

**GEORGETOWN  
CHARTER TOWNSHIP**

**PERSONNEL POLICIES  
AND  
PROCEDURES MANUAL**

**~~{(Including Additions and Amendments)}~~**

**[June 1, 2007]**

# GEORGETOWN CHARTER TOWNSHIP

## PERSONNEL POLICIES AND PROCEDURES MANUAL

~~{This manual was prepared by the Georgetown Township Board with assistance from the staff of the Michigan Townships Association.}~~

~~{The development of this manual was subsidized in part by a grant from the Office of Personnel Management under the Intergovernmental Personnel Act of 1970. The Office of Personnel Management is not responsible for the policies and procedures contained in this manual.}~~

I, ~~{R. J. Peel}~~ [Del South], Clerk of Georgetown Charter Township, do hereby certify that this ~~{manual}~~ [Manual] was adopted at the regular Board meeting held ~~{January 11, 1982, and amendments and additions thru 01/09/2006 to this manual adopted at a regular board meeting held January 9, 2006.}~~ [\_\_\_\_\_ , 2007.]

~~{R. J. Peel}~~ [Del South], Clerk  
Georgetown Charter Township

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## DEFINITIONS

The words and phrases below have the following meanings for the Georgetown Charter Township Personnel Policies and Procedures Manual:

Applicant: A person who has filed an application or submitted a resume for employment with the Township.

Classification: A position or group of positions defined by detailed specifications as to duties, responsibilities, experience, training, and educational background and designated by a title indicative of the type of work.

Compensatory Time: Time off with pay, granted by the Township in lieu of overtime compensation for time worked in excess of the standard workweek.

Continuous Service: The time actually spent on the active payroll of the Township or on an approved leave of absence since the employee's last hiring date.

~~{Eighty year rule: An employee is eligible to retire if their age plus their years of completed service equal or exceed eighty (80) years provided they have at least ten (10) years of continuous service.}~~

Exempt Employee: A Township employee who, because of his/her duties and responsibilities and salary is exempt from the overtime ~~{provision of the Michigan Minimum Wage Law. Exempt employees are divided into three categories: Executive, Administrative, and Professional}~~ [**requirements of state and federal law**].

Full-Time Employee: Those employees who are regularly scheduled to work at least 40 hours per week, 52 weeks per year. Full time ~~{Benefits}~~ [**benefits**] are based on full time years of service.

Hourly Employee: An employee who is paid on an hourly basis for work performed.

Immediate Family: For determining eligibility for funeral leave, [**immediate family**] refers to the employee's mother, father, spouse, children, brother, sister, and the spouse's mother and father.

Immediate Supervisor: Those persons designated by the Township Board as supervisors for certain employees.

Job Description: A written listing of a position's duties and responsibilities.

MIOSHA: The Michigan Occupational Safety and Health Act.

Minimum Qualifications: Minimum job related hiring or promotion standards for each position, established by the Township Board, which must be met by an applicant prior to placement of the applicant in the position. These standards may include education, training, licenses or certification, and experience in other Township positions or in positions outside of Township employment.

Nonexempt Employee: A Township employee who, because of his/her duties and responsibilities and {salary} ~~[or method of compensation]~~ is not exempt from the overtime {provisions of the Michigan Minimum Wage Law} ~~[requirements of state and federal law]~~. A nonexempt employee must receive {the} ~~[at least]~~ minimum ~~[wages and]~~ overtime compensation as provided by state {statute} ~~[and federal law]~~.

Normal Work Week: A normal work week refers to the number of hours an employee is normally scheduled to work for a typical work week. All benefits will be based on a normal work week.

Part-Time Employee: Those employees who are regularly scheduled to work less than {35} ~~[40]~~ hours, 52 weeks per year.

Personnel Officer: A person who has been delegated various personnel duties by the Township Board.

Position: A group of current duties and responsibilities, assigned by the Township Board and specified by a job description, which requires the full or part-time employment of one person.

Promotion: The movement of an employee to a position of greater responsibility and more duties which has a higher wage rate.

Salaried Employee: An employee who is paid {an annual} ~~[a weekly]~~ salary for performing the duties of their position.

Solicitation and Collections: Money or other goods collected by township employees and others, for personal {,} ~~[or]~~ charitable {, or employee benefits} ~~[purposes]~~.

Specially Funded Employees: Employees who are funded by a state or federal grant or program or by some means other than the regular Township general fund.

Temporary Employee: An employee who is hired for a specific project or for a designated length of time.

Township Board: The elected governing body of Georgetown Township consisting of the Supervisor, Clerk, Treasurer, and four trustees. This body is also referred to as the Board.

Transfer: The movement of an employee to a position of similar or lesser responsibility and equivalent or less duties which has the same or a lower wage rate.

{GEORGETOWN CHARTER TOWNSHIP}  
{Personnel Policies and Procedures Manual}

1.0 **INTRODUCTION**

1.1 **Purpose[.]**

The purpose of this {manual} ~~[Manual]~~ is to provide general information and guidelines concerning your employment. Nothing contained in this {manual} ~~[Manual]~~ is intended to create and

should not be relied on as creating any contractual commitment or other legal obligation on the part of the Township.

## 1.2 **Authority**[.]

The policies and procedures contained in this {~~manual~~}**Manual** shall take effect immediately upon their formal adoption by the Township Board. Except as otherwise provided herein, this {~~manual~~}**Manual** supersedes and controls{~~over~~} all prior and existing policy statements, agreements, contracts, understandings and representations, whether oral or written, dealing with the same subject matter.

The Personnel Officer or his/her designee shall be responsible for the interpretation of all personnel policies and procedures. Any exceptions to the policies and procedures will be made at the discretion of the Georgetown Township Board through the Personnel Officer.

## 1.3 **Equal Employment Opportunity**[.]

Georgetown Township is an equal opportunity employer whose policy is to select personnel and conduct all personnel activities without regard to religion, race, sex, color, national origin, age, height, weight, marital status, or non-disqualifying disability or any other protected {~~characteristic~~}**classification**.

The Township will provide reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship. The Township will maintain a system of uniform and equitable personnel policies and procedures to assure equal treatment of all employees and applicants.

## 1.4 **Scope**[.]

These personnel policies and procedures shall apply to all Georgetown Township full-time, part-time{;}[and] temporary[employees], specially funded[individuals], and {~~volunteer employees~~}**volunteers**, except where specifically noted. These policies and procedures do not apply to those {~~individuals~~}**independent contractors** providing services {~~through contractual agreement with~~}**to** the Township.

## 1.5 **Specially Funded Employees**[.]

Specially funded employees are persons who are compensated directly by a particular federal or state grant or program for work done on behalf of Georgetown Township. Specially funded employees are not considered regular Township employees. Where provisions of this {~~manual~~}**Manual** conflict with provisions of any existing agreement between the Township and the funding source, the agreement shall supersede the provisions of this {~~manual~~}**Manual**.

## 1.6 **Revisions**[.]

The policies and procedures contained in this {~~manual~~}**Manual** can be modified, amended or deleted at any time by a formal resolution of the Georgetown Township Board. Employees may submit suggestions for changes in writing. These suggestions will be maintained in a file and reviewed on an annual basis for possible revision of the {~~manual~~}**Manual**.

## 1.7 **Distribution of the Manual**[.]

All employees will receive a copy of the Georgetown Township Personnel policies and Procedures Manual. All new employees will receive a copy of the ~~{manual}~~ **Manual** at the time of orientation. If requested, an applicant being considered for employment with the Township will be allowed to review the ~~{manual}~~ **Manual**.

## 1.8 **Nature of Employment**[.]

All Township employees are employed on an indefinite basis and are subject to discharge at any time, with or without notice, and with or without cause. This allows either the Township or an employee to terminate employment “at-will.” No person ~~[or group]~~ other than the Township Board has the authority to offer employment for any specified period of time or to make any contract contrary to the ~~{foregoing}~~ **policies and benefits set out in this Manual**. Moreover, no such agreement by the Township Board will be enforceable unless it is in writing and signed by the Township Supervisor after action by the Board.

## 2.0 **SELECTION**

### 2.1 **Selection Policy**[.]

In order to function effectively, the employment objective of the Township is to select personnel who meet high standards of job skills, educational qualifications, availability, character and who will become a vital part of the organization. No applicant will be discriminated against or given preference because of any factor that is not job related.

### 2.2 **Size of the Work Force**[.]

The Township Board is responsible for the creation of all positions ~~{with}~~ **within** needs and budgetary limitation~~{:}~~ **of the Township.** The Board through the Personnel Officer, is responsible for initiating layoffs and ordering recalls.

### 2.3 **Recruitment**[.]

(a) The Personnel Officer, or his/her designee, shall be responsible for the recruitment of all Township Personnel, consistent with the Township’s selection policy. In order to attract qualified applicants for ~~{permanent}~~ **full-time** and part-time openings, the following procedures will **generally** be followed:

(1) There may be a posting of the vacant position on the public bulletin board in the Township Hall.

(2) The position may be advertised in local newspapers and, if applicable, technical or professional publications.

(b) Posted job notices and advertisements shall contain the job title, job summary, minimum qualifications and the phrase, “an equal opportunity employer, M/F.” The Personnel Officer or his/her designee shall be responsible for composing the notices and advertisements.

### 2.4 **Applications**[.]

(a) Persons desiring employment with the Township must complete an application form ~~{or submit a resume}~~ [Resumes may also be submitted] to the Personnel Officer or his/her designee. Applications may be obtained from the ~~{Clerk's office}~~ [Personnel Officer]. All applications and resumes received will be retained by the Township for ~~{two years.}~~ [one year.]

(b) [An applicant who is hired by the] Township will ~~{require}~~ [be required to produce] all ~~{necessary}~~ documents and information ~~{as}~~ required by the Immigration Reform and Control Act of 1986.

## 2.5 Screening[\_]

Following the deadline for submission of applications [for a particular position], the Personnel Officer and/or his/her designees shall determine which applicants possess qualifications that meet the position's minimum qualifications. Further screening may include checking references and verifying past employment. Where applicable, applicants may be requested to show proof of any education, license or certification required to perform the job. Qualified applicants may be scheduled for a personal interview. Supplying false information about qualifications, training and/or experience may be grounds for [rejection of an applicant or, if hired,] discipline or termination.

## 2.6 Interviews[\_]

Interviews will be conducted by the Personnel Officer and/or his/her designee. The interview will be conducted to further evaluate the training, experience, and skills of the applicant, as well as inform the applicant of the salary, benefits, organizational structure, and other relevant information about the position. All applicants rejected will be notified after the position is filled.

## 2.7 Physical Examination[\_]

(a) Each prospective employee given a conditional job offer may be required to have a medical examination [and a blood screen test. This test and/or blood screen will be] given by a physician designated by the Township ~~{depending on the position they are filling.}~~ [\_]. The physical examination [and blood screen test] shall be given at the expense of the Township and will determine if the prospective employee is physically/mentally able to perform the work either with or without accommodation as set forth in the job description. The Township will accommodate [a disability] where required by law ~~{by either providing aids or devices, readers or interpreters, or job restructuring or schedule alteration as it applies to minor or infrequent duties relating to the particular job held by the employee}~~, provided such accommodation does not constitute an undue hardship.

(b) Current Township employees may be required to have periodic physical examinations ~~{where}~~ [or blood screen tests when] they are job related and consistent with business necessity ~~{only}~~. These examinations are at the expense of the Township and will be given by a physician chosen by the Township.

## 2.8 Hiring[\_]

The Township Board has final authority in ~~{hiring}~~ [determining which positions need to be filled] based upon recommendations made by the Supervisor, Clerk or Treasurer. The ~~{Board may}~~

~~delegate that authority. The~~ Personnel Officer has the authority to hire ~~{help}~~ employees to fill those positions or designate that task to department heads. The Personnel Officer shall take steps to assure the selection procedure is in accordance with equal employment guidelines and law.

