

TOWN OF MEDFIELD MEETING NOTICE

Posted in accordance with the provisions of M.G.L. c. 30A, §§18-25

This meeting will be a hybrid meeting. Members of the public who wish to view, listen to, or participate may do so in person or via Zoom by joining by one of the following options:

1. To join online, use this link:
<https://medfield-net.zoom.us/s/84119911888>
 - a. Webinar ID: 841 1991 1888
 - b. Password: 772850
2. To join via conference call, dial: +1 312 626 6799 or +1 646 931 3860 or +1 929 436 2866 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 669 444 9171 or +1 669 900 6833 or +1 689 278 1000 or +1 719 359 4580 or +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000
 - a. Enter the Webinar ID: 841 1991 1888
 - b. Enter the password: 772850

REVISED **Personnel Board** **Board or Committee**

PLACE OF MEETING	DAY, DATE, AND TIME
Cheney Hall, 2nd floor Town House, 459 Main Street Also available remotely on Zoom	Monday, March 17, 2024 at 3:30 pm

Agenda (Subject to Change)

1. Call to Order
2. Presentation of Proposed Class and Compensation Plan (Potential Vote)
 - a. Board of Health Reorganization
 - b. Department of Public Works Reorganization
3. Policy Updates to be Voted on
 - a. CORI Policy
 - b. Harassment and Discrimination Policy
4. Town Administrator Updates
 - a. **Health Insurance Update**
 - b. **Collective Bargaining Update**
5. Adjournment

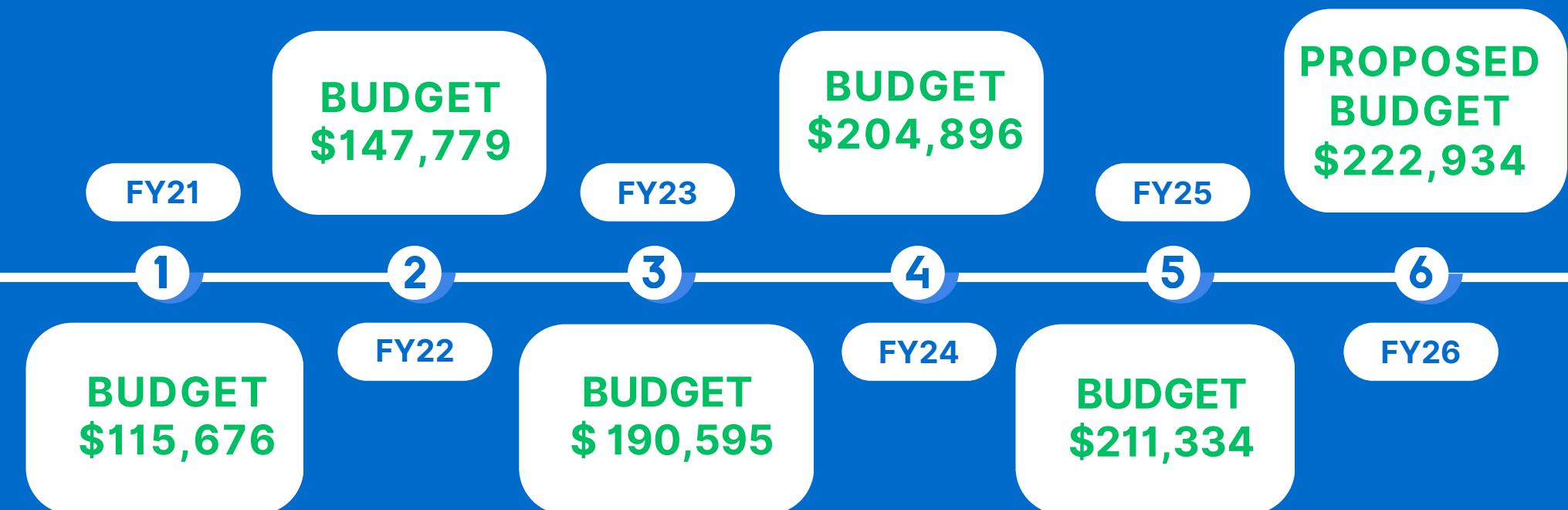


BOARD OF HEALTH

FEBRUARY 19, 2025

BOARD OF HEALTH

FY2021 TO FY2026



FY2021 COVID

- PT Admin Assistant
- Contract EH Agent
- Contract Public Health Nurse
 - VNA

FY2026

- PT Admin Assistant (28)
- PT EH Agent (19)
- PT Public Health Nurse (19)
- FT PH Administrator (37.5)

