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**TO: Board of Trustees**  
**FROM: Michelle DeLancey, Director of Accounting**  
**Pat Hohl, Supervisor**  
**DATE: June 28, 2023**  
**SUBJECT: Employee Handbook Changes – First Reading**

Attached are proposed changes to the Employee Handbook effecting the definitions, sections 4.3 Sick/Personal Time, 4.6 Short-Term and Long-Term Disability Income Insurance, 4.7 Workers' Compensation Insurance, 4.14 Continuing Education/Tuition Reimbursement, 7.15 Pregnant Workers Fairness Act, 7.16 The Pump Act, 11.1 Mileage, and 11.2 Travel Expenditures.

9 attachments

**Employee Handbook Proposed Changes**  
**First Reading July 6, 2023**

**Paid leave time:** Includes sick/personal, vacation and compensatory time.

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#### 4.3 Sick/Personal Time

Full-time ~~forty-hour (40)~~ employees shall earn eight (8) ~~or hours of sick/personal time off, and fifty-three-hour (53) employees shall earn~~ twelve (12) hours of paid time off ~~per~~ for each full month worked. Sick/personal time is to be used for personal reasons including, for example, personal sick leave, medical appointments, religious observances, personal business, school appointments, immediate family member illness, pregnancy and maternity/paternity leave. The term "immediate family member" shall mean spouse, child or parent of the employee. Updated by Board of Trustees X-X-XX

Earned time off will be credited on the last day of the month. Sick/personal time off shall be used in one-half (1/2) hour increments. ~~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. Employees on disability leave or workers compensation will not accrue monthly personal/sick time during their absence. Please see section 4.6 Short-Term and Long-Term Disability Income Insurance and section 4.7 Workers' Compensation Insurance for additional information.~~ Updated by Board of Trustees X-X-XX

Any use of time off shall be preapproved by the employee's Department Head and/or Supervisor unless used for sick leave purposes. If an employee has reason to believe that they are sick, they shall notify their Department Head and/or Supervisor as soon as practical. Employees who are unable to work due to illness shall use PTO, (Personal/Sick, Compensation and Vacation) time. Department heads and/or Supervisor who have reason to believe that an employee in their department is sick, they shall send them home, and the employee will use their PTO time. Use of sick time beyond three (3) consecutive work days shall require written documentation from a licensed medical professional. Updated by Board of Trustees 4-5-22 and 11-1-22

Employees in salaried exempt positions may be allowed personal time off of two hours or less, with prior approval of their immediate supervisor without deduction from accrued personal, vacation or sick time.

To encourage employees to accumulate rather than expend time off for sick/personal purposes and to reward injury-free performance; unused time off shall accumulate from year to year and remain available for the benefit and use of the employee. Employees have no limitation of time accumulation. Employees with greater than two hundred (200) hours of accumulated time may "cash out" up to forty (40) hours, to be paid in the last pay period of August. All "cash out" requests must be submitted at least six months in advance of the August date and have the written approval of the employee's Department Head.

~~Forty-hour (40) employees are awarded eight (8) hours of sick/personal time off, and~~

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~~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.~~

Regular part-time employees who work an average of twenty (20) hours or more a week are entitled to forty (40) hours of paid leave per year, to be credited on July 1st. This is enacted by the Paid Medical Leave Act 2019. Part-time employees hired after July 1<sup>st</sup> will be credited with a prorated number of hours the 1<sup>st</sup> year. Newly hired Part-time employees will be credited PTO but are not eligible to use it until 90 days after their hire date. The forty (40) hours must be used within the fiscal year, any unused time will be forfeited on June 30<sup>th</sup>. If an employee resigns, is terminated, or retires, any unused hours are forfeited.

Part-time firefighters shall earn one (1) hour of paid time off for every 35 hours worked in a fiscal year (July 1 – June 30). Since part-time firefighters' self-schedule their hours, each firefighter shall receive a lump sum payment on the first paycheck in July equal to the amount of time off earned the previous fiscal year, up to a maximum of 40 hours.

**Updated by Board of Trustees on 9-6-2022**

An employee must notify the Human Resources Director when the employee has used time off either (a) on three (3) or more consecutive days for medical reasons related to the employee or the employee's spouse, child or parent, or (b) for the birth of the employee's child, to care for a newborn child, the placement of a child with the employee for adoption or foster care, or to care for the newly placed child, so that the Township can determine whether the time off should be counted towards the employee's FMLA leave entitlement.

