



EMPLOYEE HANDBOOK

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1. WELCOME AND FORWARD

Welcome to the Charter Township of Kalamazoo team (the Township). We are happy to have you working with us in our mission to “provide government services that promote a safe, healthy, accessible, and economically viable community to live, work, learn, and play.” We strive to give our community high-quality service in a friendly and professional manner. We hope you find this to be a positive work environment.

This manual will help employees get started on the right foot by answering many questions regarding working for Kalamazoo Township. These policies enable the Township to maintain and administer uniform policies for its employees. A copy of this Employee Handbook is given to each employee of the Township. It is the responsibility of each employee to become familiar with the contents and meanings of these policies and regulations. If an employee has any questions regarding the policies, they are to contact the Manager’s office.

This employee handbook is applicable to all Township employees, including contracted employees. In the case of employees working under a labor agreement or other contract, this employee handbook will not supersede conflicting articles of the agreement or contract. This manual supersedes any previous verbal or written policies, statements, understandings or agreements, including but not limited those contained in the Policy Manual adopted 2/22/16. Employees may receive additional material concerning procedures specific to their job from the Manager or the applicable Department Head.

This manual is not an employment contract between the Township and its employees or applicants for employment and can be modified or abolished by the Board of Trustees at its discretion. No change to this manual shall be effective unless and until approved by the Board of Trustees.

2. EMPLOYMENT AT WILL

Employment at the Township is on an at-will basis unless otherwise stated in a written individual employment agreement approved by the board.

This means that either the employee or the Township may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook is intended to or creates an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no Township representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Township employees have the right to engage in or refrain from such activities.

3. AMENDMENT OF POLICY

Amendments or changes to this policy will be proposed through the Policy Administration Committee or via the Manager's office and adopted by resolution of the Board of Trustees, becoming effective when passed unless otherwise stated. When this policy is amended or changed it will be sent to employees electronically. It shall be the responsibility of the Department Heads to familiarize all of their employees of changes to the policy.

4. TERMS OF EMPLOYMENT

4.1 EQUAL OPPORTUNITY AND COMMITMENT TO DIVERSITY

The Township is an Equal Opportunity Employer and provides equal employment opportunities to all employees and applicants for employment without regard to race, color, sex, age, religion, national origin, ancestry, height, weight, marital status, familial status, veteran status, citizenship, handicap/disability, gender identity, sexual orientation, genetic information, or as otherwise in accordance with all Federal or State law, or local regulations. Furthermore, the Township will take affirmative steps to ensure the fulfillment of this policy. The Township will, however, hire only those individuals who are legally authorized to work in the United States of America.

The Township expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

Any employee with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Manager or the Human Resources department. The Township will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If an employee feels he or she has been subjected to any such retaliation, he or she should bring it to the attention of their Department Head or the Manager.

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

- shunning and avoiding an individual who reports harassment, discrimination or retaliation;
- express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation; or
- denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process.

Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure found later in this handbook.

4.2 AMERICANS WITH DISABILITIES ACT (ADA) AND REASONABLE ACCOMMODATION

To ensure equal employment opportunities to qualified individuals with a disability, the Township will make reasonable accommodations for the known disability of an otherwise qualified individual if the accommodation will allow the individual to perform the essential functions of his or her job, unless undue hardship on the operation of the business would result. Employees who may require a reasonable accommodation should contact the Manager.

Qualified individuals with a disability who feel accommodation is needed to perform their job must notify the Manager in writing of the need for reasonable accommodation within 182 calendar days after the date the employee knew or reasonably should have known that an accommodation was needed.

The request should include the following:

- The reason the employee believes her or she needs an accommodation including a statement of the limitations and restrictions imposed by the disability;
- the job duties or assignments the employee is having difficulty performing;
- a description of the accommodations requested; and
- a statement as to how accommodations will help the individual perform his or her essential functions.

The above items will be fully discussed during an interactive process. The Township has the right to request medical information concerning the employee's disability and need for an accommodation. Any information received will remain confidential and maintained in a separate file.

4.3 COMMITMENT TO DIVERSITY

The Township is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the Township and are valued for their skills, experience, and unique perspectives. This commitment is embodied in Township policy, the way business is conducted, and is an important principle of sound local government.

4.4 RECRUITMENT AND EMPLOYMENT

All employment decisions are based upon an employee's qualifications, and capabilities to perform the essential functions of a particular job, without regard to protected characteristics. The Township shall actively strive to recruit and hire the most qualified individual available for each job vacancy or newly created position.

4.4.1 JOB POSTING

The Township is an Equal Opportunity Employer. All job vacancies not filled by internal transfer will be publicly advertised. Job postings will include the position title, a brief description of duties, and minimum entry requirements. Pay may be listed, and the deadline for receipt of applications noted.

4.4.2 SELECTION OF PERSONNEL

Interviews with applicants will proceed only after receipt of a completed **job application form**.

General health screening will be required prior to hiring for all full time employees at no-cost to the employee.

The Manager will be appointed by the Board of Trustees. Department Heads will be appointed by the Manager. All other staff shall be appointed by the Department Head with notification to the Board of Trustees.

Note that when there is not a separate designated Department Head, the Manager is the Department Head.

The Manager, as personnel officer, will implement and enforce all personnel-related policies within the parameters established by the township board.

4.4.3 EMPLOYMENT OF RELATIVES

The Township is committed to equal opportunity. In cases where the most qualified applicant is related to a current Township employee, the Township permits the employment of qualified relatives of officials and employees.

The Department Heads are responsible for, and will exercise sound business judgment in the placement of related employees in accordance with current law and utilizing best practices.

Relatives are permitted to work in the same facility, provided minimal direct reporting or supervisory/management relationship exists.

An applicant for Township employment shall notify the Township on the application for employment, and a current employee shall, if known, notify the Manager in writing if a relationship exists.

4.4.4 EMPLOYMENT CLASSIFICATION

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, the Township classifies its employees as shown below. The Township may review or change employee classifications at any time.

4.4.4.1 Exempt:

Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay.

4.4.4.2 Nonexempt:

Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

4.4.4.3 Regular, Full-Time:

Employees who are not in a temporary status and work a minimum of 40 hours weekly on average and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

4.4.4.4 Regular, Part-Time Employee:

Employees who are not in a temporary status and who are regularly scheduled to work fewer than 40 hours weekly on average, and who maintain continuous employment status. Part-time employees are not eligible for fringe benefits except as required by law or as specifically described in the Benefits section of the Handbook.

4.4.4.5 Paid on-call:

A paid-on-call fire fighter is classified as a part time employee who works less than 30 hours per week on a regular basis and who is entitled to pension in lieu of Social Security, a job-related disability benefit in Worker's Compensation and other benefits as required by law but not other benefits of a regular full-time employee.

4.4.4.6 Temporary Employee:

A temporary employee is an employee who is hired for a specific period of time, for a specific wage, (e.g., election inspectors, crossing guards or other seasonal employees). Temporary or seasonal employees are not eligible to receive benefits except as required by law.

4.4.4.7 Temporary Service Agency Employee:

An individual employed by a Temporary Service Agency, but assigned to work at the Township is the Temporary Service Agency's employee and is not employed by the Township. While assigned to work at the Township, such Temporary Service Agency employees are however, required to abide by relevant policies and procedures set forth in this Personnel Policy.

4.4.4.8 Seniority Date:

If there is no break in employment, Seniority Date will be calculated from the date employment began. A change from full-time employment to part-time employment, back to full time employment will not change the seniority date. Leaving employment at the Township and returning to employment at the Township will prompt a new seniority date.

5. WAGE, PAY and COMPENSATION ADMINISTRATION

The Township shall comply with Michigan wage and hour laws that regulate the method of payment of wages, the payment of wages upon termination of employment, allowable deductions, income tax withholding and payment of employment taxes, wage garnishments, recordkeeping and maintenance of payroll records.

5.1 PAY PERIODS

Township employees are paid biweekly for the preceding two-week period unless otherwise notified.

5.2 TIME REPORTING POLICY

The Township shall keep track of hours worked by use of employer provided time sheets. Employees should attach their approved Time-Off or Overtime authorization to their time sheet, sign the time sheet, and have their Department Head or the Manager approve the timesheet, before turning it in to payroll. Employees are responsible for keeping a copy of their time sheet. Department Heads are to maintain monthly time accrual records for all employees noting the use of personal days, sick, compensatory, vacation, and other approved leave time. These time reports shall be submitted to the Manager on a timely basis. The Manager shall maintain these records.

5.3 HOURS OF WORK

The 40-hour week is the standard work week for full-time employees. The work week is from Thursday 12:00 a.m. to 11:59 p.m. Wednesday.

Department Heads, after consultation with the Manager, may establish work schedules for specific departments or for individual employees in order to meet special program needs, unusual or emergency situations.

5.4 REST BREAKS/LUNCH BREAKS - For Hourly Employees

Two paid, 15-minute rest breaks are permitted each day. Employees shall be entitled to an unpaid 30-minute lunch break at or near the middle of the working day. Rest periods or lunch breaks may not be accumulated in any manner for the purpose of compensatory time or overtime pay. Rest breaks may be combined with your unpaid 30-minute lunch break. "Use your paid rest breaks or lose them."

5.5 OVERTIME PAY

Overtime will be paid at the rate of time and one-half (1.5) for authorized hours actually worked over forty (40) hours in any payroll week unless otherwise negotiated (e.g. firefighters). The payroll week begins on Thursday at 12:00 a.m. and ends the following Wednesday at 11:59 p.m. (midnight). Established legal holidays falling during the payroll week will be considered hours worked for purposes of overtime pay.

If an employee works on a holiday at the direction of his/her Department Head, the employee shall be paid not more than 2.5 times his/her normal rate for all hours worked.

Other time may be considered hours worked for purposes of calculating overtime pay, (i.e., sick time and/or vacation time) with approval of the Department Head and authorization of the Manager. Prior approval by the employee's Department Head is required for overtime. Compensatory time may be granted in lieu of overtime pay, per section 5.7 COMPENSATORY TIME.

5.6 OVERTIME PAY – FULL-TIME NON-EXEMPT FIREFIGHTERS

Overtime will be paid for authorized hours actually worked over fifty-three (53) hours in any payroll week. The payroll week begins on Thursday at 12:00 a.m., and ends the following Wednesday at 11:59 p.m. Established paid Township holidays falling during the payroll period will be considered hours worked for purposes of overtime pay.

