

Township of Burt Employment & Personnel Policies & Procedures

Township Of Burt, Alger County PO Box 430
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Township of Burt- Personnel Policies and Procedures Manual

Definitions of Employment Status

The following terms are used to describe the classification of employees and their employment status. Employment status may only be changed by approval of the township board.

- Salaried: Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA). Salaried employees may be eligible for overtime pay for hours worked in excess of department standard per calendar week.
- Hourly: 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 department standard per calendar week.
- Full-Time Regular: Employees working regularly scheduled work weeks This category includes both salaried and hourly employees.
- Part-Time Regular: Employees paid on an hourly basis, working a regular schedule of less than department standard 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. Not eligible for Township benefits.
- Temporary/Seasonal Full-Time and Part Time: Employees paid on an hourly basis employed to fill a short-term, temporary need, typically of less than four months duration. Not eligible for Township benefits.
- Emergency Services: Volunteers paid on an as needed basis for Ambulance, Fire and other emergency services.
- Department Standard: As determined by the board – the expected hours per pay period.
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***Copies of the Fair Labor Standards Act can be reviewed in the Township office during normal work hours.*

Employee Selection

The township must employ, promote and transfer all employees and job applicants on the basis of merit, qualifications and competence in compliance with all applicable employment laws.

The township board must utilize the following procedures in filling any vacant employment positions:

- A notice of position vacancy must be developed, based on the current job description and discussions with the department head. The posting must provide the position title, brief description, education and experience requirements, application deadline, and the township's Equal Employment Opportunity policy.
- The position vacancy notice must be published in the local newspaper, township website, and three prominent businesses throughout the township.
- The applications and/or resumes submitted will be reviewed by the clerk for background checks, and the department head. A list of qualified candidates will be developed.
- Interviews will be conducted by the department head.
- The department head must select the candidate who best meets the job prerequisites for education, experience and management style, if appropriate.
- The selected candidate must be submitted to the township board.
- Following board concurrence, the candidate will be offered the position.

New employees must be hired at the rate established by the Township Board as listed on the current fiscal year policy sheet. At no time is a department manager authorized to hire/fire employees without Township Board approval.

Interviews for Department Manager positions may be conducted by the township board, the supervisor, or a designated committee.

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

At Will Employment

All employment is considered “at will”. As such, the Township Board reserves the right to terminate employees at will, with or without cause at any time. Any exemptions must be in writing and approved in advance by the township board.

Performance Review

Performance appraisals provide an opportunity for both the employee and the direct supervisor to establish a clear understanding of duties and areas for future development. A performance appraisal may form the basis for discipline, promotion, demotion or termination.

Demotion or termination actions must only be decided at a meeting of the Township Board and must not be conducted by Department Managers. An employee has the right to request a closed meeting of the Board for these purposes. Verbal and written warnings are not required to be reported to the Township Board; however, documentation of such action must be made a permanent part of the personnel record and must be submitted to the Board for decision making purposes. Performance Review documentation is to be maintained by the Township Clerk in the employee’s personnel record.

Salary increases within the range specified on the current fiscal year Policy sheet may be made by the department heads. Any salary increase outside of those limits or promotion recommendations must only be decided at a meeting of the Township Board.

Performance Appraisals

Daily: Department Managers are expected to monitor the performance of each employee under their supervision on a daily basis. The Township Supervisor is expected to monitor the performance of each Department Manager. This must include timeliness, work ethic, cleanliness, and standards of conduct as detailed in this policy. An employee may be given verbal warnings for violations of this policy. Habitual violations must be documented on a Notice of Improvement Needed/Substandard Performance form and signed by the Department Manager or Township Supervisor and the employee. The completed form must be submitted to the Township Clerk for inclusion in the employee’s permanent record.

90 Days After Hire: The Township Supervisor and Department Manager must meet with and review each new hire after 90 calendar days of employment. The Township Supervisor must meet with and review newly hired Department Managers after 90 calendar days of employment. At such time, the Department Manager and Employee must have the opportunity to discuss performance and other issues related to the employee’s position. The Township Supervisor and Department Manager may use this 90 Day appraisal as a basis for recommending a wage increase, decrease, or dismissal of the employee to the Township Board.

Annually: The Township Supervisor and Department Manager must formally discuss performance with each full-time regular employee annually. The Township Supervisor must conduct performance appraisals of Department Managers. These reviews are conducted for the benefit of the employee and the Township Board so that an employee’s performance can be compared to their supervisor’s expectations and so that the Board becomes aware of any problems or special accomplishments of an employee. As such, a brief report of the performance appraisals must be made in writing to the Township Board as a whole, and the Personnel Appraisal Evaluation form, including the employee’s signature must be a part of the employee’s permanent employment record.

