

# PERSONNEL POLICY HANDBOOK

**Saugatuck Township**  
3461 Blue Star Highway  
P.O. Box 100  
Saugatuck, MI 49453

## Table of Contents

<b>Introduction</b>	<b>4</b>
Disclaimer	5
Severability	5
<b>General Policy</b>	<b>6</b>
Open Door Policy	6
Non-Discrimination Policy	6
Anti-Harassment Policy	7
Complaint Policy	11
Americans with Disabilities Act Policy Statement	12
Smoking Policy	12
Ethics Policy	12
Conflict of Interest Statement	13
Political Activity	14
Use of Township Property	14
Use of Personal Property	15
Personal Appearance & Conduct Policy	15
<b>Safety Policy</b>	<b>16</b>
Right to Know	17
Alcohol-Free & Drug-Free Policy	17
Violence in the Workplace	18
Seat Belt Policy	19
<b>Use of Technology</b>	<b>19</b>
Email and Internet Code of Conduct Policy	19
Township Phone Policy	23
Cell Phone Policy	23
Social Media Policy	25

<b>Employment</b>	<b>28</b>
Employee Selection	28
At-Will Employment	28
Categories of Employment	30
Job Descriptions	31
Training Period	31
Supplemental Employment	32
Personnel Files	33
Performance Evaluations	33
Progressive Disciplinary Policy	34
<b>Hours of Work</b>	<b>36</b>
Work Schedule	36
Meal & Break Periods	37
Tardiness and Absenteeism	37
Time Reporting	37
Inclement Weather	37
<b>Compensation</b>	<b>37</b>
Overtime Pay	38
Compensatory Time	38
Pay Periods	38
Retirement	38
Work-Related Expenses	39
Payroll Deductions	39

<b>Leaves of Absence</b>	<b>40</b>
Paid Vacation Time	40
Paid Sick Time	41
Holidays	42
Unpaid Personal Time	44
Non-Duty Disability Leave	44
Military Training & Emergency Duty Leave	45
Jury Duty Leave	45
Funeral Leave	46
Workers Compensation Leave	46
Return to Work After a Leave of Absence	46
<b>Insurance &amp; Other Benefits</b>	<b>47</b>
Health Insurance	47
Vision & Dental Insurance	47
Term Life Insurance	48
Continuance of Insurance Premiums	48
Workers Compensation	48
Unemployment Compensation	49
<b>Grievance Procedure</b>	<b>49</b>
<b>Appendix</b>	<b>51</b>
Receipt of Handbook	51

## Introduction

Saugatuck Township (also referred to as the “Township”) plays an important part of the lives of the citizens it serves. Public service is an honorable and rewarding endeavor that offers many benefits both personally and professionally. As a Township employee, volunteer, contractor, vendor, or elected or appointed official, your mission is to serve the people of the community in a friendly, respectful, dedicated, and effective manner because the public expects that its business will be conducted to the highest professional and ethical standards.

The primary purpose of this Handbook is to introduce new employees to the work rules, policies, procedures, and benefit plans associated with Township employment, as well as to serve as a reference for current employees, volunteers, contractors, vendors, and elected or appointed officials. This Handbook, as adopted by the Saugatuck Township Board on October 2, 2019, discusses these topics and many other Township personnel policies. This Handbook is also intended to serve as a communication tool for promoting positive employee relations by providing comprehensive information to employees regarding their employment.

Township volunteers, contractors, vendors, and elected or appointed officials have a right to a safe workplace free of discrimination, violence, illegal harassment, and conflicts of interest, and have an obligation to conduct themselves consistent with the policies outlined in this Handbook. The Township has a "no tolerance" policy towards workplace wrongdoing.

Employees are urged to read this Handbook and become acquainted with its contents. By its very nature, a Handbook cannot be comprehensive or address all possible situations. It does not and cannot provide for every situation that may arise; rather, it is designed to give an overall understanding of Township policies. For this reason, if you have any questions concerning a Township policy, please contact the Township Manager for further information.

All individuals receiving this Handbook are required to sign an acknowledgment of receipt that can be found in the Appendix. A copy of this receipt will be maintained by the Township. Employees are expected to review all changes and updates and remain knowledgeable of all current personnel policies, practices, and procedures.

### *Disclaimer*

Saugatuck Township prepared this Handbook to summarize many of its personnel policies, practices, and procedures. No Handbook can anticipate every circumstance or question.

Neither this Handbook nor any other Township document or communication, confers any contractual right of employment, either expressed or implied, and does not constitute contractual obligations between the Township and employees unless specifically addressed in a formal employment contract or collective bargaining agreement (CBA). Where such documents differ from these policies, the applicable provision(s) of the subject agreement shall govern.

Only the Township Board, or the Township Manager as authorized by the Township Board, may enter into binding commitments, and only when such commitments are in writing and are adopted by the Township Board pursuant to state law.

This Handbook replaces any prior written and oral policies, practices, or procedures about the subjects contained herein. The Township reserves the right to revise, add to, or delete any policies or portion of this Handbook at any time as it deems appropriate, in its sole and absolute discretion, as approved by the Township Board, with or without prior notice. Recognition of these rights of the Township is a term and condition of employment and of continued employment.

The Township also recognizes elected officials have specific rights and responsibilities as outlined in state statute. In some instances, the policies, practices, and procedures outlined in the Handbook may interfere with the rights and responsibilities of elected officials, and therefore those policies, practices, and procedures would not apply to elected officials in those cases. This Handbook will call attention to potential deviations when possible.

### *Severability*

If one or more provisions of this Handbook are superseded by or become in conflict with a formal employment contract, collective bargaining agreement, insurance plan document, or federal, state, or local law, or if a provision is determined by a court of competent jurisdiction to be unenforceable or void, the balance of this Handbook shall remain in effect.

## General Policy

It is the policy of Saugatuck Township to treat employees, volunteers, contractors, vendors, and elected and appointed officials in a manner consistent with all applicable laws and regulations. The policies, practices, and procedures set forth herein shall apply to all employees, volunteers, contractors, vendors, and elected and appointed officials unless otherwise noted.

The Township Board and Township Manager are responsible for the administration of these policies and procedures.

Saugatuck Township has a "no tolerance" policy towards workplace wrongdoing. Township employees, volunteers, contractors, vendors, and elected and appointed officials are to report anything perceived to be improper to the Township. The Township believes strongly in an Open Door Policy and encourages individuals to talk with the Township about any problem.

This Handbook is intended to provide guidelines covering public service and is not a contract. This Handbook contains many, but not necessarily all of the rules, regulations, and conditions of Township service. The provisions of this Handbook may be amended and supplemented from time to time without notice and at the sole discretion of the Township.

### *Open Door Policy*

Saugatuck Township encourages all employees, volunteers, contractors, vendors, and elected and appointed officials who feel they have been treated unfairly or contrary to the Township's policies to discuss their concerns with the Township. This includes concerns regarding illegal harassment or discrimination. Please refer to the following policies – *Non-Discrimination*, *Anti-Harassment Policy*, and *Complaint Policy* - below as to complaint procedures.

### *Non-Discrimination*

Saugatuck Township maintains a policy of non-discrimination on the basis of race, creed, color, religion, sex, sexual orientation, civil union status, gender identity, age, national origin, marital status, veteran status, disability or handicap which can be reasonably accommodated without undue hardship, genetic information, height, weight, or any other classification protected by federal, state or local law or regulation.

All Township representatives, including employees, volunteers, contractors, vendors, and elected and appointed officials are encouraged to report any instance of alleged discrimination or illegal harassment. All inquiries and reports of discrimination should be directed to the Township.

The Township is committed to creating an environment where all individuals are treated with dignity and respect. Each individual has the right to work in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including illegal harassment. The township will not tolerate discrimination or illegal harassment of or by any Township representative towards anyone, including any employee, volunteer, contractor, vendor, elected or appointed official, or member of the public.

Individuals who feel they have been subject to discrimination or illegal harassment as prohibited above, should file a complaint pursuant to the Township's Anti-Harassment Policy Complaint Procedure, herein.

#### *Anti-Harassment Policy*

Saugatuck Township is committed to maintaining a workplace free from illegal harassment (sexual or otherwise) or intimidation of any employee, volunteer, contractor, vendor, or elected or appointed official, male, female, or otherwise. The Township does not accept, condone, or tolerate actions of harassment on the basis of race, creed, color, religion, sex, sexual orientation, civil union status, gender identity, expression of national origin, age, marital, or political status, veteran status, disability or handicap, genetic information, height, weight or any other classification protected by federal, state or local law.

