

HUMAN RESOURCES DEPARTMENT

UNPAID INTERN/VOLUNTEER PAPERWORK CHECKLIST

INTERN/VOLUNTEER NAME: _____

FROM(DATE): _____

TO(DATE): _____

The information below has been provided to or discussed with the employee by HR/Hiring Dept.

ITEM	NOTES
HR EMERGENCY CONTACT INFORMATION	
HR SMOKING POLICY	
HR SEXUAL HARASSMENT POLICY /RECEIPT	
HR CORI/SORI (18 yrs of age and over)	
HR COPY OF A GOVERNMENT ISSUED I.D. (for CORI form)	
HR HOLD HARMLESS AGREEMENT (18 yrs of age and over)	
HR VOLUNTEER INFORMATION SHEET	
HR COMPUTER USAGE POLICY/RECEIPT/CREDENTIALS SUPPLIED TO NEW EMPLOYEE (LOGIN I.D. AND PASSWORD). If applicable.	N/A
HR NURSING & POLICE INTERNS -- CONFIDENTIAL FORM -- If applicable	N/A
HR EMPLOYEE PARKING REGISTRATION/ MAP/ DOOR ACCESS/KEYS/FEES AGREEMENT FORM -- If applicable	N/A
HR PROGRAM GUIDELINES -- with start and end dates --If applicable	N/A
HR NURSING INTERN- COPY OF LETTER OF AGREEMENT BETWEEN COLLEGE AND TOWN OF GREENFIELD. If applicable	N/A
HR NURSE INTERN - INDIVIDUAL NURSING LIABILITY INSURANCE CERTIFICATE -- Provided by Nurse intern	N/A
HR NURSE INTERN -- COPY OF NURSING LICENSE-If applicable	N/A
HR CRIMINAL BACKGROUND CHECK- For P.D.- Confirm with PD that it's been completed and acceptable.	N/A
HR DRIVING RECORD CHECK(RMV)-DPW,PD,FIRE	N/A
HR EMERGENCY CONTACT INFORMATION (MINOR) if applicable	
HR HOLD HARMLESS & INDEMNIFICATION AGREEMENT & MINOR VOL. AUTHORIZATION) if applicable	

I have received a copy of the appropriate materials listed above and have had explained to me the information outlined. I understand this information concerning my employment with the Town of Greenfield.

SIGNATURE OF INTERN/VOLUNTEER: _____ DATE: _____

SIGNATURE OF HR ORIENTER: _____ DATE: _____

April 2019



City known as the Town of
GREENFIELD, MASSACHUSETTS

DEPARTMENT OF HUMAN RESOURCES

William F. Martin
Mayor

Town Hall • 14 Court Square • Greenfield, MA 01301
Phone 413-772-1577 • Fax 413-775-9165
hr@greenfield-ma.gov • www.greenfield-ma.gov

**TOWN OF GREENFIELD EMPLOYEE
EMERGENCY CONTACT INFORMATION**

Please complete this form and return it to the Human Resources Office as soon as possible. Be sure to include your emergency contact's day, evening and work phone numbers, as well as any other number where they may be reached, during your work hours, to insure that they may be contacted, if necessary. Thank you for your cooperation.

IN CASE OF AN EMERGENCY, I WANT THE FOLLOWING PERSON(S) TO BE CONTACTED.

PRIMARY CONTACT INFORMATION

Contact Name: _____ Relationship: _____

Contact Address: _____

Contact Day Phone#: _____ Contact Cell Phone #: _____

Evening Phone #: _____ Work Phone #: _____

Contact Place of Employment: _____

SECONDARY CONTACT INFORMATION

Contact Name: _____ Relationship: _____

Contact Address: _____

Contact Day Phone#: _____ Contact Cell Phone #: _____

Evening Phone #: _____ Work Phone #: _____

Contact Place of Employment: _____

THE ABOVE INFORMATION IS CURRENT AND CORRECT. _____

Employee Signature _____ Date _____

Employee Name (please print)

Please use the back of this form if you need more space or have special instructions regarding your contact information.