If an employee works on a holiday at the direction of his/her Department Head, the employee shall be paid not more than 2.5 times his/her normal rate for all hours worked.

Other time may be considered hours worked for purposes of calculating overtime pay, (i.e., sick time and/or vacation time) with approval of the Department Head and authorization of the Manager. Prior approval by the employee's Department Head is required for overtime. Overtime pay and rates will be calculated by a formula that is approved and supplied by the Township of Kalamazoo labor attorney that takes into consideration current federal and state laws as they relate to the pay and scheduling of full-time firefighters.

5.7 COMPENSATORY TIME

Compensatory time is overtime worked for which time off may be granted in lieu of overtime pay. Employees may, at their option, elect to receive payment for overtime or to accumulate compensatory time at a rate of one and one-half (1-1/2) hours of compensatory time for each hour of overtime worked. Employees must have Department Head approval prior to accumulating or using compensatory time.

The maximum amount of banked compensatory time shall not exceed 30 hours. On the payday closest to December 15 of each year, the employee will be compensated for all unused compensatory time.

5.8 PAY ADVANCES

Pay advances shall not be authorized under any circumstances.

5.9 FLEXIBLE SCHEDULING

Flexible scheduling of work time may occur during the 40 hour work week. The Department Head or Manager may restructure an employee's work hours during the 40 hour work week, and overtime or compensatory time will not be accumulated.

5.10 EMERGENCY CLOSINGS

The Manager or their designee shall have the authority to close the Township office in an emergency. Emergency situations include, but are not limited to, severe weather, failure of heating/mechanical systems, electrical failure, or any unusual situation that would either prohibit the normal operation of the Township offices, or jeopardize the safety of the officials, employees or public.

If the office is officially closed prior to the start of the work day or during the course of the day to permit employees to leave early, nonexempt employees will be paid for a full day. Exempt employees will be paid for a normal full day but are expected to complete their work at another time.

In situations in which some employees are concerned about their safety, the Manager may advise Department Heads to notify their departments that the office is not officially closed, but anyone may choose to leave the office if he or she feels uncomfortable. If you leave earlier than the official closing time, you will be paid only for actual hours worked, or you can take personal, vacation or sick time.

If a closing is deemed necessary prior to normal business hours, the Manager or designee shall notify the officials and employees by text message at least one-half hour prior to the usual starting time, or as soon as possible. Emergency closures do not apply to police or fire operations.

5.11 PAY GRADE INCREASES / EMPLOYEE EVALUATIONS

Step increases within a pay grade are based upon merit and length of service and are not automatic. A Department Head shall review the performance of an employee prior to granting the step increase. Authorization for pay increases shall be in writing.

A Department Head may withhold a recommendation for a pay increase for an employee on the basis of an unsatisfactory rating of the employee's performance, work habits, or unwillingness to perform their duties. The Department Head shall advise the employee in writing that the recommendation is being withheld and the reason thereof.

A copy of the communication to the employee shall be forwarded to the Manager. The employee shall be entitled to a review of his/her pay status upon the expiration of no longer than six (6) months from the date of final determination in any proceedings resulting from the action of the Department Head.

Employees who reach the top step of their pay grade are no longer eligible for step increases. The employees are eligible for across-the-board pay schedule improvements when granted by the Board of Trustees. Employees who move to a higher job classification, will not enter that higher classification at a rate lower than their current rate. If an employee requests or is placed in a lower classification job, then they will receive the rate attached to that lower classification job. Management will determine placement within the lower classification.

Employees will be evaluated by their Department Head annually within three months of the anniversary of their current position. The performance appraisal not only allows employees to review job performance, but it is also an opportunity to plan for improved performance and is designed to help an employee understand what is expected on the job. The employee and Department Head should also review the job description and update it if necessary.

5.12 CONFERENCE, SEMINAR & TRAINING SESSION PER DIEM

Employees who are sent by the employer, and/or who attend with the permission of the employer, are entitled to a per diem allowance as established by Board Resolution. Only those instances where an overnight stay is required are eligible for per diem. One day conferences etc., will be reimbursed on a submitted expenses basis only.

In those instances where expenses exceed the established amount, the employee shall keep a record of expenses and submit for reimbursement upon return. The Township Board may approve per diem of a greater amount in advance where special circumstances arise. Per Diem expenses are authorized by the Manager or Department Head.

Per Diem for overnight conferences and seminars is currently set at \$50.00.

5.13 MILEAGE REIMBURSEMENT

It shall be the option of the employer to decide which mode of transportation is to be used by an employee attending a conference, seminar or training session. If an employee is given permission to use their own vehicle, when a Township vehicle is not available, they shall be reimbursed at the current IRS rate. Only round-trip mileage from place of employment shall be paid based on a copy of a travel itinerary from an approved mapping program. Personal mileage is not reimbursable. When a department vehicle is available for travel and an employee, with the approval of the department head, elects to drive the department vehicle to a conference, seminar or training session only out-of-pocket expenses (proof of purchase required) for fuel will be paid.

6. EMPLOYEE BENEFITS

Except as indicated otherwise below, all employees of the Township who work on a regular full-time basis shall receive, or are entitled to receive, the following fringe benefits. Regular part-time employees will receive benefits as required by law and may participate in Township wide benefit programs, i.e., pension, health, accident, and life insurance, provided they meet the terms of the provider and if that participation is at no cost to the Township. Employee benefits shall become effective in accordance with the contracts of the appropriate providers.

6.1 PAID AUTHORIZED HOLIDAYS

Regular full-time employees will receive the following 11 holidays off with pay:

New Year's Day	Labor Day
Martin Luther King Day	Veterans Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Juneteenth	Christmas Day
Independence Day	Scheduled Floating Holiday

If an authorized holiday falls on a Saturday, the preceding Friday will be designated as a holiday for the Township employees. If it falls on Sunday, the following Monday will be designated as the holiday. If the office is required to be open by law, employees will be given another day off. All holidays shall commence at 12:00 a.m. and cease at 11:59 p.m. (Midnight)

To receive holiday pay, an eligible nonexempt employee must be at work or taking an approved absence on the work days immediately preceding and immediately following the day on which the holiday is observed. An approved absence is a day of paid vacation or paid sick leave. If an employee is absent on one or both of these days because of an illness or injury, the Township may require verification of the reason for the absence before approving holiday pay.

6.1. SCHEDULED FLOATING HOLIDAY

A Scheduled Floating Holiday shall be established to apply only to the 4th of July, or Christmas. When any of these days falls on a Tuesday or Thursday, a rotating holiday shall be declared on the day preceding or following such a day. There will be only one rotating holiday per year, which will be established by the Board of Trustees at its first meeting in December for the following year. No individual choices will be allowed.

Part-time and temporary employees, including summer employees, are not eligible for holiday pay.

6.1.1 RELIGIOUS OBSERVANCES

Employees who need time off to observe religious practices or holidays not already scheduled by the Township should speak with their Department Head. Depending upon Township needs, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. Employees may also be able to switch a scheduled day with another employee, or take vacation time, or take off unpaid days. The Township will seek to reasonably accommodate individuals' religious observances.

6.2 VACATION

The Township recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The Township provides paid vacation time to full-time employees for this purpose and employees are encouraged to take vacation during the year.

Regular Full-time employees earn hours of vacation per fully completed month of employment as follows:

Years of Service (Seniority Date)	Monthly Accrued Time	Yearly Accrued Time	Maximum Accrued Hours
0 through 3 Years	6.67 Hours	80.0 (10 Days)	120.0
3 years, 1 month through 10 years	10.00 Hours	120.0 (15 Days)	180.0
10 years, 1 month through 15 years	13.33 Hours	160.0 (20 Days)	240.0
15 years, 1 month through 29 years	16.67 Hours	200.0 (25 Days)	300.0
29 years, 1 month and up	20.0 Hours	240.0 (30 Days)	360.0

A new employee shall not use earned vacation hours until completion of six (6) months of continuous employment. In the event of a conflict within a department, the employee with the oldest seniority date shall be granted the vacation. However, a vacation scheduled ninety (90) days or more in advance may not be preempted. Vacation requests must be submitted to management for approval.

Hours accrued above the maximum allowable vacation hours will be lost and not reimbursed. Paid vacation may only be taken in half-day (4-hours) or full day (8-hours) increments unless approved by Department Head. When a holiday occurs during a scheduled vacation, the employee (if eligible for holiday pay) will be given holiday pay and will not be required to use vacation time for that day.

If a full-time employee starts working part-time for the Township they will no longer accrue vacation time. If that employee goes back to full-time employment at the Township, with no break in service, the employee will resume accrual of vacation time at the rate they were accruing the last day of their previous full-time employment.

6.3 PAID SICK TIME

Paid sick time is a means of ensuring that regular full-time employees will not suffer total loss of income because of illness. Sick days are not intended to be used as a substitute for vacation days. Regular full-time employees will earn eight (8) hours of paid sick time per fully completed month.

Sick leave for full-time employees may be accrued up to a total of 2,080 hours.

In order to qualify for paid sick time, an employee must notify their Department Head not later than one-half (.5) hour after normal starting time on the first day of absence unless the circumstances surrounding the absence, make such reporting impossible.

Employees may take paid medical leave for the following:

- Physical or mental illness, injury, or health condition of the employee or his or her family member
- Medical diagnosis, care, or treatment of the employee or employee's family member
- Preventative care of the employee or his or her family member
- Closure of the employee's primary workplace by order of a public official due to a public health emergency
- The care of the employees child whose school or place of care has been closed by order of a public official due to a public health emergency
- The employee's or their family member's exposure to a communicable disease that would jeopardize the health of others as determined by health authorities or a health care provider
- For domestic violence and sexual assault situations, employees may use paid medical leave for the following:
 - Medical care or psychological or other counseling
 - Receiving services from a victim services organization
 - Relocation
 - Obtaining legal services
 - Participation in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault

When an employee's absence from work is necessitated by a medical or dental appointment made in advance, notification must be made to the Department Head/Manager.

After an employee's accrued sick time has been exhausted, a regular full-time employee's pay shall be discontinued until such time as the employee returns to work (see FMLA). A regular full-time employee may elect to use their accrued vacation time, if their sick time has been exhausted.

