

# **Chocolay Charter Township Personnel Policy**

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#### Introduction and Definitions

#### Chocolay Charter Township

#### DEFINITIONS

The words and phrases below have the following meanings for the Charter Township of Chocolay Personnel Policies and Procedures Manual:

**Applicant:** A person who has filed an application or submitted a resume for employment with the township.

**Board:** As mentioned in the manual, refers to the Chocolay Township Board.

**Call Out:** Time worked in cases of emergency, or what may be determined to be eminent need, during non-scheduled hours of any work week, as determined by a department head and subject to review and approval of the Personnel Administrator.

**CETA:** Comprehensive Employment and Training Act.

**Compensatory Time:** Time off with pay, granted by the township, in lieu of overtime compensation for time worked in excess of the standard work week.

**Continuous Service:** Uninterrupted service from the date an employee begins work for the township, in accordance with the length of service policy.

**Date of Employment:** The date the employee begins work for the township, in accordance with the length of service policy.

Deputies: Deputy Clerk and Deputy Treasurer who serve at the pleasure of the Clerk and Treasurer through the provisions of Public Acts 22 and 23 of 1977 and who are entitled to employee benefits and fringes as outlined in this Personnel Policy and as so budgeted by the Township Board.

Full Time Employee: Those employees who are regularly scheduled to work 1820 or more hours per year.

Grievance: An oral or written complaint by an employee regarding the interpretation or application of township policies and procedures which affect the employee's wages, hours, and conditions of employment.

Immediate Supervisor: Those persons designated by the Township Personnel Administrator as supervisors for certain employees.

Irregular Part-Time Employees: Those employees who are budgeted to work less than 520 hours per year.

Job Description: A written listing of a position's duties and responsibilities.

Overtime: Time worked in addition to the normal scheduled work week which is non-emergency by nature but determined to be necessary to the conduct of township business by a department head and subject to review and approval of the Personnel Administrator. When possible, prior authorization shall be obtained.

Personnel Administrator: The Township Supervisor or a person appointed by the Township Board to administer the Personnel Policy as stipulated in the Charter Township Act.

Position: A group of current duties and responsibilities, assigned by the Township Board and specified by a job description, which requires the full or part time employment of one person.

Probationary Employee: An employee serving a specified trial period to determine if mutually compatible conditions exist between the employee and the employer.

Promotion: The movement of an employee to a position of greater responsibility and more difficult duties which has a higher wage rate.

Regular Part-Time Employee: An employee budgeted to work between 520 and 1819 hours per year, with not less than four hours per week.

Temporary Employee: An employee who is scheduled to work for an agreed upon length of time.

Transfer: The movement of an employee to a position of similar or lesser responsibility and equivalent or less duties which has the same or a lower wage rate.

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## 1.0 INTRODUCTION

### 1.1 Purpose

The Charter Township of Chocoday is an equal opportunity employer whose policy is to select personnel and conduct all personnel activities without regard to religion, race, color, national origin, age, sex, height, weight, marital status, or handicap. Chocoday Township will maintain a system of uniform and equitable personnel policies and procedures to assure equal treatment of all employees.

### 1.2 Authority

The provisions in this manual shall take effect January 1, 1979, with all subsequent amendments approved by the Township Board and effective dates of amendments to be established by the Township Board. The Chocoday Township Personnel Administrator is responsible for the interpretation and administration of all personnel policies and procedures. Any exceptions to the policies and procedures will be made at the discretion of the Chocoday Township Board with review of the Personnel Committee.

### 1.3 Personnel Committee

A Personnel Committee will be composed of two members of the Township Board and two employees. The voting members are appointed by the Supervisor and serve at the pleasure of the board. The Township Supervisor may take into consideration two employee representatives selected by the township employees. One member shall be selected to be Chairperson. The Committee will meet as requested by the Chairperson of the Committee or by a majority of the members of the Committee.

Appointments run concurrent to the fiscal year with the employee representatives serving a one year term and Township Board members serving two year alternating terms. The Chairperson will serve a one year term. Representatives may be reappointed, should conditions render new representatives unavailable to serve.

The Committee will serve as an advisory capacity to the Township Board in proposing, reviewing and recommending policies directly related to township personnel and present such recommendations to the Township Board for its consideration. The Committee will also perform duties as outlined in the personnel manual or other duties as directed by the Township Board.

Recommendations of the Personnel Committee shall be forwarded to the Township Board which shall have sixty (60) days upon which to take official action on the recommended item. If no action is taken within 60 days, then said item will be placed on the agenda for the next Township Board meeting. All recommendations to the Township Board are sent to the Personnel Director at least seven days before Board action.

Employee meetings will be scheduled on a quarterly basis and other times as needed. Meeting date and time will be approved by a Township Board Officer.

#### 1.3.1 Pension Committee

The Pension Committee shall be composed of a minimum of three voting members appointed by the Supervisor and serving at the pleasure of the Township Board. The membership shall be identified as one member of the Township Board, one member from the community at large who demonstrates particular expertise in finances, insurance or other related fields, and one employee representative who the Supervisor may take into consideration as a selection of township employees. The committee shall serve in an advising capacity to the Township Board, meeting at least once a year in proposing, reviewing, and recommending employee pension program(s) or their equivalent, and presenting such recommendations to the Township Board for its consideration.

#### 1.4 Scope

These personnel policies and procedures shall apply to all Chocolay Township probationary, full time, part time, temporary and special project employees, except where specifically noted. These policies and procedures do not apply to those individuals providing services through contractual agreement with the township.

#### 1.5 Special Project Employees

Persons who are compensated directly by a particular federal state or private grant or program are designated as special project employees. (Special project employees are not considered regular township employees). Where provisions of this manual conflict with provisions of any existing agreement between the township and the funding source, the agreement will supersede the provisions of this manual.

As part of the person's orientation, they shall be given a copy of the Personnel Policy by the Deputy Clerk so they can review and become familiar with the provisions. The Policy will then be returned to the Deputy Clerk. The person could then have access to the Policy by requesting it from the Deputy Clerk.

#### 1.6 Revision

The policies and procedures contained in this manual can be changed by a formal resolution of the Chocolay Township Board. Employees are encouraged to submit suggestions for changes to the Personnel Administrator and/or Personnel Committee member. The suggestions

will be kept in a special file maintained by the Personnel Committee Chairperson and reviewed annually by the Personnel Committee.

Annual Review will be conducted and recommendations for amendment made to the Township Board prior to consideration of the following year's fiscal budget. Adopted amendments will become effective on January 1 of the following year unless designated otherwise by the Township Board. This does not preclude amendments being made in regard of special circumstances brought before the Board by the Personnel Administrator and/or the Personnel Committee.

#### 1.7 Distribution of the Manual

All employees will receive a copy of the Chocolay Township Personnel Policies and Procedures Manual.

