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Welcome new employee!

On behalf of your colleagues, I welcome you to Nashville and wish you every success here.

We believe that each employee contributes directly to Nashville's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with Nashville.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,  
The Village President

## INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with Nashville and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Nashville to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As Nashville continues to grow, the need may arise and Nashville reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of such changes to the handbook as they occur.

## 101 NATURE OF EMPLOYMENT

Employment with Nashville is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, Nashville may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Nashville and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at Nashville's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Village Council of Nashville.

## 102 EMPLOYEE RELATIONS

Nashville believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Nashville amply demonstrates its commitment to employees by responding effectively to employee concerns.

## 103 EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Nashville will be based on merit, qualifications, and abilities. Nashville does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Nashville will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

In addition to a commitment to provide equal employment opportunities to all qualified individuals, Nashville has established an affirmative action program to promote opportunities for individuals in certain protected classes throughout the organization.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the committee chairman. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

## 107 IMMIGRATION LAW COMPLIANCE

Nashville is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Nashville within the past three years, or if their previous I-9 is no longer retained or valid.

Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

## 108 EMPLOYEE CONFLICTS OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Nashville wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the committee chairman for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of Nashville. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Nashville's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she disclose to an officer of potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Nashville does business but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Nashville.

## 110 OUTSIDE EMPLOYMENT

Employees may hold outside jobs as long as they meet the performance standards of their job with Nashville. All employees will be judged by the same performance standards and will be subject to Nashville's scheduling demands, regardless of any existing outside work requirements.

If Nashville determines that an employee's outside work interferes with performance or the ability to meet the requirements of Nashville as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with Nashville.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside Nashville for materials produced or services rendered while performing their jobs.

## 112 NON-DISCLOSURE

The protection of confidential business information and trade secrets is vital to the interests and the success of Nashville.

Employees who are exposed to confidential information may be required to sign a non-disclosure agreement as a condition of employment. Any employee who improperly uses or discloses trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment, even if he or she does not actually benefit from the disclosed information.

## 150 NEPOTISM POLICY (accepted 1-11-07)

### **SECTION 1. Family Member Employment.**

The Village of Nashville considers it an unlawful employment practice regarding a member of an individual's family working or who has worked for the Village of Nashville to:

- a. Refuse to hire or employ that individual;
- b. Bar or terminate from employment that individual; or
- c. Discriminate against that individual in compensation or in terms, conditions, or privileges of employment.

### **SECTION 2. Conflict of Interest.**

The Village of Nashville is not required to hire or continue in employment an individual if it:

- a. Would place the individual in a position of exercising supervisory, appointment, or grievance adjustment authority over a member of the individual's family, or in a position of being subject to the authority that a member of the individual's family exercises; or

b. Would cause the Company to disregard a bona fide occupational requirement reasonably necessary to the normal operation of the Village's business.

### **SECTION 3. Member of an Individual's Family.**

Member of an individual's family includes wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, father-in-law, mother-in-law, aunt, uncle, niece, nephew, stepparent, or stepchild of the individual.

### **181 NEW HIRE ADVERTISEMENT & SELECTION (revised 8-12-04)**

This policy will be followed for the advertising and hiring of all part-time and full-time positions in the Village of Nashville.

Advertisements for employment opportunity for the Village of Nashville shall be published for two weeks in local newspapers unless qualified applications are on file. Advertisement shall include the following:

- Minimum/maximum salary
- Resume to be returned only at request of applicant
- Resume & Application shall become property of the Village of Nashville and will be public information unless otherwise requested by applicant
- Applications shall be held on file for one year
- Village reserves the right to accept or reject an application
- The Village of Nashville is an Equal Opportunity Employer
- If needed, the village will provide applicants with assistance during the application process

Before hiring any new part-time or full-time employees the following procedures will be followed by the applicant and appropriate committee:

- Applicants must submit a dated and signed application with verifiable references. All applications without references will not be considered.
- Applicant will fill out and sign an Authorization for Release of Information
- The committee chairman, department supervisor or designated committee member shall verify validity of references.
- Village of Nashville will request a State of Michigan background check.
- Appropriate committee shall submit no less than three qualified applications or all qualified applications if less than three are received, with their recommendation to the Village council as a whole. Village council will make final decision on new employees.
- Village of Nashville shall hold all applications on file for 12 months from date of submission unless otherwise requested by applicant. If a vacancy occurs, the Village council as a whole may choose to hire from applications on file without advertisement.



- A Notification of New Employee Hire and Notification of Employee Separation form shall be filed as required by 1965 PA 203, as amended for all Village of Nashville Police Department Officers.

## 183 COMPENSATION PLAN (Revised 1-28-16)

Section 1 - The Village maintains a pay range for each classification with specified pay rates for employees at the start, 6 month, one year, two year, three year and four year steps. This pay range is established after taking into consideration the work performed by employees in that classification, the training and experience required of employees in that classification, the rates of pay for similar work paid by other comparable public and private employers, the cost of living, and other relevant considerations. (departments covered under this process are: DPW, Police, & Village Clerk)

FULL TIME employees are hired at the start rate and are eligible to advance from step to step within the wage range after completion of the specified period of time at that step. FULL TIME employees who are eligible for a step increase in the wage range may be awarded an increase if it is clear that they have proven themselves to be a deserving and efficient employee, and step increases will be denied to employees whose service is not satisfactory. A FULL TIME employee beginning at the start rate within a classification will be eligible for advancement to the 6 Month step after six (6) months of continuous service and to the One Year step after an additional six (6) months of continuous service. Thereafter, FULL TIME employees will be eligible for advancement to the next step on their next anniversary date. The Village may hire FULL TIME employees at advanced steps on the wage range based upon prior experience within the classification. (DPW Workers & Police Chief & Police officers)

PART TIME employees are hired at the start rate for their classification and are not eligible for step increases. PART TIME employees will be given pay increases upon the recommendation of their supervisor and the approval of the Council. (DPW & Police)

UNCERTIFIED PART TIME POLICE OFFICERS are hired in at the required minimum wage for the first 175 hours of employment. After 175 THE NEWLY CERTIFIED PART TIME POLICE OFFICERS are eligible to receive the current start rate for all part time officers. This lower starting rate is designed to help cover the cost of certification and on the job training time that the village incurs when hiring an uncertified officer.

ELECTED these employees include – council president & trustees and are elected to 4 year terms on alternating schedule (per village charter), they are paid per diem. They are not included in the pay ranges listed above but are paid as follows (per Ordinance #63):

President - \$75 per council meeting

Trustees - \$45 per council meeting

President & Trustees - \$10 per committee meeting (one meeting per committee per month)

Elected officials do not receive any insurance or other benefits as offered to hired full time village employees.

APPOINTED these employees include – Planning Commission members, Zoning Board of Appeals members, the Zoning Administrator, DPW Director, Police Chief, Village Clerk and Village Treasurer.

The Planning and Zoning officials are appointed by the Village council to 3 year terms. The Zoning Administrator is appointed by the Village Council to a 1 year terms (per ordinance). The Planning, Zoning officials & the Zoning Administrator are not included in the pay rage listed above but are paid per diem or a quarterly salary as listed below and do not receive any benefits.

ZBA/PC members - \$15 per board meeting

Zoning Administrator - \$2,000 per year (paid quarterly)

The DPW Director, Police Chief, Village Treasurer and Village Clerk are appointed by the Village council to 2 year terms.

The DPW director is considered a full time position; is a salary position; is included in the pay schedule for employees; and receives benefits including retirement, and insurance.

The Police Chief is considered a full time position; is an hourly paid position; is included in the pay schedule for employees; receives benefits including retirement, and insurance.

The Village Clerk is considered a full time position; is a salary position; is included in the pay schedule for employees; receives benefits including retirement, and insurance.

The Village Treasurer is considered a part time position; is a salary position; is included in the pay schedule for employees; receives some benefits but does not receive retirement or insurance benefits.

Section 2 - The Department Head shall be responsible for reviewing all factors affecting the Village's employee Compensation Plan and recommending such changes in the Plan as are pertinent to the fairness and adequacy of the Plan. The Department Head will submit recommendations for modifications to the pay range for each classification of work under their supervision to the Budget Committee for their consideration by December 31. These recommendations shall become an integral part of the Budget Committee's annual budget submitted to the Village Council on or before the last Council meeting in February. Approved adjustments to the Compensation Plan shall coincide with the Village's fiscal year and are in addition to step increases within the wage range. Employees will be advised of any adjustments in the Village's compensation plan. (departments covered under this process are: DPW, Police, & Village Office)

Exception to the above section is as follows:

Village Council, Zoning Board, and Planning Commission Elected and appointed officials pay is set by the ordinance concerning their position. Any change must be done

by a revision of said ordinance. This should be done before the physical year end and in the case of the Village council, before a newly elected councils term begins.

- The following positions are exempt from over time pay (do not receive over time pay):

DPW Director

Village Clerk

Village Treasurer

All elected and appointed officials which include: Village President, Council Trustees, Zoning Administrator, Zoning Board, and Planning Commission

## 184 POLICE DEPARTMENT

The Village of Nashville Police Department is unique from other Village Departments because of their work requirements, duties and job responsibilities. Although Police Department employees receive the same benefits as other village employees, they are separate in regard to certain economic issues and working conditions for the following reasons:

- Police Officers have different working conditions due to the nature of their work. Job performance requires a high degree of physical and mental alertness, as well as knowledge of legal procedures. Police Officers must maintain a strong knowledge of current Nashville Police Department rules and policies.
- Police Officers work in a department which operates virtually around the clock. This requires work on days/nights, weekends and holidays. In addition a police officer has a responsibility towards the profession and the department both off duty as well as on-duty.
- Police Officers often receive specialized training to meet job requirements. State Certification is necessary for employment and training/education must be continuous to keep informed of current law enforcement techniques.