When an employee's absence from work is necessitated by illness in the employee's family, paid sick time may be used if prior approval is granted by the Department Head or if the employee qualifies under the Family and Medical Leave Act.

Family member includes:

- Biological, adopted or foster child, stepchild or legal ward, or a child to whom the employee stands in loco parentis
- Biological parent, foster parent, stepparent, adoptive parent, or legal guardian of an employee
- Spouse or individual to whom the employee is legally married under the laws of any state
- Parent of above spouse
- Person who stood in loco parentis when the employee was a minor child
- Grandparent
- Grandchild
- Biological, foster, and adopted siblings

Holidays occurring during an employee's illness shall not be deducted from the employee's accumulated sick leave credits.

The Department Head/Manager may require medical proof of the necessity for sick leave, in which event the employee shall be required to produce a statement from a medical doctor certifying the necessity for sick leave. Such statements should go to Human Resources not the Department Head.

Accrued sick leave may not be cashed in. (See Severance Pay under Retirement Benefits)

Sick leave may be used in one hour increments, or less may be granted at the sole discretion of the Department Head. The Township will not make advance payments.

An employee may use up to sixteen (16) hours of paid sick leave each year for personal business with prior approval of the Immediate Supervisor.

Employees working under 40 hours per week but on average, more than 25 hours per week for more than 25 weeks per year will be granted 40 hours of sick leave at the beginning of each calendar year. A new employee will not be eligible to use the sick time in the first 90 days from their start date. The 40 hours will be pro-rated for employees starting partway through the year. Sick time for part time employees will not carry over from one year to the next.

Paid sick leave may be used under the same rules listed above for full-time employees.

6.4 SHORT-TERM DISABILITY

The Township pays the cost of Short-term Disability for full-time employees working a minimum of 40 hours per week. Employees are eligible for this benefit following 30 days of service. Short-term disability is meant to bridge the 90-day period until long-term disability can cover an employee. If an employee becomes disabled and cannot work for a short period of time, this coverage pays 70 percent of the employee's salary, up to the policy limits.

6.5 LONG-TERM DISABILITY

Long-term disability benefits are offered to full-time employees working a minimum of 40 hours per week. If an employee becomes totally disabled and cannot work for an extended period of time, this coverage pays 70 percent of the employee's salary, up to the policy limits.

Short or Long Term Disability benefits which may be received due to illness or injury that is not work related, may be supplemented by an employee's accrued sick or vacation time to equal the employee's regular pay

6.6 WORKERS' COMPENSATION

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment.

The Township pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury **on the job**.

The Township abides by all applicable state workers' compensation laws and regulations.

If an employee sustains a job-related injury or illness, it is important to notify their Department Head and Human Resources immediately. The Department Head will complete an injury report with input from the employee and return the form to the Human Resources department. Human Resources will file the claim with the insurance company. In cases of true medical emergencies, report to the nearest emergency room.

Bronson Pro-Health and Hometown Urgent Care are the preferred providers for initial non-emergency medical service for on the job injuries.

The Township shall pay the difference between the Michigan Worker's Compensation Law rate and the employee's regular pay.

6.7 EMPLOYEE ASSISTANCE PROGRAM – HelpNet

The Employee Assistance Program (EAP) is a resource designed to provide highly confidential and experienced help for employees in dealing with issues that affect their lives and the quality of their job performance. The Township wants employees to be able to maintain a healthy balance of work and family that allows them to enjoy life. The EAP is a confidential counseling and referral service that can help employees successfully deal with life's challenges.

This free, comprehensive counseling service offers employees three visits per issue each year, and a 24-hour hotline answered by professional, credentialed counselors. For legal or financial issues, employees receive a 25 percent discount on any services that might be needed.

The Township encourages employees to use this valuable service whenever they have such a need. Employees who choose to use these counseling services are assured the information disclosed in their sessions is confidential and not available to the Township, nor is the Township given any information on who chooses to use the services. For questions or additional information about this program, employees may contact the Human Resources department.

6.8 EMERGENCY SICK TIME BANK POLICY

The Township has established an Emergency Sick Time Bank as set forth below.

6.8.1 DESCRIPTION OF EMERGENCY SICK TIME BANK

The Emergency Sick Time Bank is a “bank of sick time” that has been donated by Township employees for use by other Township employees who are out of work full-time with a serious medical condition or disability as described below. The Emergency Sick Time Bank is based solely on the donations of Township employees who have significant accrued vacation time and/or sick time.

6.8.2 DONATION OF HOURS

Any non-union Township employee who has accumulated more than 40 hours of vacation time in their current vacation time accrual or accumulated more than 40 hours of sick time in their current sick time accrual may donate any such excess vacation time or sick time up to a combined total of 100 hours per calendar year.

Sick time hours donated by a non-union employee shall be considered part of the donor’s “remaining accumulated sick time” for purposes of calculating any severance pay the donor may be entitled to receive.

6.8.3 ELIGIBILITY TO REQUEST ADDITIONAL SICK TIME

A full-time non-union Township employee may request an award of hours from the Emergency Sick Time Bank once they meet the following criteria:

- Must have successfully completed 180 days of employment.
- Must be on an approved medical leave of absence.
- Must have exhausted all accrued personal sick time and vacation time.
- Must provide a physician’s certificate that the employee or a member of his/her immediate family (i.e., spouse or minor child) has either:
 - A serious health condition as defined by the Family Medical Leave Act, or
 - An illness/injury that qualifies as a disability under the Township’s short-term disability insurance plan.
- Must have applied for short-term disability benefits, if eligible for the same.

The request shall be made on an application form approved by the Township Board.

6.8.4 DETERMINATION OF AWARDS FROM THE EMERGENCY SICK TIME BANK

The decision to award hours from the Emergency Sick Time Bank shall be made by the Policy Administration committee or their designee. In deciding whether or not to make such an award, the committee shall consider the following:

- The number of overall hours in the Emergency Sick Time Bank.
- The number of overall requests for awards.
- The total amount of previous awards the employee has received.
- The personal hardship of the employee.

In no event will any award(s) allow an employee more than 1,040 sick time hours (including the employee's personal accrued sick time) per incident of serious health condition/disability.

The decision of the committee shall be final and subject to review under the Problem Resolution Procedure set forth elsewhere in this Policy.

6.8.5 FORMS

Forms for donating sick/vacation time and for requesting an award of sick time may be obtained from the Manager's office.

6.9. FAMILY AND MEDICAL LEAVE AND MEDICAL LEAVE OF ABSENCE

The Township complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The Township also abides by any state and local leave laws. The more generous of the laws will apply to the employee if the employee is eligible under both federal and state laws. Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact the Human Resources department to discuss options for leave.

The FMLA requires private employers with 50 or more employees and all public agencies, including state, local, and federal employers, and local education agencies (schools), to provide eligible employees up to 12 weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons. The 12-month period is a calendar year, from January 1 through December 31, except for leaves to care for a covered service member with a serious illness or injury. For those leaves, the leave entitlement is 26 weeks in a single 12-month period, measured forward from the date an employee first takes that type of leave.

6.9.1 Basic Leave Entitlement.

The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or child birth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

6.9.2 Military Family Leave Entitlements.

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from (1) short notice of deployment (limited to up to seven days of leave); (2) attending certain military events and related activity; (3) arranging childcare and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to five days of leave); (7) attending post-deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

6.9.3 Benefits and Protections during FMLA Leave.

During FMLA leave, the Township will maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, an employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Certain highly compensated key employees also may be denied reinstatement when necessary to prevent "substantial and grievous economic injury" to the Township's operations. A "key" employee is an eligible salaried employee who is among the highest paid ten percent of the Township's employees within 75 miles of the worksite. Employees will be notified of their status as a key employee, when applicable, after they request FMLA leave.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

6.9.4 Employee Eligibility.

The FMLA defines eligible employees as employees who: (1) have worked for the Township for at least 12 months; (2) have worked for the Township for at least 1,250 hours in the previous 12 months; and (3) work at or report to a worksite which has 50 or more employees or is within 75 miles of Township worksites that taken together have a total of 50 or more employees.

6.9.5 Definition of Serious Health Condition.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school, work, or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

6.9.6 Use of Leave.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies also may be taken on an intermittent or reduced work schedule basis.

6.9.7 Substitution (Concurrent use) of Paid Leave for Unpaid Leave.

Employees may choose the use of accrued paid leave while taking FMLA leave. Accordingly, the Township employees may use any accrued paid sick, personal, and vacation days during an unpaid FMLA leave taken because of the employee's own serious health condition or the serious health condition of a family member or to care for a seriously ill or injured family member in the military. In addition, the employee may use any accrued paid vacation, personal or sick days during FMLA leave taken to care for a newborn or newly placed child or for a qualifying exigency arising out of a family member's active duty or call to active duty status in support of a contingency operation. In order to use paid leave for FMLA leave, employees must comply with the Township's normal paid leave procedures found in its Vacation and Sick Leave policies.

6.9.8 Employee Responsibilities.

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the Township's normal call-in procedures. The Township may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Employees must provide sufficient information for the Township to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the Township if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also are required to provide a certification and periodic recertification supporting the need for leave. The Township also may require a second, and if necessary, a third opinion (at the Township's expense) and, when the leave is a result of the employee's own serious health condition, a fitness for duty report to return to work. The Township also may delay or deny approval of leave for lack of proper medical certification.

6.9.9 Township Responsibilities.

The Township will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If employees are not eligible, the Township will provide a reason for the ineligibility.

The Township will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's FMLA leave entitlement. If the Township determines that the leave is not FMLA-protected, the Township will notify the employee.

6.9.10 Other Provisions.

Under an exception to the Fair Labor Standards Act (FLSA) in the FMLA regulations, hourly amounts may be deducted for unpaid leave from the salary of executive, administrative, and professional employees; outside sales representatives; certain highly-skilled computer professionals; and certain highly compensated employees who are exempt from the minimum wage and overtime requirements of the FLSA, without affecting the employee's exempt status. This special exception to the "salary basis" requirements for the FLSA's exemptions extends only to eligible employees' use of FMLA leave.

Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when the Township has approved the employment under its Outside Employment policy and the employee's reason for FMLA leave does not preclude the outside employment.