After an extended absence due to the employee's illness, injury or disability, the employee is required to provide documentation to the Human Resources Director that he/she is able to resume and perform his/her regularly assigned duties before returning to work.

~~Employees receiving short or long term disability or workers' compensation benefits shall use available paid leave time during any qualifying period to make up the difference between the employee's full daily/weekly pay and the amount received in disability benefits received up to a maximum of forty (40) hours per week. Employees on disability leave or workers compensation will not accrue monthly personal/sick time during their absence.~~

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#### 4.6 Short-Term and Long-Term Disability Income Insurance

Full time employees are covered by short-term or long-term disability income insurance for a non-work-related illness, injury or disability. Eligible employees are entitled to receive benefits that are available under the policy in effect at the time of the claim. Whether an employee is entitled to receive benefits is determined by the insurance carrier. Claims are to be submitted on forms provided either by the Township or the insurance carrier.

An employee shall use available paid leave time ~~sick time, vacation time and compensatory time (in that order)~~ to receive pay during the waiting period before disability income insurance benefits begin. Further, an employee shall use the aforementioned time to pay the difference between the employee's full daily/weekly pay and disability benefits received up to a maximum of forty hours per week for forty (40) hour employees and fifty-three (53) hours per week for fifty-three-hour employees. The employee while on disability will not receive holiday pay or cell phone stipend. While on paid disability leave in excess of one month, an employee will not earn or accrue sick/personal time. Vacation time will be pro-rated upon returning to employment from long-term disability. Once an employee has used all of their sick/personal, vacation and compensatory time, the employer will only continue health insurance and retirement benefits for twelve (12) additional months. The benefits will resume upon the employees return to work with a full release.

Updated by Board of Trustees 4-5-22 and X-X-XX

Verification of illness, injury or disability will be required from a physician before benefits will be paid. The Human Resources Department may require an employee returning to employment to verify that he/she is able to resume and perform his/her regularly assigned tasks. This verification may include drug testing.

An employee should not use time off on a timesheet to cover the same hours that will be submitted to be paid by disability insurance.

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#### 4.7 Workers' Compensation Insurance

Each employee will be covered by worker's compensation insurance in accordance with State and Federal law. Employees are required to immediately report all job-related injuries, including minor ones, to their Department Head and/or Supervisor, whom is required to report it to the Human Resources Department promptly.

All employees shall use available paid leave time during the waiting period to make up the difference between the employee's full daily/weekly pay and the amount received in insurance benefits, up to a maximum of forty (40) hours per week for part-time and forty-hour employees, and fifty-three (53) hours per week for fifty-three-hour employees. The employee shall sign over to the Township any payment received from the insurance carrier during the waiting period, at which point the employee will be credited back the paid leave time used during the waiting period.

Updated by Board of Trustees X-X-XX

Beyond the waiting period full-time employees will be compensated their full-time pay by the Township for time off covered by workers' compensation insurance. The employee shall sign over to the Township any payment received from the insurance carrier.

Updated by Board of Trustees X-X-XX

Beyond the waiting period part-time employees receive no pay from the Township for time covered by workers' compensation insurance, but retain any compensation paid to them by the insurance carrier.

Updated by Board of Trustees X-X-XX

~~An employee shall use sick time, vacation time and compensatory time (in that order) to receive pay during the waiting period before workers' compensation insurance benefits begin. Further, an employee shall use the aforementioned time to pay the difference between the employee's full daily/weekly pay and workers' compensation benefits received up to a maximum of forty hours per week.~~

An employee should not use time off on a timesheet to cover the same hours that will be submitted to be paid by workers' compensation insurance. While on Workers' Compensation leave in excess of one month, an employee will not earn or accrue sick/personal time. Vacation time will be pro-rated upon returning to employment when on workers' compensation leave for more than thirteen (13) weeks. The employee while on worker's compensation will not receive holiday pay or phone stipend.

