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**TO:** Board of Trustees

**FROM:** Mike Dolan, Clerk  
Michelle DeLancey, Director of Accounting & HR

**DATE:** May 15, 2024

**AGENDA ITEM TOPIC:** Employee Handbook Changes

Number of Supporting Documents: **01**

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**Requested Action**

- Motion to approve the Employee Handbook changes as presented, effective June 3, 2024.

## 0.00 DEFINITIONS

**Full Time Employee:** Those employees who are authorized ~~and regularly scheduled~~ to work a minimum of ~~40 or more~~ 36 hours per week and are not a temporary employee.

**Part-Time Employees:** ~~Those employees who are authorized to work less than 40 hours per week and are not a temporary employee.~~ Those employees that do not meet the definition of full-time employee, temporary/seasonal employee, or intern employee/volunteer.

## 3.0 Hours of Work

The Township offices are open Monday through ~~Thursday Friday, 8:00 a.m. to 5:00 p.m.~~ 7:30 a.m. to 5:30 p.m. The Department of Public Works is open Monday through Friday, 6:30 a.m. to 4:30 p.m. The Department head is responsible to assure that their department is appropriately staffed during the hours of operation.

## 3.2 Adverse Weather Policy

Hamburg Township regular business hours are Monday through ~~Thursday Friday, 8:00 a.m. to 5:00 p.m.~~ 7:30 a.m. to 5:30 p.m. Should severe weather (snow and/or ice) arise during regular business hours, the Supervisor or the Clerk in the absence of the Supervisor after consultation with the Police Chief, the Fire Chief and the D.P.W. Administrator will determine the necessity to close the Township offices and dismiss employees for the remainder of the day. Essential Services Personnel are not dismissed for inclement weather.

Should severe weather present itself prior to ~~8:00 a.m.~~ 7:30 a.m. on a weekday, the D.P.W. Administrator will communicate with the Supervisor or the Clerk in the absence of the Supervisor, of unsafe road conditions that would warrant closing the Township offices by 6:00 am. The Supervisor and/or Clerk will make the decision to close the office for the day based upon information provided by the D.P.W. Administrator, Police Chief, and Fire Chief. The Supervisor or Clerk will activate a notification "BLAST" on the Township phone system notifying employees, and the general public who call the Township, that the Township offices are closed. This "BLAST" will be in place by 6:30 a.m.

## 3.3 Recording of Hours

All full-time employees are expected to work ~~forty (40)~~ thirty-six (36) hours a week or a twenty-four (24) hour shift. If an employee works less than a full shift, they must use PTO (Vacation, Personal/Sick, or Compensation) time to make up the time missed on the timesheet. The Township will allow flex time contained within a single pay period as authorized by the Department Head.

#### 4.1 Holidays

All full-time employees shall be granted time off with pay on the following days, subject to the provisions below:

New Year's Day	Independence Day	Day after Thanksgiving
Martin Luther King Jr. Day	Labor Day	Christmas Eve Day
<del>President's Day</del>	<del>Veteran's Day</del>	Christmas Day
Good Friday	Thanksgiving Day	New Year's Eve Day
Memorial Day		

The Township Hall, Senior Center and Building & Grounds will be closed Christmas Eve Day through New Year's Day and employees will receive two (2) additional holidays. The Department of Public Works employees will receive two (2) floating holidays, and Public Safety employees will receive three (3) floating holidays. Full-time employees will receive compensation for the holiday based on the number of hours regularly scheduled to work on that day, a maximum of ten (10).

Permanent part-time (non-seasonal) employees ~~hired prior to July 17, 2012, with an anniversary of five (5) years or more, and who worked at least an average of twenty (20) hours per week in the previous calendar year, will receive compensation at their regular rate of pay based on four (4) a maximum of eight (8) hours if it is a for full-day holidays that fall on their scheduled workday. Workdays that fall on a designated holiday will not be made up without prior Department Head approval.~~

~~All permanent part-time (non-seasonal) or temporary part-time employees hired after July 17, 2012, shall not qualify for paid holiday time off.~~

#### 4.2 Vacation

All full-time employees shall be granted vacation time according to the following schedule and provisions based on years of credited service as of their anniversary date each year:

	Thirty-six (36) to forty (40) Hour Work Schedule	Fifty-three (53) Hour Work Schedule
Upon Hire	40 vacation hours	40 vacation hours
On one-year anniversary	80 vacation hours <del>(10 days)</del>	72 vacation hours
On two-year anniversary	120 vacation hours <del>(15 days)</del>	120 vacation hours
On three-year anniversary	140 vacation hours <del>(17.5 days)</del>	144 vacation hours
On eight-year anniversary	160 vacation hours <del>(20 days)</del>	168 vacation hours
On fifteen-year anniversary	180 vacation hours <del>(22.5 days)</del>	180 vacation hours
On twenty-year anniversary	200 vacation hours <del>(25 days)</del>	204 vacation hours

#### 4.3 Sick/Personal Time

Thirty-six (36) to forty-hour (40) employees are awarded eight (8) hours of sick/personal time off, and Fifty-three-hour (53) employees are awarded twelve (12) hours of sick/personal time off on the last day of the month. Sick/personal time off is not pro-rated if an employee's termination date is before the last day of the month. While on sick personal leave, an employee will be deemed to be on continued employment for computing other benefits of employment.