dental Accumulated Maximum Rollover
- [↓](#) Enhanced Dental Benefits
- [↓](#) Dental Blue Freedom Fact Sheet
- [↓](#) 24/7 Nurse Line
- [↓](#) Pregnancy and Baby
- [↓](#) Mind and Body \$300 Reimbursement
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- [↓](#) MyBlue Fact Sheet
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- [↓](#) Learn to Live
- [↓](#) MIIA Health Programs
- [↓](#) SmartShopper
- [↓](#) Virtual PCP
- [↓](#) Maintenance Choice Voluntary Member Fact Sheet
- [↓](#) Cost Share Assistance Member Fact Sheet



TOWN OF DARTMOUTH HSA Information and Contribution Guide

Health Savings Accounts:

- Blue Cross and Blue Shield has partnered with Health Equity to be the custodian of your HSA account. Before any contributions can be made to this account, Blue Cross is required to verify the identity of all individuals opening an HSA. This process is referred to as the Customer Identification Process (CIP). Once CIP is complete, contributions can begin.

Qualifying for an HSA:

- Must be enrolled in a qualified High Deductible Health Plan (HDHP)
- Cannot have other health coverage
- Cannot be enrolled in any part of Medicare, Medicaid, or Military Tri-Care
- Cannot be enrolled in a Medical FSA (including through a spouse), or have an FSA balance during the grace period
- Cannot be listed as a dependent on someone else's tax return
- Refer to IRS Pub 969 for additional information. (<http://www.irs.gov/pub/irs-pdf/p969.pdf>)

Contributions to Your HSA: 2024 IRS Maximum \$4,150 Individual, \$8,300 Family

- Employer contributions will be deposited into the employee's HSA account each week during the plan year, when an employee is paid through payroll.
- When determining how much you will contribute weekly towards your HSA, please know that IRS contribution limits include both employee and employer contributions.
- If you are not enrolled in a qualifying plan for the entire calendar year, your contributions should be adjusted to the IRS monthly pro-rated limits.
- Contributions are generally available in HSA accounts within 2-4 business days of the pay date.
- Changes made to your contribution election may take 1 to 2 payroll cycles to take effect. If a specific date is requested for the change request, a minimum of 10 business days is required.
- Additional contributions can be made to your HSA account outside of payroll up to the IRS limit, including the catch up amount of up to \$1000 for anyone over the age of 55.
- Refer to IRS Pub 969 for more details and tax reporting information. (<http://www.irs.gov/pub/irs-pdf/p969.pdf>)

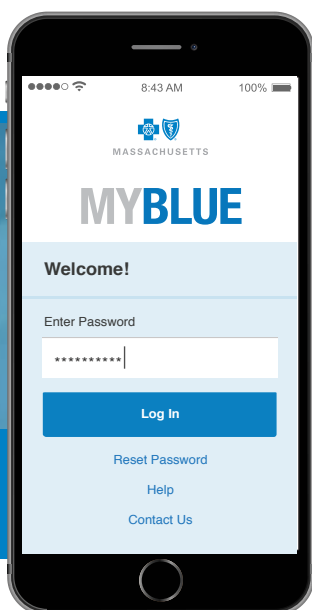
Using HSA Funds for Qualifying Medical Expenses:

- Can be used after the HSA account becomes effective
- A debit card will be issued for convenient use of account funds, or reimbursement requests can be made.
- Can be used for tax-dependents
- Unused HSA funds roll over from year-to-year and can be used in retirement towards qualifying medical expenses.
- Refer to IRS Pub 969 for more details and tax reporting information. (<http://www.irs.gov/pub/irs-pdf/p969.pdf>)

Fiscal Year 2025 Employer Contributions		
Annual Employer Contribution:	Individual \$1000	Family \$2000
42 Week Employer Contribution:	\$23.81	\$47.62
52 Week Employer Contribution:	\$19.23	\$38.46



MASSACHUSETTS



MYBLUE Member App FAQs

Is the MyBlue Member App available to all members?

The MyBlue Member App is available to most members.

NOTE: Members with Federal Employee Program (FEP), Blue Benefit Administrators (BBA), Ancillary only, Medicare Advantage or standalone Part D plans, or those with standalone dental, vision, or wellness coverage, cannot use the app.

Do previously registered users need to re-register?

No.

How do members find the app on the App Store or Google play?

Simply type any combination of BCBSMA, MyBlue, or Blue Cross Blue Shield of Massachusetts into the store's search box and look for the MyBlue Member App in the search results.

What if a member forgets their password?

Members can reset their password by clicking on the Forgot My Password link, where they'll have to complete the registration form again.

Is it mandatory to enter a Member Suffix to register?

Yes.

What if a member is having trouble selecting their date of birth during the registration process?

Instruct them to first select the year they were born, followed by the day and month. Having them enter their date of birth ensures our users are 18 years or older.

Do members need to enter their Social Security number (SSN) to register?

Yes. They're only required to enter part of their Social Security number. When registering, they must replace the missing zeroes with the corresponding digits of their Social Security number. See the example provided below:

If an employee's SSN is: 123456789,
and they see: X000XXX00,
then they should enter: X234XXX89

Does personal information, like a Social Security number, get stored on the phone?

No. There is no member information stored on the phone. All information is encrypted and secured within a protected database.

What if a member doesn't have a Social Security number, or doesn't provide one?

Entering a Social Security number is currently needed to register for the app. If a member can't provide one, they won't be able to register at this time.

What phones and operating systems are supported?

All iOS and Android phones are supported.

If a member purchases a new phone, will they have to download the application again?

Yes. They will be required to follow the steps outlined in the installation guide a second time.

What are the Privacy Rules and Access Permission around using this app?

- Subscribers and spouses can view information (including the ID card) for dependents with certain disabilities
- Subscribers and spouses can only view their own information, and the information (including the ID Card) for their dependents under age 18
- Dependents 18 years and older can only view their own information

Does the Member App replace member ID cards?

No. The Member App is not intended to replace existing Blue Cross Blue Shield of Massachusetts ID cards. The Member App provides members with additional on-the-go information and personalized health information.

What are the benefits of the Interactive ID card?

Members can email a PDF of their Member ID card to their doctors and direct-dial important phone numbers, like Member Service.

If a claim gets adjusted, how will it be shown?

For **Medical, Vision, and Dental claims**, members will only see the latest version of the claim. For claims related to **Pharmacy coverage**, members will see all past and present versions of the claim.

Can members view their financial account balances?

Members can only view HRA, HSA, or FSA accounts from HealthEquity.

How far back can members view their claims history?

Members can see up to one hundred claims over the previous two years. Claims listed include medical, behavioral health, vision, dental, and prescriptions.

How far back can members view their doctor visits and prescriptions history?

Members can see their last ten doctor visits and filled prescriptions. **NOTE:** If an employee sees the same doctor multiple times, or refills a prescription, they will only see the most recent visit or filled prescription.

Can members search for doctors outside of Massachusetts using the MyBlue Member App?

Our Find a Doctor tool allows users to search for doctors, dentists, and hospitals anywhere they want.

Are the MRI and Limited Care facilities listed under the Get Care tab only located in Massachusetts?

Yes. These features are intended to provide quick, local results for Massachusetts MRI and Urgent Care providers. If members are out of state and use these features, it will return no results. These members can use the Find a Doctor feature that will provide results for these services in their state.

Are the Urgent Care centers and MRI facilities that are listed included in network?

Not all of them. The list includes all facilities within 20 miles of a member's location, not just ones in their health plan's network. To find out if an Urgent Care center or MRI facility is in a member's network, members should call Member Service at the number on their ID card.

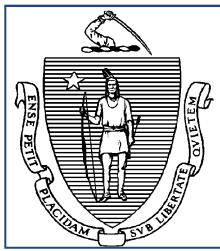
Can members get cost estimates through the mobile version of Find a Doctor?

No. Members can only search for doctors, dentists, and hospitals. They must log into their Member Central account in order to get cost estimates.

Who can members contact if they have questions about the Member App?

They can call Member Service at the number on the front of their ID card.





Overview of Health Insurance Marketplaces

YOU ARE RECEIVING THIS NOTICE AS REQUIRED BY THE NEW NATIONAL HEALTH REFORM LAW (ALSO KNOWN AS THE AFFORDABLE CARE ACT OR ACA)

On January 1, 2014, the Affordable Care Act (ACA) will be implemented in Massachusetts and across the nation. The ACA will bring many benefits to Massachusetts and its residents, helping us expand coverage to more Massachusetts residents, making it more affordable for small businesses to offer their employees healthcare, and providing additional tools to help families, individuals and businesses find affordable coverage. This notice is meant to help you understand health insurance Marketplaces, which are required by the ACA to make it easier for consumers to compare health insurance plans and enroll in coverage. In Massachusetts, the state Marketplace is known as the Massachusetts Health Connector. While you may or may not qualify for health insurance through the Health Connector, it may still be helpful for you to read and understand the information included here.

Overview: When key parts of the national health reform law take effect in January 2014, there will be an easy way for many individuals and small businesses in Massachusetts to buy health insurance: the Massachusetts Health Connector. This notice provides some basic information about the Health Connector, and how coverage available through the Health Connector relates to any coverage that may be offered by your employer. You can find out more by visiting: **MAhealthconnector.org**, or for non-Massachusetts residents, **Healthcare.gov** or (1-800-318-2596; TTY: 1-855-889-4325).

What is the Massachusetts Health Connector? The Health Connector is our state's health insurance Marketplace. It is designed to help individuals, families, and small businesses find health insurance that meets their needs and fits their budget. The Health Connector offers "one-stop shopping" to easily find and compare private health insurance options from the state's leading health and dental insurance companies. Some individuals and families may also qualify for a new kind of tax credit that lowers their monthly premium right away, as well as cost sharing reductions that can lower out-of-pocket expenses. This new tax credit is enabled by §26B of the Internal Revenue Service (IRS) Code.

Open enrollment for individuals and families to buy health insurance coverage through the Health Connector begins Oct. 1, 2013, for coverage starting as early as Jan. 1, 2014. (And in future years, open enrollment will begin every Oct. 15.) You can find out more by visiting **MAhealthconnector.org** or calling **1-877-MA ENROLL** (1-877-623-6765).

Can I qualify for federal and state assistance that reduces my health insurance premiums and out-of-pocket expenses through the Health Connector?

Depending on your income, you may qualify for federal and/or state tax credits and other subsidies that reduce your premiums and lower your out-of-pocket expenses if you shop through the Health Connector. You can find out more about the income criteria for qualifying for these subsidies by visiting **MAhealthconnector.org** or calling **1-877-MA ENROLL** (1-877-623-6765).

QUESTIONS?

For more information about the Health Connector, please visit **MAhealthconnector.org** or call **1-877 MA-ENROLL** (1-877-623-6765) or TTY: 1-877-623-7773, Monday to Friday, 8:00 a.m. to 6:00 p.m.

Does access to employer-based health coverage affect my eligibility for subsidized health insurance through the Health Connector?

An offer of health coverage from the Commonwealth of Massachusetts, as the employer, could affect your eligibility for these credits and subsidies through the Health Connector. If your income meets the eligibility criteria, you will qualify for credits and subsidies through the Health Connector if:

- **The Commonwealth of Massachusetts does not offer coverage to you, or**
- **The Commonwealth of Massachusetts offers you coverage, but:**
 - The coverage the Commonwealth of Massachusetts provides you (not including other family members) would require you to spend more than 9.5 percent of your household income for the year; or
 - The coverage the Commonwealth of Massachusetts provides does not meet the "minimum value" standard set by the new national health reform law (which says that the plan offered has to cover at least 60 percent of total allowed costs)

If you purchase a health plan through the Health Connector instead of accepting health coverage offered by the Commonwealth of Massachusetts please note that you will lose the employer contribution (if any) for your health insurance. Also, please note that the amount that you and your employer contribute to your employer-sponsored health insurance is often excluded from federal and state income taxes. Health Connector premiums have different tax treatment.

As part of considering whether the ACA and Marketplaces will affect you as an employee it is important to understand what the Commonwealth of Massachusetts offers you.

- The Commonwealth offers benefited employees health coverage through the Group Insurance Commission. To be eligible for GIC health insurance, a state employee must work a minimum of 18 ¾ hours in a 37.5 hour workweek or 20 hours in a 40 hour workweek. The employee must contribute to a participating GIC retirement system, such as the State Board of Retirement, a municipal retirement board, the Teachers Retirement Board, the Optional Retirement Pension System for Higher Education, a Housing, Redevelopment Retirement Plan, or another Massachusetts public sector retirement system (OBRA is not such a public retirement system for this purpose. Visit www.mass.gov/gic or see your GIC Coordinator for more information.
- Temporary employees, contractors, less-than-half time part time workers, and most seasonal employees are not eligible for GIC health insurance benefits. These employees may shop for health insurance through the Health Connector and may be eligible for advanced premium federal tax credits and/or state subsidies if their gross family income is at or below 400% Federal Poverty Level (which is approximately \$46,000 for an individual and \$94,000 for a family of four). Visit www.MAhealthconnector.org or call 1-877-MA-ENROLL for more information.

If there is any confusion around your employment status and what you are eligible for, please email healthmarketplacenotice@massmail.state.ma.us or contact your HR department or GIC Coordinator.

QUESTIONS?

For more information about the Health Connector, please visit MAhealthconnector.org or call 1-877 MA-ENROLL (1-877-623-6765) or TTY: 1-877-623-7773, Monday to Friday, 8:00 a.m. to 6:00 p.m.

NOTICE OF EMPLOYEES'S RIGHTS TO CONTINUE GROUP HEALTH COVERAGE
originally issued by the Department of Labor as part of ERISA technical release #86-2.

On April 7, 1986, a federal law was enacted [Public Law 99-272, Title X] requiring that most employees sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end. This notice is intended to inform you, in a summary fashion, of your rights and obligations under the continuation coverage provisions of the law. [Both you and your spouse should take the time to read this notice carefully].

If you are an employee of the TOWN OF DARTMOUTH covered by BLUE CROSS/BLUE SHIELD you have the right to choose this continuation 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 your part).

If you are the spouse of an employee covered by BLUE/CROSS BLUE SHIELD you have the right to choose continuation coverage for yourself if you lose group health coverage under BLUE CROSS/BLUE SHIELD for any of the following four reasons:

- (1) The death of your spouse
- (2) A termination of your spouse's employment (for reasons other than gross misconduct) or reduction in your spouse's hours of employment;
- (3) Divorce or legal separation from your spouse; or
- (4) Your spouse becomes entitled to Medicare.

In the case of a dependent child of an employee covered by BLUE CROSS/BLUE SHIELD he or she has the right to continuation coverage if group health coverage BLUE CROSS/BLUE SHIELD is lost for any of the following five reasons:

- (1) The death of a parent;
- (2) A termination of parent's employment (for reasons other than gross misconduct) or reduction in a parent's hours of employment with the TOWN OF DARTMOUTH
- (3) Parent's divorce or legal separation;
- (4) A parent becomes entitled to Medicare; or
- (5) The dependent child ceases to be a "dependent child" under BLUE CROSS/BLUE SHIELD

Under the law, a family member has the responsibility to inform the BLUE CROSS/ BLUE SHIELD Plan Administrator of a divorce, legal separation, or a child losing dependent status under BLUE CROSS/BLUE SHIELD within 60 days of the date of the event or the date in which coverage would end under the Plan because of the event, whichever is later. The TOWN OF DARTMOUTH has the responsibility to notify the Plan Administrator of the employee's death, termination, and reduction in hours of employment or Medicare entitlement. Similar rights may apply to certain retirees, spouses, and dependent children if your employer commences a bankruptcy proceeding and these individuals lose coverage.

Once the Plan Administrator is notified that one of these events has happened, the Plan Administrator will in turn notify you that you have the right to choose continuation coverage. Under the law, you have at least 60 days from the date you would lose coverage because of one of the events described

above, or the date notice of your election rights is sent to you, whichever is later, to inform the Plan Administrator that you want continuation coverage.

If you do not choose continuation coverage, your group health insurance will end.

If you choose continuation coverage, the TOWN OF DARTMOUTH is required to give you coverage which, as of the time coverage is being provided, is identical to the coverage provided under the plan to similarly situated employees or family members. The new law requires that you be afforded the opportunity to maintain continuation coverage for three years unless you lost group health coverage because of termination of employment or a reduction in hours. In that case, the required continuation coverage period is 18 months. This 18 months may be extended to 36 months if other events (such as death, divorce, legal separation, or Medicare entitlement) occur during the 18-month period.

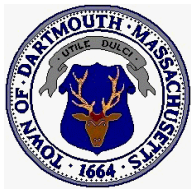
The 18 months may be extended to 29 months if an individual is determined (under Title II or XVI of the Social Security Act) to be disabled and the Plan Administrator is notified of that determination within 60 days. The affected individual must also notify the Plan Administrator within 30 days of any final determination that the individual is no longer disabled. In no event will continuation coverage last beyond 3 years from the date of the event that originally made a qualifying beneficiary eligible to select coverage.

However, the law also provides that your continuation coverage may be terminated for any of the following five reasons:

- (1) The TOWN OF DARTMOUTH no longer provides group health coverage to any of its employees;
- (2) The premium for you continuation coverage is not paid on time;
- (3) You become covered by another group plan, unless the plan contains any exclusions or limitations with respect to any pre-existing condition you or your covered dependents may have;
- (4) You become entitled to Medicare;
- (5) You extend coverage for up to 29 months due to your disability and there has been a final determination that you are no longer disabled.

