

TO: Board of Trustees

FROM: Michelle DeLancey, Director of Accounting & HR

DATE: January 29, 2025

AGENDA ITEM TOPIC: Employee Handbook Changes

Number of Supporting Documents: **01**

Requested Action

Motion to approve the Employee Handbook changes as presented in the packet and to update the Administrative Policy and Procedures Manual section 3.12(a) Nepotism Policy to coincide with the Employee Handbook section 2.9 Personal Relationships in Employment.

Background

Third reading

Changes due to 1/21/2025 meeting are as follows:

- 1) Table of Contents
~~Employment of Relatives~~ Personal Relationships in Employment 2.9 Page 7
- 2) 2.9 bullet points located before the second to last paragraph
~~Transfers, reassignments, and resignations shall be approved by the Township Board of Trustees.~~
- 3) 2.9 second to last paragraph
~~This policy does not apply to relatives working for the Township prior to the implementation of this policy on MM/DD/YYYY.~~
- 4) 4.3 Sick/Personal Time after qualifying reasons
~~The Township uses the fiscal year, which is July 1st to June 30th, for purposes of calculating accrual and use of earned sick time.~~
- 5) Inserted the General Requirements – Earned Sick Time Act poster per attorney recommendation.

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0.00 DEFINITIONS

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.

Volunteer: A person who voluntarily provides services ~~of his own free will~~ to the Township for no compensation.

2.9 ~~Employment of Relatives~~ Personal Relationships in Employment

For purposes of this policy, "relative" is defined as the following, including in-law, step or adopted relations:

- ~~Spouse~~
- ~~Child~~
- ~~Parent~~
- ~~Sibling~~
- ~~Grandparent, grandchild~~
- ~~Aunt, uncle~~
- ~~First cousin, niece, nephew~~

~~The Township Board is responsible for, and will exercise sound business judgement in the placement of related employees in accordance with the following guidelines:~~

~~No relatives are permitted to work in the same department, where a direct reporting or supervisory/management relationship exists. No employee is permitted to work within the chain of command or supervision of a relative, such that one relative's work responsibilities, salary, discipline or career progress could be influenced by the other relative, or if the Township Board believes an inherent conflict of interest may exist.~~

~~Employees who marry or begin a relationship while employed, are treated in accordance with these guidelines. If, in the opinion of the Township Board, a conflict or apparent conflict arises as a result of the marriage, or relationship, one of the employees will be transferred at the earliest practical time.~~

~~An applicant for Township employment shall notify the Township on the application for employment that a relationship exists, and current employee shall notify the Township Board in writing if the relationship identified in this policy still exists.~~

~~This policy excludes all employees whose work by nature is temporary or on call, such as firefighters, election workers, On call DPW and temporary staff.~~

~~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 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 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 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 in consultation with the Township Supervisor shall determine which employee must resign in order to resolve the situation.

- Transfers, reassignments, and resignations shall be approved by the Township Board of Trustees.

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. This policy does not apply to relatives working for the Township prior to the implementation of this policy on MM/DD/YYYY.

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

3.4 Overtime, Compensatory and Call Back Time

A. Non-exempt Employees

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

Non-exempt full-time employees who work in excess of forty hours (40) in a week or twenty-~~four~~ (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. ~~If an employee is at a conference, no overtime will be earned.~~

Updated by Board of Trustees 5-21-24

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.~~

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.

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 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 ~~Township~~ **Public Safety** recognized holidays as determined by the Township Board.

Updated by Board of Trustees 9-2-22

4.2 Vacation

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

	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

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

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

Less than 2080 hours of part time = ~~0 credit~~ 40 hours

More than 2080 hours of part-time = ~~10 days or~~ 80 hours

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

Employees shall submit a time off request form to their Department Head to request vacation time as far in advance as possible but not earlier than twelve (12) months. A Department Head, at their discretion, may allow a request in advance of twelve (12) months for extraordinary circumstances. Department Heads shall return the time off request form to the employee whether approved or denied with their signature. Vacation time shall be used in ~~one-half (1/2)~~ one-quarter (1/4) hour increments.

Vacation time to which an employee is entitled shall be taken annually. Employees may carry over 40 hours of vacation time or receive payment. If the employee chooses to roll over 40 hours into the next year, the hours must be used within six months of 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, 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.

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

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 department in a confidential manner.