*The Town of Greenfield is an Affirmative Action/Equal Opportunity Employer,
a designated Green Community and a recipient of the "Leading by Example" Award*



HUMAN RESOURCES

Town of GREENFIELD, MASSACHUSETTS

*Town Hall, 14 Court Square, Greenfield, MA 01301
413-772-1577 Fax: 413-775-9165*

hr@greenfield-ma.gov

SMOKING POLICY

In keeping with the Town of Greenfield's tobacco control regulations and Massachusetts General Laws Chapter 270, as well as the town's intent to provide a safe and healthful work environment, smoking in the work place is prohibited within any public building. Smoking is defined as the lighting of any cigar, cigarette, pipe or other tobacco product or having the possession of any lighted cigar, cigarette, pipe or other tobacco product. Public building is defined as any enclosed, indoor area that is located in a building owned or occupied by the town and open to or used by the general public.

In recognition that persons who do not smoke should not be subjected to the discomforts and hazards of second-hand smoke, and that their right to breathe clean air should be protected, smoking is not permitted near the entrances/exits or windows of Town Hall or its Annex.

In addition, the use of tobacco products are prohibited within school buildings or facilities, on school grounds or on school buses by any individual.

Massachusetts General Laws state that no person who smokes any tobacco product shall be eligible for appointment as a police officer or firefighter. (Chapter 697, Section 117 of the Acts of 1987).

This policy applies to any open meeting of any board, commission, committee or subcommittee of town government. This policy also applies equally to employees, visitors and members of the public.

I certify that I understand this policy and agree to abide by its provisions.

Employee Name

Employee Signature

Date

The Town of Greenfield is an Affirmative Action/Equal Opportunity Employer

4/1/11

SEXUAL HARASSMENT POLICY
Of the Town of Greenfield

I. Introduction

It is the goal of the Town of Greenfield 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 of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated. We have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees.

Because the Town of Greenfield takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment. 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 be aware that while this policy sets forth our goals of promoting a workplace 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.

Therefore, it shall be the Town's policy that all employees of the town, at all levels, elected or appointed, must avoid offensive, inappropriate, or unlawful sexual and/or sexually harassing behavior in the workplace. Employees will be held responsible for insuring that the workplace is free of sexual harassment.

II. Definition of Sexual Harassment

In Massachusetts, the legal definition for sexual harassment is: "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 affecting such individuals; 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. 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:

- *Requesting, demanding or overt threats for sexual favors in exchange for actual or promised job benefits such as promotions, favorable reviews, salary increases or continued employment, etc.*
- *Coerced sexual acts;*
- *Engaging in reprisals (not granting promotions, assigning undesirable tasks, making negative statements about the victim's personal or work conduct, etc.), as a result of an individual's refusing to engage in social/sexual behavior;*
- *Unwelcome sexual advances - whether they involve physical touching or not;*
- *Contact with any sexual part of a co-worker's body such as touching, patting or pinching, etc.;*
- *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;*
- *Verbal harassment or abuse such as referring to or calling a person a demeaning or sexualized term, or making reference to a person's physical characteristic(s) when that person has verbally or in writing indicated to the harasser or the supervisor that s/he does not wish to be addressed or referred to in that manner;*
- *Inquiries into one's sexual experience or discussion of one's sexual activities.*

It is important to note that sexual harassment does not refer to occasional compliments of a socially acceptable nature or welcome social relationships in the workplace.

III. Scope

Sexual harassment is not limited to conduct by one gender or defined solely by whether a supervisory relationship exists. Employees should be aware that both men and women might be either the victim or the harasser. The harasser does not have to be the victim's direct supervisor; it may be a co-worker or a supervisory employee who does not supervise the victim. The victim does not have to be the opposite sex from the harasser. Lastly, the victim does not have to be the person to whom unwelcome sexual conduct is directed. The sexual harassment of one employee may create an intimidating, hostile, or offensive working environment for another co-worker or unreasonably interfere with his or her work performance. The town will respond to all situations wherein an employee believes they have been victimized and a complaint has been made or unlawful conduct alleged.

IV. Complaints of Sexual Harassment

If any employee believes that s/he 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. The Human Resources Department has a Complaint Form for written complaints; however, an employee is not required to use this form in order to file a written complaint. The town's representative hearing the complaint will write down oral complaints. A copy will be provided to the complaining employee to ensure the prepared statement is accurate. The Town will also ensure a female EEO Officer is available regarding any complaint, if requested.

