

HAMBURG TOWNSHIP
SALARY STEP PROGRESSION PLAN
10 STEPS, 2.5% STEPS DIFFERENTIALS, 24.9% RAND WIDTHS, 10% GRADE DIFFERENTIALS
Scale as of July 1, 2025: ECI is 4.5%
Board approved June 17, 2025

GRADE	POSITION	HOURLY AND SALARY RANGES									
		Steps 1	Steps 2	Steps 3	Steps 4	Steps 5	Steps 6	Steps 7	Steps 8	Steps 9	Steps 10
1	Grounds Maintenance I	38,008.04	38,958.24	39,932.20	40,930.50	41,953.76	43,002.61	44,077.67	45,179.62	46,309.11	47,466.83
	Police Cadet Senior Center Program Assistant	18.27	18.73	19.20	19.68	20.17	20.67	21.19	21.72	22.26	22.82
2	Custodian										
	Park Rangers										
	Receptionist/Elections Assistant Treasurer's Assistant	41,808.97 20.10	42,854.19 20.60	43,925.55 21.12	45,023.68 21.65	46,149.28 22.19	47,303.01 22.74	48,485.58 23.31	49,697.72 23.89	50,940.17 24.49	52,213.67 25.10
3	Code Enforcement										
	Ground Maintenance 2 Videographer	45,989.62 22.11	47,139.37 22.66	48,317.85 23.23	49,525.80 23.81	50,763.94 24.41	52,033.04 25.02	53,333.86 25.64	54,667.21 26.28	56,033.89 26.94	57,434.74 27.61
4	Administrative Assistant - Fire										
	Administrative Assistant - Police										
	Building & Grounds Supervisor										
	Clerk/Elections Assistant										
	Senior Treasurer's Assistant Planning and Zoning Coordinator Treasurer's Clerk	50,589.18 24.32	51,853.91 24.93	53,150.26 25.55	54,479.02 26.19	55,840.99 26.85	57,237.02 27.52	58,667.94 28.21	60,134.64 28.91	61,638.01 29.63	63,178.96 30.37
5	Accounting Specialist										
	Elections Clerk/ Coordinator										
	Assistant to the Deputy Treasurer										
	Administrative Assistant Supervisor - Police Parks & Recreation Coordinator/Grant Coord. DPW Technician	55,651.11 26.76	57,042.39 27.42	58,468.45 28.11	59,930.16 28.81	61,428.41 29.53	62,964.12 30.27	64,538.23 31.03	66,151.68 31.80	67,805.47 32.60	69,500.61 33.41
6	Senior Center Program Director	61,212.30	62,742.60	64,311.17	65,918.95	67,566.92	69,256.09	70,987.50	72,762.18	74,581.24	76,445.77
	Fire Lieutenant	29.43	30.16	30.92	31.69	32.48	33.30	34.13	34.98	35.86	36.75
7	Deputy Clerk										
	Deputy Treasurer										
	IT Coordinator										
	Fire Captain										
	Information Assistant Accounting/Benefits Coordinator	67,333.17 32.37	69,016.50 33.18	70,741.92 34.01	72,510.46 34.86	74,323.23 35.73	76,181.31 36.63	78,085.84 37.54	80,037.99 38.48	82,038.94 39.44	84,089.91 40.43
8	Fire Marshall										
	Utilities & Special Projects Coordinator Plant Operator B	74,066.37 35.61	75,918.03 36.50	77,815.98 37.41	79,761.38 38.35	81,755.42 39.31	83,799.30 40.29	85,894.28 41.30	88,041.64 42.33	90,242.68 43.39	92,498.75 44.47
9	Deputy Fire Chief	81,473.61	83,510.45	85,598.21	87,738.17	89,931.62	92,179.91	94,484.41	96,846.52	99,267.69	101,749.38
	Plant Operator A	39.17	40.15	41.15	42.18	43.24	44.32	45.43	46.56	47.72	48.92
10	Planning & Zoning Director										
	DPW Superintendent	89,620.13	91,860.63	94,157.15	96,511.08	98,923.85	101,396.95	103,931.87	106,530.17	109,193.43	111,923.26
11	Deputy Police Chief/Deputy Public Safety Director										
	Director of Accounting										
	Director of Technical Services & Utilities										
	Fire Chief/Deputy Public Safety Director	98,583.10	101,047.67	103,573.86	106,163.21	108,817.29	111,537.72	114,326.17	117,184.32	120,113.93	123,116.78
12	Police Chief/Public Safety Director	108,440.81	111,151.83	113,930.63	116,778.89	119,698.36	122,690.82	125,758.09	128,902.05	132,124.60	135,427.71

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

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, MCL 408.961, et. seq.

Hamburg Twp – 22,000 population

Treasurer: \$88,000

Deputy Treasurer: grade 7 step 3 \$34.01 per hour

Additional Full-time:

Additional Part-time: grade 5 step 5 \$29.53

Total staffing: 2 full-time, 1 part-time

Green Oak Twp – 21,000 population

Treasurer: \$98,000

Deputy Treasurer: full time \$31.25 per hour

Additional Full-time: 2 additional

Additional Part-time:

Total staffing: 4 full-time

Genoa Twp – 21,000 population

Treasurer: \$67,254 3 days a week (24 hours)

Deputy Treasurer: full-time \$28.55 per hour

Additional Full-time: \$24.90 per hour

Additional Part-time:

Total staffing: 2 full-time, 1 part-time

Brighton Twp – 16,500 population

Treasurer: \$99,000

Deputy Treasurer: full-time 31.84 per hour

Additional Full-time: 1 \$21.00 per hour

Additional Pull-time:

Total staffing: 3 full-time

Hartland Twp – 14,000 population

Treasurer: \$80,000

Deputy Treasurer: full-time \$32.00 per hour

Additional Full-time:

Additional Part-time: \$22.37 per hour

Total staffing: 2 full-time, 1 part-time