

# **HUMAN RESOURCES DEPARTMENT**

## **BENEFITS OFFICE HOURS**

**Beginning July 1, 2016**

**Tuesdays, Wednesdays, Thursdays  
1:00 PM – 4:30 PM**

The Benefits Office Hours Program is structured to address employee questions or concerns related to topics such as:

- New Employees
  - Scheduling Pre-employment Physicals
  - Tax Forms and New Hire Paperwork
  - Initial Benefits Enrollment (Health, Life, Dental, Etc.)
- Benefit Changes & Adjustments
  - Qualifying Events
  - Changes in Dependent Coverage
  - Planning for Health Insurance during Retirement
- Planning for Medical Leave
- Deferred Compensation
- Employee Assistance

**BOTH APPOINTMENTS AND WALK-INS ARE WELCOME  
781-455-7500 Ext. 234 FOR APPOINTMENTS**