The Village of Nashville along with almost all units of government in the United States recognizes that police officers perform a unique job for the public.

## 185 DRIVERS LICENSE POLICY (3-9-06)

Village of Nashville employees, who's job duties require driving a motor vehicle, must possess a valid Operator's License or Chauffeur's License (as applicable), including all applicable endorsements (hereafter, driver's license), and be otherwise qualified to drive a motor vehicle in accordance with the applicable statutes and regulations established or adopted by the State of Michigan.

It is the policy of the Village of Nashville to conduct its operations in compliance with local, state and federal laws and regulations and with safety as a prime concern.

Therefore, for the sake of safety and compliance with regulations, the Village requires all employees whose job duties require them to drive to have valid driver's licenses and be otherwise qualified and licensed to drive motor vehicles as required by their job classification.

### PROCEDURE

1. An employee must produce a valid Operator's License as a job entry (hiring in, promotion, or transfer) requirement for jobs whose job duties require driving a motor vehicle and must obtain a Commercial Driver's License, Chauffeur's License if required, and any necessary license endorsements and medical certifications required by state or federal law or regulation and be otherwise qualified to drive a motor vehicle.
2. An employee must conform to all Village procedures required to maintain or renew the license.
3. An employee must inform the Village of the withholding, suspension or revocation of this driver's license or loss of his qualification to drive a motor vehicle. Further, if the employee has been issued a restricted license because his license or the endorsement thereon was withheld, suspended or revoked, the Village must be informed.

Failure to inform the Village of the restriction, withholding, suspension or revocation of his driver's license or loss of his qualification to drive a motor vehicle on the next day scheduled to work after he receives written or oral notice of such restriction, withholding, suspension, revocation or loss of qualification shall result in the termination of his employment.

4. An employee who has had his driver's license withheld, suspended or revoked or loses his qualification to drive a motor vehicle and has informed the Village in compliance with section 3, may be provided work in his current classification which does not require driving at a wage rate fifty cents (50¢) below his current rate for a period of time not to exceed 90 calendar days, if the normal work of the department can still be accomplished by this accommodation.

If the employee fails to regain his qualification to drive within the 90 calendar day period, or if the affected department cannot accomplish its work by accommodating the employee, his employment will be terminated.

However the Village may, in its sole discretion, but with the agreement of the Council, elect to provide the employee with work which does not require driving within the department if such employment is available.

5. An employee whose driver's license is withheld, suspended, revoked, or who loses his qualifications to drive a motor vehicle shall be counseled that a second

loss, withholding, suspension or revocation of his driver's license within a two-year period will result in a thirty (30) day disciplinary layoff and possible termination of his employment.

If at the end of the thirty (30) days layoff, the employee has not regained his driver's license or secured a restricted driver's license acceptable to the Village including all applicable endorsements allowing the employee to drive for work purposes, his employment will be terminated.

6. An employee whose driver's license is withheld, suspended, revoked, or who loses his qualifications to drive a motor vehicle on a second occasion shall be counseled that a third loss, withholding, suspension or revocation of his driver's license within a five-year period from the date of the employee's first loss, suspension or revocation, will result in the termination of his employment.

## 201 EMPLOYMENT CATEGORIES (revised 1-28-16)

It is the intent of Nashville to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by Nashville management. (see policy # 183 for listing of exempt employees)

In addition to the above categories, each employee will belong to one of the following employment category:

**PROBATION** employees are those whose performance is being evaluated to determine whether further employment in a specific position or with Nashville is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

**TEMPORARY** employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally-mandated benefits (such as worker's compensation insurance and Social Security), they are ineligible for all of Nashville's other benefit programs.

**REGULAR FULL-TIME** employees are those who are not in a temporary or probation status and who are regularly scheduled to work Nashville's full-time schedule. (This

category includes the Village Clerk) Generally, they are eligible for Nashville's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employee position covers the Treasurer only and is in place when the employee is not assigned to a temporary or probation status and is regularly scheduled to work 21 hours per week (three – seven hour days) in the Village Office. The regular part-time employee is eligible for limited benefits sponsored by Nashville, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary or probation status and who are regularly scheduled to work less than 40 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of Nashville's other benefit programs.

PER DIEM employees are those who are elected or appointed to their office. They routinely work a part-time schedule, including Council, Zoning Board of Appeals, Planning Commission, and Zoning Administrator. These employees are ineligible for all Nashville's benefit programs except legally mandated benefit programs.

## 202 ACCESS TO PERSONNEL FILES

Nashville maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Nashville, and access to the information they contain is restricted. Generally, only supervisors and management personnel of Nashville who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the village office. With reasonable advance notice, (24 hours) employees may review their own personnel files in Nashville's offices. An individual (Village Clerk) appointed by Nashville to maintain the files will be present.

## 203 EMPLOYMENT REFERENCE CHECKS

To ensure that individuals who join Nashville are well qualified and have a strong potential to be productive and successful, it is the policy of Nashville to check the employment references of all applicants.

The Clerk will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and position (s) held.

## 204 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify Nashville of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed notify the village office.

## 205 PROBATION PERIOD

The probation period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Nashville uses this period to evaluate employee capabilities, work habits, and overall performance.

A new employee hired by the Village of Nashville will complete a one year period of probation. During this probation, the worker will be evaluated for job performance by his/her department supervisor. The evaluation will be at three (3) months, six (6) months and at one (1) year, before regular full-time or part time status is obtained. If job performance is unsatisfactory during this probation, the employee may be dismissed.

Upon satisfactory completion of the probation period, employees enter the regular full-time or part time employment classification.

During the probation period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. They may also be eligible for other Nashville-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

## 208 EMPLOYMENT APPLICATIONS

Nashville relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Nashville's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

## 209 PERFORMANCE EVALUATION

### Evaluation Periods

The performance of all employees shall be evaluated to determine whether an employee's performance meets Nashville's standards in accordance with the following:

- A. Normal Evaluation periods – within 10 days of:

For employees who have not completed their probation period: End of 3<sup>rd</sup>, 6<sup>th</sup>, and 12<sup>th</sup> months of employment.

For employees who have been transferred or promoted within Nashville: End of the 3<sup>rd</sup>, 6<sup>th</sup>, and 12<sup>th</sup> months in their new position.

For employees who have completed their probation period: Their anniversary date of hire until reaching standard rate, then annually in October.

- B. Special Evaluations: A special evaluation of an employee's performance may be directed by the Village Council or Committee to be performed at any time.

#### Evaluation Procedure

- A. The supervisor shall submit a written evaluation in the form prescribed by the Village at the end of the evaluation period. This evaluation shall be dated and signed by the supervisor.
- B. There shall be an employee-supervisor conference to review each written evaluation and to discuss corrective steps required to be taken by the employee. At the completion of the conference, the evaluation shall be signed by the employee. The employee will be permitted a reasonable time to prepare a written statement to attach to the evaluation if there is disagreement with its contents. Evaluations are placed in the employee's personnel file, and a copy provided to the employee.
- C. An unsatisfactory rating on the evaluation makes the employee ineligible for a salary step increase or may result in immediate termination. An unsatisfactory evaluation may be followed by a further evaluation within 90 days. If at the end of this period the evaluation is still "unsatisfactory," dismissal is mandatory.
- D. The evaluations for Department Heads will be done by the Village President and the Department Chairman. Department head evaluations will follow all other procedures as stated above.

#### 210 SOCIAL SECURITY NUMBER PRIVACY POLICY (adopted 1-12-06)

The Village of Nashville is required by the Michigan Social Security Number Privacy Act Act No.45 of the Public Acts 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:

- a. Ensure to the extent practicable the confidentiality of the Social Security numbers.
- b. Prohibit unlawful disclosure of the Social Security numbers.
- c. Limit who has access to information or documents that contain the Social Security



numbers.

- d. Describe how to properly dispose of documents that contain the Social Security numbers.
- e. Establish penalties for violation of the privacy policy.

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

It is the policy of the Village to protect the confidentiality of Social Security numbers obtained in the ordinary course of village 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 Village obtains or possesses except in accordance with the Act and this Policy. As used in this Policy, a “Social Security Number” refers to the use of more than four sequential numbers from an individual’s social security number.

**a. 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 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 Village employee benefit plans.
- Social Security numbers may be obtained from creditors or vendors for tax reporting purposes.

**b. Public Display.** 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 times.

**c. Account Numbers.** A Social Security number shall not be used as a primary account number for an individual.

**d. Computer Transmission.** 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.

**e. Mailed Documents.** Village documents containing 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. No document or information containing a Social Security number shall be marked or otherwise sent if the number is visible through the envelope window or is otherwise visible from outside the envelope or package.

**f. Freedom of Information Act.** Where a Social Security number is 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 or a document is disclosed.

**g. 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.

**h. 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 Village'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.

**i. Disposal.** 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.

**j. Unauthorized Use or Disclosure of Social Security Numbers.** The Village shall take reasonable measures to enforce this 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 Policy shall be subject to discipline up to and including discharge. Additionally, certain violations of the Act carry criminal and/or civil sanctions. The Village 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 Village for unlawful purposes.