6.9.11 Unlawful Acts by Employers.

The FMLA makes it unlawful for any employer (1) to interfere with, restrain, or deny the exercise of any right provided under the FMLA; or (2) to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

6.9.12 Enforcement.

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

6.10 LEAVE WITH PAY - COURT LEAVE AND BEREAVEMENT

Leave with pay may be granted, upon approval of the Department Head in the following instances:

6.10.1 COURT LEAVE

Leave with pay shall be granted to full-time employees in order to serve required jury duty or to appear in a case resulting directly from the discharge of duties as a Township employee. Written notice of the summons must be provided to the Department Head as soon as it is available. All fees paid to an employee for jury duty and court witness fees shall be turned over to the employer at the end of court service.

6.10.2 BEREAVEMENT

In the event of the death of an employee's immediate family member such full-time employee will be granted bereavement leave of up to four (4) regularly scheduled work days with no loss of pay or sick leave time, this policy may be extended on an individual basis at the discretion of the Manager or Board of Trustees.

The immediate family shall be defined as the employee's mother, father, current spouse, children, grandchildren, brother, sister, grandparent. In addition to immediate family, bereavement leave shall also be granted in the event of an employee's current step-parent, step-grandparent, step-children, mother-in-law, father-in-law, brother-in-law, sister-in-law.

In the event that bereavement leave is granted due to a death in the employee's immediate family and the death or internment occurs at a distance greater than 300 miles from Kalamazoo, an additional one (1) day of bereavement leave shall be granted by the Employer.

In the event that an employee loses his/her current spouse by death, the employee will be granted a bereavement leave of fifteen (15) calendar days in duration, providing that there are dependent children residing at home; provided further that should there be no dependent children residing in the home, then said leave shall be for a period of seven (7) calendar days. In the event that an employee loses a dependent child due to death, an emergency leave of seven (7) calendar days will be granted per occurrence

6.10.3 MILITARY RESERVE LEAVE

All full-time employees who are called for involuntary active duty by any of the established United States Armed Forces Reserve Units or by the Michigan National Guard, shall be paid the difference between their total monthly military pay inclusive of all special compensations and allowances (excluding travel reimbursements), and their base monthly Township pay minus appropriate deductions for up to one-year of activation. During this year, the Township will continue the employee's pension contribution based upon their total pay as well as providing health insurance benefits for the military activated employee's family, if the family is not covered by a plan similar to the Township group health insurance plan. The Township will also continue the employee's service credit along with any other statutorily required provisions.

6.10.4 UNPAID TIME OFF

Unpaid time off of one (1) day or less may be granted at the sole discretion of the Department Head. The maximum number of occurrences allowed per year will be six (6).

6.11 GROUP INSURANCE BENEFITS

6.11.1 HEALTH

The Kalamazoo Township Health Benefits Ordinance (Ordinance No. 520) authorizes the Township Board to determine by resolution all health related benefit programs to be offered to Township officers and employees and their dependents. Accordingly, the health related benefit programs offered Township officers and employees and their dependents and the eligibility criteria for these programs shall be such as are adopted from time to time by resolution of the Township Board and shall be subject to possible future modification or termination by resolution of the Township Board. Ordinance No. 520 became effective February 1, 2005 and repealed the predecessor Kalamazoo Township Group Insurance Ordinance (Ordinance No. 210).

6.11.2 ACTIVE EMPLOYEE

Regular full-time employees are eligible for health insurance on the first day of the first full month following employment start. Information on plan choices and cost are available from the Human Resources office. Employees may elect to change plans during an open enrollment period each year.. The Human Resources office should be informed of any changes that need to be made to insurance such as the birth of a child or a divorce within 30 days of the event.

6.11.3 OPT-OUT HEALTH INSURANCE OPTION

If an employee certifies they are covered under another health insurance plan (a "Qualified Health Plan" [QHP]; for example, a QHP plan provided by a spouse's employer), you may waive your health insurance coverage provided by the Township. They will receive a cash benefit ("Opt-Out" payment) in lieu of such health insurance. The cash benefit shall be determined by the Employer on an annual basis and you will be notified of that determination before the annual election period. This amount is taxable and will be paid to you proportionately at each payroll period. An Employee who has waived Township health insurance coverage under this section may withdraw that waiver and subsequently receive Township health insurance coverage, subject to the rules and eligibility requirements of the Township's then-current health insurance program.

6.11.4 VISION INSURANCE COVERAGE

Vision insurance is available to all current full-time employees. An employee premium co-pay of 20% will be required. Employees that choose not to enroll in the program will not be eligible for an opt-out payment. The policy is not available to retirees.

6.11.5 LIFE INSURANCE COVERAGE

Life insurance is provided to eligible Township officers and employees in accordance with the benefit schedule approved by the Board. Upon separation of service, life insurance coverage may be available, on a self-pay basis, using continuation, conversion or portability of coverage as available per the life insurance policy in effect at the time.

Additional voluntary life insurance for employee, spouse and dependents is available at the time of initial enrollment. All cost for voluntary life insurance are paid by the employee.

Consult a certificate of coverage or the human resources office for additional details.

6.12 VOLUNTARY ADDITIONAL EDUCATION

The employer may provide financial assistance to regular full-time employees who hereafter take the following types of college courses:

- Courses leading toward an Associate's Degree, Bachelor of Arts or Science, a Master's, or a Technical Degree.
- The financial assistance shall consist of the reimbursement of 50% of the cost of tuition, administrative, and laboratory fees provided the employee received at least a "C" in undergraduate courses or a "B" in Masters or "Pass" in a pass/fail course and presents receipts for such expenses.
- The employer will not provide for the cost of textbooks or training aides, or for deposits, transportation, graduation fees, meals, athletic, or similar activity fees.

Additional qualifications for such financial assistance shall include the following:

- The course must bear a definite relationship to an employee's current position with the Township as determined by the Manager after consultation with the Department Head.
- The course load may not interfere with the employee's ability to perform his/her current job; the Department Head may limit the employee's course load if adverse effects on his/her performance are discerned.

6.13 RETIREMENT BENEFITS

6.13.1 GROUP HEALTH INSURANCE

6.13.1 RETIREE AND NON ACTIVE EMPLOYEE COVERAGE:

Benefits shall include medical, dental, and prescription drug coverage which would be reduced if an employee, employee's spouse, and/or dependent(s), become eligible for coverage under another employer's health plan.

If eligible for Medicare or Medicaid, employee, spouse, and/or survivor family must enroll in both Part A and Part B within prescribed time limits.

Conditions for Coverage:

- Retirement from the Township at age 55 or older, with ten (10) or more years of continuous (i.e. uninterrupted/unbroken) service as a regular full-time Township employee.
- Permanent and total disability, defined as "being unable to continue employment with the Township because of illness or physical impairment," as determined or verified by the Township's designated health care professional.

Surviving Family Members (Retiree or Active)

Health Insurance Coverage for the surviving family members (i.e. qualifying dependents) of a deceased employee or retiree will be provided under the following conditions:

- A full-time employee's death occurring while the employee is on Township time and while the employee is engaged in performing his/her Township job duties. The duration of survivor coverage shall be determined by utilizing the formula set forth in the coverage duration formula; based on the deceased employee's qualifying years of Township service.
- A covered retiree's death. The duration of survivor coverage shall be determined by utilizing the formula set forth in the coverage duration formula; limited to the retiree's remaining months of coverage.

Coverage Duration Formula

Formula: Three (3) months health insurance coverage for each complete year of full-time Township service (either as an employee or elected official), up to a maximum of sixty (60) months of coverage, as a total lifetime benefit.

In accordance with COBRA regulations, retirees, spouse, and/or survivor family may continue under the Township Group medical coverage at their own expense when Township paid benefits cease.

Retirees shall not be eligible for the "Opt-Out" payment. A retiree, spouse and/or qualifying survivor family member that has previously waived Township health insurance and who is otherwise still within the period of eligibility for such coverage, may withdraw that waiver and subsequently receive Township health insurance coverage for the remainder of the eligibility period prescribed in the coverage duration formula subject to the rules and eligibility requirements of the Township's then-current health insurance program.

Although the above referenced benefits are currently provided to eligible employees, the Township expressly reserves the right to change insurance carriers, as well as the right to increase co-pays, eliminate co-pays, and/or modify, alter, or terminate these arrangements at any time for any reason it deems appropriate.

6.13.2 TOWNSHIP 401 (A) PENSION PLAN

The Kalamazoo Township Pension Plan Ordinance (Ordinance No. 567) provides for the creation and establishment of a pension plan program for certain Township officers and employees of the Township and provides the Board authority to modify any pension plan. The Pension Plan is a defined contribution, individual account plan (sometimes called a money purchase plan) because the Plan specifies contributions rather than an ultimate benefit and maintains individual accounts for each Participant

Generally an employee becomes vested in the plan upon completion of forty-eight (48) months service.

The employer will pay into the Pension Plan for each full-time employee a sum as established by a Board of Trustees resolution.

6.13.2.1 Eligibility:

Class II – Paid on call fire fighters

Class III – All full-time employees and non-sworn police department employees hired after 1-1-2013

Class IV – All full-time employees and non-sworn police department employees hired before 1-1-2013

6.13.2.2 Entry:

Class III, IV – one month after eligibility.

Class II - Immediate

6.13.2.3 Contributions:

Employee:

Mandatory (Class II only):

Employee after-tax contribution of 6.20% of compensation

Voluntary (available to all classes):

After-tax deferral – 1% - 10% of compensation

Rollover from former employer's plan or IRA

Employer:

Class II – 6.20% of compensation

Class III – 10% of compensation

Class IV – 12% of compensation

6.13.2.4 Vesting:

Employee Contributions - 100% Immediate

Employer Contributions:

Class III, and IV – 100% after 48 months

Class II - 100% Immediate

A plan information summary booklet is available from the Payroll Office.

6.13.3 DEFERRED COMPENSATION 457 PLAN

(per Ordinance #271) - Voluntary Plan

The Township has established a 457 deferred compensation plan whereby an officer, official, or employee of the Township may be eligible to defer that employee's compensation or a portion thereof, said deferred compensation to be paid by the Township or its agent to said officer, official, or employee according to the terms of the agreement with said person at a later date; said deferred compensation shall be for the purpose of providing future additional income for said officer, official, or employee and for deferring federal and state income tax liability resulting from said deferred compensation to the time of receipt by said person.

