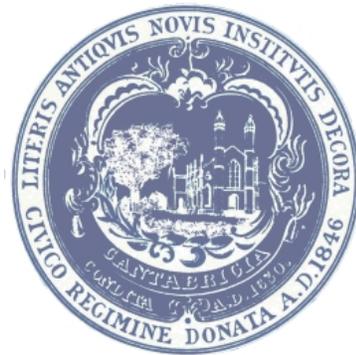


CAMBRIDGE REDEVELOPMENT AUTHORITY

PERSONNEL POLICY

Amended and Restated: 1-15-14



## INTRODUCTION

This document describes current policies and practices regarding employee benefits and rules affecting employment with the Cambridge Redevelopment Authority ( “Authority”). This document is also designed to familiarize employees of the Authority with current policies and practices. This document contains general statements of the Authority’s policies and practices that concern employees, but it cannot address every potential employment matter. Because such policies and benefits by their nature need regular updating, the Authority reserves the right to review its policies and to change, modify, suspend, revoke or terminate any or all of the policies and benefits discussed herein at its sole discretion at any time, with or without prior notice.

Certain benefits described in these policies will be described more fully in other formal benefit plan documents, and those documents are controlling if there are any inconsistencies with the descriptions herein. New or revised information will be communicated to employees in the form of supplements or policy addenda.

Nothing in this document is intended to create an express or implied contract between the Authority and any of its employees, or to set forth terms and conditions of employment. Employment at the Authority is “at-will”, which means either the Authority or any employee may terminate the employment relationship at any time and for any reason, or for no reason at all, with or without prior notice.

The Authority has always sought to develop a spirit of teamwork; individuals working together toward implementation of our mission. To maintain an atmosphere where these goals can be accomplished, the Authority provides a workplace that is comfortable and progressive. The Authority’s Strategic Plan has established a set of Operating Principles that all employees should make central to their work. Most importantly, the Authority has a workplace where communications are open and problems can be discussed and resolved in a mutually respectful atmosphere taking into account individual circumstances and the individual employee, while maintaining respect for managerial authority and Authority rules.

### I. BASIC PRINCIPLES

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(A) Non-discrimination

There shall be no discrimination against employees or applicants for employment on account of race, creed, color, national origin or ancestry, age, sex, sexual orientation, gender, gender preference or identity, disability, genetic information, marital status, veteran status or any political or union affiliation.

(B) Anti-Harassment Policy

It is the goal of the Authority to promote a workplace that is professional and that treats all of those who work here with dignity and respect. Unlawful harassment and discrimination on the basis of race, color, religion, sex, sexual orientation, age, national origin, disability or any other category protected by law is unlawful and will not be tolerated. Further, any retaliation against an individual who has

complained about discrimination or unlawful harassment, or retaliation against individuals for cooperating with an investigation of a discrimination or harassment complaint is unlawful and will not be tolerated.

Because the Authority takes allegations of discrimination and unlawful harassment seriously, we will respond promptly to complaints of discrimination or harassment. If the Authority's investigation reveals that unlawful discrimination or harassment did occur, prompt action will be taken to eliminate the discrimination or harassment and impose such corrective action as is necessary, including appropriate disciplinary action.

(C) Sexual Harassment Policy

The Authority is committed to providing all employees a work environment free from all forms of unlawful discrimination, including sexual harassment. Sexual harassment refers to behavior of a sexual nature, such as sexual advances, jokes or offensive pictures, offensive physical contact, requests for sexual favors and/or other verbal or physical conduct, which is not welcome and in which:

- 1) Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of an employee's employment.
- 2) The employee's response to such conduct is used as a basis for employment decisions affecting that employee.
- 3) Such conduct interferes with an employee's work performance.
- 4) The conduct creates an intimidating, hostile or offensive working environment.