You do not have to show that you are insurable to choose continuation coverage. However, under the law, you may have to pay all or part of the premium for your continuation coverage. There is a grace period of at least 30 days for payment of the regularly scheduled premium. [The law also says that at the end of the 18-month or 3-year continuation coverage period, you must be allowed to enroll in an individual conversion health plan provided under BLUE CROSS/BLUE SHIELD.

This law applies to BLUE CROSS/BLUE SHIELD beginning on the applicable date under Section 10002(d) of COBRA. If you have any questions about the law, Please contact HUMAN RESOURCES, 400 SLOCUM ROAD, DARTMOUTH MA. Also, if you have changed marital status, or you or your spouse have changed address, please notify HUMAN RESOURCES at the above address.



Town of Dartmouth – New Hires Basic & Voluntary Life Opportunity

During the first 30 days of your employment, employees will have the opportunity to purchase both Basic Life Insurance of \$10,000, and up to \$100,000 of Voluntary Life Insurance coverage **WITHOUT HAVING TO ANSWER ANY MEDICAL QUESTIONS**. If you elect not to purchase coverage during your first 30 days of employment, and wish to purchase it in the future, you will need to complete evidence of insurability (medical questionnaire) and be subject to the carrier's underwriting requirements.

The Basic coverage cost is 50% paid by the town, and the cost to the employee is \$2.05 per month.

Employee's **MUST** have the basic coverage to purchase the Voluntary Life Insurance.

Employees can purchase Voluntary Life coverage in increments of \$10,000, to a maximum of \$500,000 (or up to five times your salary). The first \$100,000 of coverage is guaranteed for those under the age of 60 **without any additional medical questions**. Ages 60-69 it is \$50,000 and 70 and over is \$10,000.

There is a special buy up provision with the voluntary coverage which allows you to lock in the rate at your age of application. What that means is if you purchase a minimum of \$10,000 of coverage upon being hired you will be able to purchase additional amounts of \$10,000 or 20,000/year until you reach the guaranteed issue amount of \$100,000. The best part is that this new coverage will be **based upon your age when you bought the first \$10,000!** So, if you are not ready to buy \$100,000 of coverage, but know you will in the future, you should get at least \$10,000 now, when you are younger, and it costs less.

Coverage is also available for spouses and dependent children. See rates below.

Age	Monthly Premium Rate per 1,000	10,000	20,000	30,000	40,000	50,000	60,000	70,000	80,000	90,000	100,000
<35	\$0.11	\$1.10	\$2.20	\$3.30	\$4.40	\$5.50	\$6.60	\$7.70	\$8.80	\$9.90	\$11.00
35-39	\$0.14	\$1.40	\$2.80	\$4.20	\$5.60	\$7.00	\$8.40	\$9.80	\$11.20	\$12.60	\$14.00
40-44	\$0.19	\$1.90	\$3.80	\$5.70	\$7.60	\$9.50	\$11.40	\$13.30	\$15.20	\$17.10	\$19.00
45-49	\$0.29	\$2.90	\$5.80	\$8.70	\$11.60	\$14.50	\$17.40	\$20.30	\$23.20	\$26.10	\$29.00
50-54	\$0.47	\$4.70	\$9.40	\$14.10	\$18.80	\$23.50	\$28.20	\$32.90	\$37.60	\$42.30	\$47.00
55-59	\$0.74	\$7.40	\$14.80	\$22.20	\$29.60	\$37.00	\$44.40	\$51.80	\$59.20	\$66.60	\$74.00
60-64	\$1.09	\$10.90	\$21.80	\$32.70	\$43.60	\$54.50	\$65.40	\$76.30	\$87.20	\$98.10	\$109.00
65-69	\$1.89	\$18.90	\$37.80	\$56.70	\$75.60	\$94.50	\$113.40	\$132.30	\$151.20	\$170.10	\$189.00
70-74	\$3.46	\$34.60	\$69.20	\$103.80	\$138.40	\$173.00	\$207.60	\$242.20	\$276.80	\$311.40	\$346.00
75 >	\$6.24	\$62.40	\$124.80	\$187.20	\$249.60	\$312.00	\$374.40	\$436.80	\$499.20	\$561.60	\$624.00

Guaranteed Issue Amounts

Age	Under 60	60-69	70 & over
Employee	\$100,000	\$50,000	\$10,000
Spouse	\$30,000	\$20,000	Not Eligible
Dependent	\$10,000		

****Employee must have coverage in order to insure spouse and/or children**

-Employee life=\$10,000 to a maximum of \$500,000 (not to exceed 5 times salary)

-Spouse life=\$5,000 to a maximum of \$100,000 (not to exceed 50% of employee benefit)

-Dependent (life only) = \$10,000 to age 19 or 25 if full time student (\$1.90 per unit)

Applicants requesting insurance amounts over the guaranteed issue amount will require an Evidence of Insurability Form and Authorization to release Medical Information. These forms will need to accompany the application.

Please contact LifePlus at 781-837-9222 with any questions.

Town of Dartmouth Miscellaneous Insurance Options

Permanent Life Insurance

When can I sign up?

Within the first 30 days of employment or during an enrollment.

How is Permanent Life different from the Term insurance the Town also offers?

The permanent life option is yours to keep at the rates you are offered when your policy is accepted. The permanent life policy has flexible level premiums and cash value.

Why Shouldn't I just buy the Term Life Option?

Term Life Insurance terminates at some point with no cash to redeem. Permanent Life Insurance coverage lasts as long as you continue to pay your premium, and does build up cash value.

What are the costs?

Rates are based upon your age. Once your policy is issued your rates are guaranteed never to go up.

Should I wait until I'm older to sign up for this coverage?

Rates are set at your age when the policy is issued. The younger you are when you sign up the lower your premiums will be. When you get older you may not be medically capable of qualifying.

Can this policy be deducted from my paycheck as other benefits?

Yes, the Permanent Life Insurance also includes convenient payroll deductions.

Can I keep this policy if I leave employment?

Yes, this policy is portable (YOU OWN IT) at the same rates as when you were an employee.

**Please contact LifePlus Insurance Agency, Inc.
with any enrollment questions.**

Office 781-837-9222 Fax 781-837-9227

**This form is for informational purposes only.
Please refer to the contract
for specific language.**

Disability Insurance

When can I sign up?

Within the first 30 days of employment or during an enrollment.

Does this policy cover accidents only?

No, this policy covers accident and sickness.

Can this policy be deducted from my paycheck like other benefits?

Yes, the Short Term Disability also includes convenient payroll deduction.

How much of my income does this policy replace?

Up to 60% of your monthly earnings, to a maximum of \$5,000 per month, can be covered.

If I become pregnant, will I be covered?

Yes, maternity is covered the same as any illness as long as the child is not born within 10 months of effective date.

What elimination periods are available?

Elimination periods are flexible for each employee to customize to their circumstances 7, 14, 30, 90, and 180 day options.

How long are benefits paid under the Disability program?

Benefit periods are flexible for each employee to customize to their circumstances: 3, 6, 12 and 24 month options.

Coverage continues up to age 70 for active employees.

What are the pre-existing limitations?

Anything that you have been treated for 12 months prior to the effective date will not be covered for the first 12 months of the policy.

Can I keep this policy if I leave employment?

Yes, this policy is portable (YOU OWN IT) at the same rates as when you were an employee.

Cancer Expense

When can I sign up?

Within the first 30 days of employment or during an enrollment.

Why do I need the Cancer Expense Plan if I have health insurance?

The American Cancer Society estimates that 30% of the cost of fighting cancer is "Direct" costs which are paid for by your health plan; doctor visits, prescriptions, surgeries, etc. The other 70% "Indirect" costs come out of the patient's pocket; lost income, co-pays, transportation, hotel, child care, special diets, etc.

How much does it pay?

The first occurrence benefit is \$7,000. There is a \$5,000 Radiation/Chemotherapy benefit and a maximum benefit of \$3,000 for surgery.

Do I have to use the money for things related to medical expenses?

No benefits are paid directly to the insured with no questions asked.

Can my whole family be covered?

Yes, family and individual policies are available.

Are there benefits for having cancer screenings?

Yes, each insured person is eligible for an annual \$50.00 Wellness Benefit available for most cancer screenings such as mammography, Pap smear, PSA test and sigmoidoscopy. This benefit is paid regardless of the test results.

Can the benefit be pre-taxed, like my health insurance?

Yes, the premiums can be pre-taxed without affecting the benefit received.

How much does it cost?

There are two options: Individual Plan is \$4.89/week, Family Plan is \$8.37/week.

Can I keep this policy if I leave employment?

Yes, this policy is portable (YOU OWN IT) at the same rates as when you were an employee.

Enroll within
30 days of
your Qualified
Event

Flexible Spending Benefits Town of Dartmouth

One of the Few Gifts the IRS Gives!

Discover the benefit that **SAVES YOU MONEY**. This perk allows you to set aside a portion of your pay—**BEFORE TAXES**—to cover out-of-pocket expenses in these categories:

- ◆ **HEALTH CARE.*** Eligible expenses and services include: non-cosmetic medical, dental, vision care services; prescription medications; over-the-counter 'medicines' (not vitamins or supplements); orthodontics; prescription eyeglasses, contact lenses, laser eye surgery; alternate health therapies (e.g. chiropractic, acupuncture); mental health services, and **MORE!**

Max. Annual Health Care Election: \$3,050.

Who's Covered? You, your legal spouse, and your dependents, as defined by the Internal Revenue Service (IRS), including those claimed on your tax return and adult children under age 26.

Benefit Cards. New Health Care FSA enrollees will be mailed **2 cards** that can be used at most medical facilities, dental offices, optical shops, and pharmacies to pay for eligible expenses. **Keep your cards!** They will reload each plan year that you enroll.

Grace Period. Health Care FSA participants get an **extra 75 days** at the end of the plan year to spend down the prior year's available balance, if any.

HSA Ineligibility. If you or your spouse have a Health Savings Account ('HSA'), you are **NOT ELIGIBLE** to participate in the Health Care FSA plan.

Make Your
Money Go

UP
TO **30%**

Further!

depending on your
tax status

- ◆ **DEPENDENT CARE.**** For qualified childcare expenses for dependent children under age 13, elderly dependents, and dependents with special needs. Eligible expenses include day care, pre-school, before/after school care, day camp, and elder day care.

Max. Annual Dep. Care Election: \$5,000 per family.

Annual FSA administrative fee of \$60 is paid via payroll deduction.

* Not all Health Care expenses are FSA-eligible, such as: cosmetic procedures or products (e.g. Botox, teeth whitening, veneers, etc.), couples/family counseling, general health/wellness expenses (i.e., toothbrushes, toothpastes, non-prescription sunglasses, gym dues, etc.), and federally non-permissible products. Some healthcare-related expenses, such as medical equipment and some services, may require a physician's Letter of Medical Necessity in order to be FSA-eligible. Visit <https://fsastore.com/CPAEligibility> for more info. on specific products and services.

** Overnight camp and school tuition for kindergarten and above are not FSA-eligible; day camp is eligible when utilized as a form of childcare in order for the parent(s)/guardian(s) to be able to work; extra-curricular and enrichment programs/activities that aren't daycare/childcare-based are not eligible; money paid to a childcare provider who doesn't report it as income on their taxes is not FSA-eligible.

*** Cafeteria Plan Advisors holds flex-spending (FSA) funds until eligible expenses are incurred and claim(s) submitted. Funds may be forfeited in accordance with IRS Publication 969 if eligible expenses are not incurred by the plan year deadline through the use of the provided debit card (if applicable) or claim submission, or the date upon which employment ends, whichever comes first.

For eligible expenses
incurred between your
Qualified Event Date
and **12/31/2024**.***

To enroll or make a qualified change: Complete a *New Hire/Change of Status Form* and return it to **Melissa Jerome** **within 30 days** of your Date of Hire or Date of your Qualified Event.

— IMPORTANT —

Re-enrollment is not automatic! To continue your FSA benefit beyond the end of the current plan year, you must **actively re-enroll** during your employer's annual open enrollment period.

Track Your Account and File Claims 24/7!

Log in to your **employee portal** via our website (www.CPA125.com), or use our app: **CPA Flex Mobile**.

Set up Direct Deposit

Direct deposit is the quickest, most efficient method of reimbursement when submitting claims for eligible, out-of-pocket expenses. Please add your banking info. to your online account profile once you receive your enrollment confirmation e-mail.

Employee EAP Services



MIIA

Nonprofit
Locally based
Member driven

Serving Massachusetts communities since 1982

Our confidential resource and referrals are available at no cost to you. Services with referral sources are optional and fees may exist.

GET HELP WITH:



Family Conflict



Couples/Relationships



Substance Abuse



Work/Life Balance



Stress



Depression/Anxiety



Grief



Parenting

YOU HAVE ACCESS TO MENTAL HEALTH COUNSELING

Short-term counseling by licensed, Master's-level counselors via phone, mobile app, chat, and video. Available to you and your household members 24/7.



EVERYDAY ASSISTANCE:

Overwhelmed and scared about her teen's active substance misuse, a member called in looking for assistance. She received an appointment with a counselor, and during their sessions, she learned parenting strategies and boundary-setting to help manage the situation. The member also received information about local treatment programs for her son and family support groups.

**ACCESS
VIA:**



myassistanceprogram.com/miia-eap/



1-800-451-1834

Our confidential resource and referrals are available at no cost to you. Services with referral sources are optional and fees may exist.

GET HELP WITH:



Bankruptcy



Home Buying



Debt



Identity Theft



Retirement Planning



College Planning



Budget Coaching



Taxes

YOU HAVE ACCESS TO **FINANCIAL ASSISTANCE**

Financial Assistance connects individuals with certified financial planners, public accountants, and credit counselors to help with personal financial challenges.



EVERYDAY ASSISTANCE:

Maggie reached out feeling overwhelmed and anxious after receiving a letter from an attorney regarding an old debt that was not paid. The letter also specified that her wages were to be garnished. After utilizing financial consultation services through the assistance program, Maggie learned, in this instance, it was illegal to garnish her wages, and that the letter was a scam.

**ACCESS
VIA:**



myassistanceprogram.com/miia-eap/



1-800-451-1834

Our confidential resource and referrals are available at no cost to you. Services with referral sources are optional and fees may exist.

GET HELP WITH:



Bankruptcy



Divorce



Custody



Estate Planning



Wills



Real Estate



Adoption



Eldercare

YOU HAVE ACCESS TO **LEGAL ASSISTANCE**

*Get connected with a qualified attorney
for a FREE 30-minute consultation.*



EVERYDAY ASSISTANCE:

A member called in looking for help with finding an attorney. He had hired a company to repair his roof and already signed a contract. Suddenly the company stopped responding and never came back to finish the job. The Assistance Program was able to locate an attorney within 5 miles and offer a discount to use this attorney's services.

**ACCESS
VIA:**



myassistanceprogram.com/miia-eap/



1-800-451-1834

Our confidential resource and referrals are available at no cost to you. Services with referral sources are optional and fees may exist.

GET HELP WITH:



Life Transitions



Communication Skills



Stress & Time Management



Work/Life Balance



Managing Multiple Projects



Goal Setting/Action Steps



Improving Relationships



Living a More Purposeful Life

LEVEL UP WITH LIFE COACHING

Reach your personal and professional goals with free coaching sessions.



EVERYDAY ASSISTANCE:

A member was studying to retake a professional exam that she needed to pass and was looking for help with time management. Our coach helped her develop a study schedule that worked with her already hectic work schedule and kept her accountable to stay on top of it. She e-mailed her coach a few months later to report she passed her exam!

**ACCESS
VIA:**



myassistanceprogram.com/miia-eap/



1-800-451-1834

Our confidential resource and referrals are available at no cost to you. Services with referral sources are optional and fees may exist.

GET HELP WITH:



Childcare



Eldercare



Housing



Transportation



Adoption



Education



Pet Care



Household Errands

BALANCE BETTER WITH WORK/LIFE RESOURCES

Receive personalized support for a wide range of caregiving, life management and family needs.



EVERYDAY ASSISTANCE:

A hard-working parent reached out to the program looking for alternative infant care since their provider was closed due to COVID-19. The team found 5 childcare providers in her area that were open and provided detailed information including pricing, fees, hours, and availability. The parent responded, "This program is a lifesaver!"

**ACCESS
VIA:**



myassistanceprogram.com/miia-eap/



1-800-451-1834

Our confidential resource and referrals are available at no cost to you. Services with referral sources are optional and fees may exist.

GET HELP WITH:



Insurance Navigation



Doctor Referrals



Health Care Transportation



Discharge Planning



Care Transition



Durable Medical Equipment



Geriatric Care



Medical Appointment Preparation

YOU HAVE ACCESS TO **MEDICAL ADVOCACY**

Medical advocates help you interpret medical information related to claims, coverage, and medical diagnosis.



EVERYDAY ASSISTANCE:

A member needed a reliable, medically trained babysitter to help take care of her young son who has chronic asthma. She and her husband had tried every avenue they could think of to get a decent sitter but kept coming up blank. The Assistance Program was able to provide a list of professional babysitters, all medically trained, and well suited to her son's needs. This member now has time back in her day, and peace of mind that her son is well cared for.