Illegal harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's race, creed, color, religion, sex, sexual orientation, civil union status, gender identity, age, national origin, marital status, veteran status, disability or handicap which can be reasonably accommodated without undue hardship, genetic information, height, weight, or any other classification protected by federal, state, or local law or regulation. Harassment involves behavior that is personally offensive, fails to respect the rights of others, lowers morale, and interferes with work effectiveness. Harassment may take different forms. Whatever form it takes, harassment is insulting and demeaning to the recipient and will not be tolerated by Saugatuck Township.

Saugatuck Township will not tolerate harassing conduct that unreasonably interferes with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.



### Acceptability

Township officials, appointees, managers, supervisors, employees, volunteers, outside contractors, and vendors alike must comply with this policy and take appropriate measures to ensure that such conduct does not occur. This policy does not apply to actions between Township Board members as part of the political process.

### Sexual Harassment

One type of harassment is sexual harassment. Saugatuck Township prohibits sexual harassment in any form. Sexual Harassment of employees by a Township employee or Township Board Member is also prohibited. Such conduct shall result in appropriate action, including termination of all business relationships and volunteer status, where appropriate.

### Sexual Harassment Definition

Sexual harassment is unwelcome, unsolicited conduct of a sexual nature or because of one's sex, which an individual reasonably regards as undesirable or offensive. It includes unwelcome sexual advances, requests for sexual favors and any other conduct of a physical, verbal or nonverbal nature where:

- a) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, or obtaining or retaining a business or volunteer relationship with the Township, or
- b) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's status with the Township; or
- c) That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's status, or creating an intimidating hostile or offensive environment.

Unwelcome sexual advances toward non-employees such as, requests for sexual favors and other verbal, physical, or visual conduct of a sexual nature constitute harassment when:

- a) Submission to such conduct is made either explicitly or implicitly in exchange for a benefit;

- b) Submission to or rejection of such conduct by an individual is used as the basis for a decision affecting the individual; or
- c) Such conduct has the purpose or effect of unreasonably interfering with an individual's activities or creating an intimidating, hostile or offensive environment.

Individuals who believe that they have been subject to illegal harassment should report the incident directly to the Township Manager. Individuals should complete a written complaint. The complaining party should specify the name of the alleged harasser and any and all witnesses to such alleged harassment.

Any individual uncomfortable reporting an incident to the Township Manager should feel free to go to any Saugatuck Township Board Member that he or she feels most comfortable to relay the problem to the Township Board. Under no circumstance shall an employee be required to make a report of harassment to the person he/she is accusing of harassment.

It is recommended, but not required; that an individual who believes that he/she has been subjected to harassment should confront his/her harasser and make clear that such behavior is not welcome. If this is not practical, or if the individual does not feel comfortable with this avenue of redress, the complaint may be brought directly to the Township Manager or other person as set forth above.

Saugatuck Township encourages individuals who witness conduct which they believe violates the Township's *Anti-Harassment Policy* to report the violation pursuant to this complaint procedure. All supervisory personnel are required to ensure adherence to and compliance with this policy.

Saugatuck Township encourages the prompt reporting of complaints so that rapid response and appropriate action may be taken. Any complaint should be reported within 120 days to be considered current. Nevertheless, due to the sensitive nature of these problems, all complaints will be investigated, regardless of when they are filed.

### Investigation Procedure

Saugatuck Township shall conduct an investigation into all complaints of illegal harassment to determine the merits of the allegations. The Township shall designate an objective investigator to determine the validity of any complaint. The objective investigator may include the Township Manager, a Township Board Member, or any third-party deemed appropriate. The investigation shall be completed in a reasonable time to resolve the issue and minimize the effects of such investigation on the parties involved.

- a) The investigation will, at a minimum, include an interview with the complaining party and the accused. In all cases, the alleged harasser must be notified of the filing of a complaint.
- b) All Township representatives have a responsibility to cooperate fully with the investigation of the alleged harassment. Although the extent of each investigation will vary, discretion and cooperation are crucial at all levels.
- c) In the event that the Township determines the complaint to be intentionally dishonest, appropriate action may be taken against the individual who caused the complaint to be filed.

### Privacy

To the extent possible, and to the extent allowed by the Freedom of Information Act or other applicable law, all persons involved in a harassment complaint will be given the utmost protection of privacy. Specifically, the Township will strive, both during and after the investigation, to maintain confidentiality to the fullest extent possible, including confidentiality of the identities of all persons involved or alleged to be involved in the incident, revealing only those particulars of the matter to the extent necessary for a thorough investigation. Any individual who unnecessarily compromises the confidentiality of an investigation will be subject to appropriate action.

### Retaliation Prohibited

Saugatuck Township encourages victims of harassment to bring their complaints to management. No reprisals or retaliation will be tolerated as a result of good faith reporting of harassment. It is a violation of this policy for any personnel to retaliate against another because he or she filed a complaint or otherwise participated in the complaint procedure.

The work environment shall be closely monitored for any forms of retaliation once an allegation has been made. Any retaliatory conduct or recurrence of the offensive behavior should be reported immediately to the Township Board. Any individual with questions regarding the Township's *Anti-Harassment Policy* may contact the Township Manager at (269) 857-7721 ext. 105.

### *Complaint Policy*

To foster sound relations through communication and the reconciliation of problems, Saugatuck Township provides employees, volunteers, contractors, vendors, and elected and appointed officials with an established procedure for expressing Township-related concerns. If your complaint is one of discrimination or harassment please go to the policies on *Non-Discrimination* and *Anti-Harassment* and follow the procedures noted therein.

In situations where a complaint is filed, the following steps should be taken:

1. If the individual believes that he/she has a legitimate Township-related complaint, the individual is encouraged to first attempt to resolve the issue(s) through discussions with the Township Manager and/or the individual in charge of the complainants work for the Township.
2. If the situation is not satisfactorily settled verbally within 48 hours from the time the complaint is discussed pursuant to Step 1, barring extenuating circumstances, the individual may meet with a Township Board Member.

Saugatuck Township will attempt to resolve the complaint within a reasonable period of time while preserving the confidentiality and privacy of those involved to the extent feasible and allowable under applicable law.

### *Americans with Disabilities Act Policy Statement*

Saugatuck Township is committed to complying with all applicable provisions of the Americans With Disabilities Act ("ADA") and the Michigan Persons With Disabilities Civil Rights Act. It is Saugatuck Township's policy not to discriminate against any individual based on the individual's disability, perceived disability or handicap so long as the individual can perform the essential functions of his/her position with the Township with or without reasonable accommodation. Consistent with this policy of nondiscrimination, the Township will provide reasonable accommodations to individuals with a disability to allow them to perform their position. Accommodations will be made to individuals who have made the Township aware of his or her disability or handicap, provided that such accommodation is reasonable and does not constitute an undue hardship on the Township.

### *Smoking Policy*

The Michigan Legislature has declared that in all governmental buildings the rights of non-smokers to breathe clean air supersede the rights of smokers. In accordance with State Law, the Township has adopted a smoke-free policy for all buildings. Saugatuck Township facilities shall be smoke-free, and no one will be permitted to smoke anywhere in Township buildings.

Smoking is permitted outside Saugatuck Township buildings at designated locations so as to not allow the re-entry of smoke into building entrances. The current location where smoking is permitted is the picnic table that can be found between the Township Office Building and Clearbrook Drive. This policy shall be strictly enforced.

### *Ethics Policy*

Saugatuck Township conducts its business fairly, impartially, in an ethical and proper manner, and in compliance with all laws and regulations.

Saugatuck Township is committed to conducting its business with integrity underlying all relationships, including those with citizens, customers, suppliers, communities, and among employees. The highest standards of ethical business conduct are required of Township officials, employees, and volunteers in performance of their responsibilities. Officials, employees, and volunteers will not engage in conduct or activity that may raise questions as to the Township's honesty, impartiality, or reputation, or otherwise cause embarrassment to Saugatuck Township. Officials, employees, and volunteers will avoid any action, whether or not specifically prohibited in the personnel policies, which might result in or reasonably be expected to create an appearance of:

- Using public office or public position for private gain;
- Giving preferential treatment to any person or entity;
- Losing impartiality; or
- Adversely affecting the confidence of the public in the integrity of the Township.

Every official, employee, and volunteer has the responsibility to ask questions, seek guidance, report suspected violations and express concerns regarding compliance with this policy. Concerns should be directed to the Township for review and investigation. Retaliation against officials, employees, or volunteers who use this reporting mechanism to raise genuine concerns will not be tolerated.

#### Gifts and Favors

Employees shall not accept loans, gifts of money or goods, services or any other proffered arrangements for personal benefit under any circumstance directly or indirectly involving possible influence or appearance of influence upon the manner in which they perform work, make decisions, or otherwise discharge their duties as a Township employee.

#### *Conflict of Interest Statement*

Saugatuck Township conducts its business fairly, impartially, in an ethical and proper manner, and in compliance with all laws and regulations. Employees, volunteers, contractors, vendors, and elected and appointed officials must conduct business according to the highest ethical standards of public service.

