



~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

5/27/2021

Adopted by the Board of Trustees on June 1, 2021

Updated: ~~February 18, 2025~~

HAMBURG TOWNSHIP
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0.00 DEFINITIONS

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

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.

Christmas holidays: Mandatory time off with pay to be used annually between Christmas Eve Day and New Year's Day.

Updated by Board of Trustees 9-3-24

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 handbook~~ 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.

Floating holiday: Time off with pay credited annually on January 1st to be preapproved by the employee's Department Head and/or Supervisor. Must be used within the calendar year and any unused time will be forfeited on December 31st.

Updated by Board of Trustees 9-3-24

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

Updated by Board of Trustees 5-21-24

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.

Non-Exempt Fire Employees: Fire employees working 24-hour shifts are entitled to overtime as provided for in the applicable Collective Bargaining Agreement and federal law.

Updated by Board of Trustees 2-18-25

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.

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

Paid Leave Time: The combination of vacation, sick/personal time off, and compensatory leave time banks.

Updated by Board of Trustees 2-18-25

Part-Time Fire: Fire Department variable hour personnel that are paid per hour per call.

Part-Time Employees: Those employees that do not meet the definition of full-time employee, temporary/seasonal employee, or intern employee/volunteer.

Updated by Board of Trustees 5-21-24

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: Paid Time Off

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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 voluntarily provides services to the Township for no compensation.

Updated by Board of Trustees 2-18-25

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1.0 INTRODUCTION

1.1 Purpose

Hamburg Township is committed to providing a safe and healthy workplace for all Township employees. The Personnel Policies and Procedures Manual Employee Handbook is designed to acquaint you with information about working conditions, employee benefits and Township policies affecting your employment. You should read, understand and comply with all provisions of the Manual Handbook. The Manual Handbook describes many of your responsibilities as an employee and outlines the programs developed by the Township to benefit employees.

Where provisions of these policies conflict with or differ from the provisions of any existing collective bargaining agreement, the provisions of the collective bargaining agreement and Police and Fire operating procedures shall take precedence. All other areas apply to all Township employees.

This Manual Handbook does not create, nor should it be considered to create, any contractual rights for employees. No employee manual handbook can anticipate every circumstance or question about policy. As the Township continues to grow and as circumstances change, the need may arise and the Township reserves the right to change, delete, add to, deviate from, interpret or cancel, in whole or in part, any of the policies and benefits set forth in the Manual Handbook, in its sole discretion, at any time, with or without prior notice. This Manual Handbook supersedes and replaces all previous handbooks, policy manuals, rules, regulations, policies and procedures.

New and current employees are expected to maintain a continuing familiarity with the policies described in the Manual Handbook. Any employee who does not understand information contained in the Manual Handbook should seek clarification by contacting his/her supervisor or Human Resource Accounting Department.

Updated by Board of Trustees 4-5-22

1.2 Scope

These personnel policies and procedures shall apply to all Hamburg Township full-time, part time, temporary and special project employees, except where specifically noted or where superseded by provisions of a collective bargaining agreement and/or employees covered by an individual employment agreement.

1.3 Revision

The policies and procedures contained in this Manual Handbook can be changed by a motion of the Hamburg Township Board of Trustees. Employees are encouraged to submit suggestions for changes to the Human Resource Department.

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Adopted amendments will become effective upon date of adoption. This does not preclude amendments being made regarding special circumstances brought before the Board.

When revisions and/or additions are made, employees will be notified of any changes and will be responsible to follow said changes. The changes will be made to the permanent master copy located on the Township "V" drive. If an employee is unclear about the changes they should clarify with the ~~Supervisor or Human Resource Department Head~~ Executive Team or Accounting department.

1.4 Distribution of the ~~Manual Handbook~~

All employees will receive and sign for a copy of the Hamburg Township ~~Personnel Policies and Procedures Manual~~ Employee Handbook. All employees are required to review and follow the ~~manual handbook~~.

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2.0 EMPLOYMENT

2.1 Employee At-Will

Township employment is at-will. Accordingly, either you or the Township can terminate the employment relationship at any time, with or without cause, and with or without notice. This at-will employment relationship exists regardless of any other written statements or policies contained in this ~~Manual Handbook~~ or any other Township documents, or any verbal statements to the contrary.

No one except the Township Board can enter into an employment relationship or agreement that is contrary to at-will employment. To be enforceable, such relationship or agreement must be in writing, and signed by all members of the Township Board of Trustees or documented in the board meeting minutes.

2.2 Orientation

All new employees will complete the necessary tax withholding and group insurance forms. ~~Human Resources~~ The Accounting department will review policy and organizational matters, and the employee's Department Head will review job tasks. Each new employee will be issued a copy of the current Employee ~~Manual Handbook~~ and be required to sign a statement indicating he/she has received the ~~Manual Handbook~~.

2.3 Physical Examination & Drug Testing

All candidates for employment will be required to undergo a pre-employment physical and drug screening prior to employment and after the employee is extended a conditional offer of employment all medical and drug testing results shall be maintained in the employee's confidential medical file.

The Township may require an employee undergo a job-related medical or physical examination to determine if the employee can perform the essential functions of the job following a leave for illness or injury, if the employee is having difficulty performing his or her job effectively, or if an employee's performance suggests there might be a medical problem which could result in the employee posing a direct threat to the health or safety of him/herself or others.

2.4 Length of Service

Length of service is a period of continuous and unbroken employment with the Township. Continuous length of service is not recognized until the employee successfully completes the six (6) month probationary period. At that time, the length of service will date back to the first day of work for the Township after his/her most recent hiring. A former employee who is re-employed will be considered a new employee. In the event the break

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in service is less than 60 days, the employee's prior length of service will be considered for purposes of determining leave time accumulation only.

Employment seniority/anniversary date is the date that the employee is hired as a full-time employee. Employees originally hired as part-time and converting to full-time status will be assigned the full-time hire date for seniority/anniversary purposes.

2.5 Loss of Service

An employee's employment shall end for any of the following reasons:

- a) Resignation;
- b) Discharge;
- c) Retirement;
- d) Failure to return to work after seven calendar days' notice of the recall from layoff;
- e) Failure to return to work at the expiration of an approved leave of absence; or
- f) Failure to notify employer of absence for three consecutive workdays.

Exceptions to the above policy may be made at the discretion of the Township Board.

2.6 Layoff and Recall

Should it become necessary to reduce the level of staffing for any reason, the Township Board will decide which positions are affected and which employees will be laid off. The Township Board must approve all layoffs. Employees to be laid off will have at least five business days' notice of the layoff or receive compensation in lieu of the five days.

2.7 Performance Reviews

All employees will be evaluated per the performance review procedure as defined in the Administrative Policies and Procedures Manual Section 3.8.

2.8 Personnel Records

An individual personnel file shall be maintained for each employee containing the application or resume, beneficiary designation forms, disciplinary action, record of promotion or transfer, letters of commendation, record of training, and other pertinent data.

These records are maintained by the ~~Human Resource and/or~~ Clerk's Department and are accessible through ~~the Human Resources Department, Deputy Clerk, and/or the employee's Department Head and others as determined by the Clerk~~ the Clerk or designee

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of the Clerk. In addition, any employee may request to see his/her file, generally not more than twice per calendar year. The file shall be reviewed in the presence of authorized personnel. Upon request, each employee shall also receive a copy of his/her personnel file. The Township may, at its choice, charge employees actual copying costs.

A separate confidential file will be kept for each employee which will contain medical related information, including doctors' notes, medical records, physical examination results, FMLA forms containing medical information, etc.

2.9 Personal Relationships in Employment

NOTE: changes below are also dependent on changes made to APPM sec. 3.12

Per the Administrative Policies and Procedures Manual section 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

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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 ~~Human Resource Director 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 ~~Human Resource Director 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 ~~Human Resource Director 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 ~~the Human Resource Director 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.

Updated by Board of Trustees 9-2-25

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3.0 HOURS OF WORK

Starting times, quitting times, and hours of work shall be determined by the employee's Department Head. Work assignments shall be made by the Department Head who may, where he/she deems it appropriate, delegate this authority to an employee's supervisor. Work assignments shall conform to job description.

When employees are required to leave the building as their responsibilities dictate, they are required to inform the appropriate Department Head or designee the departure time, expected location and approximate return time. Information regarding the date or hour of return and expected location will enable the Township personnel to provide accurate answers to inquiries regarding availability and will better prepare the Township to deal with emergencies and/or high priority concerns.

The Township offices are open Monday through Thursday, 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. Non-exempt employees will be paid for the hours worked.

Updated by Board of Trustees 5-21-24

3.1 Absence/Tardiness

Employees are expected to be conscientious about reporting to work on time. All employees will notify their immediate supervisor prior to the beginning of the schedule to be worked, or as soon as the employee knows that he/she will be late or absent from work.

