

**GRAND RAPIDS CHARTER TOWNSHIP**

**PERSONNEL POLICY**

**JANUARY 1, 1990**

Amended: July 02, 2002

## INDEX

### **I. INTRODUCTION**

	A.	Disclaimer	1
	B.	Scope	1
	C.	Revisions	1
Amended 3/01	D.	Fire Department	1

### **II. SELECTION POLICY**

Amended 9/95	A.	Non-Discrimination and Non-Harassment Policy	2
Amended 7/02	B.	Anti-Nepotism	2
	C.	Employment Procedures	2
Amended 9/95	1.	Staffing	2
Amended 9/95	2.	Posting	2
Amended 11/93	3.	Application	3
Amended 9/95	4.	Selection	3
Amended 9/95	5.	Physical Examinations	4
Amended 9/95	6.	Driving Record	4
Added 11/00	7.	Background Check	5
	8.	Falsified Application	5
Amended 9/95	9.	Personnel Records	5

### **III. CLASSIFICATION AND SCHEDULING**

Amended 9/95	A.	Employee Classifications	7
	B.	Hours of Work	7
Amended 12/98 & 3/01	1.	Standard Working Hours	7
Amended 12/98	2.	Recording of Hours	8
	3.	Lunch Periods	8
	4.	Rest Periods	8
	5.	Severe Weather	8
	6.	Tardiness	9
	C.	Attendance Policy and Procedure	9
	1.	Definition of Absence	9
	2.	Definition of Chronic Absence	9
	3.	Absentee Control Procedure	9
Amended 8/96	D.	Personal Conduct Policy	9
Amended 11/00	E.	Lay-Off	10

### **IV. PAY PLAN AND ADMINISTRATION**

	A.	Salary Administration	11
Amended 12/98	1.	Method of Payment	11
Amended 12/98	2.	Work Week	11
Amended 12/98	3.	Normal Pay Days	11
	B.	Wages	11
	1.	Wage Advances	11
	2.	Voluntary Deductions	11

	3.	Wage Adjustments	11
Amended 1/91	4.	Overtime Pay	11
Amended 12/98		a. Non-Fire Department Employees	11
Amended 12/98 & 3/01		b. Fire Department Employees	12
	5.	Garnishment of Wages	12
	C.	Review and Evaluation	13

## V. BENEFITS

	A.	Township Legal Holidays	14
Amended 9/95 & 3/01	1.	Designated Holidays	14
Amended 3/95 & 11/00	2.	Eligibility For Holiday Pay	14
	3.	Method of Payment	14
		a. Holiday Not Worked	14
		b. Holiday Actually Worked	14
Amended 3/94 & 3/01	B.	Vacations	14
Amended 9/95 & 11/00 & 3/01	1.	Eligibility	14
Amended 3/01	2.	Use of Total Time Off	15
Amended 3/01	3.	Accumulation	16
Amended 3/01	4.	Pay-out	16
Amended 3/01	5.	Effective Date	16
Amended 3/01	6.	Accumulated Sick Leave	16
Amended 9/91 & 11/00	C.	Hospitalization Insurance	16
Amended 11/00	D.	Life Insurance	16
Amended 1/91	E.	Workers' Compensation Insurance	17
Amended 1/91 & 11/00	F.	Retirement Plan	17
	G.	Other Benefits	17
	H.	Leaves	17
Amended 4/96 & 11/00 & 3/01	1.	Paid Sick Leaves	17
Amended 11/00	2.	Military Leave	18
	3.	Jury Duty	18
Amended 11/00	4.	Workers Disability Leave	18
Amended 9/95	5.	Family and Medical Leave	18
Amended 9/95 & 8/99 & 11/00	6.	Other Approved Leaves (longer than one pay period)	20
Amended 3/96	7.	Bereavement Leave	20
Added 11/00	I.	Tuition Reimbursement	20
	1.	Reimbursement Form	22

## VI. PROBLEM SOLVING

Amended 11/93	A.	Eligibility	23
Amended 11/93	B.	Procedure	23

## VII. TERMINATION POLICY

	A.	Notice	24
	B.	Method of Payment	24
	C.	Return of Township Property	24

# TOWNSHIP GUIDELINES FOR EMPLOYEES AND OFFICIALS

	I.	SCOPE	26
Amended 11/00	II.	TUITION	26
	III.	CONFERENCES	26
	IV.	TRAVEL	
	A.	Mileage	26
	B.	Lodging	26
	C.	Other Expenses	27
	D.	Meals	27
	E.	Compensation for Time Worked Only	27
	F.	Reimbursement for Husbands or Wives	27
	V.	TOWNSHIP EQUIPMENT	
	A.	Care and Use of Property	27
	B.	Accidents	28
Amended 3/95	C.	Traffic Violations	28
Added 3/95	VI.	FELONY CHARGES	28
Amended 3/95	VII.	SAFETY	28
Amended 1/98	VIII.	PERSONAL PHONE CALLS	28
	VIX.	POLITICAL ACTIVITY	29
	X.	PERSONAL MAIL	29
Amended 9/95 & 11/00	XI.	CONFLICT OF INTEREST	29
	XII.	GIFTS AND GRATUITIES	30
	XIII.	TOWNSHIP SECURITY	30
	XIV.	PERSONAL PROPERTY	30
Amended 9/95	XV.	NON-DISCRIMINATION AND NON-HARRASSMENT POLICY	30
	XVI.	SMOKING	31
Amended 9/95	XVII.	ALCOHOL/DRUG	31
Added 7/02	XVIII.	ANTI-NEPOTISM <sup>31</sup>	
Amended 1/99 &	XIX.	ORGANIZATIONAL CHART	32

## **I. INTRODUCTION**

### **A. DISCLAIMER**

The policies contained in this manual are guidelines. They are not to be construed as a contract existing between the employees and the Charter Township of Grand Rapids.

