

# **BURT TOWNSHIP EMPLOYMENT POLICY**

**Last Revision: September 9, 2008**

**Alger County**

**PO Box 430, Grand Marais, Michigan 49839**

# Burt Township Employee Policy Manual

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# Burt Township

## Employee Policy Manual

### Definitions of Employment Status

The following terms will be used to describe the classification of employees and their employment status. (Copies of the Fair Labor Standards Act may be reviewed in the Township office during normal work hours. Specific pages and paragraphs are referenced.)

- 1) Salaried: Refers to employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.
- 2) Hourly: Refers to employees whose positions do not meet FLSA exemption tests and who are paid one and one-half times their regular rate of pay for hours worked in excess of forty (40) hours per calendar week.
- 3) Full-Time Regular: Refers to employees working regularly scheduled work weeks, typically a minimum of forty (40) hours per week. This category includes both salaried and hourly employees.
- 4) Part-Time Regular: Refers to employees paid on an hourly basis, working a regular schedule of less than forty (40) hours per week on a job that typically extends for a period of more than four months. These employees are employed to fill a continuing part-time need. Employees in this category may be eligible for Township benefits. Individuals in this category who work more than forty (40) hours a week on an occasional basis should be considered for reclassification to full-time status.
- 5) Temporary/Seasonal – Full-Time: Refers to employees paid on an hourly basis employed to fill a short-term, temporary need, typically of less than four months duration. Employees in this category shall not be eligible for Township benefits.  
Temporary/Seasonal – Part-Time: Same definition/guidelines as full-time temporary/seasonal; however, individuals in this category are scheduled to work less than forty (40) hours per week.
- 6) Emergency Services: Refers to volunteers paid on an as needed basis for Ambulance, Fire and other emergency services.

### Employment Policies

#### Equal Opportunity

In accordance with Federal and State statutes and regulations, Burt Township will maintain a policy of nondiscrimination with all employees and applicants for employment. All aspects of employment with the Township will be governed on the basis of merit, competence and qualifications and will not be influenced in any manner by race, religion,

color, national origin, sex, age, marital status, height, weight, or handicap. All decisions made with respect to recruiting, hiring, transferring and promoting for all job classifications will be made solely on the basis of individual qualifications related to the requirements of the position.

Likewise, the administration of all other human resources matters such as compensation, benefits, reduction-in-force, recall, training and education will be free from any illegal discriminatory practices.

## Personnel Records

Personnel records will be maintained by the Township Clerk. Any employee wishing to review their personnel file may do so during the normal office hours of the Township Clerk, in the presence of the Township Clerk, Deputy Clerk or clerk designate.

In the event that personnel records are requested by an attorney, court-of-law or judge, such request will be honored, documented in writing, and a copy made a permanent part of the personnel record.

Personnel Records include: Timesheets, Performance Reviews, Disciplinary Documentation, Hiring Forms, Copies of Driver's License and Social Security Cards, State and Federal Tax Forms, Resumes, Employment Applications, Vacation and Sick Leave Requests, Employee Policy Receipt Acknowledgment Forms, Group Benefit Forms – Hospitalization/Retirement, etc.

Each employee is responsible for notifying the Clerk of changes in address, telephone number, marital status and dependants. This responsibility includes employees on layoff status and leave of absence.

## Resignation

If an employee voluntarily decides to leave the employ of the Township, **written notification to the Township Board must be given at least two (2) weeks in advance** of the last day intended to report to work. During the two week period, an exit interview with the Township Board may be conducted, and township properties in the employees possession are to be returned.

# Wage and Salary Policies

## Hiring Policy

New employees will be hired at a rate established by the Township Board as listed on the current fiscal year policy sheet. The Township office shall collect applications and submit them to the office of the Township Clerk. The Township Clerk will present applications to the Township Board for approval prior to interviews. Department Managers will be required to attend interview sessions for employees being considered for employment in their department. At no time is a department manager authorized to hire/fire employees without Township Board approval.

In emergency situations, the Township Supervisor has the right to hire on an as needed basis, for up to 72 hours, subject to Board approval no later than the next scheduled meeting.

All newly hired employees shall report to the Township Clerk's office within five (5) working days from the date of hire to be included on the payroll. At that time, the employee will complete the appropriate paperwork as required by law and which has been established within this policy manual.

## Background Investigations

**Driver Record:** The Township Clerk shall take a photo copy of the employee's valid driver's license and submit it to the Michigan Department of State for Driver License review through the Subscription Service program. A report of the findings will be made available to the Township Board and the employee's immediate supervisor.

**Criminal Investigation:** The Township Clerk shall submit a prospective employee's information for investigation through the Michigan State Police ICHAT on-line program. . A report of the findings will be made available to the Township Board and the employee's immediate supervisor.

