

Town and County of Nantucket Human Resources Office

Amanda E. Perry
Human Resources Director
aperry@nantucket-ma.gov

Teodora Stockigt
Human Resources Coordinator
tstockigt@nantucket-ma.gov

Anja Durkovic
Human Resources Generalist
adurkovic@nantucket-ma.gov



16 Broad Street
Nantucket, MA 02554
Fax: (508) 325-7556
Telephone: (508) 228-7200

Amanda ext. 7308
Teodora ext. 7331
Anja ext. 7328
www.nantucket-ma.gov

EMPLOYEE CONFIRMATION OF RECEIPT OF TOWN POLICIES AND PROCEDURES

I certify that I was given a copy of the polices below and provided the opportunity to ask questions about their content. Policies noted below can be found online here: <https://www.nantucket-ma.gov/175/Policies>

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- Union Contract:** Most positions with the Town of Nantucket are covered by a negotiated union contract. The contract that covers your position is attached for information.

Circle if Not Applicable

- HIPAA Notice:** This notice describes how medical information about you may be used and disclosed and how you can get access to this information.
- Personnel Policies:** The purpose of the Personnel Policies is to provide Town employees with an overview and the general guidelines of the Town of Nantucket's policies and procedures.
- Sexual Harassment, EEO & Discrimination Policy:** Provided to all employees to promote a professional and productive workplace in which all employees are treated with dignity and respect.
- Internet, Email and Computer Use Policy:** To establish guidelines for all employees with access to the Town's network, computer files, email and the internet.
- Vehicle Use Policy:** To establish a guideline for all employees with access to municipal vehicles or use their personal vehicle for work.
- Workplace Violence Policy:** Provided to all employees to promote a professional and safe workplace that is free of violence, threats of violence, harassment, intimidation or other disruption behaviors.

Name: _____

Date Received: _____