Each employee of the Township serves at the Township's pleasure. Either the Township or the employee may terminate the employment relationship at any time without notice and without cause. This basic condition of employment is not, and may not be, modified by any verbal assurances or other policies, procedures or practices of the Township.

### **B. SCOPE**

The provisions of this policy shall apply to all employees of Grand Rapids Charter Township except those who are elected or appointed officials. These policies and procedures do not apply to those individuals providing services through contractual agreement with the Township.

### **C. REVISIONS**

The policies and procedures contained in this manual may be changed at any time by a formal resolution of the Grand Rapids Charter Township Board. Employees may submit in writing suggestions for changes in the policies and procedures to the Township Personnel Committee. These suggestions will be maintained in a file and reviewed periodically by the Personnel Committee. The Personnel Committee shall make recommendations to the Township Board regarding revisions as needed. The Township Board will review the policies and procedures annually.

### **D. FIRE DEPARTMENT**

The Fire Department may have additional specific regulations as required by law or deemed necessary by the Department subject to approval by the Township Board. All previous policies relating to the Fire Department to the extent they are in conflict with these personnel policies are null and void.

The Collective Bargaining Agreement with the firefighters shall supercede these policies in an area addressed by the Agreement. The policies shall remain in full force and effect in all other areas.

## II. SELECTION POLICY

### A. NON-DISCRIMINATION AND NON-HARASSMENT POLICY

It is the policy of Grand Rapids Charter Township not to discriminate against any employee or applicant for employment because of race, religion, color, age, height, weight, marital status, sex, national origin, veteran or legal alien status, or reasonably accommodable disability. Harassment based on any of these protected classifications is strictly prohibited. Incidents of harassment are to be reported immediately to the Department Head or to any Township Board member that the person may choose. Anyone receiving such complaints will report them to the Township Board. A prompt and confidential investigation will be conducted, and appropriate remedial action taken if the complaint is substantiated. The problem solving procedure may, and where appropriate, will be used to process complaints.

### B. ANTI-NEPOTISM

No person shall be employed and placed under the direct or indirect supervision of a relative by blood or marriage. Such relationships must be disclosed prior to the time of hire. Relative is defined as the following relationships: mother, father, child, sister, brother, niece, nephew, or person residing in the home.

Any employee(s) in violation of this provision at the time of its original adoption (1/1/1990) shall be exempt so long as they hold their current position. Any change in position or status will require the employee to be in compliance with this provision.

Upon specific request, this provision may be waived, at the Board's discretion, for a specific hiring by an affirmative vote of at least five (5) members of the Board of Trustees at a public meeting.

### C. EMPLOYMENT PROCEDURES

#### 1. STAFFING

The Township Board shall be responsible for determining the number and scope of all positions consistent with Township needs and budgetary limitations. The Township may contract for any services as it deems advisable, including the staffing of vacant positions.

#### 2. POSTING

When the Township Board determines that there is a position vacancy to be filled through employment by the Township, the following procedure will be followed:

The Department Head shall review the job description with the Township Board.

The Department Head will post a notice for a minimum of seven days on the public bulletin board in the Township Office and advertise in a local newspaper or other appropriate location for a minimum of three days, indicating the job title, position, description, qualifications required, wage rate, and application deadline. Specialized positions may also be advertised in local or trade publications or posted on college campuses or other appropriate locations.

NOTE: All advertisements and posted notices shall contain the phrase "An Equal Opportunity Employer".

The Department Head will be responsible for posting the announcement.

A Department Head may, on an interim basis, make a temporary appointment, pending completion of the posting procedures stated above, provided the Township Board has approved posting the vacancy.

When a new position is created, the Department Head will prepare and submit a job description and request to the Township Board. If approved, the same procedure as for a position vacancy will be followed.

### 3. APPLICATION

Persons desiring employment or promotion with the Township must submit an application. Applications and complete job descriptions may be obtained at the Township Office. All applications will be active for sixty days.

### 4. SELECTION

Following the deadline for submission of applications, the Department Head shall determine which applicants possess qualifications that meet the position's minimum qualifications.

The three most qualified candidates will be interviewed by the Department Head with assistance from others when requested. The purpose of the interview is to further evaluate the training, experience, and skills of the applicants relative to the position to be filled. It also allows the interviewers an opportunity to inform the applicants about the salary, benefits, organizational structure, and job content of the position. All unsuccessful applicants will be notified by mail after the position is filled.

The Department Head shall check with and verify the references and job history provided by the applicant.

The Department Head will make the selection recommendation to the Township Board for final approval.

Where a position has been filled by an individual from an employment agency for a minimum of four months, the Department Head may recommend that individual to the Board without first going through the interview process.

#### 5. PHYSICAL EXAMINATIONS

Prospective employees may, according to job description, be required to submit to an examination which may include mental, physical, alcohol and drug screening by a local doctor designated by the Township and at the Township's expense to determine fitness for the position. The examination shall occur after a conditional offer of employment has been made and should be conducted in such a way as to determine the applicant's ability to assume the duties as detailed in the position's job description.