## 2.9 Personnel Records.

(a) A personnel file shall be maintained for each employee containing information necessary for effective personnel administration. A personnel file may contain: applications or resumes, beneficiary information, disciplinary history, record of positions held, record of leaves, retirement information and any other information that is ~~{relative}~~ relevant to an employee's qualifications for employment, promotion, transfer, additional compensation or disciplinary action. In accordance with federal and state law, a segregated, confidential medical record file is kept for each employee.

(b) ~~{The personnel}~~ Personnel files are maintained by the Personnel Officer and may be viewed by Board members and limited clerical personnel designated by the Personnel Officer. Employees are given the opportunity to periodically review their records in accordance with state ~~{statutes}~~ statute. Information in the employee's personnel file will be released to others only ~~{upon the employee's written authorization or as otherwise}~~ as provided ~~{for}~~ by state law. Personnel files will be kept ~~{five}~~ seven years after termination. Personnel files may not be removed from the Township Hall by any person without the consent of the Personnel Officer.

## 3.0 EMPLOYMENT

### 3.1 Orientation.

All employees, on the first day of employment, will complete the necessary personnel forms. The Personnel Officer or his/her designee will review general work rules and policies with the employee ~~{; except temporary employees}~~. Each new employee will review the personnel policies and procedures ~~{manual}~~ Manual and sign a statement indicating he/she has received a copy. Any questions regarding the personnel policies and procedures will be answered at this time.

### 3.2 ~~{Qualifying Period}~~ Confidentiality.

~~{(a) — All new full time employees shall serve a six (6) month qualifying period. An employee who is absent from work for legitimate reasons for a period of time in excess of five (5) days shall have his/her qualifying period extended by a period of time equal to his/her absence. Part time employees shall serve a three month qualifying period. Part time employees who become full time employees shall serve a six month qualifying period.}~~

~~{(b) — The purpose of the qualifying period is to provide an opportunity for the Township to determine whether the employee has the ability and other attributes which would qualify him/her for regular employee status. During the qualifying period, each employee will be evaluated on their performance. New employees will be evaluated by the Personnel Officer at the end of three months and prior to the end of the qualifying period. Each employee will be given guidance and instructions on the duties of their position. The evaluation will be a guide to the employee on how they are progressing with the job.}~~

~~{(e) — The qualifying period may be extended in cases where the Personnel Officer determines that extenuating circumstances justify such action.}~~

**{All information regarding the affairs of citizens and Township business shall be kept in strict confidence. This includes general business, tax accounts, anticipated changes in staff or management, or the affairs of citizens. All requests for nonroutine information from anyone should be sent to a supervisor. Only the Township Supervisor, or his/her designee, should discuss Township matters with the media.}**

### 3.3 ~~{Seniority}~~ **{Performance Evaluations.}**

~~{Seniority is defined as an employee's length of continuous service with the Township, since his/her last hiring date. Continuous service is defined as that time actually spent on the active payroll of the Township or on an approved leave of absence. — "Last hiring date" is defined as the date on which the employee was hired and since which his/her seniority has not been terminated for any of the reasons set forth in Section 3.4 of this Manual.}~~

~~{3.4 —}{Loss of Seniority}~~

(a) ~~{An employee shall lose his/her seniority for the following reasons}~~ **{An employee's job performance may be evaluated at least annually. At these performance review sessions, we are attempting to accomplish two things}:**

~~{(1) — Resignation}~~

~~{(2) — Discharge}~~

~~{(3) — Retirement}~~

~~{(4) — Being absent from work for three (3) or more working days without notifying the Personnel Officer, unless under the circumstances, it is impossible to give such notification.}~~

~~{(5) — Failure to return to work immediately at the expiration of an approved leave of absence, unless such failure to return is due to circumstances for which the Township would normally grant a regular employee sick leave or bereavement leave, and unless the Township is informed of the employee's inability to return not later than thirty (30) minutes after the start of his/her first scheduled shift.}~~

~~{(6) — Failure to return to work within ten (10) working days after notice of the recall from layoff when: 1) actual notice is made by telephone; or 2) written notice is sent by certified mail to the last address on record with the Township.}~~

~~{(7) — Employee is laid off for a continuous period of twenty-four (24) consecutive months or the length of seniority, whichever is less.}~~

**{First, we want to review all tasks assigned to the employee so that we can comment on how they are being handled. We will discuss performance and efficiency. Naturally, we will make suggestions for improvement on those areas that are**

presenting difficulty to the employee and compliment the employee on those duties that are being done well.}]

][Second, we want to listen. Each session is planned so that we can talk about the employee's job. Many times the finest suggestions for improvement come from the employee. Together we can redirect our efforts in order to do better.]

(b) ~~{Exceptions to this policy may be made at the discretion of the Personnel Officer.}~~[Information derived from the performance appraisal will be combined with other information to determine eligibility for wage increases, promotion, and transfer, and to identify any training needs. Factors to be considered in the evaluation include, among other things, knowledge of the job, quantity and quality of work, promptness in completing assignments, cooperation, initiative, reliability, attendance, judgment, and acceptance of responsibility. At the time of the discussion with the supervisor, the employee will be given the opportunity to examine the written evaluation, correct inaccuracies, and make written comments concerning any aspects of the evaluation. The written evaluation will then be made part of the employee's personnel file.]

### 3.4 ~~{3.5-Transfers and Promotions[.}~~]

(a) When a vacant position occurs, there ~~{will[may]~~ be a posting of the opening [as]~~]~~ stated in section 2.3 - Recruitment. Recruitment for these positions may be conducted from outside of the ~~{organization}~~[Township], as well as from current ~~{township}~~[Township] employees.

(b) Promotions, transfers and filling of job vacancies will be based upon job related skills, abilities, education, past job performance, and past work reliability. The selection decision will be based upon the qualifications of the applicant. Length of service or prior employment with the Township will not be a determining factor in the selection process.[]

### 3.5 [Conflict Of Interest.]

[Employees are prohibited from owning any interest in, working for, or accepting compensation in any form from any of our citizens or suppliers. All employees are required to disclose in writing to the Township Supervisor any proprietary or financial interest they may have in any organization with which the Township does business so that a determination can be made as to whether a conflict of interest exists.]

[Nothing in this Manual is intended to restrict investment or require disclosure of any investment by the employee in a stock or other security of any corporation listed on a national securities exchange or regularly traded by national securities dealers, provided that such investment does not exceed one percent of the market value of the outstanding securities of such corporation.]

### 3.6 [Layoff and Recall[.]

In the event the [Township Board decides to reduce ]staffing ~~{of Georgetown}~~[levels at the ] Township~~{has to be reduced, the following procedure will be applied. The Township Board, with recommendations from the Supervisor, Clerk, and Treasurer shall determine staffing. Employees}~~[, employees] will be laid off according to Township needs and the qualifications of employees. ~~{If the~~

Township determines that the affected employees have equal qualifications, the least senior employee will be selected for layoff. } Recalls will be implemented with regard to qualification and the needs of the {organization} [Township.]

#### 4.0 HOURS OF WORK

##### 4.1 Standard Work Day[.]

The normal work week for full-time employees shall be forty (40) hours per week {, usually} [as] scheduled {from 8:00 a.m. to 5:00 p.m., Monday through Friday. The } [by the employee's supervisor. The] normal forty hour work week schedule of certain employees may be varied from time to time by the Township in accordance with the type of services performed and the {reasonable} needs of the Township.

##### 4.2 Lunch and Rest Breaks[.]

(a) Full-time employees are allowed two (2) fifteen (15) minute paid breaks each day, one in the morning and one in the afternoon. Part-time employees are allowed one (1) fifteen (15) minute paid break for every four (4) consecutive hours worked during a work day.

(b) Employees are allowed {a one (1) hour,} [an] unpaid lunch break. [The length of the lunch break is determined by the employee's supervisor. Employees are prohibited from working during their lunch break.]

(c) [Breaks and lunch periods will be scheduled by the employee's supervisor.]

##### 4.3 Absences[.]

(a) Employees are expected to be conscientious about reporting for work on time and [when] using sick leave. An employee is considered to be absent if he/she is not present for work during the prescribed work hours. An absence may be excused or unexcused. If the Personnel Officer determines that the employee's absence is due to illness, injury, or some other reasonable cause, the employee's absence will be considered excused and charged to an appropriate leave.

(b) If the Personnel Officer determines that the employee's absence is unexcused, the employee will not be paid for the time not worked. Unauthorized [and unexcused] absences may subject an employee to disciplinary action. If an employee is absent without notifying the Personnel Officer [within a half hour of the start of their shift] the following actions may result:

First Offense	{Verbal} [ <u>Written</u> ] Reprimand
Second Offense	{Written Reprimand} {Third Offense _____}
_____	} Suspension of five days without pay.
{Fourth} [ <u>Third</u> ] Offense	Discharge {and Loss of
Benefits}	

(c) ~~{These rules apply unless there is an }~~[An] unexcused absence for three consecutive days ~~{- If this occurs, it is considered an }~~[ will result in ] automatic resignation with loss of benefits, unless due to extenuating circumstances beyond the control of the employee acceptable to the Township.

(d) Excessive absenteeism or tardiness will not be tolerated and may subject an employee to disciplinary action.

#### 4.4 Recording of Hours[.]

~~{The }~~[Both the] Personnel Officer {is}[ and the employee are ] responsible for assuring that [an ]employee[’s] work hours are properly recorded.

#### 4.5 Severe Weather[.]

(a) If severe weather necessitates the closing of the Township Hall, full-time salaried employees {shall}[who were scheduled to work that day will] be paid for the time not worked.

(b) If the Township Hall remains open and severe weather prevents an employee from getting to his/her work station, the employee will not be paid for time not worked. The employee may, with the approval of the Personnel Director or his/her designee, charge the time to vacation or other appropriate leave.

