



TOWN OF SOUTHBOROUGH OPERATIONAL POLICIES AND PROCEDURES

Area of Concern: Containment of Employee Benefit Costs

Policy: Customer Service

Date Approved: November 3, 2016 (by Board of Selectmen, 3-0-0)

Policy Statement

When the Town of Southborough hires an employee for a position of more than 19 hours per week, the cost of providing health insurance and other related benefits must be taken into consideration. With the rising costs of health and dental insurance, these expenses incurred by the Town can often times exceed the gross pay of employees working between 19.5 and 25 hours per week. In order to proactively address this issue, the Board of Selectmen are issuing guidelines for establishing new employee positions, as well as the expansion of working hours for existing employee positions. Not only does this curtail additional benefit expenses for the Town now, but it also helps the Town by containing OPEB (Other Post-Employment Benefits) liabilities when these employees retire from active service with the Town.

Policy Description

1. All new employee positions created by the Town shall either be less than 19.5 hours per week or more than 35 hours per week. Those positions that fall at 19.5 hours per week or less shall continue to be ineligible for benefits.
2. This policy does not apply to current employees working between 19.5 hours and 35 hours per week.
3. All existing employee positions that are currently at or less than 19.5 hours per week may only be increased up to a minimum of 35 hours per week. Existing positions that are currently less than 19.5 hours per week may be considered for consolidation with other positions as job shares, if the Town determines it is financially beneficial to do so.
4. This policy affects all Town departments under the jurisdiction of the Board of Selectmen. All other Town departments not under the Board of Selectmen are strongly encouraged to adhere to the terms of this policy when considering new employee positions or additional hours for existing employee positions under 19.5 hours per week.