



Town of Swansea, Massachusetts

TOWN HALL, 81 MAIN STREET
SWANSEA, MASSACHUSETTS 02777

OFFICE OF SELECTMEN

TEL. (508) 678-2981

FAX (508) 324-6700

DEREK W. HEIM, Chairman
STEVEN H. KITCHIN, Vice Chairman
CHRISTOPHER R. CARREIRO, Clerk

MALLORY ARONSTEIN
Town Administrator

TOWN OF SWANSEA

SENIOR CITIZEN PROPERTY TAX WORK-OFF PROGRAM - 2022

Dear Applicant:

Attached is a complete application for the Senior Citizen Property Tax Work-off Program. Please follow the Applicant Checklist to be certain that you have submitted all of the necessary forms and that you meet the requirements in order to be considered for this program.

The Selectmen's office is open Monday – Friday 9:00 a.m. to 4:00 p.m. **Your completed application, along with the required documentation must be submitted to the Selectmen's office no later than MARCH 4, 2022. NO APPLICATIONS WILL BE ACCEPTED AFTER THAT DEADLINE.**

Program participants will be selected by lottery from a pool of qualified applicants unless there is sufficient abatement allowance to cover the total number of applicants. You will be notified as soon as the selections are made. A CORI (criminal background check) will be performed at the time of application, so you will need to provide a government issued photo identification in order for the CORI check to be performed.

Program participants will volunteer in various Town departments, including general town government, office of the Town Clerk, the Senior Center, the School Department, the Swansea Library, the Park Department, and Highway Department. Assignments will be based on the interests, talents, and skills of the volunteers and the requests of Town Department Heads. While the Town will hopefully match you with an assignment of your choosing, it is more likely that you'll need to be flexible and you will need to accept the assignment to which you are appointed. A refusal of the assignment may result in your removal from the program. An applicant may be ineligible to participate if the available positions do not match capabilities of the applicant. Participants are required to abide by the Town's rules and regulations throughout the duration of the program. Inappropriate behavior will result in termination of their participation in the program.

If you have any questions, please do not hesitate to contact me at 508-678-2981, ext. 1.

Sincerely,

Janet Helley
Administrative Assistant

**TOWN OF SWANSEA
SENIOR CITIZEN PROPERTY TAX WORK-OFF PROGRAM**

Purpose:

The purpose of the tax work-off program is to assist senior citizens of the Town of Swansea with the payment of residential property tax bills while acknowledging and affirming their skills and abilities and the community's continuing need for their services.

How to Apply

Applications are available at the Selectmen's Office in Town Hall and the Senior Center at 260 Ocean Grove Avenue.

Eligibility:

- At least 60 years of age
- Resident of Swansea
- Owner of record (at the time of application) or spouse.
- Property for which the abatement is requested must be the applicant's primary residence
- All municipal taxes must be in good standing
- Willing and able to work
- ***Limited to one \$500 work-off per household***
- Agree to CORI check (criminal background check)
- Provide own transportation
- Acknowledgement of Town Personnel Policies

Screening Process:

- Complete application submitted to the Selectmen's Office
- CORI check completed by the Town of Swansea Selectmen's Office (applicant must bring photo identification, i.e. driver's license or other government issued photo identification)
- Verification of the following:
 - Property Ownership (Assessor's Office)
 - Residency (Town Clerk's Office)
- All information provided by applicants will be kept confidential unless otherwise provided by law

Selection:

- By lottery (if there are more applicants than positions)
- Maximum of 25 positions per program year with 5 alternates
- Applicant must have appropriate skills for position.
- Applicant and Department Head must both agree it is an appropriate match.