FY2022 to FY2025

- PT Admin Assistant
- Contract EH Agent
- FT Public Health Nurse

BOH Staffing

Additional Support

2022

Charles River Health District

2023

Medfield Human Services
Department

Goals of Reorganization

- Preparing for public health emergencies
- Staff Redundancy
- Dedicated Staff based in Medfield
- Enhanced Public Health Education
- Enhanced delivery of services
- Accessibility of Health Department
- Increased staff time to carry out BOH Policies

Public Health Administrator

- Oversight of Public Health Staff
- Provides direction and policy development
- Develops public health initiatives/strategies
- Provides public education in matters of public health
- Data and trend analysis
- Ensures compliance with state/federal guidelines
- Participates in field operations/inspections as needed/appropriate

Public Health Nurse

- Communicable Disease surveillance
 - Contact tracing/case management
- Blood pressure clinics
- Vaccine/immunization clinics
- Public health screenings
- Home assessments
- Coordination with public health staff on public initiatives

Departmental Budget

HEALTH DEPARTMENT	FY2022 Actual	FY23 Actual	FY2024 Actual	FY2025 Request	FY2026 Request	\$ Change from FY25	% Change from FY25
SALARIES							
SALARIES-HEALTH	34,975	117,822	126,965	135,996	203,996	68,000	50%
SALARIES - SUBTOTAL	34,975	117,822	126,965	135,996	203,996	68,000	50%
OPERATING EXP.							
ADVERTISING	0	192	-	250	250	-	0%
UTIL-TELEPHONE	0	0		0	0	-	N/A
DUES & MEMBERSHIPS	150	210	255	0	0	-	N/A
PROFESSIONAL DEVELOPMENT	0	0	922	1,000	1,000	-	0%
TRAINING & EDUCATION*	422	244		0	0	-	N/A
MEDICAL SERV&SUPPL	5,297	2,592	2,794	7,000	7,000	-	0%
PRINTNG-POSTG-STATY	618	479	512	700	700	-	0%
CNTR SV-HEA AGENT	56,400	56,400	58,200	56,400	-	(56,400)	-100%
CNTR SV-MNTL HEALTH	7,988	7,988	7,988	7,988	7,988	-	0%
OFFICE SUPPLIES*	1,901	472	287	1,500	1,500	-	0%
CAR ALLOW/MILEAGE	250	550	388	500	500	-	0%
ENCUMBRANCES	203	1,134	0	0	0	-	N/A
OPERATING EXP. - SUBTOTAL	73,229	70,263	71,346	75,338	18,938	(56,400)	-75%
HEALTH DEPARTMENT - TOTAL	108,204	188,085	198,311	211,334	222,934	11,600	5%

* Training and education & meetings and conferences were combined into professional development in FY24

Town of Medfield

Personnel Policy

Criminal Offenders Record Information (CORI)

Date: 07/02/2024

1. INTRODUCTION

Massachusetts law and regulations (M.G.L. c. 6, § 172) govern the use of Criminal Offender Record Information (“CORI”) and other criminal history checks by a municipality. Employees of the Town of Medfield (“Town”) are accountable to both the citizens and to the Town as its employer. The Town will strive to consider all aspects of an individual’s application process to determine suitability for public service.

2. APPLICABILITY

This policy is applicable to the criminal history screening of prospective and current Town employees, license holders, volunteers, and interns.

