

**RETURN COMPLETED APPLICATION ON A MONDAY OR
WEDNESDAY TO THE SENIOR/COMMUNITY CENTER (SCC) by
AUGUST 1, 2023**

FY24 Newburyport Senior Tax Work-Off Program Application

for RETURNING APPLICANT

| | | |
|-----------------------|--|--------------------------|
| First Name | Last Name | MI (optional) |
| | | |
| Phone Number | | |
| Email Address | | |
| REQUIRED FORMS | | |
| | <i>To be completed each year:</i> | |
| | Checklist | |
| | Program Application | |
| | Acknowledgement of FY24 Senior Tax Work-Off Program Policies | |
| | Qualification Confirmed by Assessor | |
| | First 2 pages of 2022 Tax Return | |
| | <i>New Human Resources Forms to be Completed for FY24</i> | |
| | Statement Concerning Your Employment in a Job Not Covered by Social Security | |
| | Information Technology Resources Use Policy Acknowledgement Form | |
| | Employment Handbook Acknowledgement | |
| | Employee Payroll Change Requests-OPTIONAL | |

Go to the Human Resources Department in City Hall if you need to update documents submitted previously:

- Criminal Offender Records Inquiry Form (CORI, if break in service)
- VOYA Enrollment Form
- W-4 Form
- Emergency Contact Form

Application Processed by _____ Date _____



**CITY OF NEWBURYPORT
COUNCIL ON AGING**

331 High St., Newburyport, MA 01950
(978) 462-0430 • FAX (978) 462-0414

**SENIOR TAX WORK-OFF APPLICATION
FY24: July 1, 2023-June 30, 2024**

Name: _____ Date: _____

Address: _____

Email address: _____

Phone: (H) _____ (C): _____

Best times to contact: _____ Available start date: _____

Are you 60 or over? _____

Do you meet the proposed Income Guidelines for the Senior Tax Work-Off Program? _____

- ☐ 64,000 for individuals
- ☐ 80,000 for head of household
- ☐ 96,000 for married couples

Do you meet the qualifications of property ownership?

❖ Signature of Representative from Newburyport Assessor's Office _____

Are you currently an employee of the City of Newburyport? _____ Department? _____

Are you a retiree of Newburyport or another community or school department? _____

If yes, where? _____ Retirement date: _____

Schedule of Availability (days / times):

Description of Skills:

Other/Comments, Interests:

Have you participated in this program previously? * _____

Please indicate if you are currently in the program and expect to be continuing from FY23 on an assigned project not yet completed: _____

*Preference given to those currently assigned to tasks that are expected to meet the Program requirements.

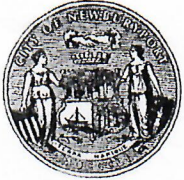
Applications are being accepted until AUGUST 1, 2023.

All applicants will be notified of their status once their applications have been reviewed.

Some situations may require an interview by the Program Administrator or a Department Supervisor of job posting.

THIS APPLICATION IS SIGNED UNDER THE PAINS & PENALTIES OF PERJURY, WITH TRUE ATTEST THAT THE INFORMATION PROVIDED IN THE TAX WORK-OFF PACKET IS ACCURATE.