### Selection

#### Chocolay Charter Township

#### 2.0 SELECTION

##### 2.1 Size of the Work Force

The Township Board is responsible for the creation of all positions consistent with needs and budgetary limitations. The Board is also responsible for confirming layoffs and recall.

##### 2.2 Recruitment

The Township Supervisor and/or Department Heads, if so directed by the Township Supervisor, shall be responsible for the recruitment process of all township personnel, except for the position of Superintendent/Manager which shall be the responsibility of the Township Board. When an opening occurs, the following procedure will be followed:

a) There will be a posting of the vacant position on the public bulletin board in the Municipal Building. The posted notice shall contain job title, job summary, minimum qualifications, wage rate, and application deadline. The Supervisor and/or Department Head will establish the application deadline.

b) All position vacancies will be listed with the Michigan Employment Security Commission.

c) Concurrent with the public posting, professional and administrative position vacancies may be advertised in local or trade publications or posted at college campuses. All advertisements and posted notices will have the logo: "All persons shall have equal employment opportunities

with Chocolay Township regardless of race, color, religion, sex, marital status, or national origin." For published advertisements the phrase "An Equal Opportunity Employer" will suffice.

d) When a temporary position becomes open and a person who previously held the position is available and the Township Supervisor and Department Head would like to rehire that person then only posting at the Township Office would be required.

### 2.3 Applications

Persons desiring employment with the township must complete an application. Applications will be given out and received by the secretarial staff who will then give them to the appropriate department head. All applications and resumes received will be retained by the township for one year.

Persons who will drive township sanitation vehicles must complete a supplemental form, as required by the Motor Carrier Safety Act. Police officer candidates are also required to complete a supplemental form.

### 2.4 Screening

Following the deadline for submission of applications, the Supervisor and/or Department Head will determine which applicants possess qualifications which meet the position's minimum qualifications. Additional information may be obtained by the Supervisor and/or Department Head by checking references from former employers and requesting transcripts as provided by statute. Applicants who meet the minimum qualifications may be scheduled for personal interviews with the Supervisor and applicable department heads, or other township employees at the Supervisor's discretion. All screening procedures for the position of Superintendent/Manager are the responsibility of the Township Board.

### 2.5 Interviews

Interviews will be scheduled as soon as possible at the conclusion of the screening process. The interview will be conducted to further evaluate the training, experience, and skills of the applicant, as well as inform the applicant about the salary, benefits, organizational structure, and other relevant information about the position. All applicants interviewed will be notified after the position is filled.

### 2.55 Immigration Control and Reform Act

Before a person is hired, the person must provide documentation to show he or she is authorized to work in the United States. See Appendix H for the form that must be completed.

### 2.6 Physical Examination

Prospective employees may be required to present evidence of a recent physical examination to the township to assume duties as detailed in the position's job description, by a local doctor of the township's choice at the expense of the township.

It is a requirement for all newly hired policemen to pass a pre-employment complete physical, which includes a stress test, at the expense of the township and by a physician designated by the township. New firemen must pass a general physical at the expense of the township and by a physician designated by the township. It is also required that employees who will drive the township sanitation vehicles as part of their job are required by the Motor Carrier Safety Act to pass a physical examination.

#### 2.7 Hiring Decision

The Township Board makes the hiring decision concerning the Township Superintendent/Manager. With the concurrence of the Township Board, the Supervisor makes the selection decision of the Police Chief and other department heads. All other employees are selected by the department head with the concurrence of the Personnel Administrator, except for the Deputy Clerk and Deputy Treasurer, when filling vacancies or additions to their respective departments. All applicants who applied for a posted opening will be notified after the position is filled.

#### 2.8 Personnel Records

An individual personnel file shall be maintained for each employee containing the application or resume, application for retirement, Social Security beneficiary, disciplinary action, doctor's note for sick leave, contribution record to retirement fund, record of promotion or transfer, medical records-physical examination, letters of commendation, record of training, and other pertinent data. Employees shall receive copies of any additions to their files.

These records, maintained by the Deputy Clerk, are accessible to the Clerk, Personnel Administrator and/or the Supervisor. In addition, any employee may request to see his/her file which shall be reviewed in the presence of authorized personnel. Upon request, each employee shall also receive a copy of his/her personnel file upon termination.

### Employment

Chocolay Charter Township

#### 3.0 EMPLOYMENT

##### 3.1 Orientation

All new employees, on the first day of employment, will complete the necessary tax withholding and group insurance forms at the Municipal Building office. The Township Personnel Administrator will review policy and organizational matters and the employee's department head will review job tasks. Each new employee will be given a copy of the current Personnel Policies and Procedures Manual and sign a statement indicating he/she has received the manual.

##### 3.2 Residency

In accordance with the Charter Township Act, residency in the

township within ninety days of employment is required of the Superintendent.

Residency in the township is required of the Deputy Clerk and Deputy Treasurer.

### 3.3 Probationary Period

All full time and part time employees shall serve a six month probationary period, measured from the employee's first day of work for the township after his/her most recent hiring. The employee's performance will be monitored and evaluated throughout the probationary period by the Personnel Administrator and/or Department Head. A mid-probationary report and end probationary report will be prepared in which the Personnel Administrator will discuss with the probationary employee his/her work performance. The employee will receive a copy of the report, another copy will be filed in the personnel file, and the Personnel Committee will be forwarded a copy for their review.

The probationary period may be extended for an additional 90 day period, at the discretion of the Personnel Administrator and/or Department Head. The employee will be given a written notice of the extension with the reasons and additional time period. A copy of the notice will be filed in the employee's personnel file and another copy forwarded to the Personnel Committee.

A probationary employee may be discharged by the Township on the advice of the immediate supervisor with the concurrence of the Township Supervisor for any reason during the probationary period. A discharged probationary employee does have the right of a private citizen to address the Township Board concerning the termination.

Special project employees do not serve a probationary period. However, if a special project employee becomes a regular township employee, the employee may be required to serve the probationary period, at the discretion of the Personnel Administrator and/or Department Head, depending upon the position being assumed. If probation is not required, the special project employee becomes a regular township employee with credit for all benefits accrued from original date of hire as a special project employee, except for pension eligibility and salary scale.

Any township employee elevated to a position of responsibility greater than the position elevated from shall experience a probationary period of not more than 90 days, without a loss of benefits, in measuring compatibility with the new responsibilities. Resumption of the previous position may result in the event of incompatibility, at the request of the employee or as may be determined by the authority which initiated elevation, should the original position elevated from or its equivalent remain available according to the staffing requirements of the currently budgeted organizational structure.

No loss of benefits will occur, although salary adjustments will coincide with employee classifications. An end probationary report shall be prepared in accordance with terms of this section.

#### 3.4 Length of Service

Length of service is a period of continuous and unbroken employment with the township. Continuous length of service is not recognized until the employee successfully completes the probationary period. At that time, the length of service will date back to the first day of work for the township after his/her most recent hiring.