### 301 EMPLOYEE BENEFITS (revised 2-26-15)

Eligible employees at Nashville are provided a wide range of benefits. A number of the programs (such as Social Security, Workers' Compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law. All benefits below are available to full time employees only unless otherwise noted.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

Auto Mileage (1 – also available to all part-time, elected, and appointed employees upon council approval)  
Bereavement Leave (1 – also available to the regular part-time employee)  
Cell phone reimbursement (1)  
Cost of living increases (1 – also available to the regular part-time employee)  
Employee Training Reimbursement (2 – also available to all part-time employees upon council approval)  
Holidays (1 – also available to the regular part-time employee)  
Holiday Bonus Pay (4 – also available to all part time employees)  
Life/Disability Insurance (4)  
MERS Retirement Defined Benefit Plan (1)  
Sick Leave (1- time off - but cannot be used until employed for 90 days)  
Severance Pay (5 – also available to the regular part-time employee)  
Sick Leave Benefits (Short-term Disability) (4)  
Uniform and Uniform Maintenance (1 – also available to all part time employees)  
Vacation Benefits (5-earned while working first year – also available to the regular part-time employee as noted)  
Witness Duty (1– also available to all part-time employees)  
Worker's Compensation Insurance (1 – also available to all part time employees)  
(additional benefits may be available - as noted in the employee handbook)  
These benefits are figured on an 8 hour day.

Some benefit programs require contributions from the employee, but most are fully paid by Nashville. Table of availability to full-time employees – time starts at the beginning of their probation period.

- 1 – immediately
- 2 – after 30 days
- 3 – after 60 days
- 4 – after 90 days
- 5 – after 1 year

### 302 MERS RETIREMENT DEFINED BENEFIT PLAN POLICY (amended 2-28-13)

Starting at the date of hire, all full-time employees are eligible to contribute to the Village Retirement Defined Benefit plan through MERS at the current rate set by MERS Board Actuary yearly valuation (This rate may change on a yearly basis effective March each year) with a 5.5% of employees base pay match from the village. (Employer's cap on base pay match is 10% - per EVIP qualification and ACT 51 Certification requirement) Meets - ACT 51 Certification per (a)(i)

Deduction for each employees plan will be done on a weekly basis from each week payroll.

Each employees withholding amount will be refigured by the Village whenever a pay increase is given effective the same pay date as the raise is effective.

The village does not provide a retiree health care plan. Meets - ACT 51 Certification per (a)(ii)

The MERS Defined Benefit Plan multiplier for the Village of Nashville is set at 2% for all full time employees. (Maximum allowed is 2.25% per EVIP qualification and ACT 51 Certification requirement) Meets - ACT 51 Certification per (a)(ii)

The MERS Defined Benefit Plan final average compensation shall be computed using a minimum of 3 years compensation and can't include more than 240 hours of paid leave or any overtime. (per EVIP qualification and ACT 51 Certification requirement) Meets - ACT 51 Certification per (a)(iii)

(Village employee's vacation schedule top time available is 160 hours/4 weeks per yr.)

MERS contact information is available at the village clerk's office.

### 303 VACATION BENEFITS – as revised 7-14-2011

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- Regular full-time employees
- Regular part-time employees (office billings clerk)
- Village Clerk

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule.

<b>VACATION EARNING SCHEDULE</b>		
<b>YEARS OF SERVICE</b>	<b>VAC. DAYS PER YEAR</b>	<b>PAYROLL CODE</b>
<b>Regular full-time (8 hr days)</b>		
After 1 year	5 days (40 hrs)	VAC
After 2 years	10 days (80 hrs)	VAC 2
After 7 years	15 days (120 hrs)	VAC 3
After 15 years	20 days (160 hrs)	VAC 4
<b>Regular part-time (7 hr days)</b>		
Yearly (increased by village council action only)	10 days +4 personal days (98 hrs)	VACPT
<b>Village Clerk (7 hr days)</b>		
Yearly (increased by village council action only)	20 days (140 hrs)	VACCL

The length of eligible service is calculated on the basis of a "benefit year" (each employee's anniversary date). This is the 12 month period that begins when the employee starts to earn vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of

absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information)

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. Earned vacation time is available for use in the year following its accrual, and will be granted after the employee's anniversary date. As an employee acquires additional vacation time, the additional time earned in accordance with the vacation earning schedule can only be granted after the employee's anniversary date. A waiver of the anniversary date rule for use of vacation time accrued may be granted by the Department Head in cases of emergency or anniversary date restraints that would prohibit the use of vacation time after an anniversary date. If an employee does not work a full year while earning vacation time because of extended time off on workman's comp or other extended non working time, vacation time will be prorated accordingly.

Paid vacation time can be used in minimum increments of one hour. To take vacation, employees should request advance approval from their supervisors. Request will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee's base rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

Vacation time does not accrue and must be used in the year available.

It is intended that each eligible employee take the annual vacation time to which he/she is entitled each year. Vacation pay must be used for actual time away from the normal work schedule. It will not be paid to employees who don't take actual time off. The only exception to this is payment of unused vacation time upon termination of employment.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.

#### **(VACATION TIME IS NOT COUNTED AS TIME WORKED TOWARDS OVER TIME PAY)**

Days are figured on an 8 hour day

#### **FIRE & AMBULANCE EMPLOYEE BENEFIT**

Nashville employees on the fire or ambulance departments will receive up to two (2) hours pay from Nashville for calls during the normal work day, only if called out after the normal work day starts. After two (2) hours on a call, the employee will not be paid by the village.

#### **304 HOLIDAY BONUS (revised 8-24-06)**

If holiday bonuses are granted by the council the individual must be an active employee on the payroll and have worked during the months of October, November, & December to receive a Holiday Bonus.

The following employment categories are eligible for Holiday Bonus pay:

Regular Full-time  
Regular Part-time  
Part-time

### 305 HOLIDAYS (revised 1-28-16)

Nashville will grant holiday time off to all employees on the holidays listed below.

New Year's Day (January 1)  
Good Friday (Friday before Easter)  
Memorial Day (last Monday in May)  
Independence Day (July 4)  
Labor Day (first Monday in September)  
Thanksgiving (fourth Thursday in November)  
Friday after Thanksgiving  
Christmas Eve Day (December 24)  
Christmas Day (December 25)  
New Year's Eve Day (December 31)

Nashville will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay for all Department of Public Works and Police Department employees will be based on an eight hour day and calculated at the employee's straight-time pay rate (as of the date of the holiday). Holiday pay for the office staff will be based on a seven hour day and calculated at the employee's salary pay rate (as of the date of the holiday).

Eligible employee classification (s):

Regular Full-time employees – All fulltime  
Regular Part-time employees – Treasurer

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (e.g., vacation, sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If an eligible (full-time) nonexempt employee works on a recognized holiday, he or she will receive holiday pay plus wages at one and one-half times his or her straight – time rate for the hours worked on the holiday.

(holiday hours – non work hours – are not counted as time worked towards overtime)  
(all hours worked on a holiday are considered overtime hours even if total hours for the week are less than 40 – full-time employees only)

### 306 WORKERS' COMPENSATION INSURANCE

Nashville provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither Nashville nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Nashville.

### 307 SICK LEAVE BENEFITS (revised 8-96)

Nashville provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries.

Employees are eligible for sick leave upon full-time hire but may not use any accrued time until they have been employed for 90 days.

Eligible employees will accrue sick leave benefits at the rate of 20 hours per quarter (80 hours per year). Sick leave benefits are available to be used after the quarter in which they are earned. During the first 90 days of employment, an employee may not use his/her paid sick leave, although it accrues during that time at the rate of 20 hours per quarter and can be used at the end of the 90 days.

Paid sick leave can be used in minimum increments of one hour. Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member who resides in the employee's household.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Before returning to work from a sick leave absence of ten calendar days or more, an employee must provide a physician's verification that he or she may safely return to work.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as worker's compensation. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance, worker's compensation or Nashville – provided disability insurance programs. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly gross earnings.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 720 hours worth of sick leave benefits. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

An employee can earn up to three (3) days of bonus time off by limiting the use of sick leave, according to the following scale:

HOURS USED	BONUS DAYS EARNED
0 to 15	3 days
16 to 23	2 days
24 to 31	1 day
32 +	0 days

*(for bonus time purposes - day = 8 hrs for DPW & police / day = 7 hrs for village clerk)*

Use of bonus time will be scheduled according to the same guidelines as vacation time. Bonus time off will be figured at the beginning of the villages fiscal year. (March 1)

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence.

Upon termination of employment, employees will be paid \$10 per every 8 hours of unused accumulated sick leave.

**(SICK TIME IS NOT COUNTED AS TIME WORKED TOWARDS OVER TIME PAY)**

308 COST OF LIVING ALLOWANCE (COLA) (revised 11-12-15)

1. Effective January 1, 2016, each eligible employee shall receive a cost of living allowance (cola) in addition to his/her wage rate in accordance with the following rules.

A. Eligible employees are those in the following categories:

Regular Full-time

Regular Part-time

B. The rate of cola shall be determined in accordance to the social security cost-of-living adjustment table as found on [www.socialsecurity.gov](http://www.socialsecurity.gov)

C. The cola will be adjusted on January 1<sup>st</sup> of each year.



D. The increase will be the percent as stated by social security times the employees current pay rate as of January 1.

E. Immediately following each adjustment the cola adjustment shall be added to the starting and standard rates.

### 309 BEREAVEMENT LEAVE

If an employee wishes to take time off due to the death of an immediate family member, the employee should notify his or her supervisor immediately.