## Performance Review Policy

Annually, the Township Supervisor will formally discuss performance with each employee. Such performance appraisals may form the basis for recommendations to the Township Board for promotion, rate or salary increase, demotion, discipline or termination.

Discipline, demotion or termination actions shall only be heard and decided at a meeting of the Township Board and shall not be conducted by Department Managers. If desired, an employee may request a closed meeting of the Board for these purposes. Verbal and written warnings are not required to be presented to the Township Board, however, documentation of such action shall be made a permanent part of the personnel record and may be submitted to the Board for decision making purposes. Performance Review documentation is to be kept in the employees personnel record.

Salary increase or promotion recommendations shall only be decided by a regularly scheduled meeting of the Township Board.

## Hours of Work and Payroll Practices

### Hours of Work

Normal work hours for office employees shall be from 9:00am to 5:00pm Monday through Friday. Normal work hours for Departmental employees (Park, Township Improvement, Water Department, etc) are determined by the Department Manager or the Township Supervisor. Such hours shall not exceed nine (9) hours per shift including non-paid meal breaks. An eleven (11) hour day, but only forty (40) hour week may be authorized under special circumstances.

### Meal Breaks

The standard meal break is one (1) hour, non-paid. All employees are required to take a minimum one-half (1/2) hour break for every eight (8) hours worked.

### Overtime

**Overtime is defined as all hours worked over 40 hours per pay week. A pay week is defined as Sunday through Saturday.** An employee that fails to obtain approval from

their immediate supervisor prior to working overtime, may be subject to disciplinary action and non-compensation. Hourly employees shall receive 1.5 times the regular pay rate for any approved hours over 40 hours in a calendar week.

Double shifts by any employee must be approved by the Township Supervisor.

Hourly employees required to work a scheduled holiday will be paid 1.5 times the regular pay rate for hours worked, excluding Temporary/Seasonal employees, Part-Time employees and Emergency Services Volunteers (as defined in Section I Definitions of Employment Status).

### Changes in Departmental Work Hours

Changes in work hours and shift arrangements must be approved by the Department Manager with the approval of the Township Supervisor.

### Pay-dates and Payroll Periods

Payroll periods for hourly employees end every other week on a Saturday. Paychecks are issued the following Friday.

### Time Sheets

Blank weekly time sheets are available from the Township Office forms file or the Department Managers.

All employees are required to complete a weekly time sheet; to include the employee's printed name, payroll period end date, work date, start time, end time, plus area where work was performed, and be signed by the employee.

All employees are required to submit their time sheet(s) to the Department Manager by noon of the workday following the payroll period end date. The Department Manager submits approved timesheets to the Township Clerk. Managers' time sheets must be signed by the Township Supervisor before they are forwarded to the Township Clerk.

Time sheets not received by the *Department Manager* by noon on the work day following the payroll period end date shall be processed during the next payroll period.

Time sheets become part of the employee's personnel record.

## Leave of Absence/Vacation with Pay

Full-time regular employees will be granted paid approved absences for the categories that follow. No loss of service credit will occur as a result of the approved absence nor will any employee benefits be terminated during the absence.

Hourly employees are eligible for paid approved absences beginning the first of the month following 90 days of consecutive full-time employment. Salaried employees are eligible for paid approved absences beginning the first of the month following 30 days of consecutive full time employment.

## Jury and/or Witness Duty

An employee who is called for jury duty or subpoenaed as a witness, will be granted a leave of absence and will be paid a regular base pay less jury duty pay on a semimonthly basis. Salary payments for leaves of duty exceeding a one month's duration will require approval from the Burt Township Board.

## Funeral

Full-time regular employees will receive up to:

- Five (5) days of paid excused absence, with Department Manager and Township Supervisor approval, in the event of the death of their spouse, mother, father, children, brother or sister.
- Three (3) days of paid excused absence with Department Manager and Township Supervisor approval in the event of death of their grandparents, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law or son-in-law.

Request for time off for deceased person other than those specified, may be granted with the permission of the Township Supervisor. Such time, however, will not be paid time off. In addition, employees other than full-time regular employees, may be granted time off without pay at the Township Supervisor's discretion.

## Sick Days/Sick Leave

Hourly employees are eligible for paid sick leave beginning the first of the month following 90 days of consecutive full-time employment. Salaried employees are eligible for paid sick leave beginning the first of the month following 30 days of consecutive full-time employment.

An employee on sick leave will not forfeit any employee benefits.

Sick leave may be applied to brief periods of an employees own illness or that of an immediate member of the family (typically of 6 days or less). Sick days may also be used for out of town doctors appointments. It may not, however, be applied to other time off granted to the employee (ie: vacation time). A written doctors release may be required after 3 consecutive sick days. If the employer has reasonable grounds to suspect that an employee has been excessively absent, or an abuser of sick leave, said employee may be required to present a doctor's certificate to substantiate any claim for sick leave benefits.