Saugatuck Township recognizes the right of individuals associated with the Township to engage in outside activities that are private in nature and unrelated to municipal business. However, business dealings that create or appear to create a conflict between the individual and the municipality's interests may be unlawful.

A potential or actual conflict of interest occurs whenever an employee or an elected or appointed official is in a position to influence a municipal decision that may result in a personal gain for the individual or an immediate relative including a spouse or significant other, child, parent, stepchild, siblings, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in the individual's household. All employees and elected and appointed officials are required to disclose possible conflicts so that the municipality may assess and prevent potential conflicts. If there are any questions whether an action or proposed course of conduct would create a conflict of interest, immediately contact the Township to obtain clarification.

#### *Political Activity*

It shall be declared policy of Saugatuck Township to appoint or hire all employees, volunteers, contractors, and vendors without regard to political considerations. No Township employee, volunteer, contractor, vendor, elected or appointed official shall directly or indirectly use or seek to use his/her authority for contributions for political campaign purposes, or engage in political activities while working for or representing the Township.

#### *Use of Township Property*

No property belonging to the Township may be borrowed for personal use by employees or any other individuals. Any Township property provided to an employee for use while a Township employee must be returned upon termination of employment.

Township property should not be used for private or unauthorized purposes. Employees shall not dispose of Township property including sale, auction, or disposal without the approval of the Township Manager. Employees shall be responsible for the proper care and use of Township property and shall report promptly any malfunction so that repairs may be made.

### *Use of Personal Property*

Employees shall not use their personal property for any Township business unless specifically authorized by the Township Manager. The Township shall not be liable for any loss incurred to an employee's personal property unless use of the property for Township business has been authorized in writing prior to the date of loss.

### *Personal Appearance & Conduct Policy*

As public servants, it is important to project a professional image while at work. Saugatuck Township employees are expected to be neat, clean, and well-groomed while on the job. Clothing must be consistent with the standards for a business environment and must be appropriate to the type of work being performed.

Saugatuck Township is confident that employees will use their best judgement regarding attire and appearance. However, management reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or in some cases may be sent home to change clothes.

Examples of unprofessional attire include but are not limited to:

- Sweatpants, leggings, yoga pants, exercise wear (spandex), shorts, and any pants or jeans that are worn or that have tears or holes.
- Beachwear, crop tops, clothing showing midriff, tops with spaghetti straps, and sleeveless t-shirts.
- Any clothing with a printed message; slogan; political message/endorsement; or picture, or art depicting drugs, alcohol, sex, weapons, violence, or anything that is obscene, disrespectful, or offensive.

In keeping with appropriate attire and grooming, Saugatuck Township allows reasonable self-expression through personal appearance unless it conflicts with an employee's ability to perform his or her position effectively or it is regarded as offensive or harassing towards co-workers, residents, or other with whom the Township conducts business.



Saugatuck Township permits employees to wear jewelry or to display tattoos at the workplace with the following guidelines. Factors that management will consider to determine whether jewelry or tattoos may pose a conflict with an employee's job or work environment include:

- Personal safety to self or others.
- Productivity or performant expectations.
- Offensiveness to co-workers, customers, residents, vendors, or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature.
- Customer, resident, or employee complaints.

If management determines an employee's jewelry or tattoos may present such a conflict, the employee will be encouraged to identify appropriate options, such as removal of excess or offensive jewelry, covering of tattoos, or other reasonable means to resolve the conflict.

Employees shall also refrain from conduct, which will reflect adversely on their personal reputation and/or that of the Township.

### **Safety Policy**

Saugatuck Township will provide a safe and healthy work environment and shall comply with the Michigan Occupational Safety and Health Act (MIOSHA Act 154 of 1974, as amended). Saugatuck Township is equally concerned about the safety of the public. Employees, volunteers, contractors, vendors, and elected and appointed officials are responsible for observing safety rules. Any occupational or public unsafe condition, practice, procedure or act must be immediately reported to the Township. Any on the job accident or accident involving Township facilities, equipment, or motor vehicles must also be immediately reported.

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all federal, state, and local safety and health regulations and Township standards, and with any special safety concerns for use in a particular area.

### *Right to Know*

Saugatuck Township adheres to all applicable Michigan Occupational Safety and Health Administration (MIOSHA), federal, state, and local regulations concerning workplace safety. Township employees shall be informed of what hazardous substances are in the workplace. Employees who have concerns regarding the Township's workplace safety guidelines are encouraged to contact the Township Manager.

### *Alcohol-Free & Drug-Free Policy*

Saugatuck Township has a vital interest in maintaining a safe, healthy, and efficient environment. Being under the influence of drugs or alcohol on Township premises or while on Township business poses a serious safety and health risk to the user and to those who work or come in contact with the user. Accordingly, the use, sale, purchase, transfer, possession or being under the influence of illegal drugs or alcohol on Township premises poses unacceptable risks for safe, healthy, and efficient operations.

Saugatuck Township further expresses its intent, through this policy, to comply with federal, state and local rules, regulations and/or laws that relate to the maintenance of a workplace free from illegal drugs and alcohol.

All employees, volunteers, contractors, vendors, and elected and appointed officials are required to abide by the terms of this policy and to notify Saugatuck Township of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Failure to adhere to this policy may result in discipline or other action, including where appropriate, termination of the relationship with the Township.

### Authorized Use of Prescribed Medication

Any individual undergoing prescribed medical treatment with any drug that may impair his/her ability to perform his/her position without posing a safety risk to himself/herself or others must report this treatment to the individual who is required to maintain the confidentiality of any information regarding an employee's medical condition(s) in accordance with the Health Insurance Portability and Protection Act (HIPPA).

### Exceptions

The policy and procedures set forth herein do not supersede the policy and procedures established by the governing body regarding the use and consumption of alcoholic beverages in any municipal building, park and/or recreational facility as it pertains to an activity or affair either sponsored by the Township or an outside organization using Township facilities. Such activities or affairs must have the prior approval of the Township. In such cases, the dispensing and consuming of any alcoholic beverage shall be in total compliance with federal, state and local laws.

### *Violence in the Workplace*

Saugatuck Township maintains the policy that any violent acts or threats of the same, made by any employee, volunteer, contractor, vendor, or elected or appointed official against another person's life, health, well-being, and family or property or for the purpose of intimidation, are entirely unacceptable and cause for immediate action, including, where appropriate, termination of the relationship with the Township. This policy applies to any threats made on Township property, at Township events or under other circumstances that may negatively affect the Township's ability to conduct business. Such acts or threats of violence whether made directly or indirectly, by words, gestures or symbols, infringe upon the Township's right or obligation to provide a safe workplace. Any individual who believes that he or she has been the target of violence or threats of violence or intimidation, or has witnessed, or otherwise learned of violent conduct by another in the capacity described above, shall contact the Township Manager immediately.

### Prohibited Conduct

This list of behaviors, while not all inclusive, provides examples of conduct that is prohibited:

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive, hostile or intimidating behavior that creates a reasonable fear of injury or loss to another person or to personal property or subjects another individual to emotional distress; Intentionally damaging employer property or property of another;
- Actual or feigned possession of a weapon while on Township property or while on Township business;
- Committing acts motivated by, or related to, harassment or domestic violence.

## Reporting Procedures

Any potentially dangerous situations must be reported immediately to the Township Manager or a Township Board member. All reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis, in compliance with applicable law. Saugatuck Township will actively intervene at any indication of a possible hostile or violent situation.

## Enforcement

Threats, threatening or intimidating conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any individual determined to have committed such acts will be subject to immediate discipline or other action, including, where appropriate, termination of the relationship with the Township. Individuals engaged in violent acts on Township premises will also be reported to the proper authorities.

## *Seat Belt Policy*

Employees are required to wear seat belts during any activity performed as a part of their employment with the Township. This requirement includes the wearing of seat belts while driving a personal vehicle while on Township business.

## **Technology Use**

### *Email and Internet Code of Conduct Policy*

Access to the Internet may be provided to employees, volunteers, contractors, vendors, and elected and appointed officials for the benefit of the Township and its residents. All such Internet users have a responsibility to maintain and enhance the Township's public image and to use the Internet in a productive manner. To ensure that all Internet users are protecting the Township's public image, the following guidelines have been established for using the Internet.

### Confidentiality, Privacy, and Monitoring

All Township computer systems, including email and Internet connections, are the property of Saugatuck Township. All documents, information and data created, stored and/or copied to the Township's computer system are the property of Saugatuck Township and may not be copied or in any form transmitted to any third-party other than in the ordinary course of business on behalf of the Township. Anyone using the Township's computer systems are cautioned that email and Internet systems do not provide complete confidentiality and no Township Internet user has any right to privacy when they use Township systems. Saugatuck Township has the right to access, monitor and disclose the contents of any file or electronic message composed, sent, received or viewed on Township computer systems, including but not limited to breaches of security, violations of Township policy, or other misuse.

