

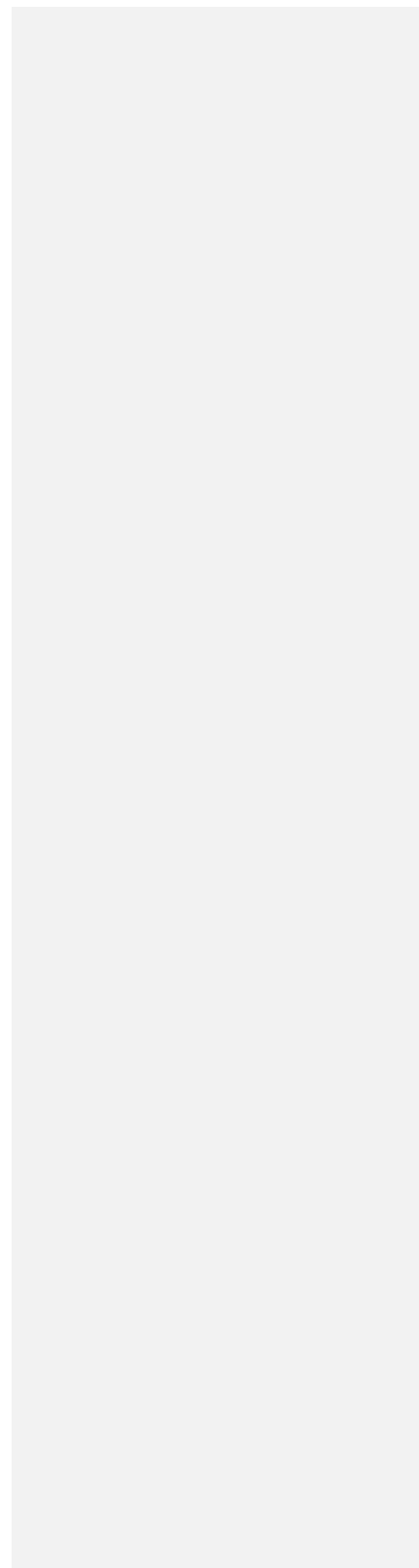
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# **NORTHFIELD TOWNSHIP EMPLOYEE HANDBOOK**

EFFECTIVE DATE: FEBRUARY 11, 2003

First Amendment: Effective 1/1/04

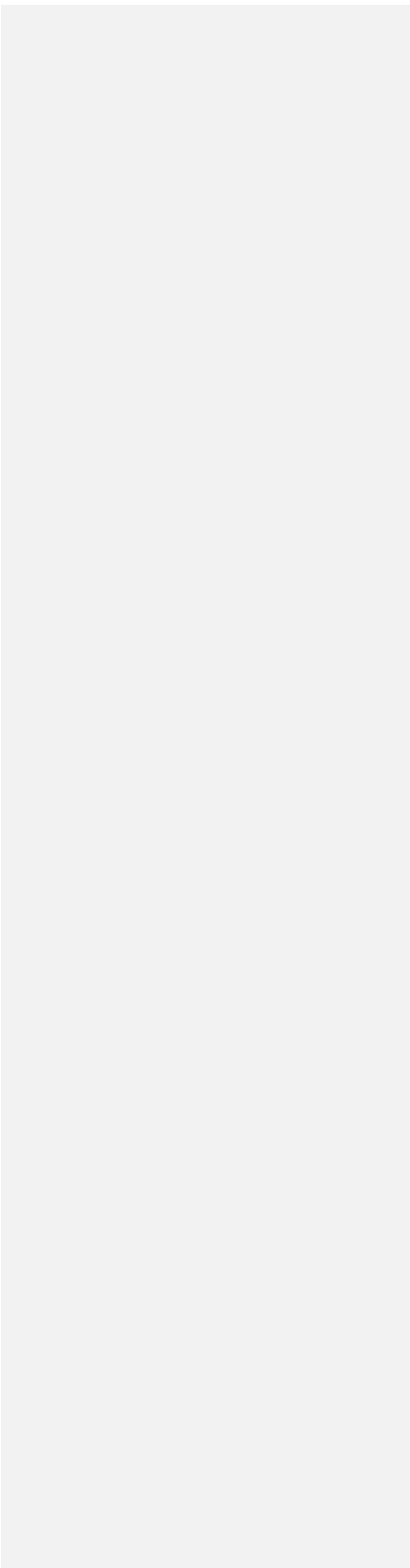
Second Amendment: Effective 1/1/2015



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## 10 INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with Northfield Township 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 the Township to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

The employee handbook cannot anticipate every circumstance or question about policy. As the Township continues to grow the need may arise, and the Township 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.

[Note: Add verbiage re: confidentiality?](#)

## EMPLOYEE ACKNOWLEDGMENT FORM

By accepting or continuing my employment with Northfield Township, I acknowledge and agree to the following:

I have received a copy of the Northfield Township Employee Handbook. I understand that my employment is subject to the terms of the Handbook, including any future changes made in it by Northfield Township.

I understand that Northfield Township may amend the Handbook from time to time, either by distributing a revised version of the Handbook or by posting or distributing a written memo signed by an authorized executive of Northfield Township which specifically describes the amendments. I understand that no one is authorized to make an agreement with me that deviates from the terms of the Handbook or from any other company policy, except through an authorized revision of the Handbook or by a written agreement signed by an authorized officer of Northfield Township.

I understand that the employment relationship between Northfield Township and all employees is "at will." This means that either Northfield Township or I may terminate the employment relationship at any time, for any reason either party considers appropriate in their sole discretion.

All records, files, materials and software that I have access to in the course of my employment, and that relate to Northfield Township's business, are considered confidential. During and after my employment, I will neither disclose that information nor use it for the benefit of any person or organization other than Northfield Township. When my employment ends, or upon the company's request, I will immediately return all company property and all materials that relate to Northfield Township's business.

If I owe Northfield Township any amounts at the time my employment ends (because of unpaid loans, unreturned property, repayment obligations, or other amounts), I agree that Northfield Township may deduct and withhold those amounts from any wages, bonuses, or other amounts that might otherwise be payable to me at or after the time my employment ends.

I agree that any claim or suit that relates to my employment with Northfield Township must be brought 1) 180 days after the events giving rise to the claim, or 2) the time limit specified by statute, whichever is shorter. I waive any statute of limitations that exceeds this time limit. I also agree that any such claim or suit will be deducted only by a judge and not by a jury, and I waive any right to a jury trial.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

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

Note: Atty recommends adding statement on confidentiality, company property, and at-will employment status

Northfield Township

Employee Handbook

## 101 NATURE OF EMPLOYMENT

This handbook is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook; it will answer most commonly asked questions concerning employment with the Township.