Depending upon the nature and duration of the time off, the ~~Human Resource Director~~ **Department Head will may** request that a signed statement from a physician who has examined the employee be submitted prior to returning from sick time off. Unauthorized or excessive absences or tardiness may subject an employee to disciplinary action, up to and including discharge.

3.2 Adverse Weather Policy

Hamburg Township regular business hours are Monday through Thursday from 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.

Updated by Board of Trustees 5-21-24

Should severe weather present itself prior to 7:30 a.m. on a weekday, the B&G Superintendent will communicate with the Supervisor or the Clerk in the absence of the

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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 B&G Superintendent, 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.

Updated by Board of Trustees 5-21-24

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 non-exempt employees whose job responsibilities require them to report to work, will be compensated their regular rate plus be given the option of receiving compensatory time or overtime at one and one half their regular rate of pay for any hours worked.

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 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.

Updated by Board of Trustees 5-21-24

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

Updated by Board of Trustees 11-1-22

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 Resource Director~~ Clerk.

Updated by Board of Trustees 12-7-21

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3.4 Overtime, Compensatory and Call Back Time

A. Non-exempt Employees

All hours worked in excess of forty hours (40) in a week 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-four-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) to ten (10) hour employee and fifty-three (53) hours for a twenty-four (24) hour employee.

Updated by Board of Trustees 2-18-25

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 10:00 a.m. on the Monday preceding a biweekly payroll.

Updated by Board of Trustees 11-1-22

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. Employees shall be allowed to cash out up to 40 hours of compensatory time upon request. Requests shall be approved by their immediate Supervisor, and to the payroll department by 10:00 a.m. on the Monday of the biweekly pay period.

Updated by Board of Trustees 2-18-25

B. 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.

Updated by Board of Trustees 4-22-22

3.5 Holiday Pay

If a full-time eight (8) to ten (10) hour employee is required to work on a designated holiday (see 4.1 Holidays), the employee shall receive a day's pay plus additional pay at two times their rate of pay for the hours worked.

Updated by Board of Trustees 5-21-24

If a twenty-four (24) shift employee is scheduled to work on a designated holiday, the employee shall receive twenty-four (24) regular pay. On the first pay in December of

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each year the employee will receive a yearly holiday allowance. This allowance will be for 13 holidays (see section 4.1 Holidays) at the annual base pay /2080 hrs. X 104 hrs. = amount of allowance.

Part-time firefighters shall be paid double their hourly rate of pay for hours worked on Public Safety recognized holidays as determined by the Township Board.

Updated by Board of Trustees 2-18-25

3.6 Call in Pay

Employees called into work on other than their scheduled shift shall be paid at one- and one-half times their hourly rate of pay for a minimum of 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 into 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~~ one call, and minimum of (3) three hours if they respond to ~~three~~ two or more calls.

Updated by Board of Trustees 11-1-22

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 full-time 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. Part-time Department of Public Works employees that are scheduled on-call shall be compensated at a rate of \$50.00 per day. This allowance covers mileage expenses as well as the inconvenience of being on call.

Updated by Board of Trustees 4-5-22, 11-1-22 & 9-3-24

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4.0 EMPLOYEE BENEFITS

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	Christmas Eve Day
Martin Luther King Jr. Day	Labor Day	Christmas Day
Good Friday*	Thanksgiving Day	New Year's Eve Day
Memorial Day	Day after Thanksgiving Day*	

**Two (2) Christmas holidays – Township, ~~Senior Center~~, Building & Grounds employees
~~Three (3) Christmas holidays – Senior Center~~

Two (2) floating holidays - Department of Public Works employees

Three (3) floating holidays – Public Safety administrative staff

*Applies to Public Safety, ~~and~~ Department of Public Works ~~and Senior Center~~ employees.

**Treasury will be open pursuant to Public Act 641 of 2002 (MCL 211.44(2)(b))

Updated by Board of Trustees 5-21-24 & 9-3-24

The Township Hall, Senior Center and Building & Grounds will be closed Christmas Eve Day through New Year's Day. 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).

Updated by Board of Trustees 5-21-24

Permanent part-time (non-seasonal) employees 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 a maximum of eight (8) hours 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.

Updated by Board of Trustees 5-21-24

Unless otherwise determined and approved by the Board, if a designated holiday falls on a Saturday, then the time off with pay shall be scheduled for the preceding workday. If a designated holiday falls on a Sunday, then the time off with pay shall be scheduled for the following workday.

See Section 3.5: Holiday Pay

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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	72 vacation hours
On two-year anniversary	120 vacation hours	120 vacation hours
On three-year anniversary	140 vacation hours	144 vacations hours
On eight-year anniversary	160 vacation hours	168 vacation hours
On fifteen-year anniversary	180 vacation hours	180 vacation hours
On twenty-year anniversary	200 vacation hours	204 vacation hours

Updated by Board of Trustees 5-21-24

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

Less than 2080 hours of part time = 40 hours

2080 hours or more of part-time = 80 hours

On the full-time hire date, the employee is awarded vacation days according to the above schedule.

Updated by Board of Trustees 2-18-25

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 denied with their signature. Vacation time shall be used in one-quarter (1/4) hour increments.

Updated by Board of Trustees 2-18-25

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 their 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 have 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

Sick leave is available to all employees and is intended to be used for reasons of illness, injury, pregnancy, medical or dental appointments, or for any of the reasons provided for under the Michigan Earned Sick Time Act (ESTA). See attached poster regarding ESTA,

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MCL 408.961, et. seq.

Qualifying reasons for leave under the ESTA include:

- 1) The employee's or the employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury or health condition; or preventative medical care for the employee.
- 2) For closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or when it has been determined by public health authorities having jurisdiction or by a health care provider that the employee's or the employee's family members presence in the community would jeopardize the health of others because of the family member's exposure to a communicable disease.
- 3) If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal service; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- 4) For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child.

The Township uses the fiscal year, which is July 1st to June 30th, for purposes of calculating accrual and use of earned sick time.

For purposes of this policy, "family member" is as defined by the Earned Sick Time Act and includes spouses, biological, adopted, step and foster parent, grandparent or child, siblings, a domestic partner and a person who stood in loco parentis when the employee was a child and others who are related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Any employee with questions regarding a qualifying reason for leave under the Earned Sick Time Act should contact ~~Human Resources~~ the Accounting department.

Employees will not be required to search for or secure a replacement in order to use paid sick leave.

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Sick time will be paid at the employee's regular rate of pay. Sick leave may be used in one-quarter hour increments.

Paid sick leave shall not be advanced to employees who have not yet accrued paid sick time.

Approval of sick leave is the responsibility of the Department Head. If the need for sick leave is foreseeable, the employee must provide notice to his or her Department Head of the need for sick leave 7 days prior to the date that sick leave will be needed. If the need for sick leave is not foreseeable, the employee must notify his or her Department Head as soon as practicable.

For use of earned sick time for more than three days, the Township may require reasonable documentation that the use is for a purpose covered by the Earned Sick Time Act. Upon request, the employee must provide the documentation in a timely manner. Employees will not be required to provide documentation regarding the details of illness or domestic violence. All required documentation shall be maintained by the Township ~~Human Resources Clerk's~~ department in a confidential manner.

A. Regular Part-time Employees

Paid sick leave accrues at the rate of one hour for every 30 hours worked. Earned time off will be credited bi-weekly as earned.

Upon completion of ninety (90) days of employment, an employee may use up to 72 hours of accrued paid sick time per year.

Unused sick leave will carry over to the following fiscal year, unless the employee is separated from employment for over 6 months. However, the maximum paid sick leave available to be used per fiscal year is 72 hours.

Part-time employees will not be compensated for unused and accrued sick leave upon separation from employment.

B. Part-time Firefighters

Part-time firefighters shall earn one (1) hour of sick/personal time for every thirty (30) 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.

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BC. Full-time Employees

Thirty-six (36) to forty-hour (40) employees earn four (4) hours of sick/personal time off, and fifty-three-hour (53) employees earn six (6) hours of sick/personal time off bi-weekly. Earned time off will be credited bi-weekly during payroll processing.

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.

Unused sick/personal leave shall accumulate from fiscal year to fiscal 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.

See sections 4.6, 4.7 and 10.4 for additional information.

Updated by Board of Trustees 2-18-25

4.4 Donation of Vacation, Sick/Personal & Compensatory Time

Employees with more than one-year of service, who suffer with a personal illness, may receive "donated" time from other employees provided the employee has used all of their accumulated vacation, sick/personal and compensatory time.

Employees, with their Department Heads approval, may donate accumulated vacation, sick/personal and compensatory time to qualified co-workers in increments of one (1) hour up to a maximum of forty (40) hours annually providing the donating employee leaves themselves with a balance of no less than forty (40) hours after donation.

4.5 Group Insurance Plan

Full-time employees will be eligible to participate in the Township's group insurance plans (medical/hospitalization, life and disability income). Township employees may be required to pay a portion of the premiums. Employees will receive a copy of the group plan detailing the various benefits. Further information may be obtained from the **Human Resource Accounting** Department. The Township reserves the right to change carriers and coverage or to eliminate benefits.