A. 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.

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

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

Updated by Board of Trustees on 9-6-2022

B. Full-time Employees

Thirty-six (36) to forty-hour (40) employees ~~are awarded~~ ~~earn eight (8)~~ ~~four (4)~~ hours of sick/personal time off, and fifty-three-hour (53) employees ~~are awarded~~ ~~earn twelve (12)~~ ~~six (6)~~ hours of sick/personal time off ~~on the last day of the month~~ bi-weekly. Earned time off will be credited bi-weekly during payroll processing. Sick/personal time off is not pro-rated if an employee's termination date is before the last day of the month. While on sick/personal leave, an employee will be deemed to be on continued employment for computing other benefits of employment.

Updated by Board of Trustees 5-21-24

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

~~Earned time off will be credited on the last day of the month. Sick/personal time off shall be used in one-half (1/2) hour increments.~~

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

Updated by Board of Trustees 4-5-22 and 11-1-22

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

~~To encourage employees to accumulate rather than expend time off for sick/personal purposes and to reward injury-free performance; Unused sick/personal leave time off shall accumulate from fiscal year fiscal to year and~~

remain available for the benefit and use of the employee. Employees have no limitation of time accumulation. Employees with greater than two hundred (200) hours of accumulated time may "cash out" up to forty (40) hours, to be paid in the last pay period of August. All "cash out" requests must be submitted at least six months in advance of the August date and have the written approval of the employee's Department Head.

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

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

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

See sections 4.6, 4.7 and 10.4 for additional information.



Michigan Department of Labor & Economic Opportunity

Wage and Hour Division

PO Box 30476

Lansing, MI 48909-7976

REQUIRED POSTER



GRETCHEN WHITMER

GOVERNOR

SUSAN CORBIN

DIRECTOR

GENERAL REQUIREMENTS – EARNED SICK TIME ACT*

Your employer's 'year' for the purposes of the Earned Sick Time Act is: **July 1st to June 30th**

Earned Sick Time Accrual

Number of Employees	Minimum Accrual	Minimum Paid Sick Time	Unpaid Sick Time
Less than 10 employees	1 hour for every 30 hours	40 hours in a year	32 hours (if more than 40 accrued)
10 or more employees	1 hour for every 30 hours	72 hours in a year	

- Earned sick time shall carry over from year to year, a business with less than 10 employees is not required to permit an employee to use more than 40 hours of paid earned sick time and 32 hours of unpaid earned sick time in a single year, employers with 10 or more employees are not required to permit an employee to use more than 72 hours of paid earned sick time in a single year.
- Earned sick time shall begin to accrue on the effective date of this law, or upon commencement of the employee's employment, whichever is later.
- An employee may use accrued earned sick time as it is accrued.
- An employer is in compliance with the act if it provides any paid leave in at least the same amounts as that provided under this act that may be used for the same purposes and under the same conditions provided in this act and that is accrued at a rate equal to or greater than the rate described in subsections (1) and (2) of Section 3 of the act. Paid leave includes, but is not limited to, paid vacation days, personal days, and paid time off.

Earned Sick Time Uses

An employer shall permit an employee to use the earned sick time accrued for any of the following:

- 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.
- 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 services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- 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; or
- 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 the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease.
- An employer shall not require an employee to search for or secure a replacement worker as a condition for using earned sick time.

Exercise of Rights

- An employer or any other person shall not interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right protected under this act.
- An employer shall not take retaliatory personnel action or discriminate against an employee because the employee has exercised a right protected under this act. "Retaliatory personnel action" means any of the following:
 - Denial of any right guaranteed under this act.
 - A threat, discharge, suspension, demotion, reduction of hours, or other adverse action against an employee or former employee for exercise of a right guaranteed under this act.
 - Sanctions against an employee who is a recipient of public benefits for exercise of a right guaranteed under this act.
 - Interference with, or punishment for, an individual's participation in any manner in an investigation, proceeding, or hearing under this act.
- An employer's absence control policy shall not treat earned sick time taken under this act as an absence that may lead to or result in retaliatory personnel action.

Complaint Filing

An employee affected by an alleged violation, at any time within 3 years after the alleged violation or the date when the employee knew of the alleged violation, whichever is later, may do any of the following:

- (a) Bring a civil action for appropriate relief, including, but not limited to, payment for used earned sick time; rehiring or reinstatement to the employee's previous job; payment of back wages; reestablishment of employee benefits to which the employee otherwise would have been eligible if the employee had not been subjected to retaliatory personnel action or discrimination; and an equal additional amount as liquidated damages together with costs and reasonable attorney fees as the court allows.
- (b) File a claim with the department, which shall investigate the claim. Filing a claim with the department is neither a prerequisite nor a bar to bringing a civil action.

