



CITY OF TAUNTON
Contributory Retirement System
104 Dean Street, Suite 203
Taunton, Massachusetts 02780
(508) 821-1052 Fax (508) 821-1063
www.tauntonretirement.com

**BOARD OF
RETIREMENT**

Chairman:
Dennis M. Smith, **Elected member**

Ex-officio member: Ian D. Fortes

Elected member: Thomas A. Bernier

Mayoral appointee: Patrick D. DelloRusso, Jr.

Board appointee: Edward J. Spellman, Jr.

STAFF

Executive

Director:

Paul J. Slivinski

April 2, 2026

NOTICE OF SPECIAL MEETING

A Special meeting of the Taunton Retirement Board will be held on **Wednesday, April 8, 2026** at 2:30 p.m. at the offices of the retirement board located at 104 Dean Street, Suite 203, Taunton, MA.

Executive Session: meet with retirement staff to discuss office policies, procedures, and outstanding items.

Respectfully yours,

Paul J. Slivinski, CPP
Executive Director

If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact Paul J. Slivinski at (508) 821-1052 or at pslivinski@taunton-ma.gov

Office Presence Policy
Effective Date: July 1, 2025

Purpose:

To ensure consistent office operations, support in-person needs, and maintain a professional presence, this policy establishes the requirement for a minimum of one staff member to be physically present in the office during standard business hours each workday.

Policy Statement:

1. **Minimum On-Site Coverage:**

At least one designated staff member must be physically present in the office during regular business hours, excluding public holidays.

2. **Coverage Responsibility:**

- Director and/or Assistant Director are responsible for ensuring coverage is assigned and maintained.
- Employees assigned to be on-site are expected to arrive on time and remain during the agreed hours unless otherwise approved by a supervisor.

3. **Travel Coverage:**

For conferences and other travel-related events, the Director and/or Assistant Director will submit a list of proposed staff participants to the Board for approval. They will also ensure that such opportunities are distributed equitably among staff members. All travel requests must be prepared and communicated to the Board no less than two weeks in advance.

4. **Unexpected Absences:**

In cases of unexpected absence (e.g., illness, emergency), employees must notify their supervisor immediately to arrange for backup coverage.

5. **Exceptions:**

Any exceptions to this policy must be approved in writing by the Chair of the Taunton Retirement Board.

6. **Non-Compliance:**

Failure to adhere to the staffing policy may result in performance review discussions and potential disciplinary action.

Responsibilities:

- **Supervisors/Managers:** Maintain and monitor the staffing schedule, ensure compliance, and handle exception requests.
- **Employees:** Adhere to schedule and communicate promptly if changes are needed.

Review:

This policy will be reviewed annually or as needed based on operational changes.