
HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL



Effective Date:

Rescinds:

Title: **PERSONNEL ADMINISTRATION**

No: **3.0**

3.0 PERSONNEL ADMINISTRATION

~~3.1(a) Human Resource Director Duties.~~

~~The Human Resource Director shall be responsible for all of the following:~~

- ~~1. Working with the Supervisor, Treasurer, and Clerk to provide interpretations to implement the provisions of the Personnel Policies and Procedures manual that has have been approved by the Township Board. Aid any interpretations of the policy that may require the Township Board review.~~
- ~~2. Make recommendation to the Township Board on necessary changes in the Personnel Policies and Procedures Manual. Monitor changes in State and Federal laws that impact Township personnel practices and policies. If and when these laws impact Township personnel practices and policies the Human Resource Director Coordinator will communicate and recommend the necessary Personnel Policies and Procedures Manual revisions to the Township Board.~~
- ~~3. The Human Resource Director will investigate complaints levied by an employee against their immediate supervisor or another employee. Depending on the complaint, the HR Director will work with the Department Head and Township Supervisor on the investigation. Upon the conclusion of the investigation, the HR Director will submit a report of the findings with a proposed course of action to the Township Supervisor, Clerk and Treasurer. If it is determined the course of action needs to be approved by the Township Board, the HR Director will provide the written summary.~~
- ~~4. Provide all employees with copies of the Personnel Policies and Procedures Manual and amendments. Provide all new employees with a copy of the Personnel Policies and Procedures Manual.~~
- ~~5. Work with Department heads to develop new job descriptions as required.~~
- ~~6. Review annual job descriptions and any updates that are proposed by Department Heads.~~

3.1(~~b-a~~) Department Heads and Supervisors.

Department Heads shall be responsible for all of the following:

1. Recommend appropriate pay grade and compensation for all employees. Annual compensation is subject to Township Board approval.
2. Develop new Job Description. ~~required with the assistance of the Human Resource Director r.~~ New Job Descriptions are subject to Township Board approval.
3. Annual review and update all Job Descriptions, ~~with the assistance of the Human Resource Director~~ to ensure their accuracy.
4. Recruit and interview applicants for job vacancies in accordance with section 3.6.

3.2 Employee Recordkeeping

3.2(a) Personnel Records.

The ~~Human Resource Clerk's~~ Department shall maintain a personnel record of each Township employee. All records ~~shall be maintained~~ in accordance with all state and federal law. At a minimum, each employee's personnel file shall contain the following:

1. Personal data, including full name, Social Security number, current address, and resume and/or application submitted.
2. Date of Hire.
3. Performance Evaluations.
4. Use of authorized leaves.
5. Commendations and/or disciplinary actions.
6. Tax withholding information.
7. Beneficiary information.
8. Record of positions held.
9. Insurance and pension records.

3.2(b) Confidentiality of Personnel Files.

The contents of the employee personnel files shall be considered confidential. Any employee may examine the contents of his or her personnel file under the direct supervision of the Clerk ~~or Human Resource Director~~ or designee ~~of the Clerk~~. A record is kept within the file of the person requesting to view the file, together with the date. The contents of an employee's personnel file shall not be removed by anyone except the ~~Human Resource Department Clerk~~. Confidential information contained in a personnel file shall be released to others only with the written authorization of the employee.

3.2(c) Freedom of Information Act Request for Personnel Files.

Requests for copies of documents contained in the personnel files that are made pursuant to the Freedom of Information Act will be released only after confidential information that may be contained on the document is deleted, ~~with the Clerk's approval. The Human Resource Director may contact~~—The Township attorney may be contacted for advice in responding to a Freedom of Information Act request involving personnel records. Pursuant to the Michigan Freedom of Information Act, ~~the Human Resource Director~~ the FOIA Coordinator, after consulting with the Township attorney, shall notify in writing ~~the FOIA Coordinator to notify~~ any party requesting confidential information that the request is denied. ~~The HR department will notify current~~ Employees ~~are to be~~ immediately notified that information from their file has been requested by a FOIA.

3.3 Classification and Compensation

The Township Board shall establish an equitable compensation system for Township employees. The Board shall determine a pay range for all Township positions. Each employee shall be paid an annual salary or hourly wage as determined by the Township Board and as appropriated in the Township budget.