Full-time non-represented employees may participate in a health care opt out program, if offered by the Township, which allows for compensation in lieu of health care benefits.

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To participate, the employee must meet the eligibility requirements specified by the Township. Further information regarding the program may be obtained from the ~~Human Resource~~-Accounting Department.

Employees wishing to participate in the opt out program must notify the ~~Human Resource Accounting~~ Department during the open enrollment period each year, or within the first 30 days of employment, unless a change in status is documented with the ~~Human Resource Accounting~~ Department. A Health Insurance Coverage Benefit Waiver Form must be signed and proof of other coverage such as a copy of the employee's insurance card must be provided.

Employees choosing to discontinue health care coverage through the Township will receive compensation in lieu of health care coverage in the amount set by the Township Board of Trustees. This amount will be included in regular paychecks on the second check each month. Pay-in lieu is taxable income and taxes will be withheld.

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 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 (40) hours per week for forty (40) hour employees, and fifty-three (53) hours per week for fifty-three (53) hour employees. While on disability, the employee 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 or personal time. Vacation time will be pro-rated upon returning to employment from long-term disability. Once an employee has used all of accrued sick/personal, vacation and compensatory time, the employer will only continue health insurance and accrual of 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 2-18-25

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

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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.

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 Accounting~~ Department promptly.

An employee shall use available paid leave time 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 (40) hours per week for forty (40) hour employees, and fifty-three (53) hours per week for fifty-three (53) hour employees.

Updated by Board of Trustees 2-18-25

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, an employee will not earn or accrue paid leave. Vacation time will be pro-rated upon returning to employment. The employee while on worker's compensation will not receive holiday pay or phone stipend.

4.8 Funeral Leave

All Full-time employees shall be granted, upon request, paid leave days for attending a funeral involving members of their family as follows:

- a) Funeral leave of five (5) pay days or three duty shifts (72) hours, for a spouse, child, step child, daughter in-law and/or son-in-law.
- b) Funeral leave of three (3) pay days or two duty shift (48) hours, for a grandchild, parent, step parent, brother, sister, parent of spouse, grandparent, grandparent of spouse, sister in-law and brother in-law.

Updated by Board of Trustees 12-7-21

With approval of the Department Head, additional time-off may be granted using accrued sick/personal, comp or vacation time.

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4.9 Court Obligations

Full-time employees will be paid their normal pay for time off required for jury duty. The employee should sign over to the Township any payment from the court, excluding mileage. Part-time employees receive no pay from the Township for time missed for jury duty obligations but retain any compensation paid to them by the court.

An employee having a court obligation shall notify the employee's immediate supervisor as soon as possible. An employee excused from jury duty or examination prior to 12 o'clock (Noon) on any workday shall report to work for the balance of the day.

4.10 Military Leave

If an employee is called to active military duty or to Reserve or National Guard training, or if an employee volunteers for the same, the employee should submit copies of his/her military orders to his/her supervisor as soon as is practicable. A military leave of absence without pay will be granted for the period of military service, in accordance with applicable federal and state laws. A reservist or a member of the National Guard will be granted time off without pay for required military training. Eligibility for reinstatement after military duty or training is completed, and entitlement to benefits during and after leave, is determined in accordance with applicable federal and state laws.

4.11 Family and Medical Leave Act

Hamburg Township complies with the Family Medical Leave Act (FMLA) of 1993, as amended. This Policy is not meant to be all inclusive and merely highlights the provisions of the FMLA, which are subject to detailed and specific regulations. The FMLA statute and regulations control in the event that there is any inconsistency between the statute or regulations and this policy. Employees who have worked for the Township for at least 12 non-consecutive months and who have worked at least 1,250 hours during the 12 months immediately preceding the request for leave are eligible for up to 12 weeks of unpaid leave under the Family Medical Leave Act for reasons allowed under the Act, including any of the following:

Birth and care of a newborn child or placement for adoption or foster care of child with the employee, within 12 months of the birth or placement.

Care of an immediate family member who has a serious health condition. An immediate family member is a spouse, child or stepchild, or the parent or parent-in-law of the employee.

An employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of his or her job.

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A qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is a covered military member on "covered active duty."

Military Caregiver Leave of twenty-six weeks of leave during a single 12-month period is also available to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent or next of kin.

An employee may be required to provide 30 days' advance notice for Family Medical Leave that is foreseeable. Employees requesting leave for their own, or a covered family member's serious health condition will be required to provide medical certification to substantiate their leave request. The Township reserves the right to request periodic updates, a second or third opinion, or recertification, at any time. Any such second opinion examination shall be paid for by the Township. The Township may also request 30-day periodic reports from the employee's health care provider, or the health care provider of a covered family member. Failure to provide the requested certification or recertification in a reasonable time, may result in the leave being determined to be an unauthorized leave and may subject the employee to disciplinary action.

In the event that an employee takes leave under the Family and Medical Leave Act, the employee is entitled to return to his/her position, or in the event that position has been filled, to an equivalent position with equivalent pay, benefits, seniority and responsibilities.

Family Medical Leave is unpaid, unless the employee has available paid leave time to use. Employees are expected to exhaust all paid leave while taking Family Medical Leave, prior to taking unpaid Family Medical Leave. Family Medical Leave time will run concurrently with worker's compensation leave, leave covered by disability insurance, and/or use of paid leave during eligibility for FMLA leave. Paid and unpaid leave pursuant to the FMLA will be counted against the employee's FMLA entitlement where the employee is FMLA eligible.

In circumstances where the employee does not request FMLA leave, the Township may deem an employee's absence to be Family Medical Leave where appropriate.

Under some circumstances, employees may take intermittent FMLA, which means taking leave in blocks of time or by reducing the normal weekly or daily schedule. FMLA leave may be taken intermittently when it is medically necessary to care for a seriously ill family member, or because the employee is seriously ill and unable to work. If the need for intermittent leave is foreseeable based on planned medical treatment, the employee is responsible for scheduling the treatment in a manner that does not unduly disrupt the Township's operations, subject to the approval of the health care provider. In such cases, the Township may also transfer the employee temporarily to an alternative job (if

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available) that better accommodates recurring periods of leave than the employee's regular job.

Leave for birth or adoption (including foster care placement) must conclude within twelve months of the birth or adoption. When leave is taken for birth or adoption, the use of intermittent leave is subject to the Township's approval.

The Township shall calculate the twelve (12) month period during which the employee is entitled to FMLA leave by a "rolling" year. Each request for a FMLA leave will be evaluated based on the amount of the FMLA leave taken in the twelve (12) month period prior to the start of the new requested leave.

Employees returning to work from Family Medical Leave for their own serious health condition may be required to provide certification from his or her health care provider stating that he or she is able to return to work and perform the essential functions of his or her job, with or without reasonable accommodation.

Group health insurance, if provided, will continue while an employee is on FMLA leave at pre-leave benefit and premium contribution levels. The Township's obligation to continue to maintain health benefits will stop if and when the employee informs the Township of the intent not to return at the end of the leave, or if the employee fails to return at the end of the FMLA leave. Benefits that operate on an accrual basis will not accrue during any period of unpaid leave under this policy. Seniority will not accrue during any period of unpaid leave under this policy. Use of FMLA will not result in the loss of any benefit that accrued before the employee leave began. Any FMLA leave will not be counted as a break in service for purposes of vesting or eligibility to participate in a benefit program.

An employee who wishes to take Family Medical Leave should notify the office of the **Human Resources Accounting** Department for the appropriate notice requirements, forms and necessary information. The **Human Resources Accounting** Department office should also be contacted in the event that the employee has any questions regarding the Family Medical Leave policy.

4.12 Retirement Plan

Full-time employees are covered under the Hamburg Township MERS Group Defined Contribution Pension Plan. Employees at least eighteen (18) years old are able to join the plan immediately upon meeting the plans eligibility requirements. The Township contributes ten (10) percent of an employee's wages to a defined contribution 401a plan. An employee is fully vested after one (1) year of employment.

All full-time employees and regular part-time employees, are eligible to contribute to a

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457b retirement plan. They may choose a pre-tax contribution or an after-tax Roth contribution. The Township will match full-time employee contributions as follows:

If the employee contributes three (3) percent, the Township matches one (1) percent.

If the employee contributes six (6) percent, the Township matches two (2) percent.

If the employee contributes nine (9) percent, the Township will match three (3) percent.