However, this handbook cannot anticipate every situation nor answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor the Township is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, the Township reserves the right to change, revise or eliminate any of the policies and/or benefits described in this handbook. The only recognized deviations from the stated policies are those authorized by the Board of Trustees for the Township.

This handbook applies to all employees of the Township including those covered by any collective bargaining agreements. Should any provision of this handbook directly conflict with any provision of any collective bargaining agreement, the bargaining agreement shall have primary effect.

102 EMPLOYEE RELATIONS

The Township 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 encouraged to express their concerns to their Department Heads.

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

Note: Employee issue needs to be brought to Twp Manager

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## 103 EQUAL EMPLOYMENT OPPORTUNITY

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

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 Department Head or the ~~Personnel~~-Township Manager. 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.

Note: Add Sexual orientation to first paragraph

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## 104 HIRING OF RELATIVES

Relatives of persons currently employed by the Township may be hired if they do not work directly for or supervise a relative. Township employees cannot be transferred into such a reporting relationship.

If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred. If that decision is not made within 30 calendar days, the Township Board will decide.

In other cases where a conflict or the potential for conflict arises, even if there is no Department Head relationship involved, the parties may be reassigned or terminated from employment.

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.

## 105 EMPLOYEE MEDICAL EXAMINATION

To help ensure that employees are able to perform their duties safely, medical examinations may be required.

After an offer has been made to an applicant entering a designated job category, a medical examination will be performed at the Township's expense by a health professional of the Township's choice. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam.

Current employees may be required to take medical examinations to determine fitness for duty. Such examinations will be scheduled at reasonable times and intervals and performed at the Township's expense.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

Note: Add verbiage re: all medical exams will be related to job duties and fitness for duties.

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## 106 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 the Township 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 Department Head or Township ~~Clerk-Manager~~ for more information or questions about conflicts of interest.

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, friend, personal acquaintance or relative as a result of the Township's business dealings. 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 employees have any influence on transactions involving purchases, contracts or leases, it is imperative that they disclose to an officer of the Township as soon as possible the existence of any actual or potential conflicts 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 the Township 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 the Township.

## 107 OUTSIDE EMPLOYMENT

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

If the Township determines that an employee's outside work interferes with performance or the ability to meet his/her requirements of the Township 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 the Township.

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

Note: This section needs further review

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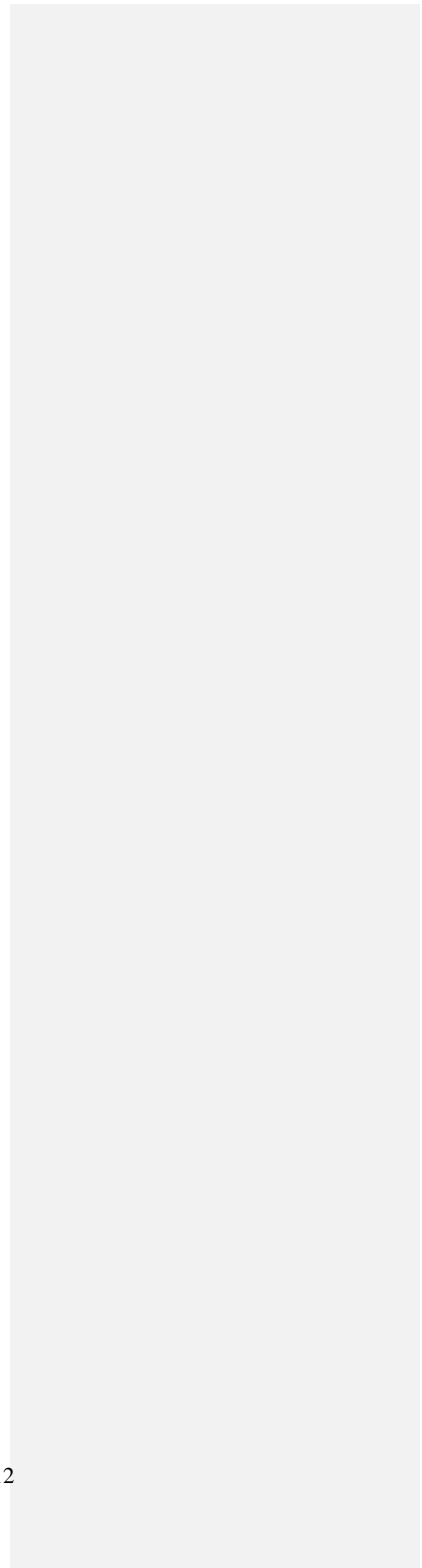
108      DISABILITY ACCOMMODATION

We are committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is our policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, we will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the company aware of his or her disability, provided that such accommodation does not constitute an undue hardship.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact your Department Head or the ~~Personnel~~ Township Manager. We encourage individuals with disabilities to come forward and request reasonable accommodation.

We will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, the company's overall financial resources and organization, and the accommodation's impact on the operation of the company, including its impact on the ability of other employees to perform their duties and on the company's ability to conduct business. The ADA does not require us to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs etc.).

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify your Department Head or the ~~Personnel~~ Township Manager. All such inquiries or complaints will be treated as confidential to the extent permissible by law.



109 IMMIGRATION LAW COMPLIANCE

We are 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 the company within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Personnel-Township Manager. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Note: Need to discuss with department heads on compliance.

## 110 Privacy Policy

As required by the Michigan Social Security Number Privacy Act, we adopt this social security number policy. The company recognizes the importance and sensitivity of an individual's social security number.

We will ensure to the extent practicable the confidentiality of social security numbers held by the company. Social security numbers will not be disclosed to those outside of the company, except as authorized by the Social Security Number Privacy Act. Access to information or documents that contain social security numbers will be limited to those requiring access.

Social security numbers may be used in the ordinary course of business. More than four sequential digits of a social security number will not be publicly displayed; used as an account number, password, or identifier; or included in or on any document sent outside the company unless applicable law requires, permits, or authorizes that the social security number appear in the document. Documents that are no longer needed that contain social security numbers must be shredded. Under no circumstances should any document with all or any portion of a social security number be disposed of without first being shredded.

Violation of this policy may result in discipline, up to and including dismissal. Employees who violate the Social Security Number Privacy Act also may be subject to fines and imprisonment.



## 201 EMPLOYMENT CATEGORIES

It is the intent of the Township to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the Township.