Signature: _____ Date: _____



**City of Newburyport
COUNCIL ON AGING**

331 High St. / Newburyport, MA 01950

OFFICE: (978) 462-0430 • FAX (978) 462-0414

**SENIOR TAX WORK-OFF PROGRAM
ACKNOWLEDGEMENT OF FY24 POLICIES**

- Program (fiscal) year runs 7/1/23 ~ 6/30/24.
- Applicant must be a Newburyport resident age 60 or older AND meet the income eligibility.
 - Applicant must reside and have ownership in the Newburyport home for which they are seeking real estate tax credit. (Ownership as indicated in IGR 02-210/Sept 2002: Sect B/2.)
- Applicant's name must appear on the property deed as shown at the Registry of Deeds. (see 'ownership' above)
- Homes held in trust and workers seeking to assist in another's exemption may/may not be eligible for this program; applicants will be notified prior to work assignments. Final determination of qualifying candidates will be made at the discretion of the City Assessor in accordance with MGL Chapter 59, section 5K, entitled "Property tax liability reduced in exchange for volunteer services; persons over age 60" guidelines.
- An approved representative, determined in advance, may be authorized to provide services to the City on behalf of an applicant who is physically unable to complete the work assigned; note: the Representative must complete required documents, will receive a W-2 form at the end of the calendar year and is responsible for reporting earnings/wages to the IRS.
- Participants cannot partake in both the Senior Work-off and Veteran's Work-off programs simultaneously.
- Participant or his/her representative must be able to commit 100 hours (or amount agreed to by City), up to a total benefit of \$1500.
- Participant or his/her representative shall agree in writing that a request be sent to the Criminal History Systems Board (CHSB) for a copy of the individual's CORI (Criminal Offender Record Information) Report.
- Applicable real estate tax credit will appear on the tax bills due 02/01/2025.
- Those who have participated in the program during the previous fiscal year and are currently still involved in a project for a municipal department may be given preference to continue working on that project. The department supervisor may request the person(s) already trained for a particular task(s).
- Job seekers may be assigned to work in more than one department in order to satisfy the needs of various departments unable to offer the maximum number of creditable hours, and/or to fulfill the commitment of hours of work for the municipality by the job applicant.
- A lottery system may be used to fill remaining positions (when there are more qualified applicants than job openings) up to the allowable maximum of qualifying applicants.
- If/when the number of jobs offered exceeds the pool of applicants, departments will be notified of same and put on a waiting list for job applicants with appropriate skills to fulfill the job description.
- Successful applicants must complete all required documents in the Tax Work-Off Packet.
- Assigned workers are to record their hours worked on a Tax Work-Off Log Sheet, which is available online and in the Mayor's Office as well as at the COA Office, and have their departmental supervisor(s) verify the information with a signature. Workers assigned to the Senior/Community Center may check in using the kiosk to record hours electronically.
- All policies referring to City of Newburyport employment can be obtained from the Employee Handbook available in HR. Tax Work-Off Participants are not eligible for health insurance and/or other benefits.
- All participants must sign and return to the Tax Work-Off Program Administrator (COA Director) the appropriate completed packet for approval before commencing work.

Signature

Date

Print Name

Statement Concerning Your Employment in a Job Not Covered by Social Security

Employee Name _____

Employee ID# Not Applicable

Employer Name City of Newburyport

Employer ID# _____

Your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your husband or wife, or former husband or wife, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected. Under the Social Security law, there are two ways your Social Security benefit amount may be affected.

Windfall Elimination Provision

Under the Windfall Elimination Provision, your Social Security retirement or disability benefit is figured using a modified formula when you are also entitled to a pension from a job where you did not pay Social Security tax. As a result, you will receive a lower Social Security benefit than if you were not entitled to a pension from this job. For example, if you are age 62 in 2013, the maximum monthly reduction in your Social Security benefit as a result of this provision is \$395.50. This amount is updated annually. This provision reduces, but does not totally eliminate, your Social Security benefit. For additional information, please refer to Social Security Publication, "Windfall Elimination Provision."

Government Pension Offset Provision

Under the Government Pension Offset Provision, any Social Security spouse or widow(er) benefit to which you become entitled will be offset if you also receive a Federal, State or local government pension based on work where you did not pay Social Security tax. The offset reduces the amount of your Social Security spouse or widow(er) benefit by two-thirds of the amount of your pension.

For example, if you get a monthly pension of \$600 based on earnings that are not covered under Social Security, two-thirds of that amount, \$400, is used to offset your Social Security spouse or widow(er) benefit. If you are eligible for a \$500 widow(er) benefit, you will receive \$100 per month from Social Security (\$500 - \$400=\$100). Even if your pension is high enough to totally offset your spouse or widow(er) Social Security benefit, you are still eligible for Medicare at age 65. For additional information, please refer to Social Security Publication, "Government Pension Offset."