The number of sick days allotted to full-time regular employees per calendar year, is as follows: One (1) day per month/maximum accumulation of 120 days (960 hours). Twelve days are given and expected to be used as (10) ten sick days and (2) two personal days per year.

Employees who do not use all their sick time by the end of the calendar year, may accumulate and carry those days to the following year. Employees may not accumulate more than 960 hours of sick days.

## Vacation

An employee's entitlement to earned vacation is based on their employment anniversary year. ~~Vacation days will be granted at the beginning of each calendar year.~~ (Removed 9/9/08) Vacation days are accrued according to the schedule listed below.

Vacation Summary for Full-Time Employees

<b>Length of Service</b>	<b>Vacation with Pay</b>
Less than 1 year	0 days
1 year and greater, but, less than 4 years	5 days ( 40 hours)
4 years and greater, but, less than 9	10 days ( 80 hours)
9 years and greater, but, less than 14	15 days (120 hours)
14 years and greater	20 days (160 hours)

Approval

Vacation time off shall be scheduled at least 30 days in advance. An Employee Request for Vacation/Sick Day Authorization form must be completely filled out and submitted to the Township Supervisor for approval. Once approved, the form is submitted to the Township Clerk.

Vacation Pay Entitlement upon Separation

Unused vacation allowance will be paid to employees upon separation provided they have completed at least 90 days of continuous service.

Vacation Pay Advances

If a payday occurs during a vacation period, a salaried employee may obtain net pay on the payday immediately preceding the start of vacation.

Holidays

Should a Township paid holiday fall during an employee's vacation, the employee will receive holiday pay, rather than have such day charged against vacation allowance.

Vacation for Returning Employees – Excluding Temporary/Seasonal

- Reduction in force: An employee returning from laid-off status within one year of being laid-off will receive the same amount of vacation eligibility that he/she had at the time of separation.
- Separation: Eligibility for returning employees will be determined by the Township Board.

Payment in Lieu of Vacation

Payment may NOT be given in place of vacation EXCEPT:

1. If an employee ends employment with the Township after 90 consecutive days of employment and has unused vacation days remaining, or
2. If an employee has greater than 5 years of service with the Township. In this case, an employee may request payment for up to 5 vacation days in any one (1) year period, or
3. If approval is given by the Township Board. Under no circumstances may any employee receive payment of more than 10 vacation days.

## Holidays

The following eight and a half (8.5) days or sixty-eight (68) hours are recognized as Township paid holidays to qualified employees.

<b>Holiday</b>	<b>Date Observed</b>
New Year's Day	January 1 (8.0 hrs.)
Good Friday	Friday before Easter Sunday (4.0 hrs.)
Memorial Day	Last Monday in May (8.0 hrs.)
Independence Day	July 4 (8.0 hrs.)
Labor Day	First Monday in September (8.0 hrs.)
Veterans Day	November 11 (8.0 hrs.)
Thanksgiving Day	Fourth Thursday in November (8.0 hrs.)
Christmas Eve	December 24 (8.0 hrs.)
Christmas Day	December 25 (8.0 hrs.)

### Saturday/Sunday/Observance

Township holidays which fall on a Saturday will be observed on the preceding Friday.  
Township holidays which fall on a Sunday will be observed on the following Monday.

### Attendance Requirement

To be eligible for holiday pay, an employee must work the last regularly scheduled work day preceding the holiday and the first regularly scheduled work day following the holiday, unless the absence is approved in advance by the Township Supervisor.

An employee who is separated or commences an unpaid leave of absence on the last scheduled work day preceding a holiday will not receive holiday pay.

### Work on Holidays

Full-Time hourly employees required to work on a scheduled holiday will be paid one and one-half times their regular rate for hours worked in addition to the above stated holiday pay.

## Leave of Absence Without Pay

A leave of absence without pay may be granted to regular, full-time employees in order to maintain continuity of service in instances where unusual or unavoidable circumstances require prolonged absence. The granting of such an absence, however, is totally at the Township Board's discretion.

An employee is eligible to continue accruing service credit with the Township while on absence without pay. He/she is not, however, eligible to receive paid Township benefits, unless the Township Board approves otherwise.

While no loss of service credit occurs during an approved leave of absence, there are other factors to consider such as eligibility benefit continuation and approval processes. See the Township Clerk for details.

## Military Service Leave of Absence

An employee who enters active military duty in a branch of the U.S. Armed Forces or Homeland Security will be granted a leave of absence for the period of active duty (1 enlisted term). According to Michigan law, an employee returning from military service must make application to the Township within 15 days after their release in order to be assured their reinstatement in the same position without reduction in seniority, status or pay.