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 the Township.

It is our policy to make deductions from Exempt employee wages as allowed by the Fair Labor Standards Act. Exempt employees with questions about wage deductions should bring their concerns to their Department Head, who will, in turn reimburse the employee for any improper deductions.

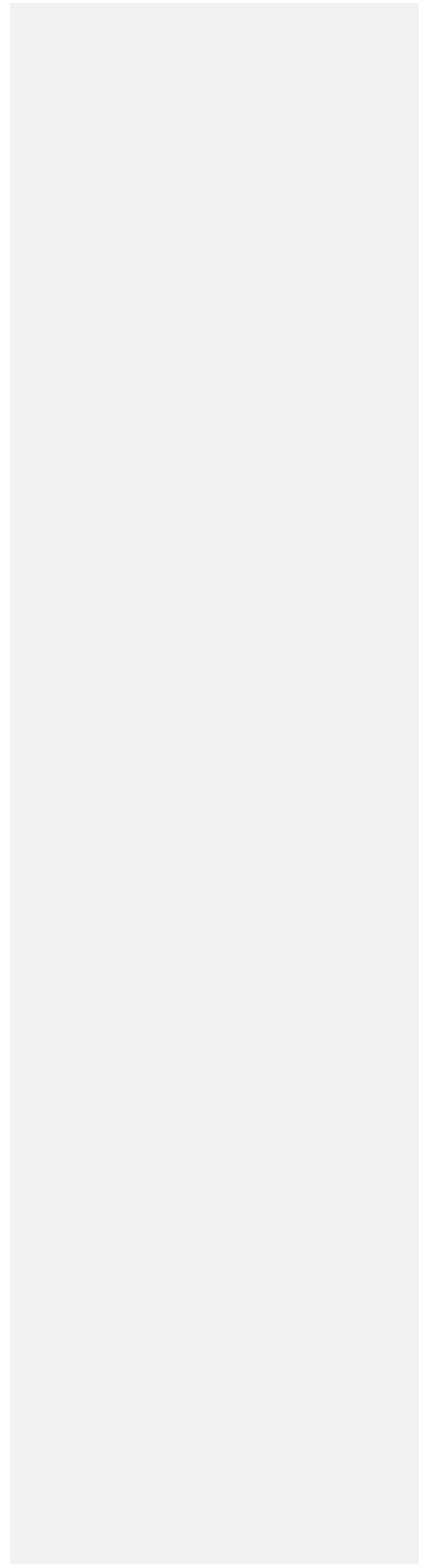
In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary status and who are regularly scheduled to work a full-time schedule of 32 or more hours per week. They are eligible for the Township's benefit package, subject to the terms, conditions and limitations of each benefit program.

PART-TIME employees are those who are not in a temporary status and who are regularly scheduled to work up to 32 hours per week. While they do receive all mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for any of the Township's other benefit programs with the exception of Personal Time Off ("PTO") only. The provision of PTO to part-time employees provides such employees with no other benefits whatsoever, other than those specifically references in this paragraph.-

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 status until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for any of the Township's other benefit programs.

| NOTE: define contract status(1099); full time, etc.



## 202 ACCESS TO PERSONNEL FILES

The Township 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, salary increases and other employment records.

Personnel files are the property of the Township, and access to the information they contain is restricted. Only Department Heads and management personnel of the Township who have a reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Township Clerk. Employees may review their own personnel files in the Township's offices and in the presence of an individual appointed by the Township to maintain the files. Employees may review their files no more than twice in any calendar year.

## 203 EMPLOYMENT REFERENCE CHECKS

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

The ~~Clerk~~ Township Manager 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. No other employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

Note: Add verbiage re: employee release and create an employee release document for liability purposes.

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## 204 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify the Township Clerk or Deputy clerk in writing of any changes in personnel data. This includes personal mailing addresses, telephone numbers, names of dependents, individuals to be contacted in the event of an emergency and educational accomplishments.

## 205 EMPLOYMENT APPLICATIONS

The Township 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 may result in the Township's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

206 PERFORMANCE EVALUATION

Department Heads and employees are strongly encouraged to discuss job performance and goals on an informal day-to-day basis. A formal written performance evaluation may be conducted at the completion of 90 days of employment. Additional formal performance evaluations may be conducted to provide both Department Heads and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals.

Performance evaluations are generally completed annually by March 1st. Based on operational necessity or their own discretion, Department Heads may complete additional formal evaluations at any time in any given year.

Merit-based pay adjustments may be awarded by the Township to recognize an employee's performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process. There is no entitlement by any employee for any merit-based pay adjustments and such adjustments can only be awarded by the Board of Trustees for the Township.

## 301 EMPLOYEE BENEFITS

Eligible employees at the Township 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.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your Department Head 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:

Bereavement Leave	Holidays	Longevity
Jury Duty Leave	Life Insurance	Deferred Compensation Plan
Short-Term Disability	Long-Term Disability Medical Insurance	Pre-Paid Legal Plan
Pension Plan		
Uniform Maintenance		

Some benefit programs require contributions by the employee, but most are fully paid by the Township. The Township ~~Clerk-Manager~~ will provide each regular full-time employee with the applicable benefit plans in which they are eligible to participate.

Medical insurance coverage may be waived upon written ~~request—and request and~~ proof of medical coverage submitted to the Township ~~Clerk-Manager~~. If medical insurance coverage is waived, a reimbursement of \$125.00 per month payable in December will be paid. If an employee terminates employment with Northfield Township prior to December and is eligible for medical reimbursement, the amount will be prorated and will be available in the last paycheck.

Medical insurance coverage can be re-instated upon written request to the Township ~~Clerk-Manager~~ at no cost to the employee. The monthly reimbursement would end on the last day of the month prior to insurance coverage.

~~Northfield Township will pay 100% of an employee's medical coverage upon retirement until they have attained the age of 65. The employee must have attained the age of 55 years and have had 20 years of continuous full time employment to qualify.~~

Northfield Township reserves the right to amend, modify or delete benefits at any time.



## 302 PERSONAL TIME OFF - PTO

Personal time off with pay is available to eligible employees to provide opportunities for rest, relaxation and personal pursuits. ~~Only regular full-time employees are eligible to earn and use PTO as described in this policy. Only regular full-time employees and certain part-time employees are eligible to earn and use PTO as described in this policy.~~ Personal time off may also be used by eligible employees for sickness or other health related reasons. The Township does not provide separate sick leave benefits.