**ACCESS
VIA:**



myassistanceprogram.com/miia-eap/

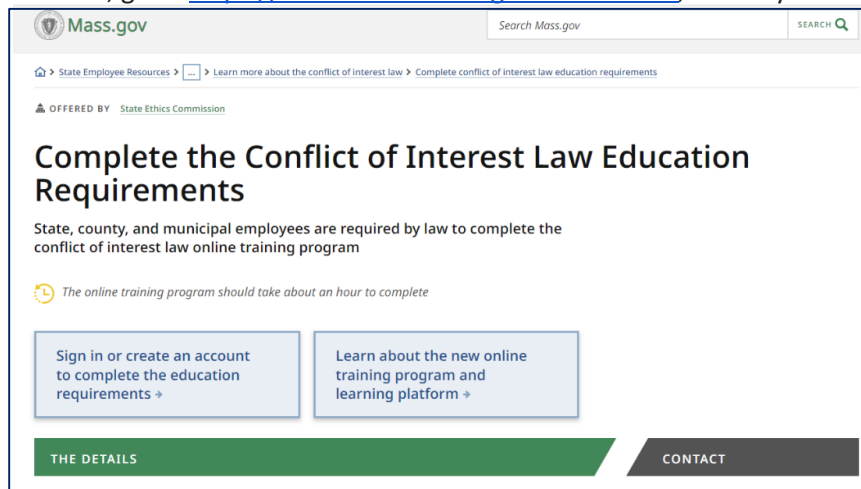


1-800-451-1834

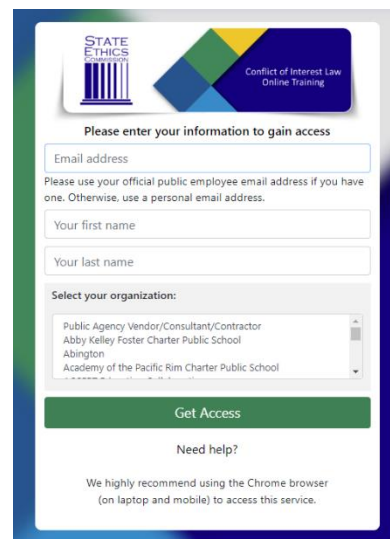
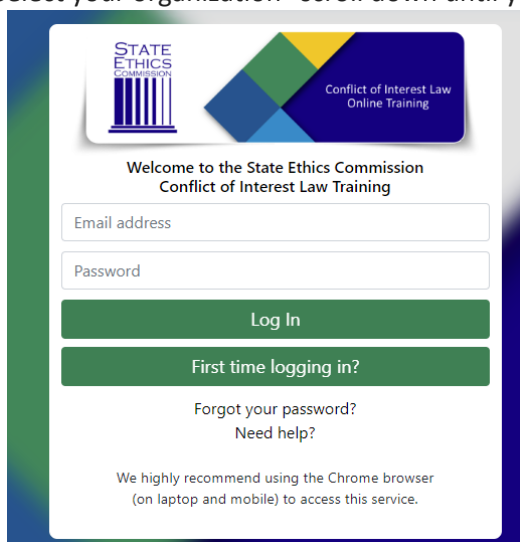
Town of Dartmouth
400 Slocum Road
Dartmouth, MA 02747
Phone: 508-910-1885
mjerome@town.dartmouth.ma.us

The Commonwealth of Massachusetts requires all municipal employees to complete ethics training every two years and the acknowledgment annually. The instructions below will assist you in completing the requirements.

To do so, go to <https://massethicstraining.skillburst.com>, where you should see this:

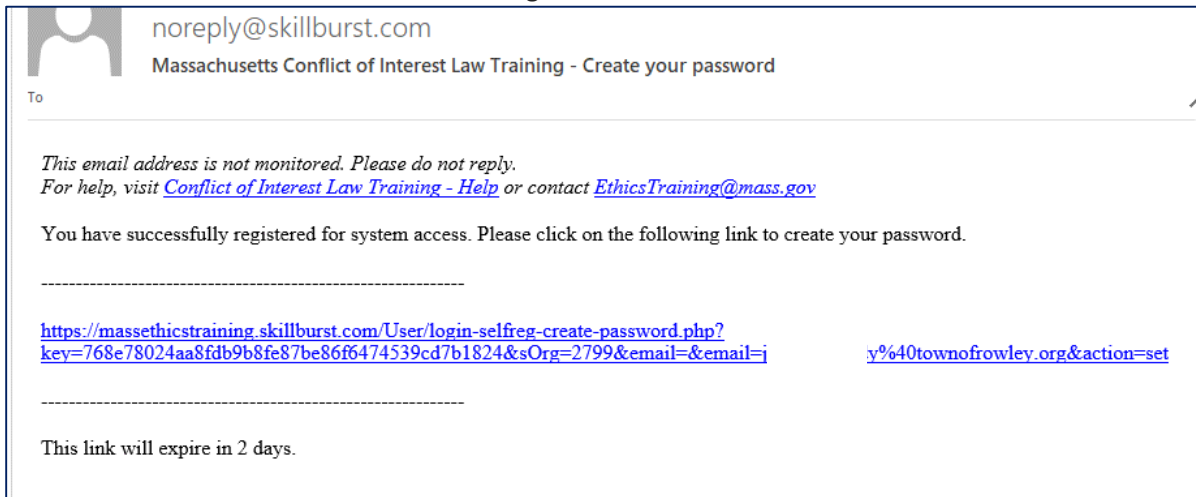


1. Click on the “Sign in or create an account...” option.
2. You will see two options:
 - a. First time users click on “First time logging in?” option.
 - b. Enter your email address and name in the fields of the new window that pops up.
 - c. Under “Select your organization” scroll down until you find "Dartmouth" and select.



- d. Click the “Get Access” button, and the following message will appear:
A message has been sent to the email address you specified with instructions for creating your password. (Please be sure to check your Spam folder, if needed). You may now close this window.

3. You will then receive an email to create a login



4. Click the long “skillburst” link in the email, and you will get a screen to create a new password:

5. After you click “Save Password” button, you will return to the original sign-in screen. Sign in as you would any website requiring a password, using your email address and the password you just created.
6. There will be two links on the initial screen. One takes you to the training to be completed every two years (starting this year), and the other is the “Acknowledgement of Receipt... for Municipal Employees” that is required annually. For this initial training, please complete both.
7. The training is estimated to take approximately one hour. You should be able to stop part way through and resume at a later time, if necessary.
NOTE: There is music behind the intro and audio throughout. Check your volume before starting!
8. When you get done with the training you won't have to do anything. You should receive an email acknowledging completion and linking to a copy of your certificate. If you need a copy of the certificate, you can print it out for your own records. The system will show us, through an administration panel, who is working on or has completed the training.

If you have any questions about this, please feel free to contact Human Resources.

Summary of the Conflict of Interest Law for Municipal Employees

This summary of the conflict of interest law, General Laws chapter 268A, is intended to help municipal employees understand how that law applies to them. This summary is not a substitute for legal advice, nor does it mention every aspect of the law that may apply in a particular situation. Municipal employees can obtain free confidential advice about the conflict of interest law from the Commission's Legal Division at our website, phone number, and address above. Municipal counsel may also provide advice.

The conflict of interest law seeks to prevent conflicts between private interests and public duties, foster integrity in public service, and promote the public's trust and confidence in that service by placing restrictions on what municipal employees may do on the job, after hours, and after leaving public service, as described below. The sections referenced below are sections of G.L. c. 268A.

When the Commission determines that the conflict of interest law has been violated, it can impose a civil penalty of up to \$10,000 (\$25,000 for bribery cases) for each violation. In addition, the Commission can order the violator to repay any economic advantage he gained by the violation, and to make restitution to injured third parties. Violations of the conflict of interest law can also be prosecuted criminally.

I. Are you a municipal employee for conflict of interest law purposes?

You do not have to be a full-time, paid municipal employee to be considered a municipal employee for conflict of interest purposes. Anyone performing services for a city or town or holding a municipal position, whether paid or unpaid, including full- and part-time municipal employees, elected officials, volunteers, and consultants, is a municipal employee under the conflict of interest law. An employee of a private firm can also be a municipal employee, if the private firm has a contract with the city or town and the employee is a "key employee" under the contract, meaning the town has specifically contracted for her services. The law also covers private parties who engage in impermissible dealings with municipal employees, such as offering bribes or illegal gifts. Town meeting members and charter commission members are not municipal employees under the conflict of interest law.

II. On-the-job restrictions.

(a) Bribes. Asking for and taking bribes is prohibited. (See Section 2)

A bribe is anything of value corruptly received by a municipal employee in exchange for the employee being influenced in his official actions. Giving, offering, receiving, or asking for a bribe is illegal.

Bribes are more serious than illegal gifts because they involve corrupt intent. In other words, the municipal employee intends to sell his office by agreeing to do or not do some official act, and the giver intends to influence him to do so. Bribes of any value are illegal.

(b) Gifts and gratuities. Asking for or accepting a gift because of your official position, or because of something you can do or have done in your official position, is prohibited. (See Sections 3, 23(b)(2), and 26)

Municipal employees may not accept gifts and gratuities valued at \$50 or more given to influence their official actions or because of their official position. Accepting a gift intended to reward past official action or to bring about future official action is illegal, as is giving such gifts. Accepting a gift given to you because of the municipal position you hold is also illegal. Meals, entertainment event tickets, golf, gift baskets, and payment of travel expenses can all be illegal gifts if given in connection with official action or position, as can anything worth \$50 or more. A number of smaller gifts together worth \$50 or more may also violate these sections.

Example of violation: A town administrator accepts reduced rental payments from developers.

Example of violation: A developer offers a ski trip to a school district employee who oversees the developer's work for the school district.

Regulatory exemptions. There are situations in which a municipal employee's receipt of a gift does not present a genuine risk of a conflict of interest, and may in fact advance the public interest. The Commission has created exemptions permitting giving and receiving gifts in these situations. One commonly used exemption permits municipal employees to accept payment of travel-related expenses when doing so advances a public purpose. Another commonly used exemption permits municipal employees to accept payment of costs involved in attendance at educational and training programs. Other exemptions are listed on the Commission's website.

Example where there is no violation: A fire truck manufacturer offers to pay the travel expenses of a fire chief to a trade show where the chief can examine various kinds of fire-fighting equipment that the town may purchase. The chief fills out a disclosure form and obtains prior approval from his appointing authority.

Example where there is no violation: A town treasurer attends a two-day annual school featuring multiple substantive seminars on issues relevant to treasurers. The annual school is

paid for in part by banks that do business with town treasurers. The treasurer is only required to make a disclosure if one of the sponsoring banks has official business before her in the six months before or after the annual school.

(c) Misuse of position. Using your official position to get something you are not entitled to, or to get someone else something they are not entitled to, is prohibited. Causing someone else to do these things is also prohibited. (See Sections 23(b)(2) and 26)

A municipal employee may not use her official position to get something worth \$50 or more that would not be properly available to other similarly situated individuals. Similarly, a municipal employee may not use her official position to get something worth \$50 or more for someone else that would not be properly available to other similarly situated individuals. Causing someone else to do these things is also prohibited.

Example of violation: A full-time town employee writes a novel on work time, using her office computer, and directing her secretary to proofread the draft.

Example of violation: A city councilor directs subordinates to drive the councilor's wife to and from the grocery store.

Example of violation: A mayor avoids a speeding ticket by asking the police officer who stops him, "Do you know who I am?" and showing his municipal I.D.

(d) Self-dealing and nepotism. Participating as a municipal employee in a matter in which you, your immediate family, your business organization, or your future employer has a financial interest is prohibited. (See Section 19)

A municipal employee may not participate in any particular matter in which he or a member of his immediate family (parents, children, siblings, spouse, and spouse's parents, children, and siblings) has a financial interest. He also may not participate in any particular matter in which a prospective employer, or a business organization of which he is a director, officer, trustee, or employee has a financial interest. Participation includes discussing as well as voting on a matter, and delegating a matter to someone else.

A financial interest may create a conflict of interest whether it is large or small, and positive or negative. In other words, it does not matter if a lot of money is involved or only a little. It also does not matter if you are putting money into your pocket or taking it out. If you, your immediate family, your business, or your employer have or has a financial interest in a matter, you may not participate. The financial interest must be direct and immediate or

reasonably foreseeable to create a conflict. Financial interests which are remote, speculative or not sufficiently identifiable do not create conflicts.

Example of violation: A school committee member's wife is a teacher in the town's public schools. The school committee member votes on the budget line item for teachers' salaries.

Example of violation: A member of a town affordable housing committee is also the director of a non-profit housing development corporation. The non-profit makes an application to the committee, and the member/director participates in the discussion.

Example: A planning board member lives next door to property where a developer plans to construct a new building. Because the planning board member owns abutting property, he is presumed to have a financial interest in the matter. He cannot participate unless he provides the State Ethics Commission with an opinion from a qualified independent appraiser that the new construction will not affect his financial interest.

In many cases, where not otherwise required to participate, a municipal employee may comply with the law by simply not participating in the particular matter in which she has a financial interest. She need not give a reason for not participating.

There are several exemptions to this section of the law. An appointed municipal employee may file a written disclosure about the financial interest with his appointing authority, and seek permission to participate notwithstanding the conflict. The appointing authority may grant written permission if she determines that the financial interest in question is not so substantial that it is likely to affect the integrity of his services to the municipality. Participating without disclosing the financial interest is a violation. Elected employees cannot use the disclosure procedure because they have no appointing authority.

Example where there is no violation: An appointed member of the town zoning advisory committee, which will review and recommend changes to the town's by-laws with regard to a commercial district, is a partner at a company that owns commercial property in the district. Prior to participating in any committee discussions, the member files a disclosure with the zoning board of appeals that appointed him to his position, and that board gives him a written determination authorizing his participation, despite his company's financial interest. There is no violation.

There is also an exemption for both appointed and elected employees where the employee's task is to address a matter of general policy and the employee's financial interest is shared with a substantial portion (generally 10% or more) of the town's population, such as, for instance, a financial interest in real estate tax rates or municipal utility rates.

Regulatory exemptions. In addition to the statutory exemptions just mentioned, the Commission has created several regulatory exemptions permitting municipal employees to participate in particular matters notwithstanding the presence of a financial interest in certain very specific situations when permitting them to do so advances a public purpose. There is

an exemption permitting school committee members to participate in setting school fees that will affect their own children if they make a prior written disclosure. There is an exemption permitting town clerks to perform election-related functions even when they, or their immediate family members, are on the ballot, because clerks' election-related functions are extensively regulated by other laws. There is also an exemption permitting a person serving as a member of a municipal board pursuant to a legal requirement that the board have members with a specified affiliation to participate fully in determinations of general policy by the board, even if the entity with which he is affiliated has a financial interest in the matter. Other exemptions are listed in the Commission's regulations, available on the Commission's website.

Example where there is no violation: A municipal Shellfish Advisory Board has been created to provide advice to the Board of Selectmen on policy issues related to shellfishing. The Advisory Board is required to have members who are currently commercial fishermen. A board member who is a commercial fisherman may participate in determinations of general policy in which he has a financial interest common to all commercial fishermen, but may not participate in determinations in which he alone has a financial interest, such as the extension of his own individual permits or leases.

(e) False claims. Presenting a false claim to your employer for a payment or benefit is prohibited, and causing someone else to do so is also prohibited. (See Sections 23(b)(4) and 26)

A municipal employee may not present a false or fraudulent claim to his employer for any payment or benefit worth \$50 or more, or cause another person to do so.

Example of violation: A public works director directs his secretary to fill out time sheets to show him as present at work on days when he was skiing.

(f) Appearance of conflict. Acting in a manner that would make a reasonable person think you can be improperly influenced is prohibited. (See Section 23(b)(3))

A municipal employee may not act in a manner that would cause a reasonable person to think that she would show favor toward someone or that she can be improperly influenced. Section 23(b)(3) requires a municipal employee to consider whether her relationships and affiliations could prevent her from acting fairly and objectively when she performs her duties for a city or town. If she cannot be fair and objective because of a relationship or affiliation, she should not perform her duties. However, a municipal employee, whether elected or appointed, can avoid violating this provision by making a public disclosure of the facts. An appointed employee must make the disclosure in writing to his appointing official.

Example where there is no violation: A developer who is the cousin of the chair of the conservation commission has filed an application with the commission. A reasonable person could conclude that the chair might favor her cousin. The chair files a written disclosure with her appointing authority explaining her relationship with her cousin prior to the meeting at which the application will be considered. There is no violation of Sec. 23(b)(3).

(g) Confidential information. Improperly disclosing or personally using confidential information obtained through your job is prohibited. (See Section 23(c))

Municipal employees may not improperly disclose confidential information, or make personal use of non-public information they acquired in the course of their official duties to further their personal interests.

III. After-hours restrictions.

(a) Taking a second paid job that conflicts with the duties of your municipal job is prohibited. (See Section 23(b)(1))

A municipal employee may not accept other paid employment if the responsibilities of the second job are incompatible with his or her municipal job.

Example: A police officer may not work as a paid private security guard in the town where he serves because the demands of his private employment would conflict with his duties as a police officer.