Employees are encouraged to contact Human Resources or their supervisor(s) if they have any questions as to whether or not they are or may be victims. No employee will be punished or retaliated against for making such inquiries.

If you would like to file a complaint you may do so by contacting the Human Resources Department at 772-1577, hr@greenfield-ma.gov, Town Hall, 14 Court Square; or the Office of the Mayor at 772-1560, mayor@greenfield-ma.gov, Town Hall, 14 Court Square. Any questions regarding this policy may also be brought to the appropriate supervisor, a higher-level supervisor, the Human Resources Director or to the Office of the Mayor, especially if you believe the situation has not been satisfactorily resolved at the lower supervisory level. These people are also available to discuss any concerns you may have, and to provide information to you about our policy on sexual harassment and the complaint process.

V. 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 any 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. The results will be in the form of a written report.

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. 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.

You may contact the Human Resources Department for a copy of the 'Town of Greenfield Sexual Harassment Complaint and Investigation Procedures'. This document outlines what procedures we will use in all complaints of sexual harassment. It also outlines the responsibilities of the HR Director and Managers.

VI. Disciplinary Action

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

If after the completion of an investigation of a harassment complaint an employee is found to have knowingly filed a false report for the purpose of harming another person, and the employee willfully and knowingly gave false information concerning the complaint, appropriate disciplinary action may be taken against the employee who filed the false complaint.

VII. State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you have the right to pursue other legal avenues. 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. You have the option of filing a charge within 300 calendar days from the day the alleged incident took place to

file a formal complaint with the MA Commission against Discrimination (MCAD) or the United States Equal Employment Opportunity Commission (EEOC) at:

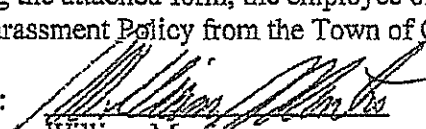
*EEOC, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203
800-669-4000*

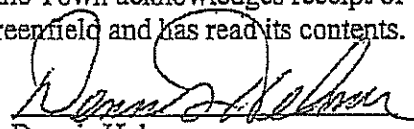
*MCAD, 436 Dwight Street, Room 220, Springfield, MA 01103, (413) 739-2145
One Ashburton Place, Room 601, Boston, MA 02108 (617) 994-6000
455 Main Street, Room 101, Worcester, MA 01608 (508) 799-8010
800 Purchase Street, Room 501, New Bedford, MA 02740 (508)-990-2390*

VIII. Acknowledgment of Receipt of Policy

By signing the attached form, the employee of the Town acknowledges receipt of this Sexual Harassment Policy from the Town of Greenfield and has read its contents.

Approved:


William Martin
Mayor


Dennis Helmus
Director of Human Resources

Dated: 1/28/14

NUMBER 500-1 (Supersedes policy dated 5/1/07)
(Supersedes policy dated 10/22/96)
(Supersedes policy dated 2/14/00)
(Supersedes policy dated 4/12/02)
(Supersedes policy dated 5/5/04)
(Supersedes policy dated 3/20/06)

Town of Greenfield, Massachusetts

SEXUAL HARASSMENT POLICY RECEIPT

Name: _____

Job Title: _____

Department, Office, or Board: _____

I have received a copy of, and have read, the Town of Greenfield's Sexual Harassment Policy (v. 1.28.14).

I understand that if I have any questions regarding this policy I should contact my either immediate supervisor, my Department Head, or the Department of Human Resources for clarification.

Signature

Date

Note: Return signed receipt form to the Human Resources Department



THE COMMONWEALTH OF MASSACHUSETTS
 EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
 Department of Criminal Justice Information Services
 200 Arlington Street, Suite 2200, Chelsea, MA 02150
 TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-5973
 MASS.GOV/CJIS



**Criminal Offender Record Information (CORI)
 Acknowledgement Form**

To be used by organizations conducting CORI checks for employment, volunteer, subcontractor, licensing, and housing purposes.