#### ~~{4.6 —}~~[Michigan Minimum Wage]

~~{(a) — The Michigan Minimum Wage Law sets minimum wage and overtime compensation for all Township employees, except those who hold positions which are exempt from the over-time provisions of the law. The Personnel Officer is responsible for determining the positions which are exempt and nonexempt, based on criteria set by law. }~~

~~{(b) — Nonexempt employees will be paid at least the current prescribed minimum hourly wage and will at least meet the minimum compensation requirements for overtime in accordance with the law. }~~

#### 4.6 {4.7 Overtime and Compensatory Time}[.]

~~{(a) — It is the Township’s policy that nonexempt employees normally will not work in excess of 40 hours per week. If such over-time work is necessary, the employee must have prior authorization from the Personnel Officer. Employees responding to emergency conditions do not need prior authorization. }~~

~~{(b) — It is the policy of the Township to give compensatory time in lieu of over-time pay for hours worked in excess of the normal forty (40) hour work week. For hours worked in excess of an employee’s normal work week, but less than forty (40) hours, compensatory time will be granted on an hour for hour basis. For hours worked over forty (40) hours, or for hours worked over the normal work hours in weeks in which a holiday is paid, or for hours worked on Saturday or Sunday unless regularly scheduled, compensatory time earned shall be at the rate of time and one half. This compensatory time (except for emergency work during holidays and week ends, as provided in section 4.10) must be taken within the same pay period that it is earned, and if it cannot be so taken, the employee will be paid overtime at the rate of time and one half (1 ½) the employee’s regular hourly rate. }~~

~~{(c) — Exempt employees normally do not receive compensatory time for time worked in excess of the normal work week, but the Personnel Officer may grant such time when overtime becomes excessive or other extenuating circumstances justify such action. }~~

~~{4.8 — }{On-Call Duty — Department of Public Works (Sewer & Water employees)}~~

~~(a) {Every six months the Township shall establish a weekly “Stand-by” duty roster. The following conditions shall apply: } **On occasion, overtime is necessary to complete a job or satisfy a citizen’s needs. The success of the Township depends on providing high quality and timely service to citizens. Therefore, you are expected to work overtime when required. Your supervisor will attempt to give you as much advance notice as possible before overtime is scheduled and will attempt to distribute overtime work as equitably as possible.**~~

~~{(1) — The Township shall have the right to assign the eligible employees on a rotation basis. }~~

~~{(2) — A copy of the roster or revisions thereof shall be submitted to each eligible employee. }~~

~~{(3) — Each employee on the duty roster shall be assigned (hereinafter referred to as “stand-by”) on a rotation basis, to a one week duration from Friday (normal starting time) to the next Friday (normal starting time). The stand-by employees are required to be on twenty-four (24) hour call on any holiday, each Saturday and each Sunday during his/her assigned week. The compensation for this assignment shall be equal to \$60 per week. }~~

~~{(4) — Each employee whose name is on the roster and scheduled to be on stand-by and who is on vacation or comp time during all or any portion of that week will have the option to remove him/herself from the roster for that week. Prior to his/her removal from the roster he/she must find a replacement which is acceptable to the Public Works Supervisor. }~~

~~{(5) — Each employee on stand-by who is called by the Township to report for work is required to report unless excused by the Public Works Supervisor or designee. }~~

~~{(6) — Any overtime contiguous with the regular work day shall be conducted by the employee(s) on that job. If the employee(s) cannot remain for the overtime, the employee on stand-by shall be required to work. }~~

~~{(7) — If some type of work, not contiguous with the regular work day, would result in overtime between one-half (1/2) hour before the end of the normal work day (i.e. 4:30 p.m.) and the end of the normal work day (i.e. 5:00 p.m.) the duty roster shall be followed. }~~

~~{(8) — (A) — If an employee on stand-by is called for false alarms or by his/her Supervisor (or by police personnel) for an emergency, after having left work for the day, the scheduled work week, or vacation, he/she shall receive (4) hours pay at straight time or the actual hours worked at time and one-half (1 1/2), whichever is greater. }~~

~~{(B)—A maximum of two (2) callouts of (4) hours pay for each callout will be allowed in any twenty four (24) hour period. Any two (2) or more callouts which occur in any three (3) hour period shall be considered one continued callout. Any callouts above two (2) in a twenty four (24) hour period will be paid at time and one-half. If employee is called back to same location within the same (24) hours it will be part of the original callout and will receive hours for work at time and one-half.}~~

~~{(9)—If a second employee (volunteer or assigned) is called to assist the standby employee of the assigned week, he/she shall be compensated per section 4.8 of this manual.}~~

~~{(10)—If assigned by the Personnel Officer, the standby employee and second on call employee (volunteer or assigned) shall be responsible for placing and taking down of flags on the following holidays: Flag Day, Memorial Day, July Fourth, and Veterans' Day. They shall be paid four (4) hours at two (2) times the employee's hourly rate.}~~

~~{(11)—When an employee is "on call" such employee shall maintain the electric call device within hearing distance at all times, and shall be available to work emergency duty for the Township and remain within a reasonable distance from the Township so as to enable the employee to report to the emergency location within approximately one-half (1/2) hour after receiving the emergency call.}~~

~~{(12)—On call employees shall be entitled to reimbursement for phone service base charges over the cost for special service requirements due to their on call status.}~~

**(b) ]Overtime compensation or compensatory time off ("comp time") will be given to all nonexempt employees who work in excess of forty (40) hours during the normal work week. Overtime benefits will not be compounded for both holiday pay and hours over forty (40) in a week. Employees who qualify as administrative, executive or professional employees within the meaning of the state and federal wage and hour laws may be exempt from overtime pay and will not be subject to this policy. This overtime compensation shall be at one-and-one-half (1-1/2) times the employee's regular hourly rate in the case of overtime pay and one-and-one-half (1-1/2) times the number of hours actually worked in excess of forty (40) hours per week in the case of comp time.]]**

**(c) ]If possible, comp time should be taken in the same pay period as when it is earned. Comp time can be used only with the prior approval of the employee's supervisor or as allowed in this Manual and may be taken in one-half hour increments. Hours paid that are not actually worked, for example, holidays, vacations, sick leave, etc., do not count as hours worked for overtime purposes. It is Township policy to avoid overtime whenever possible, therefore, hours in excess of one's regularly scheduled work day may not be worked without the prior approval of the employee's supervisor.]]**

**(d) ]Comp time off shall be arranged in advance by the employee with their supervisor. A request for use of compensatory time may be denied, or cancelled if it would unduly disrupt the Township's operations. Compensatory time off may be accumulated to a maximum of hours. Employees may request payment of accrued but unused compensatory time during he year that it is accrued, which will be paid as part of their regular paycheck. All accrued but unused compensatory time as of December 31 of each year will be paid to the employee a the rate of pay in effect as of that date. Employees whose employment with the Township is terminated shall receive pay for accrued but unused compensatory time as required by law.]]**

**4.7**    ~~{4.9 Call-Out[.]}~~

An employee, other than in the DPW, who is called to work outside his/her scheduled working hours shall be paid a minimum of one (1) hour at the applicable rate. Crossing guards shall be paid a minimum of one (1) unit in accordance with the schedule. This minimum guarantee shall not apply to hours of work which immediately precede or follow the scheduled work hours ~~{-and are continuous with them-}~~

~~{4.10—}{Emergency Work—Public Service} {Overtime shall be paid at the rate of one and one half (1-1/2) times an employee’s hourly rate for each hour actually worked in excess of eight (8) hours per day per forty (40) hours per week}.~~

**5.0**    **CLASSIFICATION AND COMPENSATION**

**5.1**    **Job Descriptions[.]**

(a)    Job descriptions are written and maintained by the Personnel Officer. Each job description contains a descriptive title, summary of the responsibilities, a list of typical duties, and required minimum qualifications.

(b)    Job descriptions are reviewed annually by the Personnel Officer. In preparing job descriptions, several factors will be considered:

- (1)    Input from supervisors[.]
- (2)    Input from employees[.]
- (3)    Consistency with other Township job descriptions[; and]
- (4)    Legal requirements[.]

~~{(5)—Equal employment opportunity guidelines requiring work related qualifications}~~

(c)    If an employee feels his/her duties have changed during the year he/she may request in writing that his/her job be reviewed to determine if a change is necessary. Changes will be approved in the job description only if an employee’s duties have changed significantly.

(d)    Upon request, employees will be given a copy of their own job description. Candidates interviewed for job openings will also be given a copy of the job description. Duties listed in the job descriptions are meant as a general guide and are not all inclusive. An employee may be asked to perform tasks not specifically listed in the job description.

~~{5.2—}{Compensation}~~

~~{Information on compensation of employees may be obtained from the Personnel Officer.}~~

~~{5.3—}{Compensation—Trustees}~~

~~{(a) Compensation for regular or special board meetings to be established by the Township Board annually.}~~

~~{(b) Compensation for committee and other meetings to be established by the Township Board annually.}~~

~~{(c) Compensation for committee and other meetings to be based on one (1) meeting per morning (12 a.m. — noon), afternoon (noon — 6 p.m.) or evening (6 p.m. — 12 a.m.) meeting.}~~

## 5.2    ~~{5.4 Payroll Procedures[.]}~~

(a) Pay periods are generally two weeks long, normally beginning on Friday at 5:00 p.m. and ending on a Friday at 5:00 p.m. ~~{, except for employees whose regularly scheduled work weeks begin and end at different times. In that event the pay period shall begin and end at the termination of the last hour in the regularly scheduled work week.}~~

~~{(b) Monthly and quarterly pay shall end the last Saturday of a scheduled pay period, instead of the end of month.—}~~

(b)    ~~{(e)}~~ Time cards ~~{shall}~~ must be turned in not later than Monday at 10:00 a.m. after the pay period. If the time card is not in by Monday at 10:00 a.m., time will be entered into the next pay period and cause a two week delay in pay.

(c)    ~~{(d)}~~ Paychecks shall be distributed on the Wednesday following the end of the pay period.

(d)    ~~{(e)}~~ Payroll deductions are made and required by federal and state law or by court order. Other deductions may be made for reasonable purposes if approved by the Township Board and with written approval and voluntary consent of the employee. ~~{—Changes for deductions to credit union, etc., or addition or cancellation of insurances may be made only previous to a quarterly pay period (January 1, April 1, July 1, and October 1).}~~

## 5.3    ~~{5.5 Payroll Related Problems[.]}~~

Should an employee have any problem with the payroll procedure or the computation of his/her paycheck, the employee should inform the Personnel Officer. ~~{—He/she}~~ The Personnel Officer will inform the employee of the correct procedure to follow.

## 5.4    ~~{5.6 Wage Advances[.]}~~

The Township will not advance money to employees against wages unearned or currently being earned by them.

## 5.5    ~~{5.7 Garnishment of Wages[.]}~~

Georgetown Township will comply with any lawful court order to deduct a certain portion of wage from an employee's paycheck.[

## 5.6    [Social Security Number Privacy Policy.]

(a) [It is the policy of the Township to protect the confidentiality of Social Security numbers obtained in the ordinary course of Township business from employees, vendors, contractors, customers or others. No person shall knowingly obtain, store, transfer, use, disclose, or dispose of a Social Security number that the Township obtains or possesses except in accordance with the law and this privacy policy.]

(b) [Obtaining Social Security Numbers. Social Security numbers should be collected only where required by federal and state law or as otherwise permitted by federal and state law for legitimate reasons consistent with this Privacy Policy. Legitimate reasons for collecting a Social Security number include, but are not limited to:]

(1) [Applicants may be required to provide a Social Security number for purposes of a pre-employment background check.]

(2) [Copies of Social Security cards may be obtained for purposes of verifying employee eligibility for employment.]

(3) [Social Security numbers may be obtained from employees for tax reporting purposes, for new hire reporting or for purposes of enrollment in any Township employee benefit plans.]

(4) [Social Security numbers may be obtained from creditors or vendors for tax reporting purposes.]

(c) [Public Display. All or more than four sequential digits of a Social Security number shall not be placed on identification cards, badges, time cards, employee rosters, bulletin boards, permits, licenses or any other materials or documents designed for public display. Documents, materials or computer screens that display all or more than four sequential digits of a Social Security number shall be kept out of public view at all times.]

(d) [Account Numbers. All or more than four sequential digits of a Social Security number shall not be used as a primary account number for an individual.]

(e) [Computer Transmission. All or more than four sequential digits of a Social Security number shall not be used or transmitted on the Internet or on a computer system or network unless the connection is secure or the transmission is encrypted.]

(f) [Mailed Documents. Township documents containing all or more than four sequential digits of a Social Security number shall only be sent in cases where state or federal law, rule, regulation, or court order or rule authorizes, permits or requires that a Social Security number appear in the document. Documents containing all or more than four sequential digits of a Social Security number, that are sent through the mail, shall not reveal the number through the envelope window or otherwise be visible from outside the envelope or package.]

(g) [Freedom of Information Act. Where all or more than four sequential digits of a Social Security number are contained within a document subject to release under the Freedom of

Information Act, the Social Security number shall be redacted or otherwise rendered unreadable before the document or copy of a document is disclosed.]]

(h) ][(Storage. All documents containing Social Security numbers shall be stored in a physically secure manner. Social Security numbers shall not be stored on computers or other electronic devices that are not secured against unauthorized access.]]