Sexual harassment in any form or for any reason is forbidden. This includes harassment among employees, by a manager of an employee or between employees and guests, visitors, clients, customers or others. While it is not possible to list all 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:

- a) Unwelcomed sexual advances, whether they involve physical touching or not;
- b) 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 activities;
- c) Displaying sexually suggestive objects, pictures, cartoons;
- d) Transmitting sexually suggestive materials.

Further, 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 unlawful and will not be tolerated.

(D) Reporting Harassment

The Authority urges all employees to promptly bring any concerns or complaints of harassment to its attention so that it can resolve the issue. If an employee believes that he or she has been subjected to harassment of any kind, the employee has the right to file a complaint with the Authority. In addition, any employee who witnesses or learns about the sexual harassment of another individual should inform his or her manager immediately. If the employee does not wish to discuss the issue with his/her manager, or if the manager does not address the problem, the employee should inform the Executive Director.

The Authority will promptly investigate complaints of sexual harassment. Such investigation may include discussions with all involved parties, questioning of witnesses and other appropriate actions. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

If the Authority determines that sexual harassment has occurred, it will take action to end the harassment and ensure that it is not repeated, including without limitation, warnings, transfers, suspension, probation and termination of employment.

Employees also have the right to file a formal complaint of harassment or discrimination with state and federal agencies. The state agency responsible for enforcing the laws prohibiting harassment is the Massachusetts Commission Against Discrimination (MCAD), located at 1 Ashburton Place, Boston, Massachusetts, 02108, 617-994-6000.

The agency responsible for enforcing federal laws prohibiting harassment is the Equal Employment Opportunity Commission (EEOC), located at John F. Kennedy Federal Building, 475 Government Center, Boston, Massachusetts, 02203.

(E) Workplace Violence Policy

Consistent with its commitment to promoting the health and safety of all employees, the Authority has a zero tolerance concerning employee behavior that is threatening, intimidating, or that endangers others in the workplace or at an Authority function. Employees who engage in such behavior will be subject to disciplinary action, up to and including termination. The following are examples of behavior prohibited by the workplace violence policy, and do not represent an exhaustive list of behaviors that will result in discipline:

- 1) Assault;
- 2) Battery;
- 3) Fighting (including horseplay that endangers self or others);
- 4) Menacing/threatening (whether by physical gestures or spoken words, and including loss of verbal control);

- 5) Having or using weapons in the workplace (including reporting to work with, carrying during work hours or having on the Authority's premises or at an Authority sponsored event any weapon); or
- 6) Injuring persons on the Authority's premises or at an Authority sponsored event.

As a further expression of its commitment to the safety of its employees, the Authority instructs employees who are aware of or experiencing any situation in which there is behavior prohibited by this policy on Authority premises, or at an Authority sponsored event immediately to inform the Executive Director or a Board member.

(F) **Ethics and Conflict of Interest**

As a public agency, Authority employees must take extraordinary care to ensure that they do not take official actions that are, or give the appearance of, being influenced by personal gain or benefit. All employees shall participate in all required training regarding the State Ethics Laws for municipal employees. The reporting of concerns regarding violations of the State Ethics Law shall be subject to the procedures and protections set forth in the Duty to Report Accounting or Auditing Irregularities within Section VI below.

(G) **Organization Plan**

All positions shall be established in accordance with an organizational/strategic plan and job description clearly setting forth employee duties and responsibilities.

## II. COMPENSATION AND BENEFITS

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(A) **Compensation**

Appropriate compensation for Authority employees shall be determined by the Cambridge Redevelopment Authority Board (the "Board").

(B) **Benefits Health Insurance**

All permanent employees may take advantage of health insurance coverage through the state Group Insurance Commission (GIC). Employees will be required to contribute twenty (20) percent of their health insurance premiums. Once a health carrier is selected by an employee, that coverage continues until the next open enrollment period, or until a major life change (marriage, birth of child, etc.) as defined by GIC. Employees should consult the GIC website (<http://www.mass.gov/anf/employee-insurance-and-retirement-benefits/oversight-agencies/gic/>) for more information about coverage.