4.13 Uniforms and Equipment

- a) Employee I.D. Badge: All employees working out in the community will be required to have a Township Issued I.D. Badge in their possession and be able to provide it for identification purposes to the public upon request.
- b) Department Heads may require Township identifying clothing for certain positions. Clothing or logo designs shall be approved by the Township Board.
- c) All Township employees will be furnished the necessary tools and equipment to perform the duties of their job. The Township will repair and replace worn or damaged equipment, provided it was used only for Township business and was not neglectfully or carelessly used.
- d) Employees required to operate powered equipment must wear MIOSHA approved work shoes with steel reinforcement or equivalent protection. Employees in the Department of Public Works, and the Buildings & Grounds Department will be given an allowance to purchase safety shoes or safety apparel up to an amount determined yearly.
- e) Employees who regularly perform duties outside Township buildings shall be provided safety glasses and inclement weather attire. No garments provided by the Township shall be used for personal use. The Township will repair and replace worn or damaged garments, provided they were used only for Township business and was not neglectfully or carelessly used. Old garments will be turned in to the immediate supervisor before reissue of new garments.
- f) While operating powered equipment, employees shall wear protective clothing and hearing and eye protection devices at all times.

4.14 Continuing Education/Tuition Reimbursement

NOTE: changes below are also dependent on changes made to APPM sec. 3.15

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

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courses expensed within the fiscal year 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 in the Human Resources Accounting Department and a copy submitted to Accounting prior to the start of the course.
- d) Denial 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) Within 30 days of 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 Accounting for reimbursement.
- i) None of the above shall apply to any courses/training mandated by the employer.

Updated by Board of Trustees 2-18-25

4.15 Social Security Privacy Policy

Pursuant to Michigan state law, it is the Township's policy to protect the confidentiality of social security numbers. No person shall knowingly acquire, disclose, transfer, or unlawfully use the social security number of any employee or other individual unless in accordance with applicable state and federal law and the procedures and rules established by this policy.

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4.16 Indemnification Policy

Consistent with Michigan law, the Township may defend and/or provide insurance coverage for Township officers and employees who face civil claims or criminal prosecution as a result of actions performed by them while in the course of their employment and while acting within the scope of their authority.

4.17 Longevity Pay

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

Updated by Board of Trustees 11-1-22

4.18 Cemetery Stipend

Employees who are trained to preform all the duties of the burial services will receive a stipend as follows, **in addition to their regular hourly wage:**

Grave openings:	\$150.00
Grave closings:	\$50.00
Crypt Burials:	\$100.00
Niche Burials:	\$50.00
Interment of cremated remains below ground	\$50.00

Updated by Board of Trustees 4-5-22

4.19 Participation Incentive

Part-time firefighters shall receive a bonus for reaching a specific level of participation (hours worked) in a fiscal year, as follows:

1000 hours:	\$500
1500 hours:	\$750

Each firefighter shall receive their lump sum participation incentive payment of the first paycheck in July based on the number of hours worked the previous fiscal year.

Updated by Board of Trustees 9-6-22

4.20 Certification Incentive

Department of Public Works employees will receive a lump sum payment each year made with the second pay in January for a certification bonus. This bonus will be cumulative based on the certifications held as of December 31st as follows:

L1 and L2:	\$1,000
Class D:	\$2,000
Class C:	\$3,000

Updated by Board of Trustees 2-18-25

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4.21 Health Savings Account

Full-time employees who participate in the Township's group insurance plan (medical, dental and vision) are eligible to receive employer contributions into a Health Savings Account (HSA). Employer contribution amounts and funding frequency will be established annually by the Board of Trustees. New hires and mid-year changes are subject to proration. Eligible employees are entitled to contribute to their Health Savings Account (HSA) through pre-tax payroll deductions. For additional information contact the Accounting department.

Updated by Board of Trustees XX-XX-XX

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5.0 COMPENSATION

5.1 Compensation

The Township Board shall approve all salaries or wages.

The Township elected officials' salaries are established by the Township Board annually via Board resolution upon adoption of the fiscal year budget.

Updated by Board of Trustees 2-18-25

5.2 Payroll Procedures

The pay period is two weeks, beginning on Monday, and ending on Sunday. Pay shall be distributed to the employees on the Thursday following the end of the pay period. Employees are required to have their pay deposited directly into an account at a financial institution of their choice. Payroll income tax deductions are made as required by federal or state governmental units. Deductions can also be made by the employee's written authorization for pension contributions, employee deferred compensation programs and employee share of insurance premiums including voluntary deductions.

5.3 Payroll

- a) Time Sheets: All completed time sheets shall be submitted to the Payroll Department on the Monday of the biweekly pay period by 10:00 a.m. Time sheets will be signed by both the employee and the employee's department head. Time sheets are also required for per diem requests.
- b) Deductions and Withholdings: The Payroll Department shall be notified at least 5 days prior to the pay period of any changes in voluntary deductions or withholding allowances desired by an employee. All voluntary deductions shall be authorized in writing.
- c) Pay Advances: Pay advances shall not be authorized under any circumstances.
- d) Payroll Problems: Employees will immediately notify the Payroll Department of any problems or errors on their paychecks.

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6.0 CODE OF CONDUCT

Development of harmonious relationship among personnel and excellent service to the public is essential to the effective operation of the Township. The standards below are not intended to be inclusive, and may be found elsewhere in this employee handbook. The rules governing personal conduct set forth below are intended to promote the orderly and efficient operation of Hamburg Township, as well as to protect the rights of the employees. The conduct set forth below is prohibited and may subject employees to discipline up to and including termination. Any conduct that may impair the operations of the Township, or jeopardize the personal safety, security, or welfare of Hamburg Township or its residents or employees is prohibited.

The Code of Conduct and policies contained in this Manual Handbook are neither intended to conflict with, nor will they be applied to limit, an employee's rights under any Federal and/or State law, including the right to organize or to discuss terms and conditions of employment.

The following is a non-exclusive list of actions which may result in disciplinary action, up to and including termination of employment:

- a) Violation of Township or department work rules, policies or procedures, or the rules, policies and procedures set forth in this Manual Handbook.
- b) Possessing, or being under the influence, of alcohol, illegal drugs or substances.
- c) Insubordination, or refusal to obey or willful failure to carry out verbal or written instructions of supervisory personnel.
- d) Sleeping while on duty except as allowed through position description and authorized by Department Head.
- e) Excessive absenteeism or tardiness including late return from breaks and lunch period.
- f) Careless conduct or neglect of safety rules and procedures.
- g) Leaving work without permission from immediate supervisor.
- h) Fighting or gambling while on duty.
- i) Carrying weapons on duty without specific authorization from Township Board.

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- j) Theft, unauthorized disposal, or deliberate or careless damage of any property of Hamburg Township, its employees, or its residents or customers.
- k) Unauthorized use of property, equipment, or facilities of Hamburg Township.
- l) Discourtesy to the public.
- m) Falsifying and/or failing to accurately complete employment records, employment information or other Township records.
- n) Using threatening, abusive language or conduct towards another employee or towards citizens, vendors and other third parties.
- o) Conviction of a felony.
- p) Rude or inappropriate behavior to or harassment of employees, supervisors or citizens, vendors or other third parties.
- q) Instigating, aiding or participating in any illegal strike, work stoppage or work slowdown.
- r) Failure to report an accident, damage to Township equipment or property, or personal injuries as soon as possible.
- s) Conduct that brings the Township into disrepute or reflects poorly upon the employees as a member of the Township Staff.
- t) Disclosure of any information regarding the Township, its taxpayers or coworkers to anyone not authorized by the Township Supervisor and or Clerk to receive such information, unless required by law or court order.
- u) Violation of any applicable State of Michigan Ethics, Conflicts of Interest, Incompatible Offices and Standards of Conduct Laws.

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7.0 EMPLOYEE GUIDELINES

7.1 Political Activities

Employees shall not use their Township position for any political purpose nor engage in political activities during working hours. Banned political activities during working hours include wearing political buttons, soliciting political contributions, displaying political bumper stickers or posters on Township vehicles or property or distributing political materials.

7.2 Petitions

Circulating of petitions, political or other, by employees and/or Elected Officials is forbidden during working hours.

7.3 Outside Employment

Employees may accept employment or engage in business activities, in addition to their work with the Township with written authorization from their Department Head provided:

- a) Such employment or business does not constitute a conflict of interest with the employee's duties and does not interfere with the employee's job with the Township. Employees are specifically prevented from working or conducting business within the Township, when said employment or business is related to their Township duties and responsibilities, or when an employee is in a position to influence a decision that affects the employee or a member of the employee's family.
- b) Employees must discuss any possible outside employment that may be a conflict of interest with their Department Head.

7.4 Use of Township Equipment

When using Township equipment, employees are expected to exercise care and follow all operating instructions, safety standards, and guidelines.

Employees are required to notify their supervisor if any equipment, machines or tools appear to be damaged, defective or in need of repair.

The improper, careless, negligent, destructive or unsafe use or operation of equipment can result in disciplinary action, including discharge.

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Employees are prohibited from using Township property for their personal use.

7.5 Workplace Monitoring and Searches

Workplace monitoring may be conducted by the Township to ensure quality control, employee safety, security, and citizen satisfaction.

Computers furnished to employees are the property of the Township. As such, computer usage and files may be monitored or accessed. In addition, all offices, desks and files are Township property and the Township reserves the right to inspect these as well.