(i) ][(Access to Social Security Numbers. Only personnel who have legitimate business reasons to know will have access to records containing Social Security numbers. Supervisors having access to records containing Social Security numbers shall determine which other personnel within their departments have a legitimate reason in the Township's ordinary course of business to have access to such Social Security numbers. Personnel using records containing Social Security numbers must take appropriate steps to secure such records when not in immediate use.]]

(j) ][(Disposal. Documents containing Social Security numbers will be retained in accordance with the requirements of state and federal laws. At such time as documents containing Social Security numbers may be disposed of, such disposal shall be accomplished in a manner that protects the confidentiality of the Social Security numbers, such as shredding.]]

(k) ][(Unauthorized Use or Disclosure of Social Security Numbers. The Township shall take reasonable measures to enforce this Privacy Policy and to correct and prevent the reoccurrence of any known violations. Any employee, who knowingly obtains, uses or discloses Social Security numbers for unlawful purposes or contrary to the requirements of this Privacy Policy shall be subject to discipline up to and including discharge. Additionally, certain violations of the law carry criminal and/or civil sanctions. The Township will cooperate with appropriate law enforcement or administrative agencies in the apprehension and prosecution of any person who knowingly obtains, uses or discloses Social Security numbers through the Township for unlawful purposes.]]

## **6.0 SAFETY**

### **6.1 Policy[.]**

It is the policy of Georgetown Township to provide a health and safe place to work for each and every Township employee. Georgetown Township shall abide by and enforce all safety and health regulations as set by federal, state and local governments. All Township employees are urged to utilize good safety and health practices as dictated by job, location and circumstances. Employees should report any unsafe conditions or practices to their immediate supervisor or to the Personnel Officer.

### **6.2 Vehicles[.]**

Employees are required to use seat belts when operating or riding in Township vehicles equipped with these devices. Vehicles are to be operated in a safe manner consistent with weather and road conditions. Operating or riding in Township owned vehicles or equipment in an unsafe manner is grounds for disciplinary action.

### **6.3 Clothing[.]**

Employees working in or around moving equipment should not wear loose fitting clothing, necklaces, watches, rings, bracelets or any other type of clothing or jewelry that could become entangled in or catch on such equipment.

#### 6.4 **Injuries**[.]

On the job injuries, even minor ones, must be reported immediately to the immediate supervisor or Personnel Officer by the injured employee. An accident report shall also be completed and submitted to the Personnel Officer.

#### 6.5 **MIOSHA**[.]

The Township will follow all MIOSHA guidelines and regulations for safety and health, including requiring approved clothing and footwear of all employees. Disregard of MIOSHA guidelines and regulations may subject an employee to disciplinary action.

#### 6.6 **Michigan Right to Know Law and Occupational Safety and Administration Standard**[.]

(a) Pursuant to the Michigan Right to Know Law and the Federal Occupational Safety and Administration Standard, Georgetown Township has adopted a hazard communication program which is available in the Township office for review by any interested employee. It is the intent of Georgetown Township to rely on the material safety data sheets (MSDS) provided by the various manufacturers for each of their chemicals since we lack the in-house resources and experience to conduct an adequate hazard evaluation. All MSDS's for manufactured chemicals will be updated annually.

(b) With regard to employee owned chemicals, Georgetown Township has adopted a strict policy covering employee owned chemicals. Any employee who wishes to bring nonexempt chemicals into the workplace must first complete a written request form which lists the name of the chemical, the manufacturer, the manufacturer's address, and the reason for the request. All completed request forms will be transmitted by the employee's supervisor to the person designated for maintaining the material safety data sheets for Georgetown Township as set forth in their hazard communication program. The reviewing authority will attempt to secure the material safety data sheets (MSDS) from the chemicals manufacturers. If it is subsequently determined that the chemical the employee wishes to bring into the workplace poses no new or excessive risk, permission will be granted allowing the chemical to be brought into the workplace.[

#### 6.7 **Workplace Violence**[.]

(a) **[The Township is committed to maintaining a safe work environment for its employees. In furtherance of this policy, all employees are required to be sensitive to situations which could result in workplace violence and to take all necessary steps to avoid, and refrain from, situations which could lead to workplace violence. Threats, intimidation, harassment, physical attacks, and other acts of violence are considered inappropriate and unacceptable behavior in the workplace. The Township will take appropriate action when these situations occur. Any employee who is found to perpetrate or participate in such actions will be subject to disciplinary action up to and including termination.]**

**(b) [Any employee who has knowledge of any actions which they believe could lead to an episode of workplace violence should immediately report the situation to their supervisor or any member of management. In addition, any employee who has knowledge of any person, including nonemployees, who threatens to commit violence on Township premises should notify their supervisor or any member of management.]**

## 7.0 **EMPLOYEE GUIDELINES**

### 7.1 **Political Activity[.]**

(a) Employees are free to express their wishes and desires concerning political activities. However, an employee whose position is funded by a federal grant (excluding anti-recession fiscal assistance and federal revenue sharing) or an employee under a federal program may not be a candidate for a partisan elective office. Employees who become candidates for a {township}[**Township**] office must request a leave, without pay, at the time he/she complies with candidacy filing requirements. Employees that are elected to a {township}[**Township**] office are required to resign.

(b) Employees may {neither}[**not**] use their {township}[**Township**] position for any political purpose {nor}[**or**] engage in political activities during working hours{~~-. Banned political activities during working hours include~~}[**, such as**] wearing political buttons, soliciting political contributions, or displaying political bumper stickers or posters on Township vehicles or property.

### 7.2 **Petitions[.]**

Circulating {of-}petitions, political or {other}[**otherwise**], by employees is prohibited during working hours, and in work areas.

### 7.3 **Collections, Solicitations[.]**

Employees are not permitted to solicit donations or sell merchandise to the general public during working hours.

### 7.4 **Visitors[.]**

Employees are permitted to have visitors in the office but are asked to use discretion and keep such visits to a minimum.

### 7.5 **Personal Phone Calls[.]**

(a) Employees are permitted to make brief, personal local calls. While such calls are permitted, employees are asked to exercise discretion and to keep such calls to a minimum.

(b) Employees are permitted to make long distance or toll charge calls of a personal nature, but must reimburse the Township for the cost of such calls.

### 7.6 **Outside Employment[.]**

(a) Employees are expected to devote their primary work efforts to the business of Georgetown Township. However, employees may accept employment in addition to their work with the Township provided:

(1) Such employment does not constitute a conflict of interest with the employee's duties [at the Township].

(2) Such employment does not interfere with the employee's job with the Township.

(3) Such employment does not by reason of association, have any negative effect on the Township.

(4) Such employment is not during the employee's regular working hours, or does not interfere with any standby requirements.

(b) Employees are encouraged to discuss any possible outside employment with the Personnel Officer. [

#### 7.7 [Computer System Usage.]

(a) [The Township's computer systems (including all hardware and software) are the exclusive property of the Township and are provided for creating and transmitting Township-related information. The Township treats all computer files, including electronic mail (e-mail) sent or received, as information belonging to the Township. In that regard, the Township has the capability and reserves the right, with or without notice, to access, monitor, review, copy and/or delete any computer files, including e-mail sent or received, and all web site communications and/or transactions.]

(b) [Employees should not expect personal files or e-mails to be protected from review by other employees. In addition, security passwords do not imply confidentiality and all of these passwords must be disclosed to the Township. As a result, employees should not use the Township computer systems to create or transmit any information they wish to keep private.]

(c) [Employees must exercise extreme caution when creating or transmitting Township information and this information should not be transmitted to individuals who are not authorized to receive it. Only authorized Township representatives are permitted to speak on behalf of the Township via the computer system.]

(d) [Unless specifically authorized, employees should refrain from engaging in dialogue about confidential, proprietary, or non-public information involving the Township or any employee, citizen, or contact. Any employee that receives such requests for information should direct the inquiry to a supervisor. The Township computer systems should not be used to solicit or promote commercial ventures, religious or political causes, or outside organizations unless authorized by the Township.]

(e) [E-mail: When transmitting messages via e-mail, employees should consider that e-mail messages can be read by persons other than the addressee and that the message may be later

disclosed to outside parties or a court in connection with litigation. Because of these concerns, employees are required to maintain the highest standards of courtesy and professionalism when transmitting e-mail. The e-mail system is not to be used to create any harassing or offensive messages. Offensive messages include any messages that contain sexual implications, racial slurs, gender-specific comments, or other comments that offensively address race, age, sexual orientation, religious or political beliefs, national origin, height, weight, marital status or disability.]]

(f) ]Internet: Some employees may have access to the Internet for Township-related purposes. The Township has the capability to review web site access. Employees should not have any expectation of privacy regarding web sites accessed through the computer system. Computer systems may “leave tracks” at web sites visited. Because of the nature of our business, any incidental use of the Internet for personal use must be conducted with the highest levels of professionalism.]]

(g) ]Software: The Township prohibits the unauthorized use of Township software. The Township expects its employees to conduct themselves responsibly in this regard. Employees should refrain from making or using unauthorized copies of software programs.]]

(h) ]Procedure for Reporting Abuse of Computer Privileges or Violation of this Policy: Use of the computer system to engage in any communications that are in violation of any Township policy, including but not limited to the acquisition, possession or transmission of defamatory, obscene, offensive, or harassing material, is strictly prohibited. If you are harassed or discriminated against through the use of the Township computer system, you must immediately report this to your supervisor, the Personnel Officer or the Township Supervisor. Any employee who violates this policy may be subject to disciplinary action, up to and including termination.]]

#### 7.8 ]Substance Abuse Policy.]]

(a) ]The Township believes that the abuse of alcohol and use of illegal drugs are harmful to the employee, workplace and society. Obviously, the unlawful manufacture, distribution, dispensation, possession, use or sale of illegal drugs or alcohol on Township premises or while conducting Township business is prohibited. Also, being under the influence of illegal drugs or alcohol on Township premises or while conducting Township business is also prohibited since this unnecessarily endangers the health and safety of not only yourself, but your fellow employees. Violation of this policy will subject the offending employee to disciplinary action up to and including discharge.]]

(b) ]Because of the seriousness of this problem, all applicants for employment may be required to undergo drug and alcohol testing at the discretion of the Township. Active employees may be required to undergo this testing upon reasonable suspicion of a violation of this policy. This testing will be performed by a reputable hospital or independent laboratory using qualified and trained medical technicians or professionals. This facility will be chosen by the Township, and the employee will be transported to and from the testing center. Should the test prove negative, the employee will be returned to work without discipline or loss of pay. Positive testing of drug or alcohol use or abuse, refusal to submit to this testing, or a diluted or adulterated test will be grounds for discipline up to and including discharge.]]

(c) [[An employee's use of legal or prescription drugs can pose a significant risk to the safety of the employee and others. In order to determine job-related consequences, all employees are required to notify the Personnel Officer, bring in any necessary doctor's authorization, and receive authorization to work while using any legal or prescription drugs that could impact the employee's safety or job performance. The Township reserves the right to require additional documentation at any time.]]

(d) [[This policy encompasses and includes by this reference all of the provisions of the United States Department of Transportation Controlled Substance Testing Regulations as they apply to drivers and supervisory personnel. These regulations mandate the random testing of truck drivers and the training of these drivers and their supervisors in the issues of substance abuse.]]

(e) [[Also, pursuant to the Drug Free Workplace Act of 1988, you must notify the Township of any criminal drug statute conviction for a violation occurring in the workplace. This notification must be given within five (5) days after such conviction.]]

(f) [[The Township has established an Employee Assistance Program (EAP) to inform you about the dangers of drug abuse in the workplace and to help you understand the Township's policy of maintaining a drug-free workplace. Contact the office for more information.]]