#### 3.5 Loss of Service

An employee shall lose his/her length of service for the following reasons:

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

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

#### 3.6 Vacancies and Transfer

When a vacant position occurs, there will be a posting of the opening as stated in Section 2.2, Recruitment, and current township employees will be eligible to apply. The selection decision will be based on the qualifications of the applicants and length of service with the township will not be a determining factor in the selection process.

#### 3.7 Layoff and Recall

Should it become necessary to reduce the level of staffing for any reason, the Personnel Administrator will decide which positions are to be vacated and employees will be laid off, taking into consideration the employee's seniority and qualifications. The Township Board will confirm all layoffs initiated by the Personnel Administrator. Employees to be laid off will have at least three calendar days notice of the layoff.

When the work force is to be increased, laid off employees will be recalled by seniority within departments as needed, considering their ability and willingness to assume the duties of the vacant position.

#### 3.8 Evaluations

A yearly evaluation is to be written for each employee by the

Department Head, and discussed with the employee by the Department Head concerning his/her work performance. The employee will receive a copy of the report. Another copy will be filed in the personnel file. The Personnel Administrator will write evaluations for each Department Head and discuss with each Department Head his/her work performance. The Department Head will receive a copy of the report. Another copy will be filed in the personnel file.

Hours of Work  
Chocolay Charter Township

#### 4.0 HOURS OF WORK

The standard work week will be 40 hours whether it is ten hour days or eight hour days.

##### 4.1 Standard Work Day

The Chocolay Township Municipal Building's normal business hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

During the hour between 12 noon and 1 p.m., there will be coverage in the reception area to accommodate telephone calls, provide sale of licenses and provide such information as is applicable to residents using their lunch hour for such purposes. Coverage will be managed from existing staff by staggered lunch periods. On days when staff take lunch periods other than 12 noon to 1 p.m., that period and their respective availability will become part of the regular working day.

When employees are required to leave the building as their responsibilities dictate, they are required to provide the necessary information on the Day Log, which is located at the receptionist's desk. Information regarding the date or hour of return and expected location will enable the township personnel to provide accurate answers to inquiries regarding availability and will better prepare the township to deal with emergencies and/or high priority concerns.

Starting times, quitting times, and hours of work shall be determined by the Supervisor or Department Heads with the consent of the Supervisor. Work assignments shall be made by the Supervisor who may, where he/she deems it appropriate, delegate this authority to Department Heads. Work assignments shall conform to job description.

##### 4.2 Absence

Employees are expected to be conscientious about reporting to work on time and using sick leave. If a department head will be late or

absent, the Deputy Clerk or Executive Secretary must be notified as soon as possible after the Municipal Building opens for business. Other employees will notify their immediate supervisor prior to the beginning of the schedule to be worked or as soon as possible thereafter. Unauthorized absences, tardiness, or abuse of sick leave provisions may subject an employee to disciplinary action.

#### 4.3 Severe Weather

If severe weather necessitates the closing of the Municipal Building by the Supervisor and an employee is still required to work then he/she will receive compensatory time off for the hours worked during that same pay period. If the last day of the pay period is worked and compensatory time cannot be taken within the same pay period the EQUIVALENT HOURS WILL BE PAID AT STRAIGHT TIME. All other employees who are unable to work because the Municipal Building is closed will receive regular pay.

If the Municipal Building is open during severe weather and an employee cannot make it to his/her work station, then the employee must either lose pay or choose to use a personal day, vacation day or compensatory time off.

#### 4.4 Recording of Hours

Department Heads are required to keep a record of hours worked by temporary, part time and special projects employees using time sheets developed for this purpose.

Employees seeking overtime pay for time worked must turn in a record of time worked to the Deputy Clerk by 5:00 p.m. on the first business day following the end of the pay period.

Employees seeking compensatory time for time worked must turn in a record of time worked to the Deputy Clerk the day following the day worked.

Any problems concerning the amount of pay or payroll procedures should be directed to the Deputy Clerk.

#### 4.5 Michigan Minimum Wage Law

The Michigan Minimum Wage Law sets minimum wage and overtime compensation for all township employees, except those who hold positions which are exempt from the overtime provisions of the law. The Supervisor, with Township Board consensus, is responsible for determining the positions which are exempt and nonexempt, based on criteria set by law. A complete list of all positions and their Michigan Minimum Wage Status is shown in Appendix A.

Nonexempt employees will be paid at least the current prescribed minimum hourly wage and will at least meet the minimum compensation requirements for overtime in accordance with the law.

#### 4.6 Overtime, Compensatory and Call Out Time

##### a) Nonexempt Employees

All overtime work in excess of 40 hours per week must be authorized by the Personnel Administrator or Department Head. Employees working Call-Out time will receive a minimum of (2) hours compensation at overtime schedules.

Nonexempt employees who work in excess of 40 hours per week will be compensated at one and one half their hourly rate in either wages or compensatory time off, at the employee's option.

Overtime accumulated for which cash payment is to be made will be reported to the Deputy Clerk not later than 5:00 p.m. of the next regular working day following the end of any payroll period.

Overtime accumulated for which compensatory time is desired will be reported to the Deputy Clerk by 5:00 p.m. of the next regular business day following date of accumulation. Compensatory time must be taken within the same pay period as earned or the time will be paid in wages.

Use of compensatory time will be reported to the Deputy Clerk by the end of the regular working day preceding the day it is to be used.

##### b) Exempt Employees

Exempt employees will not be granted additional wages or compensatory time off for hours worked in excess of the standard work day or week.

Employees classified with exempt status will be eligible for overtime compensation according to provisions of this section, when performing work responsibilities in behalf of the township, which fall within the definition of "Call-Out" as defined herein, or when performing non-administrative functions on an overtime basis which are equal to tasks performed by personnel under their direct supervision.

Compensatory time may be granted on a preapproved basis by the Personnel Administrator or a Township Officer at time and one-half for special meetings, tasks, projects or functions that have been assigned by a Township Officer which occur at times other than normal working hours.

#### 4.7 Holiday Pay

If an employee is required to work on a designated holiday (see 12.1 Holidays), the employee shall receive a day's pay plus additional pay at time and one-half for the hours worked.

If working a designated holiday results in an employee working in excess of 40 hours a week, the employee shall receive holiday pay plus overtime pay computed at one and one half the normal rate.

Employees not working a holiday will receive a day's compensation at regular wage rates, should a designated holiday fall upon a scheduled day off.

## Classification and Compensation

### Chocolay Charter Township

#### 5.0 CLASSIFICATION AND COMPENSATION

##### 5.1 Job Descriptions

Current job descriptions are written and maintained by the Personnel Administrator, reviewed by the Personnel Committee, and submitted to the Township Board for approval. Each job description contains a descriptive job title, general summary of the responsibilities, and a list of typical duties. Job descriptions for all township employees are in Appendix B.