Employment and continued employment shall be contingent upon the employee meeting the mental and physical, as well as alcohol and drug free requirements for the position. Employees may, at the Township's expense, be required to submit to mental, physical, alcohol or drug examinations when the Department Head, with the concurrence of the Township Supervisor, determines a reasonable need for such an examination. If the Township Supervisor is the Department Head, he/she will need concurrence of the Clerk.

#### 6. DRIVING RECORD

Prospective employees required to drive Township vehicles shall have their driving records reviewed prior to hire. Driving records may be reviewed annually.

Employment and continued employment shall be contingent upon the employee maintaining an appropriate safety record and being acceptable to the Township's insurance carrier.

#### 7. BACKGROUND CHECK

Criminal record checks will be conducted on applicants selected for employment. The checks will generally be completed prior to gaining

sole

employment, but may be completed afterwards depending on the Township's needs at the time. A record of criminal conviction or pending felony charge, not previously disclosed on the application will be grounds for immediate dismissal. The Township reserves, at its

discretion, the right to determine whether to terminate employment based on any other criminal convictions or pending felony charges disclosed through this record check.

The Township reserves the right to conduct other background checks, as it determines necessary under the circumstances.

#### 8. FALSIFIED APPLICATION

If it is subsequently determined that a Township employee has falsified or failed to fully and truthfully complete his or her application for employment, that employee may be subject to immediate dismissal. The Township Board shall determine, in its sole discretion, whether the falsified or omitted information was deliberate or unintentional, and whether such falsification is sufficiently serious to warrant termination.

#### 9. PERSONNEL RECORDS

The Department Head shall maintain a personnel file for each employee containing information necessary for effective personnel administration. The personnel file may contain: application and resume, employee reviews, reports, disciplinary history, letters of commendation, record of training, doctor's notes for sick leave, record of physical or mental examination, drug or alcohol screening, record of positions held, record of leaves, other information required by law or deemed necessary by the Township Board. Medical information shall be maintained in a separate confidential file, and only made available to those with a business need to know.

The Township Clerk shall maintain a file for each employee containing information necessary for effective distribution of wages and benefits to include: insurance records, retirement information, beneficiary information and other information required by law or deemed necessary by the Township Board. Employees are requested to notify the Township Clerk of any changes in their dependent status (i.e., marriage, birth of children, etc.), address, or person to notify in case of emergency within five working days after such changes occur.

The personnel files may be viewed only by the Department Head and the Township Board. Employees are given the opportunity to

periodically review their records in accordance with state statutes. Information contained in the employee's personnel file will be released to others only upon the employee's written authorization or as otherwise provided for by state law. Personnel files will be kept six years after termination.

### III. CLASSIFICATION AND SCHEDULING

#### A. Employee Classifications

Full-time Employees are those who are hired to fill regularly established positions which are scheduled at least 40 hours per week, 52 weeks a year.

Part-time Employees are those who are regularly scheduled to work less than 40 hours per week, including Paid-On-Call firefighters.

Temporary Employees are those who have been appointed for a specified period of time, or for a specific project (usually less than one year), whether they work forty hours per week or less.

Special Project Employees are individuals who are compensated indirectly by a particular federal, state or private grant or program.

#### B. HOURS OF WORK

##### 1. STANDARD WORKING HOURS

General Employees -

The full-time work week shall generally consist of five consecutive eight hour days, Monday through Friday. This may be altered by the Department Head, but will always consist of a 40 hour shift scheduled during a seven day calendar period.

Schedules for other employees will be set by the Department Head.

Fire Department -

The Fire Administrator/Chief, Deputy Chief, and Fire Inspector will normally be scheduled to work during the normal business hours of the Township Offices. Additional training, classroom, alarm, and work time may be required. The Fire Administrator/Chief or Chief will be responsible for scheduling hours of work.

other  
Deputy

All other full-time fire fighters will be scheduled by the Fire Administrator/Chief or Deputy Chief in accordance with the

Collective

Bargaining Agreement.

Paid on Call fire fighters are part-time fire fighters who are called in on an as-needed basis for alarms/runs, training/classroom, or other assigned work.

2. RECORDING OF HOURS

Exempt employees such as elected officials, Department Heads, Fire Administrator/Chief, and Deputy Chief are not required to keep records of the hours they work. However, the Township may require exempt employees to keep records/logs of the time they spend on various tasks they perform and where such tasks are performed.

All non-exempt employees of the Township are required to complete bi-weekly time sheets which identify all hours worked, including overtime hours. Time sheets should also indicate the use of paid time off. All time sheets must be signed and approved by the applicable Department Head, or in the case of the Fire Department, the Fire Administrator/Chief or Deputy Chief. All original time sheets must be submitted to the Payroll Department on the Monday following close of each bi-weekly payroll period. Time sheets must be kept on Township premises at all times.

the  
kept on

3. LUNCH PERIODS

Employees are allowed a one hour unpaid lunch hour, to be taken at the time designated by the Department Head.

4. REST PERIODS

All full-time employees shall be eligible for one fifteen minute rest break scheduled in the morning, another in the afternoon. Part-time employees shall be eligible for one 15 minute rest break during each four hour work period. Breaks shall be designated by the Department Head. No pay or accumulation of time for missed breaks will be allowed.

5. SEVERE WEATHER

If the Township Offices are officially closed due to severe weather, employees, except for fire department employees, scheduled to work shall be paid for the time not worked.

6. TARDINESS

Employees who are going to be late for work should notify the Department Head as soon as possible. Failure to call in or excessive tardiness may result in disciplinary action.