The Township may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

Employees can request access to information gathered through workplace monitoring that may impact employment decisions regarding the employee. Access will be granted unless there is a legitimate business reason to protect confidentiality or an ongoing investigation.

7.6 Computer, Internet and E-mail Use

Computers, computer hardware and software, internet access and e-mail access (collectively referred to herein as "computer systems" or "network") may be provided to Township employees for the benefit of the Township. The following is a statement of the Township's policy with respect to access to, and use of, the Township's computer systems. The purpose of this Policy is to minimize the risks associated with computer, internet and e-mail use without unduly limiting the potential benefits of such use.

Computer Hardware and Software

Computer workstations and related equipment may be provided to an employee in the Township's sole discretion for the purpose of conducting Township business. Any and all files, data or software applications installed or stored on Township equipment or on any removable media owned by the Township, is the property of the Township or licensed by the appropriate manufacturer for use by the Township and is subject to inspection or removal by the Township at its discretion for any reason. Personal software and/or data may not be installed or stored on Township computer equipment without express permission from the IT Director. Such personal software and data are stored at the employee's own risk, will be inspected by authorized Township personnel, and may be removed at the discretion of the Township for any reason.

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Internet Access and Use

Internet access may be provided to an employee at the Township's discretion for the purpose of accessing information relevant to Township business. Internet access is not guaranteed and is not considered an essential aid in the performance of an employee's duties. The Township will provide such access though the Township network to an employee as a business privilege which is conditioned upon adherence to the Township's policies and rules regarding internet access. Occasional personal use of the Internet will be permitted if such use does not:

- a) Interfere with the employees' job performance;
- b) Have an adverse impact on the computer systems' performance, or
- c) Violate any policies or provisions contained herein.

Viewing, downloading, copying, sending or processing inappropriate information, including without limitation, posting, downloading or connecting to internet sites which contain pornographic or other offensive material, or participation in criminal and other inappropriate activities, is strictly prohibited. Employees must follow all applicable laws, regulations and policies when accessing and using the Internet. Such laws and regulations include, without limitation, those governing copyright, defamation, privacy, publicity and the access or use of others' computer or communication systems. Such laws also include those relating to all advertising and promotion of Township services.

Employees shall refrain from illegally copying protected works, or making available copies of such works. Employees are responsible for observing copyright and licensing agreements that may apply when downloading files, documents and software. Employees must obtain approval from the Department Head and I.T. Director before downloading any materials for which a registration fee is requested. Employees are prohibited from sending or posting messages that contain abusive or objectionable language, that defame or libel others, or that infringe the privacy rights of others.

Internet use will be monitored by the Township and such monitoring may be conducted at any time for any reason. The Township reserves the right to access and disclose the content of Internet communications, including e-mail, conducted though the Township's computer systems. All employees acknowledge that they do not have any right to privacy in their use of the Internet and consent to access to, and disclosure of, his/her Internet use to authorized Township personnel.

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E-mail Access and Use

E-mail access may be provided to an employee at the Township's discretion for the purpose of communication and exchange of information. E-mail access is not guaranteed and is not considered an essential aid in the performance of an employee's duties. The Township may provide such access through the Township network to an employee as a business privilege which is conditioned upon adherence to the Township's policies and rules regarding e-mail communications. E-mail is intended for the conduct of Township business, but occasional personal use is permitted as long as such use is not otherwise prohibited by this Policy and such use does not interfere with the productivity of the employee or others.

E-mail communications containing derogatory, defamatory, sexual, racist, ethnic, ageist, harassing, abusive or offensive remarks or images are strictly prohibited. In addition, email solicitations including, but not limited to, solicitations for personal business, business unrelated to the Township, religious, political or other personal causes are strictly prohibited. Using the Township network to send mass e-mail communications is also expressly prohibited. Employees shall not subscribe to any e-mail mailing lists without the express permission of the employees' Department Head.

Employees must follow all applicable laws, regulations and policies when accessing and using e-mail. Such laws and regulations include, without limitation, those governing copyright, defamation, privacy, publicity and the access or use of others' computer or communication systems. Such laws also include those relating to the advertising and promotion of Township services.

The Township reserves the right to review, audit, intercept, access and disclose the content of all e-mail communications created, received or sent over the Township network for any purpose, without regard to whether such communications are related to Township business or are personal in nature. No e-mail communication will be considered confidential or private, except where such confidentiality is for the benefit of the Township. By using the Township e-mail system, all employees consent to the monitoring by the Township of his or her e-mail communications, waive any right to privacy in e-mail communications and consent to access to, and disclosure of, e-mail communications to authorized Township personnel.

Employee and Elected and Appointed Official Social Media Policy

The Township recognizes that social media, blogs, social networks, discussion forums, video, and other social media can be an attractive and effective way of communicating. However, these tools also hold the possibility of unintended consequences. The Township

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has compiled these guidelines for its employees and officials when participating in online conversation or use of social media.

This Social Media Policy incorporates all other Township policies including those governing discrimination, harassment, and ordinary ethical obligations. Violation of Township Policies in any way, including through the use of social media, may lead to disciplinary action up to and including termination of employment.

Individuals using Township resources, including but not limited to, Township provided email and instant messaging tools, computer equipment, internet, or other information systems, or network(s) have no expectation of privacy except where applicable law provides differently. No Township employee or individual official has the authority to verbally provide any expectation of privacy contrary to this written policy.

The Township Board of Trustees adopts the following guidelines regarding use of social media:

1. Be Honest About Who You Are

Transparency is important when using social media. Posting anonymously should be avoided. When the conversation relates to the Township, or its business, the fact that you are associated with the Township may be relevant to conversations, even if you are not an official spokesperson. You need to disclose your relationship with the Township whenever you participate in these discussions.

2. Township Resources

Township computers, internet and other communication tools are not to be used for accessing social media or participating in online conversations. Social networking activities must not interfere with an employee's primary job responsibilities. Employees are prohibited from the personal use of online and/or electronic resources during work hours. This includes but is not limited to the personal use of social media.

Individuals who post on any Township Facebook or Twitter page must abide by this policy and all other Township Policies, including those regarding ethics and those that prohibit harassment.

3. Treat Everyone with Respect

The Township expects you to abide by the same standards of behavior both in the workplace and in your social media communications. Do not use ethnic or other slurs,

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profanity, personal insults, defamatory or harassing communication. Do not engage in any communication that would not be acceptable in the workplace.

4. Make it Clear that Stated Views are Your Own and Correct Your Mistakes

Make sure that, even when you have identified yourself as working for the Township, you are clear that your views and opinions are your own and not those of the Township. Also correct your mistakes, and do not alter previous posts without indicating that you have done so.

5. Use Common Sense and Good Judgment

You are personally responsible for your words and actions, both online and offline. Your posts can potentially tarnish the image and damage the reputation of the Township or infringe on the rights of someone else. Although you have the right to express yourself, that does not mean that there are not consequences.

6. Respect Proprietary Information Content, Trademark and Copyright Laws

Always cite and obtain permission when quoting someone else. Make sure that photos, music, video or other content that you are sharing is legally sharable or that you have the owner's permission. If you are unsure, do not share it. Do not inappropriately incorporate Township logos, or other information in your posts.

7. The Internet is a Public Space that Remembers

Consider the fact that everything that you post on the internet is public. Assume that any member of the public may read every post, no matter how secure you believe that a site may be.

Search engines and other technologies make it virtually impossible to take something back. Consider the fact that everything that you post to the internet is potentially discoverable by anyone. Keep in mind that the technology makes it both virtually impossible to completely delete something and also incredibly easy to send what you have done to millions of other viewers. Make sure that you mean what you say and will have no regrets about what you have said or done online if an unintended viewer sees it.

Information disseminated through social media can be discoverable in litigation, even if not done during work hours or on Township computers or devices. Litigation holds and document preservation notices may be issued and distributed to appropriate employees and officials in the event of litigation and/or investigations. Such litigation holds and document preservation notices apply to all relevant hard copy and electronic information.

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If the content of a social media communication is relevant, regardless of whether it is a Township record or non-business record, that communication must be preserved until the hold is lifted.

8. Respect Confidentiality

You may not use social media to disclose Township confidential information. Protecting the confidential information of Township employees, officials, residents, and others is important.

Third party social media services use servers that are outside of the Township's control and may pose a security risk. Do not access these through Township supplied communication devices or internet, and do not use these to conduct Township business.

Do not divulge confidential or private information gained by reason of your association with the Township. Hurt feelings, damaged relationships, and lawsuits are reasonably foreseeable consequences of bringing others into an online setting without their permission.

9. Personnel

Supervisors should not use social media to comment on a subordinate employee's job performance.

10. Proper Procedures

Complaints made on social media are not official complaints. All complaints that an employee intends to lodge or bring forward pursuant to policy must be done through the proper channels.

11. Report Violations or Concerns

Employees who see something on a social networking site that violates Township Policies or indicates that another employee may have a propensity toward violence, may injure others, or is harassing another employee, should report this to the Human Resource Department Executive Team.