## Military Reserve Training

All full-time and part-time regular employees, to include salaried and hourly, will be granted an excused absence of up to 14 calendar days to take part in annual training or special active duty with a reserve component of the Armed Forces or National Guard. This time will not be deducted from the employees vacation/personal time earned, and will be included when computing an employee's length of service.

## Personal Leave of Absence

A personal leave of absence to handle pressing personal obligations may be granted to regular, full-time employees for a duration of up to thirty (30) consecutive days. To be eligible, the employee must have maintained a satisfactory record of employment with the Township for a minimum of one (1) year.

# Employee Benefits

The Township offers a medical benefit program for its employees. In any situation for which insurance is provided, the terms of the insurance policy are controlling regardless of any statement contained in this manual. The Township reserves the right to alter, modify or terminate any policy.

## Health Insurance

The Township makes available a family health care insurance program for regular full-time employees and elected officers. All full-time, regular employees will become eligible for medical benefits on the first day of the month following ninety (90) continuous days of employment. Temporary/Seasonal and Part Time employees are not eligible for Medical Insurance.

## Workers Compensation Insurance

All employees are covered by Worker's Compensation insurance immediately upon employment and for the duration of their employment.

## Retirement Policy

Retirement policies are approved by Ordinance of the Township Board and dissolved by board action.

## Cost of Living (COLA) Adjustments

Full-time, regular employees and department managers shall be entitled to cost of living increases, as established by the Social Security Administration, beginning April 1 yearly.

# Standards of Conduct

Burt Township wants to encourage a safe and pleasant work atmosphere. This can only happen when everyone cooperates and commits to appropriate standards of behavior.

The following is a list of behaviors that the Township considers unacceptable. Any employee found engaging in these behaviors will be subject to disciplinary actions including reprimand, warning, layoff, or dismissal:

1. Failure to be at the work place, ready to work, at the regular starting time.
2. Willfully damaging, destroying, or stealing property belonging to fellow employees or the Township.
3. Fighting or engaging in horseplay or disorderly conduct.
4. Refusing or failing to carry out any instructions of a supervisor.
5. Leaving work station (except for reasonable personal needs) without permission from your supervisor.
6. Ignoring work duties or loafing during working hours.
7. Coming to work under the influence of alcohol or any drug, or bringing alcoholic beverages or drugs onto township property.
8. Intentionally giving any false or misleading information to obtain employment or a leave of absence.
9. Using threatening or abusive language or gestures toward other people.
10. Falsifying records.
11. Smoking contrary to established policy or violating any other fire protection regulation.
12. Willfully or habitually violating safety or health regulations.
13. Failing to wear clothing conforming to standards set by the township.
14. Being tardy or taking unexcused absences from work.
15. Not taking proper care of, neglecting, or abusing township equipment, vehicles and/or tools.
16. Using township equipment in an unauthorized manner.
17. Possessing firearms or weapons of any kind on township property.

Because of varying circumstances and factors which may not have been considered, the Township Board reserves the right to determine the activity which in its judgement warrants discipline and possible termination. Moreover, the Township Board reserves the right to terminate employees at will, with or without cause at any time.

### Attendance Standards

Punctuality and regular attendance are essential to the proper operation of any business. These also help to establish a good working reputation and add to opportunity for career growth and development.

If unable to report for work for any reason, notify the immediate supervisor within one (1) hour prior to scheduled reporting time. The Township Office telephone number is (906) 494-2381.

The Township reserves the right to require a physician's release when an employee returns to work following a disability.

### Absence Without Notice

In order to operate business effectively, employees are asked to inform their status when off work because of illness or accident from any cause. If absent for any extended period of time, employees are required to call the immediate supervisor every three days of absence. Failure to notify the office after three consecutive day's absence will indicate resignation and removal from the payroll. If an employee leaves work for any reason before the end of their shift, they must notify their immediate supervisor.

## Harassment, Including Sexual Harassment

The Township is interested in the problems of its employees. As a result, the Board is particularly concerned about the probability of employee harassment. If an employee feels that he or she is being subject to harassment, the employee should report the conduct to one of the following people.

- The Township Supervisor
- The Township Clerk
- The Township Treasurer

The Township fully intends to abide by the law. Therefore, employees are strongly encouraged to report any complaints of harassment. All such complaints will be handled with confidentiality. Persons found to be in violation of this policy will be subject to disciplinary action.

## Solicitations, Collections, Petitions

To avoid disruption of the work flow and potential embarrassment of employees, no solicitations, collections or circulation of petitions by employees is permitted during working hours. In addition, no person outside of the Township employ is allowed on the premises at any time for these or related purposes, unless at the invitation of the Township Board or one of its members.