C. ATTENDANCE POLICY AND PROCEDURE

1. DEFINITION OF ABSENCE

Absence is any failure to work a scheduled shift for any reason, except for authorized time off.

2. DEFINITION OF CHRONIC ABSENCE

Chronic absence is the accumulation of more than three absences, as defined above, within any consecutive six-month period.

3. ABSENTEE CONTROL PROCEDURE

It shall be each Department Head's responsibility to maintain all attendance records within his/her department, to counsel his/her employees on absenteeism, and to administer discipline as required.

D. PERSONAL CONDUCT POLICY

Information ordinarily accessible only to employees or obtained through employment with Grand Rapids Charter Township shall be treated as confidential.

Confidential information and internal matters of the Township shall not be discussed with anyone other than those with a need to know.

Allegations, gossip, hearsay, rumor and anonymous uncorroborated information shall not be spread, but should be reported to the appropriate superior if the information is of a serious nature.

No official records of Grand Rapids Charter Township shall be removed, altered, destroyed or added to except as directed by the Department Head in charge of those records.

Violation of this policy shall be cause for disciplinary action.

E. LAY-OFF

Employees may be laid off at the discretion of the Township Board. The Department Head shall make a recommendation as to the employee(s) to be laid off.

Lay-offs or reductions-in-force shall be limited to the department(s) involved. The employees to be laid off will be identified by the employee's department head considering all of the following factors: (1) the employee's classification, (2) length of service in the department and (3) performance.

All employees to be laid off shall be given two weeks written notice, two weeks pay in lieu of such notice, or any combination thereof.

The name of such separated employees shall be placed on a re-employment or recall list for future hiring consideration for a maximum period of one year or length of service whichever is less.

Health care program continuation after layoff is described in the Summary Plan Description for the Grand Rapids Charter Township Employee Benefits Plan

## **IV. PAY PLAN AND ADMINISTRATION**

### **A. Salary administration**

#### **1. Method of payment**

Employees will be paid on a bi-weekly basis.

#### **2. Work Week**

Monday through Sunday.

#### **3. Normal Pay Days**

The Friday following the close of each bi-weekly period.

### **B. Wages**

#### **1. Wage Advances**

The Township will not advance money to employees against wages. Exceptions may be made when employees are leaving on vacation and will not be available to receive their paycheck on the normally scheduled payday.

#### **2. Voluntary Deductions**

The Township shall make all voluntary deductions from employee's pay only after written authorization is given by the employee.

#### **3. Wage Adjustments**

All wage adjustments will be considered at least annually by the Township Board.

#### **4. Overtime Pay**

##### **a. Non-Fire Department Employees.**

Exempt employees are not entitled to overtime pay. All non-exempt employees are entitled to overtime pay for overtime hours worked. All overtime hours must be approved in advance by the responsible Department Head. Overtime pay will be calculated at the rate of time and one-half the employee's regular rate for all hours worked in excess of 40 per work week.

b. Fire Department Employees.

The Fire Administrator/Chief and Deputy Chief positions are salaried, exempt positions. Their salaries are intended to fairly compensate them for all hours worked.

All other positions within the Fire Department are non-exempt. Non-exempt fire fighters must obtain prior approval from the Fire Administrator/Chief or the Deputy Chief before working overtime hours.

The Fire Inspector position is a salaried, non-exempt position, and is normally scheduled to work during the Township's normal business hours

All full-time, salaried fire fighters working 24 hour shifts are non-exempt. Under applicable wage and hour regulations, the hours worked for such fire fighters will be tracked on a 14-day (bi-weekly) work period. Such fire fighters will be paid overtime pay if their hours of work exceed 106 hours during a 14-day work period

during a

Full-time, salaried, non-exempt fire fighters will be paid additional hourly rates (as set from time-to-time by the Township Board) for responding to alarms/runs, training or classroom sessions, or performing attending additional work during off-duty hours. Overtime pay will be paid as set forth above, where applicable.

Part-time paid on call fire fighters will be paid at established hourly rates set from time-to-time by the Township Board for responding to alarms/runs, attending training and classroom time, and for other additional hours worked. Such fire fighters are non-exempt and are entitled to overtime pay at the rate of time and one-half their regular rate for all hours worked in excess of 106 hours per bi-weekly work period.

The Township does not permit the use of compensatory time off to offset overtime hours worked.

5. Garnishment of wages

Garnishment of wages may occur if an employee fails to meet a financial obligation. The Township will comply with any lawful court order to deduct a certain portion of the wage from the paycheck. Notice of garnishment will be placed in the employee's personnel file.

C. Review and Evaluation

All employees will be reviewed by their department head during September.

The review will include positive points regarding the employee, including job performance, weaknesses, if any, in the employee, including job performance as well as comments regarding the relationship of the individual job to the overall operation of the Township and set goals for job performance for the next year.

Additional reviews may be conducted at any time.

Employees shall have the right to attach written response to their evaluation which shall become a part of the evaluation.

Employees will be required to sign the review form as proof of review.

## V. Benefits

### A. Township Legal Holidays

#### 1. Designated Holidays.

##### General Employees -

There will be a minimum of ten paid holidays. Dates will be determined annually by the Township Board. All offices shall be closed on these designated holidays.

#### 2. Eligibility For Holiday Pay

All full-time employees are eligible for holiday pay.

Part-time employees regularly scheduled for 20 hours per week or more shall receive holiday pay if holiday is on regularly scheduled work day.

Part-time employees regularly working less than 20 hours per week and temporary employees shall not be eligible for holiday pay.