Salaries for elected officials are set once a year by resolution of the Township Board and can only be changed with the official in agreeance and board action. Per diem rates are paid in addition to salaries for Trustees, and committee members. For those individuals who receive per diem payments from the Township, the following requirements apply:

1. The payment of a per diem must be approved by a motion or resolution of the Township Board.
2. A daily per diem rate will be paid for approved, scheduled seminar or conference attendance to officials not compensated with a salary by the Township.
3. Payment of a per diem for scheduled meetings will be made only when the following conditions have been met:
 - a. The Board, Commission, or Committee meeting must have been legally posted with public notice by the Clerk's office. ~~This does not apply to the Union Contract Negotiating Township Board appointed Committee.~~
 - b. The meeting must be held in handicap accessible, public facilities.
 - c. Minutes of the meeting must be taken and supplied to the Township Clerk. ~~This does not apply to the Union Contract Negotiating Township Board appointed Committee.~~
 - d. Item (b) above may be waived if the notice states that the meeting will consist of visiting another site and is for that purpose only.

- e. Scheduled meetings during Township business hours are not eligible for a per diem payment when individual is compensated by an approved salary.

3.3(a) Benefits.

Benefits are provided to all full-time regular employees and the Supervisor, Clerk and Treasurer. Township Board elected trustees receive the retirement benefit established by the current plan. Employee benefits include health insurance, short- and long-term disability insurance, life insurance, retirement, sick/personal and vacation time.

3.3(a)(1) Health Insurance Options.

Health care coverage is provided to all full-time regular employees and the Supervisor, Clerk and Treasurer. Full-time regular employees having health insurance coverage from another source available to them will be eligible for compensation in lieu of health care coverage in the amount of \$3,000.00. To be eligible for this program the employee would have to provide written verification of alternate coverage from a recognized health care provider. Employees wishing to exercise their choice for this program would be limited to an open enrollment period each year unless a change in status is documented.

3.4 ADA Coordinator

The ADA Coordinator shall be appointed by The Township Board of Trustees. It shall be the duty of the ADA Coordinator to assess the general working conditions of the Township on a continual basis. Any conditions that create a safety hazard shall be corrected immediately. The ADA Coordinator shall report to the Township Board any unsafe conditions that will require a modification of any board adopted policy or procedure or the expenditure of funds exceeding \$750.00 to eliminate that condition.

3.5 Authorized Work Force

The Township Board shall determine the number of employees assigned to the various Township departments. The following procedure shall be followed to obtain authorization to establish a new position:

3.5(a)

The Department Head shall present the need for the new position to the Township Board. The Department Head shall include in his/her proposal a written justification for the position as well as a draft of the position's job description, along with cost that has been reviewed by the Accounting Director. Upon receiving authorization from the Township Board, the Department Head may initiate the employee selection procedure.

3.6 Employee Selection

The Department Head shall utilize the following procedures in filling any vacant employment position:

3.6(a)

The ~~Human Resource Director and the~~ Department Head shall develop a notice of position vacancy based on the current job description. Requires approval from an executive team member whom oversees said department head.

3.6(b)

The position of vacancy notice shall be placed on the Township website and published and posted on other websites that the ~~the Human Resource Director and~~ Department Head feels is best suited. All resumes and applications should be sent to the attention of the ~~Human Resource Department~~ Department advertising. ~~The Clerk shall make available a central file storage for the retention of applications according to current record retention rules. The Department Head shall forward application files to the Clerk.~~

3.6(c)

The ~~Human Resource Director~~ Department Head will work with ~~the Department Head~~ HR and a Board member or an alternate to conduct interviews with the selected applicants. Any additional screening procedures such as pre-employment testing or the use of an assessment center shall require prior Board approval. At least three non-related references shall be contacted for a background check.

3.6(d)

The Department Head ~~along with the Human Resource Director~~ shall select the candidate that best meets the job prerequisites for education, experience, personal traits, and management style, if appropriate.

3.6(e)

The Department Head ~~and the Human Resource Director~~ shall present the selected candidate to the Township Board for final approval.