Benefit Limits

- Maximum benefit of \$500 per fiscal year per household.
- Hourly compensation of \$14.25 per hour (based upon the Massachusetts current minimum wage) up to a maximum of \$500. Actual benefit will be reduced by tax withholding.
- ***If maximum hours allowed are not completed, credit will be received based on number of hours worked.***

General Program Information:

- Participants must complete 35 hours during the program year.
- Program year is March 21, 2022 through October 31, 2022.
- Abatements for work performed will be credited on the **January 2023** tax bill.
- Applicants must re-apply annually to continue in the program; acceptance is not guaranteed.
- Participants are exempt from state taxes but are not exempt from federal, social security, or Medicare taxes.
 - Participating in this program will not affect any local exemptions for which you may be eligible. If you qualify for the State Circuit Breaker Credit, the amount you may be eligible for could be affected by participation in this program.

**CONFIDENTIAL APPLICATION FOR
SENIOR CITIZEN PROPERTY TAX WORK-OFF PROGRAM**

DATE: _____

NAME OF APPLICANT: _____

STREET ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____ BIRTHDATE: _____

CELL PHONE: _____ EMAIL: _____

The Town of Swansea is mandated by state law to do a CORI (Criminal background check) on any applicant.

ELIGIBILITY REQUIREMENTS:

This information is needed to assist in placement should there be insufficient space in the program. All answers are strictly confidential.

Please answer each of the following by placing a check in the appropriate space.

I am at least 60 years of age. YES _____ NO _____

I am a resident of Swansea YES _____ NO _____

I own and reside in the dwelling for which credit is requested, or I am the spouse of such a homeowner residing in the same household. YES _____ NO _____

EMERGENCY CONTACT INFORMATION

NAME: _____

ADDRESS: _____

HOME PHONE: _____ WORKPHONE: _____

RELATIONSHIP TO APPLICANT: _____

PLACEMENT INFORMATION:

What are your past work/volunteer experiences and types of skills?

Job placements may be available in a variety of Town Departments. (Using the numbers 1-6, please indicate which department(s) you would like to work in order of your preference from most preferred [#1] to least preferred [#6]. While the Town will hopefully match you with an assignment of your choosing, it is more likely that you'll need to be flexible and you will need to accept the assignment to which you are appointed. A refusal of the assignment may result in your removal from the program.

____ Town Hall Offices (Accounting, Assessors, Board of Health, Town Clerk, Selectmen's Office, Treasurer/Collector, and Conservation/Planning/Zoning.)

____ Library

____ Senior Center

____ Schools

____ Highway Department

____ Park Department

____ Beach

Please list any other skill/abilities you would like considered:

Do you have any restrictions or needs which may affect any positions, i.e., physical requirements, seasonal, schedule, hours (duration and/or number of hours), frequency, etc? The program is intended to be 39.2 hours for the program year.

Please explain:

Have you participated in the Senior Tax Program in the past? If so, please specify year and location of your assignment:

Signature: _____

Date: _____

SENIOR CITIZEN PROPERTY TAX WORK-OFF PROGRAM

APPLICANT CHECKLIST

- _____ Application Form, **completed in full**, signed and dated
- _____ CORI (to be completed when the application form is submitted)
- _____ W-4 and W-9 (to be completed in payroll office upon acceptance)
- _____ Sexual Harassment Policy Acknowledgement
- _____ Code of Conduct Policy Acknowledgement

(1) CORI requests and Town Policies are available in the Selectmen's Office in Town Hall.

(2) Please contact the payroll office in Town Hall, upon acceptance in the program, for employment documentation and forms required prior to the start of employment. Two forms of identification are required.

PROGRAM DIRECTOR CHECKLIST

- _____ Verification of age
- _____ Verification of property ownership
- _____ Taxes Current
- _____ Verification of residency
- _____ CORI Acceptable

SEXUAL HARASSMENT POLICY

All persons associated with the Town of Swansea including, but not necessarily limited to, committees, commissions and board members, the administration, staff, and volunteers, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as an employee or volunteer of the Town of Swansea will be in violation of this policy. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

Because the Swansea Board of Selectmen 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 and environment that is free of sexual harassment, 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.

Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

1. submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or professional development.
2. submission to, or rejection of, such conduct by an individual is used as the basis for employment or other decisions affecting such individual.
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or performance or creating an intimidating, hostile, or offensive environment.