Any employee eligible for holiday pay must have worked on the last scheduled work day immediately preceding and immediately following the holiday unless he/she was on authorized vacation leave, sick leave, or an excused absence.

#### 3. Method of Payment

##### a. Holiday Not Worked.

Eligible employees shall receive straight time pay for the hours regularly scheduled but missed due to the holiday.

##### b. Holiday Actually Worked

Employees eligible for holiday pay will receive time and one-half for time actually worked, plus holiday pay. All holiday work must receive approval by the Department Head.

### B. Vacations

#### 1. Eligibility

In lieu of vacation and sick leave time, the Township provides a Total

Time Off Policy for both full-time and part-time employees. Total Time Off will be credited on the following schedules:

Full-Time

For employees regularly scheduled to work forty (40) hours per week:

Start	8 days (pro-rated to the calendar year left)
One year after anniversary date	13 days
Two years after anniversary date	18 days
Five years after anniversary date	20 days
Ten years after anniversary date	23 days
Fifteen years after anniversary date	26 days
Twenty years after anniversary date	28 days

The days allocated at the Start, will be available after the employee completes three months of employment. The days available for Year 1 and beyond, will be credited to the employee's account January 1 of each year.

Part-Time

For employees regularly scheduled to work twenty (20) or more hours per week:

Start	None
One year after anniversary date	20
Two years after anniversary date	40
Five years after anniversary date	48

The hours will be credited and available for use on January 1 of each year.

2. Use of Total Time Off

Total Time Off hours may be used for vacation, illness, personal business or other similar employee needs.

Except in an emergency, all time off will require prior notice and department head approval.

Time off must be taken in one-half day/4 hour increments. Smaller increments may be allowed at the department head's discretion.

3. Accumulation

Full-time employees may bank, or carry over, 12 days/96 hours, per year. The maximum accumulation shall be 45 days/360 hours, exclusive of the current year's allotment.

4. Pay-out

paid

A full-time employee who has reached the maximum for banked time (45 days/360 hours) may make an annual election in January to be

for up to 5 days/40 hours at his/her regular hourly rate. Credited but unused days at the time of termination or retirement will not be paid out.

5. Effective Date

The Total Time Off Policy shall become effective January 1, 2001.

6. Accumulated Sick Leave

Any accumulated sick leave that an employee had as of January 1, 2001, shall be retained and converted for use by the employee as Total Time Off credits. No further sick leave may be accumulated.

C. Hospitalization Insurance

All full-time employees are eligible for health insurance coverage in accordance with current carrier's requirements.

Plan benefits and continuation after employment termination and during certain leave periods are described in more detail in the Grand Rapids Charter Township Employee Benefits Plan Summary Plan Description.

Details of the current policy may be obtained from the Township Clerk.

D. Life Insurance

All full-time and part-time employees regularly scheduled for twenty (20) hours per week or more and paid-on-call fire fighters are eligible for life insurance coverage.

The life insurance benefits and continuation of these benefits during certain leave periods are described in more detail in the Grand Rapids Charter Township Employee Benefits Plan Summary Plan Description.

E. Worker's Compensation Insurance

All employees are covered by Worker's Compensation Insurance for disability or death as a result of accidental injuries or occupational diseases suffered in the course of employment.

All injuries, even minor ones, must be immediately reported to the Department Head.

If a doctor is required, the township doctor must be consulted at least for the first ten days or reimbursement is not available. The Township doctor will report on any injury/illness and also release the employee to work at the conclusion of injury/illness.

F. Retirement Plan

All full-time and salaried employees are eligible to join the Township of Grand Rapids Group Pension Plan.

Retirement Plan benefits are described in more detail in the Summary Plan Description for the Grand Rapids Charter Township Group Pension Plan.

G. Other Benefits

Other benefits may be available. Information may be obtained from the Township Clerk.

H. Leaves

1. Paid Sick Leaves

Effective January 1, 2001, employees will no longer accumulate sick leave hours, but will be entitled to accumulate time under the Total Time Off Policy (V. B.). Sick leave time accumulated as of January 1, 2001, will be converted for use by the employee in accordance with

the

provisions of this policy, until the time is exhausted.

2. Military Leave

A full time employee who is a member of a military reserve unit or a member of the Michigan National Guard and who attends a regular

military training camp, will be given an unpaid leave of absence. During this period, the employees fringe benefit programs will continue as described in the Summary Plan Description for the Grand Rapids Charter Township Employee Benefits Plan.

3. Jury Duty

Any employee who is called for jury duty shall be granted leave to serve as required. The employee is expected to be at work at all normal work hours when not serving as juror. Leave for jury duty shall be with full pay, less the amount received for jury duty.

4. Workers Disability Leave.

Any employee who incurs a properly verified work-related injury or illness will be granted a leave of absence during the period of disability. The Township will continue to provide certain insurance benefits for up to 12 months as described in the Summary Plan Description for the Grand Rapids Charter Township Employee Benefits Plan. If the employee is unable to return to regular employment within 24 months, the employment relationship will automatically terminate..

5. Family and Medical Leave

The Township is a covered employer under the federal Family and Medical Leave Act of 1993. Eligible employees may take up to twelve weeks of unpaid leave for the following reasons:

to care for the employee's child, the employee's child after birth, or placement in the home for adoption or foster care

to care for the employee's spouse, minor son or daughter, or parent, if they have a serious health condition, or

for a serious health condition of the employee.