2.1. PURPOSE AND SCOPE

The purpose of this policy is to set forth the manner in which the Town will conduct and act upon all CORI checks submitted to and received by the Massachusetts Department of Criminal Justice Information System (“DCJIS”), as part of a general background check for employment, volunteer work, or licensing purposes. Where CORI and other criminal history checks may be part of a general background check for employment, licensing, or volunteer work, the following practices and procedures will be followed.

Commented [DW1]: In 2017, the CHSB was replaced by the DCJIS.

3. POLICY

3.1. ACCESS TO CORI

All CORI obtained from the DCJIS shall remain confidential, and CORI may only be disclosed to those individuals who have a “need to know” the information in order to fulfill their duties. This may include hiring managers, staff submitting the CORI requests, and staff charged with processing applications. However, every effort will be made to limit the number of individuals authorized to access or receive CORI. The Town must maintain and keep a current list of each individual authorized to have access to, or view, CORI. This list must be updated every six (6) months and is subject to inspection upon request by the DCJIS at any time. Pursuant to state regulations, all iCORI certifications are effective for two calendar years. Registrants seeking to renew their registration must do so before the end of their current effective period. Any persons authorized to access CORI are required to be retrained as a condition of registration renewal, and therefore no less than every two years.

Persons authorized to access CORI are reminded of the obligation to report any violation of the CORI laws or regulations associated with the iCORI account to DCJIS within 72 hours of learning said breach or violation, pursuant to state regulations.

3.2. TRAINING

All personnel authorized to review or access CORI, which includes all personnel authorized to conduct criminal history background checks, shall review and be thoroughly familiar with the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.

3.3. CONDUCTING CORI SCREENING

CORI checks will only be conducted as authorized by the DCJIS and M.G.L. c. 6, § 172, and only after a CORI Acknowledgement Form has been completed by the individual to be checked. If a requestor is screening for the rental or leasing of housing, a CORI Acknowledgement Form shall be completed for each and every CORI check. A CORI Acknowledgement Form shall be completed on an annual basis for checks submitted for any other purposes, provided, however, that the requestor has adopted the language from the DCJIS CORI Acknowledgement Form that notifies individuals that their CORI may be requested at any time within one year that the CORI Acknowledgement Form is valid. If the requestor has not adopted the DCJIS CORI Acknowledgement Form language, then it must ensure that an acknowledgement form is completed for each and every subsequent CORI check.

3.4. USE OF CRIMINAL HISTORY IN EMPLOYMENT BACKGROUND SCREENING

CORI used for employment purposes shall only be accessed for applicants who are otherwise qualified for the position for which they have applied. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on background checks will be made consistent with this Policy and any applicable laws or regulations.

3.5. USE OF A CREDIT REPORTING AGENCY TO CONDUCT CORI CHECKS

If a Credit Reporting Agency (“CRA”) is used to conduct CORI checks on applicants, the Town will comply with the state regulations particular to the use of a CRA.

3.6. VERIFYING SUBJECT’S IDENTITY ONCE CORI RECORD IS RECEIVED

If a criminal record is received from the DCJIS, the information is to be closely compared with the information on the CORI Acknowledgement Form and any other identifying information provided by the applicant to ensure the record belongs to the applicant. If the information in the CORI record provided does not exactly match the identification information provided by the

applicant, a determination is to be made by an individual authorized to make such determinations based on a comparison of the CORI record and the documents provided by the applicant.

3.7. INQUIRING ABOUT CRIMINAL HISTORY

In connection with any decision regarding employment, volunteer opportunities, housing, or licensing, the subject shall be provided with a copy of the criminal history record, whether obtained from the DCJIS or from any other source, prior to questioning the subject about his or her criminal history, and prior to making any adverse decision based upon the applicant's criminal history. The source(s) of the criminal history record must be disclosed to the subject.

All existing Town employees are instructed to immediately notify the Town in the event they are arrested, indicted, or subject to a criminal complaint brought against them. An employee's failure to notify the Town of their arrest(s), indictment(s), or criminal complaints brought against them, may be grounds for discipline, up to and including termination.