_____ Town of Greenfield _____ is registered under the
 (Organization)
 provisions of M.G.L. c.6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees, and applicants for the rental or lease of housing.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to _____ Town of Greenfield _____
 (Organization)

to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing _____ Town of Greenfield _____
 (Organization)

with written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY:

The _____ Town of Greenfield _____ may conduct
 (Organization)
 subsequent CORI checks within one year of the date this Form was signed by me, provided, however, that _____ Town of Greenfield _____, must first provide me
 (Organization)
 with written notice of this check.

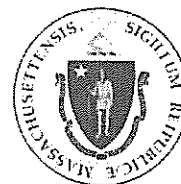
By signing below, I provide my consent to a CORI check and affirm that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

Signature of CORI Subject

Date



**THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
Department of Criminal Justice Information Services**
200 Arlington Street, Suite 2200, Chelsea, MA 02150
TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-5973
MASS.GOV/CJIS



SUBJECT INFORMATION

Please complete this section using the information of the person whose CORI you are requesting.
The fields marked with an asterisk (*) are required fields.

* First Name: _____ Middle Initial: _____

* Last Name: _____ Suffix (Jr., Sr., etc.): _____

Former Last Name 1: _____

Former Last Name 2: _____

Former Last Name 3: _____

Former Last Name 4: _____

* Date of Birth (MM/DD/YYYY): _____ Place of Birth: _____

* Last SIX digits of Social Security Number: _____ – _____ No Social Security Number

Sex: _____ Height: _____ ft. _____ in. Eye Color: _____ Race: _____

Driver's License or ID Number: _____ State of Issue: _____

Father's Full Name: _____

Mother's Full Name: _____

Current Address

* Street Address: _____

Apt. # or Suite: _____ *City: _____ *State: _____ *Zip: _____

SUBJECT VERIFICATION

The above information was verified by reviewing the following form(s) of government-issued identification:

Verified by:

Print Name of Verifying Employee

Signature of Verifying Employee

Date

VOLUNTEER HOLD HARMLESS AGREEMENT

BY

WITH THE

TOWN OF GREENFIELD

I, _____ of _____, understand and acknowledge
Name Address
there is a risk of personal injury in _____

(volunteer activities s/he is performing)

and do forever agree to, RELEASE, ACQUIT, DISCHARGE, PROVIDE THE DEFENSE OF, INDEMNIFY, REIMBURSE AND COVENANT TO HOLD HARMLESS, the CITY OF GREENFIELD, known as the TOWN OF GREENFIELD, with its principal place of business at 14 Court Square, Greenfield, MA 01301, its officials, employees and agents, including but not limited to its Mayor (collectively, the "Town"), from and against any and all loss, harm, personal injury, property damage, claims, liabilities and costs of any nature, including without limitation, medical expenses, interest, and attorney's fees, arising out of or suffered or incurred as a result of or relating in any to my authorized volunteer duties as described above.

IN WITNESS WHEREOF, _____ has executed this Hold Harmless Agreement on this _____ day of _____, 20__.

Name of Individual

WITNESS

Dated: _____

**CITY OF GREENFIELD
VOLUNTEER INFORMATION SHEET**

NAME: _____

ADDRESS: _____

SEX: _____ DOB: _____

TOWN: _____ STATE: _____

ZIP: _____ PHONE: _____

START DATE : _____

MAILING (if different): _____

END DATE: _____

IF MINOR VOLUNTEER:

PARENT OR

GUARDIAN NAME: _____

PARTICIPANT INFORMATION

IS THE VOLUNTEER UNDER THE AGE OF 18? **YES** **NO**

IF YES, WHAT SUPERVISOR WILL BE ASSIGNED TO MONITOR AND OBSERVE THE VOLUNTEER AT ALL TIMES?

NAME OF SUPERVISOR

DEPARTMENT

IF ADULT VOLUNTEER, NAME OF SUPERVISOR AND DEPARTMENT:

VOLUNTEER ARRANGEMENT (SPECIFICS OF WHAT VOLUNTEER WILL BE DOING):

NO. OF HOURS PER WEEK: _____

WORK SCHEDULE: _____

REQUESTED BY: _____
Department Head

CERTIFIED BY: _____
Human Resources Director

Date Signed: _____

Date Signed: _____