(C) **Dental Benefits**

Dental benefits are provided by the Authority through an insurance provider for

routine dental care. Subsidies may be available for more extensive services. Employees should consult plan documents for specific details about scope of coverage.

(D) Disability Insurance

All employees may qualify for long-term disability insurance available through the GIC, the premiums for which shall be paid by the Authority. Employees should consult the GIC website (<http://www.mass.gov/anf/employee-insurance-and-retirement-benefits/oversight-agencies/gic/>) for more information about disability insurance.

## II. PERSONNEL PROCEDURES AND EXPECTATIONS

(A) Employment At Will

Nothing in these policies should be taken to establish or imply a contract of employment or a guarantee of continued employment. The Authority values all employees and hope you have a rewarding career here. However, all employment with the Authority is “at-will”, which means either the Authority or you may terminate the employment relationship at any time and for any reason, or for no reason at all, with or without prior notice. No Manager, Supervisor, or employee of the CRA may enter into any agreement for employment for any specified period of time or make any agreement, implied or expressed, for employment other than on an at-will-basis. In order to maintain the smooth operation of the Authority, it is requested that employees provide at least two (2) weeks notice before separating from their position.

(B) Attendance and Punctuality

The success and smooth operation of the Authority depends upon employees being at work on time each day they are scheduled to work. Absenteeism or tardiness places an extra burden on co-workers and causes a general workplace interruption. Accordingly, employees are expected to report to work on time and when scheduled. Failure to report to work on time and when scheduled may result in disciplinary action, up to and including termination.

In all matters regarding absenteeism or tardiness, an employee must personally speak with their supervisor to report a situation before one is expected for work. Failure to properly notify the manager will result in an unexcused absence, and may also result in disciplinary action, up to and including termination. Management may, at any time, require a written verification from a licensed physician for any reported illness or missed work.

If an employee is absent for three (3) consecutive scheduled shifts without proper

notification, you may be considered to have voluntarily terminated your employment.

(C) Role of Supervisors Relative to Employee Performance

The Authority encourages employees to increase their skill set and improve their work performance through their supervisors. Supervisors are expected to help their employees perform their jobs by providing clear direction and meaningful feedback on their performance. This includes setting work goals, coaching and continuous feedback, and providing opportunities to develop skills and receive training. An annual review of the performance of each employee's performance shall be conducted by his or her supervisor and/or the Executive Director.

(D) Discipline

Employment with the Authority is at-will, and the Authority reserves the right to terminate an employee's employment at any time. Additionally there are certain types of conduct that are considered unacceptable in the workplace. While it is impossible to list all forms of such behavior, the following are some examples of behavior that may result in disciplinary action, up to and including termination:

- Poor work performance or negatively interfering with the work performance of other employees;
- Insubordination;
- Dishonesty;
- Providing false or misleading information regarding employment records;
- Harassment of fellow employees, Authority vendors or customers or the exhibition of lewd or indecent behavior;
- Exhibiting horseplay, practical jokes, running or throwing things;
- Falsification of Authority records, books, or any employment related document;
- Theft;
- Gambling at work;
- Sleeping on the job;
- Engagement in acts of violence or threats of violence, including fighting;
- Possession of firearms or weapons on Authority property;
- Stealing, attempting to steal, concealing, defacing, misusing, or destroying Authority property or the property of any other person/Authority;
- Violation of the law;
- Reporting to work under the influence of alcohol or drugs not taken under the direction of a licensed physician, or the use, sale or possession of drugs or alcohol on Authority premises;
- Unexplained absences or tardiness;

- Acceptance of personal remuneration from customers, public or private agencies, or others with respect to matters involving the Authority;
- Breaches of confidentiality;
- Failing to observe the Fair Debt Collection Practices Act; or
- Any violation of any Authority policy.