3.6(f)

Following Township Board concurrence, the candidate will be offered the position pending the satisfactory completion of a physical examination and drug testing at the expense of the Township. Failure to pass the examination or testing shall result in an automatic termination of employment.

3.7 Employee Supervision

Department head shall provide direction to employees in a manner that complies with the provisions of these administrative policies and procedures manual, as well as Federal and State laws, Township ordinances and the Township personnel policies manual.

3.8 Employee Evaluation

Employee Evaluation will be done for all employees. Additionally, all new employees shall be considered probationary employees for a period of at least six months following their initial date of employment. During the orientation period, employees will be evaluated on an on-going basis and shall receive a formal written evaluation at the end of three months or end of six months. A probationary employee may be discharged pursuant to Section 3.9(a) without recourse to the appeal process provided in Section 3.9(b).

3.8(a)

In January of each year Department head will review the job growth with each employee within that department through a performance review. ~~Once the performance review is completed a recommendation will be made to the Township Supervisor and the Human Resource Director on whether or not the employee should move to the next increase in the wage scale.~~ Performance Review form is attachment a.

3.8(b) Wage Schedule

In July of 2021, the Township commissioned a wage study. The Board approved the study in September 2021. This wage study will be used as the base for wages moving forward. Each year the base wage study will be increased by the rate of inflation that the Board will set at the strategic planning meeting in March.

3.9 Employee Discipline

Department heads ~~with the Human Resource Director~~ may administer written warnings pursuant to guidelines adopted in the Township personnel policies and procedures employee handbook in Section 9.0 Dispute Resolution Procedure.

3.9(a) Suspension or Discharge.

The application of suspension or discharge can be/shall be authorized by the Township Board, pursuant to guidelines adopted in the Township personnel policies and procedures employee handbook. Additionally, The Township Supervisor, Clerk or Treasurer are authorized to take immediate action and relieve any employee (with pay) or volunteer at any time they deem it is in the best interest of the Township. An employee or volunteer shall immediately vacate the premises until which time they are contacted by the Township Supervisor, Clerk, Treasurer or their Department Supervisor with further direction. Such

action shall be reported to the Township Board through email or phone communication by the Supervisor, Clerk or Treasurer when reasonably possible. Recommendations for suspension or termination can be made by ~~the Human Resource Director and~~ the Department Head to the Township Board for action for all employees except probationary employees.

3.9(b) Appeals.

A suspension or discharge may be appealed within three (3) days. An appeal shall be made in writing to the ~~Human Resource Director~~ Township Clerk, who shall promptly notify the Board of the appeal and all relevant facts that gave rise to the application of the disciplinary measure. The appeal shall be heard at the next Township board meeting, or at a special meeting called for that purpose by the Supervisor or by the majority of the Township Board.

3.10 Collective Bargaining

The Township Board delegates to the ~~Supervisor, one (1) trustee and the Human Resource Director~~ Union Contract Negotiating Committee appointed by the Board the authority to represent the Township Board in collective bargaining negotiating sessions. The Township Board may hire a Labor Relations Attorney to assist in the collective bargaining process. Prior to beginning negotiations, the Township Board shall meet in closed session to develop negotiation strategy regarding wages, hours, conditions of employment and any non-mandatory topic to which the Township Board agrees to negotiate. Any proposed agreement shall be brought to the Township Board for its ratification or rejection.

3.11 Employee Recognition

Department heads shall bring to the attention of the Board any incidences of meritorious conduct by any Township employee, volunteer or appointed official. The Township Board shall recognize meritorious actions that the Board deems worthy through the adoption of resolutions of tribute.

3.12 Ethical Standards

All elected and appointed officials, employees, and volunteers shall fulfill their duties with the utmost attention to serving the best interests of the Township citizens, and no official, employee or volunteer shall participate in a decision or transaction on behalf of the Township that would result in a direct financial benefit to the Township official, employee or volunteer.

Any official, employee or volunteer who believes that he or she may be placed in a potential conflict of interest shall immediately notify the Township Board, and any subsequent action shall be in conformance with State law.

No employee shall accept employment or participate in any outside activities that conflicts with performing his or her Township duties. No employee shall participate in solicitation or use his/her influence of position for personal gain.

No official or employee shall accept any gift of material value in excess of \$10.00 from a person or company providing goods or services to the Township, or who is soliciting Township business.