To be eligible, the employee must:

have worked for at least twelve months;

have worked at least 1,250 hours in the previous twelve months;

work at a site where there are at least 50 Township employees within 75 miles.

If you are eligible, you must notify the Township Supervisor at least 30 days in advance when the need for leave is foreseeable. Otherwise, you must notify the Township Supervisor as soon as practical for emergency medical needs.

The Township Supervisor may require a medical certification to substantiate a serious health condition and the need for leave, as well as a fitness for duty report in order to return to work.

A serious health condition is an illness, injury, impairment or physical or mental condition which involves:

inpatient care consisting of an overnight stay in a hospital, hospice or residential care facility;

an incapacity of three or more consecutive calendar days including continuing treatment by a health care provider;

a chronic medical condition which requires periodic treatment and episodic incapacity;

incapacity due to pregnancy or for prenatal care.

While you are on Family Medical Leave:

your group health insurance in effect at the time of leave will be maintained as before;

at the conclusion of the leave, you are entitled to reinstatement to the same or an equivalent position;

your accrued benefits will remain in tact.

A few other conditions pertain to the Family Medical Leave:

The Township's policy will be interpreted in all respects consistent with the interpretation and regulations of the Family and Medical Leave Act.

The weeks available for leave will be determined on the number of weeks previously used during the twelve months prior to the date of the request.

The Township may, at its option, require the employee to use Total Time Off as part of the twelve week allotment under this policy.

If you have any questions regarding the availability of leave, please contact the Township Supervisor.

6. Other Approved Leaves (longer than one pay period)

Any employee with a suitable reason may apply for an unpaid leave of absence. The Township Board in its sole discretion will determine whether to grant a leave and the terms and conditions of the leave. Each leave must designate a return-to-work date. Failure to report to work on the designated date, unless excused by the Township Board, will be deemed a voluntary quit. Certain insurance coverages will be continued, at Township's expense, for a maximum aggregate period of 12 weeks per year during paid sick leave and approved medical leaves of absence. The limitation on Township payment for insurance benefits and the policy on continuation of insurance coverages during leaves of absence is described in the Summary Plan Description for the Grand Rapids Charter Township Employee Benefits Plan.

7. Bereavement Leave

Upon request, an employee will be granted a leave of absence with pay for three consecutive days following the death of a member of the employee's immediate family. Immediate family shall be defined as spouse, parents or children. Other than immediate family, bereavement leave to is be used from Total Time Off, if available.

I. Tuition Reimbursement

As stated in Part II of the Township Guidelines for Employees and Officials, the Township encourages professional development and education of employees in approved learning activities. These activities (conferences, seminars, conventions, workshops, college tuition, etc.) must be related to the employee's current job or a job that the employee can reasonably be expected to be transferred or promoted. These activities and all related expenses must be approved in advance by the employee's Department Head. Education that maintains and improves an employee's skills in the current position is generally not taxable. All other payments and reimbursements will be reported as income to the employee and subject to withholding in accordance with the requirements of the Internal Revenue Code.

All education is intended primarily for the benefit of the Township. As a result, employees must agree to reimburse the Township for any and all expenses incurred under this section in the event that an employee leaves the employment of the Township within six months of the completion of the

course or event. Employees must also consent to the Township's withholding of this amount from any paychecks due after termination of employment.

**GRAND RAPIDS CHARTER TOWNSHIP**  
**TRAINING REIMBURSEMENT**

**In the event that I leave the employ of Grand Rapids Charter Township within six months of the completion of the seminar course of study described below, I agree to reimburse Grand Rapids Charter Township for any and all training expenses reimbursed to me.**

Training expenses include the following:

- Tuition or other cost of the seminar or course of study
- Materials or textbooks purchased for the seminar or course  
(Materials left with Grand Rapids Charter Township that become Township property upon separation of employment are not subject to reimbursement.)
- Lodging while attending the seminar or course
- Meals while attending the seminar or course
- Mileage for travel to and from the seminar or course

NAME OF SEMINAR OR COURSE: \_\_\_\_\_

SPONSOR: \_\_\_\_\_

DATE: \_\_\_\_\_

COST:	Tuition	_____	Meals	_____
	Materials	_____	Mileage	_____
	Lodging	_____	Other	_____
	Travel	_____		_____

DESCRIBE objectives and benefits to Grand Rapids Charter Township:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**By my signature below**, I authorize Grand Rapids Charter Township to withhold the lesser of \$ \_\_\_\_\_ or the maximum amount permitted by law from my final paycheck if I do not remain employed for six months following completion of the seminar or course. If any amount remains unpaid after the deduction from my final paycheck, I agree to make a direct payment to Grand Rapids Charter Township for the balance due.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## VI. Problem Solving

### A. Eligibility

All employees shall use the problem solving procedure to present and settle disputes concerning the administration and interpretation of Township personnel policies and procedures and other work-related actions. At no time will an employee bypass the Department Head or approach another Board member with a problem, except to present claims of prohibited discrimination or harassment.

### B. Procedure

Step One: Employees wishing to discuss a problem must approach the Department Head within five working days following the action initiating the complaint and attempt to settle the difference on an informal basis. It is the employee's responsibility to assure that the Department Head is aware of the nature and seriousness of the problem. Every effort shall be made to satisfactorily settle the complaint in this manner.

Step Two: If the problem is not satisfactorily resolved through the verbal procedure, the employee may reduce the problem to writing with all the facts outlined and present it to the Department Head within two working days after the verbal discussion. The Department Head will have three working days in which to give the employee a written answer.