## Telephone Use

Township telephones are to be used for business purposes in serving the interests of our citizens and customers and in the course of normal Township operation.

On occasion, personal calls may be necessary, but employees are asked for cooperation in limiting them to emergencies or essential personal business and in keeping them brief.

## Confidentiality

During the course of employment, an employee may be working with confidential information. Maintaining confidentiality is important to the Township and is protected under the Privacy Act. Protect this information by safeguarding it when in use, filing it properly when not being used and discussing it only with those who have a legitimate need to know.

# Employee Communications

## Complaint Handling Procedures

Under normal conditions, questions or complaints should be discussed with a first level supervisor. If the discussion does not answer the question or resolve the matter to your satisfaction, you may present the case to the Township Supervisor or the Township Clerk.

When the issue personally involves the first level supervisor or other individual with whom you would normally discuss a problem, you may bypass that individual and proceed to the Township Board. If the issue is of a personal or personnel nature, a closed meeting of the Township Board may be requested.

## Information Regarding Violated Acts

Any employee having information that another employee or Township official may have violated a law or regulation of the State or Federal Government, should bring such information to the immediate attention of the Township Supervisor, Clerk or Treasurer.

The Michigan Whistle Blower's Protection Act (1982), provides that no employee may be discriminated against for reporting violations or suspected violations of the law to a public body or for participating in an investigation, hearing, or inquiry held by the public body, or a court action.

Your cooperation in reporting any suspected violations to the proper offices will be treated with confidentiality, professionalism and utmost urgency.

## Training and Development

### Performance Appraisals

The Township Supervisor will formally discuss performance with each full-time regular employee annually. These reviews are conducted for the benefit of the employee and the Township Board so that an employee's performance can be compared to his supervisor's expectations and so that the Board becomes aware of any problems or special accomplishments of an employee.

It is hoped that the performance appraisal will provide an opportunity for both the employee and the direct supervisor to establish a clarity of understanding of these duties and areas for future development. A performance appraisal may form the basis for discipline, promotion, demotion or termination.

The forms used for this appraisal are the Evaluation Support Form and the Personnel Appraisal Form. For performance management purposes, an Acknowledgment of Extraordinary Contribution form and a Notice of Improvement Needed/Substandard Performance form are also available. Each time a form is issued, copies of it are given to the Township Board members so that they are aware of what action is being taken.

Personnel Appraisal Forms and supporting documentation will be used at the annual employee meeting to help the Board determine the next fiscal years compensation plan and to make the Board aware of additional needs of the Township – including additional personnel.

### Seminar Assistance

Burt Township may assist employees with the costs associated with attending professional activities that are directly related to the work they are performing for the Township, whenever possible. The amount of assistance will be based on employee performance, the training's relevance, and the amount allocated to this program.

### EMS and Fire Department Personnel Licensing/Certification (added 11/13/07)

Burt Township shall pay or reimburse the cost of training for Emergency Medical Services (EMS) and Fire Protection to any individual that successfully completes the required courses to perform the duties of the position as recommended by the EMS or Fire Chief, obtains appropriate licensing, and commits to working for the Township in such capacity as training was provided for a period of one year after licensure/certification.

Burt Township may also pay an employee for attending classes designed to acquire and/or maintain licensing at the recommendation of the EMS or Fire Chief.

An employee shall be required to repay costs to the Township who does not:

- successfully complete training, and/or
- fails the examinations, and/or
- fails to fulfill the one year service commitment.

Prior to attending or signing up for training, the individual shall agree to this policy in writing.

## Safety and Health

Burt Township will make every effort to provide safe working conditions for its employees. The Township observes the safety laws of the governmental bodies within whose jurisdiction it operates. No-one will be required to work in any unsafe manner. Safety is every employee's responsibility, therefore all employees are requested to do everything reasonable and necessary to keep the Township a safe place to work. All employees are required to follow MIOSHA regulations.

### Fire, Accidents and Emergencies

In case of an emergency, dial 911. Fire exits, extinguishers and first aid kits are provided in each Township building. Make yourself familiar with their locations.

The Township will comply with all Federal and State regulations regarding the health and safety of its workers. Employees are encouraged and expected to report any condition or practice believed to be unsafe to the Township Supervisor.

### Return to Work

Any employee on a Disability Leave of Absence must report to work when their doctor determines the employee is able to resume normal duties. A physician's release will be required before reinstatement to active payroll. Additional time off would require a personal leave of absence be approved in advance.

A physician's release may also be required when returning from sick leave (including pregnancy or maternity leaves).

## Additional Policies

### Travel

If utilizing a personal vehicle for travel on Township business, mileage will be reimbursed in the amount as stipulated by the IRS, and shall be documented on an approved Mileage Report form. Mileage forms may be obtained from the Township Office Forms File.