PTO days accrue from date of employment, however no PTO days may be taken during the first six (6) months of employment. ~~If regular full-time employment, or certain part-time employment~~ is offered after completion of 90 days of employment, PTO days may be used after the six (6) month period passes. ~~If regular full-time employment, or certain part-time employment~~ is not offered, there is no entitlement to payment for any accrued and unused PTO days.

PTO will accrue after a full month of service has been completed as follows for all regular full time employees hired after February 11, 2003:

From employment hire date to completion of two (2) years – 12 days per year (one day per month).

From completion of two (2) years to completion of four (4) years – 15 days per year (1.25 days per month).

From completion of four (4) years to completion of nine (9) years – 18 days per year (1.5 days per month).

From completion of nine (9) years – 24 days per year (2 days per month).

PTO will accrue after a full month of service has been completed as follows for all current and future part-time employees:

For part-time employees regularly working between 20 hours per week and 29 hours per week – three (3) days per year;

For part-time employees working between 30 hours per week and 32 hours per week – four (4) days per year.

Part-time employees will not be compensated for accrued, but unused PTO days at the conclusion of each calendar year. Part-time employees will forfeit any accrued, but unused PTO days at the conclusion of each calendar year and such PTO days will not carry over into subsequent calendar years.

Comment [jlc1]: Accrue

Comment [jlc2]: Atty recommending against introductory period

Comment [jlc3]: Removed: contradiction of Just Cause

With the adoption of this Employee Handbook, all current full-time employees will continue to accrue and use PTO time at the current rate at time of adoption which was: Two (2) days of PTO time off to full time employees for each month of service completed. All current and future Department Heads will accrue at the rate of 2.5 days of PTO for each month of service completed.

For employees subject to a collective bargaining agreement, PTO shall accrue and be used at the designated contractual rate.

Employees may accumulate up to two (2) times the amount of their annual PTO accrual. However, any PTO time earned over this amount must be used or it will be lost. These excess days are subtracted from amount effective June 30 of each year ~~accrued~~

PTO is compensated at the regular rate of pay for the employee at the time PTO is taken.

At termination of employment, ~~the regular full-time employees~~ will receive full compensation for accrued PTO days. Compensation will be made at the employee's current rate of pay. Part-time employees will not be compensated for accrued, but unused PTO days at the termination of their employment.

~~Employees~~ Regular full-time employees must submit a written request to their Department Head at least two (2) weeks in advance when utilizing five (5) or more consecutive PTO days unless due to illness.

Department Heads must submit a written notice to all Township Board members at least two weeks in advance when utilizing five (5) or more consecutive PTO days unless due to illness. The notice shall indicate the name of the Department member assuming charge of Department operations during the absence of the Department Head. The notice shall also indicate a statement to the effect that the Department has a means or method of making contact to the Department Head in the event of an emergency.

Employees cannot take PTO unless it is accrued. Unpaid time off is unacceptable, except in the case of an emergency. ~~Written requests~~ Written requests for unpaid time off in an emergency situation must be approved by the Department Head and the ~~Personnel~~ Township Manager. PTO days do not accrue during five or more days of consecutive unpaid time off. Holidays that fall during unpaid time off will be unpaid.

Department Heads must appear with a written request before the Township Board at least thirty days in advance to request time off without pay except in an emergency situation, which will be approved by the ~~Personnel~~ Township Manager.

Requests for PTO days immediately preceding and following ~~—~~ holidays must be pre-approved by immediate Department Head.

Any employee whose status changes from a regular full-time employee to a part-time employee, and has accrued PTO, may use any days of PTO earned and accrued as a full-time employee while in part-time status.

Such employees will not accrue additional PTO days in part-time status until the next calendar year in which the employee is in part-time status. Employees whose status changes from regular full-time to part-time employment will forfeit any PTO days accrued in full-time status which are unused at the end of the calendar year in which the status change takes place and shall not be entitled to compensation of any accrued, but unused PTO days.

Any request by ~~an~~ a regular full-time employee for thirty (30) or more consecutive days PTO must be submitted in writing to the Department Head for approval at least thirty (30) days in advance of the time requested, and must be approved by the Board of Trustees for the Township.

Employees who are unable to report to work due to illness or injury should notify their direct Department Head before the scheduled start of their workday if possible. The direct Department Head 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 absences due to illness as well and may be required as a condition to receiving PTO and any short-term or long-term disability benefits. Part-time employees are not entitled to short-term or long-term disability benefits.

Before returning to work from an absence due to illness of 14 calendar days or more, an employee must provide a physician's verification that he or she may safely return to work.

As an additional condition of eligibility for short-term or long-term disability benefits, ~~an~~ a regular full-time employee on an extended absence must apply for any other available compensation and benefits, such as worker's compensation.

303 HOLIDAYS

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

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Good Friday (1/2 day) Memorial Day
- July 4th Labor Day
- Veteran's Day Thanksgiving
- Day After Thanksgiving Christmas Eve
- (1/2 day) Christmas Day
- New Year's Eve (1/2 day)
- One floating holiday as determined by the Township Board

The Township will grant paid holiday time off to all eligible employees who have completed 90 calendar days of service in an eligible employment classification(?). Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Only regular full-time employees are eligible for holiday pay.

Comment [jlc4]: Full-time employees

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.

Full-time employees will receive pay on holidays in the following manner:

HOLIDAY SCHEDULED AND WORKED: An employee who is scheduled to work on a holiday and who works on the holiday will receive double his regular pay for all hours worked that day.

HOLIDAY NOT SCHEDULED AND WORKED: An employee who is not scheduled to work on a holiday but is subsequently called in to work and accepts the work will receive double his regular pay for all hours worked that day.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

## 304 WORKERS' COMPENSATION INSURANCE

The Township 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 Department Head immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This may enable an eligible employee to qualify for coverage as quickly as possible.

The Township will not 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 the Township.

305 **LONGEVITY**

~~The Township provides longevity pay to all regular full-time employees. The employee must have completed the required years of service prior to December 1st of the applicable year. The Township reserves the unilateral right to amend, modify or delete longevity at any time.~~

Longevity will be paid at the following thresholds in December:

5 years of service	\$300
10 years of service	\$600
15 years of service	\$900
25 years of service	\$1200
30 years of service	\$1500

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## 306 BEREAVEMENT LEAVE

Employees who wish to take time off due to the death of an immediate family member should notify their Department Head immediately.

Up to three days of paid bereavement leave will be provided to regular full-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.