(g) [[All employees must abide by the terms of this Substance Abuse Policy if they are to remain employees of the Township. FOR EVERYONE'S HEALTH AND SAFETY, PLEASE HELP US MAINTAIN A DRUG AND ALCOHOL-FREE WORK ENVIRONMENT.]]

#### 7.9 {7.7 Personal Photocopying[.]}

Employees making personal photocopies will reimburse the Township according to the fee schedule in effect.

#### 7.10 {7.8 Personal Use of Township Equipment[.]}

(a) With the exception of DPW employees, the use of Township vehicles is provided for business purposes only and personal use is strictly prohibited. Non-employee passengers shall not be transported in the township vehicle without the prior [written] authorization of the Township Supervisor. Violation of this policy may result in immediate discharge.

(b) [Subject to the Township's approval,] DPW employees may elect to use a Township vehicle for the purpose of reporting to work from {his/her place of} [their] residence. The employee shall reimburse the Township through payroll deduction at the established mileage rate for such personal use of the vehicle.

#### 7.11 {7.9 Work Related Seminars/Conferences[.]}

(a) Georgetown Township may pay the cost of conferences which are necessary in order to maintain certification provided that they are approved by the immediate supervisor and the Personnel Officer. Additionally, employees may attend up to one conference per year, related to work, subject to the

approval of the immediate supervisor and the Personnel Officer. Failure to receive the approval shall result in the employee being responsible for the expense.

(b) An employee may request to attend a conference, at his own expense, during working hours which shall be subject to approval of the immediate supervisor and the Personnel Officer.

## 8.0 DISCIPLINARY ACTIONS

### 8.1 ~~{8.1—}~~ Purpose<sup>[2]</sup>

(a) ~~{Georgetown Township has established regulations and procedures concerning employee conduct which are deemed necessary to ensure the orderly and efficient operation of Township business. The examples provided below and the type of disciplinary action set forth herein can be accelerated or added to in the sole discretion of the Township. These examples are only intended as guidelines and are not intended to modify the at will relationship. The Township reserves the right to discharge and apply any disciplinary action it deems necessary depending upon the type and severity of conduct as determined by the Township. The Township will look at:}~~ **[As in any organization, rules governing the conduct of all employees are as necessary as regulations governing the conduct of people who live in our community. We try to keep our rules to a minimum, but there are some which are necessary for the Township to run smoothly and for the protection of all employees. Persons who tend to “play by their own rules” usually end up trespassing on the rights of other people and are not members of our team. We will make an effort to help such employees correct their conduct, but the primary responsibility for abiding by the rules rests with you.]**

~~{(1)—The nature and seriousness of the offense;}~~

~~{(2)—The employee’s disciplinary and work record;}~~

~~{(3)—The employee’s length of service;}~~

~~{(4)—Any mitigating or aggravating circumstances.}~~

### ~~{8.2—}~~ {Examples of Misconduct}

(b) ~~{(a) The following examples are}~~ **[Any employee who violates any of the Township’s rules or general standards of good employee conduct shall be subject to disciplinary action. While employment at the Township is at will, in some cases the disciplinary action may result in either verbal or written warnings, suspension or discharge. The Township will assess numerous factors in determining the degree of discipline rendered. Among others, these factors include the severity of the violation, impact on the Township, state and federal laws, extenuating facts and circumstances, and the general facts and circumstances of the incident. The following list of offenses is]** not ~~{intended}~~ **[meant]** to be all inclusive ~~{-and each}~~ **[, but is only meant to be used as a guideline. Failure to use common sense and good judgment may also result in disciplinary action. Each]** department may have additional specific departmental rules and/or regulations which are applicable to employees working in that department. ~~{-All}~~ **[Generally,]** departmental work rules ~~{shall}~~ **[will]** be posted in the work area.

- (1) Violation of the rules and procedures set forth in this {~~manual~~} [**Manual**].
- (2) {~~The taking of~~} [**Taking**] property, without authorization, belonging to other employees, the Township or visitors.
- (3) False statements on the employment application, or giving false information at the time of employment.
- (4) Immoral conduct or indecent behavior.
- (5) Conviction of a felony {~~where the employee is either unavailable to perform work or the conviction has a direct impact on legitimate safety concerns of the Township~~}.
- (6) Fighting or attempting bodily injury to another person (this does not include action taken in self-defense).
- (7) Sale, use or possession of alcohol or [**illegal**] drugs.
- (8) Neglect of duty.
- (9) Being under the influence [**of alcohol or illegal drugs**] to any measurable degree {~~of alcohol or drugs~~}.
- (10) Falsification of Township records and reports.
- (11) Absence for three consecutive work days without calling in.
- (12) Insubordination which includes, failure to perform duties in the manner prescribed, refusal to carry out instructions from immediate supervisor, or failure to accept work schedule as assigned.
- (13) Doing work for personal monetary gain while on a sick leave.
- (14) Falsification of reason for a leave {~~of absence~~}.
- (15) Continued violations or the disregard of common safety practices.
- (16) Misuse, abuse, waste or destruction of Township {~~Property~~} [**property**].
- (17) Horseplay or scuffling where there is an injury or property damage.
- (18) Abusive language or threatening conduct towards the public, a co-employee, or a supervisor.
- (19) Sleeping during working hours.
- (20) Gambling {~~and/or card playing~~}.
- (21) Leaving work before the end of your shift without proper authorization.

- (22) Excessive absenteeism or tardiness.
- (23) Release of confidential information.
- (24) Unsatisfactory job performance.
- (25) Carrying of weapons on duty where not authorized by the Township.

(c) ~~{(b)-~~The foregoing examples and penalties apply while you are at work or while you are off-duty but on Township premises. They also apply when you are away from Township premises to the extent that such behavior, in the Township’s judgment, harms or could harm the Township’s reputation and/or services, renders you unable to perform your duties or appear at work, or leads to refusal, reluctance or inability of other employees to work with you.

~~{8.3—}{Procedures for Disciplinary Actions }~~

~~{The Township may impose any or none of the following types of actions to respond to employee misconduct. Prior to any disciplinary action the Personnel Officer shall conduct a thorough investigation into the alleged offense. The Township reserves the right to use any of the disciplinary actions set forth herein or other disciplinary action not set forth herein in their sole discretion depending upon the type and severity of the conduct as determined solely by the Township. If the employee being disciplined is not satisfied with the action or procedure used, the employee may appeal the decision as outlined in this manual.}~~

~~{The following disciplinary actions may be taken: }~~

~~{(a)—Verbal Reprimand }~~

~~{(1)—The Personnel Officer will discuss the offense with the employee. }~~

~~{(2)—The employee will be informed of what action may be taken if misconduct continues. }~~

~~{(3)—The Personnel Officer will keep a record of the verbal reprimand. }~~

~~{(b)—Written Reprimand }~~

~~{(1)—The Personnel Officer will discuss the offense with the employee. }~~

~~{(2)—The employee will be told what action may be taken if another violation occurs. }~~

~~{(3)—A reprimand memo stating the offense and potential action will be prepared by the Personnel Officer. The Personnel Officer will review the reprimand memo with the employee. The employee will receive a copy and a copy will be placed in his/her personnel file. Signatures of the Personnel Officer and the employee should appear on all copies. }~~

~~{(c)—Suspension }~~

~~{(1) — The Personnel Officer will discuss the offense with the employee. }~~

~~{(2) — A record of the meeting stating the offense and length of suspension will be prepared by the Personnel Officer. The Personnel Officer will review the suspension memo with the employee. The employee will receive a copy and a copy will be placed in his/her personnel file. }~~

~~{(3) — The employee will be suspended by the Personnel Officer for a specified number of working days. While on suspension, the employee will not receive any wages or compensation for holidays or vacation and will not be allowed to use sick days. }~~

~~{(d) — Discharge/Suspended Discharge }~~

~~{(1) — The Personnel Officer will discuss the offense with the employee. The employee will be suspended for 24 hours and at the end of such time the employee will be notified of either a discharge or a further period of suspension. }~~

~~{(2) — The Personnel Officer and the employee will meet after the 24 hour period. A record of the meeting stating the offense and action taken will be prepared by the Personnel Officer. A copy of the discharge/suspension memo will be given to the employee, a copy will be placed in his/her personnel file, and a copy will be forwarded to the Township Board for final approval. Signatures of the Personnel Officer and the employee should appear on all copies. }~~

~~{(3) — If discharge is warranted, the employee will be discharged effective immediately. }~~

~~{(4) — A discharged employee may appeal the discharge in an accelerated manner in accordance with the Problem Solving Procedure. The employee must appeal the discharge within three days of the discharge notice. }~~

## **9.0 PROBLEM SOLVING PROCEDURE**

### **9.1 Eligibility**

All employees are eligible to use the problem solving procedure to present and settle disputes concerning the administration and interpretation of {township}[**Township**] personnel policies and procedures and other work-related actions, except that {qualifying-}employees may not appeal a discharge action.

### **9.2 Procedure**

Step One: Employees wishing to discuss a problem must approach the Personnel Officer within five working days following the action initiating the complaint and attempt to settle the difference on an informal basis. It is the employee's responsibility to assure that the Personnel Officer is aware of the nature and seriousness of the problem. Every effort shall be made to satisfactorily settle the complaint in this manner.

Step Two: If the problem is not satisfactorily resolved through the verbal procedure, the employee may reduce the problem to writing with all the facts outlined and present it to the Personnel Officer within

two working days after the verbal discussion. The Personnel Officer will ~~{-have three working days in which to}~~ give the employee a written answer.

Step Three: If the problem is still unresolved, it may be submitted to the personnel committee within three working days after the written disposition of the Personnel Officer is received or should have been received. The committee shall ~~{have ten working days to}~~ investigate the problem, correlate all the facts and give the employee a written answer.

Step Four: If the problem is not resolved, the employee may present the problem to the Township Board at the next regularly scheduled meeting. The Board will act on the grievance ~~{-within fifteen (15) calendar days}~~. The Township Board's decision will be final and official ruling of the Township.

### 9.3 Unlawful Harassment Policy[.]

(a) It is the policy of Georgetown Township that all employees are responsible for assuring that the workplace is free from unlawful harassment. Accordingly, Georgetown Township will not tolerate any form of unlawful harassment in the workplace which is based upon a person's religion, race, sex, color, national origin, age, height, weight, marital status, non-disqualifying disability or any other protected characteristic.

(b) Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where: ~~((a)[i])~~ submission to such conduct is made either an express or implied term or condition of employment; ~~((b)[ii])~~ submission to or rejection of such conduct is the basis for employment decisions; or ~~((c)[iii])~~ such conduct unreasonably interferes with the individual's work performance or has the purpose or effect of creating an intimidating, hostile, or offensive work environment. Examples of such conduct might include: off-color jokes, cartoons, nicknames; propositions; repeated unwanted social invitations; crude gestures; inappropriate touching or pinching; sexually suggestive objects or pictures; suggestive or insulting sounds; or verbal or physical abuse of a particular gender group.

~~Examples of such conduct might include: off color jokes, cartoons, nicknames; propositions; repeated unwanted social invitations; crude gestures; inappropriate touching or pinching; sexually suggestive objects or pictures; suggestive or insulting sounds; or verbal or physical abuse of a particular gender group.~~

~~{(c) —} Other unlawful harassment constitutes any behavior or pattern of behavior, {malicious or benign, intended or unintended, } physical or verbal, that creates an intimidating, hostile or offensive work environment, creates an unreasonable interference with an individuals work performance, or otherwise adversely affects employment opportunities.~~

(c) Other unlawful harassment constitutes any behavior or pattern of behavior, physical or verbal, that creates an intimidating, hostile or offensive work environment, creates an unreasonable interference with an individuals work performance, or otherwise adversely affects employment opportunities. Unlawful harassment includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts related to protected characteristics such as race, color, religion, gender, national origin, age, or disability; and written or graphic material that denigrates or shows hostility

or aversion toward an individual or group because of a protected classification that is placed on walls, bulletin boards or elsewhere, on Township premises or circulated in the workplace.