3.8. DETERMINING SUITABILITY

If a determination is made, based on the information as provided in Section 3.6 of this Policy, that the criminal record belongs to the subject, and the subject does not dispute the record's accuracy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on CORI checks will be made consistent with this Policy and any applicable law or regulation. Factors to be considered in determining suitability may include, but not be limited to, the following:

- (1) Relevance of the offense(s) noted on the record to the position or license sought, or to public housing;
- (2) The nature of the work to be performed, where applicable;
- (3) Time since the conviction;
- (4) Age of the candidate at the time of the offense;
- (5) Seriousness and specific circumstances of the offense;
- (6) The number of offenses;
- (7) Whether the applicant has pending charges;
- (8) Any relevant evidence of rehabilitation or lack thereof; and
- (9) Any other relevant information, including information submitted by the candidate or requested by the hiring authority.

The Town will notify the applicant of the decision and the basis of its decision in a timely manner.

3.9. ADVERSE DECISION BASED ON CORI

If an authorized official is inclined to make an adverse decision based on the results of a criminal history background check, the applicant will be notified promptly in accordance with any applicable DCJIS regulations. The subject shall be provided with copies of: (1) the Town's CORI

Policy; (2) the criminal history at issue, indicating the source(s) of said criminal history; and (3) DCJIS' Information Concerning the Process for Correcting a Criminal Record, or other similar information published by DCJIS relating to the process for correcting CORI. The subject will then be provided with a reasonable opportunity to dispute the accuracy of the CORI record.

3.10. SECONDARY DISSEMINATION LOGS

All CORI obtained from the DCJIS is confidential and can only be disseminated as authorized by law and regulation. A central "secondary dissemination log" shall be used to record any dissemination of CORI outside this organization, including dissemination at the request of the subject.

TOWN OF MEDFIELD

Policy Against Unlawful Harassment, Sexual Harassment and Discrimination

It is the goal of the Town of Medfield (“Town”) to promote a workplace that is free of unlawful harassment, sexual harassment, and/or discrimination in any form. The Town will not tolerate unlawful harassment, sexual harassment, and/or discrimination of employees occurring in the workplace, or in other settings in which employees may find themselves in connection with their employment. Further, any retaliation against an individual who has complained about unlawful harassment, sexual harassment, and/or discrimination, or retaliation against individuals for cooperating with an investigation of an unlawful harassment, sexual harassment, and/or discrimination complaint is similarly unlawful and will not be tolerated.

Employees are protected from harassment and discrimination on the basis of their race, color, religion, national origin, ancestry, sex, age, handicap (disability), participation in discrimination complaint-related activities, sexual orientation, gender identity, genetics, or active military or veteran status. Prohibited behavior includes, but is not limited to, slurs or other derogatory comments, objects, pictures, cartoons, or demeaning gestures connected to one's membership in a protected group.

To achieve our goal of providing a workplace free from unlawful harassment, sexual harassment, and/or discrimination, the conduct that is described in this policy will not be tolerated. Because the Town of Medfield takes allegations of unlawful harassment, sexual harassment, and/or discrimination seriously, we will respond promptly to complaints of this type of conduct 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 up to and including termination.

This policy shall apply to all employees, appointees, elected officials and volunteers of the Town of Medfield. Any individual violating this policy shall be subject to appropriate discipline.

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

Definitions

1. **Discrimination:** Discrimination is any decision that is made or action taken that is motivated by a bias because of an employee's:

- Age
- Disability
- Gender (including pregnancy)
- Gender Identity/Expression
- Genetics
- Military Status
- National Origin or Ancestry
- Race or Color
- Religion
- Retaliation

- Sexual Orientation

2. Harassment: Harassment is unwelcome conduct that is based on one or more of the above.

Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance.

Harassment can occur in a variety of circumstances, including, but not limited to, the following:

- The harasser can be the victim's supervisor, a supervisor in another area, an agent of the employer, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but can be anyone affected by the offensive conduct.
- Unlawful harassment may occur without economic injury to, or discharge of, the victim.

