**APPENDIX**

**I. Additional Policies**

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

**II. Disclosures**

1. Statement – Employment Not Covered by Social Security
2. Family and Medical Leave Act – Employee Rights and Responsibilities

(FMLA Guide & Forms available on County website)

1. Disclosures required by MGL

**III. Forms**

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

**IV. Current Classification and Compensation Scale**