Hourly employees who travel in the course of their duties will be compensated at their regular rate of pay for those hours worked. Salaried employees will receive their regular rate.

## Reservations

If an employee is required to travel for business purposes and reservations (ie: transportation, lodging) are needed, contact the Township Secretary or Clerk to make the necessary arrangements.

## Township Vehicles

Employees are expected to adhere to the following rules governing use of Township Vehicles:

1. Vehicles will be driven only by the Township employee that has the vehicle signed out.
2. Only drivers with a valid driver's license that is registered with the Township Clerk may operate a Township Vehicle. Drivers License information for all employees will be submitted to the Michigan Department of State Subscription Service effective November 2007. Reports will be transmitted to the Township clerk periodically and in the event of any traffic violation.
3. Vehicles may not be used for personal business except with the express pre-approval and consent of the Township Board.
4. Vehicles will be kept neat and clean. No trash should be allowed to collect inside the vehicle.
5. Vehicles will be operated in a safe and courteous manner at all times.
6. Vehicles should be washed once every 2-3 weeks, or when excessive mud or road grime is present.
7. Oil changes are to be done every three (3) months. It is the responsibility of the DPW Supervisor to make the Township Supervisor aware when it is time for an oil change.
8. Fuel is to be purchased at the Fuel Station using the gas card assigned to the vehicle – make sure to write the date, mileage and gallons pumped in the vehicle log book.
9. Notify the DPW Supervisor of any unusual noises or maintenance that is required immediately. It is the DPW Supervisors responsibility to notify the Township Board when maintenance is needed on Township Vehicles.
10. More than two (2) driving violations in a six-month period may result in disciplinary action and/or termination. Traffic violations received in Township vehicles will be the responsibility of the driver.

## Township Mail

By law, all mail is opened by the Township Clerk or a Deputy Clerk. Any mail containing confidential information must be clearly marked "CONFIDENTIAL" on the outside of the envelope. Only the addressee shall open any envelope so marked.

## Township and Employee Property

All employees will be responsible for their own personal property (ie: tools, personal belongings, vehicles). To alleviate the possibility of theft or destruction of personal property, employees are encouraged to lock their belongings.

All employees are expected to respect the property of the Township, as well as, that of fellow employees. Engaging in any of the following will result in disciplinary action, including employee termination.

- Using Township facilities and equipment for personal projects (ie: car repairs, home projects)
- Deliberately destroying Township or employee properties.
- Theft of Township properties and / or employee belongings.

- Removal of Township property.
- Improper Use of Township property.

### Employee Parking

General parking areas are available at all Township buildings. Employees may park in these areas at their own risk. The Township will not be responsible for theft, damage or other losses of personal property while parked on Township premises.

### Employee Activities

Burt Township encourages the development and support of recreational and vocational activities that are of interest to its employees. If suggestions for Township activities are encountered, please submit a request (including purpose, estimated number of employees to participate, and estimated total cost) to the Township Supervisor or any member of the Township Board.

### Suggestion Process

Burt Township encourages employees to make suggestions to the Township Board, please submit a Suggestion Form (including purpose, estimated number of employees to participate, and estimated total cost) to the Township Clerk. The clerk will present the suggestion to the Township Board. Board members will review the suggestion and determine what action will be taken.

### Giving and Receiving of Gifts

No Township employee shall give or accept cash, gifts, special accommodation favors, use of property or facilities, etc. to or from any individual for personal gain in the course of their daily duties for the Township.

If an employee is offered any type of gratuity, such gratuity should not be accepted based upon this policy. Any problems encountered in attempting to comply with this policy should immediately be referred to the Township Board for assistance.

### Employee Appearance

As many Township employees have contact with the public on a day to day basis, employees are required to use good judgment in dressing in a manner appropriate to their work surroundings and weather conditions. Any question about appropriate dress should be addressed to the immediate supervisor.



## Acknowledgment

### Employee Acceptance/Acknowledgment

I agree to conform to the rules and regulations contained herein. I recognize that my employment, compensation, and benefits can be terminated with or without cause and with or without notice at any time at the option of either Burt Township or myself. I further understand that no manager or other representative of the employer other than the Burt Township Board has the authority to enter into any agreement for employment for any specified period of time or to make any agreement/contract contrary to the foregoing. Any such contract must be in writing, voted and passed by majority vote of the Burt Township Board and signed by the Burt Township Supervisor and/or Clerk as required by law.

I understand that Burt Township reserves the right to alter, amend, modify, change or terminate any of the policies or benefits described in this handbook or elsewhere at any time it chooses with or without notice.