Up to three days of paid bereavement leave will be provided to eligible employees in the following classification (s):

Regular full-time employees

Regular part-time employees

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Approval of bereavement leave will occur in the absence of unusual operating requirements. Any employee may, with the supervisor's approval, use any available paid leave for additional time off as necessary.

Nashville defines "immediate family" as the employee's spouse, parent, child, sibling,; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren.

(bereavement leave is not counted towards overtime hours)

### 310 CELL PHONE REIMBURSEMENT (amended 1-26-12)

The Village of Nashville recognizes the benefits to its employees to have cell phones for their use on the job. While the village does not have a cell phone plan of its own nor will it purchase cell phones for employees use, it will reimburse an employee for partial use of their personal phone for business purposes.

To receive cell phone reimbursement an employee must make their phone number available to the village office and other employees as needed. This will be taken by the village as proof of cell phone access and no bill from the employee is necessary for reimbursement. All employees who receive reimbursement for their cell phone use must carry their phones during working hours and they must be available for work related use of said phone.

The rate of reimbursement for employees cell phone use will be as follows:

DPW Supervisor - \$40

Police Chief - \$40

Full time DPW Workers - \$20

Full time Police Officers - \$20

Part time DPW Workers - \$15 (and only upon council approval)

Zoning Administrator - \$20

All other part time, elected, and appointed employees are **not** compensated for their cell phone use.

### 311 UNIFORM AND UNIFORM MAINTENANCE (revised 3-24-2016)

The Village of Nashville is aware of the need for the Police officer and the DPW workers to wear uniforms while on the job. The village will provide uniforms to these employees to use while they are on the job with the Village of Nashville. Uniforms will be provided using the following guidelines:

#### Police

Uniform will be issued from the police stations previously used stock or purchased by the Village, as needed, to/for Police Officers as follows:

short sleeved shirts

long sleeved shirts

pants

warm weather coat

cold weather coat

fire arms

belts

holsters

Nashville Police Patches (on all shirts and coats)

*(village supplied police uniforms do not include shoes)*

#### DPW

Uniforms will be purchased by the Village, as needed, for DPW workers as follows:

short sleeved shirts (with logo)

long sleeved shirts (with logo)

blue jeans (3-6 pairs to be purchased yearly by employee and reimbursed by the village)

winter jacket and overalls

rain suit

water proof boots

*(village supplied DPW uniforms do not include shoes)*

### 312 WITNESS DUTY

Nashville encourages employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed or otherwise requested to testify as witnesses by Nashville, they will receive paid time off for the entire period of witness duty.

Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than Nashville. Employees are free to use any available paid leave benefit (e.g., vacation leave) to receive compensation for the period of this absence.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

### 314 EMPLOYEE TRAINING REIMBURSEMENT (amended 3-22-07)

The village will pay the training expense of an employee who is participating in training that pertains to their job as follows:

1. Employees must obtain their department head's/committee chairman's approval prior to taking any training.
2. The village will pay 100 percent of the costs – excluding books and supplies – for training that fulfills a job requirement or is otherwise required by the council.
3. The department head/committee chairman will submit all accepted requests to the council for payment (submitted with the monthly village bills).
4. If the employee incurs travel expenses while attending a required training session they may submit an expense report for reimbursement of parking and mileage expenses to the council for payment (submitted with the monthly village bills).

### 315 PERSONAL PROPERTY LOSS

#### **1. General**

This policy describes procedures for reporting personal property losses and how the Village will reimburse the loss. Nothing in this policy shall impose or limit legal requirements or requirements of the Village of Nashville.

With respect to personal losses, the Village of Nashville is responsible for:

- Monitoring the financial risk to the Village incurred in the day to day activities of doing business.
- Receiving and processing claims against the Village by forwarding a claim to an insurer or resolving a loss internally.

#### **2. Claims**

All claims against the Village resulting in damage to or loss of property not belonging to the Village should be reported to the Village Clerk in writing. All the known facts of the event resulting in the damage should be included. Statements from all witnesses and/or Village employees should also be obtained in writing and sent as soon as possible to the Village Clerks office.

- If an employee incurs the loss of personal property that **is not** covered by Village insurance or is under the deductible amount, the Village will pay up to a maximum of \$200 per employee for the replacement of the personal item(s).
- If an employee incurs the loss of personal property that **is** covered by Village insurance, the Village will pay \$200 of the deductible amount per employee for the replacement of the personal item(s). The employee is responsible for the remaining deductible amount.
- If the employee has personal insurance that covers the loss/damage of the personal item, the Village will not pay for the replacement of the item(s).
- The village will only pay for the exact same item(s) that was lost. If an item(s) is up-graded, changed, or different in anyway, the difference in cost will be the sole responsibility of the employee.
- If an employee incurs a loss of the same personal property item more than once in a 12 month period, the employee will be solely responsible for the replacement cost of the personal item(s) involved. (This does not include repair of personal item(s) broken due to a work related accident)
- If an employee's personal item(s) is damaged due to a work related accident, the Village will cover the cost of repairs in full for that item(s).

### 316 EMPLOYEES LIFE INSURANCE COVERAGE & HEALTH / DENTAL INSURANCE INCENTIVE PAYMENT (amended 2-26-15)

#### **1. INSURANCE PROVIDED**

The Village of Nashville provides Life insurance coverage for its full-time employees. The village reserves the right to change this coverage, co-payment required from employees, or any other aspect of this coverage as needed to fulfill its obligation to the residents of the community to use its resources wisely and meet current budget needs. In no way should this policy be taken to mean that employees have a contract that requires the village to provide insurance to them. Life Insurance benefits are given by the village and may be removed or changed at anytime the council deems necessary. (Meets - ACT 51 Certification per (b)(i))

The village will pay 100% of the cost of the life insurance plan for all full-time employees. All full-time employees will be enrolled in the village life insurance plan (including short term disability).

#### **2. INSURANCE NOT PROVIDED**

The Village of Nashville does not provide Health or Dental insurance coverage for any village employee. Instead the Village provides an insurance incentive payment to its full-time employees.

#### **3. INSURANCE INCENTIVE PAYMENT**

The Village of Nashville will pay \$300 per month to all full-time employees instead of insurance coverage. This incentive payment is to help employees cover the cost of purchasing health / dental insurance on their own.

(The village of Nashville has less than 50 employees and is not required by the Patient Protection & Affordable Health Care Act - PPACA - to provide health insurance coverage for its employees)

### 317 LONGEVITY BONUS PAY POLICY (accepted 7/28/2016)

Longevity pay is to recognize long-term service to the Village. An eligible employee who has at least twenty-five (25) years but not more than thirty years (30) of Village service shall receive an increase in their base pay as outlined below.

The longevity pay will be added to the employee's base pay on a weekly basis but not included in the schedule of standard pay rates.

Employees who are eligible for longevity pay are all regular full-time employees and the regular part-time employee (treasurer only).

#### Schedule of Longevity Pay

25 years of service	2 % pay increase
26 years of service	½ % pay increase
27 years of service	½ % pay increase
28 years of service	½ % pay increase
29 years of service	½ % pay increase
30 years of service	1 % pay increase (cap 5% total)

### 318 DPW PREMIUM PAY POLICY (accepted 7-23-09)

Any full time D.P.W. employee who attains any earned sewer or water licenses will be paid an hourly premium of \$.15 for each license earned when working hours in the department covered by the license(s) obtained. The D.P.W. Director will notify the Village Clerk when any full time D.P.W. employee has attained the license(s) and the Village Clerk will make the necessary changes on the employee's payroll. This will be paid as a premium and not as a part of the regular work week wage.

The increase will be added to the water / sewer payroll line item only and will only be paid when the employee works hours within the department for which the license pertains to.

If the D.P.W. employee loses the license for which he/she is being paid the hourly premium the premium will be removed from their pay until such time as they regain that license.

### 401 TIMEKEEPING

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require Nashville to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved by the Department head before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employee's responsibility to sign his or her time record to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing.

#### 403 PAYDAYS

The work week shall consist of five daily scheduled work periods in seven consecutive days, commencing at midnight on Sunday.

Weekly payroll periods will be closed at midnight each Sunday and pay checks for the straight time earned will, unless otherwise provided, be issued not later than the end of the work period (5:00 pm – office hours) on the first Friday following. (effective 10-7-02)

Overtime pay will be paid not later than the end of the work period (5:00 pm – office hours) on the second Friday following.

In the event that a regularly scheduled pay day falls on a day off such as a holiday, employees will receive pay on the last day of work before the regularly scheduled pay day.

If a regular pay day falls during an employee's vacation, the employee may have their check mailed to them or deposited automatically for them in their bank for this pay day if a written request is submitted at least one week prior to departing for vacation. \*

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to the office. Employees will receive an itemized statement of wages when Nashville makes direct deposits.

**\*CHECK WOULD BE FOR THE WAGES THAT THE EMPLOYEE WOULD HAVE BEEN PAID FOR ON THE PAYDAY THAT FALLS DURING THEIR VACATION TIME.**

#### 405 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

**RESIGNATION** – voluntary employment termination initiated by an employee.

**DISCHARGE** – involuntary employment termination initiated by the organization.

LAYOFF – involuntary employment termination initiated by the organization for non-disciplinary reasons.