The Township defines "immediate family" as the employee's spouse, parent, child, or sibling; the employee's spouse's parent, child, or sibling; the employee's daughter- or son-in-law; grandparents; grandchildren; and foster children.



307 JURY DUTY

The Township encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees may request paid jury duty leave for the length of absence. (is there a cap on this?)

Comment [jlc5]: cap

Employees must show the jury duty summons to their Department Head as soon as possible so that the Department Head may make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.

An employee who serves on jury duty or is subpoenaed as a witness will sign their jury duty or witness fee over to Northfield Township and will be paid their regular compensation. Mileage shall not be deducted from the portion that the Court pays the employee.

All benefits will continue to accrue during jury duty leave.

## 308 BENEFITS CONTINUATION (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Township's health plan when a qualifying event would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, death of an employee, a reduction in an employee's hours, a leave of absence, an employee's divorce or legal separation and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary will pay the full cost of coverage at the Township's group rates plus an administration fee as determined by the Township Board. The Township provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the Township's health insurance plan. The notice contains important information about the employee's rights and obligations.

## 401 TIMEKEEPING

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require the Township 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 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 employees' responsibility to sign their time records to certify the accuracy of all time recorded. The Department Head will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the Department Head must verify the accuracy of the changes by initialing the time record.

## 402 PAYDAYS

All employees are paid biweekly on every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period. The pay week begins on ~~Sunday-Saturday~~ and ends the following ~~Saturday~~Friday.

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

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

## 403 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any township, 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 township.

LAYOFF - involuntary employment termination initiated by the township for non-~~disciplinary reasons~~disciplinary reasons.

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

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 within a reasonable period of time. 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.

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

#### 404 ADMINISTRATIVE PAY CORRECTIONS

The Township 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 Township Clerk so that corrections can be made as quickly as possible.

405        GENERAL PAY INFORMATION

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

The Township offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, the Township Clerk can answer your questions.

## 501 SAFETY

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

The Township provides information to employees about workplace safety and health issues through regular internal communication ~~channels—such~~channels such as Department Head-employee meetings, bulletin board postings, memos or other written communications.

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

Some of the best safety improvement ideas come from employees. Those with ideas, concerns or suggestions for improved safety in the workplace are encouraged to raise them with their Department Head or to bring them to the attention of the Fire Chief. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

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

~~in~~In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Fire Chief or the appropriate Department Head. Such reports are ~~necessary—~~necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.



## 502 WORKSCHEDULES

Work schedules for employees vary throughout the Township. Department Heads will advise employees of their individual work schedules. 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.

## 503 USE OF PHONE AND MAIL SYSTEMS

~~Personal use of telephones for long distance and toll calls is not permitted.~~ Employees should practice discretion in using Township telephones when making local personal calls ~~and may be required to reimburse the Township for any charges resulting from their personal use of the telephone.~~ The excessive use of personal cell phones during working hours is also not permitted.

**Comment [jlc6]:** most employers take this out

The use of the Township-paid postage for personal correspondence is not permitted.

To ensure effective telephone communications, employees should always use an approved greeting as determined by the Department Head 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.

Note: Infrequent use of office equipment / cell phones for personal use should be permitted, as most employers now permit this. Needs to be reviewed by attorney.

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504 MEAL PERIODS

All full-time employees may be provided with one **unpaid** meal period of 30 minutes in length each workday. Department Heads will schedule meal periods to accommodate operating requirements. Employees will normally be relieved of all active responsibilities and restrictions during meal periods.

All employees may be scheduled for two fifteen (15) minute rest periods or coffee breaks during each eight (8) hour shift. The lunch period shall not be considered a rest period or coffee break period. If an employee is working overtime, he/she **may be allowed** a rest period or coffee break after each two (2) hour period and at the end of four (4) hours a lunch period may be allowed.

Breaks are lost if not used and cannot be utilized in conjunction with lunch or to make up for early departures and/or late arrivals.

Note: Language needs to be loose; if too restrictive, we run into the issues of not enforcing compliance.

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## 505 OVERTIME/COMP TIME

Note: I had questions about comp time that we should discuss.

Comment [jlc7]: Re: salaried exempt

All work in excess of 40 hours per week must be authorized in writing by the Department Head. Employees working Call-Back time will receive a minimum of (3) hours compensation at overtime schedules.

Nonexempt employees who work in excess of 40 hours per week will be compensated at one and one half their hourly rate in either wages or compensatory time off, at the employee's option.

Comment [jlc8]: No comp for Non-Exempt

Exempt employees will not be granted additional wages or compensatory time off for hours worked in excess of the standard workday or week.

Employees classified with exempt status will be eligible for overtime compensation according to provisions of this section, when performing work responsibilities on behalf of the Township, which fall within the definition of "Call-Back" as defined herein, or when performing non-administrative functions on an overtime basis which are equal to tasks performed by personnel under their direct supervision.

Compensatory time may be granted on a pre-approved basis by the Department Head at time and one-half for special meetings, tasks, projects or functions that have been assigned by a request which occur at times other than normal working hours. For purposes of salary administration, eligibility for overtime payments and employee benefits, Northfield Township classifies Department Heads as exempt employees. Department Heads are paid a salary that has been established to compensate them for any and all work they perform for the Township. They will not receive any additional compensation for overtime and shall not be entitled to compensatory time or additional time off. Department Heads are expected to work the hours necessary to fully perform all their duties and responsibilities without extra compensation. Their workweek is not limited to forty (40) hours.

In some cases exempt employees (other than Department Heads) may, at the discretion of the Township, be paid overtime for hours worked in excess of forty (40) hours in one workweek even though the payment of such overtime is not required by law. In such an event, the decision to pay such overtime is entirely within the discretion of the township and may be discontinued at any time.

Compensatory time is overtime worked for which time off may be granted in lieu of overtime pay. Employees must have departmental approval prior to accumulating or using compensatory time. Employees may, at their option, elect to receive payment for overtime or to accumulate compensatory time at a rate of one and one-half (1 1/2) hours of compensatory time for each hour of overtime worked. The maximum accumulation of compensatory time by employees shall not exceed one hundred fifty (150) hours.

For employees subject to a collective bargaining agreement, overtime and comp time shall accrue and be used subject to the terms of the current contract.

## 506 USE OF EQUIPMENT AND VEHICLES

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

Please notify the Department Head 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 Department Head 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.