Step Three: If the problem still is not resolved, the employee may, within two working days following the Department Head's response, present the problem in writing to the Personnel Committee. The Personnel Committee will normally respond in writing within five working days.

Step Four: If the problem still is not resolved, the employee may present the problem to the Township Board at the next regularly scheduled meeting. The employee may request that discipline, discharge or evaluation matters be considered in closed session. The Board will act on the problem no later than the following regularly scheduled Board meeting. The Township Board's decision will be final and the official ruling of the Township.

## **VII. Termination Policy**

### **A. Notice**

Employees are requested but not required to give two (2) weeks written notice before resigning from the Township.

### **B. Method of Payment**

The separated employee's last paycheck(s) shall contain payment for the following items at the employee's salary rate as of the official date of separation:

Payment for all days worked, but as yet unpaid, through the official date of separation.

Payment at straight time for all unused vacation accumulated as of the official date of separation.

### **C. Return of Township Property**

Any pay due the employee shall not be paid until his/her Department Head notifies the Township Clerk that all Township property, equipment, uniforms, keys, and other material have been returned to the department head's satisfaction.

GRAND RAPIDS CHARTER TOWNSHIP

GUIDELINES FOR EMPLOYEES AND OFFICIALS

January 1, 1990

## TOWNSHIP GUIDELINES FOR EMPLOYEES AND OFFICIALS

### **I. Scope**

The provisions of these guidelines shall apply to all employees of Grand Rapids Charter Township including those who hold elected offices or are appointed.

### **II. Tuition**

It is the intent of the Township to enhance the professional development of employees and officials by sponsoring participation in approved learning activities. These activities (conferences, seminars, conventions, workshops, college tuition, etc.) must be approved in advance by the Township Board in case of officials and by the Department Head in the case of employees.

### **III. Conferences**

The activity must be directly related to that person's township job function. Funds to support attendance must have previously been budgeted. Township reimbursement may not exceed the pre-approved and incurred expenses.

### **IV. Travel**

#### **A. Mileage**

Persons who are required to use their privately owned vehicles while on Township business shall be reimbursed at the current mileage rate upon Township Board approval of expense report.

Employees or officials receiving traffic citations are personally responsible for subsequent fines.

#### **B. Lodging**

Generally, persons traveling on Township business will have their lodging expenses prepaid. In those cases where prepayment is not possible, reimbursement will be made for actual expenses incurred. Receipts must be obtained for lodging and all expenses documented.

When anyone is on travel status and shares a hotel or other lodging with other travelers, reimbursement to the traveler will be as follows:

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.

Lodging reservations should be made through the Department Head.

C. Other expenses

Reimbursement for other expenses, such as baggage handling, tolls, taxis, parking, and other expenses, will be allowed with the approval of the Department Head. Under no circumstances will expenses of a personal nature be included in a charge against public funds.

The reimbursement for the use of taxis or other forms of public transportation shall be limited to trips necessary for the conduct of official Township business.

D. Meals

While traveling on Township business, employees and officials will be reimbursed for reasonable actual expenses for meals and gratuity, not to exceed 15%. Receipts must be obtained for all meals and submitted to the Township Clerk.

E. Compensation for Time Worked Only

Persons who are on travel status will be compensated for time worked only. Time worked includes business related activities and may include transportation to and from the activities. Time worked does not include lunch breaks, entertainment, and overnight lodging. The Department Head will determine time worked based on the travel report. Overtime compensation will be in accordance with the overtime provisions in this policy.

F. Reimbursement for Husbands or Wives

Expenses of husbands or wives of employees or officials who attend conferences or conventions shall not be aided by public funds.

**V. Township Equipment**

A. Care and Use of Property

Every employee or official of the Township is individually charged with the responsibility for the proper care and use of Township property and equipment and is accountable for that which is issued to him/her.

B. Accidents

It is the driver's responsibility to report all accidents immediately to the appropriate law enforcement agency. It is most important that the driver take note of all relevant facts regarding the accident for insurance purposes. Employees should never accept liability or fault or discuss the accident with anyone other than the investigating police agency, the Township insurance company, or the Department Head.

C. Traffic Violations

Employees or officials receiving traffic citations while operating Township vehicles are personally responsible for subsequent fines. Any such citation must be reported immediately.

Fire Department employees must report all traffic violations to the Fire Chief within 48 hours. Any other employee driving Township vehicles must report all traffic violations to Supervisor within 48 hours.

**VI. FELONY CHARGES**

Employees must notify Department Head of any pending felony charges.

**VII. Safety**

No Township Employee shall have in their possession or in their vehicle a firearm while on duty for the Township.

It is the policy of Grand Rapids Township to provide a healthy and safe place to work. Grand Rapids Township shall abide by and enforce all safety and health regulations as set by federal, state and local governments. All Township employees are expected to utilize good safety and health practices as dictated by job, location and circumstances. Employees should report any unsafe conditions or practices to their Department Head.

**VIII. Personal Phone Calls**

Employees and officials are permitted to make or receive brief, personal local calls. While such calls are permitted, employees and officials are asked to exercise discretion and to keep such calls to a minimum.

Long distance personal phone calls made by employees and officials shall be kept to a minimum. The Township shall be reimbursed in full for all personal long distance charges.

## **VIX. Political Activity**

Employees and officials are free to express their wishes and desires concerning political activities; however, employees and officials may neither use their Township position for any political purpose nor engage in political activities during working hours. Banned political activities during working hours include wearing political buttons, soliciting political contributions, displaying political bumper stickers or posters on Township vehicles or property, or distributing political materials.