3.12(a) Nepotism Policy

The employment of relatives can cause various problems including but not limited to charges of favoritism, conflicts of interest, family discord and scheduling conflicts that may work to the disadvantage of both the agency and its employees.

For the purpose of this policy the term “relative” shall include the following relationships: relationships established by blood, marriage or legal action. Examples include the employee’s spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepparent, stepchild, aunt, uncle, nephew, niece, grandparent, grandchild or cousin. The term also includes domestic partners (a person with whom the employee’s life is interdependent and who shares a common residence) and a daughter or son of an employee’s domestic partner.

It is the goal of Hamburg Township to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts or management disruption exist. Hamburg Township may allow existing personal relationships to be maintained or employ individuals with personal relationships to current employees under the following circumstances:

- Individuals may not work under the supervision of the same manager or department;
- They may not create a supervisor/subordinate relationship with a family member;
- They may not supervise or evaluate a family member;
- The relationship will not create an adverse impact on work productivity or performance;
- The relationship may not create an actual or perceived conflict-of-interest
- They may not audit or review in any manner the individual’s work;
- They may not be eligible for employment as a department head if a member of the employee’s immediate family (spouse, children, parents, grandparents, brothers, sisters, step family members, in-law family members) serves on the Board of Trustees.

No personal employee relationship covered by this policy will be allowed to be maintained, regardless of the positions involved, if it creates a disruption or potential disruption in the work environment, creates an actual or perceived conflict of interest or is prohibited by any legal or regulatory mandate.

This policy must be considered when hiring, promoting or transferring any employee.

Should relationships addressed within this policy be identified with either candidate for employment or, current employees the matter should be immediately reported to the Township Clerk and the following policies and procedures will be followed:

- A determination will be made whether the relationship is subject to the agency's Nepotism policy based on the conditions described above.
- If the relationship is determined to fall within one or more of the conditions described in this policy the Township Clerk in consultation with the affected employee supervisor and the Township Supervisor will attempt to resolve the situation through the transfer of one employee to a new position or identifying some other action (e.g., Supervisory reassignment) which will correct the conflict or issue identified. If accommodations are not feasible then, with affected employee suggestions, the Township Clerk in consultation with the Township Supervisor shall determine which employee must resign in order to resolve the situation.

The agency reserves the right to exercise appropriate managerial judgment to take such actions as may be necessary to achieve the intent of this policy.

It is the responsibility of every employee to identify to their Department Head any potential or existing personal relationship which falls under the definitions provided in this policy. Employees who fail to disclose personal relationships covered by this policy will be subject to disciplinary action up to and including the termination of employment.

3.13 Workplace Violence

Please See: The Personnel Policies and Procedures Employee Handbook Section 6.0 Code of Conduct.

3.14 Non-Smoking Policy

In accordance with Michigan State Law, smoking is prohibited in all Hamburg Township buildings. It is Hamburg Township policy that smoking is prohibited within 10 feet of any entrance to Township owned buildings, and in all Township owned vehicles.

3.15 Tuition Reimbursement (Non-Bargaining Unit Employees)

Hamburg Township's tuition reimbursement policy is to help employee's further 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 nine thousand (\$9,000.00) 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 prior to the start of the course.

- D.** Denial of approval by the Department Head, or his/her designee, may be appealed first to the Elected Official responsible for that Department, 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 the Department Head for reimbursement.
- I.** None of the above shall apply to any courses/training mandated by the employer.

Note: Tuition reimbursement for bargaining unit employees is governed by their Collective Bargaining Agreement.

3.16 Adverse Weather Policy

Hamburg Township regular business hours are Monday through ~~Friday~~ Thursday from ~~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 Public Safety Director or Buildings and Grounds Superintendent~~ will determine the necessity to close the Township offices and dismiss employees for the remainder of the day. Those employees whose job responsibilities prohibit them from being dismissed, will be compensated for hours worked at time and one-half.

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 5:30 a.m. If the Township phone system is inoperable, employees should contact their supervisor for Township closure information. When the Township office is closed due to inclement weather, the employees will be compensated at their regular pay rate. Those employees whose job responsibilities require them to report to work, will be additionally compensated their regular rate of pay at time and one-half.