RETIREMENT – voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

#### 407 SEVERANCE PAY (12-8-11)

##### (A) FOR EMPLOYEES TERMINATED BY THE VILLAGE

Nashville provides severance pay to eligible employees whose employment is terminated by the village (laid off), in good standing, for reasons that are not prejudicial to Nashville, as determined by Nashville in its sole discretion. Severance pay for terminated employees will be provided to the following eligible employee classifications:

- Regular full-time employees
- Regular part-time employees (office)

Specifically excluded from benefits under this provision are employees who were hired as temporary employees for a specified period of time or were offered but refused to accept another suitable position with the organization.

Employees who are terminated by the village will be paid an amount equal to two (2) weeks of regular pay at their current pay rate. This pay will be distributed over the two (2) weeks following the employees' termination on the regularly scheduled pay day.

##### (B) FOR EMPLOYEES WHO RETIRE FROM THE VILLAGE

Nashville provides severance pay as stated below to eligible employees who retire from the village after a certain amount of years of service if the employee is in good standing as determined by Nashville in its sole discretion.

Severance pay for retired employees will be provided to the following eligible employee classifications:

- Regular full-time employees
- Regular part-time employees (Water Billings Clerk only)

The severance pay for retirees will be provided for employees who have completed the following years of service:

- 15 years of service - an amount equal to four (4) weeks of regular pay at their current pay rate
- 20 years of service - an amount equal to six (6) weeks of regular pay at their current pay rate
- 25 years of service - an amount equal to eight (8) weeks of regular pay at their current pay rate

This pay will be distributed on a weekly basis over the weeks following the employees' retirement on the regularly scheduled pay day.

#### 409 ADMINISTRATIVE PAY CORRECTIONS

Nashville takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Village Clerk so that corrections can be made on the next available pay date.

#### 410 PAY DEDUCTIONS AND SETOFFS

The law requires that Nashville make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Nashville also must deduct social security taxes on each employee's earnings up to a specified limit that is called the social security "wage base". Nashville matches the amount of social security taxes paid by each employee.

Federal and state tax withholding forms must be filed with the village office upon employees hire date and once a year thereafter to update the files. If an employee wants to change the deduction taken on their withholding form, they must present a new withholding form to the office at least one week prior to the date of the change request. The Village Clerk and/or Finance Committee will only accept four (4) withholding change requests per year. Any additional changes over four (4) per year can be denied upon the judgment of the village clerk.

Nashville offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the cost of participation in these programs.

Pay setoffs are pay deductions taken by Nashville, usually to help pay off a debt or obligation to Nashville or others.

If you have questions concerning why deductions were made from your pay check or how they were calculated, your supervisor can assist in having your questions answered.

#### 411 COMPENSATORY TIME (COMP TIME) POLICY



Overtime and Compensatory Time Off In Lieu of Overtime Pay (Applies to full time employees only, does not apply to salaried, part time, elected, or appointed personnel).

a. In accordance with Fair Labor Standards, the Village hereby recognizes the concept of compensatory time off (comp time). This is earned in the same manner as overtime, and is specifically valued at the rate of one and one-half hours' time off from work for each hour actually worked beyond the employee's normal workweek.

b. Banking (Accumulation) of Comp Time or storing up of comp time is permitted, provided that it is not part of a pay plan. Rules for the accumulation and use of comp time hours is as follows:

1. The maximum accumulation of comp time hours shall not exceed 45 hours (this is equal to 30 hours actually worked).
2. The amount of comp time hours taken by an employee at any one time must be approved in advance by the Department head.
3. All requests for comp time off by an employee must be made to the Department Head at least 5 working days in advance. If granted, this would enable the Department head to make Staffing adjustments in a timely manner. The 5 day rule may be waived at the supervisor's discretion. The granting of comp time off cannot create an overtime situation.
4. Comp time earned must be used within 30 days.
5. Extension of the 30 day rule may be granted by Department Head.
6. All accumulated comp time hours must be used up by the employee by the close of the fiscal year (Feb 28th).

c. The Village Clerk will keep the Official Village record for the accumulation of comp time. If an employee elects to accumulate comp time in lieu of pay they must indicate that choice on the time sheet. If the employee fails to state the wish to accumulate comp time on their time sheet, they will be paid for hours worked at the premium rate.

d. Time and one-half will be paid for all time worked on any regular paid holiday.

e. Banked compensatory time may be payable in cash at the time of an employee's termination of employment through resignation, retirement, dismissal, or death.

## 501 SAFETY

To assist in providing a safe and healthful work environment for employees, customers, and visitors, Nashville has established a workplace safety program. This program is a top priority for Nashville. The executive offices has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

Nashville provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. In the absence of a supervisor, employees should report to the village office. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

## 502 WORK SCHEDULES

The normal work schedule for all DPW Workers employees is eight hours a day, five days a week.

The normal work schedule for the Clerk is seven hours a day, five days a week.

The normal work schedule for the Office Assistant (water clerk) is seven hours a day, three days a week.

The normal work schedule for the police department is as scheduled by the department head.

Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

## 504 USE OF TELEPHONES

Personal use of telephones for long-distance and toll calls is not permitted. Employees should practice discretion in using company telephones when making local personal calls and may be required to reimburse Nashville for any charges resulting from their personal use of the telephone.

To assure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

## 505 SMOKING

In keeping with Nashville's intent to provide a safe and healthful work environment, smoking in the workplace is prohibited. All Village buildings and vehicles will be smoke free.

This policy applies equally to all employees, customers, and visitors.

## 506 REST AND MEAL PERIODS

Village of Nashville full-time and part-time employees working a normal workday in accordance with Section 502 are eligible for rest and meal periods.

The Employer will endeavor to provide employees a fifteen (15) minute break period during the first half of their work day and a fifteen (15) minute break period during the second half of their work day. All break period will be scheduled by the Employer so as not to interfere with the prompt and efficient service to the Employer and the public. During these periods, the employee remains on active duty and must take appropriate actions if necessary.

DPW employees working a schedule in accordance with section 502 of the Employee Handbook will take an unpaid meal period of 30 minutes in length each workday.

Office employees working a schedule in accordance with Section 502 of the Employee Handbook will take an unpaid meal period 60 minutes in length each workday.

Police Officers working a schedule as determined by their supervisor in accordance with Section 502 of the Employee handbook will take a paid meal period of 30 minutes in length each workday provided their shift is eight hours or longer in duration.

The lunch period shall be at or near the midpoint of the scheduled day. The timing of an employee's lunch break shall be scheduled by the Employer so as not in interfere with prompt and efficient service to the Employer and the public.

Paid lunch for on duty police officers is provided because the probability of repeated interruption for emergency situations on a continual basis is greater than for other classifications.

## 507 OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave , vacation leave, comp time used, or any leave of absence will not be considered hours worked for purpose of performing overtime calculations.

## 508 USE OF EQUIPMENT AND VEHICLES

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

## 510 EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid.

## 512 BUSINESS TRAVEL EXPENSES

The Village of Nashville will reimburse its representatives and employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the immediate supervisor and Village Council. In the event travel is necessary prior to a council meeting, signed approval must be obtained from immediate supervisor and/or the Village President and copies will be given to Council members prior to the next meeting.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel (\$.57.5/mile – 2015 rate - Established mileage rate for reimbursement is to match the rate recognized and set by the IRS on January 1<sup>st</sup> of that current year) meals (\$30/day), lodging (up to \$100/night). All lodging requests must follow the following criteria:

- 1) Lodging will be paid for one day conference/training only if over 80 miles away - will cover the night before. Can cover night after only if conference/training ends later than 8 pm
- 2) Lodging will be paid for multiple day conference/training events if over 60 miles away – will cover night before / days between multiple day conference – training. Can cover night after only if conference ends later than 8 pm
- 3) Lodging required due to bad weather is allowed only if travel is dangerous – must have proof of danger (ie – local weather report from internet for that day, printed article about storm for that day)

Trip mileage in excess of 100 miles will be paid at 50% of the established rate.

Employees are encouraged to use Village vehicles whenever possible. A log is to be kept on all mileage and destinations when vehicles leave village limits. Car-pooling is required when more than one person is going to the same event. Mileage will not be paid to multiple vehicles going to the same event.

Mileage will only be paid for those miles incurred above and beyond the employee's normal commute to his/her normal worksite.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased or rented by Nashville may not be used for personal use without prior approval.

When travel is completed, employees must submit completed travel expense reports within seven days. Reports should be accompanied by receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

## 513 WORK OUTSIDE OF REGULAR HOURS

Hourly employees are entitled to be paid time and one half, or earn compensatory time for attendance at functions outside their regular work hours, as required by the Village President, President Pro Tem, Village Council, or Department Head.

## 601 MEDICAL LEAVE (amended 2-26-15)

Nashville provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Employees in the following employment classifications are eligible to request medical leave as described in this policy:

All employees

Eligible employees may request medical leave only after having completed 365 calendar days of service. Exceptions to the service requirement will be considered to accommodate disabilities.

Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to the employee's Department head or committee chairman. Employees returning from medical leave must submit a health care verification of their fitness to return to work from a doctor of Nashville's choice.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within any 12 month period. Any combination of medical leave and family leave may not exceed this maximum limit. If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension. Employees will be required to first use any accrued paid leave time before taking unpaid medical leave.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Nashville will continue to pay insurance incentive payment for the full period of the approved medical leave.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide Nashville with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated

to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to report to work promptly at the end of the medical leave, Nashville will assume that the employee has resigned.