The Grievance Officer: Mallory E. Aronstein, Town Administrator; 81 Main Street, Swansea MA 02777, 508-678-2981, ext. 1.

The Board of Selectmen will annually appoint a sexual harassment grievance officer who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set out below:

Complaint Procedure:

1. Any employee/volunteer of the Town who believes that s/he has been subjected to sexual harassment will report the incident(s) to the grievance officer. **All complaints shall be investigated promptly and resolved as soon as possible.**
2. The grievance officer will attempt to resolve the problem in a fair and expeditious manner through the following listed process:
 - a. The grievance officer will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts, **and may interview any witnesses.**

- b. The grievance officer will then attempt to meet with the charged party in order to obtain his/her response to the complaint.
 - c. The grievance officer will hold as many meetings with the parties as it is necessary to establish the facts.
 - d. On the basis of the grievance officer's perception of the situation s/he may:
 - attempt to resolve the matter informally through reconciliation.
 - present the findings to Town Counsel for additional review and report these findings to the Board of Selectmen.
3. After reviewing the record made by the grievance officer, Town Counsel or designee may attempt to gather any more evidence necessary to present to the Board of Selectmen and thereafter impose any sanctions deemed appropriate, including disciplinary action up to and including termination. **At this stage of the proceedings the parties may present witnesses and other evidence, and may also be represented. The parties, to the extent permissible by law, shall be informed of the disposition of the complaint.** All matters involving sexual harassment complaints will remain confidential to the extent that it is possible to do so. **If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct.**
4. **The grievance officer, upon request, will provide the charging party with government agencies that handle sexual harassment matters.**

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended 45
Federal Regulation 74676 issued by EEO Commission

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 governmental 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 time period for filing a claim (EEOC – 300 days; MCAD – 300 days).

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

John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
Phone: 800-669-4000
TTT: 800-669-6820

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

Boston Office: One Ashburton Place

Sixth Floor, Room 601

Boston, Massachusetts 02108

(617) 994-6000

TTY: 617-994-6196

Springfield Office:

436 Dwight Street

Second Floor, Room 220

Springfield, Massachusetts 01103

(413) 739-2145

Worcester Office:

Worcester City Hall

455 Main Street, Room 100

Worcester, MA 01608

(508) 799-8010

(508) 799-8490 – FAX

New Bedford Office:

800 Purchase Street, Room 501

New Bedford, MA 02740

(508) 990-2390

(508) 990-4260 - FAX



TOWN OF SWANSEA, MASSACHUSETTS

SELECTMEN'S OFFICE

*Town Hall
81 Main Street
Swansea, MA 02777*

OFFICE OF THE TOWN ADMINISTRATOR

*TEL. (508) 678-2981
FAX (508) 324-6700*

**TOWN OF SWANSEA
ACKNOWLEDGEMENT FORM
Sexual Harassment Policy**

I, _____, hereby acknowledge receipt of the Sexual Harassment Policy and further acknowledge that I understand the contents thereof. By signing this form below, I agree to abide by the policy and any guidelines promulgated thereunder.

Signature

Date



Town of Swansea
Office of the Town Administrator
Town Hall
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CHRISTOPHER R. CARREIRO, *Chairman*
DEREK W. HEIM, *Vice Chairman*
STEVEN H. KITCHIN, *Clerk*

MALLORY E. ARONSTEIN
Town Administrator

**TOWN OF SWANSEA
CODE OF CONDUCT AND DISCIPLINE POLICY**

1. Background

The Town of Swansea adheres to high standards of professionalism. Employees and other agents of the Town, including elected officials and those appointed to boards, commissions, and committees, are expected to conduct themselves in a professional manner at all times. These employees and officials are expected to accept personal responsibility for maintaining or exceeding expected standards of professional conduct and job performance and to be aware and abide by existing work rules and policies of the Town.

