



TO: Board of Trustees  
FROM: Cathy Derocher; Human Resources Manager  
RE: Amendment to Personnel Policies and Procedures Sections:  
4.1 Hourly Employees  
4.4 Classification Review  
13.3 Unused Vacation  
20.1 Health Insurance  
DATE: December 11, 2023

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Last month the tentative agreement for the Michigan Association of Public Employees (MAPE) union was approved. Several of the amendments made in the MAPE agreement affect the Township's Personnel Policies and Procedures, which also cover our non-union employees.

I have included a red-lined document which identifies the edits made to Personnel Policies and Procedures. In summary, these include the following:

**Section 4.1 Classifications** includes new positions that have been added and removed positions that are no longer in the collective bargaining agreement.

**Section 4.4 Classification Review** amends the existing section and includes a detailed process for considering new positions or classifications that do not currently exist. This process will apply to both MAPE and non-union employees.

**Section 13.3 Unused Vacation** increases the ability to carry over 2 unused vacation days through March 31<sup>st</sup> of the next year. This replaces the prior carryover limit from 1 to 2 days.

**Section 20.1 Health Insurance** adds a clause to the current policy for employees receiving an incentive when declining health insurance. Occasionally, we have a spouse or other dependent who is receiving health insurance through the township because they are under their spouse or parent's insurance (also employed by the township). In this case, they are not entitled to receive the incentive given to employees who are not on any form of the township health insurance plan. This is consistent with all collective bargaining agreements.

Please consider the amendments as red-lined in the attached document. Feel free to contact me if you have any questions.

Attachment

## 4.0 - Job Classifications

### 4.1 - Classifications

Following are the White Lake Township job classifications:

#### SALARIED EMPLOYEES

1. Elected Officials (Supervisor, Clerk, Treasurer)
2. Fire Chief
3. Police Chief
4. DPS Director
5. Building Official
6. Community Development Director
7. Finance Director

#### HOURLY EMPLOYEES

1. Accounting Clerk
2. Administrative Assistant
3. Assistant Finance Director
3. Property Appraiser II
4. Assessor
5. Building Inspector
6. Building Specialist
7. Clerical II
8. Deputy Clerk
9. Deputy Supervisor
10. Deputy Treasurer
11. Election Specialist
12. Senior Election Specialist
13. Executive Secretary
14. Executive Secretary to Chief of Police
15. Executive Secretary to Fire Chief
16. Fire Cadet
17. Fire Captain
18. Fire Lieutenant
19. Fire Engineer
20. Fire Driver
21. Human Resources Manager
22. Maintenance Worker
23. Ordinance Officer
24. Staff Planner
25. Senior Center Director
26. Senior Staff Planner
27. Senior Treasury Specialist
28. Police Academy Recruit
29. Police Dispatcher
30. Police Lieutenant

31. Police Sergeant
32. Police Officer
33. Records Secretary
34. Program Developer – Senior Center
35. Utility Maintenance Foreman
36. Utility Maintenance Worker

PART-TIME EMPLOYEES - (less than 29 hours per week)

1. Part Time Fire Fighter
2. Part Time Office Assistant
3. Fire Cadet
4. Police Cadet

**4.2 - Job Specifications**

The Human Resources Manager shall maintain complete and up-to-date specifications for each job classification as established by the township Administrative Policies and Procedures. The specifications will include:

- (1) The title of the class
- (2) A general statement of duties
- (3) Essential functions
- (4) Typical examples of work
- (5) Desirable qualifications for employment
- (6) Training and experience requirements

New positions shall be established in accordance with the Administrative Policies and Procedures.

**4.3 - Classification Changes**

The Township Supervisor may periodically, after conference with the department heads, recommend establishing new classes, and/or abolishing, merging or dividing existing classes. Additionally, the Township Supervisor may recommend amending the class specifications to meet with changing conditions. Requirements for this activity are specified in the Township Administrative Policies and Procedures.