## 602 FAMILY LEAVE (amended 2-26-15)

Nashville provides family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

Employees in the following employment classifications are eligible to request family leave as described in this policy:

### All employees

Eligible employees may request family leave only after having completed 365 calendar days of service. Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for a

family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of 12 weeks of family leave within any 12 month period. Any combination of family leave and medical leave may not exceed this maximum limit. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 30 calendar days. Employees will be required to first use any accrued paid leave time before taking unpaid family leave. Married employee couples may be restricted to a combined total of 12 weeks leave within any 12 month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.

Nashville will continue to pay insurance incentive payment for the full period of the approved family leave.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide Nashville with at least two weeks advance notice of the date the employee intends to return to work. When a family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to report to work promptly at the end of the approved leave period, Nashville will assume that the employee has resigned.

#### 603 PERSONAL LEAVE (amended 2-26-15)

Nashville provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Employees in the following employment classification(s) are eligible to request personal leave as described in this policy:

- Regular full-time employees
- Regular part-time employees

Eligible employees may request personal leave only after having completed 365 calendar days of service. As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from their supervisor.

Personal leave may be granted for a period of up to 30 calendar days every one year. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 30 calendar days. With the supervisor's approval, an employee may take any available sick leave or vacation leave as part of the approved period of leave.

Requests for personal leave will be evaluated based on a number of factors, including anticipated work load requirements and staffing considerations during the proposed period of absence.

Nashville will not pay insurance incentive payment for the full period of the approved personal leave.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, Nashville cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the end of the approved leave period, Nashville will assume that the employee has resigned.

#### 605 MILITARY LEAVE (amended 2-26-15)

A military leave of absence will be granted to employees, except those occupying temporary positions, to attend scheduled drills or training or if called to active duty with the U.S. armed services.

The leave will be unpaid. However, employees may use any available paid time off for the absence.

Nashville will continue to pay insurance incentive payment for the full period of the approved military leave of absence.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with all applicable state and federal laws.

Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual and job seniority rights.

#### 607 PREGNANCY-RELATED ABSENCES

Nashville will not discriminate against any employee who requests an excused absence for medical disabilities associated with a pregnancy. Such leave requests will be made and evaluated in accordance with the medical leave policy provisions outlined in this handbook and in accordance with all applicable federal and state laws.



Requests for time off associated with pregnancy and/or childbirth (apart from medical disabilities associated with these conditions) will be considered in the same manner as any other request for an unpaid personal or family leave.

## 702 DRUG AND ALCOHOL USE (revised – 10-13-05)

### **Employees Subject to Testing**

The Village of Nashville is a drug and alcohol free workplace. Under our drug and alcohol testing policy, Nashville may require current and prospective employees to submit to drug and alcohol testing. Nashville will not ask a prospective employee to submit to testing unless an offer of employment takes place. An offer of employment by Nashville, however, depends on the prospective employee's testing negative for drugs and alcohol.

### **Safeguards**

The purpose of the Village of Nashville's policy is to comply with all state laws governing drug and alcohol testing and is to safeguard employee privacy rights to the fullest extent of the law.

### **Selection**

The Village of Nashville will not ask all employees to submit to drug and alcohol testing. Only those employees in the Department of Public Works and Police Department are subject to drug and alcohol testing.

### **Tested Substances**

The Village of Nashville's drug and alcohol testing program is limited to testing for *[list what you will test for, e.g. blood alcohol, specific drugs and drug types]*. If a test for blood alcohol or the specified drugs and/or drug types reveals any other substances, the testing facility will not report them.

### **Written Notice**

Before Nashville asks an employee to submit to a drug and/or alcohol test. The employee will receive written notice of the request or requirements.

### **Licensed Laboratories**

A laboratory licensed by the state will conduct any drug and/or alcohol testing that Nashville requires or requests. The employee may obtain the name and location of the laboratory that will analyze the employee's test sample by calling *(name of collection lab) (number of)* hours before the employee is scheduled to take the test.

### **Notice of Results**

If the employee is asked to submit to a drug or alcohol test, the Village of Nashville will notify the employee of the results within (*specify time limit, e.g., ‘24 hours’ or “one week”*) after it receives them from the laboratory. To preserve the confidentiality that Nashville strives to maintain, the employee will receive notification by [*method of notification*] whether the test was negative or confirmed positive and; if confirmed positive, what the next step is.

### **Positive Test Results**

If the employee receives notice that the employee’s test results were confirmed positive, the employee will have an opportunity to explain the positive result following the employee’s receipt of the test result. In addition, the employee may have the same sample tested again at a laboratory of the employee’s choice.

### **Adverse Employment Action**

If there is reason to suspect that the employee is working while under the influence of an illegal drug or alcohol, the employee will receive a suspension [with or without] pay until the testing laboratory makes the results of a drug and alcohol test available to the Village of Nashville. Where drug or alcohol testing is part of a routine physical or random screening the municipality will not take adverse employment action until the test results are in.

### **Confidentiality**

The Village of Nashville will make every effort to keep the results of drug and alcohol tests confidential. Only persons with a need to know the results will have access to them. Nashville will ask for the employee’s consent before releasing test results to anyone else- However, test results may be used in arbitration, administrative hearings and court cases arising as a result of the employee’s drug testing. Also, Nashville will send results to federal agencies as required by federal law. If the employee receives a referral to a treatment facility for evaluation, the employees test results will be available to the employee’s counselor. The results of drug testing in the workplace will not be used against the employee in any criminal prosecution.

### **Costs**

The Village of Nashville will pay the cost of any drug and alcohol testing that it requires or asks employees to submit to, including a re-testing of confirmed positive results. The employee will pay for any additional tests that the employee requests

### **Drug and Alcohol Use Prohibited at Work**

The Village of Nashville will not tolerate any use of non-prescribed drugs or alcohol during work hours. If an employee comes to work under the influence of drugs or alcohol or uses drugs or alcohol during work time, the employee will be subject to disciplinary actions, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program.

## **Posting**

Besides being outlined here, Nashville's drug policy is available in the Village office where the employee may review it.

### **703 SEXUAL AND OTHER UNLAWFUL HARASSMENT (revised 11-23-10)**

The village of Nashville is committed to providing a professional work environment that maintains employee equality, dignity, and respect. In keeping with this commitment, the Village strictly forbids discriminatory practices, including sexual harassment and other forms of harassment, as defined in this Policy. Any harassment prohibited by this Policy, whether verbal, physical or environmental, is unacceptable and will not be tolerated, whether it occurs in the workplace or at outside work-sponsored activities.

#### **Harassment Defined.**

The Village prohibits any verbal, physical or visual conduct which could offend, intimidate or create a hostile working environment for any individual on the basis of race, color, religion, national origin, gender, age, disability or any other characteristics protected by federal, state or local law. The Village also specifically prohibits sexual harassment, which is defined in this Policy as sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

The conduct prohibited by the preceding paragraph will not be tolerated under any circumstances, including cases where the conduct is unwelcome, and/or:

1. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual;
3. The conduct has the purpose or effect of unreasonably interfering with the individual's performance or of creating an intimidating, hostile or offensive working environment.

The types of behaviors that may constitute prohibited harassment include, but are not limited to: derogatory, vulgar, or graphic written or oral statements or jokes regarding race, color, religion, national origin, disability, gender, sexuality, sexual experience or any other characteristics protected by federal, state or local law; unnecessary touching or physical assault; sexual compliments, flirtations, advances, propositions, innuendoes, suggestions or jokes; or the display of offensive or sexually suggestive pictures or objects.

This Policy applies to all of the Village's employees, supervisors, and other staff, whether related to conduct engaged in or by fellow employees, supervisors, or someone who is not directly related to the Village, such as a vendor, consultant, client, customer, or other Village contact.

#### **Responsibility.**

It shall be the joint responsibility of supervisors to ensure adherence to this Policy. All supervisors have the duty of ensuring that no individual or employee is subjected to sexual harassment or any other form of unlawful harassment, and of maintaining a workplace free of such harassment. Supervisors shall discuss this Policy with employees and assure them that they are not required to endure any form of unlawful harassment.

### **Complaint Procedure.**

Employees must report any perceived incidents of harassment, regardless of the position of the position of the alleged offender. Any employee who has a harassment complaint against a supervisor, coworker, visitor, customer or other person, must bring the problem to the employer's attention.

If you believe that you have been harassed, you should immediately report the incident to your supervisor or your department committee chair. If you are uncomfortable with reporting the harassment to one of these person's or if you believe that your complaint was not properly addressed, you should report the incident to the Village President.

Any complaint will be thoroughly investigated in a professional manner. Employees will be notified of a decision or of the status of the investigation as soon as possible. There will be no discrimination or retaliation against any individual who files a good-faith harassment complaint, even if the investigation produces insufficient evidence to support the complaint, and even if the charges cannot be proven.

There will also be no discrimination or retaliation against any other individual who participates in the investigation of a harassment complaint. If the investigation substantiates the complaint, appropriate corrective and/or disciplinary action (up to and including discharge) will be pursued. Actions taken internally to investigate and resolve harassment complaints will be conducted confidentially to the extent practicable and appropriate, and consistent with the State Open Records Act, in order to protect the privacy of persons involved.