12. Questions

As with all other Township Policies, employees who have questions regarding this policy should contact the office of the Human Resource Department Executive Team.

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Violators Subject to Disciplinary Action

Any violation of this Policy by any employee may result in disciplinary action up to and including termination and civil or criminal liability. The Township reserves the right to provide any information it has about your use of the Township's electronic devices to law enforcement, administrative or regulatory agencies or other third parties.

7.7 Equal Employment Opportunity

Hamburg Township is an equal opportunity employer. It is the Township's policy that all decisions affecting employment are made without regard to an individual's race, color, religion, marital status, familial status, veteran status, age, sex, sexual orientation, gender identity, height, weight, national origin, disability or other protected classification under Federal, State or Local Law.

An employee who has questions regarding this policy or believes that he or she has been discriminated against in violation of this policy should notify in writing the ~~Human Resource Department~~ **Department Head** or any other management representative with whom he or she feels comfortable. All such inquiries or complaints will be treated confidentially to the extent consistent with conducting an adequate investigation and taking appropriate corrective action.

7.8 Employees with Disabilities

Hamburg Township complies with state and federal law prohibiting disability discrimination. Hamburg Township is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate in order for an otherwise qualified individuals to perform the essential functions of the job. It is the employee's responsibility to provide written notification to his or her Department Head of the need for accommodation. Upon doing so, the Department Head may ask for input from the employee regarding the type of accommodation the employee may believe necessary or the functional limitations caused by the disability. Also, when appropriate, the Township may need the employee's permission to obtain additional information from their physician or other medical or rehabilitation professionals. All medical information received by the township in connection with a request for accommodation will be treated confidentially.

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7.9 Anti-harassment Policy, and Complaint and Dispute Resolution Procedures

Harassment

Hamburg Township prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment in any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker, or any person working for or on behalf of Hamburg Township.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's national origin, race, color, religion, age, sex, sexual orientation, gender identity, pregnancy, disability, genetic information, marital status, height, weight, or other protected classification, including epithets, slurs and negative stereotyping.
- Nonverbal harassment includes distribution, display, or discussion of any written or graphic material that ridicules, denigrates, insults, belittles, or show hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, sex, sexual orientation, gender identity, pregnancy, disability, marital status, height, weight or other protected status.
- Physical harassment, violence and bullying is strictly prohibited as discussed elsewhere in the Township **Policy Manual Employee Handbook**.

Sexual harassment

Sexual harassment is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964 and is prohibited under Hamburg Township's anti-harassment policy. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when, submission to or rejection of such conduct is used as the basis for employment decisions, or such conduct has the purpose or effect of, creating an intimidating, hostile or offensive working environment".

Sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, or other verbal communication or physical conduct of a sexual nature:

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- Is made explicitly or implicitly or condition of employment, or
- Is used as a basis for an employment decision, or
- Unreasonably interferes with an employee's work performance or creates an intimidating, hostile or otherwise offensive working environment.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy.

- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual nature and unwelcome.
- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters, notes, facsimiles, emails, photos, text messages, tweets, and internet postings; or other forms of communication that are sexual in nature and offensive.
- Sexual harassment may also be physical in nature and includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forces sexual intercourse or assault.

Courteous, mutually respectful, pleasant, noncoercive interactions between employees that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

Consensual Romantic or Sexual Relationships

Hamburg Township *prohibits* romantic or sexual relationships between a manager or other supervisory employee and **an employee who reports directly or indirectly to that person**, because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give

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rise to the perception by others that there is favoritism or bias in employment decisions affecting the staff employee. Moreover, given the uneven balance of power within such relationships, consent by a staff member is suspect and may be viewed by others, or at a later date by the staff member, as having been given as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favoritism, intimidation, coercion or exploitation undermines the spirit of trust and mutual respect that is essential to a healthy work environment. If there is such a relationship, the parties need to be aware that one or both may be moved to a different department or other actions may be taken.

If any employee of Hamburg Township enters into a consensual relationship that is romantic or sexual in nature with an employee who reports directly or indirectly to that employee, or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties ***must notify*** ~~the HR director or the department supervisor their department head, or Township Supervisor Executive Team~~. Because of potential issues regarding quid pro quo harassment, Hamburg Township has made ***reporting mandatory***. *This requirement does not apply to employees who do not work in the same department or parties where neither one supervises or otherwise manages responsibilities over the other.*

Once the relationship is made known to Hamburg Township, the Township Board will review the situation ~~with the Human Resources director~~, considering all facts (reporting relationship between the parties, effect on co-workers, job titles of the parties, etc.), and will determine whether one or both parties need to be moved to another job or department. If it is determined that one party must be moved and there are jobs in other departments available for both, the parties may decide who will be the one to apply for a new position. If the parties cannot amicably come to a decision, or the party is not chosen for the position to which he or she applied, the ~~HR director~~, Department Head, and ~~Township Supervisor Executive Team~~ will decide which party will be moved. That decision will be based on which move will be least disruptive to the organization as a whole. If no other jobs are available for either party, the parties will be given the option of terminating their relationship or resigning.

Retaliation

No hardship, loss, benefit or penalty, may be imposed on an employee in response to:

- Filing, or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.

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- Serving as an investigator of a complaint.

Lodging a bona fide complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. However, filing groundless or malicious complaints is abuse of this policy and will be treated as a violation.

Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including termination of employment.

Confidentiality

All complaints and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need -to-know-basis. The identity of the complainant is usually known to the parties involved during investigation, and the **HR-director Executive Team** will take adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation under this policy will be maintained in secure files within the **HR Clerk's department**.

Dispute Resolution

All employees are eligible to use the dispute resolution procedure when they have a questions regarding the administration or interpretation of Township policies and procedures, or when they have a work-related complaint including discipline or discharge.

Complaint and Dispute Resolution procedure

Hamburg Township has established the following procedure for lodging a complaint of harassment, discrimination or retaliation, **and dispute, discipline or discharge questions**. The Township will treat all aspects of the procedure confidentially to the extent reasonably possible.

- a) Complaints **and questions** should be submitted as soon as possible after an incident has occurred, preferably in writing. The **HR-Director Department Head or any other management representative with whom he or she feels comfortable** may assist the complainant in completing a written statement or, in the event an employee refuses to provide information in writing, **the HR-director this person** will dictate the verbal complaint. **A complaint may be initiated by bringing it to the Department Head, Township Human Resources, or any Township Official.**

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- b) Upon receiving the complaint, or being advised ~~by a department supervisor~~ that violation of this policy may be occurring, ~~or receiving a question~~ the ~~HR director~~ ~~will notify the Township Supervisor and Executive Team~~ ~~will may~~ review the complaint ~~and/or question~~ with the Township's legal counsel.
- c) The ~~Township Supervisor and/or HR Director~~ ~~Executive Team~~ will initiate an investigation to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred. The investigation may be done by the ~~HR Director~~ ~~Executive Team~~, or another designated investigator, ~~at the discretion of the Township Supervisor~~; however, if the complaint ~~or question~~ originates within a department that operates under a collective bargaining agreement (CBA), that investigation will follow the CBA investigation protocols.
- d) If necessary, the complainant and the respondent may be separated during the course of the investigation, either through internal transfer or administrative leave.
- e) The investigator will interview the complainant, the respondent and any witnesses to determine whether the alleged conduct occurred.
 - 1) Upon conclusion of an investigation, ~~either the HR Director, or~~ the designated investigator, will submit a written report of findings to the ~~Township Supervisor~~ ~~Executive Team~~. If it is determined that a violation of this policy has occurred, ~~the HR Director~~ ~~they~~ will recommend appropriate disciplinary action to the Board for final approval.
- f) If the investigation is inconclusive or if it is determined that there has been no violation of policy, but potentially problematic conduct may have occurred, ~~the HR director, or~~ the investigator, may recommend appropriate preventative or remedial action.
- g) Township Board will review the summary report, discuss results of the report with ~~the HR director and~~ the Investigator as appropriate and decide what action, if any, will be taken.
- h) Once a final decision is made by the Township Board, ~~the HR director, or his or her designee, they~~ will meet with the complainant and the respondent separately and notify them of the findings of the investigation. If disciplinary action is to be taken, the respondent will be informed of the nature of the discipline and how it will be executed.

Updated by Board of Trustees 12-7-21

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7.10 Dress Code

Employees are expected to wear clothing appropriate for the nature of their position and the type of work performed.

Employees are expected to present a neat, professional appearance and are not permitted to wear ripped or disheveled clothing, athletic wear, suggestive or similarly inappropriate clothing.

Employees should consult their immediate supervisor if they have a question about what constitutes appropriate clothing.

7.11 Drug & Alcohol Prohibition and Testing

The Township takes drug and alcohol abuse, serious and is committed to providing a substance free workplace for its employees. Substance abuse of any kind is inconsistent with the behavior expected of our employees, subjects all employees and visitors to our facilities to unacceptable safety risks, and undermines our ability to operate effectively and efficiently.