For More Information

Social Security publications and additional information, including information about exceptions to each provision, are available at www.socialsecurity.gov. You may also call toll free 1-800-772-1213, or for the deaf or hard of hearing call the TTY number 1-800-325-0778, or contact your local Social Security office.

I certify that I have received Form SSA-1945 that contains information about the possible effects of the Windfall Elimination Provision and the Government Pension Offset Provision on my potential future Social Security Benefits.

Signature of Employee _____

Date _____

Information about Social Security Form SSA-1945 Statement Concerning Your Employment in a Job Not Covered by Social Security

New legislation [Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004] requires State and local government employers to provide a statement to employees hired January 1, 2005 or later in a job not covered under Social Security. The statement explains how a pension from that job could affect future Social Security benefits to which they may become entitled.

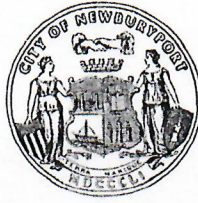
Form SSA-1945, **Statement Concerning Your Employment in a Job Not Covered by Social Security**, is the document that employers should use to meet the requirements of the law. The SSA-1945 explains the potential effects of two provisions in the Social Security law for workers who also receive a pension based on their work in a job not covered by Social Security. The Windfall Elimination Provision can affect the amount of a worker's Social Security retirement or disability benefit. The Government Pension Offset Provision can affect a Social Security benefit received as a spouse, surviving spouse, or an ex-spouse.

Employers must:

- Give the statement to the employee prior to the start of employment;
- Get the employee's signature on the form; and
- Submit a copy of the signed form to the pension paying agency.

Social Security will not be setting any additional guidelines for the use of this form.

Copies of the SSA-1945 are available online at the Social Security website, www.socialsecurity.gov/online/ssa-1945.pdf. Paper copies can be requested by email at ofsm.oswm.rqct.orders@ssa.gov or by fax at 410-965-2037. The request must include the name, complete address and telephone number of the employer. Forms will not be sent to a post office box. Also, if appropriate, include the name of the person to whom the forms are to be delivered. The forms are available in packages of 25. Please refer to Inventory Control Number (ICN) 276950 when ordering.



TECHNOLOGY RESOURCES INFORMATION

INTRODUCTION

The City provides information technology resources (ITR) including, but not limited to computers, laptops, printers and other peripherals, programs, data, fax machines, local and wide-area networks, email, the internet, and mobile phones to employees and other authorized users working in the City to efficiently provide City services. All employees using the City's ITR have an obligation to use the City's ITR in a responsible manner, conforming to network etiquette, customs and courtesies and in compliance with this policy. The City determines which, if any, ITR are appropriate for each position and provides ITR to employees where appropriate at the City's discretion. Use of the City's ITR is a privilege which may be revoked at any time for conduct which violates this policy.

COMPLIANCE WITH POLICY

- A. **Employees Responsibilities.** Every employee who is authorized to use City ITR will be provided with a copy of this policy. It is the responsibility of an employee using the City's ITR to read, understand, and adhere to this policy. Any employee with questions regarding the application or meaning of this policy should seek clarification from his/her supervisor or from the City's Director of Information Technology at 978-465-4472. Failure to comply with this policy may result in suspension or termination of employment.

- B. **Prohibited Conduct.** The use of the City's ITR for inappropriate or prohibited conduct may result in disciplinary action up to and including termination from employment. It is not possible to list all of the circumstances which may constitute inappropriate use of the City's ITR, however, employees are prohibited from using the City's ITR:

1. in furtherance of any illegal act, including violations of any State or Federal criminal or civil laws or regulations;
2. to access, display, or share sexually explicit, obscene, or otherwise inappropriate materials, messages, or images;
3. to send or display threatening or harassing messages, materials, or images including, but not limited to, messages, materials or images of a sexual nature, racial, ethnic, sexual, religious, or gender-based slurs, or messages or images that offensively address someone's age, sex, sexual orientation, religion, race, ethnicity, national origin, disability or political beliefs;
4. to access, display, or disseminate material that advocates violence or discrimination towards other people (hate literature);
5. for any commercial purpose, including, but not limited to, the offering, providing, leasing, or purchasing of products or services;
6. to gain, or attempt to gain, unauthorized access to any computer or network;
7. to intercept or attempt to intercept communications intended for other persons;
8. to misrepresent either the City or the employee's role at the City;
9. for any political purpose (subject to the exceptions set forth in Section VII below) or to make solicitations in violation of Massachusetts General Laws, Chap. 55 ;
10. to libel or otherwise defame any person;
11. to download and/or install non-City supported and licensed software applications or programs;
12. to violate any copyright laws or to infringe on any intellectual property rights;
13. to distribute chain letters;
14. to access on-line gambling sites;
15. to connect unauthorized or unapproved computers, printers or peripherals to the City's network;
16. to develop or use programs that harass other users or infiltrate a computer, computing system or network and/or damage or alter the software components of a

computer, computing system or network;

17. to establish unauthorized connections which create routing patterns that are inconsistent with the effective and shared use of the City's network;
18. for any use that causes interference with or disruption of the City's ITR;
19. for any use that causes interference with or disruption of the City's network users or resources; or,
20. for any use which violates other City policies, including, but not limited to, the City's policy against sexual harassment;
21. to modify or access any town records unless same are within the employees' scope of responsibility.

The above list of prohibited conduct is not all inclusive; employees who are uncertain as to the appropriateness of any action or conduct being contemplated should consult their supervisors or the City's Information Technology Director for guidance.

C. City Business Use. The City's ITR, including, but not limited to, the City's email and other on-line services, are the property of the City of Newburyport, and should be used only for businesses purposes associated with the City. The City's ITR may, however, be used for incidental and occasional personal purposes provided that, in addition to the foregoing prohibited conduct, constraints and conditions, such use does not (i) directly or indirectly interfere with the City's operation of computing facilities or electronic mail services; (ii) burden the City with noticeable incremental cost; or (iii) interfere with the employee's work, performance, duties, responsibilities or with any other of the employee's obligations to the City. Personal use will be acceptable only as described herein and only on the employee's own time, which includes break time, lunch time, and before or after normal working hours and only as is acceptable with the employee's supervisor. Excessive or non-incidental personal use of the ITR or any other misuse of ITR may result in serious disciplinary action up to and including termination of employment. Use of the City's ITR is a privilege, not a right, and may be revoked at any time for inappropriate conduct.

PUBLIC RECORDS

Email messages are considered public records, are subject to disclosure and record retention requirements of the law, and are discoverable. Employees should not expect that email messages (such as those marked "personal" and/or "confidential") are private or confidential. Employees shall not read email received by another employee when there is no business purpose for doing so. Employees shall not send email or access the Internet under another employee's name without authorization. No employee shall change any portion of a previously sent email message without authorization. All employees with a City-assigned email account (email address) must conduct City-related email business via that account; unless unavailable due to the employee being off-site.

MONITORING AND NO EXPECTATION OF PRIVACY

Employees should have no expectation of privacy in any use of the City's Information Technology Resources (ITR). The City's computer system automatically stores and/or records information transmitted on the system including password-protected materials, data, information, email communications and websites viewed. The City may monitor employee use of ITR, including, but not limited to, computer equipment, email, the internet, websites visited, and files downloaded by the employee. Therefore, employees should not consider ITR and any communications, transmissions, websites viewed, and email sent or received, to be private or confidential. The mere deletion of messages, data, or files may not eliminate them from the system. All use of the City's ITR is subject to monitoring by the City, at any time without notice and notwithstanding any password(s), including, but not limited to, data incoming and outgoing email communications and attachments, websites visited or viewed and files downloaded. Use of the City's ITR system constitutes consent to monitoring and is conditioned upon strict adherence of this policy.