2. Purpose & Applicability

The purpose of this policy is to ensure that employees and public officials meet the Town's legitimate expectations in the areas of performance, conduct, and adherence to all Town policies, and that all local officials represent the Town of Swansea in a professional, positive way.

This policy shall also ensure that employees whose performance or conduct is deficient are provided with the necessary assistance and motivation to meet the Town's expectations; and that the disciplinary action initiated against an employee is fair and appropriate.

For the purposes of this policy, "employee" shall include elected and appointed officials, both paid and unpaid.

Nothing in this policy shall preclude employees who are also residents from voicing concerns and opinions at public meetings outside of working hours.

3. Employee Conduct

Employees and volunteers of the Town of Swansea are visible and active members of the community. They are inescapably identified with the Town as an organization and are expected to represent it in a responsible and creditable fashion, maintaining the highest standards of personal integrity, truthfulness, honesty, and fairness in carrying out their public duties. All

Town employees are also expected to conduct themselves in a manner which credits the Town, public officials and fellow employees and promotes the public's trust in local government.

While carrying out their public duties, employees may not engage in any conduct which could reflect unfavorably upon the Town and each other. Expectations of employee conduct have both legal and ethical implications as described.

4. Customer Service

The Town is committed to providing excellent and efficient customer service. Excellent customer service results in a municipal organization meeting the needs of its residents and citizens in a consistent and professional manner. All employees of the Town are to be made aware of the importance of customer service within the Town's operation. As employees are representatives of the Town of Swansea, employees must, at all times, be professional, courteous, and understanding when dealing with residents, businesses, and other customers whether in person, by telephone or video, or in writing.

Leadership by example is a key component to excellence in customer service. Town management must continually promote in their actions, speech, and writing the paramount importance of customer service standards.

5. Examples of expected behaviors of appointed and elected officials of the Town:

- a. To be prompt and have regular attendance at scheduled meetings;
- b. To be absent from the workplace only with proper authorization;
- c. To focus complete attention and efforts to work matters during the performance of duties;
- d. To carry out job duties in an efficient and competent manner;
- e. To cooperate and comply with reasonable employer instructions and policies, and to work as directed;
- f. To respect the privacy of individuals;
- g. To project a positive and professional image of the Town;
- h. To use information only for the purposes for which it was intended;
- i. To neither use nor allow the use of Town property, resources, or funds for other than authorized purposes;
- j. To incur no liability on the part of the Town without proper authorization;
- k. To maintain all qualifications necessary for the performance of duties legally and efficiently, including but not limited to all requisite licenses and certifications of the job;
- l. To treat coworkers and members of the public with courtesy and respect at all times;
- m. To report to work unimpaired by any legal or illegal controlled substance or alcohol;
- n. To be honest and to act in good faith in the performance of job duties;
- o. To not engage in any workplace violence, threats of violence, fighting, horseplay; malicious pranks, or profanity that may otherwise make a co-worker or member of the public uncomfortable;

- p. To comply with separate policies and procedures also maintained by the Town on subjects such as discrimination, harassment, electronic communications, and domestic violence.

6. Reporting incidents of extreme misconduct

In times of emergency or incidents in need of immediate public safety attention, employees should call 911.

Employees who observe or who are the victim of misconduct that may result in public harm or damage to public property by anyone on Town property shall report the incident immediately to a Department Head or the Town Administrator. In the event of significant allegations of conduct that may result in harm to another employee or Town property, Department Heads must inform the Town Administrator for immediate investigations into the claims.

Regardless of the level of significance of the infraction, all reports will be evaluated immediately and appropriate action will be taken, wherever possible, in order to maintain a healthy and safe workplace.

7. Enforcement and Discipline Policy

Failure to meet performance standards and conduct oneself in a manner consistent with this policy may result in disciplinary action being initiated against the offending employee(s), or removal from a local board, committee, or commission, if applicable.

Any such disciplinary action will be in line with a corresponding Collective Bargaining Agreement (CBA) or employment policy. In the absence of these documents, disciplinary action shall be progressive in nature.