Job descriptions are reviewed annually by the Personnel Administrator for accuracy and completeness. In preparing job descriptions, the Personnel Administrator will consider several factors:

- a) Input from Department Heads;
- b) Advice from outside agencies;
- c) Input from employees;
- d) Consistency with other township job descriptions;
- e) Legal requirements (e.g., Assessor's Certificate Level II)
- f) Equal Employment Opportunity Guidelines requiring work related qualifications.

If an employee feels his/her job duties have changed during the year, he/she may request the Personnel Administrator review the description to determine if a change is necessary. The Board will approve changes in the job description only if an employee's duties and responsibilities have changed significantly.

##### 5.2 Compensation

Each job position comes under a Starting Salary Range Chart.

The Township Superintendent/Manager's salary is established by the Township Board.

Wage increases are subject to annual review as part of the township budget process. Adjustments are based upon merit, the cost of living, labor market surveys, and the township's budgetary constraints. Of the funds determined to be available for wage increases each year, 50% shall be applied on a pro-rata basis to all employees as a cost of living increase. The remaining 50% shall be distributed under a merit system based on the recommendations of the various Department Heads and the Personnel Administrator. See Appendix C for the Starting Salary Range Chart.

### 5.3 Payroll Procedures

The pay period is two weeks and begins on Sunday and ends on Saturday. Paychecks are available to the employees on the Thursday following the end of the pay period.

Payroll deductions are made as required by federal or state governmental units. Deductions can also be made by the employee's written authorization for pension contributions and employee deferred compensation programs.

### 5.4 Shift Differential

The Police Department will be paid a shift differential, in the amount of \$0.40 per hour additional for any hours worked later than 6:00 p.m. If an employee is required to work over their normal shift, overtime pay will be computed a 1 1/2 times the rate of pay they were earning at the time the overtime was earned.

## Safety

Chocolay Charter Township

### 6.0 SAFETY

Employees should report any unsafe conditions or practices to their immediate supervisor or to the Personnel Administrator. Employees are required to follow these safety rules listed below.

#### 6.1 Vehicles

Employees shall comply with the State Seat Belt laws when riding in township vehicles. Vehicles are to be operated in a safe manner consistent with weather and road conditions.

#### 6.2 Clothing

Any employee working in or around moving equipment should not

wear loose fitting clothing, necklaces, watches, rings, bracelets, scarves, or any other type of clothing or jewelry that could become entangled in or catch on such equipment.

### 6.3 Hard Hats

Employees of the Public Works Department are furnished hard hats for use during working hours. Hard hats will be worn when working at the job site with hazardous conditions.

### 6.4 Work Gloves

Employees of the Public Works Department are furnished work gloves for use during work hours. Worn gloves may be exchanged for new gloves at the township office.

### 6.5 Safety Glasses

The township will provide safety glasses for all public works employees. Safety glasses should be worn when working at a job site with hazardous conditions. The township will replace or repair safety glasses damaged through work provided they were not abused. Any additional cost for prescription lens safety glasses must be reimbursed to the township by the employee.

### 6.6 Safety Shoes

All full time, part time and temporary public works employees are required to wear safety shoes while working. Employees will be given an allowance over and above the cost of regular shoes to purchase safety shoes.

### 6.7 Injuries

On the job injuries, even minor ones, must be immediately reported to the immediate supervisor by the injured employee and a copy of the Employees Basic Report of Injury, Appendix G, will be filled out.

## 7.....ADD This

Disciplinary Actions and Grievance Procedures  
Chocolay Charter Township

## 8.0 DISCIPLINARY ACTIONS

### 8.1 Purpose

Chocolay Township has established regulations and procedures concerning employee conduct which are deemed necessary to insure the orderly and efficient operation of township business. It is the policy of the township to make every effort to avoid unwarranted discharges. The Personnel Administrator shall assure that all disciplinary actions to employees are administered for cause in a fair and consistent manner. The type and severity of the disciplinary action will depend on: the nature and seriousness of the offense; the employee's disciplinary and

work record; the employee's length of service; the township's past practice in similar cases; and any mitigating or aggravating circumstances.

### 8.2 Examples of Misconduct

The following examples are not intended to be all inclusive and each department may have additional specific departmental rules and/or regulations which are applicable to employees working in that department. All departmental work rules shall be posted in the work area.

- a) Violation of the rules and procedures set forth in this manual.
- b) Stealing township or another employee's property.
- c) Drinking alcoholic beverages on the job.
- d) Abusive use of controlled substances (narcotics) as defined by state and federal regulatory agencies.
- e) Refusal to do an assigned job without sufficient reason.
- f) Sleeping on the job.
- g) Excessive absenteeism or tardiness, including late return from breaks and lunch period.
- h) Careless conduct or neglect of safety rules and procedures.
- i) Walking off duty without permission from immediate supervisor.
- j) Fighting or gambling while on duty.
- k) Carrying weapons on duty without authorization.
- l) Negligent or careless use of township equipment.
- m) Discourtesy to the public.
- n) Falsifying township records.
- o) Falsifying sick leave or funeral leave requests.
- p) Using threatening or abusive language towards another employee.
- q) Conviction of a felony.

### 8.3 Types of Disciplinary Actions

For each disciplinary action shown below, there is a separate disciplinary procedure. If the employee is not satisfied with the action

taken or procedure used the employee may submit a grievance in accordance with the grievance procedure.

Prior to any of the following disciplinary actions being taken by the township, the Personnel Administrator should conduct a thorough investigation into the alleged offense. The investigation will allow the employee to respond to any charges of misconduct or nonperformance.

a) Oral Reprimand

- 1) The Personnel Administrator will discuss the offense with the employee.
- 2) The employee will be informed of what action may be taken if misconduct continues.
- 3) The Personnel Administrator will keep a record of the oral reprimand.

b) Written Reprimand

- 1) The Personnel Administrator will discuss the offense with the employee.
- 2) The employee will be told what action may be taken if another violation occurs.
- 3) A reprimand memo stating the offense and potential action will be prepared by the Personnel Administrator. The Personnel Administrator will review the reprimand memo with the employee. The employee will receive a copy, a copy will be placed in his/her personnel file, and another copy forwarded to the Personnel Committee. The signature of the Personnel Administrator must appear on all copies and employees shall be given an opportunity to sign.

c) Suspension

- 1) The Personnel Administrator will discuss the offense with the employee.
- 2) A record of the meeting stating the offense and length of suspension will be prepared by the Personnel Administrator. The Personnel Administrator will review the suspension memo with the employee. The employee will receive a copy, a copy will be placed in his/her personnel file, and another copy will be forwarded to the Personnel Committee.
- 3) The employee will be suspended for a specified number of working days. While on suspension, the employee will not receive any wages or

compensation for holidays or vacation and will not be allowed to use sick days.

d) Discharge/Suspended Discharge

1) The Personnel Administrator will discuss the offense with the employee. The employee will be suspended for 24 hours, at the end of such time the employee will be notified of either a discharge or a further period of suspension.