Each individual elected or appointed to any board, committee, or commission in the Township understands that the use of personal email accounts to engage in Township business may result in those personal accounts being subject to the provisions of the Freedom of Information Act (MCL 15.231 & 15.246) and/or other statutes pertaining to access to government records.

### Acceptable Uses of the Internet

Individuals accessing the Township's Internet systems are representing Saugatuck Township. All communications should be for professional reasons. Users are responsible for seeing that the Internet is used in an effective, ethical, and lawful manner. Databases may be accessed for information as needed for Township business. Email may be used for business contacts.

### Unacceptable Uses of the Internet

The internet should not be used for the personal gain or advancement of individual views. Solicitation of non-Township business or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of the Saugatuck Township network or the networks of other users.

### Email Communications

All Saugatuck Township Internet users are responsible for the content of all text, audio or images that they place or send over the Internet. Fraudulent, harassing, or obscene messages are prohibited. Users may not attempt to obscure the origin of any message. A generic signature of name, title, and contact number should be included in all email communications. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane, or offensive language may be transmitted through the system.

Notwithstanding the Township's right to read and retrieve any electronic mail message, such messages should otherwise be treated as confidential to the extent allowed by law and accessed only by the intended recipient. Users are not authorized to retrieve or read any email messages that are not sent to them. Any exception to this policy must receive prior approval from the Township. Users shall not otherwise attempt to gain access to another user's messages without the latter's permission. All computer passwords and login names must be submitted to the Township at the Township's request.

### Work Product Ownership

Saugatuck Township retains legal ownership of the work product of all elected and appointed officials and all employees and volunteers. Work product includes:

- Written and electronic documents;
- Audio and video recordings;
- System code;
- Any concepts, ideas, or other intellectual property developed for the Township regardless of whether the intellectual property is actually used by the Township.

No work product created while an individual is elected or appointed to office in or employed by or volunteering for Saugatuck Township can be claimed, construed, or presented as the individual's property, even after the individual's relationship with the Township is terminated or the relevant project completed. If any individual requests use of a document created by them, the release of said document shall be with the written authorization of the Township.

### Software

To prevent computer viruses from being transmitted through the system, the unauthorized downloading of any software is prohibited. All software downloads shall be done in coordination with someone designated to do so on behalf of the Township. The current Saugatuck Township information technology contractor is I.T. Right.

### Copyright Issues

Copyrighted materials belonging to entities may not be transmitted on the Internet. One copy of the copyrighted material may be downloaded for an individual's own personal use in research. Users are not permitted to copy, transfer, rename and/or delete information or programs belonging to other users unless given express written permission to do so by the owner. Failure to observe agreements may result in legal action by the copyright owner.

### Security

All messages created, sent or retrieved over the Township's Internet systems are the property of Saugatuck Township. Saugatuck Township reserves the right to access and monitor all messages and files on its computer system as deemed necessary and appropriate. The confidentiality of any messages should not be assumed. Even when a message is erased, it is possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All communications, including text and images, can be disclosed to law enforcement or other third-parties without prior consent of the sender or the receiver.

Computer documents, including email, and instant messages are considered Township documents and may be disclosed under the Michigan Freedom of Information Act (MCL 15.231-15.246).

### Violations

Violations of any guidelines listed above shall be presented to the Township Manager. If necessary, Saugatuck Township will advise appropriate legal officials of the violations.

### *Township Phone Policy*

Employees shall observe the rules of telephone courtesy in receiving and placing calls. Employees are permitted to use Township telephones for personal reasons only in cases of absolute necessity. This is a privilege and not a right and may be withdrawn by the Township if abused through excessive use or if telephoning causes interference with work duties. Employees shall discourage persons from telephoning them at work.

### *Cell Phone Policy*

This policy outlines the use of personal cell phones at work, the personal use of Township cell phones and the safe use of cell phones by employees while driving. This policy also includes walkie/talkie systems such as Push to Talk systems.

#### Personal Cellular Phones

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for use of Township phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. A reasonable standard Saugatuck Township encourages is to limit personal calls during work time to no more than one per day as needed. Employees are therefore asked to make any other personal calls on non-work time where possible and to ensure that friends and family members are aware of the Township's policy. Flexibility will be provided in circumstances demanding immediate attention.

The Township will not be liable for the loss of personal cellular phones brought into the workplace.

#### Personal Use of Township-Provided Cellular Phones

Saugatuck Township does not currently issue Township-provided cellular phones. However, where job or business needs demand immediate access to an employee the Township may issue a business cell phone to an employee for work related communications. To protect the employee from incurring a tax liability for the personal use of this equipment, such phones are to be used for business reasons only.



Employees in possession of Township equipment such as cellular phones are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment, or at any time upon request, the employee shall produce the phone for return or inspection as requested. Employees unable to present the phone in good working condition within the time period requested may be expected to bear the cost of a replacement.

Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

#### Safety Issues for Cellular Phone Use

Employees whose job responsibilities include the regular or occasional driving and who are issued a cell phone for business use are expected to refrain from using their phone while driving, except with the use of a hands-free device.

Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands free options, refrain from discussion of complicated or emotional discussions and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cell phone for business use, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves or others at risk to fulfill Township needs.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. Violations of this policy will be subject to the highest forms of discipline, including termination.

#### Special Responsibilities for Managerial Staff

As with any policy, management employees are expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

## *Social Media*

In order to provide residents and others timely information about activities, news, and events regarding Saugatuck Township, the Township may administer various social media accounts. The Township also acknowledges and honors employees' rights to have their own personal social media accounts.

To promote an inclusive work environment, the Township has developed a policy for official Saugatuck Township social media accounts. The Township has also drafted guidelines for employees to consider while using their own personal social media accounts. If there are any questions regarding this policy or these guidelines, please feel free to contact the Township Manager.

### Official Township Social Media Accounts

An official Township social media account is defined as a social media account representing the Township in an official capacity (e.g. a social media account representing the Parks Commission). The Township retains the rights to alter any employee's access to any social media platform at the workplace and to also republish or re-use any content posted on an official Township social media account. Although not all-encompassing, the following is a list of Township regulations regarding employee use of official Township social media accounts.

- Approval – The creation of any official Township social media accounts must be approved by the Township Manager or by a designated appointee of the Township Manager.
- Confidential Information – Operators of official Township social media accounts shall not share any confidential Township information including, but not limited to, pending Township litigation or personnel matters.
- Obscene Content – Although not an all-encompassing list, Township employees operating official Township social media accounts shall not share any content that is deemed harassing, libelous, defamatory, discriminatory, pornographic, or any material which may cause a hostile work environment.

- Endorsements – Employees operating official Township social media accounts shall not, without prior written approval from the Township Manager or by a designated appointee of the Township Manager, share any content that addresses political candidates, political causes, ballot proposals, or businesses and services.
- Usage – Content posted by operators of official Township social media accounts shall not be a substitute for any public notice requirements mandated by federal, state, or local law.
- Intellectual Property – Official Township social media accounts shall adhere to all federal and state laws that govern intellectual property including, but not limited to, copyright and trademark protections.
- Document Storage – All official Township social media content shall adhere to existing Township electronic document storage procedures and all Township Freedom of Information Act (FOIA) policies and procedures.
- Right to Monitor – Operators of official Township social media accounts shall have the right to monitor all content shared by these accounts as well as content contributed by the public. Additionally, operators have the right to remove content contributed by the public if deemed vulgar, harassing, or threatening. Threats or harassing material shall be reported to the proper law enforcement agency.
- Press Requests – Saugatuck Township honors employees’ rights to speak to the press in their individual capacities, but not representing the Township. However, the Township asks employees operating official Township social media accounts to forward all requests from the media or press for official Township comments to the Township Manager.
- Work Responsibilities – Operators of official Township social media accounts shall only use these accounts for work-related purposes. Excessive use of non-work-related use of social media platforms during work hours is subject to discipline.

## Personal Social Media Use

Saugatuck Township respects employees' rights to express themselves through social media and additionally adheres to all provisions in Michigan's Internet Privacy Protection Act. However, all content shared by Saugatuck Township employees on their personal social media accounts should be considered public and permanent, and may be monitored by the Township.

Personal social media use is considered as employees using social media on their own personal accounts, not representing the Township in an official capacity. Although not all-encompassing, the following is a list of guidelines for an employee to consider when using personal social media.