## 507 EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, power failures or earthquakes can disrupt Township operations. In extreme cases these circumstances may require the closing of a work facility. The Township ~~Clerk~~ and the Northfield Township ~~Police Chief~~ Public Safety Director and or Township Manager will make the decision as to the closure of the work facility. In the event that such an emergency occurs during non-working hours, local radio station (WAAM, 1600 AM) and a local TV station (WXYZ, Channel 7) along with cable channel 18, and [www.twp-northfield.mi.us](http://www.twp-northfield.mi.us) ~~www.twp-northfield.org~~ will be asked to broadcast notification of closing.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid. If an employee has pre-scheduled PTO during the emergency closing, the PTO will be honored.

## 508 BUSINESS TRAVEL EXPENSES

The Township will reimburse 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 Department Head.

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

When approved, the actual costs of travel, meals, lodging and other expenses directly related to accomplishing business travel objectives will be reimbursed by the Township. Employees are expected to limit meal expenses to \$30.00 per day. Meals for business travel of one day or less are not reimbursed by the Township.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate Department Head. Vehicles owned, leased or rented by the Township may not be used for personal use without prior approval. Use of a personal vehicle for business travel will be reimbursed at the then applicable IRS mileage rate.

Within 15 days of completion of travel, employees should submit expense reports along with receipts to the Township Clerk. Late requests will be denied.

Employees should contact their Department Head for guidance and assistance on procedures related to travel arrangements, travel advances, 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.

## 509 SMOKING

Smoking is prohibited in all enclosed areas within this worksite without exception. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, employer owned or leased vehicles, and all other enclosed facilities. Smoking shall also be prohibited within 25 feet of entrances, windows and ventilation systems.

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



## 510 COMPUTER AND EMAIL USAGE

Computers, computer files, the e-mail system and software furnished to employees are Township property and intended for business use only. Employees should not use a password, access a file or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and E-mail usage may be monitored.

The Township strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the Township prohibits the use of computers and the E-mail system in ways that are disruptive, offensive or harmful to morale.

| For example, ~~the, the~~ display or transmission of sexually explicit images, messages and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes or anything that may be construed as harassment or showing disrespect for others.

| Employees should notify their Department Head or the Township ~~Clerk~~ Manager upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

The Northfield Township Computer and Internet Use Policy is attached and made part of this personnel manual.

## 511 SOCIAL MEDIA

We encourage employees to share information with co-workers and with those outside the company for the purpose of gathering information, generating new ideas, and learning from the work of others. Social media provide inexpensive, informal, and timely ways to participate in an exchange of ideas and information.

However, information posted on a website is available to the public, and therefore, the company has established the following guidelines for employee participation in social media.

Note: As used in this policy, "social media" includes, but is not limited to, blogs, forums, and social networking sites such as Twitter, Facebook, LinkedIn, and MySpace.

**Off-duty use of social media.** Employees may maintain personal websites or web logs (blogs) on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, the company considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas as long as they do not conflict with company policies or business.

**On-duty use of social media.** Employees may engage in social media activity during work time provided it is directly related to their work, approved by their manager, and does not identify or reference company clients, customers, or vendors without express permission. The company monitors employee use of company computers and the Internet, including employee blogging and social networking activity.

**Respect.** Demonstrate respect for the reputation of the company, its owners, its customers, its vendors, and its employees. A social media site is a public place, and employees should avoid embarrassing readers, company employees, customers, vendors, or owners. Do not use ethnic slurs, personal insults, or obscenity, or use language that may be considered inflammatory. Even if a message is posted anonymously, it may be possible to trace it back to the sender.

**Post disclaimers.** If an employee identifies himself or herself as a company employee or discusses matters related to the company on a social media site, the site must include a disclaimer on the front page stating that it does not express the views of the company and that the employee is expressing only his or her personal views. For example: "The views expressed on this website/web log are mine alone and do not necessarily reflect the views of my employer." Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the company or the company's business. Employees must keep in mind that if they post information on a social media site that is in violation of company policy and/or federal, state, or local law, the disclaimer will not shield them from corrective action.

**Competition.** Employees should not use social media to criticize the company's competition and should not use it to compete with the company.

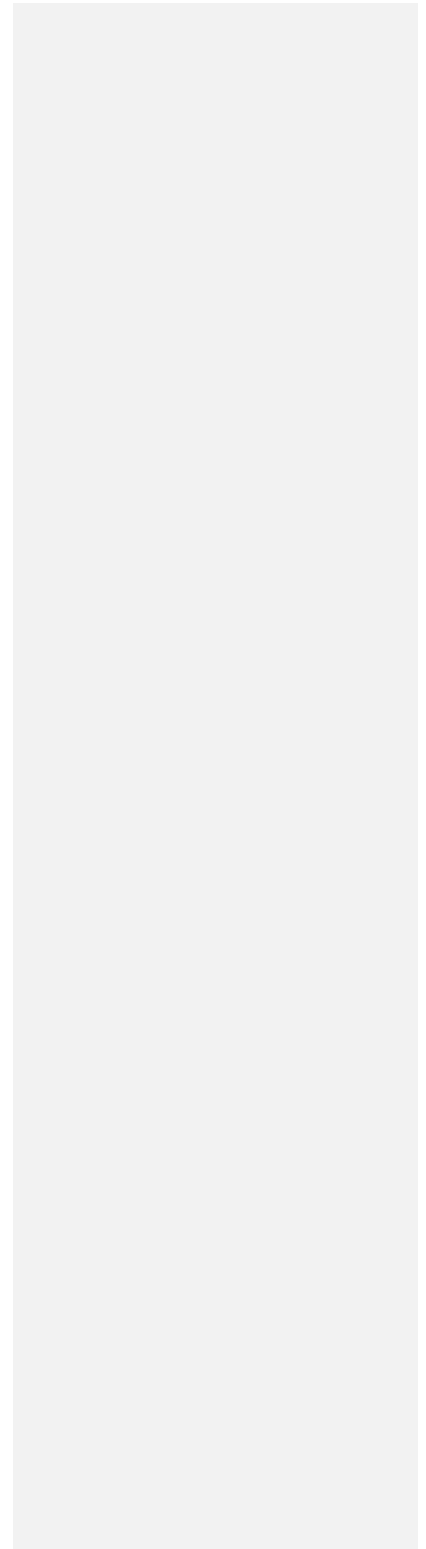
**Confidentiality.** Do not identify or reference company clients, customers, or vendors without express permission. Do not post pictures of company property or co-workers on the Internet without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the company non-disclosure policy.

**New ideas.** Please remember that new ideas related to work or the company's business

belong to the company. Do not post them on a social media site without the company's permission.

**Discipline.** Violations of this policy may result in discipline up to and including the immediate termination of employment.

