

APPENDIX

I. Additional Policies

- 1 CORI Policy
- 2 Dress Code Policy
- 3 Family Medical Leave
- 4 Sexual Harassment Policy
- 5 Substance Abuse & Alcohol Testing Policy

II. Disclosures

- 1 Statement – Employment Not Covered by Social Security
- 2 Family and Medical Leave Act – Employee Rights and Responsibilities
(FMLA Guide & Forms available on County website)
- 3 Disclosures required by MGL

III. Forms

- 1 Application for Employment
- 2 Authorization for Release of Information
- 3 Applicant Evaluation Form
- 4 Pre-employment/Post-Offer Medical/Job History
- 5 Pre-employment Physical Examination Report
- 6 Certificate of Employment
- 7 Payroll Time Sheet
- 8 Request for Time Off
- 9 Request for Overtime
- 10 Employee Evaluation Input Form
- 11 Employee Evaluation Form
- 12 Notice of Step Increase
- 13 Employee Grievance Form
- 14 Employee Warning Notice
- 15 Notice of Change – Termination
- 16 Buy Back Unused Vacation
- 17 Buy Back Unused Sick Time
- 18 Sick Leave Bank Enrollment Application – new employee
- 19 Sick Leave Bank Enrollment Application – current employee
- 20 Sick Leave Bank Use Application
- 21 Sick Leave Bank Award Acknowledgement
- 22 CORI Acknowledgement Form

IV. Current Classification and Compensation Scale