2) The Personnel Administrator and the employee will meet after the 24 hour period. A record of the meeting stating the offense and action taken will be prepared by the Personnel Administrator. A copy of the discharge/suspension memo will be given to the employee; a copy will be forwarded to the Personnel Committee; and another copy will be placed in his/her personnel file. The signature of the Personnel Administrator must appear on all copies and employees shall be given an opportunity to sign.

3) The employee will be terminated effective immediately.

4) A discharged employee may submit a grievance in an accelerated manner in accordance with Section 9.2, Step C. The employee must present the grievance within three days of the discharge notice.

## 9.0 GRIEVANCE PROCEDURE

### 9.1 Eligibility

All employees having served the probationary period are eligible to use the grievance procedure concerning the administration and interpretation of township personnel policies and procedures and other work related actions.

### 9.2 Steps

a) Employees wishing to discuss a possible grievance must approach the Immediate Supervisor within two working days following the action to be grieved and attempt to settle the difference on an informal basis. It is the employee's responsibility to assure that the Personnel Administrator is aware of the nature and seriousness of the problem.

b) If the problem is not satisfactorily resolved within five working days after conferring with the Personnel Administrator, the employee may initiate a grievance. The employee will place his/her grievance in writing and submit it to the Personnel Administrator. The Personnel Administrator will have five working days to respond to the problem in writing.

c) If the grievance remains unresolved, the employee will present it to the Personnel Committee. The Personnel Committee will have five days to respond to the grievance.

d) If the grievance is not settled, the employee will present the grievance to the Township Board at its regularly scheduled meeting. The Board will act on the grievance within 15 calendar days. The Township Board's decision will be the official ruling of the township.

### 9.3 Handicapped Grievance Procedure

Pursuant to the requirements of Section 51.55 (d)(2) of the Revenue Sharing Regulations published in the Federal Register 10/17/83 (31 CFR part 51).

An employee alleging discrimination due to a handicap shall notify the township's handicap coordinator in writing and may be made in person within thirty (30) days of the alleged discriminatory action.

The handicap coordinator shall investigate and report factual findings in writing to the complainant within twenty (20) days of received complaint. The report shall include a determination if a handicapped discrimination has taken place and if so, specify a recommended equitable resolution of the program or activity for the Personnel Committee to address.

The Personnel Committee shall respond to grievance within five (5) days. If the grievance remains unresolved and requires modification of program or activity it will require action of the Township Board. The complainant shall be notified of time and date of the next regular board meeting.

Files, records and reports of the handicap coordinator, additional information or evidence of the complainant or any other interested party is given to the township board in advance of the next regular board meeting at which time a decision shall be rendered by the Township Board.

If complainant does not agree with the official determination of the township board he/she may file a request for review with the Office of Revenue Sharing, Washington, D.C.

Travel Policy  
Chocolay Charter Township

## 10.0 TRAVEL POLICY

### 10.1 Mileage

Unless a vehicle is provided by the township, all employees having township business to attend to must use their own vehicle and they will be reimbursed at a rate equal to that established by the State of Michigan or the deductible mileage rate allowed by the Internal Revenue Service, whichever is less, and that all subsequent adjustments be made according to a like schedule. Travel must be documents on a travel voucher and submitted to the Deputy Clerk.

## 10.2 Travel Expenditures

Employees will be reimbursed for actual expenses incurred for meals, lodging, and other travel related cost while on approved township business. Employees must obtain receipts for lodging and document all expenses on the travel voucher.

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

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

b) If hotel or other lodging is shared by two or more township employees, reimbursement will be a proportionate amount of the bill, based on the number of persons occupying the room. It is encouraged, where feasible, that travelers share the same room.

## 10.3 Travel Voucher

Travel vouchers, available from the Deputy Clerk, will be completed to include the following information:

a) Date and time of departure from Chocolay Township.

b) Date and time of arrival in Chocolay Township.

c) Purpose of the trip.

d) Total distance traveled in miles.

e) Record of all meals, lodging, and other expenses incurred on the trip.

Travel Vouchers should be submitted to the Deputy Clerk on the employee's next regularly scheduled work day.

## 10.4 Payment for Travel Expenses

Employees will be issued a separate check to cover the travel expenses incurred. Reimbursement will be made after the travel voucher is submitted to the Deputy Clerk and the expenses have been approved by the Personnel Administrator.

## 10.5 Travel Advance

Employees may request a travel advance from the Deputy Clerk to cover anticipated travel expenses. The advance will be for the estimated travel expenses. The employee is required to complete and submit the travel voucher upon return from the trip. The amount of the advance shall be noted on the travel voucher. Any money received in excess of actual expenses must be returned to the Deputy Clerk.

Termination  
Chocolay Charter Township

11.0 TERMINATION

11.1 Resignation

An employee who resigns from township employment should give at least two weeks written notice to the Personnel Administrator. The Personnel Administrator will forward a copy of the written resignation to the Township Board. The notice will be included in the employee's personnel file.

11.2 Discharge

An employee to be terminated for disciplinary reasons will be given a written notice by the Personnel Administrator with the concurrence of the Township Supervisor with termination effective immediately (see 8.3 Types of Disciplinary Actions).

11.3 Retirement

An employee's normal retirement date is January 1, nearest his/her 65th birthday. Provisions concerning early retirement or disability retirement are discussed in the pension plan booklet available to eligible employees.

11.4 Final Paychecks

Final paychecks for full time and regular part time employees who have resigned or retired will contain wages and compensation for unused vacation hours accrued to the effective date of termination. Discharged and terminating irregular part time employees will only receive wages accrued to the effective date of termination.

Upon discharge, the employee will be immediately paid for wages accrued to the date of termination. Employees who have resigned will receive their final paycheck as soon as the amount can be determined. The final paycheck for retired employees will either be mailed to the address given at the exit interview or picked up by the employee at the Municipal Building on the next regularly scheduled payday, at the employee's option.

11.45 Sick Time Pay-Out

An employee will be paid for unused sick leave upon retirement or voluntary termination assuming the employee has had at least 1 full year of continuous service with the Township. The maximum amount of sick time to be paid out will be ½ of up to 90 accrued unused sick days starting from the end of the probationary period (1 year). All current employees with more than 1 year of continuous service will be exempt from the 1 year probationary period and no current sick time will be grandfathered into this system for payment. Any sick time accrued prior to January 1, 1994, may be used for time off due to an illness but is not eligible for payment.

### 11.5 Exit Interview

In order to document the reasons for turnover within the township, the Personnel Administrator will meet with the employee to determine the reason(s) for leaving. The Personnel Administrator will provide a written memo of the reason(s) to be included in the employee's personnel file.

An exit interview form is to be filled out by the Department Head and/or Personnel Administrator and discussed with the employee. The form must be signed by the Department Head and/or Personnel Administrator and the employee shall be given an opportunity to sign which authorizes the release of information on the exit interview form, Appendix F, to all future employers.