(E) Personnel Files

A record shall be maintained for every employee. The Authority abides by the law with respect to disclosure of personnel files. Employees who wish to review or copy their personnel file need to submit a written request to their manager. Upon such request, employees may review/copy their employee file within five (5) business days during normal business hours in the presence of an individual who is appointed to maintain those files. In addition, an employee who submits a written request to obtain a copy of their personnel file will receive it within five (5) business days.

(F) Drug and Alcohol Use in the Workplace

The use of illegal drugs or being “under the influence” of alcohol is not permitted on the Authority's premises. While at work or while conducting Authority business, an employee may not engage in the distribution, possession, or use of illegal drugs. Violations of these standards will lead to immediate disciplinary action, up to and including termination. The legal use of prescribed drugs in accordance with the instructions of a medical provider, is permitted on the job if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger others.

### III. WORKING HOURS

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- (A) The regular workweek shall consist of 37.5 hours Monday through Friday.
- (B) Working hours for employees, except for personnel assigned to special programs and/or activities, shall be 9:00 A.M. to 5:30 P.M. with one (1) hour off for lunch. Working hours for hourly employees assigned to special programs shall be in accordance with the terms and conditions contained in contract(s) for such programs and/or approved by the Executive Director.
- (C) Individual working hours may be adjusted at the discretion of the Executive Director.

### IV. OVERTIME AND COMPENSATORY TIME

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- (A) Work in excess of the regular workweek may be required in the interest of

efficient operation of Authority activity. All employees are expected to cooperate when the need for such work arises. Compensation for such work may be made, as provided below, if the work was necessary and authorized prior to performance of the work by the Executive Director.

- (B) Non-exempt employees are compensated for such overtime at a rate of one and one-half (1 ½) times the normal rate of pay.
- (C) Exempt employees are not entitled to receive overtime. However, the Authority currently allows exempt employees to receive compensatory time for hours worked beyond 37.5 hours in a given workweek. Compensatory time may be used for time off during the regular workweek, on an hour-for-hour basis. Scheduling the use of any compensatory time is subject to approval by the Authority. The Authority retains the discretion to revoke its compensatory time policy at any time.
- (D) Compensatory time may not be earned in units less than one half (1/2) hour. No payment shall be made, nor any credit carried forward to any other payroll period, for accumulated overtime work of less than one half (1/2) hour in any week.
- (E) An employee may not carry a balance of more than seventy-five (75) hours of compensatory time at anytime, except under unusual circumstances approved by the Executive Director.
- (F) No compensatory time may be earned for work done at home, except under unusual circumstances approved by the Executive Director..
- (G) Due to voluntary or involuntary separation, an employee shall be granted payment of up to two workweeks (75 hours) for previously approved and accumulated compensatory leave approved at the employee's current salary rate.

## V. LEAVE REGULATIONS

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### (A) Holidays

The following holidays with pay shall be observed.

New Year's Day	Columbus Day
Martin Luther King Day	Veteran's Day
President's Day	Thanksgiving Day
Patriots' Day	Day After Thanksgiving
Memorial Day	Christmas
Independence Day	Christmas Eve (or other holiday of choice)
Labor Day	

At the discretion of the Authority, any other day being observed by the municipality or the state may be included as a holiday with pay.

Employees are entitled to one floating holiday to be taken as a full workday during each calendar year. A floating holiday may not be carried over or converted into cash, nor shall it count toward the accrual of benefits.