Employees who are elected to a Township Office are required to resign.

No political activity may be conducted on Township property unless specified by law.

## **X. Personal Mail**

Employees or officials may send personal letters or packages through the Township's mail facilities. Employees or officials shall not use Township letterhead or Township postage for personal use.

## **XI. Conflict of Interest**

No employees or officials shall directly or indirectly maintain any outside business or financial interest, or engage in any outside business or financial activity, which conflicts with the interests of the Township or which interferes with his/her ability to discharge his/her duties fully.

When an employee or official is aware of a situation where he/she has a direct or indirect financial interest, or other significant interest, he/she shall immediately make that matter known to the Township Supervisor and shall refrain from taking any further action, including making any recommendations on the matter to the Township officials or employees. This would include incompatible offices where an official serves for an organization which has matters before the Township.

Fire Department -

Full-time 24-hour shift personnel may engage in off-duty employment, provided such employment does not interfere with the employee's obligation or employment to and for the Township. Part-time employment shall not impair the employee's performance or ability to perform any Township responsibilities or duties. The Township will not assume any liability or responsibility for any injury or sickness received in connection with outside, part-time, off-duty employment. No outside employment shall be allowed for a minimum of the first two months of Township

employment. The employee shall notify the Fire Administrator/Chief in writing of intent to begin outside employment. The notice must be turned in a least 1 week in advance of starting work and must include the name of the company and a brief description of the nature of the job. The Fire Administrator/Chief will review the request to determine if a potential conflict of interest exists with any duties of a full-time employee's full-time or on-call employment to the Township. If there is no conflict, the Chief will so notify the employee and the employee may accept the job. All outside employment will be reviewed from time to time to determine if changes have taken place that would affect the decision.

## **XII. Gifts and Gratuities**

Township officials and employees must be beyond suspicion and reproach in rendering service to the public. Therefore, no official or employee may accept any gift or gratuity which in any manner is related to the provision of public service or could be interpreted to relate to the provision of public service. Should you have any question regarding the propriety of any gift or gratuity, the issue should be presented to either the department head or the Personnel Committee for review and advice.

## **XIII. Township Security**

Authorized personnel are issued keys. Keys are not to be loaned to any other employee or person except by authorization of the Department Head.

No employee or official shall have in his/her possession an unauthorized key. Keys shall not be duplicated without authorization.

## **XIV. Personal Property**

The Township shall not be held responsible for the loss of an employee's or official's money or other valuables.

## **XV. NON-DISCRIMINATION AND NON-HARASSMENT POLICY**

It is the policy of Grand Rapids Charter Township not to discriminate against any employee or applicant for employment because of race, religion, color, age, height, weight, marital status, sex, national origin, veteran or legal alien status, or reasonably accommodable disability. Harassment based on any of these protected classifications is strictly prohibited. Incidents of harassment are to be reported immediately to the Department Head or to any Township Board member that the person may elect. Anyone receiving such complaints will report them to the Township Board. A prompt and confidential investigation will be conducted, and appropriate remedial action taken if the complaint is substantiated. The problem solving procedure may, and where appropriate, will be used to process complaints.

## **XVI. Smoking**

In the interest of providing a safe and healthy environment for employees, visitors, and citizens of Grand Rapids Charter Township and in accordance with the Michigan Clean Indoor Air Act, P.A. 198 of 1986, the following policy on smoking has been adopted:

SMOKING IS PROHIBITED IN ALL TOWNSHIP BUILDINGS.

## **XVII. Alcohol/Drug**

NO ALCOHOLIC BEVERAGES ARE ALLOWED IN ANY TOWNSHIP BUILDINGS.

Possession of controlled substances, other than a validly prescribed medication, is prohibited during the work day or while on Township property.

Reporting for work with detectable amounts of alcohol or controlled substances (other than validly prescribed medication) is prohibited.

## **XVIII. Anti-Nepotism**

No person shall be employed or appointed to a position, including independent contractors, Township boards and committees, and vacancies on the Board of Trustees, when a relative of the individual is already serving as an employee or elected official of the Township. Such relationships must be disclosed prior to the time of hire. Relative is defined as the following relationships, by blood or marriage: mother, father, child, sister, brother, niece, nephew, or person residing in the home.

Any employee(s) or appointee(s) in violation of this provision at the time of its original adoption (7/2/2002) shall be exempt for the duration of their current contract or appointment. Any change in position or status, or renewal of contract or appointment, will require the individual to be in compliance with this provision.

Upon specific request, this provision may be waived, at the Board's discretion, for a specific hiring or appointment by an affirmative vote of at least five (5) members of the Board of Trustees at a public meeting.

**XIX.**

GRAND RAPIDS CHARTER TOWNSHIP

ORGANIZATIONAL CHART

**TOWNSHIP BOARD**

Michael J. De Vries, Supervisor  
Janice K. Hulbert, Clerk  
Angela M. Weiss, Treasurer  
Melanie J. Heftye, Trustee  
Susan B. Lovell, Trustee  
Edward J. Robinette, Trustee  
Lee Van Popering, Trustee

**BOARDS/COMMITTEES**

PLANNING COMMISSION  
BOARD OF REVIEW  
ZONING BOARD OF APPEALS  
PERSONNEL COMMITTEE

HISTORICAL COMMITTEE  
PARKS AND RECREATIONAL  
BUILDING & GROUNDS COMMITTEE  
ELECTION COMMITTEE