### Employee Benefits Chocolay Charter Township

### 12.0 EMPLOYEE BENEFITS

#### 12.1 Holidays

All full time and regular part time employees shall be granted time off with pay on the following days, subject to the provisions below:

Forty hours per year Personal Time

New Year's Day

Good Friday Afternoon

Memorial Day

Fourth of July

Labor Day

Thanksgiving Day

Day After Thanksgiving Day

Christmas Eve (1/2 day)

Christmas Day

#### a) Holiday Provisions

1) If a designated holiday falls on a Saturday, then the time off with pay shall be scheduled for the preceding workday. If a designated holiday falls on a Sunday, then the time off with pay shall be scheduled for the following workday.

2) Employees will receive compensation for the holiday based on the number of hours regularly scheduled to work on that day.

3) Personal hours may be taken any time during the year in full day increments, with the exception of one, which may be taken in one-half day increments. No more than one personal day may be utilized in consecutive manner. However, it may be taken in conjunction with a holiday or scheduled leave days. Intended use of personal days must be authorized one week in advance by the Personnel Administrator, except in cases of use for an emergency purpose. Personal hours are lost if not taken by the last day of the year or upon termination.

#### 12.2 Vacation

All full time and regular employees shall be granted vacation time according to the following schedule and provisions:

##### Service Time Days of Vacation Each Year

0-6 months 0 working hours

6 months - 1 year 40 working hours

1 year - 2 years 80 working hours

After 2 years 80 working hours plus 8 additional hours for each year of service thereafter.

Regular part time employees will receive vacation time on a prorata basis based on the number of hours worked and years of service.

Vacations shall be scheduled by the Personnel Administrator on the basis of individual preferences for the time off and the needs of the township. Vacations may be taken as accrued. Employees shall make their vacation preference known to the Personnel Administrator as far in advance as possible.

Vacation time to which an employee is entitled shall be taken annually. An employee shall be entitled to waive vacation time off only at the request of the Personnel Administrator and only to meet pressing township needs.

If a regular payday falls during an employee's vacation, he/she may receive his/her paycheck prior to the beginning of the vacation.

If an employee becomes ill and is under the care of a doctor during his/her vacation, the Personnel Administrator may, solely at his/her discretion, schedule additional vacation time for the employee. Under no circumstances will any employee be paid both sick leave and vacation benefits for the same day.

Special projects employees will receive vacation on a prorata basis, consistent with their respective term of employment designated by the project sponsor.

Employees who have resigned, retired or been laid off will receive compensation for all accrued but unused vacation hours. Compensation will be at the employee's present wage or salary at the time of termination.

### 12.3 Sick Leave

Full-time employees shall earn eight (8) hours of paid sick leave per month for each month worked.

Regular part-time employees are eligible for this benefit on a pro-rata basis.

Unused sick leave shall accumulate from year to year and remain available for the benefit and use of the employee.

Sick leave may be used for any illness, injury or disability sustained by the employee. The Personnel Administrator may, at his discretion, require that an employee document or prove an illness, injury or disability of five (5) or more consecutive days, prior to the payment of sick leave benefits. Abuse of the paid sick leave program will be cause for disciplinary action.

An employee may use sick leave for a doctor or dentist appointment scheduled during regular work hours. The employee must provide the Personnel Administrator with written verification (i.e. invoice or note signed by doctor).

Sick days may also be used for illness or injury to members of the immediate family (spouse or children) and any person for whose financial or physical care the employee is principally responsible. Employees shall not use more than three (3) days of accrued sick leave for this purpose per year. Because of extenuating circumstances, the Personnel Administrator may permit the employee to use additional sick leave for this purpose.

No claim for sick leave will be paid where the illness, injury or disability was sustained during the course of employment with anyone other than the township. An employee who has an accident while in the course of employment with the township shall be eligible for sick leave only for those days not covered by Workers Compensation insurance.

While on paid sick leave, an employee will be deemed to be on continued employment for the purpose of computing other benefits of employment.

After an extended absence due to illness, injury or disability, the Personnel Administrator may, at his discretion, require an employee to verify or document, at the employees expense, that he is able to resume and perform his regularly assigned duties.

Sick leave may be used for any disability arising out of pregnancy and/or childbirth.

#### 12.35 Longevity Bonus

Each employee covered by this agreement shall be paid according to their seniority and are to be paid with the 1st pay period in December each year.

5 - 9 YRS. = \$200

10 - 14 YRS. = \$230

15 - 19 YRS. = \$260

20 - 24 YRS. = \$290

25 - 29 YRS. = \$320

30+ YRS. = \$350

#### 12.4 Group Insurance Plan

Full time employees will be eligible to participate in the townships group insurance plan receiving hospitalization, medical insurance with \$10,000 term life insurance (or less because of adverse medical conditions), and also weekly disability income insurance. The township will pay the full cost of the premiums. Employees will receive a copy of the group plan detailing the various benefits. Further information may be obtained from the Deputy Clerk.

Regular part time employees are eligible for this benefit on a pro-rata basis. If the township has an insurance package that in some ways would not allow a part time employee to participate, he or she would not be able to and the township would not be mandated to supply supplemental coverage.

##### 12.4.1 Weekly Disability Income Insurance

Full time employees are eligible to participate in the disability income insurance. Regular part time employees are also eligible to participate in the disability income insurance on a pro-rata basis. Claims are to be paid where an illness, injury or disability prevents an employee from employment only for those days not covered by Workers Compensation Insurance. Eligible employees are entitled to receive benefits that are available under the policy in effect at the time of the claim.

Benefits are to be paid directly to the township. The employee has the option to use paid sick leave first; when sick leave has been depleted the disability pay would then apply. The township would then pay the employee benefits during the period the disability insurance is in force.

While on paid disability leave, an employee will be deemed to be on continued employment for the purpose of computing other benefits of employment.

Verification of illness, injury or disability will be required from a physician before benefits will be paid. The Personnel Administrator may at his/her discretion require an employee returning to employment to verify that he/she is able to resume and perform his/her regularly assigned tasks.

#### 12.5 Worker's Compensation Insurance

Each employee will be covered by the applicable Worker's Compensation laws and insurance coverage purchased by the Township in accordance with them.

All covered employees are eligible for Worker's Compensation benefits, provided that all job related injuries, including minor ones, are immediately reported to the immediate supervisor and/or the Personnel Administrator. An employee may use paid sick leave for any waiting period during which he is not eligible for compensation benefits.

#### 12.6 Funeral Leave

All full time employees may be granted leave with pay at the discretion of the Personnel Administrator for the purpose of attending funerals involving members of their family. Commensurate to the circumstances, such leave shall range in length from two working hours up to 24 working hours.

Regular part time employees are eligible for this benefit on a pro-rata basis.

#### 12.7 Court Obligations

A full time employee who is called for jury duty or subpoenaed as a witness will be entitled to court leave.

The township will pay the difference between payment or fees received by the employee for those hours actually devoted to jury duty or testifying and his normal salary.