(B) Vacation Leave

- (1) Each permanent and/or temporary employee who has been regularly employed by the Authority for at least three months shall be credited with vacation leave as follows:
  - a) Employees with less than ten (10) years of service are provided with three (3) weeks of vacation per year, to accrue at a rate of 1.25 days a month.
  - b) Employees with between ten (10) and twenty (20) years of service are provided with four (4) weeks per year, to accrue at a rate of 1.6 days a month.
  - c) Employees with over twenty (20) years of service, are to be provided with five (5) weeks of vacation per year, to accrue at a rate of two (2) days per month plus an additional day on the first month of the anniversary year of service.
  - d) Vacation leave for part-time employees shall be pro-rated based on the foregoing amounts.
- (2) Vacations are subject to approval of the Authority, and will be granted by the Executive Director at such time as in the opinion of the Executive Director will cause the least interference with the performance of the regular work of the Authority. An Employee should request vacation time at the earliest time possible ahead of the requested time period for vacation.
- (3) A day's vacation is a regularly scheduled day off. If a paid holiday occurs during the vacation period, it is not counted as a day of vacation.
- (4) Because vacations are intended for rest, relaxation, and the opportunity to regenerate, they are meant to be taken during the year they are credited. Therefore no more than one (1) week of vacation time may be carried over to the subsequent and accumulated calendar years, with approval of the Executive Director. Vacation time that is not used or approved for carryover will be forfeited.
- (5) Upon separation, death, or retirement of an employee, up to five (5)

weeks of accumulated but unused vacation leave shall be paid out to the employee at the employee's regular salary.

(C) Sick Leave

- (1) Permanent employees, and in the case of temporary employees, persons who have been employed by the Authority continuously for at least three months, shall be entitled to sick leave with full pay in accordance with the provisions of these rules and regulations.
- (2) A leave of absence granted under these rules and regulations shall be known as Sick Leave and shall be granted for the following reasons only:
  - a) Personal illness or physical incapacity to such an extent as to be unable to perform the duties of his or her position.
  - b) Attendance upon members of the family within the household of the employee, whose illness requires the care of such employee, provided that not more than seven working days with pay shall be granted to such employee for this purpose in any one calendar year, not to exceed earned sick leave available and to be deducted from sick leave available.
  - c) Enforced quarantine when established and declared by the Department of Health or other competent authority for the period of such quarantine only, and not to exceed earned sick time available.
- (3) Full time employees shall receive seven and one half (7.5) days of sick leave upon completion of six months of employment. After that point, employees earn one and one quarter (1.25) days of sick leave per month until January 1<sup>st</sup> on the next year. Thereafter, employees are credited with fifteen (15) days of paid sick leave for the calendar year
- (4) When not used by an employee, sick days may be accumulated for up to a total of ninety (90) days, regardless of length of service. Employees are encouraged to accumulated sick leave in the event of major or catastrophic illness.
- (5) Sick leave will not be allowed unless notification is given of the illness by the employee, his family, of his family physician, either before or within a reasonable period after the scheduled work time if notice prior to the leave was not possible. Otherwise paid sick leave shall not begin until after notification has been received.

- (6) If the absence is more than five (5) days, or if there are repeated absences of shorter duration, or if absences reflect a suspicious pattern, a statement from the employee's physician will be required stating the nature and extent of the employee's illness.
- (7) With the special permission of the Authority sick leave may be advanced to an employee, but not in excess of five (5) days.
- (8) The Authority shall keep accurate records of all sick leave taken and accumulated by employees.
- (9) A part-time employee with permanent status will be allowed such proportion of sick leave credit as the actual part-time service bears to full time service.
- (10) Employees granted leave of absence without pay shall not accrue leave during said leave of absence, but upon resumption of active employment may have available the sick leave accrued before the time of such leave of absence.
- (11) An employee who violates any of the rules and regulations promulgated hereunder or willfully makes false report regarding sickness, shall be subject to disciplinary action, up to and including termination.
- (12) Employees receiving compensation under the provision of the Worker's Compensation Law, may draw on accumulated sick leave while it lasts to make up the difference in the regular weekly pay of an employee while receiving Worker's Compensation.
- (13) Death or separation from service shall terminate any and all rights under these rules and regulations for any unused sick leave, except as provided for below.
- (14) Upon involuntary or voluntary separation, due to retirement, death or layoff/elimination of position, an employee shall be granted payment of up to ninety (90) days of sick leave accrued and not utilized in the current calendar year at 50% of the employee's current salary rate.