### **General Provisions.**

- A. If a harassment complaint is directed against the supervisor or department committee chair, the functions assigned to that person by these procedures will be transferred to a superior as designated by the senior village management.
- B. Retaliatory action of any kind taken as a result of any individual or any employee seeking redress under these procedures is prohibited, and shall be regarded as a separate and distinct cause for complaint and discipline under these procedures.
- C. A summary of the Policy will be conspicuously posted at all sites. The Village reserves the right to interpret, apply, amend or revoke this Policy at any time.
- D. Department Heads will complete training on this policy on a yearly basis with records kept of employees in attendance. Attendance records will be kept on file for 7 years.

## NON-HARASSMENT POLICY NOTICE

It is the policy of the Village of Nashville to comply with the letter and the spirit of applicable federal, state and local laws concerning equal employment opportunities. In keeping with this commitment, the Village strictly enforces a Non-Harassment Policy which prohibits sexual harassment and other forms of harassment as defined in the Policy.

The Village Policy prohibits any verbal, physical or visual conduct which could offend, intimidate or create a hostile working environment for any individual on the basis of race, color, religion, national origin, gender, age disability or any other characteristics protected by federal, state or local law. The Village also specifically prohibits sexual harassment, which includes any sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature.

This Policy applies to all the Village's employees, supervisors and other staff, whether related to conduct engaged in by fellow employees, supervisors, or someone who is not directly related to the Village, such as a vendor, consultant, client, customer, or other Village contact. All supervisors have an affirmative obligation to maintain a workplace free of unlawful harassment.

If you experience any harassment, you should immediately report the incident to your supervisor or department committee chair. If you are uncomfortable with reporting the harassment to one of these individual's or if you believe that your complaint was not properly addressed, you should report the incident to the Village President.

Your complaint will be taken seriously and investigated promptly. Appropriate action, up to and including termination, will be taken against individuals who violate this Policy. The Village prohibits any form of retaliation against any employee for filing a complaint in good-faith pursuant to the Policy, or for participating in good-faith in an investigation.

This notice is summary of the Village's Non-Harassment Policy, a copy of which has been provided to all employees. If you do not have a copy of the Policy, or if you have questions regarding this Policy, please contact the Village Clerk.

## 704 ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, Nashville expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Nashville. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

## 705 PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Nashville presents to customers and visitors.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions.

Consult your supervisor or department head if you have questions as to what constitutes appropriate attire.

#### 706 RETURN OF PROPERTY

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. All Nashville property must be returned by employees on or before their last day of work.

#### 708 RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment with Nashville. Although advance notice is not required, Nashville requests at least two weeks' written resignation notice from all employees.

#### 710 SECURITY INSPECTIONS

Nashville wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, Nashville prohibits the possession, transfer, sale, or use of such materials on its premises. Nashville requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees, but remain the sole property of Nashville. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of Nashville at any time, either with or without prior notice.

#### 712 SOLICITATION

In an effort to assure a productive and harmonious work environment, persons not employed by Nashville may not solicit or distribute literature in the workplace at any time for any purpose, except on the public bulletin board in the Village Hall.

Nashville recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (working time does not include lunch periods)

In addition, the posting of written solicitations on company bulletin boards is restricted. These bulletin boards display important information, and employees should consult them for:

Affirmative action statement

Workers' compensation insurance information

State disability insurance / unemployment insurance information

## 790 EMPLOYEE RULES, REGULATIONS, & DISCIPLINARY POLICY (Revised 3-12-15)

### RULES AND REGULATIONS STATEMENT

The Disciplinary Policy rules, regulations and procedures for the Village of Nashville have been established as guidelines for personal conduct and operation so that each employee will be aware of his/her responsibility, authority and demeanor.

No set of rules and regulations or policies and procedures can be established which will embrace all situations a member may encounter. Therefore, it is incumbent upon each member to use the discretion left to him/her and make sound judgments that best reflect upon the Village of Nashville.

#### Rules and Regulations

These are directives established to maintain the highest degree of professionalism by personnel of the Village of Nashville. It is important that each member perform within the rules and regulations so that disrepute will not be brought upon the Village of Nashville.

#### Policy

Policy is a general statement to guide in decision making. All possible situations will not be embraced through policy. Therefore, some things must necessarily be left to the discretion and sound judgment of the individual.

#### Procedures

Procedures are established methods of operation. Through procedures a defined means of doing a particular function is described. By using the procedures, uniformity in the operation of the Village of Nashville will develop.

### RULES AND REGULATIONS

#### Unbecoming Conduct

Employees shall conduct themselves at all times, both on and off the job, in such a manner as to reflect most favorably on the Village of Nashville. Conduct unbecoming employees shall include that which brings the Village of Nashville into disrepute or reflects discredit upon members or that which impairs the operation of efficiency of the Village of Nashville or its employees. Some examples are;

- 1) Illegal gambling
- 2) Disorderly conduct
- 3) Domestic violence
- 4) Sexual misconduct
- 5) Interfering with an investigation or judicial process
- 6) Revealing information to unauthorized persons (including committee members or council trustees).
- 7) Misuse of alcohol or drugs
- 8) Misuse of force
- 9) Late reporting for duty
- 10) Mistreatment of persons in custody
- 11) Neglect of duty
- 12) Sleeping on duty
- 13) Fictitious illness or injury report
- 14) Leaving duty post
- 15) Misprocessing property and evidence
- 16) Taking gifts, gratuities, bribes or rewards
- 17) Lack of courtesy
- 18) Unlawful associations
- 19) Unapproved public statements and appearances
- 20) Unprofessional personal appearance
- 21) Unlawful dissemination of information
- 22) Unlawful intervention
- 23) Incorrect/incomplete departmental reports
- 24) Misuse of departmental vehicles or equipment
- 25) Cowardice

These examples are not all-inclusive but are provided to give employees guidance in determining the types of behavior which may constitute conduct unbecoming an employee.

#### Insubordination

Employees shall promptly obey and carry out all lawful orders of their Department Head. This will include orders relayed from a Department Head through employees of the same or lesser rank.

#### Conformance to Laws

Employees shall obey all criminal and civil laws of the United States and of any state or local jurisdiction in which the employee is present. A conviction for the violation of any law shall be prima facie evidence of a violation of this section. Nothing shall preclude the Department Head from taking appropriate disciplinary action for conviction, plead guilty or nolo contendere to a misdemeanor.

#### Truthfulness



Upon the order of the Department Head, the Department's designee, employees shall truthfully answer all questions specifically directed and narrowly related to their scope of employment in the operation of the Village of Nashville that may be asked of them.

## NONDISCIPLINARY ACTION

### Counseling memo

This is the least severe of all actions and is not considered a disciplinary action. It is a means by which a Department Head calls to the attention of an employee certain deficiencies in the employee's job performance or one or more violations of rules by the employee. As is true in the case of disciplinary actions, counseling the employee is one of the most important concerns here. A record of an oral warning is to be made in writing by the Department Head and included in the employee's personnel file. All counseling memos will be sealed when placed into the employee's file and marked to be removed with the date one (1) year from the date of the memo.

## DISCIPLINARY ACTIONS

The purpose of disciplinary action is not to punish employees but to impress upon each employee the seriousness of his/her actions and to correct the employee's behavior. Three levels or types of actual disciplinary actions are recognized.

### Written Warning

A written warning is the first of the disciplinary actions. This consists simply of a formal memorandum or letter in which the Department Head informs the employee that the employee has violated a rule or that the employee's job performance is not satisfactory. These memorandums must warn the employee that his/her performance or behavior must be corrected if more severe penalties are to be avoided and should give direct and concrete instructions for the future. A record of the written warning is to be made by the Department Head and be included in the employee's personnel file.

### Suspensions

This is an action by which the employee is temporarily suspended from employment with the department and from being paid by the department for a definite period of time. Suspensions carry with them the following:

1. Loss of pay for the time specified
2. Loss of sick leave accrual during the time specified (full-time only)
3. Loss of vacation accrual during the time specified (full-time only)
4. Non-accrual of service credit which will affect the calculation of step increases in salary, and retirement time worked credit (full-time only)

Employees may not use vacation, comp, or sick time while suspended. Before they are suspended, employees shall be given a written memorandum specifying the reason for the suspension and the exact date and time when the employee is to report to either the Department Head or back to work. A copy of this memorandum shall be included in the employee's personnel file.

### Discharge

This action permanently removes an employee from employment. The Department Head will inform Village Council of the employees' work rule violations and/or unsatisfactory job performance. Village Council may act upon or refer to the appropriate committee for recommendation.

### FACTORS TO CONSIDER WHEN DECIDING UPON A DISCIPLINARY ACTION

As stated above, there are some work rule violations that are so serious that they warrant the immediate discharge of an employee. Most offences, however, do not require the immediate discharge of any employee. While there is no formula that the Department Head can use in deciding which disciplinary action to take, it is true that unless immediate discharge is warranted, the Department Head will consider the following:

1. The seriousness of the offense
2. The employee's disciplinary and work records
3. The employee's length of service
4. Past practice in similar or identical cases
5. Circumstances surrounding the incident that are either mitigating (arguing for lesser penalties) or aggravating (those arguing for more serious disciplinary actions)

### GRIEVANCE PROCEDURE

If the employee receiving disciplinary action disagrees with the action taken he/she may file a grievance in writing, signed and dated, within 48 hours to the Department Head. The Department Head will set up a meeting with the employee within 5 days to discuss the matter. The Department Head will listen to reasonable discussion about the issue(s) and take the employees statement under consideration. He will then make a final decision to dismiss, reduce or continue the original disciplinary action as he sees fit.

The Department Head has the final say on all disciplinary actions taken for all employees in his/her department.