- Identification – If an employee of Saugatuck Township identifies themselves as an employee of Saugatuck Township on a personal social media account, the employee should note that the account is non-official.
- Disclaimer Recommendation – Employees who identify themselves as Township employees on personal social media accounts may want to consider posting a disclaimer on their account stating, “The views and opinions expressed here are the views of the writer and do not necessarily reflect the views and opinions of Saugatuck Township.”
- Be Respectful - Always be fair and courteous to fellow employees, the public, vendors or people who work on behalf of the Township. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage co-workers, customers, associates or suppliers, or that might constitute harassment or bullying.
- Obscene or Otherwise Inappropriate Content – Township employees should refrain from publicly sharing obscene or otherwise inappropriate content on personal social media accounts; even posting on their personal social media accounts, Township employees reflect upon the Township.
- Confidential Information – Township employees may not publicly share confidential Township information on personal social media accounts.

- Use of Township Logos – Township employees may not use any Township logos on their personal social media accounts without the expressed written permission by the Township Manager or by a designated appointee of the Township Manager.

## **Employment**

### *Employee Selection*

The Township Board is responsible for the selection, employment, and discharge of the Township Manager. The Township Manager is responsible for the selection, employment, and discharge of all other employees of the Township with Board approval. The Township Supervisor, Township Clerk and Township Treasurer are elected officials whose term of office is statutorily controlled.

When a vacancy occurs other than that of an elected official, notice of the vacancy will be posted in the Township Hall and advertised by other such means as deemed appropriate by the Township. The Township Board and Township Manager reserve the right to determine if a vacancy is to be filled.

Saugatuck Township will give due consideration to all qualified applicants for a posted vacancy. The Township reserves the right to determine that none of the applicants are qualified and/or are not the right fit for the position and seek further applicants.

### *At-Will Employment*

Please note, you are an At-Will employee, and nothing in this Handbook or this particular policy shall constitute a contract requiring certain actions be taken before termination, including any step-by-step or progressive discipline procedure. Saugatuck Township has the right to terminate your employment at any time and for any lawful reason or for no reason with or without rendering counseling, warnings, reprimands or other forms of discipline. Likewise, you may terminate your employment with Saugatuck Township at any time and for any reason or for no reason.

If you have questions, suggestions or concerns about this policy, you should direct them to the Township Manager. If you feel uncomfortable discussing your questions, suggestions or concerns about this policy with the Township Manager, you can direct them to the Saugatuck Township Board. This section of the Handbook does not apply to elected officials.

### Termination of At-Will Employment

Saugatuck Township hopes that its relationship with its employees is mutually beneficial for both parties. When circumstances occur that make the relationship less than mutually beneficial, Saugatuck Township or you have the option to terminate the employment relationship.

Whether or not to terminate an employment relationship is at the sole discretion of Saugatuck Township or you and can be made at any time with or without warning or notice. No reason is necessary for terminating the employment relationship, and if reason is given, it can be for any reason so long as the reason is not illegal.

Saugatuck Township may classify terminations as they occur. The following are the different termination clarifications:

#### Resignation

A resignation is when an employee terminates his or her employment on his or her own accord and provides reasonable notice to the Township of his or her intent to resign. Reasonable notice is defined as a written notice of intent to resign as an employee 30 days prior to the date of departure.

Employees that provide 30 days written notice of their resignation may be considered for reemployment with Saugatuck Township so long as their employment record with the Township is satisfactory. Whether or not an employee's record with the Township is satisfactory is at the discretion of management.

#### Layoff

Situations or conditions, economic or otherwise, may require Saugatuck Township to layoff employees. Employees that are laid off are eligible for rehire at the discretion of management. Rehiring after layoff is not guaranteed.

Who is rehired and the priority of rehiring is at the discretion of management and is determined by considering many factors including need, seniority, and length of time unemployed.

### Voluntary Termination

A voluntary termination is when an employee terminates his or her employment without notice. For example, employees that do not work when scheduled for three (3) days of work and do not provide reasonable cause for their absenteeism are considered to have voluntarily terminated their employment. Employees that voluntarily terminate their employment are not eligible for rehire.

At its discretion, Saugatuck Township may rescind any voluntary termination so long as it is determined that the employee acted in good faith and has reasonable cause for not providing notice.

### Wrongful Termination or Reporting Abuse

If you believe that you were terminated unfairly, wrongly, in a discriminatory manner, or that your termination constituted abuse, you should report your concerns immediately to the Saugatuck Township Board or Township Manager. You do not have to confront the person who terminated you to report abuse.

Good faith reports of a wrongful termination or abuse will be managed with the attention they deserve, including investigation of the charges.

### 182-Day Limitations Period for Employment-Related Claims

As a condition of employment, you agree not to commence any action, claim, or suit relating to your employment or termination of employment against the Township more than 182 days after the date you knew or should have known that a claim existed or later than the applicable limitations period established by law, whichever, is less. Your written acknowledgement of these policies is also your written agreement to this limitation.

### *Categories of Employment*

An employee's category of employment will be established at the time of their initial hire and is subject to change at the sole discretion of the Township.

Employees of Saugatuck Township are categorized as follows:

- Elected Officials – The Township recognizes elected officials have specific rights and responsibilities as outlined in state statute. As statutory officers, elected officials are not subject to the same hiring, firing, compensation, or disciplinary processes as other Township employees.
- Full-Time Employees – A full-time employee is an employee whose normal schedule of work consists of thirty-two (32) to forty (40) hours per week in a position classified by the Township as permanent. Full-time employees are eligible for benefits as further discussed in this Handbook and specific plan documents.
- Regular Part-Time Employees – A regular part-time employee is an employee whose normal schedule of work consists of at least sixteen (16) hours per week and less than thirty-two (32) hours per week in a position classified by the Township as permanent. In some cases, as determined by the Township, regular part-time employees may be eligible for benefits as further discussed in this Handbook and specific plan documents.
- Temporary or Seasonal Employees – A temporary or seasonal employee is an employee who is not included within the definitions of the other Saugatuck Township Categories of Employment is working on a temporary or seasonal basis. Temporary or seasonable employees are not eligible for benefits.

### *Job Descriptions*

Saugatuck Township maintains written job descriptions for all full-time and regular part-time positions. Job descriptions include a position title, general description of the position, a determination of whether or not the position is exempt from overtime payment, a list of the position's essential functions, and a required and desired list of licenses, certifications, education, and experience. The Township Manager periodically reviews the job descriptions and reserves the right to update them from time to time as necessary to preserve effective and efficient Township operations.

### *Training Period*

Up to the first six (6) months of employment is considered to be a period of training. This training period provides intensive training efforts and frequent feedback including the option for written evaluations at 30-60-90 day and six (6) month intervals. You are encouraged to asked questions and seek additional help during this period to better understand your job expectations, policies, procedures, and goals associated with your role and the Township.



Consistent with At-Will status, training periods are also a time for an employee to decide whether to continue to work for the Township and for the Township to determine if the employee is the right fit and can provide the level of performance required from the Township.

### *Supplemental Employment*

Employees may engage in outside employment in accordance with the following limitations. In no case shall outside employment conflict with or impair work responsibilities to the Township. Outside employment is defined as any paid employment a Township employee participates in outside of their Township work responsibilities. Approval shall be reviewed at least on an annual basis by the Township Manager.

Any full-time employee desiring to participate in outside employment must obtain written permission from the Township Manager prior to beginning the outside employment. Unless granted expressed written permission from the Township Manager, a Township employee shall not be allowed to engage in any outside employment while on a paid or unpaid leave of absence from the Township where benefits may be maintained.

Employees engaged in outside or supplemental employment shall:

- Not use Township facilities as a source of referral for private customers or clients.
- Not be engaged in outside employment during the employee's regularly scheduled working hours for the Township.
- Not use the name of the Township or any Township agency as a reference or credential in advertising or soliciting customers or clients.
- Not use any Township supplies, facilities, staff, or equipment, including computers or technology, with any outside employment or private practice.
- Maintain a clear separation of outside or supplemental employment from activities performed for the Township.
- Not cause any incompatibility, conflict of interest, or any possible appearance of a conflict of interest.

The Township shall not be liable, either directly or indirectly, for any activities performed by an employee participating in outside employment. Additionally, the Township retains the right to review and change any decision granting a Township employee permission to obtain or participate in outside employment while employed by Township.

### *Personnel Files*

Personnel files are established and maintained by the Township on all employees and elected officials. These files are confidential records and will be maintained in a locked file, subject to the Freedom of Information Act. Medical information is maintained separate from non-medical information. The Township Manager and his/her designee shall be responsible for controlling access to these files. The Township Manager and his/her designee should be the only individuals accessing these files, other than as required by law. Township employees and elected official have a right to view the contents of their personnel file within one business day following a written request to the Township.