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



NORTHFIELD TOWNSHIP COMPUTER AND  
~~IN-TET/JET/NET~~ USE POLICY

I. PURPOSE

The purpose of this policy is to provide guidelines and limitations to computer users at Northfield Township regarding general usage, software, hardware, and Internet usage.

II. DEFINITIONS

The following definitions will apply when dealing with computer issues articulated in this policy:

- a. Hardware: Desktop, laptop, or palmtop workstations, including the computer, monitor, printer, and any other equipment that attaches to, or is operating in conjunction with the workstation.
- b. Software: Any programs or applications installed, loaded or downloaded to any workstation.
- c. Internet: What is commonly referred to as the World Wide Web, which would include e-mail providers.

III. POLICY

The following represents-mandated Northfield Township Policy:

- a. Computer workstations are provided to assist members in carrying out their employment function.
- b. Unless otherwise authorized by the Township ~~Clerk-Manager~~ (or Designee), employees are prohibited from downloading, or installing any software applications or programs on any Township owned workstation or server.
- c. Only the employee(s) designated by the Township Clerk will make installations.
- d. ~~Only the software necessary to perform job functions~~ b e allowed.

46 a

e. Only \_\_\_\_\_ or that, \_\_\_\_\_ has  
authorized for use on a Township owned workstation by the Township ~~Clerk-Manager~~  
(or Designee), \_\_\_\_\_ be allowed.

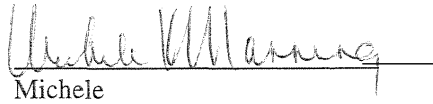
f. The Township workstations are equipped and able to access the Internet. This tool is intended to be used in the performance of the employee's job function, and is not to be used for entertainment purposes. Employees are strictly forbidden from accessing adult-oriented or other inappropriate sites. The government-administered Internet provider that the Township utilizes tracks and maintains a record of the Internet sites that are visited. The Township wants to avoid the embarrassing situation that would result from it being discovered by others that employees of the Township accessed inappropriate sites.

g. Another feature of the Internet is e-mail. It is permissible for employees to have an e-mail address, and access it from the Township, but it is important to note that all e-mail is traceable through the Internet provider, and employees should be ever mindful that the courts are leading toward e-mail information being available through the Freedom of Information Act. A good rule of thumb, therefore, is not to communicate anything via e-mail from Township computers that employees would not want posted on a bulletin board for anyone to see.

#### IV. COMPLIANCE

All employees of the Township are clearly advised that compliance with the rules and regulations promulgated this order is MANDATORY. Violations may subject an employee to formal disciplinary action up to and including termination from the Township.

K. Manning Northfield Township Clerk

  
Michele

2/12

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## 601 FAMILY AND MEDICAL LEAVE ACT

Under the Family and Medical Leave Act of 1993 (FMLA), eligible employees may take unpaid, job-protected leave for certain family-related, medical or military-related reasons. As described below, leave entitlements vary depending upon the reason for the leave. Eligible employees are those who have worked for Aquinas College for at least twelve (12) months, have worked 1,250 hours in the twelve-month period before the leave is to begin, and who work within 75 miles of at least forty-nine (49) other company employees. Leave is tracked according to a twelve-month period. Except as provided below, the 12-month period we use for tracking FMLA leave looks backward 12 months from the date any leave is taken.

**Family Leave and Medical Leave:** Up to 12 weeks of leave may be taken for any one, or a combination, of the following circumstances:

1. To care for the employee's child after birth, or placement for adoption or foster care;
2. To care for a spouse, child or parent who is suffering from a serious health condition;
3. For incapacity due to pregnancy, prenatal medical care of child birth;
4. For an employee's own serious health condition which prevents the employee from performing his or her job;
5. For any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty; or
6. To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

Regardless of the reason(s) for the leave, the maximum amount of leave for these categories is 12 weeks in a 12-month period. Where medically necessary, leave due to a serious health condition may be taken on a reduced schedule or intermittent basis. Leave due to the birth, adoption or placement of a child may only be taken on a reduced schedule or intermittent basis with prior approval. New child leave must be completed within 12 months of the birth, adoption or placement. Where an employee takes leave for planned medical treatment or on an intermittent or reduced schedule basis, the employee must attempt to work with the company to schedule such leave so as not to disrupt the company's operations.

A "serious health condition" is an illness, impairment or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider, and that prevents you from performing the functions of your job or a family member from participating in school or other daily activities. Subject to the requirements of the FMLA, continuing treatment involves a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one (1) visit plus a regimen of continuing treatment. It also includes pregnancy and prenatal care, certain chronic conditions, and other conditions that meet the FMLA's requirements.

**Military-Related Leave:** Employees may take up to twelve (12) weeks of leave because of a "qualifying exigency" arising out of the fact that a spouse, parent or child of the employee is on covered active duty or has been notified of an impending call or order to covered active duty. Qualifying exigencies must relate to the active duty or call or order to active duty and include such things as: short notice deployment, attending military events and related

activities, certain childcare and related activities, care of the military member's parent who is incapable of self-care, making or updating financial and legal arrangements, attending counseling, rest and recuperation, and certain post-deployment activities. Leave may be taken in a single block of time, intermittently, or on a reduced-schedule basis.

Eligible employees may take up to twenty-six (26) weeks of leave to care for a family member (spouse, child, parent or next of kin) who is a current member of the Armed Forces (including the National Guard or Reserves) or a veteran of the Armed Forces discharged within the five-year period before the family member first takes leave and who is undergoing medical treatment recuperation or therapy, is in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty. A veteran who was dishonorably discharged does not meet the definition of a covered service member. Leave under this category may only be taken during a single twelve-month period beginning from the first date of leave. Leave may be taken in a single block of time, intermittently, or on a reduced-schedule basis.

**Total Leave Entitlement:** Leave taken for all categories of family, medical and military leave will be combined toward the applicable 26-week or 12-week entitlements outlined in this policy. Where a husband and wife both work for the Company, they will be limited to a combined 12 or 26 weeks of leave due to birth, adoption or placement of a child for foster care, to care for a parent with a serious health condition, or to care for a family member with serious injury or illness arising out of their military service.