An employee subpoenaed as a witness or participating in a matter in which he is a named party in a private matter or in which he has a personal interest, shall not be eligible for any payment by the township.

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

### 12.8 Military Leave

An employee who is a member of a military reserve unit or a member of the Michigan National Guard and is ordered to participate in training sessions and/or perform state emergency duty shall be entitled to a military leave of absence without pay. All benefits will continue except for the township's payment into the pension plan on behalf of the employee. An employee should notify the Personnel Administrator as soon as possible of the military obligation.

### 12.9 Unpaid Leaves of Absence

Any employee may be granted a leave of absence, without pay, for a period not to exceed six (6) months for the following purposes:

- a) Physical or mental illness (Accumulated sick leave and/or vacation days may be utilized prior to the granting of leave of absence for this reason);
- b) Maternity or Paternity;
- c) Other reasons at the Board's discretion.

Employees are required to submit written requests for unpaid leaves of absence as far in advance as possible. Such written request shall state the reason for the leave and its anticipated length. All requests must be approved by the Personnel Administrator who shall specify the beginning and ending dates of the leave.

Leaves of absence, in excess of six (6) months, are normally unavailable and may not be granted by the Personnel Administrator. Any extension of any leave of absence beyond six (6) months shall be solely and completely within the discretion of the township board.

Approved leaves of absence are not considered breaks in lengths of service. However, while on approved leave, an employee does not accrue or receive any employee benefits. The township will continue to maintain group insurance coverage for the employee during the first thirty (30) calendar days of the leave. Thereafter, if the employee wishes to continue coverage, he must pay the premiums, prior to their due date, for the balance of the leave of absence.

After an extended leave of absence due to illness, injury, disability or maternity, an employee may be required to verify or document, at his expense, that he is physically able to resume and perform his assigned duties.

An employee who fails to report to work upon the termination of any approved leave of absence shall be considered to have voluntarily quit his employment.

### 12.10 Retirement Plan

All full time employees are covered under the Charter Township of

Chocolay's Pension Plan. Employees between the ages of 18 and 65 inclusive, and who have completed at least six months of continuous employment with the township are able to join the plan on January 1. The township will contribute 100% of the premium based on 7 1/2% of the employee's annual salary. An employee may make additional contributions to the plan of up to 10% of his/her annual salary to increase pension benefits. Employees will have vesting of 100% immediately. Employees will be notified when to complete the necessary forms for the pension plan. Further information concerning retirement eligibility, benefits, and beneficiary payment options are available from the Deputy Clerk.

#### 12.11 Uniforms and Equipment

a) Police officers shall be provided an annual uniform allowance; the amount to be determined by the township board. Officers will be responsible for maintaining their uniforms.

b) All township employees will be furnished the necessary tools and equipment to perform the duties of their job. The township will repair and replace worn or damaged equipment, provided it was used only for township business and was not neglectfully or carelessly used.

c) Employees in the Department of Public Works will be given an allowance to purchase safety shoes; the amount to be determined by the township board.

#### 12.12 Temporary and Irregular Part Time Employee Benefits

Temporary and Irregular Part Time employees will only be entitled to those benefits required by law, i.e., Social Security and Worker Compensation Insurance.

#### 12.13 Continuing Education

Employees are encouraged to attend workshops, seminars, and conferences or other training sessions for the purpose of furthering their knowledge in a given area directly related to their tasks. When the township is asked to incur the cost, the continuing education request form (Appendix E) should be submitted to the board at the appropriate time.

After completing their probationary period, regular full-time employees may be eligible for reimbursement for up to four credit hours per year of undergraduate, work-related college classes, at an accredited college or university for which they receive a grade of "C" or better.

Graduate classes may be taken, but reimbursement will be at the undergraduate rate. Reimbursement is for tuition only, and does not include books or fees.

If the employee receiving the reimbursement voluntarily leaves employment with Chocolay Township, any tuition paid within the preceding two years shall be repaid by the employee to the Township.

When work related classes are only available during office hours, employee may be granted time off with pay, instead of tuition reimbursement.

Funds available for tuition reimbursement will be part of the annual budget. Allocation of these funds will be made by the township board or a committee appointed by the board, with the recommendation of the employee's supervisor. Applications for reimbursements should be submitted by December 1st for the following year, or later if funds remain available.

#### 12.14 Smoking Policy

Chocolay Township is in compliance with P.A. 198 of 1986, the Clean Indoor Air Act. Smoking is prohibited within the following locations:

Township Owned Vehicles

Township Owned Buildings

Within 10 feet of any entrance to township owned buildings.

#### 12.15 Indemnification Policy

WHEREAS, MSA 3.996 (108); MCL 691.1408 provides, in relevant part, as follows:

"(1) Whenever a claim is made or a civil action is commenced against an officer or employee of a governmental agency for injuries to persons or property caused by negligence of the officer or employee while in the course of employment and while acting within the scope of his or her authority the governmental agency may pay for, engage, or furnish the services of an attorney to advise the officer or employee as to the claim and to appear for and represent the officer or employee in the action. The governmental agency may compromise, settle, and pay the claim before or after the commencement of a civil action.

Whenever judgment for damages is awarded against an officer or employee or a governmental agency as a result of a civil action for personal injuries or property damage caused by the officer or employee while in the course of employment and while acting within the scope of his or her authority, the governmental agency may indemnify the officer or employee or pay, settle or compromise the judgment. ...

(2) When a criminal action is commenced against an officer or employee of a governmental agency based upon the conduct of the officer or employee in the course of employment, if the employee or officer had a reasonable basis for believing that he or she was acting within the scope of his or her authority at the time of the alleged conduct, the governmental agency may pay for, engage, or furnish the services of an attorney to advise the officer or employee as to the action, and to appear for and represent the officer or employee in the action. An officer or employee who has incurred legal expenses after December 31, 1975 for conduct prescribed in this subsection may obtain reimbursement for those expenses under this subsection. ..."; and,

WHEREAS, it is the desire and intent of the Township Board of the Charter Township of Chocolay to provide the protection authorized by this statutory language to its officers and employees who face such civil claims or criminal prosecution as a result of actions performed by them while in the course of their employment and while acting within the scope of their authority;

NOW, THEREFORE, the Township Board of the Charter Township of Chocolay does hereby resolve that it shall provide to its officers and employees the protection and benefits described in MSA 3.9961(108)(1) and (2) in such circumstances as are described in those sections, where such protection are not otherwise afforded by policies of insurance carried by the Township.

Employee Benefits  
Chocolay Charter Township

APPENDIX E

CONTINUING EDUCATION REQUEST FORM

1. \_\_\_\_\_ as  
\_\_\_\_\_

(name of participant) (position) of the Charter Township of Chocolay would like to attend

\_\_\_\_\_ to be held at  
(name of conference, workshop, etc.)