(b) Divided loyalties. Receiving pay from anyone other than the city or town to work on a matter involving the city or town is prohibited. Acting as agent or attorney for anyone other than the city or town in a matter involving the city or town is also prohibited whether or not you are paid. (See Sec. 17)

Because cities and towns are entitled to the undivided loyalty of their employees, a municipal employee may not be paid by other people and organizations in relation to a matter if the city or town has an interest in the matter. In addition, a municipal employee may not act on behalf of other people and organizations or act as an attorney for other people and organizations in which the town has an interest. Acting as agent includes contacting the municipality in person, by phone, or in writing; acting as a liaison; providing documents to the city or town; and serving as spokesman.

A municipal employee may always represent his own personal interests, even before his own municipal agency or board, on the same terms and conditions that other similarly situated members of the public would be allowed to do so. A municipal employee may also apply for building and related permits on behalf of someone else and be paid for doing so, unless he works for the permitting agency, or an agency which regulates the permitting agency.

Example of violation: A full-time health agent submits a septic system plan that she has prepared for a private client to the town's board of health.

Example of violation: A planning board member represents a private client before the board of selectmen on a request that town meeting consider rezoning the client's property.

While many municipal employees earn their livelihood in municipal jobs, some municipal employees volunteer their time to provide services to the town or receive small stipends. Others, such as a private attorney who provides legal services to a town as needed, may serve in a position in which they may have other personal or private employment during normal working hours. In recognition of the need not to unduly restrict the ability of town volunteers and part-time employees to earn a living, the law is less restrictive for "special" municipal employees than for other municipal employees.

The status of "special" municipal employee has to be assigned to a municipal position by vote of the board of selectmen, city council, or similar body. A position is eligible to be designated as "special" if it is unpaid, or if it is part-time and the employee is allowed to have another job during normal working hours, or if the employee was not paid for working more than 800 hours during the preceding 365 days. It is the position that is designated as "special" and not the person or persons holding the position. Selectmen in towns of 10,000 or fewer are automatically "special"; selectman in larger towns cannot be "specials."

If a municipal position has been designated as "special," an employee holding that position may be paid by others, act on behalf of others, and act as attorney for others with respect to matters before municipal boards other than his own, provided that he has not officially participated in the matter, and the matter is not now, and has not within the past year been, under his official responsibility.

Example: A school committee member who has been designated as a special municipal employee appears before the board of health on behalf of a client of his private law practice, on a matter that he has not participated in or had responsibility for as a school committee member. There is no conflict. However, he may not appear before the school committee, or the school department, on behalf of a client because he has official responsibility for any matter that comes before the school committee. This is still the case even if he has recused himself from participating in the matter in his official capacity.

Example: A member who sits as an alternate on the conservation commission is a special municipal employee. Under town by-laws, he only has official responsibility for matters

assigned to him. He may represent a resident who wants to file an application with the conservation commission as long as the matter is not assigned to him and he will not participate in it.

(c) Inside track. Being paid by your city or town, directly or indirectly, under some second arrangement in addition to your job is prohibited, unless an exemption applies. (See Section 20)

A municipal employee generally may not have a financial interest in a municipal contract, including a second municipal job. A municipal employee is also generally prohibited from having an indirect financial interest in a contract that the city or town has with someone else. This provision is intended to prevent municipal employees from having an “inside track” to further financial opportunities.

Example of violation: Legal counsel to the town housing authority becomes the acting executive director of the authority, and is paid in both positions.

Example of violation: A selectman buys a surplus truck from the town DPW.

Example of violation: A full-time secretary for the board of health wants to have a second paid job working part-time for the town library. She will violate Section 20 unless she can meet the requirements of an exemption.

Example of violation: A city councilor wants to work for a non-profit that receives funding under a contract with her city. Unless she can satisfy the requirements of an exemption under Section 20, she cannot take the job.

There are numerous exemptions. A municipal employee may hold multiple unpaid or elected positions. Some exemptions apply only to special municipal employees. Specific exemptions may cover serving as an unpaid volunteer in a second town position, housing-related benefits, public safety positions, certain elected positions, small towns, and other specific situations. Please call the Ethics Commission’s Legal Division for advice about a specific situation.

IV. After you leave municipal employment. (See Section 18)

(a) Forever ban. After you leave your municipal job, you may never work for anyone other than the municipality on a matter that you worked on as a municipal employee.

If you participated in a matter as a municipal employee, you cannot ever be paid to work on that same matter for anyone other than the municipality, nor may you act for someone else,

whether paid or not. The purpose of this restriction is to bar former employees from selling to private interests their familiarity with the facts of particular matters that are of continuing concern to their former municipal employer. The restriction does not prohibit former municipal employees from using the expertise acquired in government service in their subsequent private activities.

Example of violation: A former school department employee works for a contractor under a contract that she helped to draft and oversee for the school department.

(b) One year cooling-off period. For one year after you leave your municipal job you may not participate in any matter over which you had official responsibility during your last two years of public service.

Former municipal employees are barred for one year after they leave municipal employment from personally appearing before any agency of the municipality in connection with matters that were under their authority in their prior municipal positions during the two years before they left.

Example: An assistant town manager negotiates a three-year contract with a company. The town manager who supervised the assistant, and had official responsibility for the contract but did not participate in negotiating it, leaves her job to work for the company to which the contract was awarded. The former manager may not call or write the town in connection with the company's work on the contract for one year after leaving the town.

A former municipal employee who participated as such in general legislation on expanded gaming and related matters may not become an officer or employee of, or acquire a financial interest in, an applicant for a gaming license, or a gaming licensee, for one year after his public employment ceases.

(c) Partners. Your partners will be subject to restrictions while you serve as a municipal employee and after your municipal service ends.

Partners of municipal employees and former municipal employees are also subject to restrictions under the conflict of interest law. If a municipal employee participated in a matter, or if he has official responsibility for a matter, then his partner may not act on behalf of anyone other than the municipality or provide services as an attorney to anyone but the city or town in relation to the matter.

Example: While serving on a city's historic district commission, an architect reviewed an application to get landmark status for a building. His partners at his architecture firm may not prepare and sign plans for the owner of the building or otherwise act on the owner's behalf in relation to the application for landmark status. In addition, because the architect has official responsibility as a commissioner for every matter that comes before the commission, his partners may not communicate with the commission or otherwise act on behalf of any client on any matter that comes before the commission during the time that the architect serves on the commission.

Example: A former town counsel joins a law firm as a partner. Because she litigated a lawsuit for the town, her new partners cannot represent any private clients in the lawsuit for one year after her job with the town ended.

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This summary is not intended to be legal advice and, because it is a summary, it does not mention every provision of the conflict law that may apply in a particular situation. Our website, www.mass.gov/orgs/state-ethics-commission, contains further information about how the law applies in many situations. You can also contact the Commission's Legal Division via our website, by telephone, or by letter. Our contact information is at the top of this document.

Version 7: Revised November 14, 2016.

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TOWN OF DARTMOUTH SEXUAL HARASSMENT POLICY

I. Introduction

It is the goal of the Town of Dartmouth to promote a workplace that is free of sexual harassment. Sexual harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by the Town. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal for providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees.

Because the Town of Dartmouth takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace that is free of sexual harassment and, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

II. Definition of Sexual Harassment

In Massachusetts, the legal definition for sexual harassment is this “sexual harassment” means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- (a) Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,
- (b) Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

Unwelcome sexual advances — whether they involve physical touching or not;

Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life; comment on an individual’s body, comment about an individual’s sexual activity, deficiencies, or prowess;

Displaying sexually suggestive objects, pictures, cartoons also including e-mail & computer images.

Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments.

Inquiries regarding a persons sexual experiences or activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by the Town.

III. Complaints of Sexual Harassment

If any of our employees believes that he or she has been subjected to sexual harassment, the employee has the right to file a complaint with the Town. This may be done in writing or orally.

If you would like to file a complaint you may do so by contacting your supervisor or department head, the Executive Administrator, Town Offices, 400 Slocum Road, Dartmouth, MA 02747, phone 508-910-1836. These individuals are also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

IV. Sexual Harassment Investigation

When we receive the complaint we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed sexual harassment. When we have completed our investigation, we will, to the extent appropriate inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action.

V. Disciplinary Action

If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action as we deem appropriate under the circumstances.

VI. State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - 300 days; MCAD - 300 days).

1. The United States Equal Employment Opportunity Commission (“EEOC”):

One Congress Street
10th Floor
Boston, MA 02114
(617) 565-3200.

2. The Massachusetts Commission Against Discrimination (“MCAD”) Boston Office:

One Ashburton Place
Rm. 601
Boston, MA 02108
(617- 727-3990.

TOWN OF DARTMOUTH



DRUG-FREE WORKPLACE POLICY

The Town of Dartmouth absolutely prohibits the use, consumption/injection, sale, purchase, transfer or possession of any illegal (prescription or non-prescription) controlled substance, by any employee(s) during working hours or while representing the Town at meetings, hearings, Town functions, on any Town premises and in any Town vehicles.

Employees are strictly prohibited from being under the influence of alcohol or drugs during working hours or while representing the Town at meetings, hearing, Town functions, on any Town premises and in any Town vehicles.

Illegal Drugs Defined:

“Illegal Drugs” are defined, for the purpose of this policy, as any drug that is either not legally obtained, or is legally obtainable, but has not been legally obtained. The term includes prescribed drugs not being used for prescribed purposes, prescribed drugs being used by a person other than the prescription holder, and marijuana.

Legally prescribed medications are exempt under this policy and are permitted to the extent that their use does not adversely affect the employees’ work ability, job performance, his safety or the safety of others in the workplace. Operating a vehicle or potentially dangerous machinery is prohibited by the Town if the prescription restricts or impedes such activity.

A non FDA approved (experimental) drug may be exempt under this policy if prescribed or authorized for the employee using or possessing it by a licensed physician while acting in the course of his/her professional practice provided that such drug is used by the employee at the prescribed or authorized dosage, and the dosage is consistent with the safe performance of the employee’s duties, e.g., an experimental drug professionally prescribed for use in treating the illness.

Employee Assistance

The Town of Dartmouth shall affirmatively work with employees suffering from drug and/or alcohol abuse or related personal/emotional problems by providing an atmosphere conducive to promoting and receiving the assistance necessary through the Town’s EAP Program to overcome their dependency. Any employee seeking such assistance is encourage to meet with his/her supervisor or Executive Administrator to discuss the problem before it begins to affect the employee’s job performance or that of others in the workplace. All disclosures made by and employee shall be treated as strictly confidential by the management representative or direct supervisor (whether union or non-union).

The employee's decision to seek assistance will not be used as the basis for disciplinary action or used against the employee in any disciplinary proceeding, provided the employee agrees to enter into a rehabilitation program in the form of professional counseling and/or treatment for such addiction, and shall continue to participate in said rehabilitation program until such time his participation is deemed no longer necessary by a licensed physician.

Disciplinary Action:

Violation of this policy may result in disciplinary action, up to and including termination. The Town may terminate any employee found to have a drug/alcohol addiction who refuses to enter into a prescribed rehabilitation program or who intentionally drops out of such treatment before completion of the program.



TOWN OF DARTMOUTH FRAUD POLICY

The Town of Dartmouth is committed to protecting its revenue, property, information, and other assets from any attempt, either by members of the public, contractors, vendors, agents or its own employees, to gain by deceit, financial or other benefits at the expense of the taxpayers.

Town Officials and employees must, at all times, comply with all applicable laws and regulations. The Town will not condone the activities of officials or employees who achieve results through violation of the law or unethical business dealings. The Town does not permit any activity that fails to stand the closest possible public scrutiny.

This policy sets out specific guidelines and responsibilities regarding appropriate actions that must be followed for the investigation of fraud and other similar irregularities.

Definitions

Occupational **fraud** is defined by the Association of Certified Fraud Examiners as the use of one's occupation for personal enrichment through the deliberate misuse or misapplication of the employing organization's resources or assets. There are three major categories of occupational fraud.

- **Asset Misappropriations** – Theft or misuse of an organization's assets.
 - Cash
 - Fraudulent Disbursements – Perpetrator causes organization to disburse funds through some trick or device (e.g. submitting false invoices/time card/sheets, expense reimbursement schemes, check tampering, etc.)
 - Skimming – Cash is stolen from an organization before it is recorded on the organization's books and records.
 - Cash Larceny – Cash is stolen from an organization after it has been recorded on the organization's books and records.

- Inventory and all other assets
 - Misuse – Misuse of an organization’s inventory or assets for personal use (e.g. Town vehicles, computers, supplies, etc.)
 - Larceny – Inventory or other assets are stolen from an organization.
- **Corruption** – Wrongfully use influence in a business transaction in order to procure some benefit for themselves or another person, contrary to duty to employer or the rights of another.
 - Conflicts of Interest – An undisclosed economic or personal interest in a transaction that adversely affects the employer.
 - Bribery – The offering, giving, receiving, or soliciting of anything of value to influence an official act or business decision.
 - Illegal Gratuities – A party who benefits from an official act or a business decision gives a gift to a person who made the decision. An illegal gratuity does not require proof of an intent to influence.
 - Economic Extortion – An employee demands that a vendor/contractor/etc. pay to influence an official act or a business decision.
- **Fraudulent Statements** – Falsification of an organization’s financial statements.

Other similar irregularities is defined as any activity involving questionable behavior or business dealings by members of the public, contractors, vendors, agents or government employees, that put government revenue, property, information and other assets at risk of waste or abuse.

Applicability

This policy applies to all Elected Officials and employees of the Town as well as any business or individual doing business with the government.

General Policy and Responsibility

1. It is the government’s intent to fully investigate any suspected acts of fraud or other similar irregularity. An objective and impartial investigation will be conducted regardless of the position, title, length of service or relationship with the government of any party who might be or becomes involved in or becomes/is the subject of such investigation.

2. Each Elected Official, Department Head, Commissioner and Manager is responsible for instituting and maintaining a system of internal control to provide reasonable assurance for the prevention and detection of fraud, misappropriations and other irregularities. Management should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indications of such conduct.
3. The Office of the Town Administrator (OTA) has the primary responsibility for the investigation of all activity defined in this policy.
4. OTA will notify the Select Board (SB) of a reported allegation of fraudulent or irregular conduct upon the commencement of the investigation to the extent practical. Throughout the investigation the SB will be informed of pertinent investigative findings.
5. In all circumstance where there are reasonable grounds to indicate that a fraud may have occurred, the OTA, subject to the advice of Town Counsel, will contact the office of the District Attorney and/or the Dartmouth Police.
6. Upon conclusion of the investigation, the results will be reported to the members of the SB, and others as determined necessary.
7. The OTA will pursue every reasonable effort, including court ordered restitution, to obtain recovery of the Town's losses from the offender, or other appropriate source.

Procedures

1. All Employees

Any employee who has knowledge of an occurrence of irregular conduct, or has reason to suspect that a fraud has occurred, shall immediately notify his/her supervisor. If the employee has reason to believe that their supervisor may be involved or does not feel comfortable reporting the occurrence to their supervisor, the employee shall immediately notify the OTA.

Employees have a duty to cooperate during an investigation.

Employees who knowingly make false allegations will be subject to discipline and possible termination of employment.

2. Town/Town Management/Elected Officials

Upon notification from an employee of suspected fraud, or if management has reason to suspect that a fraud has occurred, they shall immediately notify the OTA.

3. Office of the Town Administrator

Upon notification or discovery of a suspected fraud, the OTA will promptly investigate the suspected fraud. In all circumstances, where there are reasonable grounds to indicate that a fraud may have occurred, OTA will inform the SB. Subject to the advice of the Town Counsel, the OTA will contact the Office of the District Attorney and/or the Dartmouth Police.

4. Contacts/Protocols

After an initial review and a determination that the suspected fraud warrants additional investigation, the OTA will notify the SB. The OTA will coordinate the investigation with the SB and appropriate law enforcement officials.

5. Security of Evidence

Once a suspected fraud is reported, OTA, in consultation with the Town Counsel, shall take immediate action to prevent the theft, alteration, or destruction of relevant records. Such actions include, but are not necessarily limited to, removing the records and placing them in a secure location, limiting access to the location where the records currently exist, and preventing the individual suspected of committing the fraud from having access to the records. The records must be adequately secured until the OTA obtains the records to begin the audit investigation.

6. Personnel Actions

If a suspicion of fraud is substantiated by the investigation, disciplinary action shall be taken by the Appointing Authority, in consultation with the OTA and the SB.

7. Whistle-Blower Protection

Under Massachusetts General Law Chapter 149, paragraphs 148A, 185 and 187, no employer or person acting on behalf of an employer shall:

Dismiss or threaten to dismiss an employee

Discipline or suspend, or threaten to discipline or suspend, an employee

Impose any penalty upon an employee; or

Intimidate or coerce an employee

because the employee has acted in accordance with the requirements of this policy. The violation of this section will result in discipline up to and including dismissal in accordance with the applicable federal, state, and local administrative laws.

8. Media Issues

Any Town employee or elected official contacted by the media with respect to an audit investigation shall refer the media to the OTA - Public Information Officer (508-910-). The alleged fraud or audit investigation shall not be discussed with the media by any person other than through the OTA.

If the OTA is contacted by the media regarding an alleged fraud or audit investigation, they will consult the SB, before responding to a media request.

Neither the OTA or the SB will discuss the details of any ongoing fraud investigation with the media that may compromise the integrity of the investigation.

9. Documentation

At the conclusion of the investigation, the results will be reported to the members of the SB, and others as determined necessary. If the report concludes that the allegations are founded, the report will be forwarded to the Office of the District Attorney and/or the Dartmouth Police.