I hereby acknowledge that I have received a copy of the Burt Township Employee Manual:

\_\_\_\_\_  
Employee Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Employee Printed Name

## Job Descriptions and General Duties

Position: Township Secretary

- Employment Status: Full-Time Regular
- Requirements: Must be capable of operating all Township office equipment.
- Responsibilities: Answer telephones at Township office – direct calls to appropriate parties.  
Typing and filing.  
Maintain Land Use Permit Repository.  
Keep track of Community Center Schedule and handle deposits.  
Manage petty cash funds for various departments  
Collect and distribute mail.  
Post notices.  
Reception board of review sessions.  
Issue Alger County dog licenses.  
Perform secretarial duties for the Township Board members as requested.  
Other duties as assigned by the Township Supervisor, or as requested by other members of the Township Board, Department Managers or Committee Members.
- Additional Responsibilities: Bookkeeping functions for the Marquette Medical Clinic and ambulance corps.
- Supervisor: Township Supervisor; also reportable to any member of the Township Board.
- Hours of Work: Normal office hours are 9:00am to 12:00pm and 1:00pm to 5:00pm. Under special circumstances, it may be necessary for this individual to assist the Board during scheduled Board meetings and Public Hearings outside the normal office hours.

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Supervisor

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Township Secretary

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Date

## Job Descriptions and General Duties

Position: Department of Public Works Manager

Employment Status: Full-Time Regular

**Requirements:** Must obtain and maintain: 1) a State of Michigan Water Department Operators License and 2) a valid Michigan Drivers License. Must have approval of the Township insurance carrier. Must be capable of operating all Township equipment. Must also pass criminal investigation.

**Responsibility:** Operation, repair and maintenance of Township Water Dept. and System, including water use records and testing.  
Repair of Township equipment, buildings and properties not covered by another position (Bayshore Park including bath house and band stand, Smith Property, Park at the end of Coast Guard Point and Downtown area).  
Operation of Marina including fee and fuel collections which are deposited with the Treasurer.  
Garbage Collection.  
Snow removal.  
Operation of all Township owned special equipment.  
Supervision of use of all Township vehicles – track and schedule maintenance – notify Board when maintenance is needed.  
Supervision of General Maintenance Worker(s) and Water Operator(s)  
Procurement, recommendation and approval of supplies, products, etc. as required within the Water Dept. and the DPW.  
Other duties as assigned by the Township Supervisor.

**Supervisor:** Township Supervisor – reportable to any member of the Township Board.

**Hours of Work:** As determined by the Township Supervisor or Board. Due to reporting, seasonal and/or emergency requirements of this position, it may be necessary to work additional hours, off days, and holidays as required to fulfill the needs of the position.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
DPW Manager

\_\_\_\_\_  
Date

## Job Description and General Duties

Position: DPW/Water Operator Assistant

Employment Status: Part-time Regular

Requirements: Must obtain within 1 (one) year of employment start date and maintain a State of Michigan Water Department Operators License. A valid Michigan Drivers License is required for employment. Must be capable of operating all Township equipment. Must be 18 years of age or older.

Responsibility: Operation, repair and maintenance of Township Water Dept. and System, including water use records and testing.  
Repair & Maintenance of Township equipment, buildings and properties not covered by another position (Bayshore Park including bath house and band stand, Smith Property, Park at the end of Coast Guard Point and Downtown area).  
Garbage Collection.  
Snow removal.  
Operation of all Township owned special equipment.

Supervisor: DPW Manager

Hours of Work: As determined by the DPW/Water Dept Manager or Township Supervisor. Due to reporting, seasonal and/or emergency requirements of this position, it may be necessary to work additional hours, off days, and holidays as required to fulfill the needs of the position.

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Supervisor


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DPW/Water Operator Assistant

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Date

Revised 05/23/08 to remove Marina



## Job Description and General Duties

Position: General Maintenance Worker

Employment Status: Seasonal

Requirements: Must obtain and maintain a valid Michigan Drivers License. Must have approval of the Township insurance carrier. Must be capable of operating all Township equipment. Must also pass criminal background investigation.

Responsibility: Assist in the development of Township recreational lands, including construction and maintenance of ice rink, softball field, playground, roadways, parking areas, picnic grounds, docks, and vehicle maintenance.  
Monitor and maintain fuel and water systems.  
Perform custodial duties and maintenance on Township facilities and grounds.  
Garbage Collection.  
Ground snow removal – including shoveling to keep walkways in safe condition.  
Roof snow removal as necessary on Township buildings.  
Operation of all Township owned special equipment.  
Maintenance and repair on all equipment.  
Cleans walls, floors, ceilings, windows, fixtures in all township buildings.  
Paint or varnish buildings, fixtures and equipment.  
Mow grass, rake, water, plant and seed.  
Put up/Take down all seasonal decorations.  
Other duties as assigned by immediate supervisor.