*For precise language of the statute, see Public Act 338 of 2018, as amended

4.6 Short-Term and Long-Term Disability Income Insurance

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

An employee shall use ~~available paid leave time sick time, vacation time and compensatory time (in that order)~~ to receive pay during the waiting period before disability income insurance benefits begin. Further, an employee shall use the aforementioned time to pay the difference between the employee's full daily/weekly pay and disability benefits received up to a maximum of forty (40) hours per week ~~for forty (40) hour employees, and fifty-three (53) hours per week for fifty-three (53) hour employees.~~ ~~The employee~~ 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 ~~their~~ ~~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 4-5-22

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

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

4.7 Workers' Compensation Insurance

Each employee will be covered by worker's compensation insurance in accordance with State and Federal law.

Employees are required to immediately report all job-related injuries, including minor ones, to their Department Head and/or Supervisor, whom is required to report it to the Human Resources Department promptly.

An employee shall use ~~available paid leave time sick time, vacation time and compensatory time (in that order)~~ to receive pay during the waiting period before workers' compensation insurance benefits begin. Further, an employee shall use the aforementioned time to pay the difference between the employee's full daily/weekly pay and workers' compensation benefits received up to a maximum of forty hours (40) hours per week ~~for forty (40) hour employees, and fifty-three (53) hours per week for fifty-three (53) hour employees.~~

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.

4.14 Continuing Education/Tuition Reimbursement

Hamburg Township's tuition reimbursement policy is to help employees further their skills in present positions or prepare for a different position with the Township. The Township will reimburse any full-time employee for tuition, registration, and books for college level courses ~~expensed within the fiscal year~~ not to exceed ~~six nine~~ thousand (~~\$6,000.00~~ ~~\$9,000~~) dollars per fiscal year per employee. To be eligible for reimbursement, the following criteria must be met by non-bargaining unit employees:

- a) Employee must be full-time and have completed one year of service prior to enrolling in a college level course.
- b) All course work must be related to a position at Hamburg Township.
- c) The employee must submit a Hamburg Township Tuition Reimbursement Approval Request Form (PE-101-1003) to their Department Head in advance of enrolling in the course(s). The Department Head, or his/her designee, must approve all course work prior to enrollment. The completed, approved form is to be filed in the employee's personnel file in the Human Resources Department ~~and a copy submitted to Accounting~~ prior to the start of the course.
- d) Denial ~~of approval~~ by the Department Head, or his/her designee, may be appealed first to the Township Supervisor, and second, if necessary, to the Township Board of Trustees.
- e) The employee shall agree that in the event the employee voluntarily leaves Township employment within two years of the completion of the course work, he/she shall reimburse the Township for all costs and authorize repayment through final payroll deductions.
- f) The employee shall agree that the program course work must not adversely affect job performance, must be taken on personal time, and outside of regularly scheduled work hours.
- g) The Township will reimburse the cost of registration, tuition, and books based upon successful completion of the course (i.e., with a passing grade of "C" or better for undergraduate course work and "B" or better for graduate course work).
- h) ~~Upon~~ ~~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 ~~Accounts Payable Accounting~~ for reimbursement.
- i) None of the above shall apply to any courses/training mandated by the employer.

4.20 Certification Incentive

Department of Public Works employees will receive a lump sum payment each year made with the ~~first~~ ~~second~~ pay in ~~December~~ ~~January~~ for a certification bonus. This bonus will be cumulative based on the certifications held as of ~~November 15th~~ ~~December 31st~~ as follows:

L1 and L2: \$1,000

Class D: \$2,000

Class C: \$3,000

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.

10.4 Sick/Personal Time Pay-Out

An ~~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.

~~Eight hours of sick/personal time is awarded on the last day of the month. Sick/personal time is not pro-rated if an employee's termination date is before the last day of the month.~~

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.

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

11.1 Mileage

All employees having Township business requiring the use of an automobile ~~should~~ **must** 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.

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. Employees must obtain receipts for meals, lodging, and other travel related costs, and document all expenses on the expense reimbursement request form.

Reasonable Meals and lodging expenses will be reimbursed up to a maximum of the following amounts: the amounts provided by the U.S. General Services Administration (<https://www.gsa.gov/travel/plan-book/per-diem-rates>), including applicable taxes and fees, and a maximum fifteen percent (15%) gratuity, based on the final destination of travel. Move highlighted area above to here

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

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

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

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

- a) If hotel or other lodging is shared with one or more travelers who receive no travel reimbursement from the Township, reimbursement will be at a single occupancy rate of the hotel or motel, regardless of the number of persons and/or rooms occupied. The single occupancy rate should be noted on the receipt.

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