(E) Maternity / Paternity Leave

- (1) An employee who has been employed by the Authority for at least 12 months is entitled to four (4) weeks of paid maternity / paternity leave for the birth and/or care of a child, or the adoption of a child. Employees may also use up to the full balance of paid sick leave and vacation for additional paid family leave.
- (2) In compliance with Massachusetts law, we will grant eligible female employees an 8-week unpaid absence for the purpose of giving birth or

adopting a child under the age of 18, or under the age of 23 if disabled. All insured benefits will remain in effect during the maternity leave, but the employee will need to continue to pay any co-share of insurance premiums. An employee may choose to use any accrued vacation, sick or personal time during the leave.

- (3) An employee should inform her manager of expected dates of absence as soon as possible, and give at least two weeks' notice of her expected departure date and her intention to return. At the conclusion of the leave, an employee should coordinate her date of return with her manager. If during this leave an employee decides not to return, she must submit a letter of resignation.

(D) Bereavement Leave

- (1) Employees who suffer the death of a close relative or household member may be granted a leave of absence with pay for a limited number of days as described below.
- (2) Up to five (5) days of bereavement leave will be granted in the case of death of a mother, father, spouse, child, brother, or sister.
- (3) Leave with pay for up to one (1) day will be granted in the case of death of other members of the employee's family not specifically identified herein.

(E) Leave of Absence

- (1) A leave of Absence (i.e. sabbatical) is an official authorization to be absent from work without pay for a specified period of time. The Authority may grant a permanent employee a leave of absence without pay, not to exceed three months. This time off is not counted towards service and salary increments, sick leave, or vacation benefits.
- (2) The Authority recognizes the importance of personal and family responsibilities of its workforce and provides time away from work to eligible employees in accordance with the law.

(F) Absent Without Authorization:

- (1) If an employee is absent without proper authorization, he/she will be subject to discipline, up to and including termination.

(G) The Authority will grant leaves of absence for military duty as required by law. An employee may choose to use any accrued vacation time but is not required to use vacation time.

(H) Court Leave

- 1) All employees summoned for jury duty shall immediately inform the

Executive Director. In the event that an employee is dismissed early from paid jury duty, and there are at least four hours remaining in the work day, the employee is expected to return to work.

- 2) The Authority will reimburse employees for the difference between jury pay and an employees regular pay for each day of jury duty that requires an absence from work, provided that jury duty documentation is submitted to the Executive Director.
- 3) Payment by the court to the employees for travel expenses at the prevailing rate may be retained by the employee.

(I) Personal Leave

All employees are eligible for two (2) Personal Days a year after six-months employment; said personal days may be used in increments of two (2) hours to cover personal business. Personal leave is subject to the prior approval of the Executive Director.

## VI. DUTY TO REPORT ACCOUNTING OR AUDITING IRREGULARITIES

(A) Reporting Responsibility

Each director, Board member, and employee of the Authority has an obligation to report questionable or improper activity related to accounting or auditing irregularities, ethics, and conflict of interest. All concerns shall be forwarded to the Executive Director or the Treasurer in accordance with the procedures set forth herein. The Finance Committee shall be responsible for investigating, and making appropriate recommendations to the Board, with respect to all reported concerns.

(B) Non-Retaliation

This Policy is intended to encourage and enable directors, volunteers, and employees to raise concerns within the organization for investigation and appropriate action. Retaliation in any form, including discipline, is prohibited where a director, volunteer, or employee reports a Concern in good faith to the Authority. Anyone who retaliates against an individual who has reported a Concern in good faith is subject to discipline up to and including termination.

(C) Procedures

Employees should first discuss their concern with their immediate supervisor. If, after speaking with his or her supervisor, the individual continues to have reasonable grounds to believe the concern is valid, or if the individual is uncomfortable speaking with his or her supervisor, or the supervisor is a subject of the concern, the individual should report his or her concern directly to the Treasurer.