If the employee feels that the disciplinary policy was not followed correctly by the Department Head he/she may appeal to the Village Council for a review of the procedures followed by the Department Head. If the Village Council finds any procedure that was not followed or done incorrectly by the Department Head the council may overturn the disciplinary action. But if the

800 LIFE-THREATENING ILLNESSES IN THE WORKPLACE

Medical information on individual employees is treated confidentially. Nashville will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

810 CHAIN OF COMMAND POLICY									
Accepted 6/14/2007									
<p>This policy is in place to make clear the chain of command for all employees. Employees are accountable to their department head. Department heads are accountable to their committee head, committee as a whole, the village council as a whole, and the village president.</p>									
<pre> graph TD     VP[VILLAGE PRESIDENT] --&gt; VC[VILLAGE COUNCIL]     VC --&gt; CC[COMMITTEE CHAIR]     CC --&gt; DC[DEPT. COMMITTEE]     DC --&gt; DH[DEPARTMENT HEADS]     DH --&gt; DPW[Dir. Of Public Works]     DH --&gt; PC[Police Chief]     DH --&gt; VClerk[Village Clerk]     DPW --&gt; DPWStaff["3 Full-time employees 1 Part-time employee"]     PC --&gt; PCStaff["1 Full-time officer Part-time officers"]     VClerk --&gt; WC[Water Clerk]         </pre>									

The Clerk is responsible for monitoring and generally overseeing compliance with the village credit card policy.

Village officers who use a village credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the Clerk.

An official who is issued a credit card is responsible for its protection and custody. Actual cards are to be kept in the village office in a locked file unless otherwise in use. Cards are not to be carried on a daily basis by an employee. If they are taken out of the office for use, they will be returned to the office on the next business day. If a credit card is lost or stolen, the Clerk shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified, by the Clerk to cancel the card.

An officer issued a credit card shall return the credit card to the Clerk upon termination of his or her employment or service with the village.

The Clerk shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip should be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the Village Council.

Officers who use a village credit card in a manner contrary to this policy shall be subject to the following disciplinary actions, as deemed necessary by the Village Council.

## **890 INTERNAL COMMUNICATION POLICY**

The President of the Village of Nashville and the Nashville Village Council are the governing body of the municipality. There is a high probability that members of the governing body will be out of the area during normal business hours.

When an incident or occurrence takes place having possible legal implications involving village property, vehicles, the well being of employed personnel, or poses a health and/or safety risk to village citizens or village operations, at a minimum the Village President and President Pro tempore will be made aware of the situation by the Chief of Police, Superintendent of Public Works, or Village Clerk. If the Village President or President Pro tempore feels it is necessary, they will distribute a copy of the report to all council members. The department head will also include any incident in their regular monthly report to the Village Council.

## **891 COMPUTER, E-MAIL, INTERNET POLICY**

### **General Computer Policies**

Only those persons currently employed (this includes only the following position: Village Clerk, Water Clerk, Village Treasurer, DPW employees, Police department employees, and the Village President) are permitted to use any computer resources owned, rented or leased by the Village.

Use of the Village of Nashville's computer resources or internet connections for gambling, obtaining or distributing pornographic materials, and all other illegal activity is strictly forbidden.

Only the Village Clerk, Police Chief, Director of Public Works or agents contracted by them may install software or hardware on any Village computer system. The Village Clerk, the Police Chief, or the Director of Public Works may, at their discretion, authorize staff to perform specific software or hardware installations. All other software or hardware installations are strictly prohibited.

Unless departmental arrangements have been made, always obtain permission from a co-worker before using his/her P.C. Please be considerate. If you must use someone else's PC, do not change their colors or rearrange the screen icons.

Do not log in to your colleague's computer account. However, staff may authorize other staff members to use their files and/or directories in cooperative projects.

Where copyright laws apply, the Village forbids unlawful copying of any software or manuals.

## **Internet Use**

Access to the Internet is primarily for the exchange of information and research consistent with the vision, mission, goals and activities of the Village.

Access to the Internet is provided both as a business tool for and a benefit to employees.

Employees are expected to use the internet solely for job-related research and Village business communications during work hours.

Employees may use the internet on-site for personal research and communications **outside of work hours**, provided these activities do not result **in additional expenses for the Village** and do not interfere with Village business. Employees shall not use the internet for private or commercial business use.

Employees shall not use the internet for inappropriate or unlawful purposes, including but not limited to, placing unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages, using obscene or otherwise inappropriate language in communications and obtaining, viewing or downloading information that is unlawful, obscene, indecent, vulgar, pornographic or otherwise objectionable.

Internet access records and records of downloaded files are not private and may be occasionally monitored as the Village President deems necessary. Department heads shall be responsible to ensure proper employee use of the internet.

Inappropriate or unlawful use of the internet may result in the loss of access for the user and, depending on the seriousness of the infraction, can result in disciplinary action as deemed appropriate.

## **E-mail Use**

The above rules for the internet also apply to the use of electronic mail provided to Village employees. Electronic mail may constitute a public record under certain circumstances and may be accessible or obtainable by individuals, agencies and others outside the Village and subject to state archivist rules for retention/destruction.

All E-mail originating from or received by Village computer systems is Village property, and is not considered private information. Electronic mail may be monitored by the Department heads and/or the Village President as they deem necessary.

## 892 ELECTRONIC MAIL RETENTION

### **POLICY**

In order for government to function administratively, undergo periodic audits, provide for its legal requirements and document its heritage, it must manage its records properly. Therefore, the Village of Nashville requires its employees to retain and destroy e-mail messages that are sent and received in the course of conducting official business in accordance with an approved records Retention and Disposal Schedule.

### **PROCEDURES**

#### **Definitions:**

**Electronic mail (e-mail):** is a means of exchanging messages and documents using telecommunications equipment and computers. A complete e-mail message not only includes the contents of the communication, but also the transactional information (dates and times that messages were sent, received, opened, deleted, etc.; as well as aliases and names of members of groups), and any attachments. Transactional information can be found and printed or saved from the e-mail system (see the software manual for instructions).

**Records Retention and Disposal Schedules:** are listings of records or records series that are maintained by government agencies in the course of conducting their official business that identify how long the records must be kept, when they may be destroyed and when certain records can be sent to the Archives of Michigan for permanent preservation. In accordance with Michigan law, records cannot be destroyed unless their disposal is authorized by an approved Retention and Disposal Schedule. Retention and Disposal Schedules are developed by the Department of History, Arts and Libraries, Records Management Services, through consultation with an agency about its records. These schedules are then approved by the Michigan Historical Center, and the State Administrative Board.

#### **Employee Responsibilities:**

Senders and recipients of e-mail messages shall evaluate each message to determine if they need to keep it as documentation of their role in a business process.

Senders are generally considered to be the person of record for an e-mail message. However, if recipients of the message take action as a result of the message, they should also retain it as a record.

It is recommended that employees retain only the final message in a communication string that documents the contents of all previous communications. This is preferable to retaining each individual message, containing duplicate content.

Shall evaluate the content and purpose of each e-mail message to determine which Retention and Disposal Schedule defines the message's approved retention period.

Employees shall retain e-mail that has not fulfilled its legally-mandated retention period by: storage within their live email system – with topical folders to facilitate organization and retrieval of messages (for use on emails that have a shorter retention period such as transitory emails – emails that have very limited administrative value and should be retained until they no longer serve a purpose i.e. email notifying employees of an upcoming meeting); or by printing the message to be placed in the appropriate paper file (for use on emails that need retaining for longer periods – emails that set policy, establish guidelines or procedures, document a transaction, or become a receipt).

Shall retain transactional information (see definition of e-mail above) with the e-mail message if there is a substantial likelihood of relevancy to litigation.

Shall organize their e-mail messages so they can be located and used.

Shall dispose of transitory, non-record and personal e-mail messages from the e-mail system.

Shall dispose of e-mail messages that document the official functions of the agency in accordance with an approved Retention and Disposal Schedule. Note: Records, including e-mail, shall not be destroyed if they have been requested under FOIA, or if they are part of on-going litigation, even if their retention period has expired.

Shall provide access to their e-mail to the FOIA or Litigation Coordinator upon request.

Shall retain all work-related appointments, tasks and notes stored in the e-mail system for 2 years.

Recognizing that e-mail messages that are sent and received using the Village of Nashville e-mail system are not private, employees are encouraged to manually delete personal appointments (such as sick leave or annual leave) from the e-mail system after the event takes place.

**Village of Nashville Responsibilities:**

Shall ensure that its records are listed on an approved records Retention and Disposal Schedule.

Shall ensure that all employees with e-mail accounts are aware of and implement this policy.

Shall ensure that the e-mail messages (and other records) of former employees are retained in accordance with approved Retention and Disposal Schedules.

Shall notify the litigation or FOIA coordinator when an agency becomes involved in litigation or receives a FOIA request.

Exceptions to the procedures in this document may be granted in writing by the Village Clerk.

**FOIA Coordinator Responsibilities:**

Shall identify if the records that are requested by the public are stored in e-mail, even if the public does not specifically request e-mail.

Shall notify affected employees that a FOIA request involving e-mail was received to prevent the destruction of relevant messages.

May in appropriate instances notify the employee involved that a FOIA request involving e-mail was received to prevent the destruction of relevant messages.

Shall identify all records relevant to litigation to which the agency is a party that are stored in e-mail.

Shall notify the employee involved that e-mail related to litigation cannot be destroyed until after the case is closed.