PRECAUTIONS AGAINST COMPUTER VIRUSES

All users are expected to undertake precautions to prevent infection of City computers by computer viruses. In particular, executable programs imported from other sites to City computers must not be used unless the Information Technology Department has authorized them and they have been subjected to

virus detection procedures approved by the Information Technology Department. The Information Technology Department may, from time to time, impose additional restrictions or regulations on the importing of remote files, and such restrictions or regulations shall be considered part of this policy.



INFORMATION TECHNOLOGY RESOURCES USE POLICY ACKNOWLEDGMENT FORM

I, _____ have read and understand the information listed above in the section entitled "Information Technology Resources Acceptable Use Policy" and consent to the monitoring described in such.

Employee Name (please print)

Date

Employee Signature

Department Head (please print)

Department Head Signature

Please check level of access:

_____ This employee is approved for **Intranet** mail only;

_____ This employee is approved for **Internet** mail only;

_____ This employee is approved for Intranet and Internet access and mail.

EMPLOYMENT HANDBOOK ACKNOWLEDGEMENT

The Employee Handbook describes important information concerning the City of Newburyport. I understand that I should consult Human Resources if I have any questions that are not answered in this Handbook.

I became an employee with the City of Newburyport voluntarily. I understand and acknowledge that there is no specified length to my employment with the City of Newburyport and that unless I am a member of a collective bargaining unit my employment is at will. I understand and acknowledge that "at will" means that I may terminate my employment at any time, with or without cause or advance notice. I also understand and acknowledge that "at will" means the City of Newburyport may terminate my employment at any time, with or without cause or advance notice, as long as the City does not violate Federal or State laws.

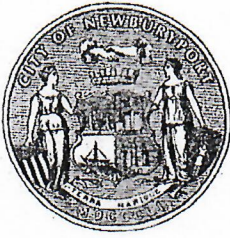
I understand that there may be changes to the information, policies and benefits in this Handbook. The only exception is that the City of Newburyport will not change or cancel its employment-at-will policy. I understand the City of Newburyport may add new policies to the Handbook as well as replace, change, or cancel existing policies. I understand that Handbook changes can only be authorized by the Mayor of the City of Newburyport.

I understand and acknowledge that the Handbook is not a contract of employment or a legal document. I have reviewed the Handbook located on the HR Web page and I understand that it is my responsibility to follow the policies contained in this Handbook and any changes made to it.

Employee Name (printed):

Employee Signature:

Date:





CITY OF NEWBURYPORT
FINANCE DEPARTMENT
60 PLEASANT STREET • P.O. BOX 550
NEWBURYPORT, MA 01950
PHONE (978) 465-4404

Employee Payroll Change Requests
Revised August 2019

POLICY

All changes to employee payroll information must be made online via the employee self-service portal (Employee Forward) or in person at City Hall (or Central Office for school personnel). Following submission, all changes will be reviewed and processed within 48 hours. Changes requested on the phone, via email, in writing or any other means will not be accepted under any circumstances.

PROCEDURES FOR EMPLOYEES

1. Log onto the employee self-service portal by visiting www.employeeforward.com.
2. If you do not know your username or password, click "Forgot username?" or "Forgot password?" in the upper right hand corner.
3. If, after trying step #2, you are still unable to log in, contact the Payroll Department.
4. Once logged into Employee Forward, select the applicable section to add  or edit  information.
5. Clicking "Submit" will transmit the change to the Payroll Department for review and approval.
6. For employees who are unable to access Employee Forward, changes may be made in person at City Hall (or Central Office for school personnel).

PROCEDURES FOR THE PAYROLL DEPARTMENT

1. Upon hire, all employees will be set up with an Employee Forward account and given instructions on how to use the system. Existing employees without accounts will be set up by the Payroll Department using the email address provided by the employee.

2. All changes requested by employees on Employee Forward or in person will be reviewed and processed within 48 hours.
3. Under no circumstances will the Payroll Department accept changes requested on the phone, via email, in writing or any other means other than Employee Forward or in person.
4. All personal and banking information will be maintained in a secure environment at all times until such time it is entered into the payroll system. Once entered and uploaded into the payroll system, all other copies shall be destroyed.


Ethan Manning, Finance Director

8/9/2019
Date