The Township reserves the right to require an employee to submit to a test for illegal drugs, controlled substances or alcohol when there is a reasonable suspicion, or a reasonable basis, to believe that an employee may be or may have been, under the influence of alcohol or substance that adversely affects safety, or has rendered the employee incapable of performing his/her assigned duties.

Reasonable suspicion determinations will be based on specific, articulable observations, including but not limited to the employee's appearance, behavior, speech or body odors. For drug testing, the observations may also include indications of the chronic and withdrawal effect of drugs. Employees may be required to submit to return to duty, or fitness for duty, testing, and employees who test positive may be required to submit to follow up testing. Refusal to submit to a drug or alcohol test may result in disciplinary action up to and including termination of employment.

The Township recognizes alcohol and drug abuse as a potential health, safety and security problem. The Township expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances. Compliance with this Substance Free Policy is a condition of employment, and violations of the policy may lead to discipline and/or termination of employment.

All employees are prohibited from engaging in the unlawful manufacture, possession,

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use, distribution, or purchase of illicit drugs, alcohol or other intoxicants, as well as the misuse of prescription drugs on Township premises or anytime and anyplace during working hours. While we cannot control your behavior off the premises on your own time, we certainly encourage you to behave responsibly and appropriately at all times. All employees are required to report to their jobs in appropriate mental and physical condition, ready to work.

~~Substance abuse is an illness that can be treated.~~ Employees who have an alcohol or drug abuse problem are encouraged to seek appropriate professional assistance. You may contact your immediate supervisor, Department Head, or the ~~Human Resource Director~~ Accounting department for assistance in seeking help to address substance abuse, and for help to determine coverage available under the Township's medical insurance plan.

When work performance is impaired, admission to or use of treatment or other programs does not preclude appropriate action by the Township.

Any violator of this substance abuse policy will be subject to disciplinary action up to and including termination of employment.

7.12 Employee Parking

Employees are required to park in the designated employee parking section.

7.13 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 ten (10) feet of any entrance to Township owned buildings and, in all Township, owned vehicles.

7.14 Workplace Violence

It is the policy of the Employer to provide all employees with a workplace free of personal threats and intimidation. The Employer is firmly committed to a policy of zero tolerance as it pertains to acts of violence, threats of violence or other threatening and/or intimidating behavior. Such behavior includes, but is not limited to, the following.

- a) Acts of physical violence in the workplace or involving the workplace.
- b) Casual or joking remarks (including remarks made in jest, horseplay) or any threats of violence. The articulation of same will be presumed to constitute a statement of

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an employee's intent to do physical harm to another employee, person, customer, visitor, or the Employer.

- c) Any act of sabotage, or threat of an act of sabotage, against the property of the Employer, an employee, customer or visitor.
- d) Any threat of violence or conduct which creates a hostile, abusive, or intimidating work environment.
 - 1) All employees have a good faith responsibility to assist the Employer in providing a workplace free of violence, threats, and/or intimidation. It is the affirmative obligation of every employee to immediately report any violation of this policy to his/her supervisor, or to any member of management. An employee reporting a violation of this policy will not suffer any form of reprisal of any kind.
 - 2) The Employer has the responsibility of investigating and resolving alleged threats or acts of violence. The Employer reserves the right to take the appropriated legal action it deems necessary, and to report threats or acts of violence or sabotage to law enforcement authorities.
 - 3) The Employer reserves the right to discipline, up to and including discharge, any employee who violates the policy.

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8.0 SAFETY

It is the responsibility of each employee to:

- a) Report any unsafe condition or practice to their immediate supervisor **and/or** to the **Human Resource Department ADA Coordinator, if appropriate**, immediately upon notice thereof.
- b) Exercise due care and good judgment in the performance of their job duties.
- c) Notify his/her supervisor before the beginning of the workday, if taking medication that may cause drowsiness or other side effects that may interfere with safe performance of job duties.
- d) Follow the safety rules as described below.

8.1 Vehicles

Employees shall comply with all Motor Vehicle Code laws, including but not limited to, driver's license requirements and seat belt laws, whether driving or riding in a personal or Township vehicle while conducting Township business. Vehicles are to be operated in a safe manner with due regard to weather and road conditions.

Employees are prohibited from the use of cellular or another device while operating a Township vehicle.

The Township reserves the right to check an employee's driving record and may run a check at any time. Employees must immediately inform their supervisor if they receive a ticket or other violation affecting driving privileges. Failure to inform the Township of such violations could lead to suspension of driving privileges for the Township. If driving privileges are suspended, and the employee cannot perform the duties of his/her job, they will be subject to discharge.

Any employee involved in an accident while driving a Township vehicle or while driving a personal vehicle while conducting Township business, must immediately call the police and notify their supervisor, as soon as possible thereafter.

Employees may not allow non-employees to ride in, or operate, a Township vehicle without advance written approval of their department head.

Employees in an accident while operating a Township vehicle may be required to submit

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to drug and alcohol testing.

8.2 Clothing

Employees are expected to dress in a manner consistent with the duties and responsibilities of their position.

Any employee working in or around moving equipment shall not wear loose fitting clothing, necklaces, watches, rings, bracelets, scarves or any other type of clothing or jewelry that could become entangled in or catch on such equipment. Employees engaged in outside activities shall wear clothing that provides protection from the sun or shall apply sunscreen. Employees using powered equipment shall wear long pants or chaps at a minimum, along with MIOSHA approved safety shoes while engaged in activities that may present a hazard.

The wearing of apparel, including hats with the logo or other identifying feature of a business with which the Township does business, is prohibited.

8.3 Work Gloves

Employees of the Department of Public Works and Buildings & Grounds Department are furnished work gloves for use during work hours. Worn gloves may be exchanged for new gloves.

8.4 Safety Glasses

The Township will provide safety glasses for all Department of Public Works and Buildings & Grounds employees. Safety glasses shall be worn when working at job sites with hazardous conditions or powered equipment. Safety glasses shall conform to applicable standards as required by MIOSHA. The Township will replace or repair safety glasses damaged through work provided they were not abused.

The Township will provide \$400.00 stipend every two years for employees who need to purchase prescription safety glasses.

Board Approved 8/17/21

8.5 Safety Shoes

All full time, part time and temporary employees are required to wear safety shoes while working at job sites with hazardous conditions or while operating powered equipment. Safety shoes shall conform to applicable standards as required by MIOSHA.

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8.6 Operation of Powered Equipment

Employees required to operate powered equipment shall wear protective clothing, hearing and eye protection devices at all times.

8.7 Injuries

On the job injuries, even minor ones, must be immediately reported to the direct supervisor or Department Head by the injured employee and a copy of the Incident Report Form must be completed and forwarded to the ~~Human Resource~~ Accounting Department within twenty-four (24) hours of the incident. It is the responsibility of the employee to make sure that someone in administration is immediately notified.

8.8 Compliance

Employees who do not follow the MIOSHA safety guidelines will be subject to disciplinary action.

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9.0 DISPUTE RESOLUTION PROCEDURE

All employees are eligible to use the dispute resolution procedure when they have a question regarding the administration or interpretation of Township Personnel Policies and Procedures, or when they have a work-related complaint including discipline or discharge.

9.1 Steps

- a) An employee who has a question regarding the administration or interpretation of Township Personnel Policies or Procedures or who has a work-related complaint, including discipline or discharge, should discuss the matter in question with his/her immediate supervisor within seven (7) calendar days of the event giving rise to the question or complaint, and attempt to settle the matter on an informal basis.
- b) If the matter is not resolved to the satisfaction of the employee, and if the employee's immediate supervisor is not the employee's Department Head, the employee should discuss the matter with his/her Department Head within seven (7) days of the discussion with the immediate supervisor. The Department Head shall consult with the Human Resource Director.
- c) If the matter is not resolved to the satisfaction of the employee after discussing the matter with his/her Department Head, the employee has the right to present the matter to the Township Supervisor. The matter must be submitted in writing to the Township Supervisor within fourteen (14) calendar days of the date the employee discussed the matter with his/her Department Head and contains the following information:
 - 1) Date of action complained of;
 - 2) Date conferred with his/her immediate supervisor and Department Head;
 - 3) The immediate supervisor, Department Head and Human Resource Department response;
 - 4) A statement of the significant facts related to the matter; and
 - 5) The requested relief
- d) Within fourteen (14) calendar days of receiving the matter, the Township Supervisor will either respond in writing or schedule a hearing. In the event a

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hearing is held, the Township Supervisor will respond in writing within seven (7) calendar days of hearing, unless additional time is required.

- e) If the matter involves discipline in the form of unpaid suspension or termination from employment, and is not resolved to the satisfaction of the employee after review by the Human Resource Director and Township Supervisor, the employee can request that the matter be reviewed by the Township Board of Trustees. An employee who wishes to do so must submit a written request to the Township Supervisor and Human Resource Director within seven (7) calendar days of the decision.