The Township agrees to deduct from the employee's paychecks amounts designated by the employee and to remit the same to the chosen deferred compensation plan. The only obligation of the Township is to make the monetary transfers designated by employees; The Township has no obligation to make contributions to either deferred compensation plan, no fiduciary responsibilities relative to the plans, bears no responsibility or liability for administration of the plans, and is under no obligation to provide information to employees about investment options, costs or other features of the plans, all of which responsibilities and liabilities belong to the employee and plan providers.

6.13.4 OTHER VOLUNTARY CONTRIBUTION PLANS

The Township has also made available regular IRA's and Roth IRA's for employees and their spouses to make voluntary contributions in accordance with current tax laws. Information is available in the payroll office. The employee or spouse may be responsible for making payments directly to the provider of the plan.

6.13.5 SEVERANCE PAY

6.13.5.1 More Than One Half of Accumulated Sick Time Upon Retirement

Any full time employee who retires from the Township at age 55 or older, or who is totally and permanently disabled, defined as "being unable to continue employment with the Township because of illness or physical impairment," as determined or verified by the Township's designated health care professional, with ten (10) or more years of continuous (i.e. uninterrupted/unbroken) service as a full-time Township employee, and who has more than one-half (½) of their accumulated sick time remaining upon retirement, shall be awarded severance pay in the amount of \$150.00 per year for each complete year of Township service.

6.13.5.2 Less Than One Half of Accumulated Sick Time Upon Retirement

Any full time employee who does not qualify under Item A, who retires from the Township at age 55 or older, or who is totally and permanently disabled, with ten (10) or more years of continuous (i.e. uninterrupted/unbroken) service as a full-time Township employee shall be awarded \$25 per year for each year of employment by the Township as Severance Pay.

POLICIES AND PROCEDURES

7.1 DIRECTION AND CONTROL OF OFFICE ADMINISTRATION

The Township Board via resolution and employment contract has given the Manager overall supervisory responsibility for day-to-day Township operation pursuant to the Michigan Charter Township Act. This includes supervision of all Department Heads and employees, full and part-time contracted professionals, i.e., attorneys, engineers and auditors, report to the Township Manager. The Manager is to act as the Chief Administrative Officer of the Township and shall be responsible to the Township Board for the efficient administration of all departments of Township Government.

Township board members should make all inquiries, requests or complaints about department heads or employees to the Manager. Any directives, complaints or requests made by a board member directly to

a department head or employee, other than from a board member with statutory authority over the department head or employee, must be brought to the attention of the Manager prior to initiating any response.

7.2 TOWNSHIP LETTERHEAD

Because statements made on Township stationery may be construed as the official position of the Township. Township employees shall not make written statements representing the Township outside of the scope of their authority when using Township stationery. All correspondence should be considered a public document, unless the contents are specifically excluded from disclosure by state law.

7.3 KEYS

Keys may refer to metal keys, key fobs or ID cards containing electronic key chips.

The Manager or Department Head shall designate which employees or others are authorized to receive a key.

If a key is lost, the Manager shall be informed immediately. A replacement key shall be issued. If the Manager has reason to believe that the missing key may be used for unauthorized use, new locks may be installed.

Upon termination of employment, the employee shall return their office keys to the Township Manager or Department Head.

No person shall duplicate a key without authorization from the Manager or make a key available to any unauthorized person.

Each Department Head shall determine who shall be issued keys to any secured facilities, such as a safe, cash drawer or filing cabinet within the department.

7.4 PERSONAL MAIL

The Township is a business address, and all mail and deliveries received at Township facilities are subject to Township policies regarding how mail and deliveries will be received and whether mail or deliveries will be opened by the Township.

The Township is a public entity, and mail and deliveries received at Township facilities may be subject to public disclosure if they constitute public records. Township employees, volunteers and consultants/contractors shall have no expectation of privacy regarding personal mail or deliveries at Township facilities.

7.5 AUTHORIZATION TO RECEIVE PAYMENTS TO THE TOWNSHIP

Personnel authorized by the manager to receive payments will be given an authorization code that shall not be shared

7.6 BULLETIN BOARDS

Public notices from non-profit organizations or other government entities that are intended or incidentally promote or support the goals of the Township, as stated in the Board's strategic plan, or that are legally required to be displayed, will be submitted to the Manager for consideration for posting on Bulletin Boards or on the Township Website

7.7 VALUABLES

Township employees, volunteers and consultants/contractors should exercise caution in keeping money or other valuables in their desks or at their work stations. The Township shall not be responsible for the loss of any personal property

7.8 ACCESS TO PERSONNEL FILES

Employee files are maintained by the Human Resources department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Personnel file access by current employees and former employees upon request will generally be permitted within 3 days of the request unless otherwise required under state law. Personnel files are to be reviewed in the Human Resources department. Employee files may not be taken outside the department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

Medical records are kept in separate files and are protected under HIPPA regulations.

7.9 ATTENDANCE

All employees are expected to arrive on time, ready to work, every day they are scheduled to work.

7.10 OUTSIDE EMPLOYMENT

Employees are permitted to work secondary jobs as long as it does not interfere with their job performance with the Township. Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

7.11 DRESS AND GROOMING

The Township provides a casual yet professional work environment for its employees. Even though the dress code is casual, it is important to project a professional image to our customers, visitors, and coworkers. All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste. Please use common sense.

Any questions or complaints regarding the appropriateness of attire should be directed to the Human Resources department. Decisions regarding attire will be made by the Human Resources department and not by individual departments or managers with the exception of Police, Fire and Maintenance.

Township employees are asked not to wear clothing identifying them as Township employees in settings that, or while behaving in a manner that, could reflect poorly on the Township.

7.12 NON-SMOKING POLICY

7.12.1 Tobacco Use in Township Buildings

Consistent with the provisions of 1986 PA 198, the use of tobacco in any form is prohibited in all buildings and vehicles owned, operated or under control of the Township, with the exception of the Fire Chiefs' residences. The use of tobacco is permitted outdoors (but not within 30 feet of any building entrance/exit) on property owned and/or operated by the Township.

7.12.2 Tobacco Use with Public

Employees shall not use tobacco in any form when interacting with the public.

7.13 ALCOHOL AND SUBSTANCE ABUSE POLICY

7.13.1 Overview

Employees involved with alcohol and drugs tend to be less reliable, less productive, more accident prone, and less likely to report regularly in a mental and physical condition fit for work. This jeopardizes the reputation of the Township, the quality of its service, and the well-being of the involved employees, their families and their co-workers. The Township expects employees to report to work on time and in condition to perform their duties throughout their workday. The Township is committed to strictly enforce its Alcohol and Substance Abuse policy and to maintain a safe working environment that is free from the effects of substance abuse.

7.13.2 Violations

The Township specifically prohibits and will discipline, up to and including discharge, any employee for any of the following activities:

- (1) Use, consumption, possession, being under the influence of, sale, transfer, manufacture or possession of drugs or drug paraphernalia during work time (including breaks and meal periods), on Township business, on any Township premises or work sites, including in Township supplied vehicles. Township vehicles or private vehicles used while on Township business are included within this prohibition.

The use of the term “drug” in this Policy refers to both legal and illegal controlled substances, unless the legal use is pursuant to the instruction of a medical professional licensed to prescribe or advise individuals on the use of drugs who has been informed of the employee’s job duties and has advised that the substance does not adversely affect the employee’s ability to safely perform his or her job. The term “drug” also includes, but is not limited to, marijuana, cocaine, ecstasy or molly, PCP, heroin, LSD, hallucinogens, morphine, amphetamines and barbiturates.

The use of over-the-counter drugs and legally prescribed drugs is permitted as long as they are used in the manner for which they were prescribed and provided that such use does not hinder an employee's ability to safely perform his or her job. Employees should promptly inform their supervisor if they believe their prescribed medication will impair their job performance, safety, or the safety of others, or if they believe they need a reasonable accommodation when using such medication

- (2) The illegal possession, use, consumption, sale and/or distribution of drugs or controlled substances off-duty. This does not prohibit possession and use of medication prescribed for the employee and taken in the manner and dosage prescribed.
- (3) Use, consumption, sale, transfer, or possession of alcohol on any Township premises (excluding off-duty use at parks or other Township property where alcohol use is allowed) or work sites, including private vehicles while on Township business or Township supplied vehicles, where permitted by law.
- (4) Being impaired by or under the influence of alcohol, drugs or controlled substances while on Township premises or work sites, including Township supplied vehicles or private vehicles, during working hours (including breaks and meal periods) or while on Township business. Further, employees are expected to remain drug free, the presence of illegal drugs in an employee's test shall be regarded as a violation of this policy.

Township officials who engage in the limited, appropriate and lawful social use of alcoholic beverages in the course of their recognized duties are exempt from this policy only to the extent of appropriate and lawful use.

- (5) Conviction under any criminal drug statute or other off-the-job conduct, which adversely impacts the employment relationship in the judgment of the Township.
- (6) Failure to report to the Township Manager the use of any prescribed medication, which may alter behavior, physical ability or mental functions.
- (7) Refusing to submit to an inspection or required test that is requested by management or failure or refusal to sign any required document or cooperate fully with any investigation associated with the enforcement of this policy.

7.13.3 Testing Of Applicants and Employees

Drug testing may be administered as part of the regular pre-employment physical examination for new hires. Employees may be required to submit to drug and/or alcohol testing if the Township has a reasonable suspicion that the employee is/was under the influence of drugs or alcohol while on Township property, on Township time (including breaks and meal periods), or on Township business. Any tampering with a specimen or interference with a drug test will result in termination.

Any employee involved in a workplace accident involving bodily injury (to himself, herself or a third party), property damage or when, in the Township Manager's or department head's judgment, there is

reason to believe that the employee is intoxicated or impaired, will be required to submit to drug and/or alcohol testing. The Township will act on the results of said tests in accordance with this policy.

7.13.4 Condition of Employment

Compliance with the Township's Substance Abuse Policy is a condition of employment.

7.14 INFORMATION SYSTEMS USE AND SOCIAL MEDIA POLICY

This policy is regarding the use of **the Township's information systems and social media**, by Township employees. This policy applies to all employees, approved volunteers, consultants, service providers and contractors performing business on behalf of the Township ("employees").