10. Completion of the Investigation

Upon completion of the investigation, including all legal and personnel action, any records, documents and other evidentiary material will be returned by the OTA to the appropriate department.

11. Dissemination and Sign Off of Fraud Policy for All Employees

All employees shall be provided a copy of this policy by the Finance Office. A sign-off of the policy acknowledging that the policy has been read and the provisions have been understood will be required of all employees.

For new employees, the policy and required sign-off will be included in the new employee packet as provided by the Finance Office. The sign-off of the policy by new employees will be considered a condition of employment.

Approved by Dartmouth Select Board on July 23, 2012

Acceptable Use of Information Technology

For

Town of Dartmouth, MA

Initially Compiled: June 20, 2007

Currently in Revision

Last update: August 7, 2018

By Michael Courville

Department of Finance

Computer Services



Adopted by Board of Selectmen: November 19, 2018



A. Purpose

The purpose of this policy is to outline the acceptable uses of computing and information technology resources for Town of Dartmouth employees. This policy outlines the standards for acceptable use of government computing and information technology resources that include, but are not limited to, equipment, software, networks, data, and telecommunications equipment, whether owned, leased, or otherwise provided by the Town of Dartmouth.

B. Expectations of Persons Using Information Technology Resources

All users of town computer system(s) are expected to act in the spirit of mutual respect and cooperation, while adhering to the regulations for their use set forth in this document. Any violation may result in loss of computer access, as well as other disciplinary or legal action. Users are considered subject to all local, state and federal laws.

C. Ownership

The Town of Dartmouth assumes and reserves ownership of all data, files, messages, and programs stored in its computer systems. Users cannot claim ownership of any data stored in the Town of Dartmouth computer systems. Town computer system(s) are provided to employees to conduct routine day-to-day activities, learn various methods of producing information and carry out their job description responsibilities and duties. Access to town computer system(s) is given to those who agree to act in a considerate and responsible manner. Access is a privilege, not a right. That access entails responsibility. The Town Administrator, Finance Director and the MIS Director, will deem what is inappropriate use, and their decision is final. Inappropriate use may result in a suspension or cancellation of town computer system privileges, as well as other disciplinary or legal action.

D. Right to Monitor

The Town of Dartmouth reserves the right to monitor, under appropriate conditions, all data contained in the system(s), including e-mail, to protect the integrity of the system and to insure compliance with the policies, rules and regulations governing the use of its computer system(s). Employees are required to consent to this electronic monitoring as a condition of employment. Be aware, as is the case with all computer data and files, all e-mail is the property of the Town of Dartmouth. The Town reserves the right to monitor, review, intercept, access, and disclose all messages created, received or sent over the system for any purpose.



The Town recognizes that personal use of its e-mail, voicemail and facsimile equipment may be necessary from time to time. However, such use shall be on a “need” basis so as to not interfere, in any way, with the Employee’s position duties and responsibilities.

E. Responsibilities as a user of the Town of Dartmouth’s computer system(s):

1. Regarding Access:

- a. You are required to have employee authorization and a user account to access any town computer system(s). User accounts and passwords for computer access are only to be used when necessary with the approval of the Department Head and the MIS Director. You may only use those systems that you are authorized to use. You may use your login account in accordance with its authorized purposes.
- b. You are responsible for safeguarding your computer account. You are expected to take necessary precautions to protect access to your account. Do not share your account password with anyone.
- c. E-mail is a tool that is intended to increase the efficiency of municipal communications. Employees should exercise the same discretion when using e-mail as when using any other form of communication at work. Appropriate business language must be used in all messages, and users are expected to conduct themselves in a professional manner.

2. Regarding Computer Resources:

- a. You may not intentionally circumvent town computer system(s) protection facilities.
- b. Electronic tampering with town computer system(s) is not permitted. You may not knowingly use any means to produce system failure, degrade performance or proliferate computer viruses.
- c. You may not engage in unauthorized duplication, installation, alteration or destruction of data, programs or software. You may not transmit or disclose data, programs or software belonging to others. Users must respect all copyright laws that protect software owners, artists and writers. Plagiarism in any form will not be tolerated.
- d. You may not engage in abusive or improper use of town computer system(s) which includes, but is not limited to, misuse of system/operator privileges, tampering with equipment and unauthorized removal of equipment components.



- e. The town computer system(s) used by an employee are and remain the property of the Town. It is not to be moved in or removed from the building without the consent of the Town Administrator, Director of Finance or MIS Director.
- f. The Town of Dartmouth strongly condemns the illegal distribution (otherwise known as pirating) of software. Any users caught transferring such files through the network, and any whose accounts are found to contain such illegal files, shall immediately have their accounts permanently revoked. In addition, all users should be aware that software piracy is a federal offense and is punishable by a fine or imprisonment.

3. Regarding Information Resources:

- a. You are expected to abide by generally accepted rules of network etiquette and conduct yourself in a responsible, ethical and polite manner while on-line. You are not permitted to transmit, receive, submit or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material. Such abuse includes, but is not limited to, sending/receiving offensive messages, using e-mail, voicemail or Internet to harass or discriminate against an individual on the basis of the age, race, national origin, religion or any other protected classification within the Town of Dartmouth or beyond via network facilities.
- b. You are not permitted to use the town computer system(s) for private and/or commercial purposes that include, but are not limited to, buying and selling merchandise, product advertising, political lobbying, political campaigning, profit-making or illegal purposes. Soliciting for outside business ventures or personal causes, transmitting confidential or privileged information, such as trade secrets, copyrighted materials, or financial or proprietary information will not be tolerated.
- c. You assume all risk associated with using any information obtained via the Internet. Every effort will be made to direct users to suitable information resources; however it is impossible to preview the content of all materials available on the Internet, and a user may discover controversial information either by accident or design. The Town of Dartmouth specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- d. Attempting to use another's user account and/or password for any purpose unless authorized or attempting to gain access to other employee's messages or any other unauthorized information without permission of the Department Head or MIS Director will be grounds for disciplinary and/or legal action.



F. Regarding Violations to Policy:

Failure to comply with the appropriate use of computing and information technology resources threatens the atmosphere for the sharing of information, the free exchange of ideas and the secure environment for creating and maintaining information property and subjects one to disciplinary action. Any employee of the Town of Dartmouth found using computing and information technology resources in violation of this policy is subject to existing disciplinary procedures including, without limitation, suspension of system privileges, termination of employment and/or legal action as may be appropriate. Further, the Town of Dartmouth reserves its right to seek restitution from any user for costs incurred by the town, including legal fees, due to such user's inappropriate use of information technology.

G. Review of Policy

This policy may be assessed from time to time to reflect substantive change as a result of changes to the Town of Dartmouth information technology resources and/or changes in legal statutes that impact information technology resources, copyright, or other intellectual property issues. The MIS Director is responsible for determining when the policy needs to be reviewed and the process for review and revision will be coordinated with the Town Administrator and the Director of Budget & Finance. Any questions or concerns regarding this policy should be directed in writing to the undersigned.

TOWN OF DARTMOUTH POLICY AGAINST WORKPLACE VIOLENCE

Purpose

The Town of Dartmouth believes that all employees are entitled to a non- threatening workplace where the basic safety of each employee is promoted. The Town of Dartmouth is committed to maintaining a safe workplace environment.

Prohibited Conduct

Any employee who threatens or engages in violence, displays intimidating behavior, or who violates rules regarding dangerous objects in the workplace, is in serious violation of our policy.

Therefore, any form of violence will not be tolerated.

This includes, but is not limited to:

- Threatening, hostile or intimidating behavior
- Possession of weapon(s) in the workplace including but not limited to: gun, knife, explosive device, clubs, etc. (Excluding weapons carried by authorized public safety officers.)
- Violation of restraining orders
- Fighting and rough-housing
- Verbal abuse
- Stalking

An employee who believes he or she has been subjected to threats, intimidation or violence in the workplace by a fellow employee, customer or other person, should report such conduct to the individual(s) specified below in the Complaint Procedure. Complaints of intimidation or violence will be promptly investigated. The matter will be addressed by and among only such persons with a need to know. Any employee who violates this policy will be subject to serious disciplinary action, up to and including discharge.

Officers, Managers, and Supervisors - Management Responsibility

Violence, or the threat of violence, whether committed by supervisory or non-supervisory personnel is against stated Town of Dartmouth policy, and may be considered as unlawful as well. In addition, management is responsible for taking action against threats or acts of violence by Town of Dartmouth personnel or directed toward them by others at the workplace, regardless of the manner in which Town of Dartmouth becomes aware of the conduct.

All complaints will be treated seriously and investigated accordingly. It is management's responsibility to show employees that the Town of Dartmouth is serious about prohibiting, preventing, and remedying incidents of violence in the workplace. If a supervisor becomes aware of any action, behavior, or perceived threat that may violate this policy, he or she is responsible for immediately contacting a member of the Crisis Management Team.

Complaint Procedure

Complaints of violence or of intimidating behavior should be brought to the attention of the Crisis Management Team. Any one of the following may be contacted:

- Personnel Administrator
- Police Chief
- Town Administrator

After the Crisis Management Team has been notified of a complaint or when it received knowledge that a situation involving a possible threat of violence exists, then the Team will undertake a thorough investigation to gather all pertinent facts.

Non-Retaliation

This policy prohibits retaliation against any employee who brings complaints of violence or of intimidating behavior, or who helps in investigating complaints, unless the factual basis of the complaint is found to be intentionally fabricated. The employee will not be adversely affected in terms and conditions of employment, nor discriminated against or discharged because of the complaint.

After the investigation has been completed, a determination will be made regarding the resolution of the complaint. If a violation of this policy is found, disciplinary action will be taken, up to and including termination of employment.

In addition, there may be criminal proceedings independent of any disciplinary action.

Adopted date:

TOWN OF
DARTMOUTH

Social Media Policy

I. Policy:

A. Introduction. The Town of Dartmouth depends upon a work environment of tolerance and respect for the achievement of its goals in serving the citizens of the Town.

B. Purpose. The purpose of this policy is to provide notice to employees of the Town that their use of social media must conform to the law and this policy. This policy is designed to promote and govern the professional and personal use of social media in a responsible manner and to avoid uses that can: (1) breach confidentiality by revealing protected information about the Town, its citizens, its vendors and suppliers, or its employees; (2) expose the Town to legal liability for employer or employee behavior that may be harassing, offensive, or maliciously false; or (3) interfere with employees' productivity and/or their ability to perform the duties and responsibilities of their positions with the Town.

While this policy is primarily focused on addressing employees' use of social media, all Town board and committee members are expressly reminded to proceed with the utmost caution if using social media in their official capacity. Board and committee members are responsible for their own adherence to Massachusetts law governing open meetings, public records and ethics.

Social media provides a potentially valuable means of assisting various Town departments and their employees in carrying out their duties and responsibilities to the Town. Where it would be appropriate and beneficial to the Town and its constituents, departments are encouraged to actively pursue the use of social media. This policy identifies potential uses (i.e., Supported Social Media) that may be explored or expanded upon as deemed appropriate by Department Heads.

The Town also recognizes the role social media plays in the personal lives of some employees. Personal use of social media can have an impact on employees in their official capacity with the Town. This policy provides information and sets parameters for acceptable use of social media by Town employees.

C. No Expectation of Privacy. There is no guarantee of privacy for electronic communications. The Town reserves the right to review and/or monitor all electronic records and communications, at any time, with or without notice, including individual user folders and other information stored on the Town's electronic communications systems. In accessing the Internet, including social media sites, users should assume that all connections and sites visited will be monitored and recorded. This examination helps to ensure compliance with Town policies (including policy for

compliance with public records requests), assists when internal investigations must be conducted and supports the management of the Town's information systems. Use of the Town's electronic communication devices, including but not limited to Town-issued email accounts, Internet services, cell phone services, smart phones (e.g. Treos, iPhones, Droids, etc.), pagers, Town-owned lap tops and computers provided for home use, and computer software constitutes acceptance of such monitoring.

II. Definitions:

A. Supported Social Media. The Town will support the use of certain social media sites by Town Departments. All Department sponsored social media sites or pages shall be approved by the respective Department Head or his/her designee, and shall be maintained in coordination with the Town's Information Systems Manager (ISM). All Town-sponsored social media sites and pages must clearly indicate they are maintained by the respective Department, and shall prominently display Department contact information. The Town's logo, a Department logo, or some other distinguishing graphic symbol should be displayed on all Town-sponsored social media sites.

All content posted on Town-sponsored social media sites shall adhere to applicable laws, regulations, and policies, including the Town's information technology and records management policies. All content posted on Town-sponsored social media sites is also subject to the Commonwealth of Massachusetts' Public Records Law and must be managed, stored, and retrieved in a manner that complies with the Commonwealth's Public Records Law and electronic discovery laws and policies. Relevant records-retention schedules apply to social media content. Each respective Department shall be responsible for ensuring proper records retention, in coordination with the ISM as necessary.

Employees representing any Town Department via Town-sponsored social media sites or pages shall at all times conduct themselves as representatives of the Department and, accordingly, shall adhere to all Town and Department standards of conduct. In this context, employees shall identify themselves as a member of their respective Department and shall not disseminate confidential information of any nature through social media sites or pages.

The following is an exclusive list of supported social media sites, subject to modification by the Town:

1. Linked-In: Including the Town's account and individual Department accounts.

2. Twitter: In order to expand our online presence, the Town will link some of its web-content to the Town's Twitter account. This is currently the only supported use of Twitter. This portion of the policy does not include Twitter use by individual employees. For that policy, see section II.B of the unsupported social media policy.

3. Blogs: The Town may authorize the use of one or more blogs. Departments or Officials interested in creating a blog should submit a proposal to the Town Administrator.

4. Facebook: The Town may authorize use of Facebook for practical applications such as linking to department pages so that information posted in one location may be shared with those who have “Friended” the department’s Facebook page.

B. Unsupported Social Media. The Town does not support the use of any social media site that is not explicitly mentioned above in section II.A. However, the Town reserves the right to amend the list of supported sites at its discretion as new technologies and applications are constantly in development and additional legitimate work uses of social media may need to be accommodated in the future. Unsupported media are neither encouraged nor discouraged. Examples of unsupported social media are, but not limited to, the following:

1. MySpace
2. Twitter (unsupported individual accounts)
3. Friendster:
4. Orkut
5. YouTube
6. Unsupported Blogs or Message Boards.

C. Terms:

1. The Town: Town of Dartmouth
2. Officials: Individuals who hold office in the Town, whether elected or appointed.
3. Employees: All persons employed by the Town regardless of position.
4. Users: Employees of the Town (individuals or groups) who use, direct, or control a social media account.
5. Social Media: Online forums in which Users participate in the exchange of ideas, messages, and content, including blogs, microblogs, wikis, and social networking sites (e.g., Facebook, LinkedIn, MySpace, Classmates.com, Twitter).
6. Social Network: An online platform where users can create profiles, share information, and socialize with others using a range of technologies.
7. Electronic Media: All forms of electronic communication, transmission, or storage, including but not limited to, websites and any content contained therein or related thereto.
8. Blog: Short for “Web log,” a blog is a self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments.

9. Page: The specific portion of a social media website where content is displayed, and managed by an individual or individuals with administrator rights.
10. Post: Content an individual shares on a social media site or the act of publishing content on a site or page.
11. Profile: Information that a user provides about himself or herself on a social networking site.
12. Speech: Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.
13. Wiki: Web page(s) that can be edited collaboratively.

III. General Provisions:

A. While employees may maintain and use personal web pages and websites, blogs, microblogs, social networking sites and other forms of social media while off-duty, their status as employees of the Town requires that the content of any postings on those social media sites or other web pages not be in violation of existing Town by-laws, policies, directives, rules or regulations. The Town's image as a professional organization comprised of professional employees is key to maintaining the respect of its constituents. Although the Town recognizes that employees may choose to express themselves by posting personal information upon electronic media sites through personal websites, social networking sites, blogs, microblogs, chat rooms, or other electronic means or by making comments upon electronic sites hosted by other persons, groups or organizations, this right of expression is not free from limitation. That is, while the Town acknowledges its employees have the First Amendment right to free speech, that right is not absolute and extends only to matters of public concern. Therefore, employees must exercise caution with respect to comments they post concerning the Town, a particular department of the Town, and/or other employees of the Town.

B. Individuals must use their best personal judgment when using any form of social media and must ensure that doing so does not violate this or any other Town policy.

C. Employees' use of social media is also subject to the Town's Communications Policy and Harassment Policy, as well as the Town's other policies and standards of conduct, rules, regulations, and ordinances.

D. All use of social media must conform to the following regulations:

1. All users are expected and required to conduct themselves in a manner consistent with the Town's policies and standards of conduct.
2. Users must not harass any Employees in contravention of the Sexual Harassment policies, regardless of the time, place, form, or manner in which the information is posted or transmitted. Online

postings that harass or threaten any other Town employees or officials are expressly prohibited. See Town Harassment Prevention Policies for further guidance. Harassing or discriminatory comments may be deemed inappropriate in violation of this Policy even if the Town's name or the names of any of its Employees are not posted in the comment.