Supervisor: DPW Manager or Park Manager

Hours of Work: As determined by the Township Supervisor or Board. Due to reporting, seasonal and/or emergency requirements of this position, it may be necessary to work additional hours, off days, and holidays as required to fulfill the needs of the position.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
General Maintenance Worker

\_\_\_\_\_  
Date

## Job Description and General Duties

Position: Park Manager

Employment Status: Seasonal

**Requirements:** Must maintain a valid Michigan Drivers License. Must have approval of the Township insurance carrier. Must be capable of operating all Township equipment required for Park operation. Must also pass criminal investigation. Must be bondable.

**Responsibility:** Supervise Park and Marina Attendants and General Maintenance Workers.  
Train, schedule and supervise park personnel  
Assist in the preparation and monitoring of the park budget  
Purchase equipment and supplies as needed according to established policies and procedures.  
Prepare and maintain a variety of records and reports related to the park, including expense, safety issues, activity and employee schedules.  
Operation of Park including camping and other fees which are deposited with the Treasurer.  
Operation of Marina including fee and fuel collections which are deposited with the Treasurer.  
Establish and maintain cooperative and effective working relationships with co-workers and the public  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Attends all regular and special meetings of the Burt Township Board  
Provide monthly status reports  
Represent the Park at community meetings as needed  
Other duties as assigned by the Township Supervisor.

**Supervisor:** Township Supervisor – reportable to any member of the Township Board.

**Hours of Work:** As determined by the Township Supervisor or Township Board.

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Supervisor

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Park Manager

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Date

## Job Description and General Duties

Position: Park Attendant

Employment Status: Seasonal

Requirements: Must obtain and maintain a valid Michigan Drivers License. Must have approval of the Township insurance carrier.

Responsibility: Collect payments and give change.  
Enter payments in office computer system.  
Answer phones.  
Clean bath houses  
Check camping sites  
Enforce park rules  
Minor park maintenance: Raking, Weed whacking, and painting as necessary.  
All other duties as assigned by the immediate supervisor.

Supervisor: Park Manager

Hours of Work: As needed by the Park Manager.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Park Attendant

\_\_\_\_\_  
Date

## Job Description and General Duties

Position: Park Youth Laborer, ages 14 through 17

Employment Status: Seasonal, April 1 through October 15th

Responsibility: Raking  
Sweeping  
Lawn maintenance \*  
Leaf Blowing  
Cleaning

Restricted Work: Youth Laborers may NOT operate a motor vehicle. Nor may they work with any power driven woodworking machines, hoists, metal-forming machines, paper product machines, circular saws, band saws, and guillotine shears. Further, they may not perform work on a roof, or in any capacity requiring them to be "off the ground" on a lift, ladder, hoist.

\* Youth age 16 and over may use power driven mower, trimmer & cutter; under the age of 16 may not.

Safety: Youth Laborers must be trained to recognize hazardous conditions in the course of performing their jobs. They must be trained on the proper use of safety gear. A supervisor must be on the premises at all times when a Youth Laborer is working.

Work Permit: A Work Permit shall be completed, approved by the school district, and returned to the Township Clerk prior to beginning work.

Supervisor: Park Manager

Hours of Work: As scheduled by the Park Manager in accordance with Michigan Labor Laws through the Department of Labor & Economic Growth.

### See Back for Helpful Information

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Park Youth Laborer

\_\_\_\_\_  
Date

Added 5/14/08

## Youth Employment in Michigan

**Agency:** Labor & Economic Growth

The Youth Employment Standards Act-Covers all Michigan employers, and:

- Sets work permit requirements for minors.
- Requires adult supervision of minors.
- Establishes minimum age requirements for employment.
- Prohibits employment of minors in hazardous occupations.
- Regulates hours of employment for minors.
- Provides meal/rest periods for minors.

### **Allowed Hours Of Employment For Minors**

- Combined hours of school and work cannot exceed 48 hours in a work week.
- A minor may not work more than six days in a week.
- Minors are limited to working no more than 10 hours in a day, with a weekly average of 8 hours per day.
- 14- and 15-year-olds may not work after 9 p.m. or before 7 a.m.
- 14- and 15-year-olds may not work during school hours.
- A minor age 16 or older shall not work before 6 a.m. or after 10:30 p.m., Sunday through Thursday.
- A minor age 16 or older shall not work before 6 a.m. or after 11:30 p.m. Fridays and Saturdays, during school vacation periods, and during periods when a minor is not regularly enrolled in school.
- Approval may be granted for 16 and 17 year-olds to work beyond the hours specified in the Youth Employment Standards Act. Approvals may be obtained from the Wage and Hour Division by asking for an hours deviation.
  - No deviations to work beyond the hours specified in the Youth Employment Standards Act are allowed for 14 and 15 year-olds.

Added 5/14/08

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