### Social Security Number Privacy & Protection

Saugatuck Township values privacy and will take all necessary steps to ensure compliance with the provisions of the Michigan Social Security Number Privacy Act. To protect employee personal information, the Township will not use Social Security numbers to identify employees. However, Social Security numbers may be included in job applications and forms sent by mail.

The Township will not:

- Publicly post or display employee Social Security numbers;
- Require employees to send their Social Security number over the Internet, unless the connection is secure or the Social Security number is encrypted;
- Require employees to use their Social Security number to access an Internet website, unless a password or unique personal identification number or another authentication device is also required to access the Internet website;
- Print employee Social Security numbers on any mailed materials, unless state or federal law requires the Social Security number to be on the document that is mailed.

### *Performance Evaluations*

The Township Manager shall prepare a system for evaluating the work performance of all employees. The primary purpose of the employee performance evaluation is to inform employees on how well they are doing their work and how they can improve their work performance. This process will include both annual evaluations (conducted in December in alignment with the end of the calendar year) and regular feedback from supervisors and managers.

### *Progressive Disciplinary Policy*

Saugatuck Township wants every employee to contribute and grow while at Saugatuck Township. When an employee's actions or inactions detract from the success of Saugatuck Township may invoke disciplinary measures. Whether or not disciplinary measures are invoked are at the sole discretion of management. Below are some of the disciplinary measures management has the option to choose from when it believes discipline is necessary.

Please note that management may choose any or none of the steps at its discretion and is not required to follow any step by step procedure.

#### Disciplinary Warning

A disciplinary warning is a form of discipline and notice that you should discontinue some action or take action immediately. For example, should you fail to follow your manager or supervisor's instructions or violate a provision of this Handbook, you may receive a disciplinary warning. More than one disciplinary warning can lead to a reprimand, a negative evaluation, a suspension, or even termination.

Management has the discretion of offering two types of disciplinary warnings: verbal or written. Verbal disciplinary warnings are issued orally from a manager or supervisor. At their discretion, a manager or supervisor can record a verbal warning in writing and place it in your employee file.

Written disciplinary warnings are warnings that are put into writing, signed by the manager or supervisor and read at a corrective action meeting. Written disciplinary warnings are placed in your employment file for future reference.

Disciplinary warnings are not a pre-requisite before issuing a reprimand, suspending your employment, or even terminating your employment.

#### Reprimand

A reprimand is a form of discipline that is more serious than a disciplinary warning. A reprimand is a written rebuke or admonishment for an action taken or not taken. It is signed by management, acknowledged by you, and is placed in your employment file.

Whether or not a reprimand is issued is at the discretion of management, like all disciplinary actions. No counseling or warning is required on the part of management before a reprimand is issued. Reprimands are reviewed for determining an employee's contribution to the Township during evaluations and other important employer decisions.

### Suspension Without Pay

At management's discretion, employees may be suspended without pay for a period of time as a consequence for an action taken or not taken. During this time, an employee is not permitted to work for the employer and no wage or salary is provided for the time the employee is suspended.

In addition to suspension without pay, a reprimand is placed in the employee's employment file. Whether or not a suspension without pay is levied is at the discretion of management. No counseling, disciplinary warning, or other form of discipline is required on the part of management before suspension without pay is issued.

Suspensions without pay are reviewed for determining an employee's contribution to the Township during evaluations and other important employer decisions.

### Progressive Discipline

Management may discipline an employee in the manner it determines is best and terminate the employment relationship at any time with or without warning or notice and whether or not an employee is or has in the past been progressively disciplined for the same offense.

Even so, it is the desire of Saugatuck Township to discipline employees in a constructive and progressive manner. If circumstances permit, management has the discretion to follow a progressive discipline process before terminating an employee. An example of a possible progressive discipline process is listed below, subject to the Township's discretion and consideration of all relevant factors:

1. Verbal Warning;
2. Written Warning;
3. Reprimand;
4. Suspension Without Pay; and
5. Termination.

### Reporting Unfair Discipline

If you believe that you are being disciplined unfairly or wrongly in a discriminatory manner, or that your discipline constitutes abuse, including abuse of power, you should report your concerns immediately to the Township Manager. You do not have to confront the person who has disciplined you to report unfair discipline.

Good faith reports of abuse of discipline will be managed with the attention they deserve, including investigation of the charges. False reports of abuse can lead to more discipline, including termination. If you do not feel comfortable reporting as listed above, or if you did report and are not satisfied with the response, then you should direct your report to the Township Board.

Please note that you are not required to confront the person or persons that have given you reason to report. However, if you experienced what you believe is unfair discipline, you must make a reasonable effort to make the wrong known as soon as you experience or discover it, or soon after. Discussing or reporting acts of unfair discipline to any person not listed above does not constitute a report.

### **Hours of Work**

The regular hours of all Township employees shall be determined by the Township Manager. The normal workweek for full-time employees shall be forty (40) hours and the normal workday shall consist of eight (8) hours, including meal and break periods. Nothing contained herein shall be construed to constitute a guarantee of any particular number of hours of works. The Township reserves the right to change the normal workweek and hours of work to best fit the needed operation conditions.

#### *Work Schedule*

The work schedule of all Township employees shall be determined in conjunction with the Township Manager. The normal work schedule for full-time employees is Monday through Friday from 8AM to 4PM.

### *Meal & Break Periods*

All full-time employees are granted one hour with pay for meal and break periods during each normal eight (8) hour day, subject to production needs and the demands on a particular job on any particular day. This time should be coordinated with other employees to ensure necessary staffing levels throughout the day.

Neither the lunch nor break periods may be used to account for an employee's late arrival or early departure or to cover time off for other purposes.

### *Tardiness & Absenteeism*

All employees are expected to report to work by the beginning of their shift and remain at work until the end of the workday. In the event of extenuating circumstances, employees are expected to notify their supervisor or the Township Manager.

### *Time Reporting*

Employees are required to verify the hours they worked on a bi-weekly basis in conjunction with pay periods by submitting documentation to payroll. All deviation from their regular hours including leave to be utilized for the pay period should be indicated. Employees who falsely report hours or who report hours of work for someone other than themselves shall be subject to disciplinary action, up to and including termination.

### *Inclement Weather*

Many Township services remain operational during severe weather periods, and employees are expected to report for and remain at work unless Township operations are officially closed by the Township Manager. If inclement weather prevents an employee from reporting to work safely at their normal scheduled time, the employee must notify their supervisor or the Township Manager.

In the event of severe weather conditions, the Township Manager may declare the Township office closed. The Township Manager should consider weather-related closings of Saugatuck Public Schools when deciding to close the Township office.

In the event of an office closure, an employee may elect to work from home if that employee has access to the necessary resources to conduct their daily tasks. These resources include, but are

not limited to, power, internet connection, access to email and phone. An employee may elect to utilize available paid time off if an employee lacks the necessary resources to conduct their work from home or elects not to conduct work from home. If an employee, exempt or non-exempt, comes into the office for any part of the day (ready, willing, and able to work) and the office closes early, the employee must be paid for a full day of work.

In the event of a closure or late opening, the Township Manager shall be responsible for informing employees via work email and/or text message in a timely manner. If an employee is aware of severe weather conditions and has not yet received notification from the Township Manager as to the operational status of the Township office, the employee should make every effort to contact the Township Manager to ensure that all employees and the public are notified of the office's change in operational status in a timely manner.

The determination of an office closure or late opening must be communicated as soon as possible to the public in the form of an announcement on the Township website and on any active social media platforms of the Township. This action shall be directed and confirmed by the Township Manager.

## **Compensation**

At the time of hire, the Township reserves the right to determine the pay range for the position. The Township reviews employee compensation each year as part of the annual budgeting process, and determines the amount of, if any, across-the-board (cost of living) or merit-based increases that will be applied to employee compensation for the next fiscal year.

### *Overtime Pay*

Non-exempt employees shall be paid one and one-half (1 ½) times their regular straight time rate of pay for all hours worked in excess of forty (40) hours for any given workweek. Hours compensated at time and one-half (1 ½) for work on holidays shall not be counted again as hours worked for overtime calculation purposes.

### *Compensatory Time*

From time to time, exempt employees are required to spend time beyond their normal work schedule to carry out their required functions, but are not entitled to additional compensation for this work. As a means to recognize responsive and responsible performance, the Township Manager may authorize compensatory time off to exempt employees. The granting of

compensatory time should not be expected when work is done beyond normal hours and is at the sole discretion of the Township Manager.

### *Pay Periods*

Employees will be paid on a bi-weekly basis with paychecks processed every other Wednesday.

### *Retirement*

Members of the Township Board and all full-time employees are enrolled in a retirement plan provided by the Municipal Employee's Retirement System of Michigan (MERS).