(d) Any employee who has a complaint of unlawful harassment at work, by anyone, including supervisors, co-workers or visitors must bring the problem to the immediate attention of his/her supervisor. If the immediate supervisor is involved in the reported conduct, or if for some reason the employee feels uncomfortable about making a report to that supervisor, the report should be made to the Personnel Officer or any other Township official.

~~{(e) —}~~ All complaints will be handled in a prompt manner ~~{and privacy safeguards will be applied in handling sexual harassment complaints. All employees should be aware that the}~~ [. The] privacy of the charging party and person accused of the sexual harassment will be protected to the extent reasonably practicable. ~~{The Township will retain a confidential document of all allegations and investigations.}~~

(e) ~~{(f)}~~ An employee will not suffer adverse employment consequences for making a good faith complaint or taking part in the investigation of a complaint. The Township will take appropriate corrective action, including disciplinary actions, when justified, to remedy all violations of this policy.

## 10.0 TRAVEL POLICY

### 10.1 Mileage[.]

(a) Employees using their personal vehicle for Township business will be reimbursed at the established rate. All travel must have the prior approval of the Personnel Officer. Travel must be documented on a travel voucher and submitted to the Clerk's office.

(b) No employee or official shall be reimbursed for travel from his/her home to their place of regular employment.

### 10.2 Lodging[.]

(a) Employees will be reimbursed for actual expenses incurred for lodging while on approved Township business. Employees must obtain receipts for lodging and document all expenses on the travel voucher.

(b) When an employee, on travel status, shares a hotel or other lodging with other travelers, reimbursement to the traveler will be as follows:

(1) If hotel lodging is shared with one or more travelers who receive no travel reimbursement from the Township, reimbursement will be at the single occupancy rate of the hotel or motel, regardless of the number of persons and/or rooms occupied. The single occupancy rate should be noted on the receipt.

(2) If hotel or other lodging is shared by two or more Township employees, reimbursement will be a proportionate amount of the bill, based on the number of persons occupying the rooms. It is encouraged, where feasible, that travelers share the same room. Lodging reservations should be made through the Personnel Officer.

### 10.3 Meals[.]

Employees traveling on Township business shall be reimbursed for reasonable actual expenses for meals, not to exceed federal guidelines. Requests for reimbursements must be accompanied by receipts.

### 10.4 Other Expenses[.]

(a) Reimbursement for other expenses, such as baggage handling, parking, tolls, taxis, public transportation, and other attendant expenses, may be allowed if approved by the Personnel Officer. Under no circumstances will expenses of a personal nature be included in a charge against public funds.

(b) The reimbursement for the use of taxis or other forms of public transportation shall be limited to trips necessary for the conduct of official Township business.

### 10.5 Gratuities[.]

It is recognized that gratuities are a necessary expense of doing business. Reimbursement shall be granted, but in no case shall exceed 15% of a valid charge.

### 10.6 Compensation for Time Worked Only[.]

Employees who are on travel status will be compensated {~~for time worked only.~~} [as required by law]. Time worked includes business related activities and transportation to and from the activities [during regular working hours]. Time worked does not include lunch breaks, entertainment, and overnight lodging. The Personnel Officer will determine time worked on the employee's travel report. Overtime compensation will be in accordance with the overtime provisions in this policy {~~manual~~} [Manual].

### 10.7 Travel Vouchers[.]

Travel vouchers, available from the Personnel Officer, will be completed to include the following information:

- (1) Date and time of departure from Georgetown Township.
- (2) Date and time of return to Georgetown Township.
- (3) Purpose of trip.
- (4) Total distance traveled in miles, if driven.
- (5) Record of all meals, lodging and other expenses incurred on the trip.
- (6) Amount of travel advance, if any.

### 10.8 Travel Advance[.]

Employees may request a travel advance from the Personnel Officer to cover anticipated travel expenses. The employee is required to fully complete and submit the travel voucher upon return from the

trip. The amount of the advance should be noted on the travel voucher. Any money received in excess of actual expenses must be returned to the Township.

#### 10.9 **Reimbursement for Husbands or Wives[.]**

Expenses of husbands or wives of Township officials or employees who attend conferences or conventions out of the Township shall not be aided by public funds.

#### 11.0 **TERMINATION**

##### 11.1 **Resignation[.]**

An employee who resigns from Township employment should give at least two weeks written notice to the Personnel Officer. The Personnel Officer will ~~{forward a copy of the written resignation to}~~ **notify** the Township Board **of any full time vacancies**. The notice **of resignation** will be included in the employee's personnel file.

##### 11.2 **Discharge[.]**

An employee to be terminated for disciplinary reasons will be given a written notice by the Personnel Officer with termination effective immediately. The Personnel Officer will notify the Township Board of any full time vacancies ~~{-(See 8.0 Disciplinary Actions)-}~~

~~{11.3—}{Retirement}~~

~~{An employee is eligible for full retirement benefits at age 65.}~~

#### **11.3** ~~{11.4~~ **Pension[.]**

The Township ~~{shall provide}~~ **provides** a pension program for all full time employees, Supervisor, Clerk, Treasurer and Trustees ~~{-as follows:}~~ **. Eligibility requirements and details of benefits are contained in the plan documents. Eligible employees will be provided a Summary Plan Description.**

~~{(a)—Employees become eligible for the pension program on the anniversary date (January 1 of each year) provided he/she has completed eight (8) months of continuous full time employment prior to said date.}~~

~~{(b)—Contribute eleven and a half (11½) percent of an employee's, Supervisor's, Clerk's, Trustee's and Treasurer's annual wage quarterly in arrears for said pension plan.}~~

~~{(c)—Employees become fully vested after five (5) years of continuous full time service.-}~~

#### **11.4** ~~{11.5~~ **Final Compensation[.]**

(a) Final paychecks for employees who have resigned or retired will contain wages and compensation for unused vacation days accrued to the effective date of termination.

(b) ~~{Upon discharge}~~ **[If discharged]**, the employee will be paid for wages accrued to the date of termination **[, however, unused vacation days will be forfeited]**. Employees who have resigned will receive their final paycheck as soon as the amount can be determined. The final paycheck for retired employees will either be mailed to the address given at the exit interview or picked up at the Township Hall, at the employee's option.

## **11.5** ~~{11.6}~~ **Exit Interview**[,]

(a) In order to document the reasons for turnover with the Township, each terminating employee will meet with the Personnel Officer for an exit interview. During this interview, the employee will be given the opportunity to explain the reason(s) for leaving. Any items belonging to the Township will be turned in at this time. A "Notice of Termination of Employment" form will be completed and filed in the employee's personnel file. If an employee does not wish to give a reason for leaving, the fact will be noted on the form.

(b) If the employee is not available for an exit interview, the "Notice of Termination of Employment" must still be completed noting the employee was unavailable for the interview.

## 12.0 **EMPLOYEE BENEFITS**

### 12.1 **Insurance**[,]

~~{The Township shall pay the required premium for full time employees, Supervisor, Clerk and Treasurer, (except effective November 20, 2008 the Clerk will no longer be eligible for such coverage) as follows: }~~

~~{(a) Provide for Life Insurance. See Addendum C. }~~

~~{(b) Provide for Hospital/Surgical/Medical Insurance. Hospital/Surgical/Medical insurance shall be made available to spouse and minor dependents (as defined by the insurance plan) provided the employee pays fifty percent (50%) of the difference between a one person regular premium and the two person or family premium. See Addendum D. }~~

~~{(c) Dental program. NOTE: Dental program has restrictions per insurance regulations. Dental insurance shall be made available to spouse and minor dependents (as defined by the insurance plan) provided the employee pays fifty percent (50%) of the difference between a one person regular premium and the two person or family premium. See Addendum D. }~~

~~{(d) Pursuant to the provisions of the Consolidated Omnibus Reconciliation Act of 1985 (COBRA), the employer will offer continuation of coverage for those "qualified beneficiaries" who experience a "qualifying event" and are therefore eligible for continuation of coverage under the Act, amended from time to time. }~~

~~{(e) Employees eligible for insurance benefits will be provided with a Summary Plan Description detailing the benefits and terms of such insurance. The terms of the Summary Plan Description are controlling, regardless of any statement contained in this Handbook. Questions regarding insurance benefits may be directed to the Personnel Officer. }~~

The Township attempts to provide Employee with as many benefits as possible to make their employment here more rewarding. These benefits include the following insurance coverages:

1.     Health
2.     Short-term disability
3.     Life
4.     Dental

An employee must be a full-time employee to be eligible for these benefits. The Township Supervisor and Treasurer are also eligible for these benefits. Other eligibility requirements and detailed descriptions of these insurance benefits are available in booklet form (Summary Plan Description) and will be furnished to the employee upon employment, when the employee becomes eligible to participate, or when there is a material change to the plan. In its sole discretion, the Township reserves the right to alter, amend or delete these insurance benefits. Of course, the terms and conditions set out in the insurance contracts are controlling.

#### 12.2 Worker's Compensation Insurance

All employees are covered by Worker's Compensation Insurance for disability or death as a result of accidental injuries or occupational diseases suffered in the course of employment. All injuries, even minor ones, must be immediately reported to the immediate supervisor. Worker's Compensation Insurance will provide such medical, surgical, and hospital services as are reasonably necessary to cure or relieve an employee from the effects of a work-connected injury or disease.

#### 12.3 Uniforms

The Township may provide and maintain uniforms for full time employees that are designated by the Personnel Officer who perform public services for the Township.

#### 12.4 Part-Time Employees

Regular part-time{~~permanent~~} employees who have worked at least nine hundred fifty (950) hours in the previous calendar year, are eligible to receive up to twelve (12) hours of paid leave time. This time may be used for personal leave, sick leave or holiday pay at the employee's option. Scheduled absences shall be arranged with the Personnel Officer sufficiently in advance to avoid disruption of Township services. Part-time employees are not eligible for any other fringe benefits under the {manual} Manual including but not limited to, health, life, disability, vacation, personal and sick days and pension. Part-time employees are covered by Workers' Disability Compensation Insurance.

#### 12.5 Holidays

(a) All full-time non-ice arena employees shall receive time off with pay at their regular rate for the following holidays:

Good Friday (afternoon)	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
July 4th	Christmas Eve Day

Labor Day  
Veterans Day

Christmas Day  
New Year's Eve Day (1/2 day)  
New Year's Day

(b) Normally, holidays will be observed on the days on which they fall. The Township, in its discretion, may select an alternative date for the holiday if the holiday falls on a weekend. You will be notified as soon as possible if this occurs. The Supervisor may allow the employee to convert the day after Thanksgiving and/or Veterans' Day into "floating holidays." The use of these floating holidays shall be scheduled by mutual agreement between the employee and the Supervisor.

(c) Full-time employees required to work on any designated holiday will be compensated as follows:

(1) Receive overtime pay at time and one half (1½) for the hours actually worked on such holiday, in addition to the holiday pay. However, there will be no pyramiding of overtime.

(2) If an employee so elects, he/she will be given compensatory time at time and one half (1½) for hours worked, in addition to the base holiday pay.

(3) These provisions shall not apply to employees subject to the stand-by and call-out provisions.

(d) ~~{Any employee}~~ To be eligible for holiday pay an employee must be a full-time employee on the day of the holiday and must have worked on the last scheduled work day immediately preceding and immediately following the holiday unless he or she was on authorized vacation leave or sick leave.

(e) In no instance shall the vital services of the Township be interrupted by observance of any holiday.