**4.4 - Classification Review**

An employee may, at any time, request in writing, to their department head, a review of their classification. An investigation will be conducted by the department head regarding the employee's current duties, qualifications and responsibilities. Upon completion of the investigation, the department head will make a recommendation as to amending the classification, if appropriate, to the Township Supervisor. ~~Any employee deeming themselves grieved by the department head's investigation or recommendation may file a grievance subject to the Grievance Procedure.~~

In the event a Department Supervisor believes that a bargaining unit position should be considered for a new classification or position not currently established the following procedure shall be utilized. This shall also apply to non-union personnel.

1. The department supervisor shall prepare a written memorandum of request to be submitted to the Human Resources Manager which shall include the current wage of the employee and the proposed placement of reclassification. In addition to the recommendation for the adjustment in salary, the department head will be required to submit, with the request to the Human Resources Manager, a detailed report of the changes and justifications for the wage reclassification request.
2. Upon receipt of the request, the Human Resources Manager shall convene a meeting of the Township Supervisor, Clerk and Treasurer to serve as a panel to assess the merits of the reclassification request. In order to consider the request, it shall be the obligation of the department manager seeking the adjustment to provide both internal and external wage comparable data in support of the position as well as a detailed explanation of the job requirements which justify the change in the wage classification.
3. In the event a majority of the committee members vote in favor of the reclassification, the request and all associated materials will be submitted to the Board of Trustees. In the event the reclassification request is denied at either the committee level or the Board of Trustees level, the matter shall not be subject to grievance arbitration and shall not be appealable at any step.

### **13.3 - Unused Vacation**

A maximum of ~~7.5~~ 15 hours of unused vacation time can be carried over through March 31, of the next year with department supervisor approval.

An employee who is laid off, quits, retires, or is terminated, will receive any unused vacation credit including that accrued in the current year. A recalled or re-hired employee who received credit for the current year at the time of leaving for any of the foregoing reasons will have such credit deducted from his or her vacation the following year.

## 20.0 - Health Insurance Program

### 20.1 - Health Insurance

The Township provides health insurance (one per family) for all full-time employees through Blue Cross/Blue Shield of Michigan. This program includes a drug prescription and vision plan. The township has the right to self-insure and/or utilize plans. The township reserves the right to change all insurance carriers as long as the benefits are equivalent. (Effective 1/1/2009)

Full time employees will have the option to choose between two health insurance plans, a Blue Care Network HMO and a Blue Cross Blue Shield Simply Blue PPO.

Employee contributions for the HMO plan are \$25 for a Single plan, \$37 for a 2-Person plan, and \$50 for a Family plan. Employee contributions for the PPO plan are \$50 for a Single plan, \$75 for a 2-Person plan and \$100 for a Family plan. Payments under these plans will not continue into retirement. (Amended 3/15/2022)

The Township will pay two thousand four hundred (\$2,400) dollars cash per year incentive to eligible employees who elect to decline the Township medical plan. Employees may opt out of the township's health insurance plan at any time during the plan year. The cash incentive will then be prorated for the months the employee was not insured. The payment will be paid to eligible employees in December of each year. (Amended 12/17/96 & 09/15/98)

If an employee's spouse or parent is also an employee or retiree of the Township and is receiving any form of health care from White Lake Township, the employee shall not be entitled to the cash incentive.

Employees can only enroll for coverage or change existing coverage during open enrollment or when there is a qualified family status change. (Amended 1/1/2009)

Employees are required to enroll within thirty (30) days from the date of employment if they choose to enroll in the Township's group insurance plans. Any employee failing to enroll within that period cannot enroll thereafter until the annual open enrollment period each year.

Retiree Insurance: The Township will provide hospitalization for retiring employees hired before January 1, 2010 that meet the following criteria. (Amended 09/15/98)

1. 25 years of service and 50 years of age
2. 10 years of service and 60 years of age
3. Employees hired after 09/15/98 will be eligible only if their years of service are with White Lake Township.

Retiree health insurance is eliminated for employees hired after January 1, 2010. A health care savings program will be provided for full time employees hired after January 1, 2010. (Amended 10/1/08 and 9/1/2011)