The Finance Committee shall address all reported Concerns. The Treasurer shall immediately notify the Chair, the Executive Director, and other Board members of any such report. The Treasurer will notify the sender and acknowledge receipt of the concern within five business days, if possible. If the Executive Director or Treasurer, for any reason, does not promptly forward the concern to the Board, the reporting individual should directly report the Concern to the Chair of the Board.

Concerns may be also be submitted anonymously. Such anonymous concerns should be in writing and sent directly to the Treasurer. It will not be possible to acknowledge receipt of anonymously submitted Concerns.

All reports will be promptly investigated by the Finance Committee, and appropriate corrective action will be recommended to the Board, if warranted by the investigation. In addition, action taken must include a conclusion and/or follow-up with the complainant for complete closure of the concern.

(D) Acting in Good Faith

Anyone reporting a Concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or a violation of this policy. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination.

(E) Confidentiality

Reports of Concerns, and investigations pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Disclosure of reports of Concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination

VII. E-Mail, Voicemail, Computer Systems, and Office Equipment

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The Authority provides its employees with access to Authority computers, network, Internet access, internal and external electronic mail, voicemail and office equipment to facilitate the conduct of Authority business.

- (A) Authority Property: All computers and data, information and software created, transmitted, downloaded, or stored on the Authority's computer system are the property of the Authority. All electronic mail messages composed, sent and received are and remain the property of the Authority. The voicemail system and all messages left on that system are Authority property.

- (B) Business Use and Occasional Personal Use: The Authority's computers, network, Internet access, and electronic mail and voicemail systems are provided to employees to assist employees in accomplishing their job responsibilities for the Authority. Incidental and occasional personal use of such facilities are acceptable, provided such use is reasonable, appropriate, and complies with this policy. If you have any questions as to whether a particular use of such facilities is permissible, check with your supervisor before engaging in such use. The use of the Authority's computers, network, Internet access, electronic mail, and voicemail for personal use does not alter the facts that the foregoing remain Authority property, and that employees have no reasonable expectation of privacy with respect to such use.
- (C) Privacy: Employees shall respect the privacy of other users. Except as provided in below, messages sent via electronic mail are to be read only by the addressed recipient or with the authorization of the addressed recipient. The data, information, and software created, transmitted, downloaded, or stored on the Authority's computer system may be accessed by authorized personnel only. There is no reasonable expectation of privacy in any e-mail, voicemail and/or other use of the Authority computers, network, and systems. Employees should understand that the confidentiality of electronic mail cannot be assured. Employees must assume that any and all messages may be read by someone other than the intended recipient. Personal passwords are not an assurance of confidentiality.
- (D) Prohibited Conduct:
- (1) Employees may not use the Authority's computers, network, Internet access, electronic mail, voicemail, or other office equipment to conduct illegal or malicious activities.
  - (2) Employees may not transmit or solicit any threatening, defamatory, obscene, harassing, offensive, or unprofessional material. Offensive content would include, but not be limited to, sexual comments or images, racial slurs, gender-specific comments or any comments that would offend someone on the basis of his or her race, religion, color, national origin, ancestry, disability, age, sex, marital status, sexual orientation, or any other class protected by any federal, state, or local law.
  - (3) Employees may not access any web site that is sexually or racially offensive or discriminatory.
  - (4) Employees may not display, download, or distribute any sexually explicit material.
  - (5) Employees may not use the e-mail, voicemail, or computer systems to solicit for religious causes, outside business ventures, or personal causes.
  - (6) Employees may not transmit any of the Authority's confidential or proprietary information, including (without limitation) customer data or trade secrets.
  - (7) Employees may not install, run, or download any software (including