## 12.6 Vacations[.]

(a) Full time employees shall be entitled to vacation with pay each year based on continuous service as of December 31st of the previous year. Vacation days are awarded on January 1 of the new year and based upon the following schedule:

Length of Full Time Service with Township	Vacation Days
<b>Continuous Full Time Service of Less Than One Complete Calendar Year Prior To December 31:</b>	
1 month	1 day
2 months	2 days
3 months	3 days
4 months	4 days
5 months	5 days
6 months	6 days
7 months	7 days
8 months	8 days

9 months	9 days
10 months	10 days
11 months	10 days
12 months	10 days

**Continuous Full Time Service of More Than One Complete Calendar Year:**

1 full year but less than 10 years	10 days
10 full years but less than 15 years	15 days
Greater than 15 full years	20 days

(b) Vacation checks will be issued during the regular pay period at the employee’s rate of pay at that time. Direct deposit is available for employees who will be on vacation on a scheduled pay day, but must be arranged in advance.

(c) Employees are required to take their vacations each year. All eligible employees must arrange for their vacation periods in advance of the vacation date. Requests received by January 31 for vacations after that date will be scheduled by February 15 and, in the case of conflict, will be scheduled in accordance with seniority provided that meets the needs of the Township. Requests for available vacation dates which are received after February 15 will be answered within ten (10) working days of receipt of the request. All vacations must first be authorized by the Township Supervisor or his/her designee.

(d) No compensation will be paid for vacation not taken. Requests to carry over vacations to the next calendar year shall be in writing and approved by the Personnel Officer. These vacation days must be used prior to December 31 of the next year. Carry over of a maximum of (1) one week’s vacation for special reasons only.

(e) Minimum of (1/2) one half day vacation permitted to be taken at a time.

(f) Any employee who ~~{was}~~ is terminated ~~{because of work rule violations or for poor job performance would}~~ for cause is not ~~{be}~~ eligible to receive any of their accrued unused vacation.

**12.7 Personal Days [.]**

(a) Full-time employees shall be entitled to take two (2) paid personal leave days each year. The days shall be scheduled with and approved by, the Supervisor sufficiently in advance so as not to disrupt Township operations.

(b) Absences for doctor, dentist and other personal appointments shall be charged to personal ~~{leave}~~ days. If personal ~~{leave has}~~ days have been exhausted, time for doctor and dentist appointments shall be charged to sick leave provided the appointments are for the employee.

**12.8 Sick Leave [.]**

(a) ~~{New full time employees shall accrue one (1) sick day per month from their date of hire to a maximum of seven (7) days. Thereafter, all}~~ All full time employees shall start each calendar year with a total of eight (8) sick days.

(b) Up to five (5) days of unused sick leave may be carried over to the next year.

(c) Sick leave is to be used for legitimate, non work-related personal illness or injury. Sick leave may also be used for illness or injury of a member of the employee's immediate family, or illness or injury of a permanent member of the employee's household provided all vacation and personal time has been used first. Sick leave may not be used for vacations, holidays, or for any other paid time-off purpose.

(d) The Township shall have the right to require medical substantiation for sick leave used and for the employee's ability to return to work.

(e) In case of incapacitating injury or illness for which the employee is or may be eligible for disability benefits under the Worker's Compensation Law of the State of Michigan, such employee shall be allowed such wage payments which, with his/her compensation benefit and weekly disability benefits, equal his/her regular wage, his/her sick leave days shall be cancelled proportionately to the Township's contribution. Upon exhaustion of his/her sick leave bank, the employee shall draw only those benefits as are allowable under the Worker's Compensation Law.

#### 12.9 **Funeral Leave[.]**

All full time employees ~~{shall}~~ **[may,]** at the discretion of the Personnel Officer~~[.]~~ be granted up to three (3) days paid leave for the necessary preparation for and attendance at the funeral of an immediate family member. An employee may, at the discretion of the Personnel Officer, be granted an excused absence to attend the funeral of other relatives or close friends.

#### 12.10 **Jury Duty[.]**

In the event an employee is summoned for jury duty, a leave of absence shall be granted for that period of their jury duty. An employee shall be entitled to his/her normal rate of pay for time lost from his/her normal work schedule, less any amount received for such jury duty **[for up to 10 business days]**. In order to receive jury duty pay, an employee must (1) give the Township advance notice of the time that he/she is to report for jury duty; (2) give satisfactory evidence that he/she served as a juror at the summons of the court on the day(s) he/she claims such pay; and (3) return to work promptly if, after he/she is summoned by the court, he/she is excused from jury service.

#### 12.11 **Military Leave[.]**

~~{An employee who is a member of a military reserve unit or a member of the Michigan National Guard and is ordered to participate in training sessions and/or perform state emergency duty shall be entitled to}~~ **[In an effort to encourage and assist employees in the performance of their military obligations, employees who are ordered to perform inactive duty for training, active duty for training, or extended active duty with the Armed Forces of the United States shall be granted]** a military leave of absence. ~~{The}~~ **[Upon completion of this leave the]** employee shall be ~~{paid the difference between his/her military pay and the employee's normal pay. All benefits will continue. An employee should notify the Personnel Officer as soon as possible of the military obligation and provide a written copy of the orders. Normally, 30 days advance notice is expected with the exception of emergency duty}~~ **[entitled to receive re-employment rights and other benefits as required by law].**

## 12.12 **Family and Medical Leave[.]**

(a) Eligible employees are able to take an aggregate of twelve (12) unpaid workweeks of leave during a rolling twelve (12) month period upon written application and approval:

- (1) For the birth of the employee's child and to care for the newborn child;
- (2) For placement with the employee of a child for adoption or foster care;
- (3) To care for the employee's child, spouse, or parent with a serious health condition;

and

(4) For a serious health condition which disables the employee from performing the functions of the employee's job.

### (b) **Definitions[.]**

(1) Eligible Employee: An eligible employee is an employee who has been employed by {us}[the Township] for at least twelve (12) months and has worked at least 1250 hours during the twelve (12) months immediately preceding the date the leave commences under this policy. Any employee employed at a facility which employs less than fifty (50) employees or where the total number of employees within seventy-five (75) miles of that facility is less than fifty (50) is not eligible for leave under this policy.

(2) Child: A child includes sons or daughters who are biological children, adopted children, foster children, step-children, a legal ward, or a child of a person who is standing in loco parentis where the child is (a) under the age of eighteen (18); or (b) eighteen (18) years of age or older and incapable of self-care due to a mental or physical disability.

(3) Parent: A parent includes the employee's biological parent or an individual who stood in loco parentis to an employee when the employee was a child. Parent does not include parents-in-law.

(4) Spouse: A spouse is defined as a husband or wife recognized by law through marriage and a common-law spouse in states which recognize common-law marriage.

(5) All other definitions as stated in the regulations of the Family and Medical Leave Act of 1993 are applicable under this policy.

(c) **Relationship to Other Leave Policies[.]** This policy is not intended to lengthen any other leaves available to employees. Any leave given to an employee under any other leave policy for one of the reasons stated under this policy will be considered to be a leave under this policy which will run concurrently with the leave taken under the other leave policy. The Township will require employees taking leave under this policy to use all other qualifying paid leave as part of the leave taken under this policy.

(d) **Spouses[.]** In any situation where the Township employs both the husband and wife, the husband and wife are entitled to leave for an aggregate of twelve (12) unpaid workweeks during a twelve

(12) month period if the leave is taken due to the birth of the employees' child or to care for the newborn child, is due to the placement with the employee of a child for adoption or foster care, or in order to care for a parent with a serious health condition.

(e) **Medical Certification[.]**

(1) Where an employee requests a leave under this policy to care for a child, spouse, or parent with a serious health condition or due to the employee's serious health condition, the Township will require that the employee support the leave request with a medical certification issued by a health-care provider. That certification must be provided on the required form obtained from the Personnel Director in a timely manner as determined by the Township.

(2) If the Township has a reasonable basis to doubt the validity of the medical certification, it may require the requesting employee to obtain a second medical certification from a health-care provider designated by the Township. The Township will not use a health-care provider that it uses on a regular basis for this second medical opinion. In instances where the first and second medical certifications conflict, the Township will require a third medical certification from a health-care provider jointly agreed upon by the Township and the requesting employee. The third medical certification is binding on the requesting employee and the Township.

~~{(f) — Recertification and Fitness for Duty~~

~~(f) {The Township will require that employees on leave due to a serious health condition or due to the serious health condition of their child, spouse, or parent, provide recertification of the serious health condition every thirty (30) days during the leave}~~[Fitness for Duty]. Employees on leave under this policy due to their own serious health condition will be required to ~~{take a fitness for duty exam before returning}~~[provide a report from a health care provider certifying that the employee is fit to return] to work.

~~{(g) — Intermittent or Reduced Leave Schedule~~

(g) **Intermittent or Reduced Leave Schedule[.]** An employee is permitted to take an intermittent or reduced leave schedule under this policy if the leave is to care for a child, spouse, or parent with a serious health condition or is due to the employee's own serious health condition. The Township may require an employee taking an intermittent or reduced leave schedule to temporarily transfer to an available alternative position for which the employee is qualified that has equivalent pay and benefits and better accommodates ~~{recurring leave}~~[the Township's need] than the position the employee regularly occupies.

(h) **Foreseeable Leave[.]**

(1) Whenever an employee requests a leave under this policy that is based on a foreseeable medical event, the employee must provide the Township at least thirty (30) days' notice before the date the leave is to begin. In situations where a medical emergency precludes thirty (30) days' notice, the employee must provide as much notice as is practical. This [generally] means notice ~~{in no event less than}~~[within] one (1) to two (2) days after the serious health condition arises.

(2) Where a leave is necessary to care for a child, spouse, or parent with a serious health condition or for the employee's own serious health condition, and the leave is foreseeable based on planned medical treatment, the employee must make a reasonable effort to schedule the treatments so as not to unduly disrupt the Township's operations, subject to the approval of the employee's health-care provider or the health-care provider of the child, spouse, or parent, as appropriate.

~~{(i) — Maintenance of Group Health Care Benefits~~

(i) Maintenance of Group Health Care Benefits[\_] Subject to the terms, conditions, ~~{-and}~~ limitations of the applicable plans, and premium sharing requirements, group health-care insurance will be provided to an employee ~~{under}~~ who is covered by this policy during the period of any leave to which the employee is eligible under this policy. If an eligible employee fails to return from leave under this policy, the Township reserves the right to recover health-care premiums paid by the Township during the leave, where permitted by law.

~~{(j) — Reinstatement}~~

(j) Reinstatement. Any employee taking a leave approved under this policy will be reinstated to the position the employee held prior to taking the leave or to an equivalent position, with equivalent employment benefits, pay, and other terms and conditions of employment. No benefits accrued prior to the date on which the leave commenced will be lost as a result of taking the leave. However, except as to group health-care insurance benefits, all other benefits and benefit accruals will be suspended during the leave and will resume upon return to active employment at the end of the leave. No employee on leave will be entitled to any right, benefit, or position of employment other than any right, benefit or position to which the employee would have been entitled had the employee not taken the leave.

~~{(k) — Extended Sick Leave}~~

~~{Upon exhaustion of FMLA leave, an employee may apply for extended sick leave without pay. Extended sick leave shall be granted upon application from the employee for illness or injury subject to the Township's right to require medical proof of disability. An employee may be on extended sick leave (including FMLA leave) for not more than twenty-four (24) months combined total, or length of seniority whichever is less. The Township may request as a condition of continuance of any extended sick leave proof of continuing disability. Reinstatement after this period depends on the needs of the Township.}~~

### 12.13 Personal Leave of Absence[\_]

(a) Full time employees with one year of service may apply to the Personnel Officer for a personal leave of absence without pay not to exceed six (6) months.