9-2 9.0 Disciplinary Action

The Township provides equitable and consistent discipline for unsatisfactory conduct in the workplace. It is in the best interest of the Township to ensure the fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary actions is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Violation of Township's policies or procedures, failure to follow oral or written directions, rules, regulations or unsatisfactory job performance may result in disciplinary action ranging from a verbal warning, written warning, written reprimand, suspension without pay, to immediate termination of employment at the discretion of the Township, depending on the nature of the violation and the facts in the particular case. Progressive discipline is not required. The employee will receive a written notification of the discipline and the same will be recorded in the personnel file of the employee. Nothing in this section alters the at-will nature of Township employment.

Disciplinary Action in the form of a verbal or written warning or reprimand may be given by an employee's Department Head. Discipline in the form of unpaid suspension may be taken by the Township Supervisor, Clerk and Treasurer. The Township Board of Trustees will make termination decisions as per section 10.2 of this Manual Handbook.

The Township Supervisor and or Township Clerk may place an employee on administrative leave pending investigation into the basis for disciplinary action. Administrative leave shall include the employee's removal from their work duties, with, or without pay (*at the discretion of the Township Supervisor, Clerk and Treasurer*) pending the completion of an investigation. Should the employee be found not to have acted in a way as to merit discipline, they will be immediately reinstated with any owed back pay covering the length of the suspension. Should the investigation result in disciplinary action, no back pay will be authorized, and continued employment will be subject to the discipline imposed.

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With the approval of the ~~Department Head, Human Resource Director, Labor Attorney, Clerk and Supervisor-Executive Team~~ an employee may be given up to three (3) days off without pay. All other suspensions must have the prior approval of the Township ~~Supervisor and Human Resource Director and the~~ Board of Trustees.

Updated by Board of Trustees 6-15-21

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10.0 TERMINATION

10.1 Resignation

An employee who resigns from Township employment should give at least two weeks written notice to his/her immediate Supervisor ~~or Human Resources~~. It is the responsibility of the immediate Supervisor to notify their Department Head, the Township Supervisor, Clerk and/or Treasurer as soon as practical. It is the responsibility of the elected official to notify the Township Board as soon as practical. The notice will be included in the employee's personnel file.

10.2 Termination by Township

The decision to terminate any employee is to be made by the Township Board of Trustees based on written recommendation of the Department Head, Supervisor and Clerk.

10.3 Final Paychecks

Upon discharge, the employee will be paid for wages accrued to the date of termination. The employee's final paycheck will not be released until all Township owned property is returned and the employee's Department Head has completed a Termination Form and returned it into the Payroll Department. Final paychecks will contain wages accrued to the effective date of termination, as well as pay-out of benefits in accordance with the following sections.

10.4 Sick/Personal Time Pay-Out

A full-time employee will be paid for unused sick/personal time upon retirement or resignation assuming the employee has had at least one (1) full year of continuous service with the Township. The maximum amount of sick/personal time to be paid out will be 50% of up to 1,200 accrued sick/personal hours (i.e., 600 hours maximum pay-out). Employees will be paid at their rate of pay at the time of termination.

There will be no sick/personal time paid out if an employee is discharged for violation of the Code of Conduct contained in this **Manual Handbook**.

Part-time employees will not be compensated for unused and accrued sick leave upon separation from employment.

Updated by Board of Trustees 2-18-25

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10.5 Vacation Time Pay-Out

An employee will be paid for unused vacation time upon retirement, resignation or termination, assuming the employee has had at least one (1) full year of continuous service with the Township. Employees will be paid at their rate of pay at the time of termination.

Vacation time is awarded each year on the employee's anniversary date. Vacation time is not pro-rated if the termination date is before the anniversary date.

There will be no vacation time paid out if an employee is discharged for violation of the Code of Conduct contained in this ~~Manual Handbook~~.

10.6 Compensatory Time Pay-Out

An employee will be paid for all unused accrued compensatory time upon retirement, resignation or termination.

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11.0 TRAVEL POLICY

11.1 Mileage

All employees having Township business requiring the use of an automobile should use a Township vehicle, if available. If a Township vehicle is not available, the employee may use his/her own vehicle, with approval of the Department Head, 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 2-18-25

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.

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.

Meals and lodging expenses will be reimbursed up to the amounts provided by the U.S. General Services Administration (<https://www.gsa.gov/travel/plan-book/per-diem-rates>), including applicable taxes and fees, and a maximum fifteen percent (15%) gratuity, based on the final destination of travel. Employees must obtain receipts for meals, lodging and other travel related costs, and document all expenses on the expense reimbursement request form.

Employees required to travel by airplane to the destination 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 an 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.

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An employee on travel status, who shared a hotel or other lodging with other travelers will be reimbursed 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.
- b) 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.

Updated by Board of Trustees 2-18-25

11.3 Expense Report

Expense reimbursement request forms, available from the ~~Human Resource Accounting~~ Department, must be completed and include the following information:

- a) Date and time of departure from Hamburg Township.
- b) Date and time of return to Hamburg Township.
- c) Purpose of the trip.
- d) Total distance traveled in miles if personal vehicle is used.
- e) An itemized receipt(s) for meals, lodging and other expenses to align with the trip.
- f) Purchase of alcoholic beverages will not be reimbursed by the Township.

Expense reimbursement requests shall be submitted to the Accounts Payable department within ten (10) business days following the completion of approved travel.

Employees will be issued a separate check to cover the travel expenses incurred. Reimbursement will be made after the expense reimbursement request is submitted to the Accounts Payable department and approved by the traveler's immediate supervisor.

11.4 Travel Cash Advance

Under extenuating circumstances, travel cash advances will be allowed. All advances must have the approval of the Township Supervisor and the Township Clerk. A request for travel cash advance must be documented on an expense reimbursement request form and submitted to the Accounting department prior to the published deadline of the bills

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payable list prior to the trip.

The advance will be for the estimated travel expenses. The employee is required to complete and submit an expense reimbursement request within two (2) business days of return from the trip. The amount of the advance shall be noted on the expense reimbursement request. Any money received in excess of actual expenses must be returned to the Treasurer's office, upon submittal of the expense report.

11.5 Food & Beverage Policy

There may be certain limited instances where a department head may find it necessary to provide food and beverages for employees and/or others engaged in work in furtherance of Township Business. As such, a department head may authorize the purchase of food and beverages using Township funds for reasons directly related to legitimate Township business and having a public purpose, subject to the following conditions and limitations:

- a) A maximum of \$200.00 per event for food and beverages may be authorized by a department head. Any amount in excess of \$200.00 per event shall require authorization from the Township Supervisor or the Township Clerk for Election Precinct Boards.
- b) No alcoholic beverages shall be purchased using Township funds.
- c) Township funds shall **not** be used to purchase food/beverages for any of the following:
 - 1) Individual meals during the normal course of work, except as permitted in Section 11.2 (Travel Expenditures) of the Hamburg Township Employee Handbook.
 - 2) Meals for individual employees or small groups in what is commonly referred to as a "business lunch" setting.
 - 3) Food/beverages for employee anniversaries, birthdays, award ceremonies, retirements, etc.
 - 4) Food/beverages for celebrations of personal events such as weddings, birth of a child, etc.
 - 5) Food/beverages for employee picnics or other such events.

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- 6) Food/beverages for holiday celebrations.
- d) Township funds may be used to purchase food/beverages in the following circumstances:
 - 1) Emergency situations where Township personnel are engaged in Township related work of an extended period of time which goes beyond their normal course of work.
 - 2) Precinct Election Boards.
 - 3) For employees engaged in mandatory department wide training lasting eight (8) hours or more, at a training location located in excess of one hundred (100) miles from the Hamburg Township Hall in lieu of travel reimbursement covered in Section 11.2.
 - 4) For volunteers engaged in work for six (6) consecutive hours or more in furtherance of Township business related to public event.
 - 5) Department heads who host intergovernmental meetings related to Township business in a Township facility may provide light snacks and beverages to the attendees.

All allowable purchases for food and beverages shall be made in accordance with Township's purchasing policy.

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Acknowledgement of Receipt of Hamburg Township Employee Handbook

I acknowledge that I have received a copy of the Hamburg Township Employee Handbook. I understand that I am responsible for reading and abiding by all policies and procedures in this handbook, as well as other policies and procedures of the Township.

I also understand that the purpose of this handbook is to inform me of the Township's policies and procedures, and it is not a contract or employment agreement. Nothing in this handbook provides any entitlement to me or to any Township employee, nor is it intended to create contractual obligations of any kind. I understand that the Township has the right to change any provision of this handbook at any time and I will be bound by any such changes.

I also understand that in some cases policies and procedures in this **manual handbook** may be modified or changed by an individual employment contract. In those cases, the individual employment contract takes precedence.

Signature

Date

Full Name (Please Print)

Please sign and date one copy of this acknowledgment and return it to the **Human Resources-Accounting** Department – Michelle DeLancey, Director of Accounting. Retain a copy for your reference.

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