\_\_\_\_\_ on  
\_\_\_\_\_ (location) (date)

2. I am requesting: \_\_\_ financial aid \_\_\_ time off \_\_\_ both

3. The total cost is \$\_\_\_\_\_ and my financial arrangements are as follows:

\$ \_\_\_\_\_ Township budgeted item, if appropriated

\$ \_\_\_\_\_ Scholarship grant

\$ \_\_\_\_\_ Personal

4. Plans for the coverage of my position while gone are:

5. The township will benefit from my participation in this event in the following way(s):

6. Personal benefits would be:

7. Upon return, I will provide:

\_\_\_\_\_ An oral report and evaluation of event to Township Board

\_\_\_\_\_ A written report and evaluation of event to Twp. Board

\_\_\_\_\_ Tapes

8. If receiving reimbursement for college classes, I understand that I will reimburse the Township any tuition paid within the preceding two years if I voluntarily leave employment with Chocolay Township.

\_\_\_\_\_

(date)

\_\_\_\_\_

(signature)

APPENDIX F

EXIT INTERVIEW

(Confidential Personnel Questionnaire)

\_\_\_\_\_

\_\_\_\_\_

Last Name First Middle Initial Date

\_\_\_\_\_

\_\_\_\_\_

Address Social Security No.

\_\_\_\_\_

\_\_\_\_\_

City State Zip Code Date of Employment

Final paycheck will be sent to address above \_\_\_\_\_

unless indicated otherwise below: Date of Termination \_\_\_\_\_

Position \_\_\_\_\_

EMPLOYEE SECTION

Reason(s) for Termination:

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In what department were you employed:

---

What type of work did you do:

---

Employee's comments:

---

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EMPLOYER'S SECTION

Excellent Good Fair Poor

Job Performance [ ] [ ] [ ] [ ]

Attitude on the job [ ] [ ] [ ] [ ]

Following instruction [ ] [ ] [ ] [ ]

Relationship with co-workers [ ] [ ] [ ] [ ]

Department Head and/or Personnel Administrator Comments:

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I hereby authorize the Chocolay Township Personnel Administrator and/or Clerk to release Exit Interview Form information from my personnel file to third parties who may request such information for future employment and screening purposes.

Employee's Signature

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Dept. Head and/or Personnel Administrator

APPENDIX G

EMPLOYERS BASIC REPORT OF INJURY

THIS REPORT MUST BE FILLED OUT WITHIN AN EIGHT (8) HOUR WORKING DAY BY THE INJURED EMPLOYEE'S IMMEDIATE SUPERVISOR OR FOLLOWING THE CHAIN OF COMMAND. RETURN TO THE CLERK.

1. Injured Employee

\_\_\_\_\_

2. Social Security No.

\_\_\_\_\_

3. Address

\_\_\_\_\_

4. Phone

\_\_\_\_\_

5. Date of injury \_\_\_\_\_ Approximate Time \_\_\_\_\_

6. Last Date Worked \_\_\_\_\_ Did Employee Die

\_\_\_\_\_

7. Location of Injury

\_\_\_\_\_

8. Name of Physician

\_\_\_\_\_

DESCRIPTION OF ALLEGED INJURY:

A. Describe the injury or illness: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. Part of body directly affected by the injury or illness:

\_\_\_\_\_

\_\_\_\_\_

C. Describe the events that caused the injury (did he/she fall, was he/she operating machinery, did he/she get struck):

---

---

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D. Name the object or substance which directly injured the employee:

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---

Signature of Immediate Supervisor or next in chain of command.

---

Date

APPENDIX H

APPENDIX I

#### POLICY FOR HIRING ADDITIONAL LABOR FOR THE TOWNSHIP

February, 1990

##### 1. Funding for Additional Labor

Funds for all additional labor hired for the Township must either be funded by the Township Board during the annual budget process or must be authorized by the Township Board during the year. The funds for the additional labor must come from the appropriate line item in the budget unless otherwise specifically approved by the Township Board.

##### 2. Determination of Whether to Hire Labor on an "Employee" or "Contract" Status.

When additional labor is needed for the Township, it must be decided whether the labor will be hired on a temporary employee or a contract basis. The nature of the project will often be the determining factor in whether the labor should be hired as a temporary employee or as a contract.

The definition of a employee, outlined in "IRS Publication 539 (Rev. Nov. 85), Employment Taxes," is as follows:

Any individual who performs services that are subject to the will and control of an employer, as to both what must be done and how it must be done.

Two of the usual characteristics of an employer-employee relationship are that the employer has the right to discharge the employee and the employer supplies the employee with the tools and a place to work.

Anyone planning to hire additional labor must receive approval from the Township Supervisor as to whether the labor will be hired on a temporary employee or a contract basis. If the labor is to be hired as a temporary employee, the hiring must be coordinated through and approved by the Township Supervisor. If the labor is to be hired on a contract basis, the hiring must be coordinated through and approved by the Township Officer, i.e. Supervisor, Clerk, or Treasurer, responsible for the department for which the labor is being hired.

### 3. Hiring a Temporary Employee

If a determination is made that the labor will be hired on a temporary employee basis, the Personnel Policy, Section 2, Selection, shall be followed.

All wages and salaries paid to a temporary employee are subject to withholdings and must be reported to the IRS. The temporary employee shall fill out and submit the forms provided by the Deputy Clerk on his/her first day.

### 4. Hiring Labor by Contract

Contract labor generally falls into three different types:

- a) Specialized services provided by few persons or firm.
- b) Services provided by a number of persons or firms whose prices may vary and the estimated labor cost is under \$2,500.
- c) Services provided by a number of persons or firms whose prices may vary and the estimated labor cost is \$2,500 or over.

A determination shall be made as to which of the three types of service apply to the labor to be hired.

If the services to be provided is very specialized, the Township staff person or officer may negotiate directly with that person or firm for an agreed upon contract price.

If the service to be provided is not larger in scope (under \$2,500), the staff person or officer may get quotes from persons or firms to provide the labor.

If the service to be provided is \$2,500 or over, competitive bids shall be solicited.

#### 5. Hiring

Depending in the method by which the labor is hired, once the applicants and interviews have been conducted or once the quotations or bids have been received, the staff person responsible for hiring must discuss his or her recommendation with the Township officer responsible for that department and the Township officer must authorize the hiring before the hiring can proceed.

#### 6. Contract Format

There must be a written document of the contractual arrangement.

Any of the following may suffice:

A purchase order for labor under \$2,500, which is signed by the contractor, the Township staff person, and the Township officer responsible for that department.

A proposal stating the nature of the work to be performed and the cost provided by the contractor which is signed and dated by the contractor, the Township staff person, and the Township officer responsible for that department.

A written document stating the nature of the work to be performed and the cost which is signed and dated by the contractor, the Township staff person, and the Township officer responsible for that department.

#### 7. After Hiring

Once any additional labor has been hired, no matter under what type of arrangement, the township staff person or officer responsible for the labor shall inform all township employees of the new person or persons and every effort shall be made to introduce the person or persons to all township employees.