



10405 Merrill Road
P.O. Box 157
Hamburg, MI 48139
(810) 231-1000
www.hamburg.mi.us

Supervisor Pat Hohl Clerk Mike Dolan Treasurer Jason Negri Trustees Bill Hahn, Patricia Hughes, Chuck Menzies, Cindy Michniewicz

TO: Board of Trustees
FROM: Thelma Kubitskey, Director of Accounting
DATE: November 1, 2022
SUBJECT: Updates to Personnel Policy and Procedures Employee Handbook

Please find attached updates to the Employee Handbook. The Employee Handbook is a working document. The Township continues to update and make changes to be consistent with current practices.

The sections attached are the definitions, 3.3 Recording of Hours, 3.4 Overtime, Compensatory, and Call Back Time, 3.6 Call in Pay, 3.7 On Call Pay, 4.2 Vacation, 4.3 Sick/Personal Time and 4.17 Longevity Pay. Once approved the changes will be effective November 1, 2022. Each employee will be notified that changes were made.

HAMBURG TOWNSHIP PERSONNEL POLICIES & PROCEDURES MANUAL

0.00 DEFINITIONS

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

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

Board: Refers to the Hamburg Township Board of Trustees.

Compensatory Time: Time off with pay, granted by the Township, in lieu of overtime compensation for time worked in excess of 40 hours in a work week.

Continuous Service: Uninterrupted service from the date an employee begins work for the Township, in accordance with the length of service policy.

Date of Employment: The date the employee begins work for the Township, in accordance with the length of service policy.

Deputies: Deputy Supervisor, Deputy Clerk and Deputy Treasurer who serve at the pleasure of the Township Supervisor, Clerk and Treasurer, respectively, through the provisions of Public Acts 22 and 23 of 1977 and who are entitled to employee benefits and fringes as outlined in this Manual and as so determined by the Township Board.

Dispute Resolution Procedure: A procedure by which employees can address work related questions, issues and concepts.

Essential Services Personnel: Employees identified within the Police and Fire Department.

Exempt Employee: Management, supervisory, professional and administrative employees who meet the specific salary and duties test(s) established by the Fair Labor Standards Act (FLSA) and state law and who are exempt from overtime pay requirements.

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

Immediate Supervisor: Those persons designated by the approved job description to oversee designated employees.

Intern Employee/Volunteer: Those persons scheduled to work on a specific project on a temporary basis as a paid employee or an unpaid volunteer.

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

Non-Exempt Employee: Full time employees whose positions do not meet FLSA exemption tests and who are paid one-and-one-half times their regular hourly rate of pay (or granted compensatory time) for hours worked in excess of 40 in a workweek.

On-Call Hours: Is time worked in cases of emergency, or what may be determined to be imminent need, during non-scheduled hours of any workweek, as determined by a Department Head.

Orientation/Probationary Period: The first six (6) months of employment.

Overtime: Time in excess of forty (40) hours worked in a workweek.

~~Paid-On-Call-Part-Time Fire:~~ Fire Department variable hour personnel that are paid per hour per call.

Part-Time Employees: Those employees who are authorized to work less than 40 hours per week and are not a temporary employee.

~~Personnel Committee:~~ ~~The Committee appointed by the Township Board to administer the Personnel Policies as outlined within this document.~~

Position: Duties and responsibilities specified by a job description, which requires the full or part time employment of one person.

Probationary Period: The 1st 6 months of employment.

Promotion: The movement of an employee to a position of greater responsibility and duties.

~~PTO:~~ ~~Personal Time Off-Paid Time Off~~

Special Project Employee: An employee budgeted to work on a specific work project.

Temporary/Seasonal Employee: An employee who is scheduled to work for an agreed upon length of time.

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.

Volunteer: A person who offers to provide services of his own free will for no compensation.

3.3 Recording of Hours

Non-exempt employees are required to keep a record of hours worked using time sheets developed for this purpose.

All non-exempt employees are required to have completed time sheets, approved by their immediate Supervisor, to the payroll department by 10:00 a.m. on the Monday of the biweekly pay period.

All full-time employees are expected to work forty (40) hours a week or a twenty -four (24) hour shift. If an employee works less than a full shift, they ~~should~~ must use PTO (**Vacation, Personal/Sick, or Compensation**) time to make up the time missed on the timesheet.

If the employee does not have enough paid time off, the Department head and the Human Resource Director shall review and determine the reasons for the shortage. Once reviewed, based on that conclusion, disciplinary action may be enforced.

The Township will allow flex time contained within a single pay period as authorized by the Department Head.

Any problems concerning the amount of pay or payroll procedures should be directed to the Accounting department. If the matter is not resolved to the satisfaction of the employee, the employee may contact the Human Recourse Director.

3.4 Overtime, Compensatory and Call Back Time

A. Non-exempt Employees

All hours worked in excess of forty hours (40) in a week, or twenty four-hour (24) must be authorized in writing in advance by the employee's supervisor.