The parties agree that corrective and disciplinary action, when imposed, shall be implemented in progressive stages from minor to severe. Such action is intended to be from a less severe to more severe corrective action in order to bring about the necessary change in work habits, unless the action is so egregious that immediate suspension or termination is warranted. An employee covered under a collective bargaining agreement shall not be discharged; suspended, or demoted for disciplinary reasons without just cause.

The provisions of this policy shall not be applied in an arbitrary or capricious manner. However, in some circumstances, actions or omissions which have resulted or will result in harm to the Town, community, or members thereof, may require imposition of severe sanctions in the first instance up to and including suspension or termination.

Employees who have not been appointed to a specific term of office are on an indefinite appointment and, as such, are considered at-will employees who may be terminated at any time for any reason, so long as it is not unlawful nor unreasonable in response to a violation.

Progressive disciplinary actions may include, but are not limited to oral reprimand, written reprimand, suspension with pay, suspension without pay, demotion, and discharge.

Suspension without pay, other disciplinary action and termination are within the discretion of the appropriate appointing authority. In the event of a termination of employee under a Collective Bargaining Agreement or other contract due to a violation of this policy, said termination shall be with just cause.

8. Discipline Policy Procedures

During the course of performing their duties, all Town employees are prohibited from engaging in any conduct that could reflect unfavorably upon the Town. Town employees shall avoid any action that might result in, or create the impression of, using public office for private gain, giving preferential treatment to any person, showing favoritism, or retaliating against any person in the conduct of Town business. Employees are expected to keep in mind that they are public employees and are to conduct themselves accordingly in a manner which in no way discredits the Town, public officials, or other employees.

The Town expects its employees to perform their jobs and conduct themselves in a manner consistent with Town standards and policies. However, when violations or problems occur, disciplinary action will result. Committing any of the following acts by an employee while performing Town duties may result in disciplinary action up to and including termination:

- Repeated violation of any Town policy or policies;
- Misrepresentation, falsification or omission on the employment application or resume or other information on which hiring decisions was based;
- Falsification of records;
- Engaging in fraud;
- Continued failure to perform job assignments satisfactorily and efficiently;
- Engaging in unprofessional conduct, including comments;
- Failure to follow safety rules or to report unsafe actions or conditions;
- Unexcused absences;
- Excessive or patterned absenteeism or lateness (examples include using more than 50% of annual sick leave, using sick time consistently on the first and last day of the work week, or coming in five (5) or more minutes late more than once a week);
- Revealing or making available any information of a confidential nature to any person not authorized or entitled to receive it;
- Stealing, theft, misappropriation, misuse, destruction, or damage of citizen, employee, or Town property;
- Malingering, loitering or sleeping on the job;
- Reporting for duty impaired by alcohol or drugs, including prescription drugs;
- Engaging in behavior that could violate the Sexual Harassment Policy;
- Gambling while on duty or on Town premises;

- Possession of drugs, alcohol, or weapons not required by duties;
- Provoking or instigating a fight with another person during working hours or on Town property;
- Insubordination;
- Conduct contrary to the best interest of the Town, its residents or employees while on or off duty.

Notwithstanding the language outlined in this policy, it shall not void, change, or supersede any law, act, regulation, or collective bargaining agreement. Progressive discipline applied to a member of any collective bargaining unit under this policy shall be subject to the grievance and arbitration provisions disseminated in said bargaining units' agreement with the Town.

Adopted this 27 day of April, 2021 by vote of the Board of Selectmen.



Derek W. Heim, Chairman



Steven H. Kitchin, Vice Chairman



Christopher R. Carreiro, Clerk



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Office of the Town Administrator
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TOWN OF SWANSEA
ACKNOWLEDGEMENT FORM
Code of Conduct and Discipline Policy

I, _____, hereby acknowledge receipt of the Code of Conduct and Discipline Policy and further acknowledge that I understand the contents thereof. By signing this form below, I agree to abide by the policy and any guidelines promulgated thereunder, and I agree to review periodically any changes or modifications.

Signature

Date

Department