3. Employees may not portray themselves as speaking on behalf of the Town, unless expressly authorized by the Town to do so.
4. While public sector employees have the right to post comments anonymously under the First Amendment, they may not do so in a manner that otherwise violates this policy.
5. Users are expressly prohibited from using social media to engage in any activity or conduct that violates federal, state, or local law (e.g., software or data piracy, child pornography, etc.).
6. Access to and use of social media must not interfere with employees' productivity and/or ability to perform their duties and responsibilities for the Town.
7. Employees are prohibited from using social media to engage in any activity that constitutes a conflict of interest for the Town or any of its employees.
8. Department heads and supervisors are expressly prohibited from using any review or recommendation feature or system on a social media site (e.g., LinkedIn) to post reviews or other comments about subordinate employees.
9. Employees are expressly prohibited from using social media to request, acquire, or purchase genetic information as specified by EEOC regulations.
10. Employees are prohibited from using Town computers to access social media sites or pages for personal use, including but not limited to engaging in political activity or private business.
11. Employees shall observe and abide by all copyright, trademark, and service mark restrictions when posting material on electronic media or social media sites or pages.

E. This policy is not intended to interfere with employee rights under Massachusetts General Laws Chapter 150E, Section 2, as amended, which protects employee rights of mutual aid and protection.

F. Complaints or Problems of Misuse. Should any employee of the Town receive information about or become aware of a violation of this policy, including but not limited to a harassing, offensive, threatening or intimidating communication via a social media site from another employee of the Town, the recipient employee should report the violation to the Town Administrator as soon as possible. Any employee of the Town who is aware of any violation of this policy may also report such violations to his or her department head, or the Town Administrator.

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G. Questions. Anyone who is unsure whether a particular posting or contribution to online social media violates this policy is encouraged to contact the Town Administrator's Office. As a general rule, if you are hesitating to post something, it probably should not be posted, but questions and concerns are nevertheless welcomed and encouraged.

H. Discipline. Any individual who violates this policy shall be subject to appropriate discipline, up to and including termination of employment. The Town intends to follow each provision of this policy but reserves the right to change any provision at any time if circumstances warrant or require. A failure to enforce this policy does not constitute a subsequent waiver of any violation of this policy. This policy shall be read and interpreted in conjunction with all other Town policies and procedures.

Comment Policy

A. As a public entity the Town must abide by certain standards to serve all its constituents in a civil and unbiased manner.

B. The intended purpose behind establishing Town of Dartmouth social media sites is to disseminate information from the Town, about the Town, to its citizens.

C. Comments containing any of the following inappropriate forms of content shall not be permitted on Town of Dartmouth social media sites and are subject to removal and/or restriction by the department's coordinator or his/her designees, or Town's IT staff:

1. Comments not related to the original topic, including random or unintelligible comments;
2. Profane, obscene, violent, or pornographic content and/or language;
3. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, or national origin;
4. Defamatory or personal attacks;
5. Threats to any person or organization;

6. Comments in support of, or in opposition to, any political campaigns or ballot measures;
7. Solicitation of commerce, including but not limited to advertising of any business or product for sale;
8. Conduct in violation of any federal, state or local law;
9. Encouragement of illegal activity;
10. Information that may tend to compromise the safety or security of the public or public systems; or
11. Content that violates a legal ownership interest, such as a copyright, of any party.

D. A comment posted by a member of the public on any Town of Dartmouth social media site is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, the Town of Dartmouth, nor do such comments necessarily reflect the opinions or policies of the Town of Dartmouth.

E. The Town of Dartmouth reserves the right to deny access to Town of Dartmouth social media sites for any individual, who violates the Town of Dartmouth's Social Media Policy, at any time and without prior notice.

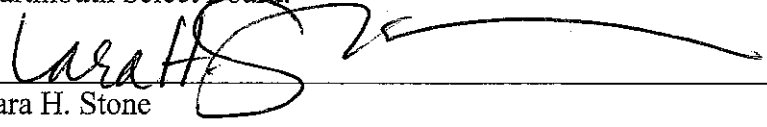
F. Departments shall monitor their social media sites for comments requesting responses from the Town and for comments in violation of this policy.

G. When a Town of Dartmouth employee responds to a comment, in his/her capacity as a Town of Dartmouth employee, the employee's name and title should be made available, and the employee shall not share personal information about himself or herself, or other Town employees.

This policy is deemed current as of the date below and supersedes any previous **Social Media Policy** of the Town.

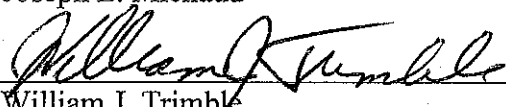
Date: October 22, 2012

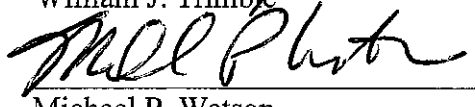
Dartmouth Select Board:


Lara H. Stone

Shawn D. McDonald

Joseph L. Michaud


William J. Trimble


Michael P. Watson

Town of Dartmouth Health Insurance Eligibility Policy

The Town of Dartmouth, acting in accordance with the provisions of Chapter 32B of Massachusetts General Laws, hereby establishes the following policy involving health eligibility of employees and retirees, including spouses and other dependents. To the extent as allowed by Chapter 32B and associated case law, the Dartmouth Select Board reserves the right to alter, modify, or eliminate the discretionary components of this policy at any time.

- 1) As required by Section 10 of Chapter 32B, all active employees, including spouses and other dependents as defined in Section 2 of Chapter 32B, working 20 hours or more on a regular basis are eligible for Town health insurance. Per Section 7A of Chapter 32B, the current contribution rate is set by the Town at 52% Town; 48% employee.
- 2) As required by Sections 9 of Chapter 32B, qualified retirees, including spouse and other dependents as defined in Section 2 of Chapter 32B, are also eligible for Town health insurance. Per Section 9E of Chapter 32B, the current contribution rate is set by the Town at 52% Town; 48% employee. To be minimally qualified, a retiree must be a member of the Bristol County or Massachusetts Teachers Retirement system. Retired employees who choose a “lump sum” payment at the time of separation of service are not eligible to participate in the Town health insurance.
- 3) Per a Massachusetts Supreme Judicial Court ruling, Cioch v. Treasurer of Ludlow, a municipality may deny coverage to retirees who are not enrolled in a municipal plan at the time of retirement. Any employee or retiree (along with their spouse and dependents) who was hired through December 31, 2017 will continue to be allowed to enroll in the Town health insurance as a retiree, whether enrolled in the municipal plan at the time of retirement or not. New employees hired after December 31, 2017 but who do not have Town health insurance at the time of retirement shall not be allowed to enroll post-retirement.
- 4) Chapter 32B of Massachusetts General Law does allow discretion by the Town to allow elected officials, including spouses and other dependents, working less than 20 hours on a regular basis and also receiving a stipend to enroll in Town health insurance, as well as former and current elected officials who are retirees and are

members of the Bristol County or Massachusetts Teachers Retirement system. While no current elected official working less than 20 hours on a regular basis currently receives a stipend and thus qualifies, it is on-going Town policy that, should stipends be granted anytime in the future, elected officials will still be ineligible, during both their active service and in retirement. Former and current elected officials who qualified for a Town or School pension before restrictions were placed on elected official eligibility in July 2007 are grandfathered and exempt from the prohibition on elected officials being eligible for Town health insurance.

- 5) As required by Section 9B of Chapter 32B, qualified surviving spouses, including his or her dependents as defined in Section 2 of Chapter 32B, are also eligible for Town health insurance until remarriage or death. Per Section 9D ½ of Chapter 32B, the current contribution rate is set by the Town at 52% Town; 48% employee. Spouses who are divorced or legally separated from the deceased employee/retiree are not considered surviving spouses and thus not eligible for coverage. Should a retiree not be a member of the Bristol County or Massachusetts Teachers Retirement system at death, which disqualifies them from being eligible for coverage, then neither shall the surviving spouse be eligible for coverage.
- 6) From time to time, a health insurance plan may drop coverage for a particular medical or hospital group such an occurrence is not considered to be a qualifying event, in other words an event that allows an active employee or retiree to enroll in the Town health insurance outside of open enrollment. The Town however may in such instances waive the requirement that a qualifying event is needed outside of open enrollment. It will be the Town's policy to consider this waiver on a case-by-case basis for an affected employee or retiree if the entire medical or hospital group is not renewing their contract with the insurer and the employee or retiree or their dependents is in the middle of an ongoing course of treatment. Enrollment will not be allowed until the end of contract term, to allow time for possible contract resolution between the health insurer and medical or hospital group.

2024-2025

Civil Rights Handbook for Employees



DARTMOUTH PUBLIC
SCHOOLS
8 BUSH STREET
DARTMOUTH, MA 02748
508 997 3391

This handbook is designed to serve as an educational resource guide for matters relating to Civil Rights for School Employees and Mandated Reporting Requirements.

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NON-DISCRIMINATION POLICY: AC

Dartmouth School Committee

The school system shall establish and maintain an atmosphere in which all persons can develop attitudes and skills for effective cooperative living in our culturally-diverse society. This commitment to the community is affirmed by the following statements that the School Committee intends to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experiences in human values for children, youth, and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business. No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of student of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, homelessness, genetic information, military status, pregnancy or pregnancy related condition. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation, disability, homelessness, genetic information, military status, pregnancy or pregnancy related condition, their complaint should be registered with the Title IX compliance officer.

LEGAL REFS.:

Title VI, Civil Rights Act of 1964;
Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972;
Executive Order 11246, as amended by E.O. 11375;
Equal Pay Act, as amended by the Education Amendments of 1972;
Title IX, Education Amendments of 1972;
Rehabilitation Act of 1973;
Education of All Handicapped Children Act of 1975;
M.G.L. 71B: 1 et seq. (Chapter 766 of the Acts of 1972);
M.G.L. 76:5 Amended 2011;
M.G.L. 76:16
Board of Education Chapter 622 Regulations Pertaining to Access to Equal Education Opportunity, adopted 6/24/75, as amended 10/24/78;
BESE Regulations 603 CMR 26:00 Amended 2012;
BESE Regulations 603 CMR 28:00;
Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 3/28/78
Title II, Americans with Disabilities Act of 1992

DARTMOUTH SCHOOL COMMITTEE POLICY

File: ACA

NONDISCRIMINATION ON THE BASIS OF SEX

The School Committee, in accordance with Title IX of the Education Amendments of 1972, declares that the District does not and will not discriminate on the basis of sex in the educational programs and activities of the public schools. This policy extends not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

The Committee will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, to all of its students and employees.

The Superintendent will designate an individual to act as the District's Title IX compliance officer. All students and employees will be notified of the name and office address and telephone number of the compliance officer and this information will be posted on the District website.

LEGAL REFS: Title IX, Education Amendments of 1972, codified in 20 U.S.C. § 1681

45 CFR Part 86, (Federal Register, 6/4/75)

M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)

603 CMR 26.00 (Access to Equal Educational Opportunity)

CROSS REF.: AC, Nondiscrimination

Adopted 9/27/2021

DARTMOUTH SCHOOL COMMITTEE POLICY

File: ACAB

HARASSMENT

Harassment of students by other students, employees, vendors and other third parties will not be tolerated in the Dartmouth Public Schools. The alleged harassment must involve conduct that occurred within the school's own program or activity, such as whether the harassment occurred at a location or under circumstances where the school owned, or substantially controlled the premises, exercised oversight, supervision or discipline over the location or participants, or funded, sponsored, promoted or endorsed the event where the alleged harassment occurred, against a person in the United States. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school sponsored activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, gender identity, creed, color, national origin, sexual orientation, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion pursuant to disciplinary codes. Employees who have been found to violate this policy will be subject to discipline up to and including, termination of employment, subject to contractual disciplinary obligations.

Employee-to-Student Harassment means conduct of a written, verbal or physical nature that is designed to embarrass distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities; or
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student.

Student- to-Student Harassment means conduct of a written, verbal, or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students, when:

- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Written, verbal, or physical (including texting, blogging, or other technological methods) harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. Individuals should consider how their words and actions might reasonably be viewed by others.

The District will promptly and reasonably investigate allegations of harassment through designation of Title IX Coordinator or building based employees, who may include principals or their designees. The superintendent will recommend, in consultation with the principals, opportunities to the designated recipients for appropriate training.

Sexual harassment of students by other students, employees, vendors and other third parties will not be tolerated in the Dartmouth Public Schools. The alleged harassment must involve conduct that occurred within the school's own program or activity, such as whether the harassment occurred at a location or under circumstances where the school owned, or substantially controlled the premises, exercised oversight, supervision or discipline over the location or participants, or funded, sponsored, promoted or endorsed the event where the alleged harassment occurred, against a person in the United States. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school sponsored activities.

Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion pursuant to disciplinary codes.

Sexual harassment in the workplace is unlawful. Employees who have been found to violate this policy will be subject to discipline up to and including, termination of employment, subject to contractual disciplinary obligations.

The District will promptly and reasonably investigate allegations of sexual harassment through designation of a Title IX Coordinator and building based employees, as set forth below

Sexual harassment is unwelcome conduct of a sexual nature. The definition includes unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity. It also includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment includes conduct by an employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct, often called quid pro quo harassment and, sexual assault as the Federal Clery Act defines that crime.

Sexual violence is a form of sexual harassment. Sexual violence, as the Office of Civil Rights (OCR) uses the term, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse and sexual coercion. Massachusetts General Laws Ch. 119, Section 51 A, requires that public schools report cases of suspected child abuse and neglect, immediately orally and file a report within 48 hours detailing the suspected abuse to the Department of Children and Families. For the category of sexual violence, in addition to Section 51A referrals, these offences and any other serious matters shall be referred to local law enforcement.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment, depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances-whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, to male, female, or gender non-conforming students or employees may also constitute sexual harassment.

Because the District takes allegations of harassment, including sexual harassment, seriously, we will respond promptly to complaints of harassment including sexual harassment, and following an investigation where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting an environment that is free of harassment including sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of harassment or sexual harassment.

A complainant is an individual who is alleged to be the victim of conduct that could constitute sexual harassment. A respondent is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment or a violation of this policy.

Retaliation against a complainant, because the Complainant has filed a harassment or sexual harassment complaint or assisted or participated in a harassment or sexual harassment investigation or proceeding, is also prohibited. It is unlawful to retaliate against a district employee for filing a complaint of sexual harassment or for cooperating in an investigation. A student or employee who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including student suspension and expulsion or employee termination.

The complainant does not have to be the person at whom the unwelcome sexual conduct is directed. The complainant, regardless of gender, may be a witness to and personally offended by such conduct.

NOTICE OF SEXUAL HARASSMENT

The federal regulations require a school district to respond when the district has actual knowledge of sexual harassment. School districts have actual knowledge when an allegation is made known to any school employee. Schools must treat seriously all reports of sexual harassment that meet the definition of harassment and the conditions of actual knowledge and jurisdiction as noted whether or not the complainant files a formal complaint. A formal complaint is a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation

of sexual harassment. Schools are required to investigate every formal complaint and respond meaningfully to every known report of sexual harassment.

Upon receipt of allegations the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant that supportive measures are available with or without the filing of a formal complaint, and explain the process for filing a formal complaint. Supportive measures include, but are not limited to, non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to education programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or to deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, school building/campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the building/campus, and other similar measures.

Where there has been a finding of responsibility, the regulations require remedies designed to restore or preserve access to the school's education program or activity.

LEGAL REF. M.G.L. 151B:3A

Title IX of the Education Amendments of 1972

DESE 603 CMR 26:00

34 CFR 106.44 (a), (a)-(b)

34 CFR 106.45 (a)-(b) (1)

34 CFR 106.45 (b) (2)-(b) (3, 4, 5, 6, 7) as revised through June 2020

34 CFR 106.45 (b) (2)-(b) (3, 4, 5, 6, 7) as revised through June 2020

Note: A summary of the attached Policy, as adopted, must be sent to parents/guardians, students, employees, unions, and prospective employees of the school district including Title IX Coordinator(s), investigator(s) and the decision-maker. The above referenced employees must attend training sessions on the implementation of the Policy.

Revised 9/27/2021

HARASSMENT POLICY (ACAB) PROCEDURES

DUE PROCESS PROTECTIONS

Due process protections in connection with investigation and decision-making regarding a complaint include the following:

- 1) If the allegations do not meet the definition of sexual harassment or do not satisfy the requirements regarding location or connection to an educational program of the school district, the allegations shall be dismissed for purposes of Title IX, but may be investigated and addressed under other prohibitions in the student discipline code, relevant collective bargaining agreements or other laws under which they fit;
- 2) A presumption of innocence throughout the grievance process, with the burden of proof on the school;
- 3) A complainant's wishes with respect to whether the school investigates will be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances;
- 4) A prohibition of the single investigator model, instead requiring a decision -maker separate from the Title IX Coordinator or investigator;
- 5) Proof by a preponderance of the evidence, subject to limitations;
- 6) The opportunity to test the credibility of parties and witnesses through disclosure of evidence and opportunity to submit additional questions, subject to "rape shield" protections;
- 7) Written notice of allegations and an equal opportunity to review the evidence upon filing a formal complaint;
- 8) An objective evaluation of all relevant evidence, inculpatory and exculpatory, and avoidance of credibility determinations based on a person's status as a complainant, a respondent, or a witness;
- 9) Title IX Coordinators, investigators, and decision-makers must be trained and free from bias or conflict of interest;
- 10) A right to appeal from a determination regarding responsibility and from a dismissal of a formal complaint or the allegations therein, where the determination or dismissal involved any of the following: procedural irregularity that affected the outcome; newly-discovered evidence that could affect the outcome; or the Title IX Coordinator, the investigator, or the decision-maker had a conflict of interest or bias that affected the outcome;
- 11) As long as the process is voluntary for all parties, after being fully informed and written consent is provided by both parties, a school may facilitate informal resolution of a formal sexual complaint, but no such informal resolution can be used where the allegations are that an employee sexually harassed a student.