Updated by Board of Trustees X-X-XX

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### 4.14 Continuing Education/Tuition Reimbursement

Hamburg Township's tuition reimbursement policy is to help employees further their skills in present positions or prepare for a different position with the Township. The Township will reimburse any full-time employee for tuition, registration, and books for college level courses not to exceed six thousand (\$6,000.00) dollars per fiscal year per employee. To be eligible for reimbursement, the following criteria must be met by non-bargaining unit employees:

- a) Employee must be full-time and have completed one year of service prior to enrolling in a college level course.
- b) All course work must be related to a position at Hamburg Township.
- c) The employee must submit a Hamburg Township Tuition Reimbursement Approval Request Form (PE-101-1003) to their Department Head in advance of enrolling in the course(s). The Department Head, or his/her designee, must approve all course work prior to enrollment. The completed, approved form is to be filed in the employee's personnel file in the Human Resources Department and a copy submitted to Accounts Payable, prior to the start of the course.  
Updated by Board of Trustees X-X-XX
- d) Denial ~~of approval~~ by the Department Head, or his/her designee, may be appealed first to the Township Supervisor, and second, if necessary, to the Township Board of Trustees.
- e) The employee shall agree that in the event the employee **voluntarily leaves** Township employment within two years of the completion of the course work, he/she shall reimburse the Township for all costs and authorize repayment through final payroll deductions.
- f) The employee shall agree that the program course work must not adversely affect job performance, must be taken on personal time, and outside of regularly scheduled work hours.
- g) The Township will reimburse the cost of registration, tuition, and books based upon successful completion of the course (i.e., with a passing grade of "C" or better for undergraduate course work and "B" or better for graduate course work).
- h) Upon successful completion, an expense request form, together with a transcript or report card indicating the grade, and receipts for tuition, registration, and book expenses must be submitted to Accounts Payable for reimbursement.

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- i) None of the above shall apply to any courses/training mandated by the employer.



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#### **7.15 Pregnant Workers Fairness Act**

The Township will provide “reasonable accommodations” to a worker’s known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause an “undue hardship”. As with the ADA, the Township may not provide the exact accommodation that you request if another one works. If you desire a reasonable accommodation, please contact your Department Head or Human Resources. As a matter of policy, the Township prohibits discrimination of any kind against pregnant workers.

**Updated by Board of Trustees X-X-XX**

#### **7.16 The Pump Act**

The Township will provide reasonable break time for an employee to express breast milk for their nursing child for one year after the child’s birth. Employees are provided a place to pump at work, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public. Please contact your Department Head or Human Resources regarding a need for break time or a private space.

**Updated by Board of Trustees X-X-XX**

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#### 11.1 Mileage

All employees having Township business requiring the use of an automobile ~~must use a Township vehicle, if available. If a Township vehicle is not available, the employee~~ may use his/her own vehicle and he/she will be reimbursed at a rate equal to the deductible mileage rate allowed by the Internal Revenue Service. Travel must be documented on an expense reimbursement form, approved by an immediate supervisor or Department Head and submitted to the Accounting Department. Updated by Board of Trustees X-X-XX

IRS requires that mileage be paid on the shorter distance between home and work. For example, an employee traveling from home in South Lyon to training in Lansing would be reimbursed for mileage for the shorter distance of Hamburg to Lansing.

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#### 11.2 Travel Expenditures

Employees' will be reimbursed for reasonable expenses incurred for meals, lodging, and other travel related cost, based on location of travel, while on approved Township business.

Travel location must be further than 100 miles to merit the expense of an overnight stay at a hotel. Department Heads have the discretion to approve an overnight stay when the location is less than 100 miles when special circumstances exist. Employees must obtain receipts for meals, lodging, and other travel related cost, and document all expenses on the expense reimbursement request form.

~~Reasonable~~ Meals and lodging expenses will be reimbursed up to ~~a maximum of the following amounts: the amounts provided by the U.S. General Services Administration (<https://www.gsa.gov/travel/plan-book/per-diem-rates>), including a maximum fifteen (15) percent gratuity, based on the location of travel.~~

~~Employees required to fly to the location of travel must first receive Department Head approval. If approved, the air fare on a commercial airline shall not exceed coach rates.~~

~~Employees will not be reimbursed for any expense including, but not limited to, expenses relating to a spouse or travel companion, entertainment, travel insurance, alcoholic beverages and personal expenses, such as laundry and valet services. Any expense not clearly identified shall be brought to the Township Supervisor's attention for clarification.~~

Updated by Board of Trustees X-X-XX

- ~~• Breakfast \$10.00~~
- ~~• Lunch \$15.00~~
- ~~• Dinner \$25.00~~
- ~~• Lodging \$140.00 per night~~

~~Note: Expenses exceeding the amounts listed must be approved by the Township Supervisor.~~

When an employee on travel status, shared a hotel or other lodging with other travelers, reimbursement to the employee will be as follows:

- a) If hotel or other lodging is shared with one or more travelers who receive no travel reimbursement from the Township, reimbursement will be at a 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.

In case of an emergency the Township will reimburse the employee for a hotel, or other lodging, if the Township did not pay before the stay.