TOWN OF WELLESLEY
SENIOR WORK-OFF PROGRAM
RULES & REGULATIONS FOR FISCAL YEAR 2017

1. The applicant(s) must meet all eligibility requirements as outlined in the current *Tax Relief Programs* brochure.
    a. Applicant must be age 60 by July 1, 2016.
    b. Property must be owner-occupied
    c. All income (taxable and non-taxable) must be within the Fiscal Year 2014 guidelines:

Marital Status	FY17 Gross Income Limit	FY17 Gross Income Limit if Receiving Social Security
Single	$37,092	$41,691
Married	$55,638	$62,537

2. The application must be submitted annually, along with income verification (2015 income tax return), to the Assessors' office.
3. Placement referrals by the Council on Aging (COA) are made based on the applicant's skills, preferences, and the needs/availability of jobs within the town.
4. Applicants have the right to refuse placement or defer placement pending the possibility of other opportunities. However, there is no guarantee that other positions will become available.
5. Once a person is placed in a position, that person will report to the appropriate department head or designated supervisor. The department head/supervisor will assign all duties and evaluate job performance.
6. The policy of the Town of Wellesley is to achieve equal opportunity in employment and selection:
    a. By the recruitment and consideration of applicants without regard to factors unrelated to ability to perform the requirements of the job such as race, creed, color, sex, age, national origin, disability, veteran's status, or sexual orientation.
    b. By the employment of individuals who meet the physical and mental requirements, with reasonable accommodation, and who have the education, training and experience, established and necessary for the performance of the job, without regard to race, creed, color, sex, age, national origin, disability, veteran's status, sexual orientation, or other factors unrelated to ability to perform the requirements of the job.
7. Hours are accumulated from July 1st through June 30th each year. The number of hours worked is determined by the needs of the department. However, service may be terminated sooner at the discretion of the department head, provided that seven (7) days written notice of termination is given to or mailed to the residential address of the participant.
8. For fiscal year 2017, applicants may work a maximum of 95.24 hours ($1,000 tax credit divided by minimum wage on July 1, 2016 of $10.50). The property tax credit will be applied to the fiscal year real estate tax bill in which the service was performed.
9. Participants are expected to perform his or her services in a timely, responsible, and satisfactory manner, as evaluated by the department head.
10. Participants are not considered employees of the Town of Wellesley and are not eligible for benefits under the town employee benefit schedule.
11. Participants must have or arrange their own transportation. Council on Aging staff can provide information on local transportation options, but it is the responsibility of the participant to arrange their own transportation.
12. Applicants must be CORI (Criminal Offense Record Inquiry) checked where applicable.
13. New qualified applicants will have preference each year.