(b) At least twelve (12) continuous months must elapse from the end of a leave before additional leave time will be granted.

(c) Employees should submit their written requests as far in advance as possible to the Personnel Officer stating the reason(s) and anticipated length of leave. All requests for leave of absence ~~{up to two weeks}~~ must be approved by the Personnel Officer. Requests exceeding two weeks must be approved by the Township Board.

(d) An employee who does not return from [a\_]leave of absence at the specified time is considered to have resigned.

(e) An employee shall not take such a leave of absence for the purpose of obtaining other employment{, and such an}[. An] employee {who takes such employment shall be considered as a voluntary quit unless such other employment is agreed to by the Personnel Officer in writing prior to accepting such other employment}[shall not work another job while on a leave of absence].

(f) A personal leave of absence will be unpaid. The Township will continue to maintain the group insurance for the employee for a maximum of 30 days. Individuals may maintain their coverage beyond the 30 day period{, provided the employee pays the current premium amounts for the duration of the leave. Such payments must be arranged prior to the leave or coverage will terminate}[as allowed by law].

(g) An employee will retain accrued seniority while on leave, but will not accumulate additional seniority while on leave.

#### 12.14 Short Term Disability{ Policy}[.]

{(a) — Eligibility}

(a) Eligibility. All full time {(40 hours per week or more) employees as of the 23rd day of January, 1984, and employees hired subsequent to said date}[employees] who have completed {a period of }six months of employment, said period beginning on the first day of the month following the month of employment, shall be eligible for {receipt of }disability benefits.

(b) Disability[.] Eligible employees who have become wholly and continually disabled for a period of at least five (5) continuous days from performing any and every duty pertaining to his{or}[/]her employment, either from illness or injury, and during the period of disability is under the direct care of a legally qualified physician or surgeon, shall be entitled to disability payments as provided below.

(c) Amount of Benefit[.] Eligible disabled employees shall be entitled to benefits payable weekly, beginning on the fifth day of continuous disability as defined herein, provided no disability payments shall begin until after the employee has used all of his or her benefits available for sick leave. Disability benefits shall be equal to 75% of the regular weekly wages of said employee in effect at the last week prior to disability of such employee. Leave taken under the FMLA will run concurrently with this policy.

(d) Term of Disability Payments[.]

(1) Weekly disability payments shall be for a maximum of six (6) weeks for any one continuous period of disability whether due to one or more causes, or for all successive periods of disability due to the same or related cause or causes which are separated by less than three weeks of continuous full time active work.

(2) Each employee is entitled to a maximum[.] in any 12-month period, of two (2) six (6) week periods of continuous disability payments due to unrelated causes, or related causes which are separated by more than three {week}[months] continuous full time active work.

(3) Any disability payments due at date of death of an employee shall be paid to the estate of such employee.

~~{(e) —} Limitation on Payments Covered by Workers Compensation~~

**(e) Limitation on Payments Covered by Workers Compensation**[.] Disability payments shall not be available for work-related injuries. Workers' compensation coverage is provided for such injury or illness.

**(f) Notice of Claim and Proof of Claim**[.]

(1) Written notice of injury or illness must be provided to the Township within twenty (20) days after commencement of the date of claimed disability benefits by the employee or a representative of the employee. Within ten (10) days after such notice, the Township shall submit to the employee a proof of claim form which provides such information as may be needed or requested by the Township to determine the validity of the claim of disability and such proof of claim must be returned to the Township within fifteen (15) days after delivery to the employee.

(2) No payment of disability claim shall be paid until such time as proof of claim form has been received and approved by the Township.

(3) Failure to provide notice of proof of claim shall not invalidate any claim if it shall be shown that it was not reasonably possible to furnish such claim forms within the limited time, and such claim forms or information is given to the Township within a reasonable time.

(4) The Township shall at its own expense have the right and opportunity to examine the person of any employee whose injury or sickness is the basis of a claim hereunder when so often as may be reasonably required during the pendency of said claim.[

**13.0** [

ADDENDUM

13.1 Addendum A:

~~{For employees hired (or changing from part time to full time) before January 1, 1996, the Township will pay the employee's medical insurance (12.1(b) and (c)) premium (for one employee only and not dependents) for those employees who either 1.) retire after the age of (62) sixty two who have been full-time employees of the township for more than (10) ten years; or 2.) retire under the "80 year rule". Under the 80 year rule an employee is eligible to retire if their years of age added to their years of service equal or exceed eighty (80) years provided they have at least ten (10) years of continuous service. Employees who may qualify are:~~

~~{R.J. Poel \_\_\_\_\_ Ruth Poortenga R }  
{Daniel Carlton \_\_\_\_\_ Harold Bajema }  
{Dennis Bishop \_\_\_\_\_ Jacqueline Bogema }  
{Henry DeVries \_\_\_\_\_ Claude Meppelink R }  
{Mary Minier \_\_\_\_\_ Donald VanDyke R }  
{Ken VanLoozenoord R \_\_\_\_\_ Robert Krol R }  
{R-indicates retired }~~

~~{The medical insurance premium will be paid under the same policy provisions as are supplied to active full-time employees of the township, unless restricted by governmental or insurance regulations. Upon the termination of retiree coverage, spouses may seek continuation of coverage pursuant to COBRA provisions.}~~

~~{Addendum B:}~~

~~{For employees, hired (or changing from part time to full time) after January 1, 1996 and before December 31, 2000, the Township will pay fifty percent (50%) of the employee's medical insurance (12.1(e) and (d)) premium (for one employee only and not dependents) for those employees who retire under the "80 year rule". Under the 80 year rule an employee is eligible to retire if their years of age added to their years of service equal or exceed eighty (80) years provided they have at least ten (10) years of continuous service. Employees who may qualify are:}~~

~~{Brian Terpstra \_\_\_\_\_ Matthew DeWitt }  
{Rodney Deemter \_\_\_\_\_ Joel Hanenburg }  
{Pamela Myers \_\_\_\_\_ Angela Bronkema }  
{Mary Reed \_\_\_\_\_ Peggy Shepard }  
{Michael Steigenga }~~

~~{The medical insurance premium will be paid under the same policy provisions as are supplied to active full-time employees of the township, unless restricted by governmental or insurance regulations. Upon the termination of retiree coverage, spouses may seek continuation of coverage pursuant to COBRA provisions.}~~

{Addendum C:}

{For employees hired (or changing from part time to full time) before June 9, 2003, the Township will provide for life insurance at the rate of two (2) times base salary. Employees who may qualify are:}

{Harold Bajema	_____	Dennis Bishop}
{Jacqueline Bogema	_____	Angela Bronkema }
{Daniel Carlton	_____	Rodney Deemter }
{Henry DeVries	_____	Matthew DeWitt }
{Allen Feenstra	_____	Joel Hanenburg }
{Mary Minier	_____	Pamela Myers }
{John Nienhuis	_____	RJ Poel }
{Mary Reed	_____	Peggy Shepard }
{Michael Steigenga	_____	Brian Terpstra }

{Addendum D:}

For employees hired (or changing from part-time to full-time) before June 9, 2003, the Township will provide for Hospital/Surgical/Medical Insurance and Dental Insurance for spouses and minor dependents. Employees who may qualify are:

Harold Bajema	Dennis Bishop
Jacqueline Bogema	Angela Bronkema
Daniel Carlton	Rodney Deemter
Henry DeVries	Matthew DeWitt
Allen Feenstra	Joel Hanenburg
Mary Minier	Pamela Myers
John Nienhuis	RJ Poel
Mary Reed	Peggy Shepard
Michael Steigenga	Brian Terpstra

### **13.2 Addendum {E[B]:**

For employees hired (or changing from part-time to full-time) before June 9, 2003, and as of that date have elected to receive such credit, the Township shall pay additional cash compensation equal to ~~\$100.00/month~~ twenty five percent (25%) of the difference between a two person regular and a one person regular premium cost for employees who do not elect to have their dependents covered under the insurance for 12.1 (b) or (e). Employees who waive coverage entirely will receive additional cash compensation equal to ~~\$200.00/month~~ 25% of the two person regular premium. This election to be in writing to the township. An employee must demonstrate coverage through the spouse's plan or from another source to be eligible to waive coverage. Dependents to be defined {

}under this paragraph as those persons who are defined as dependents under the U.S. Internal Revenue Code from time to time then in effect. Employees who may qualify are:

Jacqueline Bogema	Henry DeVries
{eAngela}[ <u>Angela</u> ] Bronkema	Mary Minier
Mary Reed	

{Addendum F:}

~~{For employees, hired (or changing from part time to full time) after December 31, 2000 and before June 9, 2003, the Township will pay fifty percent (50%) of the employee's medical insurance (12.1(e) and (d)) premium (for one employee only and not dependents) for those employees who retire under the "80 year rule". Under the 80 year rule an employee is eligible to retire if their years of age added to their years of service equal or exceed eighty (80) years provided they have at least twenty (20) years of continuous service. Employees who may qualify are:}~~

{Allen Feenstra \_\_\_\_\_ John Nienhuis }

[  
14.0 ]

ACKNOWLEDGEMENT

[ACKNOWLEDGMENT (Employee Copy)]

[Nothing in this Manual is intended to create or constitute an employment agreement with you.]

[The employee agrees to conform to the rules, policies and procedures of the Township. Notwithstanding any other provision in this Manual, the employee has the right to terminate this employment relationship at any time for any reason. Of course, the Township reserves this same right. It is understood that no supervisor or other representative of the Township, other than the Township Board, has any authority to enter into any agreement for employment with you or to make any agreement with you contrary to the provisions set out in this Manual. Any such agreement must be in writing and be signed by the Township Board before it will be deemed effective.]

[All decisions by the Township as to intent, interpretation or application of these policies shall be binding upon the employee. The Township will apply all policies in accordance with appropriate federal and state laws.]

[The Township reserves the right to change the policies in this Manual at any time. This Manual supersedes all prior handbooks, manuals, agreements and policies whether orally established or set out in writing and the most recent change shall be binding on you.]

[The employee consents to the publication of his/her photograph in any Township publication and hereby releases the Township and its agents from any and all liability for the use of this picture or news story.]

[The undersigned employee acknowledges that he/she has received the Township Manual and has agreed to abide by its terms and conditions. It is the employee's responsibility to read this Manual and to ask questions about anything that he/she does not understand.]

[

## ACKNOWLEDGMENT (Employer Copy)

[Nothing in this Manual is intended to create or constitute an employment agreement with you.]

[The employee agrees to conform to the rules, policies and procedures of the Township. Notwithstanding any other provision in this Manual, the employee has the right to terminate this employment relationship at any time for any reason. Of course, the Township reserves this same right. It is understood that no supervisor or other representative of the Township, other than the Township Board, has any authority to enter into any agreement for employment with you or to make any agreement with you contrary to the provisions set out in this Manual. Any such agreement must be in writing and be signed by the Township Board before it will be deemed effective.]

[All decisions by the Township as to intent, interpretation or application of these policies shall be binding upon the employee. The Township will apply all policies in accordance with appropriate federal and state laws.]

[The Township reserves the right to change the policies in this Manual at any time. This Manual supersedes all prior handbooks, manuals, agreements and policies whether orally established or set out in writing and the most recent change shall be binding on you.]

[The employee consents to the publication of his/her photograph in any Township publication and hereby releases the Township and its agents from any and all liability for the use of this picture or news story.]

[The undersigned employee acknowledges that he/she has received the Township Manual and has agreed to abide by its terms and conditions. It is the employee's responsibility to read this Manual and to ask questions about anything that he/she does not understand.]

[Signed: \_\_\_\_\_ Date: \_\_\_\_\_]

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