The Township prohibits the inappropriate use of electronic communication systems, media imaging systems, networks, devices and equipment, and dissemination of inappropriate information, images, recordings, photographs, videos or other materials by Township employees. This includes the use of social media. Social media is broadly defined as internet-based communications technology that provides immediacy, interactivity and the sharing of information across multiple platforms.

The Township allows the use of social media, where appropriate, to further the goals and missions of the Township. Only authorized personnel may make postings to any official Township social media or web account. The Township has an overriding interest and expectation in deciding what is "spoken" on behalf of the Township through social media.

It is the policy of the Township that all individuals abide by the policy set forth herein when using Township information systems, which are defined as: computers and the services of both internal and external databases and information exchange networks, the internet, email, voice mail, mobile data terminals, facsimile machines, mobile telephones, lap top computers, portable electronic devices, smart phones and social media ("Information Systems").

7.14.1 Software

The unauthorized use of Township software is prohibited. Employees shall not make or use unauthorized copies of software programs. Employees shall not install or run outside software on Township computers unless approved by the Manager. All outside software or documents must be virus-scanned before being installed or run on Township equipment.

7.14.2 Passwords and Encryption

Employees may use encryption software supplied to them by the department head for purposes of safeguarding sensitive or confidential business information. Employees who use encryption on files stored on a Township computer must provide the department head or designee with a sealed hard copy record to be retained in a secure location of all of the passwords and/or encryption keys necessary to access the file

Communications sent by video, email, text message or other media may be subject to disclosure under the Freedom of Information Act or in litigation. No employee shall have any expectation of privacy with regard to any information transmitted or stored on the Township's Information Systems.

Transmission of electronic messages and information on communications media provided for employees of the Township shall be treated with the same degree of propriety, professionalism and confidentiality as official written correspondence or public records.

The Township encourages authorized and trained personnel with access to Township information systems to utilize these devices whenever necessary. However, all information systems are the property of the Township and use of any of these Information Systems is a privilege that is subject to revocation. Information systems are intended for use in conducting official Township business with limited exceptions noted in this policy.

Employees are advised that they do not maintain any right to privacy or ownership in the Information Systems equipment or its contents or to include or install personally owned software. All information and messages that are created, sent, received and/or stored on the Township's Information Systems are the sole property of the Township. For example, all email is subject to the right of the Township to monitor, access, read, disclose and use such email without prior notice to the originators and recipients of such email.

It should be noted that emails may be subject to State of Michigan record retention schedules.

The Township reserves the right to access any of the records within the Information Systems at any time and to retain or dispose of those records as it deems necessary and appropriate, and may require employees to provide passwords to files or programs that have been encrypted or password protected.

The Township reserves the right to access, for quality control purposes and/or for violations of this policy, data, electronic, video and voice transmissions of employees conducting business in the Township.

Personal and/or private use of Township information systems to access social media or web sites is restricted to authorized breaks and lunch time as permitted by the employee's department head. However, employees are reminded that you shall not have any expectation of privacy. Further, Employees may not incur personal charges using the Township's information systems (e.g. long distance charges, faxes, texts, etc.) for later repayment.

Accessing or transmitting materials from Township information systems that involve the use of obscene language, images, jokes, sexually explicit materials, or messages that disparage or threaten the municipality, any person, group, or classification of individuals is prohibited regardless of whether the recipient has consented to or requested such materials.

Police Department Exception: Employees involved in criminal investigations, during the performance of their official duties, may be requested to receive, copy, download, or transmit sexually explicit or other materials normally not allowed. Anyone requiring such authorization will request, in writing, permission from the employee's supervisor prior to beginning to receive, copy, download or transmit this material.

Confidential, proprietary or sensitive information may be disseminated or made available through shared directories or networked systems only to individuals with a need and a right to know and when there is sufficient assurance that appropriate security of such information will be maintained. The dissemination of confidential, proprietary or sensitive information, including photographs, on social media sites or personal web pages is prohibited.

No employee shall access or allow others to access any file or database of the Township unless that person has a need and a right to such information. The Township's information systems are only to be used by authorized persons, and an employee must use the Township issued password in order to access and use the systems. Personal identification and access codes shall not be revealed to any unauthorized source.

Employees are not to open email messages unless they are certain of the trustworthiness of the source.

Employees may not utilize email messages as a secure and confidential means of communication since subsequent direction of the message cannot be controlled.

Employees may not knowingly accept, forward or save messages with inappropriate content. It is the employee's responsibility to advise the sender (if known) to discontinue the sending of inappropriate content to the Township computer system. If after reasonable notification, the sender continues to send inappropriate content, the affected employee should notify their supervisor as soon as possible.

Creating a web site, social media page or document that has any appearance of officially representing the Township is prohibited without the express written approval of the department head subject to review of the Manager. This approval may be withdrawn at any time for any reason. If an employee requests to use Township material and the request is approved, the employee also consents to the Township monitoring their social media site(s) to ensure continued appropriate use of the material.

Using images of any official Township uniform, logo, patch, badge, property or sign on personal web site, social media page or document is prohibited without the express written approval of the Manager, subject to review of the Board.

Employees shall not utilize Information Systems to spoof, masquerade or assume any identity or credentials of another individual.

Police Department Exception: Employees involved in criminal investigations, during the performance of their official duties, may be requested to spoof, masquerade or assume any identity or credentials of another individual. Employees will request, in writing, permission from the employee's supervisor prior to beginning such activity.

The use of social media shall conform to all Township policies prohibiting discrimination, retaliation and harassment of co-workers.

Note: Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits.

7.15 CELL PHONE POLICY

7.15.1 Use of Cell Phones or Similar Devices.

While at work, employees are expected to exercise the same discretion in using personal cell phones as they use with Township phones or computers. Excessive personal use during the workday for calls, texting or internet use, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees should restrict personal use during work time, and should use personal cell phones only during scheduled breaks or lunch periods in non-working areas. Other personal use should occur during non-work time whenever possible, and employees should ensure that their friends and family members are instructed of this policy. The Township is not liable for the loss of personal cell phones brought into the workplace.

7.15.2 Personal Use of Township-Owned Cell Phones.

The Township may issue cell phones to employees for work-related communications. Employees in possession of Township equipment (including cell phones) are expected to protect the equipment from loss, damage, or theft. On resignation or termination of employment, or at any time on request, the employee may be asked to produce the phone for return or inspection. Any employee unable to present the phone in good working condition within a reasonable time period may be expected to purchase a replacement. Employees who leave the Township with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

7.15.3 Township-Owned and Supplied Devices or Vehicles

An employee who uses a Township-supplied portable electronic device or a Township-supplied vehicle is prohibited from using certain functions of a portable electronic device while driving. This prohibition includes all text messaging, surfing the internet, viewing video, receiving or responding to e-mail or any other communication application other than the cell phone function. The use of the cell phone function of a portable electronic device shall be limited to necessary Township related business. Cell phone operation must be hands free. The safe operation of the vehicle is the ultimate responsibility of the driver.

7.15.4 Review of Monthly Charges.

The Township may monitor employees' cell phone usage on Township-issued devices. Signs of potential misuse will be brought to the attention of the employee's department head, who will determine if reimbursement or other action is required.

7.15.5 Use of Personal Electronic Devices to Access Township E-Mail

With the approval of their department head, employees may, for their convenience, access the Township's enterprise e-mail server utilizing approved personally owned electronic devices. No other information system or equipment owned or operated by or for the Township may be accessed in this manner. Employees who are so authorized are reminded that all applicable Township policies governing the use of the Township's information systems and devices applies equally to an employee's use of his

or her personally owned device (s) when used for this purpose. Employees who are so authorized shall, upon request and /or at the time of termination, immediately produce his/her device(s) so the Township can retrieve/delete any Township data/information on the devices(s). Employees are responsible for the security of their devices used for this purpose and for any Township data or information residing on them.

Non-exempt hourly paid employees shall not use any Township provided or personal device to perform “work” outside of regularly scheduled work hours unless explicitly authorized by a supervisor. An authorized employee may – outside of regularly scheduled work hours and without a supervisor’s permission – use a device to access the Township’s network to check e-mail. This must, however, be infrequent, for the employee’s convenience, and be limited to non-compensable de-minimus periods of time (generally no more than a few minutes).

7.15.6 Assignment of Township owned Electronic Devices

The Township Manager is assigned with the responsibility of determining which Township employees are to be assigned Township owned telephones or other electronic devices. Some employees will be assigned cell phones for which the Township will both provide and pay for the purchase and for monthly fees associated with its business use. It is understood that some employees will carry the Township-owned cell phone only during the work day and that other employees may be required to carry the Township-owned cell phone 24/7. Employees are subject to the Township’s Cell Phone Policy and Information Systems Use and Social Media Policy.

The type of cell phone provided to the employee will depend on the needs of the position.

The Manager, subject to Township Board approval, also has the authority of establishing a monthly allowance for employees that need the use of a cell phone during the normal course of business and prefer to own their device.

7.15.7 Employee Monthly Allowance

The Manager, subject to Township Board approval, establishes the following monthly allowance for employees that need the use of a cell phone during the normal course of business and prefer to own their device. In general, the rate is based on the monthly service costs for a Township provided cell phone.

Telephone only - \$15/month

Phone with data package - \$55/month

7.15.8 Other

Any violation of the Township’s cell phone usage policy may result in a loss of access, disciplinary action (including termination), or legal action.

The theft, damage to or loss of a Township-issued phone must be reported to the department head as soon as possible. In the event of a lost or damaged Township-issued phone, the Township may repair or replace the phone if there is no employee negligence.

7.16 SOCIAL SECURITY NUMBER PRIVACY POLICY

The Township is required by the Michigan Social Security Number Privacy Act, Public Act 454 of 2004, MCL 445.81 et seq., (the "Act") to create a privacy policy concerning the Social Security numbers that it possesses or obtains.

Pursuant to the Act, the privacy policy must at least:

- Ensure to the extent practicable the confidentiality of the Social Security numbers.
- Prohibit unlawful disclosure of the Social Security numbers.
- Limit who has access to information or documents that contain the Social Security numbers.
- Describe how to properly dispose of documents that contain the Social Security numbers.
- Establish penalties for violation of the privacy policy.

This Privacy Policy sets forth the Township's policies and procedures regarding how Social Security numbers are obtained, stored, transferred, used, disclosed and disposed.