Seasonal Employees: The Township Supervisor and Department Manager must review each seasonal hire following the season worked. At such time, the Department Manager has the opportunity to discuss performance and other

related issues to the employee's position. The Township Supervisor and Department manager may use this appraisal as a basis for recommending return employment, wage increase, decrease, or dismissal of the employee to the Township Board.

Hours of Work

Normal work hours for office employees must be from 9:00am to 4:00pm Monday through Friday. Work hours for Departmental employees (Park, Township Improvement, Water Department, etc.) are determined by the Department Manager or the Township Supervisor.

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 department standard per pay period. 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 receive 1 1/2 the regular pay rate for any approved hours over department standard in a calendar week.

Hourly employees required to work a scheduled holiday will be paid 2 times the regular pay rate for hours worked, excluding 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.

Time sheets, Pay-dates and Payroll

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

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 sheets to the Department Manager by noon of the workday following the payroll period end date. The Department Manager signs the timesheets and submits approved time sheets to the Township Clerk. Time sheets become part of the employee's personnel record.

Leave of Absence/Vacation with Pay

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.

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

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. 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 seven days of paid excused absence for bereavement.

- Additional unpaid time may be granted upon Township Board approval.
- In addition, employees other than full-time regular employees, may be granted time off without pay at the Department Manager or Township Supervisor's discretion.

Paid Time Off (PTO)

Hourly employees are eligible for PTO beginning the first of the month following ninety days of consecutive full-time employment. Salaried employees are eligible for PTO days beginning the first of the month following thirty days of consecutive full-time employment. PTO days are accrued at a rate of 96 hours per year. An employee on an extended PTO leave will not forfeit any employee benefits. PTO leave can be used at the employee's discretion. No reason needs to be given when requesting PTO time.

Employees who do not use all their PTO 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 PTO days. PTO days are forfeited upon leave of employment.

Vacation

An employee's vacation is earned based on their employment anniversary date. Vacation days are accrued according to the schedule listed below.

Vacation Summary for Full-Time Employees

Length of Service	Vacation with Pay
0 Years	1 Day (8 Hours)
1-4 Years	5 Days (40 hours)
5-9 Years	10 days (80 hours)
10- 14 years	20 days (160 hours)
15 years and greater, but, less than 29	30 days (240 hours)
30 Years +	30 days (240 hours) & Dedication Item

Employees who do not use all their vacation time by the end of the year, may accumulate and carry those days to the following year. Employees may not accumulate more than 400 hours of vacation. All vacation schedules must be approved by the department manager.

Payment may NOT be given in place of vacation EXCEPT if an employee ends employment with the Township after one (1) year of employment and has unused vacation days remaining.

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.

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.

Holidays

The following 15 days are recognized as Township paid holidays to qualified employees.

Holiday	Date Observed
New Year's Day	January 1 (1 Day)
President's Day	Third Monday in February (1 Day)
Good Friday	Friday before Easter Sunday (1 Day)
Memorial Day	Last Monday in May (1 Day)
Juneteenth	June 19 (1 Day)
Independence Day	July 4 (1 Day)
Labor Day	First Monday in September (1 Day)
Veterans Day	November 11 (1 Day)
Thanksgiving Eve + Thanksgiving Day + Day After Thanksgiving	Fourth Wednesday, Thursday, Friday in November (3 Days)
<u>Christmas Eve + Christmas Day + Day After New Year's Eve</u>	<u>December 24, 25, 26 (3 Days)</u> December 31

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

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.

Hourly employees required to work on a scheduled holiday will be paid double time their regular rate for hours worked in addition to the above stated holiday pay.

Leaves 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 may be eligible to receive paid Township benefits in accordance with the Family Medical Leave Act (FMLA), determined by the Township Board.

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.

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 (one enlisted term). According to Michigan law, an employee returning from military service must make application to the Township within fifteen days after their release in order to be assured their reinstatement in the same position without reduction in seniority, status or pay.

All full-time and part-time regular employees, to include salaried and hourly, will be granted an excused absence of up to fourteen 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 employee's vacation/personal time earned, and will be included when computing an employee's length of service.

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 consecutive days. To be eligible, the employee must have maintained a satisfactory record of employment with the Township for a minimum of one 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 may charge up to a 10% copay. The program is available to elected officials at their expense. All full-time, regular employees will become eligible for medical benefits on the first day of the month following thirty continuous days of employment. Temporary/Seasonal and Part Time employees are not eligible for Medical Insurance provided by the Township.