For full-time employees hired before July 1, 2011, the Township pays all contributions for the B-3 defined benefit plan (FAC-3). The specific terms and conditions governing this retirement plan are controlled by the statutes and regulations establishing the Municipal Employee's Retirement System of Michigan (MERS).

Any full-time employees hired on or after July 1, 2011 will be enrolled in the MERS Restated Uniform Hybrid Program (Benefit Program H) which has both a defined benefit and defined contribution component. Program terms and conditions along with contribution options are available upon request.

A MERS 457 option is also made available to the Township Board and full-time employees.

### *Work-Related Expenses*

Saugatuck Township will reimburse employees for the reasonable cost of expenses incurred as a result of their official duties as a Township employee. Employees will only be reimbursed if they received prior authorization to incur the expense.

### Mileage

Employees will be reimbursed for mileage at the IRS mileage rate on travel approved by the Township Manager.

### Professional Memberships, Service Organizations, and Trainings



Employees desiring to have the Township reimburse them for expenses related to professional memberships, service organizations, and trainings shall request approval of such expenses in writing reasonably in advance to the Township Manager, who will consider all requests on an individual basis in conjunction with the Township Board.

### *Payroll Deductions*

The Township withholds Federal Income Tax, State Income Tax, Federal Social Security Tax, employee contributions to the Township Retirement Plan, court-ordered garnishments, and child support payments from employee paychecks in the amount and manner prescribed by state and federal law. In addition, the Township will withhold voluntary authorized deductions from an employee's paycheck for other programs approved by the Township. The starting and changing of voluntary deductions must be requested in writing to the Township Manager or his/her designee.

### **Leaves of Absence**

#### *Paid Vacation Time*

Full-time employees shall be granted annual paid vacation leave based upon their length of continuous service to the Township in accordance with the following:

- Less than five (5) years of service 10 days
- Between five (5) years and ten (10) years of service 12 days
- Between ten (10) years and fifteen (15) years of service 15 days
- Between fifteen (15) years and twenty (20) years of service 17 days
- Between twenty (20) years and twenty-five (25) years of service 20 days
- Twenty-five (25) years and more years of service 25 days

Paid vacation time does not accrue or rollover and therefore must be used during the year it is credited. Paid vacation time is credited on the employee's work anniversary date of each year and must be used in increments of ½ day.

#### Anniversary Date

For all purposes regarding the Township, including but not limited to, pay, vacation, and longevity benefits, an employee's anniversary date is defined as the day (day/month/year) work began as a regular full-time or regular part-time employee for the Township.

### Vacation Scheduling

Use of paid vacation time requires the approval of the Township Manager. The Township values an employee's use of vacation and will endeavor to honor all vacation requests, but reserves the right to deny a request if the vacation would interfere with the Township's ability to maintain necessary staffing levels. Requests to use paid vacation time should be submitted at least two (2) weeks in advance of the period requested off. Exceptions to this submission period can be made at the Township Manager's discretion.

Newly hired employees will not be eligible to take vacation time until they have worked three (3) consecutive months. Employees may not use vacation time prior to the time the paid vacation time is earned.

### Vacation Pay

Vacation pay is at the employee's straight time rate in effect at the time the employee takes paid vacation time.

### Benefits on Termination

Employees will not receive pay for unused vacation leave upon termination.

### *Paid Sick Time*

Full-time employees shall be credited paid sick time under the following conditions and qualifications:

- a. Paid sick time will be credited at a rate of five (5) days per year granted on the employee's work anniversary date of each year.
- b. Unused paid sick time does not accrue or rollover. Employees will not receive pay for unused sick time upon termination.
- c. It is requested that employees inform their supervisor or manager as soon as practically possible should they intend to use paid sick time. Sick time can be used in increments of

½ day or more.

- d. Upon request of the Township Manager, employees may be required to provide documentation of the reason for the absence. The Township may require, in addition to the employee's own statement, a physician's certificate. The Township will not normally require a physician's certificate for the use of paid sick time, unless the Township has reason to believe an employee is abusing paid sick time. Falsification of a physician's certificate or falsely setting forth reasons for the use of paid sick time shall constitute cause for discipline, up to and including termination.

### *Holidays*

The following holidays are recognized as holidays for employees of the Township:

Christmas Eve	December 24 <sup>th</sup>
Christmas	December 25 <sup>th</sup>
New Year's Eve	December 31 <sup>st</sup>
New Year's Day	January 1 <sup>st</sup>
Martin Luther King Day	3 <sup>rd</sup> Monday in January
President's Day	3 <sup>rd</sup> Monday in February
Memorial Day	4 <sup>th</sup> Monday in May
Independence Day	July 4 <sup>th</sup>
Labor Day	1 <sup>st</sup> Monday in September
Indigenous People's Day	2 <sup>nd</sup> Monday in October
Veterans' Day	November 11 <sup>th</sup>
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Day After Thanksgiving	4 <sup>th</sup> or 5 <sup>th</sup> Friday in November

### Holiday Observation

When Independence Day or Veterans' Day falls on Saturday the preceding Friday shall be considered the holiday, and when it falls on Sunday the following Monday shall be considered the holiday. The Township Manager shall establish the holiday when Christmas Eve or Christmas Day or New Year's Eve or New Year's Day falls on Saturday or Sunday.

Time off may be granted by the Township Manager to employees who desire to observe a religious holiday that is not recognized by the Township.

### Holiday Eligibility

Employees are eligible for holiday pay if they satisfy all of the following conditions and qualifications:

- a. The employee is a full time hourly or a regular part-time hourly employee.
- b. The employee must have worked the scheduled hours of work on their last scheduled workday preceding the holiday and on their first scheduled workday following the holiday; provided, however, that absence due to approved paid leaves of absence or vacations will not disqualify an employee for holiday pay.
- c. The employee must be on the active payroll as of the date of the holiday. For purposes of this section, a person is not on the active payroll of the Township during unpaid leaves of absence, layoffs, when receiving workers compensation for a period greater than six (6) consecutive months, or during a disciplinary suspension.
- d. Employees scheduled to report for work on a holiday, but who fail to report for and perform such work, shall not be entitled to any holiday pay.

### Holiday Pay

Full time hourly employees shall receive eight (8) hours of pay for each recognized holiday. Eligible regular part-time hourly employees shall receive pay for each recognized holiday in an amount equal to the number of hours lost from their normal schedule due to the Township's observation of the holiday not to exceed eight (8) hours; provided however that if the hours lost by the regular part-time employee as a result of the holiday are rescheduled to another time during the week in which the holiday is celebrated, no holiday pay shall be provided. All holiday pay shall be at the employee's straight time regular rate of pay, exclusive of all premiums. Eligible salaried employees are not normally required to work on holidays, but shall continue to receive their salaries.

### Holiday Work Premium

Hourly employees required to work on recognized Township holidays shall be paid at one and one half (1 ½) times their regular straight time hourly rate for the hours actually worked, in addition to holiday pay if otherwise eligible. For the purpose of this section, a holiday is defined as a twenty-four (24) hour period beginning at 12:01 a.m. of the holiday.

### *Unpaid Personal Time*

Requests for an unpaid leave of absence for purposes not covered by other leaves of absences shall be submitted in writing to the Township Manager, indicating the reason for the leave and the period of leave requested. The Township may in its discretion grant an unpaid personal leave of absence for a period normally not to exceed thirty (30) calendar days. An extension of an unpaid personal leave of absence may be granted by the Township Manager if the extension is requested in writing prior to the termination of the original leave period, provided that an unpaid leave of absence may not be granted for a period in excess of one (1) calendar year. A request for an unpaid personal leave of absence is not considered approved unless such approval is in writing and signed by the Township Manager. An employee will not be paid or be entitled to the accrual of benefits during the period of an unpaid leave of absence.

### *Non-Duty Disability Leave*

A disability leave of absence will be granted to employees who have been absent for more than five (5) consecutive working days because of a non-work related injury, illness, or other disability, subject to the right of the Township to require a physician's certificate establishing to the satisfaction of the Township that the employee is incapacitated from the performance of work due to illness, injury, or other disability. A disability leave shall be without pay. This disability leave will continue for the period of the employee's disability; provided, however, that an employee may not be on a disability leave for a period of more than twelve (12) consecutive months. The Township may request at any time, as a condition of continuance of a disability leave of absence, proof of a continuing disability. In situations where the employee is physically unable to perform the job, the Township may require a medical examination by a physician chosen by the Township at the Township's expense and, if appropriate, require the employee to take a leave of absence under this Section. Employees who disagree that they need a leave of absence under this Section may be required to present a physician's certificate recommending that the employee continue at work and in all cases the employee's attendance and job responsibilities must be satisfactorily maintained. Employees are required to notify the Township of any condition which will require a leave of absence under the Section together with the anticipated date for commencement of such leave. This notice shall be given to the Township by the employee as far in advance as possible of the anticipated date to commence the disability leave. All employees returning to work from a disability leave of absence must present a physician's certificate satisfactory to the Township indicating the employee is medically able to return to work.