It is the policy of the Township to protect the confidentiality of Social Security numbers obtained in the ordinary course of Township business from employees, vendors, contractors, customers or others. No person shall knowingly obtain, store, transfer, use, disclose, or dispose of a Social Security number that the Township obtains or possesses except in accordance with the Act and this Privacy Policy.

7.16.1 Obtaining Social Security Numbers

Social Security numbers should be collected only where required by federal and state law or as otherwise permitted by federal and state law for legitimate reasons consistent with this Privacy Policy.

Legitimate reasons for collecting a Social Security number include, but are not limited to:

- Applicants may be required to provide a Social Security number for purposes of a pre-employment background check,
- Copies of Social Security cards may be obtained for purposes of verifying employee eligibility for employment.
- Social Security numbers may be obtained from employees for tax reporting purposes, for new hire reporting or for purposes of enrollment in any Township employee benefit plans.
- Social Security numbers may be obtained from creditors or vendors for tax reporting purposes.

7.16.2 Public Display

All or more than four sequential digits of a Social Security number shall not be placed on identification cards, badges, time cards, employee rosters, bulletin boards, permits, licenses or any other materials or documents designed for public display. Documents, materials or computer screens that display all or more than four sequential digits of a Social Security number shall be kept out of public view at all time.

7.16.3 Account Numbers

All or more than four sequential digits of a Social Security number shall not be used as a primary account number for an individual.

7.16.4 Computer Transmission

All or more than four sequential digits of a Social Security number shall not be used or transmitted on the Internet or on a computer system or network unless the connection is secure or the transmission is encrypted.

7.16.5 Mailed Documents

Township documents containing all or more than four sequential digits of a Social Security number shall only be sent in cases where state or federal law, rule, regulation, or court order or rule authorizes, permits or requires that a Social Security number appear in the document. Documents containing all or more than four sequential digits of a Social Security number, that are sent through the mail, shall not reveal the number through the envelope window or otherwise be visible from outside the envelope or package.

7.16.6 Freedom of Information Act

Where all or more than four sequential digits of a Social Security number are contained within a document subject to release under the Freedom of Information Act, the Social Security number shall be redacted or otherwise rendered unreadable before the document or copy of a document is disclosed.

7.16.7 Storage

All documents containing Social Security numbers shall be stored in a physically secure manner. Social Security numbers shall not be stored on computers or other electronic devices that are not secured against unauthorized access.

7.16.8 Access to Social Security Numbers

Only personnel who have legitimate business reasons to know will have access to records containing Social Security numbers. The department heads having access to records containing Social Security numbers shall determine which other personnel within their departments have a legitimate reason in the Township's ordinary course of business to have access to such Social Security numbers. Personnel using records containing Social Security numbers must take appropriate steps to secure such records when not in immediate use.

7.16.9 Documents

Documents containing Social Security numbers will be retained in accordance with the requirements of state and federal laws. At such time as documents containing Social Security numbers may be disposed of, such disposal shall be accomplished in a manner that protects the confidentiality of the Social Security numbers, such as shredding.

7.16.10 Unauthorized Use or Disclosure of Social Security Numbers

The Township shall take reasonable measures to enforce this Privacy Policy and to correct and prevent the reoccurrence of any known violations. Any employee, who knowingly obtains, uses or discloses

Social Security numbers for unlawful purposes or contrary to the requirements of this privacy policy shall be subject to discipline up to and including discharge. Additionally, certain violations of the Act carry criminal and/or civil sanctions, The Township will cooperate with appropriate law enforcement or administrative agencies in the apprehension and prosecution of any person who knowingly obtains, uses or discloses Social Security numbers through the township for unlawful purposes.

7.17 TOWNSHIP OWNED VEHICLE POLICY

This policy sets forth regulations and procedures for the use of Township-owned vehicles.

7.17.1 Assignment, Enforcement, and Interpretation

The Township Manager is vested with the responsibility of assignments within the guidelines set forth and for interpretation and enforcement of this policy except where that responsibility and authority is delegated to Department Heads. The Board of Trustees retains the responsibility of making assignments to elected officials.

7.17.2 Special Use Assignment

A Township vehicle may be assigned to an employee for normal and after-hours business where the job requires either of the following:

- Where routine, regular and emergency Township business exists after normal working hours and is required to be performed by the employee after normal working hours.
- Where there exists a requirement to be in frequent radio communication to and from a department after normal working hours.

7.17.3 General Use Assignment

All Township vehicles with the exception of specialized vehicles such as police vehicles, heavy duty maintenance vehicles, etc., are subject to general assignment. The Department Head will determine and assign vehicles to employees for use during normal business hours. The following criteria establishes such an assignment:

- Where such use is routine Township business.
- Where such use is necessary for Township business and where use of a personal vehicle would not be appropriate or functional.
- When forecasted emergency situations are imminent a Department Head may authorize the take home of a vehicle to an "on-call" status employee.

7.17.4 Rules and Procedures

Township vehicles are not to be operated by anyone other than authorized employees.

The conducting of personal business with a Township vehicle is prohibited except:

- Where regulated by existing Police Department regulations.
- When transportation for meals occurs during regular working hours
- For incidental stops while going to or from the work place and by the most direct route.

- Township vehicles should not be used to transport non-Township persons except as it relates to Township business.

Observance of all laws and ordinances is required. Citations of any type incurred while such vehicle is being driven, will be the responsibility of the employee.

All safety, speed, and driving conditions shall be carefully observed.

Misuse or abuse of Township-owned vehicles may result in having a vehicle assignment withdrawn, the denial of the right to operate a Township-owned vehicle, and/or disciplinary action as the facts may support.

All accidents involving Township vehicles must be reported immediately to the appropriate police agency and Department Head.

Records may be required by the Township Manager or Department Head to support the use of Township-owned vehicles.

Driving records of all Township employees who drive Township vehicles and employees who drive vehicles on behalf of the Township shall be evaluated annually. It is the responsibility of the employee to notify his/her Department Head upon revocation or suspension of his/her driver's license. Upon revocation or suspension of a license by the Secretary of State's office, driving privileges shall be immediately suspended.

8. SAFETY, ETHICS AND CONDUCT

8.1 COMMITMENT TO SAFETY

Protecting the safety of our employees and visitors is the most important aspect of running the Township.

All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

In the event of an emergency, notify the appropriate emergency personnel by dialing 911.

8.2 WORKPLACE VIOLENCE PREVENTION

The Township is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at Township-sponsored functions.

All Township employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their Department Head. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the Township, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

8.3 JOB PERFORMANCE

Communication between employees and Department Heads is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed. Each Township employee will have an annual performance review with their department head.

8.4 CONFLICT OF INTEREST, CONFIDENTIAL INFORMATION AND ETHICS

The Township expects all employees to conduct themselves and Township business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with a manager for advice and guidance on how to proceed. The list below suggests some of the types of activity that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

Any alleged violations of any codes of conduct by employees, officials or administration should be brought to the attention of the Manager who will investigate the allegation. The Manager shall provide a report of his/her findings to the involved individual and the Policy Administration Committee (PAC). In the event that the complaint involved the Manager it should be reported to the Supervisor who will follow due process in investigating and reporting to the involved individual and the PAC.

8.5 UNACCEPTABLE CONDUCT

Township employees are routinely in the public eye. This list sets forth rules governing general conduct and identifies behavior that will subject the employee to discipline. This list is not all-inclusive, and other appropriate Township standards of conduct or rules may be in existence or established.

- Unsatisfactory job performance or neglect of duty.
- Insubordination (An employee's intentional refusal to obey an employer's lawful and reasonable orders.).
- Immoral or indecent conduct or conviction of a felony or of a misdemeanor involving moral turpitude.
- Abusive, threatening, or coercive treatment of another person while on Township time or property. (See Harassment Policies.)
- Falsification of personnel records, time reports, or other employee or Township records.
- Theft, intentional destruction, and/or abuse of the Township's or another employee's property.
- Violating a safety rule or safety practice, including deliberate or careless conduct endangering the safety of the employee or other employees including the provoking of or instigating of a fight during working hours or on Township premises.
- Violating the Township's Substance and Alcohol Abuse policy.
- Unexcused absenteeism and/or tardiness.
- Failure to report for work without giving notice to the employer within thirty (30) minutes after the start of the scheduled work day, unless it is impossible to give such notice.
- Inattentiveness to work including, failing to start work at the designated time, quitting work before the proper time or leaving work assignments for personal reasons without permission from the Department Head or Manager.

- Posting unauthorized materials on walls or bulletin boards, defacing or removing authorized material from bulletin boards.
- Vending, soliciting, or collecting contributions on the employer's time and/or premises without prior authorization from management.
- Violation of any other Township standard of conduct or rule applicable to the employee.

Note: Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits.

8.6 HARASSMENT POLICIES

8.6.1 TOWNSHIP OF KALAMAZOO SEXUAL HARASSMENT POLICY

Sexual harassment of employees in any form is unacceptable conduct which will not be tolerated. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. No management representative, elected official, supervisor, officer, or other employee shall threaten or insinuate, either explicitly or implicitly that another employee's refusal to submit to sexual advances will adversely affect that person's employment, work status, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment. Similarly, no employee shall promise, imply or grant any preferential treatment in connection with another employee or applicant engaging in sexual conduct. Sexual harassment also includes unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display in the work place of sexually suggestive objects or pictures, sexually explicit or offensive jokes, or physical assault.

8.6.2 OTHER HARASSMENT

Kalamazoo Township does not condone or allow harassment, and Kalamazoo Township expects all of its employees to conduct themselves with dignity and with respect for their co-workers and others.

Therefore, any employee who feels they are a victim of harassment (based on the employee's inclusion within any protected classification, including race, color, religion, national origin, age, sex, height, weight, handicap/disability, marital status, veteran status, citizenship, gender identity, sexual orientation, or genetic information) by any supervisor, elected official, management official, other employee, citizen, visitor, vendor, or any other person, in connection with their employment at Kalamazoo Township, should complain to the same persons, and according to the same procedures, as is provided in section 8.6.3 below. The Township will promptly investigate all allegations of improper harassment and will take the appropriate corrective action.