Worker’s Compensation

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

Retirement Policies

Approved by Ordinance or resolution of the Township Board and dissolved by board action or resolution.

Progressive Discipline

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 township follows a progressive discipline policy as follows.

The progressive disciplinary process is initiated for situations in which policies, procedures or professional practices have been ignored or violated, or an employee performance fails to meet acceptable standards. Degrees of discipline are generally progressive and are used to ensure the employee has the opportunity to correct his or her performance.

Disciplinary Steps:

1. Step One: **Verbal Warning**

The employee will be given a verbal explanation of the errant behavior, including a reiteration of what Burt Township’s policy regarding that behavior is. In addition, the employee will be advised of the consequences of further infractions of the rule in question. If no further problems occur with regard to the issue raised at the verbal warning stage, no further disciplinary action will be taken.

2. Step Two: **Written Warning**

If the problem persists, the employee will be given a written explanation of the errant behavior, including a reiteration of what Burt Township’s policy regarding that behavior is. In addition, the employee will be advised that the continuation of the problem will lead to suspension for a stated period of time. As before, the employee will be given an opportunity to change the unwanted behavior and, if the behavior does not recur, no further disciplinary action will be taken.

3. Step Three: **Suspension**

If verbal and written warnings fail to bring about change in the undesired conduct, the employee will be suspended for a length determined by the Supervisor and Department head, up to 3 days.

4. Step four: **Dismissal**

If the employee’s conduct fails to improve or if there is a recurrence of unacceptable misconduct, the department head, with direction from the Burt Township Board, prepares for termination.

There are no set standards of how many oral warnings must be given prior to a written warning or how many written warnings precede suspension or termination. Factors to be considered are:

- How many different offenses are involved
- The seriousness of offense
- The time interval and employee response to prior disciplinary action(s)
- Previous work history of the employee

In general, several oral warnings should, at the next infraction, be followed by a written warning, followed at the next infraction by discharge. This is especially true in those cases where the time interval between offenses is short and the employee demonstrates a poor desire to improve his/her performance.

For serious offenses, such as fighting, theft, insubordination, threats of violence, the sale or possession of drugs or abuse of alcohol on township property, etc., termination may be the first and only disciplinary step taken. Any step or steps of the disciplinary process may be skipped at the discretion of the Burt Township Board after investigation and analysis of the total situation, past practice, and circumstances.

Standards of Conduct

The following is a list of behaviors that the Township considers unacceptable. Any employee found engaging in these behaviors will be subject to the progressive discipline policy process:

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

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.

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.

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 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.

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. The employee may be required to provide a doctor's note following extended sick time or recurring ailment, at the Board's discretion. 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.

Anti-Harassment & Non-Discrimination

The Township is committed to a work environment in which individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunity and prohibits unlawful discrimination practices, including 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 or discrimination. All such complaints will be handled with confidentiality. Persons found to be in violation of this policy will be subject to disciplinary action.

Complaint Handling:

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.

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 of 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 Department Head 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. Each time a form is issued, copies are made available at the clerk's office and included in the employee's personnel file.

Personnel Appraisal Forms and supporting documentation will be used at the annual employee meeting to help the Board determine the next fiscal year's 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 & Fire Department Personnel Licensing/Certification:

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 must 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 must agree to this policy in writing.*

Health & Safety in the Workplace

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.

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.

Boot Allowance: Each regular employee shall receive an annual boot allowance payable in the last pay period of the year. Each hourly/seasonal employee who has worked four hundred (400) hours in the calendar year shall receive an annual allowance of one hundred (100) dollars payable in the last pay period of their employment in the certain calendar year.

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.

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.

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

Township Vehicles

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

- Vehicles will be driven only by a Township Employee.
- Only drivers with a valid driver's license that is registered with the Township Clerk may operate a Township Vehicle. Driver's License information for all employees will be submitted to the Michigan Department of State Subscription Service. Reports will be transmitted to the Township clerk periodically and in the event of any traffic violation.
- Vehicles may not be used for personal business.
- Vehicles will be kept neat and clean. No trash should be allowed to collect inside the vehicle.
- Vehicles will be operated in a safe and courteous manner at all times.
- Vehicles should be washed once every 2-3 weeks, or when excessive mud or road grime is present.
- Vehicles will have their scheduled maintenance completed/scheduled by Department Heads per specifications of manufacturer.
- 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.
- Notify the department manager of any unusual noises or maintenance that is required immediately. It is their responsibility to notify the Township Board when maintenance is needed on Township Vehicles.
- More than two 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 & 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 or Unauthorized use of Township property.