A district may establish an informal investigation process that may, upon the request of the complainant be followed by a formal process.

The Title IX Coordinator or the school building Principal shall be the initial entity to receive the sexual harassment complaint. In all cases the Title IX Coordinator shall be informed, as soon as possible, of the filing of the complaint. Nothing in this policy shall prevent any person from reporting the prohibited conduct to someone other than those above designated complaint recipients. An employee with actual knowledge of conduct that may violate this policy must report to the Title IX Coordinator.

The District may remove a respondent on an emergency basis after undertaking an individualized safety and risk analysis and determining that an immediate threat to the physical health or safety of any student or other individual arising from the allegations justifies removal. The District will provide the respondent with written notice and an opportunity to challenge the decision immediately following the removal in accordance with any applicable laws, collective bargaining agreements and student handbooks.

The Superintendent in consultation with the Title IX Coordinator shall designate the principal of each school in the district, or their designee (or some other appropriate employee(s)) as the initial entity to receive the sexual harassment complaint. Also, in a matter of sexual harassment, the district shall require that the Title IX Coordinator be informed, as soon as possible, of the filing of the complaint. Nothing in this policy shall prevent any person from reporting the prohibited conduct to someone other than those above designated complaint recipients.

INVESTIGATIONS

The Title IX Coordinator shall designate an investigating officer. The investigation shall be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances and in compliance with applicable law. The investigation will be prompt, thorough, and impartial, and will include, at least, a private interview with the person filing the complaint and with witnesses. Also, the alleged harasser will be interviewed. When the investigation is completed, the complaint recipient will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

The investigator shall give the parties equal opportunity to present fact and expert witnesses and other inculpatory and exculpatory evidence; shall give each party the same opportunity to select an advisor of the party's choice who may, but need not be, an attorney; shall send written notice of all interviews or meetings; shall send to the parties evidence directly related to the allegations, with at least 10 days for the parties to inspect, review, and respond; and shall prepare and submit an investigative report that fairly summarizes the relevant evidence to the decision-maker, who shall be designated by the Title IX Coordinator (but shall not be the investigator).

The investigator shall strive to complete investigations within thirty (30) school days of the filing of the formal complaint. Although the District's goal is to complete investigations generally within thirty (30) school days, the time may be extended for good cause upon written notice to the complainant and respondent. Additionally, the timeline for investigation may be suspended during any informal resolution procedure or meeting. Each party is entitled to be accompanied

in interviews by an advisor, who may be a parent/guardian or an attorney, but who may only have limited participation in interviews. Translators will be provided upon request.

After all interviews are conducted and evidence is obtained, the parties and if applicable, their advisors, will have an equal opportunity to inspect, review and respond to any evidence obtained. Prior to completion of the investigative report, the investigator will provide each party all evidence subject to inspection and review and provide each party at least ten (10) school days to provide a response to the investigator. Evidence to be shared may be redacted to protect confidential information under the Family and Educational Rights and Privacy Act ("FERPA") or other federal or state laws and regulations.

DETERMINATIONS

The decision-maker shall issue a written determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, the rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant.

The decision maker assigned will have no conflicts with or biases against either the complainant of the respondent and the decision maker will not be the Title IX Coordinator assigned in the matter or the investigator for the complaint. The decision maker shall review all of the evidence and issue a written determination within fifteen (15) school days of receipt of the matter from the investigator, absent extenuating circumstances. If the decision maker substantiates the allegations of sexual harassment, the decision maker may recommend or impose discipline against the respondent. If the decision maker does not substantiate the allegations of sexual harassment, the complaint will be dismissed.

The decision-maker shall provide the written determination to the complainant and respondent. Confidential student record information and personnel information may be redacted consistent with and as required by state and federal law.

APPEALS

Appeals must be submitted to the Title IX Coordinator within five (5) school days of receipt of the written determination and contain a written statement in support or challenge of the outcome.

When an appeal is filed, the District shall notify the other party and ensure that the individual deciding the appeal is not the same person as the decision maker who reached the determination regarding responsibility and that the individual has no conflicts of interests and is free of bias. The non-appealing party shall have five (5) school days from the date of receipt of the notice of the appeal to submit a written statement to support or oppose the outcome.

The individual deciding the appeal shall issue a written decision describing the result of the appeal and rationale for the decision and provide the decision to both parties generally within ten (10) school days of receipt of the non-appealing party's written statement, or in the event no statement is submitted, the date the statement would have been due.

RECORD KEEPING REQUIREMENTS

Schools must create and maintain records documenting every Title IX sexual harassment complaint. This could include mediation, restorative justice, or other models of alternative dispute resolution. Schools must keep records regarding the school's response to every report of sexual harassment of which it becomes aware even if no formal complaint was filed, including documentation of supportive matters offered and implemented for the complainant.

This policy, or a summary thereof that contain the essential policy elements shall be distributed by the Dartmouth Public Schools to its students and employees and each parent or guardian shall sign that they have received and understand the policy.

The District's Title IX Coordinators are as follows:

The Title IX Coordinator for student related issues shall be the Pupil Support Services Administrator Dartmouth Public Schools, 8 Bush Street, Dartmouth, MA 02748, 508-997-3391; and

The Title IX Coordinator for staff and third parties related issues shall be the Assistant Superintendent of Finance and Operations Dartmouth Public Schools, 8 Bush Street. Dartmouth, MA 02748, 508-997-3391.

Complainants may also file a complaint with:

- The Massachusetts Commission Against Discrimination
1 Ashburton Place, Room 601
Boston, MA 02108.
Phone: 617-994-6000.
- Office for Civil Rights (U.S. Department of Education)
5 Post Office Square, 8th Floor
Boston, MA 02109.
Phone: 617-289-0111.
- The United States Equal Employment Opportunity Commission,
John F. Kennedy Bldg.
475 Government Center
Boston, MA 02203.

9/27/2021

Federal and State Laws Relating to Civil Rights Issues

The laws cited below applies to employment opportunities, access to programs and activities, and providing a harassment-free atmosphere.

Federal laws:

- Title VI of the Civil Rights Act of 1964—Prohibits discrimination on the basis of race, color, or national origin.
- EEOA: The Equal Educational Opportunities Act of 1974—Prohibits denial of equal opportunity in the public school on the basis of race, color, sex, gender identity or national origin.
- Title IX of the Education Amendments of 1972—Prohibits exclusion on the basis of sex, from participation in, denial of benefits of, or discrimination under any education program or activity receiving Federal financial assistance.
- Section 504 of the Rehabilitation Act of 1973—No otherwise qualified, handicapped individual shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- Americans with Disabilities Act of 1992—Prohibits discrimination on the basis of disability in employment; mandates access to programs and buildings, and provides for “reasonable accommodations.”
- IDEA: The Individuals with Disabilities Act of 1997: Governs special education.

State laws:

- MA Constitution Amendment Article 114: Article CXIV of the Amendments to the MA Constitution—Prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in any program or activity in the Commonwealth.
- MA General Laws, Chapter 71, Section 37G—Provides for the use of reasonable force to protect pupils and school personnel from assault by a pupil (physical restraint legislation).
- MA General Laws Chapter 71A—Governs the education of English Language Learners.
- Chapter 76 of the General Laws (Chapter 622 of the Acts of 1971 and Chapter 282 of the Acts of 1993)—Prohibits exclusion from or discrimination against individuals in admission to a public school of any town, or in obtaining the advantages, privileges, and courses of student of such public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation. (governance of school attendance)

Responsibilities of the School District in Protecting Civil Rights

To:

- Foster a harassment-free workplace
- Provide staff training
- Follow Dartmouth Public School Policies

Responsibilities of the Employee

To:

- Participate in encouraging an atmosphere free from discrimination or harassment.
- Make your feelings clear and ask that the behavior stop if you are harassed.
- Report known or alleged violations using district procedures.

*Note: Individual Liability for Sexual Harassment— “It is unlawful for any person to aid, abet, incite, compel or coerce someone into doing any of the acts forbidden in the law in relation to harassment. Inaction by an employee may, under certain circumstances give rise to individual liability under MA Law. (Source: MCAD Sexual Harassment Guidelines)

To Report a Complaint:

- Contact your principal or supervisor OR
- **Contact Mrs. Laurie Dionisio or Mr. Kiely, your District Civil Rights Coordinators (508-997-3391).**

What Happens once a Complaint is Made?

The district follows a fair, confidential and prompt complaint process.

* Note: Retaliation is prohibited.

Other Mandated Responsibilities for School Employees

- School employees are mandated reporters of child abuse/neglect under 51A.

-6-

Dartmouth Public Schools
8 Bush Street
Dartmouth, Massachusetts 02748
508-997-3391

District Civil Rights Coordinators

Mrs. Laurie Dionisio, Pupil Support Service Administrator
Mr. James Kiely, Assistant Superintendent of Finance and
Operations

Building Civil Rights Coordinators

Elementary
Cushman School
Kelly Mooney

DeMello School
Elizabeth Correia

Potter School
Richard Porter
Melissa McHenry

Quinn School
Audra Thomas

DMS
Peter Rossi
Sarah Decas

DHS
Ryan Shea
Rachel Chavier

State Mandated Annual Trainings 24-25

Dartmouth Public Schools



- ☐ Annual trainings on a number of regulations are mandated by the Massachusetts Department of Elementary and Secondary Education.
- ☐ ALL employees are required to participate.
- ☐ This training protects individuals and the district and ensures that all employees know their rights and responsibilities.

Learning Objectives

2

Participants will gain an understanding of:

- ☐ Civil Rights/Sexual Harassment
- ☐ A.L.I.C.E. Protocols
- ☐ Section 504 Title II (ADA)
- ☐ Mandated Reporting – 51A
- ☐ Physical Restraint
- ☐ Title I
- ☐ Confidentiality / Student Records/Student Privacy
- ☐ McKinney-Vento Act
- ☐ Bullying Prevention
- ☐ Special Education
- ☐ Universal Precautions
- ☐ Epipens & Food Allergy Awareness
- ☐ Acceptable Use of Technologies and Digital Media

State Mandated Training

3

CIVIL RIGHTS

What is non-discrimination?

4

- The Dartmouth Public School District is committed to ensuring all programs and facilities are accessible to all.
- We actively seek to prevent discrimination or harassment on the basis of age, color, race, sex, gender identity, religion, national origin, sexual orientation disability, homelessness, genetic information, military status, pregnancy or pregnancy related condition.
- [Civil Rights in Massachusetts Public Schools](#)
- [DPS Non-discrimination Policy](#)

Federal Law: Title IX

Education Amendments of 1972 Regarding Harassment

5

- Prohibits discrimination, exclusion from participation, and denial of benefits, based on gender, in educational programs and activities receiving federal financial assistance.
- Refer to the [Harassment Policy](#) for specifics regarding steps taken to investigate complaints.

Title IX: Understanding Sexual Harassment

6

- Sexual harassment creates a hostile environment due to inappropriate speech, materials, or actions.
- Sexual harassment is a form of sex discrimination and includes unwelcome sexual advances, requests for sexual favors, or other conduct, physical or verbal, of a sexual nature.
- Sexual harassment interferes with school or work performance and creates an intimidating or offensive environment.

Tips for Addressing Harassment/Discrimination

7

- Monitor the school climate.
- Foster respect and appreciation for diversity.
- Implement measures to address harassment immediately and effectively.
- Collaborate with law enforcement.
- Review response plans.
- Document and report all harassment incidents.

Reporting Requirements

8

- At the school level:
Any employee or student who believes he/she has been the victim of harassment or discrimination should report it to the school principal, teacher or counselor.
- At the district level:
Reports should be made to the District Title IX Coordinators.
Mrs. Elizabeth Cabral-Townson, Pupil Support Service
Administrator James Kiely, Interim Superintendent/Assistant
Superintendent of Finance and Operations 508-997-3391
- Active investigations will result from the report as applicable, and may result in sanctions up to suspension or dismissal.
- If the conduct violates the law, the appropriate authorities will be notified.

A.L.I.C.E. Training

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Safety measures include security cameras, security guards, locked vestibules, an updated CEMP and annual safety training.

The middle and high schools have full time school resource officers. A third SRO has been added to rotate among the elementary schools.

We train annually in A.L.I.C.E protocols. A.L.I.C.E protocols include:

A: Alert – when you become aware of a threat.

L: Lockdown – if you can't evacuate, barricade entry points to your room.

I: Inform – Use plain language to broadcast the danger.

C: Counter – Create noise, movement, distance & distraction.

E: Evacuate – When safe to do so, run away from the danger zone.

A.L.I.C.E Training Video

State Mandated Training

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SECTION 504

Federal Law: Section 504

11

- Requires that “No otherwise qualified individual with a disability in the United States, as defined in section 705(20) of this title, shall, solely by reason of her or his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”
- A disability is a mental or physical impairment that limits a person’s major life activity (self-care, walking, seeing, learning, breathing, speaking, working).
- Reasonable accommodations/modifications must be made to provide access to programs and/or facilities.
- No discrimination against a person with a disability will be permitted at Dartmouth Public Schools.
- Questions about eligibility and enforcement should be directed to the building-based 504 coordinator.

Key 504 Compliance: Staff Responsibility

12

- Make programs and activities accessible to students within the Least Restrictive Environment, (LRE).
- Provide reasonable accommodations that:
 - support or provide service(s) to help a student fully access the general education curriculum or subject matter
 - do not change the content of what is being taught
 - Are not unduly burdensome for the teacher or district
 - provide a level playing field, not an unfair advantage
- Comply with and consistently implement accommodations in student's 504 plan.

State Mandated Training

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TITLE II AMERICANS WITH DISABILITIES ACT (ADA)

Federal Law: Title II Americans with Disabilities Act (ADA)

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- Prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in public entities.
- Prohibits discrimination against:
 - access to programs and facilities,
 - free, appropriate public education for elementary and secondary students, and employment.
- Applies to special education services, evaluations, and IEPs, as well as student discipline.
- Additional information can be found at:
<http://www.ed.gov/policy/rights/reg/ocr/edlite-28cfr35.html>

State Mandated Training

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SECTION 51A

Care and Protection of Children Under 18

MGL Chapter 119, Section 51A

16

Reporting Requirements:

- Immediately consult with school counselor, school psychologist and/or the building principal for assistance if abuse or neglect is suspected.
- Mandated reporters must immediately make an oral report to the Department of Children and Families (DCF), followed by a written report.
- Should the principal or counselor advise against filing, the staff member retains the right to contact DCF directly.
- Reports for Dartmouth students are filed at the New Bedford DCF office.
- For additional information and Office Directory, please refer to the Mandated Reporter's Guide at <http://www.mass.gov/eohhs/docs/dcf/can-mandated-reporters-guide.pdf>.

State Mandated Training

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PHYSICAL RESTRAINT

Physical Restraint Guidelines

Crisis Prevention and Intervention (CPI)

18

603 CMR 46.00

- ☐ “The purpose of the physical restraint regulations is to ensure that every student participating in a Massachusetts public education program is free from the unreasonable use of physical restraint.”
- ☐ “Physical restraint shall be used only in emergency situations, after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution.”
- ☐ At the beginning of each school year, the principal or his/her designee shall identify program staff that are authorized to serve as a school-wide resource to assist in ensuring proper administration of physical restraint.
- ☐ Follow the protocol to be utilized during a crisis situation.

Determining When Physical Restraint May Not Be Used

19

Physical restraint is prohibited in the following circumstances as a:

- ▢ means of punishment
- ▢ response to property destruction
- ▢ result of disruption of school order
- ▢ result of student's refusal to comply with a school rule or staff directive

**Verbal threats do not constitute a threat of imminent, serious, physical harm.*

- Find the restraint regulations at <http://www.doe.mass.edu/lawsregs/603cmr46.html?section=02>

Proper Administration of Physical Restraining

20

- Only trained personnel should administer physical restraint.
- Whenever possible, staff trained in restraint should have a witness who does not participate in the hold.
- Use only the amount of force necessary to protect the student or others from physical injury.
- Use the safest method available and appropriate to the situation.
- The hold should end as soon as possible. Over twenty (20) minutes is considered an extended restraint.
- A student's color and respiration during a hold must be monitored. If there is any change in student's pallor, respiration, speech or other signs of physiological distress, the hold must be released immediately.
- Physical holding should be implemented to prevent or minimize physical harm.
"Nothing in 603 CMR 46.00 precludes any teacher, employee or agent of a public education program from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm."

Document the Incident

21

- When to Report: Report all restraints.
- Notify School Administration: Notify school administration of any physical restraint as soon as possible, and provide written report by the next school working day.
- Notify Parents: The principal or director of the program must notify the parent verbally as soon as possible, and by written report within three school working days.

Follow-up Procedures

22

- Review the incident with student to address behavior.
- Those staff members involved in the situation must debrief with an administrator regarding the situation.
- Consider follow-up that may be necessary with students who may have witnessed the restraint.
- Review to see if established procedures were followed.
- Look for patterns in responding.
- Discuss difficulties and develop strategies to address these difficulties.
- Get consensus on any recommendations -- consistency is necessary for any procedure to work effectively.