3. Sexual Harassment: Sexual Harassment is specifically defined in Massachusetts law and 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. 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 workplace 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;
- 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.

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.

Applicability of Policy

It violates the policy of the Town of Medfield for any employee to discriminate against and/or unlawfully harass another employee. Further, it is against the policy for an employee to discriminate against and/or unlawfully harass a non-employee and likewise for a non-employee to discriminate against and/or unlawfully harass an employee, provided the incident occurs in the workplace and within the jurisdiction of the Town.

The Town expressly prohibits any form of retaliatory action against an employee for filing a complaint of unlawful harassment and/or discrimination and for cooperating in an investigation of such a complaint.

Reporting and Investigation of Unlawful Harassment, Sexual Harassment, and/or Discrimination

The Town of Medfield encourages employees who believe they are being unlawfully harassed, and/or sexually harassed to firmly and promptly advise the actor that his or her behavior is offense and/or unwelcome. The Town recognizes that in some instances such informal communications may be uncomfortable and/or ineffective. Therefore, the Town also has additional or alternative avenues of addressing concerns as follows: If an employee believes that he or she is subject to unlawful harassment, sexual harassment, and/or discrimination of any type, he/she should report it immediately orally, or in writing to the Town Administrator at:

Kristine Trierweiler, Town Administrator
Medfield Town Hall
459 Main Street
Medfield, MA 02052

If an employee so chooses, due to the identity of the alleged offender and/or the circumstances of the alleged offenses, the employee has the option of making any report allegations of unlawful harassment, sexual harassment and/or discrimination to:

Kathy VandenBoom, Director of Human Resources
Medfield Town Hall
459 Main Street

Medfield, MA 02052

All complaints will be investigated promptly under the direction of the Office of the Town Administrator. When the complaint is received, 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.

All information disclosed in the investigation will be held in the strictest confidence and will only be disclosed on a need-to-know basis in order to investigate and resolve the matter. 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 unlawful harassment, sexual harassment, and/or discrimination. 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. Where it is appropriate, we will also impose disciplinary action up to and including termination.

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, up to and including termination from employment, and may include other forms of disciplinary action as we deem appropriate under the circumstances. In the event that inappropriate conduct has been committed by an appointed official or volunteer of the Town, the Town reserves the right to vacate such appointment and/or end volunteer status.

State and Federal Remedies

In addition to the above, if you believe you have been subjected to discriminatory harassment of any type, including 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.

- 1) **The United States Equal Employment Opportunity Commission ("EEOC")**
1 Congress Street - 10th Floor
Boston, MA 02114
(617)- 565-3200

300 Day Period for Filing

- 2) **The Massachusetts Commission Against Discrimination ("MCAD")**

Boston Office:
One Ashburton Place - Rm 601
Boston, MA 02108
(617) 727-3990

Springfield Office:
436 Dwight Street, Rm 220
Springfield, MA 01103
(413) 739-2145

TOWN OF MEDFIELD
Social Media Policy

The Town of Medfield (“Town”) utilizes social media to provide pertinent information to residents quickly and to educate the public concerning Town events, public emergencies, and other news. For the purposes of this policy, “social media” should be broadly understood to include social networking platforms, blogs, wikis, microblogs, message boards, chatrooms, electronic newsletters, online forums, and other sites and services that permit users to share information with others in a contemporaneous manner.

The Town permits authorized users to utilize social media on behalf of the Town to further enhance communication with its residents and various stakeholders in support of Town goals and objectives.

The purpose of this policy is to define standards for authorized users of the Town’s social media accounts, as well as standards for the personal use of social media by Town employees.

The Board of Selectmen (“Board”) reserves the right to modify or amend the above Policy or to adopt such other, additional Policies, as said Board may deem necessary.

Questions regarding this Policy should be directed to the Town Administrator’s Office. These guidelines may be supplemented by more specific administrative procedures and rules as may be issued. Furthermore, this Policy may be amended from time to time, and is meant to be read in conjunction with all other applicable policies and procedures of the Town of Medfield.

