

# Senior Work Off Forms

## Town of Monterey Senior Work-Off Program Application

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

<u>Eligibility:</u>	<u>Yes</u>	<u>No</u>
60 years or older		
Monterey Property Owner		
Can produce current tax bill		

Experience and Placements: Job placements are available in many town departments. Please indicate with an "X" which area(s) in which you think you would be best suited.

Town Clerk's Office		Council on Aging	
Assessor's Office		Tax Collector's Office	
Highway Department		Transfer Station "Swap Shack"	
Parks & Recreation		Building Department	

Past Experience and Skills: Please describe past job or volunteer experience that might qualify you for a particular opening.

\_\_\_\_\_

\_\_\_\_\_

If I qualify for the Senior Work-Off Program, I understand that I may earn a maximum of \$1,500 which can only be applied as a reduction to my Town of Monterey property tax in the following fiscal year. I understand that I am a volunteer and will receive no wages, salary or benefits for my work.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## Application for Senior Work-Off Program

FY' \_\_\_\_

For Office Use Only:

## APPLICATION PROCESS

Name of applicant: \_\_\_\_\_

Date of Interview: \_\_\_\_\_

Disposition of Application:

Granted \_\_\_\_\_

Denied \_\_\_\_\_

Placement: \_\_\_\_\_ Reason for denial: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Starting Date: \_\_\_\_\_ Date Finished: \_\_\_\_\_

## Record of Participation

Time Sheet Submitted: \_\_\_\_\_ # of Hours Completed: \_\_\_\_\_

Request Submitted To Accountant: \_\_\_\_\_

Request for Abatement forwarded to Assessors: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF MONTEREY  
SENIOR WORK-OFF PROGRAM  
RULES AND REGULATIONS

In order to be eligible, participants must be 60 years of age or older and a property owner for at least one year in the Town of Monterey, or the co-owner or spouse of homeowner.

Only one member of a household may participate in this program.

There are no income eligibility requirements for participants.

Abatements will be made on the tax bill following completion of employment. Each placement will terminate on June 30<sup>th</sup> of the fiscal year in which an appointment is made. To be considered for participation in future fiscal years, the individual must reapply.

The tax reduction will be computed at the rate of the Massachusetts minimum wage applicable at the time the work is performed with a maximum of \$1,500 per fiscal year per household.

In the event a property is sold and the seller has earned abatement, the earned abatement will be credited toward the sellers' portion of the taxes. Abatements earned may not exceed the tax liability. In the event of the death of an owner who has earned abatement, the full abatement amount will be credited to the property's heirs.

The Board of Selectmen may amend these Rules and Regulations as necessary.

## SENIOR WORK-OFF PROGRAM

### APPLICATION GUIDELINES

- Applications must be filled out completely and accompanied by a copy of the applicant's most recent property tax bill.
- Acceptance is subject to the applicant's qualifications and available positions in Town Departments. Placements are based upon the skills and interest of the applicants and the needs of the various departments. Individual preferences are considered where possible. Final decisions are made by Department Heads.
- Applicants have the right to refuse placements. Each applicant is given a maximum of two interviews for placement. If none of these are acceptable, there is no guarantee of other placement.
- Hours of service will be multiplied by the Massachusetts minimum wage applicable at the time the work is performed and accrued up to \$1,500 maximum per fiscal year and will be credited to the next property tax bill of the applicant.
- A work schedule will be based on the Town of Monterey fiscal year, July 1 through June 30.
- This program is open to any taxpayer of Monterey, over the age of 60 (as of July 1 of the fiscal year the work is performed).
- The taxpayer must have owned a Monterey property for a minimum of 1 year(s) and reside at the property for at least 6 months per year.
- Only one abatement will be given per residence. Abatements will be made on the tax bill following completion of employment.
- Full time employees or employees that receive a regular salary may not participate in the program if the volunteer activities are part of the regular duties of that position.
- All program participants shall be considered "special municipal employees" for purposes relating to MGL Chapter 268A, the Conflict of Interest Law, in order that participants who are otherwise employed by or volunteer with the town in another capacity may participate without a conflict of interest.
- This program is covered under MGL Chapter 59 §5K.

TO: Participants in the Senior Work-Off Program

FROM: Board of Selectmen

RE: Responsibilities as a participant

The Town of Monterey welcomes you as a participant in the Senior Work-Off Program. The following information should help answer some commonly asked questions.

- You are a volunteer and will receive no monetary compensation for your work
- You will earn a reduction to your property tax up to \$1,500 per year
- Your reduction will be based upon hours worked times hourly minimum wage
- You are responsible for completing your time sheet and submitting it to your supervisor. Your time sheet will then be passed along to the Assessor's Office in order to ensure property credit at years end

According to the Mass. Dept. of Revenue, Local Services Division, the amount of property tax reduction the taxpayer receives under this program is not considered income or wages for purposes of state income tax withholding, unemployment compensation or worker's compensation. However, if you have questions regarding the tax or other financial implications of this benefit, please consult your personal tax or financial advisor.