8.6.3 HARASSMENT AND COMPLAINT PROCEDURE

Any employee who believes that they are a victim of harassment, including but not limited to any of the conduct listed above, by any supervisor, management official, officer, elected official, other employee, citizen, visitor, vendor, or any other person in connection with employment at Kalamazoo Township, may inform the person that their conduct/communication is inappropriate and unwelcome, and may tell the person to stop engaging in such conduct/communication. The employee should also bring the matter to the immediate attention of their department head or the Manager. An employee who is uncomfortable for any reason in bringing such matter to the attention of their department head or the Manager, or who is not satisfied after bringing the matter to the attention of his/her department head or the Manager, should report the matter to the Chair of the Policy Administration Committee. Any questions about this policy or potential harassment should also be brought to the attention of the same persons.

Upon receipt of the complaint, a prompt and impartial investigation will be conducted. The totality of the circumstances, nature of the incident, and context in which the alleged incident(s) took place will be thoroughly investigated. Any employee who has been found to have violated this policy may be subject to appropriate discipline, up to and including discharge.

Complaints will be kept confidential to the extent possible. It is the primary goal of the Township to investigate and resolve all complaints. As part of the investigation, it is possible that it will be necessary to reveal certain details and information. It is also possible that the information gathered during an investigation will be subject to subsequent legal or administrative proceedings which may require disclosure of the contents and results of the investigation.

Kalamazoo Township will not retaliate against any employee merely because the employee has filed a good faith complaint alleging harassment.

Any employee who is determined, after an appropriate investigation, to have engaged in harassment in violation of this policy will be subject to appropriate disciplinary action up to and including termination.

9. DISCIPLINARY PROCEDURE

The Township expects employees to comply with the Township's standards of behavior and performance and to correct any noncompliance with these standards. Inappropriate conduct will not be tolerated however the use of corrective action will not alter the "at will" relationship.

An employee may experience difficulties in their job performance or work habits, such as poor attendance, unsatisfactory quality of work, or unsatisfactory quantity of work. Generally speaking, if an employee is having difficulties, the employee and the Township will attempt to identify the problem and take steps to resolve it. However, the Township reserves the right to end the employment relationship for any reason or no reason at any time, so long as there is no violation of applicable Federal, State or local law.

When appropriate, the Township reserves the right to use corrective measures to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit. This policy does not modify the status of employees as employees-at-will.

10. PROBLEM RESOLUTION PROCEDURE (PRP)

The purpose of this Problem Resolution Procedure (PRP) is to afford employees an opportunity to resolve problems regarding the meaning, interpretation, or application of the rules and regulations contained in this manual. It shall be the objective of all parties to resolve PRP quickly and fairly.

First Step: Promptly discuss the problem with the Department Head. The Department Head shall orally communicate his/her decision to the employee.

Second Step: If the problem is not resolved in the First Step, the employee may put the problem in writing and submit it to the Manager within three (3) working days of receiving the Department Head's oral decision. The Manager shall review the problem and communicate his/her decision in writing to the employee.

Third Step: If the problem is still unresolved, the employee may submit the problem in written form with complete details of the incident within three (3) working days of receipt of the Policy Administration Committee's written decision to the Township Supervisor. The Township Supervisor shall forward the written problem to the Township Board for resolution. The Township Board's decision shall be final.

NOTE: This Problem Resolution Procedure is to be used for all Township employees not covered by a Collective Bargaining Agreement or rules and regulations of the Township Fire Department.

11. VOLUNTARY SEPARATION OR TERMINATION FROM EMPLOYMENT

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their supervisors at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Holidays and paid time off will not be counted toward the 10-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire. An appointment should be made by the employee for an exit interview with the Department Head/Manager.

In most cases, the Department Head will conduct the exit meeting on or before the last day of employment to collect all Township property, and to discuss final pay. An employee who voluntarily terminates employment or is discharged will be paid all wages earned and due as soon as the amount can be determined, or at the latest, on the next regularly scheduled payday.

Employees shall not take public records with them when they terminate employment or contract with the Township, and they shall not destroy records that have not yet fulfilled their approved retention period. The Clerk or designated employee is responsible for ensuring that the records, including email and other digital records, of employees who are separating from the Township are retained in accordance with the Township's record retention policies.

Employees must turn in all Township property upon termination. Failure to do so may lead to appropriate legal action. An employee may appeal a termination decision through the Problem Resolution Procedure.

If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.

Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done at the discretion of the Township.

12. GLOSSARY OF TERMS

ACCRUE - To increase or accumulate a benefit, such as sick leave

APPRAISAL - An evaluation of performance

CELL PHONE - Any portable electronic device with the ability to receive and/or transmit voice, video, text, or data messages.

COMPENSATORY TIME - Time off given as an equivalent to premium (overtime) pay.

DEPARTMENT HEAD - An employee who is in charge of a department, (e.g. the police chief, the fire chief and the assessor). The Manager also functions as department head. In some cases a Department Head may delegate some of his/her supervisory authority to other employees, creating a chain of command.

EXEMPT - An employee not covered by some pay provisions, such as overtime. Typically salaried.

HIRE DATE – Date that offer of has been made and accepted and the form I-9 is completed.

MERIT - Work or performance deserving of approval.

PERMANENT DISABILITY - Unable to perform any work for the Township.

PERSONNEL DIRECTOR - By Statute and Board authority, the Township Supervisor has delegated the Manager to be the Personnel/Human Resources Director.

PREEMPTED - To take by virtue of seniority

RESIDENTIAL STATION OFFICER - A Residential Station Officer (RSO) is a full-time, Township Board appointed fire department position that resides at one of the fire stations as a condition of employment. The RSO's are responsible for maintaining an "on duty" status of 120 hours a week and are responsible for the general emergency response operations and maintenance of the assigned facilities, vehicles and equipment.

START DATE – Date that the employee actually commences work.

TENURE - Period which an employee holds a job

TERMINATION - The end of employment, for whatever reason.

APPENDIX A

A.1 SUPPLEMENT FOR FIRE DEPARTMENT RESIDENTIAL STATION OFFICERS - EMPLOYEE BENEFITS

Recognizing that the Residential Station Officer (RSO) employment position is a full-time, salaried employee of the Township that is responsible for maintaining an “on duty” status averaging 120 hours per calendar week, the Township of Kalamazoo Personnel Policy Manual is amended – for Residential Station Officers only – as follows (except as explicitly modified below, all other portions of the Personnel Policy Manual remain “as is”):

A.1.1 PAID SICK TIME

Regular full-time RSOs will earn twenty-four (24) hours of paid sick time per fully completed month.

A RSO may use up to forty-eight (48) hours of accumulated paid sick time each year for personal business with prior approval of the Immediate Supervisor.

RSOs may accrue sick time up to a total of 6,240 hours.

Sick leave may be used in increments of a half day (12 hours), or less as granted at the sole discretion of the Department Head.

A.1.2 FLEXIBLE SCHEDULING

Flexible scheduling of work time may occur during the 168 hour work week. The Department Head may restructure an employee’s work hours during the 168 hour work week. As salaried exempt, RSOs do not receive overtime or compensatory time.

A.1.3 RELEASE TIME

Regular full-time RSOs will earn forty-eight (48) hours release time per seven (7) day work-week (96 hours per pay period).

Earned release time accrues throughout the calendar year.

Earned release time may be used with the Department Heads written permission (the RSO should make his/her request as far in advance as possible).

Earned and unused release time will be lost on the last day of the calendar year (“use it or lose it”).

A.1.4 LEAVE WITH PAY – BEREAVEMENT

In the event of the death of an employee’s immediate family member such full-time employee will be granted bereavement leave of up to four (4) (96 Hours) regularly scheduled work days with no loss of pay or sick leave time; provided, however, that the above days must be consecutive work days (may bridge across previously scheduled day off).

The immediate family shall be defined as the employee’s mother father, current spouse, children, grandchildren, brother, sister, grandparent. In addition to immediate family, bereavement leave shall also be granted in the event of an employee’s current step-parent, step-grandparent, step-children, mother-in-law, father-in-law, brother-in-law, sister-in-law.

In the event that bereavement leave is granted due to a death in the employee’s immediate family and the death or internment occurs at a distance greater than 300 miles from Kalamazoo, an additional one (1) day of bereavement leave shall be granted by the Employer. Any extension of bereavement leave, beyond the four (4) or five (5) day leave per occurrence, as may be applicable, will be at the sole discretion of the Employer.

In the event that an employee loses his/her current spouse by death, he/she will be granted a bereavement leave of fifteen (15) calendar days in duration, providing that there are still dependent children residing at home; provided further that should there be no dependent children residing in the home, then said leave shall be for a period of seven (7) days. In the event that an employee loses a dependent child due to death, an emergency leave of seven (7) days will be granted per occurrence under this Article.

A.1.5 VACATION

Regular full-time RSOs earn hours of vacation per fully completed month of employment as follows:

Years of Service (Seniority Date)	Monthly Accrued Hours	Maximum Accrued Hours
0 through 3	20	360
3 year, 1 month through 10 years	30	540
10 years, 1 month through 15 years	40	720
15 years, 1 month through 29 years	50	900
29 years, 1 month and up	60	1080

A new employee shall not use earned vacation hours until completion of six (6) months of continuous employment. In the event of a conflict within the Department, the employee with the oldest seniority date shall be granted the vacation. However, a vacation scheduled ninety (90) days of more in advance may not be preempted. Vacation requests must be submitted in writing and approved by the Department Head.

Paid vacation may be used in increments of a half day (12 hours), or less as granted at the sole discretion of the Department Head.

An RSO’s available accrued hours will be divided by three (3) before payment of any accrued and unused vacation is made upon separation from employment.

Paid Authorized Holidays and Paid Rotating Holiday
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Regular full-time Township employees receive paid holidays as determined by the Township Board.

In lieu of RSOs receiving the Township Board specified paid holidays; RSOs will instead be credited with twenty-four (24) hours of time off for each Township Board authorized holiday for the calendar year. The total time off will be calculated by the number of authorized paid holidays, divided by 12 and accrued by the RSO on a monthly basis. As an example, if the Township Board authorized 10 paid holidays for a calendar year, the RSOs will accrue 20 hours (10 holidays x 24 hours divided by 12 months) of paid time off per month. The RSO will continue to be paid his/her regular salary when absent while using/taking these earned hours.

Use of this time must be requested/scheduled/approved in accordance with current policy and practice to ensure proper station coverage.

Earned and unused paid holiday time will be lost on the last day of the calendar year (“use it or lose it”).