Reporting

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- Regulation [603 CMR 46.06](#)
- All restraints require principal notification (permission must be granted by the Principal for an extended restraint – longer than 20 minutes).
- All exclusionary time-outs require principal notification (permission must be granted for an exclusionary time-out lasting longer than 30 minutes).
- Principals are required to maintain a log for both restraints and exclusionary time-outs.
- Any time there is an injury it must be reported to the building administrator.
- Reports must be made within three school working days of restraint. A log for the 30 day period prior to restraint must be included.
- The DESE may determine additional required action.

State Mandated Training

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TITLE I

Title I

25

“Supplement vs. Supplant”

- Title I funds must be used only to supplement, and in no case supplant, the level of funds that would, in the absence of Title I, be available from non-federal sources for Title I students.
- A district may not use Title I funds to provide services that the district is required to make available under federal, state or local law.

*School Districts must target the Title I funds they receive to public schools with the highest percentages of children from low-income families.

- Multiple, objective, educationally-related criteria are used by schools to select the eligible pool of Title I participants. Eligible students are those identified by the school as failing, or most at risk of failing, to meet the State’s challenging student academic achievement standards.
- Refer Title I questions to the Director of Teaching and Learning Catherine Pavao (508-997-3391).

Title I Laws & Guidance: <https://www.doe.mass.edu/federalgrants/titlei-a/default.html>

State Mandated Training

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CONFIDENTIALITY OF STUDENT RECORDS/ STUDENT PRIVACY

The Family Educational Rights and Privacy Act of 1974 (FERPA)

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FERPA protects the privacy of student education records and gives parents certain rights with respect to those records.

Parents have the right:

- ▢ to inspect their child's file within two workdays of a request,
- ▢ to inspect their child's file prior to any meeting regarding an IEP,
- ▢ to obtain copies of their child's record at no charge, and
- ▢ to request that the information in their child's file be changed if they believe it to be inaccurate or if it violates the student's rights.

Parents/students may also have school records inspected by a third party.

- ▢ A third party must have prior written consent from a parent authorizing a release of records.

A Non-Custodial parent is eligible to obtain access to the student record unless:

- ▢ the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
- ▢ the parent has been denied visitation, or
- ▢ the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
- ▢ there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

Additional information can be found at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Confidentiality of Student Records & Students' Privacy

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- All student records maintained in the school must be private and secure. Computerized systems should be electronically secure.
- COPPA – Children’s Online Privacy & Protection Act [FAQ](#)
 - Governs the collection, use, and disclosure of personal information collected from children under age 13
 - Does not allow tracking of information through online software and websites
- School personnel should be informed of the provisions of:
[603 CMR 23.00](#) and [M.G.L. c. 71, § 34H](#).
- Authorized school personnel:
 - school administrators,
 - teachers,
 - counselors,
 - other professional working directly with a students in an administrative, teaching, counseling or diagnostic capacity,
 - administrative office staff and clerical personnel, and
 - evaluation teams.

State Mandated Training

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MCKINNEY- VENTO ACT

HOMELESS ASSISTANCE

Definition

30

The Massachusetts Department of Elementary and Secondary Education has adopted Section 725(2) of Act regarding the definition of homeless children and youth:

individuals who lack a fixed, regular, and adequate nighttime residence or have a primary nighttime residence in a supervised, publicly or privately, operated shelter for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.

This definition shall include:

children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;

children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;

migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless because they are living in circumstances described above; and

Rights

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- Attend school and participate in school programs.
- Enroll in school without giving a permanent address. School cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Receive the same special programs and services, if needed as provided to all other students served in these programs.
- Receive transportation to school and to school programs.

**Notify your building principal if you become aware of a student living in temporary residence.*

To learn more about the McKinney-Vento Act, visit the Department of Elementary and Secondary Education website at:

<http://www.doe.mass.edu/sfs/mv/>

District Homeless Liaison – Director of Teaching and Learning Secondary (Ross Thibault), 1-508-997-3391 x1109

State Mandated Training

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BULLY AND CYBERBULLYING

The Dartmouth Public Schools is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

Bullying and Cyberbullying Law

M.G.L. c. 70 Sect. 370

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- Dartmouth Public Schools will promptly investigate all reports and complaints of bullying and cyberbullying.
- We will take prompt, effective action to end that behavior and prevent its reoccurrence.
- Action will include, where appropriate, referral to a law enforcement agency.
- Dartmouth Public Schools will support this commitment in all aspects of its activities, including its curricula, instructional programs, staff development, extracurricular activities, and parental involvement.

An Act Relative to Bullying in Schools

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“Bullying” as defined in M.G.L. c.71, s.370, is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target.

Definition (continued)

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Bullying:

- causes physical or emotional harm to the victim or damages the target's property,
- places the target in reasonable fear of harm or damage to his property,
- creates a hostile environment at school for the target, and
- infringes on the rights of the target at school; or materially and substantially disrupts the education process or orderly operation of a school.

Definition (continued)

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Cyberbullying

as defined in M.G.L. c.71, s.370 is bullying through the use of technology or any electronic communication; which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system; including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

May include...

- the creation of a web page or blog in which the creator assumes the identity of another person,
- the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation is inclusive of any of the characteristics of bullying, and
- the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions in the definition of bullying.

Bullying Prevention

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- A member of a school staff shall immediately report any instance of bullying or retaliation the staff member has witnessed or become aware of to the building principal.
- Reports of bullying should be kept completely confidential, consistent with necessary investigation procedures and legal restraints on the dissemination of information about students with the goal of protecting the victim and stopping the behavior.
- Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is prohibited.
- Dartmouth Public Schools has developed a Bullying Intervention and Prevention Plan as required by state law which can be found on the Dartmouth Public Schools' website ([Bullying Prevention Policy](#)).

State Mandated Training

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SPECIAL EDUCATION

The Referral Process

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- The school must document regular education interventions prior to a referral.
 - Parents who initially have concerns about their child should meet with the principal and school-based staff to discuss their concerns and develop interventions for the classroom when possible.
- Parent requests for an evaluation must be in writing.
- The district is required to follow through on referrals for students who live in Dartmouth but attend a private school.

Evaluations

40

- Initial Evaluations must be made in all areas of the suspected disability.
- Re-evaluations are conducted at least every three years, but not more than once per year.
- Evaluations are required in order to determine that a student is not eligible, except for graduation with a regular diploma or aging out (at 22).
- State regulations include required and optional assessments for initials and re-evals.

The Team Process

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- **Review of Team members:**

- the student's parent(s)/guardian(s)
- at least one regular education teacher familiar with the student;
- at least one special education teacher familiar with the student;
- a representative of the district who has the authority to commit resources;
- an individual who can interpret evaluation results;
- other individual(s) who have knowledge or expertise regarding the student;
- if appropriate, the child.

- **Function of the Team:**

- Eligibility Determination
- Development of an IEP (when applicable)
- Placement Decisions

- **Parents are critical members of the Team, and Team members should check in with parents throughout the meeting.**

- **Teams should keep a whole child perspective.**

Development of the IEP

42

- Team should plan to use the students' strengths in developing an education plan.
- Measurable annual goals should show a step-by-step increase in a student's learning outcomes.
- The general curriculum must be addressed in all student's IEPs; all students must have access to show progress in the general curriculum.
- The Review Team meeting should have a printed agenda to facilitate effective communication and help the Team reach consensus.

Transition Planning

43

- Beginning at age 14, State regulations require a student's IEP to include a statement of the transition service needs of the child.
- The Team determines transition activities. State regulations require that the District invite the student if one of the purposes of the meeting is to discuss transition services.
- As a student approaches graduation, the Team must consider the need for a 688 referral ("Turning 22 Law").

Monitoring Progress

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- Effective Progress:

Has the student..

- made documented growth, with or without accommodations, in knowledge and skills acquisition (including social/emotional) with regard to state and district curriculum?
- made growth according to chronological age, developmental expectations, and his or her individual educational potential?

- Progress Reports must be sent to a student's parents or guardians at least as often as parents are informed of non-disabled children's progress.

- Parent/Advocate Visitation Guidelines

- Observation request must be approved by the building principal who will notify the Pupil Personnel Administrator (Special Education) and set parameters.
- Observations are conducted at mutually convenient time.
- A designated staff member must accompany the visitor.

Discipline

45

- If necessary, Functional Behavioral assessments should be incorporated into the process of IEP development for students with significant behavioral difficulties.
- If a student with an IEP has been suspended for more than 10 days throughout a school year, a Manifestation Determination is required.
- A school may remove a student to an appropriate interim alternative educational setting for not more than 45 days if:
 - └ the student carries a weapon.
 - └ the student possesses or sells illegal drugs/controlled substance.
 - └ the students inflicts serious bodily injury upon another person on the school premises or at a school function.

State Mandated Training

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UNIVERSAL PRECAUTIONS

Bloodborne Pathogens

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Risk of Exposure

- Not every staff member will be occupationally exposed to body fluids.
- Whether or not you are at a high risk of exposure, you still need to know what to do to minimize your risk of infection.

Transmission

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- Pathogens can enter your body through:
Open cuts - Skin abrasions - Acne
Dermatitis - Mucous membranes
- Accidental injury with contaminated object:
Broken glass - Sharp metal
Knives - Needles



Bloodborne Diseases

- HBV- Hepatitis B virus
 - Causes damage to liver
- Hepatitis C
 - Leading cause of liver transplants

The Key to Protection

49

- Your best protection is not to have any contact with another person's blood or body fluids.
- Universal Precautions Kits (*Gloves, Dressing, Antibacterial Pad*)
First line of Protection – Cover all cuts, dry skin – replace any damp Band-Aids
Replace gloves as soon as possible if they are ripped or punctured.
 - Dispose of used gloves carefully and safely.
- If a student is bleeding, instruct student to cover the source and apply pressure as needed – get the school nurse.
- If you assist – you need gloves and be certain to call for help.

Be Safe and Successful

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- Use Barrier Precautions.
- Healthy, intact skin is your first line of defense from exposure to blood and body fluids.
- Treat all blood, fresh or dried as if it is contaminated
- If blood or body fluids get in your eyes, wash immediately – rinse eyes for 10 minutes.
- Report the incident to the school nurse.

State Mandated Training

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EPIPEN AND FOOD ALLERGY AWARENESS

Allergy Awareness

Skin Contact

Poison Plants



Animal
Scratches



Pollen

Latex

Injection

Bee Stings



Ingestion

Medication



Nuts, eggs,
milk &
shellfish



Inhalation

Pollen



Dust
Mold &
Mildew

Animal
Dander



Signs of Anaphylaxis

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- Itchiness/tightness of throat, tongue, mouth
- Difficulty swallowing
- High-pitched breathing
- Shortness of breath
- Coughing & wheezing
- Chest tightness
- Feeling faint & dizzy
- Chest pain
- Flushed skin
- Hives
- Redness, swelling, itchiness of eyes
- Nausea & vomiting



Recognize Anaphylactic Reactions

54

- Be aware of the students in your classroom that have life threatening allergies.
- Be aware of what the student is allergic to (nuts, latex, bee stings, foods).
- Recognize the signs and symptoms of an Anaphylactic Reaction. Learn to use an EpiPen®. Ask your school nurse for training.
- **RESPOND** to those symptoms.

Emergency Action Plan

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TAKE ALL REACTIONS SERIOUSLY

- ❑ Contact the School Nurse immediately.
- ❑ Identify the student to the School Nurse.
- ❑ Ask the student if they have their EpiPen® on their person.
- ❑ Administer an Epipen if you recognize a student's reaction as anaphylactic or call a trained school staff member immediately to assist with the administration of an Epipen
- ❑ Call 911
- ❑ Monitor student's breathing and circulation - CPR if needed
- ❑ Notify Parent/Guardian
- ❑ *DO NOT* send a student who you suspect of having an anaphylactic reaction to the Health Office. The School Nurse will come to your classroom.
- ❑ The "Good Samaritan Law" protects all individuals who administer an Epipen from liability.
- ❑ Please see your school nurse for Epipen administration training and/or review in your individual buildings.
- ❑ Training involves reviewing of updated information, demonstration of Epipen administration, and an understanding of allergic and anaphylactic reactions and how to react to those situations.

Steps to giving an EpiPen

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- Click here: [EpiPen Video and Demonstration](#)
- Remove blue safety cap
- Firmly press orange end into large thigh muscle
- Hold for 10 seconds
- Remove EpiPen
- Massage area for 10 sec
- Call 911



3 R's for Handling a Reaction

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- **RECOGNIZE** the Signs & Symptoms - *Life threatening or not?*
- **REACT** quickly – *Contact the school nurse to activate the student's Emergency Care Plan.*
- **REVIEW** what caused the reaction and did the plan work? Evaluate the plan. Any lessons learned? Any changes to the plan required?

State Mandated Training

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**ACCEPTABLE USE OF
TECHNOLOGIES AND
DIGITAL MEDIA**

Acceptable Use Policy

59

The Acceptable Use Policy (AUP) is a policy for the Dartmouth Public School's Staff use of electronic devices and services, such as computers, internet and email, and the use of those resources within the Dartmouth Public Schools.

The full [Acceptable Use Policy](#) can be found at this link to our website.

Access to the System

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- Teacher accounts will have more access and privileges than student or generic accounts.
- Teachers may be able to view non-educational sites if needed for their curriculum.
- The District system shall only be used by the teacher for educational purposes.
- The teacher may not give access to his/her account to a student unless authorized by the school principal or District administration for a specific educational purpose.
- The term “educational purpose” includes use of the system for classroom activities, professional or career development, and limited high quality self-discovery activities.
- Users may not access the system for commercial purposes, defined as offering or providing goods or services. Users may not access the system for political lobbying.
- Existing copyright law will govern the use of material accessed through the system.
- Users will comply with CIPA ([Children Information Protection Act](#)).

District Web Site Usage and Posting

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- The following standards will govern the posting of all District sponsored web pages.
 - All web pages shall be free of spelling and grammatical errors.
 - Documents may not contain objectionable material or link directly to objectionable material.
 - Staff work may be published only as it relates to a class project, course, or other school-related activity.
 - All subject matter on web pages shall relate to the district or the schools within the District. Therefore, neither staff nor students may publish personal web pages as part of the District web sites, or web pages for other individuals or organizations not directly affiliated with the District.
 -
 -

District Web Site Usage and Posting

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- The following standards will govern the posting of all District sponsored web pages.
 - Adherence to copyright laws is required.
 -
 - Regarding the question of quality or propriety of web page material, appearance, or content, the judgment of the Technology Administrator, building or District Administrators shall control.
 -
 - All web page data on the District server is the property of the Dartmouth Public Schools.
 -
 - Web pages may include only the first name of any student. Full student names will be allowed only with parental and Building Administrator permission.
 -
 - Documents may not include any student personal information.
 -
 - Parental permission must be secured prior to publishing pictures or videos of students under age 18.

Signature of Completion

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Thank you for your time.

**Please be certain to log your review of these mandates
so a record of completion is stored electronically.*



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Website: www.dartmouth.school

June Saba-Maguire, Ed. D.
Superintendent of Schools

James A. Kiely, M.B.A.
Assistant Superintendent of
Finance and Operations

To: Newly Appointed Staff Member
Subject: State Applicant Fingerprint Identification System

Pursuant to Chapter 77 of the Acts of 2013, "An Act Relative to Background Checks", and as a newly appointed school department employee you are required to have a fingerprint-based state and national criminal record check. The State Applicant Fingerprint Identification System (SAFIS), MorphoTrust USA IndentoGo TM has been created for this purpose.

At this time, you are instructed to register for a fingerprinting appointment. You can do this by going to the registration website (www.identogo.com/FP/Massachusetts.aspx) or by calling (866) 349-8130.

You will be required to provide the **Dartmouth Public Schools and ESE Organization Code: 00720000**. (Substitutes and Student Teachers may provide up to 10 districts organization codes to eliminate the need to pay the fee multiple times.) You must enter Dartmouth Public Schools and not an individual school location.

Unlike state CORI checks that have no associated fee, individuals will pay a fee to comply with this requirement of **\$35.00** for non-licensed employees and **\$55.00** for DESE Licensed Professionals (including those with pending applications/licenses).

Substitutes are school employees under the new law and, therefore, must submit their fingerprints for the state and national checks. If substitute teachers hold educator licenses issued under G.L. c.71, § 38G, they will pay the \$55 fee; otherwise, they will pay the \$35.00 fee.

You will be provided with a fingerprint receipt. A copy of this receipt must be returned to Kate Genthner in Superintendent's Office located at the School Administration, 8 Bush Street, Dartmouth MA 02748 or via email (see address below) as a confirmation that the fingerprints were captured.

If you already have had your fingerprints taken for another Massachusetts school district you can request that that district forward a suitability determination letter to Kate Genthner via email to kathleengenthner@dartmouthschools.org or via fax (508) 991-4184.

"Quality Education for All Learners"

The Dartmouth Public Schools, in partnership with parents and the community, will deliver challenging, standards-based instruction for all students that fosters academic, physical, social and emotional development. Utilizing data analysis to drive instruction, we will implement specific strategies to support every student to think critically, solve problems and become a responsible, contributing citizen. Our high school graduates will possess the required skills and knowledge necessary to thrive in their academic and vocational ambitions.