Business Use

1. The Town of Medfield’s official website, <https://www.town.medfield.net>, remains the Town’s primary and predominant manner of sharing official Town information. Whenever appropriate, content posted on the Town’s social media accounts shall also be available on the Town’s main website. Content posted on the Town’s social media sites should contain links directing users to the Town’s official website for additional information, forms, documents, or online services necessary to conduct business with the Town.
2. All Town profiles, accounts and sites must be presented and maintained in a professional manner which will not discredit the Town, its mission, or employees. The Town’s social media profiles shall clearly indicate that they are maintained by the Town and shall prominently display necessary Town contact information. All Town social media sites shall include the prominent placement of the official Town seal, if available, along with the following notification:

“This is the (Facebook, Twitter, Instagram, etc) page for the Town of Medfield, Massachusetts. For more information, please visit the Town’s official website at <https://www.town.medfield.net>. The purpose of the Town page is to provide general public information only. Should you require a response from the Town or wish to request town service, visit the website or call (508) 359-8505.”

3. Social media accounts shall:
 - a. Serve as channels for disseminating time-sensitive information as quickly as possible;
 - b. Serve as marketing/promotional channels for Town activities, functions, and notices;
 - c. Comply with the administrative rules, regulations and policies of the Town, as well as state and federal laws, including Massachusetts Ethics and Conflict of Interest laws.
4. The approved administrators of the Town's social media accounts are the Town Administrator, the Board of Selectmen's Administrative Assistant, the members of the Board of Selectmen, or their designee(s). The Fire Chief and Police Chief are the designated administrators for their departments' social media pages. Additional social media administrators and/or accounts may be approved by the Board or its designee. All departments must maintain a list of personnel with access to Town social media pages and accounts and must ensure that access is properly transferred. No employee shall create, maintain, or contribute to any social media site representing the Town of Medfield unless authorized to do so. Should an employee authorized to post on behalf of the Town violate any provision under the Business Use portion of this policy, their privileges to post in this capacity may be revoked, and the employee may be subject to discipline.
5. Social media and other types of online content may result in press and/or media inquiries. Employees should refer these inquiries to the Town Administrator or the Board.
6. Social media accounts shall not be used for deliberation or decision-making amongst members of any Town board or committee. Social media may be used for the purpose of sharing information with the public, but under no circumstances shall social media be used to violate or evade the requirements of Massachusetts Open Meeting Law. Discussion of a pending matter by more than one (1) member of a Town board or a committee may be construed to be a violation of the Open Meeting Law.
7. Users of Town social media accounts are expected to communicate in a respectful and civil manner, and are expected to act in accordance with all Town policies. Users should not post profane, obscene, threatening or harassing content and should not post content that promotes discrimination on the basis of protected class such as race, color, sex, gender identity, national origin, religion, ancestry, age, sexual orientation, disability, genetic information or military status. Posts on the Town's social media accounts shall not be of a personal or political nature and shall not constitute as an endorsement for any business, public figure, or other entity.
8. The Town's social media accounts may accept comments from the public. The Town retains the right to moderate these accounts and restrict speech that is obscene, threatening, discriminatory, harassing, or off topic. Authorized users of the Town's social media accounts may not moderate Town social media pages to restrict speech with which the employee or Town merely disagrees (i.e. subject matter restrictions). Users

have some First Amendment rights in posting content to public social media sites hosted by municipalities. Moderators must respect those rights by posting all comments other than those excluded for specific legitimate reasons, as referenced above.

9. When an authorized user responds to a comment in his/her capacity as a Town employee, the employee should do so in the name of the Town and or Town department, and the employee shall not share personal information about himself or herself, or other Town employees except as required for Town business. Employees shall not disclose unauthorized, confidential or sensitive information and/or materials using electronic devices or social media.
10. Authorized users of the Town's social media accounts must get appropriate permission before posting images of current or former employees, members, vendors, or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
11. Authorized users of the Town's social media accounts must keep the Town's social media accounts separate from personal accounts.