Non-exempt full-time employees who work in excess of forty hours (40) in a week or twenty-hour (24) shift will be compensated at one and one half their hourly rate. A twenty-four (24) hour shift (full-time) employee will receive three (3) hours per week in overtime to follow the Fair Labor Standard Act (FLSA). In lieu of overtime pay, an employee can request compensatory time off, at the rate of one and one-half hours for each hour of overtime worked. Compensatory time in lieu of overtime pay must be approved by the employee's Department Head. Compensatory leave time banks cannot exceed forty (40) hours for an eight (8) hour employee and fifty-three (53) hours for a twenty-four (24) hour employee. If an employee is at a conference, no overtime will be earned.

Overtime, whether to be paid or taken as compensatory time, shall be reported to the Payroll department on the employee's weekly time sheet not later than ~~5:00 p.m. on the Friday~~ **10:00 a.m. on the Monday** preceding a biweekly payroll.

Employees desiring to use accumulated compensatory time shall request the time off at least 3 working days in advance, unless there are extenuating circumstances. Use of compensatory time must be approved by an employee's Department Head. Employees will be able to use their compensatory time within a reasonable period after requesting it, as long as the requested time off does not unduly disrupt the operations of the employee's department.

a. Exempt Employees

Exempt employees will not be granted additional wages or compensatory time off for hours worked in excess of the standard workday or week.

3.6 Call in Pay

Employees called into work other than their scheduled shift shall be paid at (1 ½) one- and one-half times their hourly rate of pay for a minimum of (2) two hours if total hours exceed 40 hours per week. Total hours include hours worked as well as personal, vacation, compensatory and holiday hours.

DPW employees that are called in to work other than a scheduled shift shall be paid at (1 ½) One and one-half times their hourly rate of pay for a minimum of (2) two hours if they respond to two or less calls, and a minimum of (3) three hours if they respond to three or more calls.

Employees called into work on a holiday, other than their shift, shall be paid at two (2) times their rate of pay for a minimum of two (2) hours.

Updated by Board of Trustees 4-5-22

3.7 On Call Pay

Department of Public Works and Building and Grounds employees that are scheduled on-call shall be compensated at a rate of \$30.00 per day. The DPW Foreman will receive \$40.00 per day when called. This allowance covers mileage expenses as well as the inconvenience of being on call.

Updated by Board of Trustees 4-5-22

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:

Forty Hour Work Schedule:

- On one-year anniversary: 80 vacation hours (10 days)
- On two-year anniversary: 120 vacation hours (15 days)
- On three-year anniversary: 140 vacation hours (17.5 days)
- On eight-year anniversary: 160 vacation hours (20 days)
- On fifteen-year anniversary: 180 vacation hours (22.5 days)
- On twenty-year anniversary: 200 vacation hours (25 days)

Fifty-three (53) Hour Work Schedule:

- On one-year anniversary: 72 vacation hours
- On two-year anniversary: 120 vacation hours
- On three-year anniversary: 144 vacations hours
- On eight-year anniversary: 168 vacation hours
- On fifteen-year anniversary: 180 vacation hours
- On twenty-year anniversary: 204 vacation hours

After a probationary period of six months of employment a newly hired, full-time employee shall be eligible to request to be credited with 40 hours of vacation. The remaining 40 hours will be credited on their 1-year anniversary date. Otherwise, a newly hired full-time employee will be credited with 80 hours of vacation on their one-year anniversary date. All new employees shall not be allowed to take any paid vacation time off within their first six months of employment, **unless addressed through a employment agreement.**

Vacation benefits for part-time employees hired to full-time employees:

Less than 2080 hours of part time = 0 credit
2080-4159 hours of part-time = 10 days or 80 hours

On the full-time hire date, the employee is awarded vacation days according to the above schedule. If the employee had any remaining days available from the part-time vacation policy, those days would be replaced by the days from the above policy, not added to the days.

Employees shall submit a time off request form to their Department Head to request vacation time as far in advance as possible but not earlier than twelve (12) months. A Department Head, at their discretion, may allow a request in advance of twelve (12) months for extraordinary circumstances. Department Heads shall return the time off request form to the employee whether approved or disapproved with their signature. Vacation time shall be used in one-half (1/2) hour increments.

Vacation time to which an employee is entitled shall be taken annually. Employees may carry over 40 hours of vacation time or receive payment. If the employee chooses to roll over 40 hours into the next year, the hours must be used within six months of anniversary date or be lost. If the employee chooses to cash in the 40 hours, they must notify their Department Head 30 days before their anniversary date.

Employees who have resigned, retired or been laid off will receive compensation for all accrued but unused vacation hours. Compensation will be at the employee's wage or salary at the time of termination.

4.3 Sick/Personal Time

Full-time employees shall earn eight (8) or twelve (12) hours of paid time off per each full month worked 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.

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.

Any use of time off shall be preapproved by the employee's Department Head/Supervisor unless used for sick leave purposes. If an employee has reason to believe that they are sick, 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 has reason to believe that an employee in their department is sick 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

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 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 1st will be credited with a prorated number of hours the 1st year. Newly hired Part-time employees

will be credited with 40 hours 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 30th. 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 September 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 pension/sick time during their absence.

4.17 Longevity Pay

~~Paid on Call/Part-time~~ Firefighters will receive a lump sum payment **each year** made **with the first pay in December** ~~on or about October 1st of each year~~ for longevity bonus. This bonus will be based on the prior ~~10/1 to 9/30~~ November 1 to October 31 yearly salary. **The sums are;** after fifteen (15) years 7%, ten (10) years 5%, and five (5) years 2%.