- entertainment software or games) not authorized by the Authority.
- (8) Employees may not disrupt or hinder the use of the Authority computers or the network, or infiltrate another computer or computing system.
  - (9) Employees may not damage software or propagate computer malware, worms, or viruses.
  - (10) Only authorized employees may communicate on the Internet on behalf of the Authority.
- (E) **Monitoring:** The Authority maintains the right to monitor and record employee activity on its computers, network, voice mail, e-mail system, and the Internet. The Authority's monitoring includes (without limitation) reading e-mail messages sent or received, files stored or transmitted and recording web sites accessed.
  - (F) **Archiving:** It is the Authority's practice to archive (i.e., make back-up copies) of all electronic documents, files and e-mail messages incident to the Authority's normal back-up procedures. Employees should therefore understand that even when a document, file, or message is deleted; it may still be possible to access that message. Management and law enforcement agencies have the right to access these archives.
  - (G) **Sustainability:** Employees are urged to minimize the use of paper and energy in the office. Employees should cooperate with the Authority's efforts to operate as a sustainable agency in conformance with the environmental goals of the City of Cambridge and the Commonwealth of Massachusetts.
  - (H) **Copyright Laws:** Any software or other material downloaded into the Authority's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors, and owners of the material. No employee shall make illegal or unauthorized copies of any software or data.
  - (I) The Authority's office equipment is intended for Authority business only. If an employee would like to request the limited use of equipment such as the fax or copier for a personnel matter, he or she should do so make arrangements with the Executive Director.
  - (J) **Violations of this Policy:** Any violation of this policy may result in disciplinary action up to and including immediate termination. Any employee learning of any violation of this policy should notify their immediate supervisor immediately.

## VIII. TRAVEL

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- (A) Members of the Authority, employees, consultants, and agents may perform official travel upon authorization by the Authority or as authorized by the Chair and the Executive Director.
- (B) Transportation costs for such persons authorized to travel on official business of the Authority shall be paid by the Authority. Coach class rail or air accommodations shall be the standard means of transportation. First-class air accommodations may be reimbursed because of accessibility needs due to physical impairment, provided any such impairment and need for special travel

arrangements is substantiated. Costs of taxi fare, telephone calls, transit fares, car, rentals, and conference space, and similar items necessary for the performance of official business, shall be considered reimbursable items. Reimbursement will be denied unless a request is accompanied by receipts and any other necessary documentation .

- (C) In addition to reimbursable costs as authorized above, the Authority shall pay actual subsistence expenses properly documented by receipts and other acceptable evidence, but not exceeding \$50.00 a day, for a member, employee, consultant, or agent , on official travel authorized by or on behalf of the Authority.
- (D) Authorized travel by privately-owned automobiles shall be paid by the Authority at a rate not to exceed the lesser of the mileage rate approved by the General Services Administration or the mileage rate paid by the City of Cambridge for such expenses. Tolls paid by the traveler shall be considered a reimbursable item. Whenever automobile travel is involved, signed records of car expenditures and mileage, or of mileage only in the case of a privately-owned automobile shall be submitted and approved before payment. If two or more persons traveled in the same automobile, only one of these persons shall be reimbursed for mileage.
- (E) All travel expenses shall be recorded, signed by the traveler, and approved by the Executive Director , prior to reimbursement.
- (F) The Authority may make one (1) payment of travel expenses for the second round of employment interviews incurred in accordance with appropriate Authority authorization by applicants for professional supervisory positions with the Authority.
- (G) All employees working 20 hours a week or more shall be eligible to receive a 100% subsidy of the T Pass up to \$100 per month, subject to authorization by the Executive Director.

## IX. RETIREMENT

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- (A) Fulltime employees and part-time employees working at least halftime shall be members of the Cambridge Retirement System.
- (B) Retirement contributions and benefits shall be in accordance with the requirements of the Cambridge Retirement System.

## X. ADMINISTRATION

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The Executive Director shall have the primary responsibility of enforcement of the provisions and purposes of this Personnel Policy.

## XI. AMENDMENTS

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All provisions and policies herein are subject to change by the Authority. Amendment of the above provisions shall be by vote of a majority of the Members of the Authority with or without notice to any employee.