Personal Use:

The behavior of Town employees is a reflection of the Town, including activities on personal social media accounts. Employees are expected to behave in a responsible manner. Employees should be aware that the Town may observe content and information made available by employees through social media. Employees have the right, as citizens, to comment on matters of public concern, however, the Town, as the employer, also has the right to ensure the efficiency of the public services it provides through its employees. Employees should be particularly careful about posting content that could undermine public confidence in the Town, and our ability to professionally serve our citizens.

Employees should use their best judgment and refrain from posting material that is inappropriate or harmful to the Town, its employees, and citizens. Subject to applicable law, online activity outside of work that violates the Town's Personnel Policies may subject an employee to disciplinary action, up to and including termination.

1. Employees should not publish, post or release any information that is considered confidential, private or is otherwise not available to the public.
2. Employees should not engage in activities that are unlawful or in violation of Town policies. Employees should not post, publish or share content that interferes with their ability to perform their duties or constitutes conduct unbecoming a municipal employee. Posting, publishing or sharing the following content may constitute conduct unbecoming a public employee, and may subject that employee to disciplinary action, up to and including termination:
 - Harassment, including sexual harassment or content that creates a hostile work environment

- Photos, video, or other depictions of other employees without their permission
- Discriminatory statements (racial, sexual, sexual orientation, religion, national origin, disability, or any other demographic)
- Threats of violence
- Conduct in violation of any federal, state, or local law, rule, or regulation

3. Employees who publish content related to the Town must make it clear that their personal statements, opinions, and/or beliefs are their own, and that they do not represent or speak on behalf of the Town.
4. Computer systems are to be used for business purposes only. Personal use of social media networks during work time is discouraged and may result in disciplinary action.
5. The Town prohibits retaliation against any employee for reporting a possible violation of this policy or for cooperating in an investigation. Any employee who retaliates against another for reporting a possible violation or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Violations of this policy should be reported to the Town Administrator or Human Resources.

Town of Medfield

FY 2026 Health Insurance Budget

Municipal Health Insurance

- Health Insurance is a Mandatory Subject of Collective Bargaining (MGL 150E)
- Landmark Health Insurance Reform in 2011
 - Created streamlined process
 - Chapter 32B Section 19 (Existing)
 - Chapter 32B Section 21-23(New)

What do we offer in Medfield?

- Health Insurance benefit offered to full time Active and Retired employees
 - School and Town Employees
- Town joined MIIA Health Benefit Trust in 2009
 - One of largest municipal purchasing collaboratives in nation
- Coverage is provided by Blue Cross Blue Shield
 - HMO, PPO, HMOHD, Medex
- Voluntary Dental Insurance (Delta) and Vision



Cost of Insurance

- Health insurance is a cost/share relationship
- Active Employees on HMO/HMOHD
 - Town 62%
 - Employee 38%
- Active Employees on PPO
 - Town 50%
 - Employee 50%
- Retirees on HMO/Medex 50%

Public Employment Committee (PEC)

- Public Employee Committee (PEC) is formed utilizing process in MGL 32B Sec 19
 - Representation from all Unions
 - Retiree Representative
 - Weighted Vote based on Union Membership
- Town Negotiates Directly with PEC
- January 2024 PEC and Town agree to plan design changes that results in cost savings
 - MOU covers FY25, FY26 and FY27
 - HMO/PPO now includes a low deductible \$500/\$1000

FY2026 Health Budget Drivers

- WC Guidance anticipated 10% increase in premiums as directed by MIIA in the fall
- MIIA announced on Jan 25th health insurance plans will see a 9.9% to 19.9% increase
 - Increased Utilization
 - Rise in prescription cost and increase in Rx Usage
 - Cost of Care Delivery
 - Low Medicare/Medicaid Reimbursement Rates
- Increases of this type seen across insurance marketplace
 - Putting local insurance pools out of business
 - Minuteman Nashoba 34 Years
 - Berkshire Health 16% increase
 - GIC to be announced in March

What's Next?

- MIIA Notification of Premium Increase
 - Anticipate final rates in early February