### *Military Training & Emergency Duty Leave*

Employees required to perform military training or to perform emergency duty in any reserve component of the Armed Forces of the United States or the United States National Guard shall be granted a leave of absence without pay for the period of such training or emergency duty upon request and the presentation of proper documentation from the employee's Commanding Officer. The provisions of this section do not apply to an employee's initial period of training for active duty service.

### *Jury Duty Leave*

Employees summoned by a court to serve as jurors shall be given a jury leave of absence for the period of their jury duty. For each day, up to a maximum of twenty (20) days per year, that an eligible employee serves as juror when the employee otherwise would have worked, the employee shall receive the difference between the employee's regular rate of pay for the employee's regularly scheduled hours and the amount the employee received from the court, exclusive of mileage and meal reimbursement.

In order to be eligible to receive jury duty pay from the Township, an employee must:

- a. Be a full-time employee;
- b. Give the Township reasonable advanced notice of the time that employee is required to report for jury duty;
- c. Give satisfactory evidence that the employee served as a juror at the summons of the court on the day that the employee claims to be entitled to jury duty pay;
- d. Return to work promptly after being excused from jury duty service.

### *Funeral Leave*

In the event that a death occurs to a member of an eligible employee's immediate family, the employee shall be entitled to take up to three (3) consecutive days of leave to attend the funeral. "Immediate family" shall mean the employee's current spouse, child, father, mother, sister, brother, father-in-law, mother-in-law, grandparent or grandchild. Full-time hourly employees who lose work from their regularly scheduled hours as a result of funeral leave shall receive their regular rate for such lost time. Employees needing additional time off may request to use unpaid leave time.

### *Workers Compensation Leave*

Upon written application, a leave of absence for a period of not more than twelve (12) months will be granted to employees who are unable to continue to work at the Township because of a Township work related injury or disease for which the employee is entitled to receive benefits under the Worker's Compensation laws of the State of Michigan, subject to the Township's right to require medical proof. Extension of the leave may be granted by the Township upon written application establishing to the Township's satisfaction that there is a reasonable likelihood that the employee will be able to return to work during the period of the extension, provided that no leave will be granted for a period longer than twenty-four (24) consecutive months. The Township may require at any time, as a condition of continuance of a worker's compensation leave of absence, proof of a continuing inability to perform work with the Township. In the event that the Township, in conjunction with its medical advisors, determines that the employee is capable of immediately returning to work, the employee's leave of absence shall immediately end.

### *Return to Work After a Leave of Absence*

Employees returning from approved leaves of absence shall be reinstated to their former or comparable position. The provision of the foregoing notwithstanding, the Township reserves the right not to reinstate to their former position any employee who no longer has the required skills and abilities to perform the work.

## **Insurance & Other Benefits**

### *Health Insurance*

The Township makes available a group insurance program covering certain hospitalization, surgical and medical expenses for full-time employees, the Township Clerk, the Township Treasurer, and regular part-time employees working at least 30 hours per week and their eligible dependents. Summary descriptions of the program are available by written request to the Township Manager. The specific terms and conditions governing the group insurance program are determined by the carrier or carriers. The Township reserves the right to modify the coverage provided under the insurance program, to select the insurance carrier or carriers, to become a self-insurer whether wholly or partially, and to select the administrator of such self-insurance programs.

The Township will pay all premium contributions, but reserves the right to require co-payments or premium contributions from employees or to reduce coverages according to its discretion.

### Health Saving Account

To help offset the high deductible associated with the Township's current health insurance policy, the Township will contribute \$3,500 to a Health Savings Account (HSA) for all full-time employees on the Township's health insurance plan. The Township will transfer this contribution into a designated HSA of the employee's choice quarterly, starting on the first pay period of each fiscal year.

The Township reserves the right to discontinue this practice according to its discretion. Employees are encouraged to speak to their personal bank, credit union, or other financial institution about establishing and using an HSA.

### *Vision & Dental Insurance*

Saugatuck Township does not presently offer vision or dental insurance to employees. Instead, the Township makes up to \$600 per fiscal year available to each full-time employee for reimbursement of vision and dental related expenses. Questions regarding this allotment and what is reimbursable under this section should be directed to the Township Manager. The Township reserves the right to modify or eliminate these payments according to its discretion.



### *Term Life Insurance*

The Township Clerk, Township Treasurer, and full-time employees shall be eligible for group term life insurance policy coverage in the amount of \$10,000. The specific terms and conditions governing the term life insurance coverage are set forth in detail in the master policy or policies issued by the carrier or carriers. The Township pays the required monthly premium for eligible employees, but the Township reserves the right to modify or eliminate this coverage according to its discretion.

### *Continuance of Insurance Premiums*

In the event that an employee eligible for insurance coverage is discharged, quits, retires, resigns, is laid off, or commences an unpaid leave of absence, the Township shall have no obligation or liability whatsoever for making any insurance premium payment for any such employee or their lawful dependents beyond the month in which the discharge, quit, retirement, resignation, layoff, or unpaid leave of absence commences. Employees on Township approved leaves of absence and eligible retirees may continue insurance benefits on a month-by-month basis by paying to the Township, in advance, the amount of the next month's premium for that employee or retiree and/or their lawful dependents, subject to the approval of the insurance program. The Township shall resume payment of insurance premiums for eligible employees who return to work from layoff or unpaid leaves of absence as of the first day of the premium month following the date of the employee's return to work. The provisions of the section notwithstanding, the Township shall continue the payment of health insurance premiums for employees on workers compensation leave for a period of six (6) months. In all events, the ability of the Township to continue insurance coverage for any individuals and/or their lawful dependents is subject to the terms of the applicable insurance policy and the terms of all applicable laws.

### *Workers Compensation*

The Township provides workers compensation coverage for all of its employees. Employees are required to report any job-related injury or occupational disease to the Township Manager as soon as possible, but no longer than twenty-four (24) hours after the accident or injury occurs or the disease is diagnosed. Failure to report a job-related accident, injury or disease may result in a denial of compensation benefits.

### *Unemployment Compensation*

All employees are covered under Michigan's unemployment compensation system.

### **Grievance Procedure**

The Township endeavors to apply its policies, benefits, and rules in a consistent and fair manner. This grievance procedure is available to attempt to resolve complaints of employees who believe that they are not receiving fair treatment or not receiving all the benefits due to them as an employee.

All grievances shall be handled in the following manner:

#### Step 1 - Oral Procedure to Township Manager

An employee with a complaint shall discuss the matter with the Township Manager, or designated representative, within five (5) working days from the time of the occurrence of the events giving rise to the complaint or within five (5) working days from the time the employee involved first knew or should have known of the facts giving rise to the complaint in situations where it was impossible for the employee involved to have known at the time of the actual occurrence of the events giving rise to the complaint. The Township Manager, or designated representative, will endeavor to give an answer to the complaint within five (5) working days of the discussion with the employee concerned. Every effort shall be made to settle the complaint in this manner.

If the original complaint involves the Township Manager, the employee may skip directly to Step 2.

## Step 2 - Written Procedure to Township Board

If a grievance is not satisfactorily settled in the Step 1, the employee may appeal the Township Manager's decision by delivering to the Township Board a written request for a meeting concerning the grievance within five (5) working days following receipt of the Township Manager's disposition of the grievance. Within ten (10) working days after the grievance has been appealed, a meeting shall be held between the Township Board and the employee. If the meeting cannot be hold within the ten (10) working day period, it shall be scheduled for a date mutually convenient for the parties. The Township Supervisor, or designated representative, shall place a written disposition on the grievance within ten (10) working days following the date of this meeting, and return it to the employee. The Township Board's answer to the grievance, delivered by the Township Supervisor, shall be the Township's final disposition of dispute.

## Appendix

### *Receipt of Handbook*

I acknowledge that I have received a copy of the Saugatuck Township Personnel Policy Handbook. I agree to read it thoroughly, including the statements in the *Introduction* and *Disclaimer* describing the purpose and effect of the Handbook. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from the Township.

I understand that the purpose of this Handbook is to inform me about Saugatuck Township's current policies and procedures, and that nothing in this Handbook constitutes a contract. I further understand that this Handbook is meant as a guideline only and does not create a binding contract with the Township for any purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time with or without prior notice to me.

I understand that as an elected or appointed official, full time, part time or volunteer employee, I am representing the Township. I understand that I am bound by the policies and practices herein established and accept the rights of the Township as outlined in this Handbook as terms and conditions of employment and of continued employment.

Please sign and date this receipt and return it to the Township Manager.

*Name:* \_\_\_\_\_

*Position:* \_\_\_\_\_

*Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_