**Notification & Certification of Need for Leave:** When practical, employees are required to give Aquinas College at least thirty (30) days notice of the need for leave. When the need for leave becomes known less than thirty (30) days in advance, you are required to notify the company promptly when the need for leave becomes known. Subject to the above, you must generally comply with normal absence notification procedures. Failure to provide timely notice may result in your leave being delayed. When the need for leave is unforeseeable, you or someone on your behalf must notify the Company as soon as possible. Please provide as much information as possible about the reason for leave so that we can properly and timely determine whether your leave qualifies under this policy. Calling in "sick" is not sufficient. If you leave has already been approved and you subsequently need time off for that same reason, you must specifically inform us that you are taking leave for that reason or tell us that you are taking "FMLA leave."

When the need for leave is military-related or due to a serious health condition (the employee's or a family member's), you will be required to provide certification of the need for leave and its duration on a form supplied by the company. Generally, this certification must be completed and returned to the company within fifteen (15) days of when it was provided to you. ~~Aquinas College Northfield Township~~ is not responsible for any charges incurred for completing the certification forms. While off work on leave, verification of continued need for leave and intent to return may also be requested. Failure to provide timely notice or the required certification may result in the leave being delayed or denied, or your absences being counted against our attendance policy or standards.

**Employer Notice:** If you request leave, you will be informed whether you are eligible under the FMLA. If you are, the notice will specify any additional information required as well as your rights and responsibilities. If you are not eligible, you will be given a reason for the ineligibility. You will also be informed if leave will be designated as FMLA leave and if known, the amount of leave counted against your total leave entitlement. If the company determines that the leave is not covered by the FMLA, you will be notified of this

determination.

**Benefits:** Group health plan benefits are continued during FMLA leave. To maintain health care coverage during an approved leave, you must continue to pay the regular required employee contribution. If you fail to make the required contributions, health care coverage may be terminated and you will be allowed to continue coverage under COBRA. Employees who fail to return from an FMLA leave or who terminate within thirty (30) days of returning may be required to reimburse the company for any insurance premiums paid on their behalf during a leave. Non-health benefits will not be continued during a FMLA leave. You will not lose any benefit that was earned prior to your leave.

In certain circumstances, disability benefits or workers' compensation benefits may be available during FMLA leave. You will also be required to use any available paid time off (e.g., vacation, sick days, etc.) during an otherwise unpaid FMLA leave, subject to the terms of the paid time off policies. Employees on FMLA leave will not receive pay for holidays while they are on leave.

**Other Requirements:** Employees may not engage in any work (whether for another employer or self-employed) while on a leave of absence under this policy. Employees returning from a leave due to their own serious health condition may be required to provide the company with a fitness for duty certification. Employees who return from leave within the allowed time limits will be reinstated to their same or an equivalent position with the company, with equivalent pay, benefits and other employment terms. The company may deny reinstatement to certain "key employees" consistent with the FMLA guidelines.



## 602 MILITARY LEAVE

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.

Employees will receive partial pay for two-week training assignments and shorter absences. Upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty. The portion of any military leaves of absence in excess of two weeks will be unpaid. However, employees may use any available paid time off for the absence.

Subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits will be provided by the Township until the end of the first full month after military leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from military leave, benefits will again be provided by the Township according to the applicable plans.

Other benefits, such as PTO and holiday benefits will be provided to the end of the first full month after military leave begins. After the first full month, benefits will be suspended.

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.

## 603 PERSONAL LEAVE

Regular full-time employees may be granted personal leave to attend to personal matters, including educational pursuits, in cases where it is determined that an extended period of time away from work will be in the best interests of the employee and the Township, and will not be detrimental to the efficient operation of the Township.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by the Township until the end of the month in which the personal leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from personal leave, benefits will again be provided by the Township according to the applicable plans.

Benefit accruals, such as Personal Leave Time and 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 personal leave is requested to provide the Township with at least two weeks advance notice of the date they intend to return to work.

When a personal leave ends, the employee will be reinstated to the same position, unless either the job ceased to exist because of legitimate business reasons or each means of preserving the job would substantially undermine the ability to operate the Township safely and efficiently. If the same position is not available, the employee will be offered a comparable position in terms of such issues as pay, location, job content and promotional opportunities if one is available.

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

Note: Cap personal leave. Be consistent with Leave of Absence, EEOC-ADA.

## 701 EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, the Township expects employees to follow rules of conduct that will protect the interests and safety of all employees and the Township.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials such as explosives or firearms in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from workstation during the workday
- Unauthorized use of telephones, mail system, or other company owned equipment
- Unauthorized disclosure of confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

## 702 PROGRESSIVE DISCIPLINE

Although your employment is at-will (either party may terminate the employment relationship at any time with or without cause or notice), violation of any policies and procedures of this handbook may result in progressive discipline. When performance problems occur, the usual steps of progressive discipline undertaken by **may** be coaching, verbal warning, written warning, and ultimately, termination of employment. These are guidelines and we may, at our discretion, skip any and all steps in the progressive discipline system or decide not to use the progressive discipline system at all. Furthermore, if you engage in misconduct deemed to be serious enough by the company we may, in our sole discretion, subject you to immediate termination without the administration of other, less severe progressive discipline. We also reserve the right to address any offense not specifically enumerated in this handbook in a manner commensurate with the seriousness of the offense.

Progressive discipline needs to be further defined.

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## 703 DRUG AND ALCOHOL USE

Northfield Township is committed to providing a drug-free, healthful, and safe workplace for its employees, and to providing the highest quality of services for its clients. To promote these goals, employees are required to be in appropriate mental and physical condition to perform their jobs in a safe and satisfactory manner.

While on company premises and while conducting business-related activities off company premises, no employee may use, possess, distribute, sell, or be impaired by alcohol or prohibited substances. "Prohibited substances" are defined as illegal drugs, controlled substances, and any other substance that may affect the employee's behavior or ability to perform job duties safely and effectively. "Impaired" means any impairment of functions or judgment, or a blood alcohol concentration of .02 or greater.

**Testing:** Any employee who is reasonably suspected of violating this policy may be required to undergo a test to determine the presence of alcohol, prohibited substances, or their metabolites. A refusal to undergo a required test, an attempt to impair the validity of the sample or test result, or a failure to provide a satisfactory sample for testing, will be treated as a positive test result.

**Medications:** No employee is to engage in any work-related activity while using any medication that could impair safe and effective work performance. Employees using any medication are responsible to determine whether the medication could impair their job performance, safety, or behavior. Employees are encouraged to consult their physician to answer to any questions about this. An employee who has reason to believe that a medication could have an adverse effect on safety or performance is required to report that information to the supervisor. Employees may maintain prescription medications on company premises only if the medication has been prescribed by a licensed physician for the person in possession of the drugs and that they are kept in their original containers.

Possessing, using, or being impaired by "medical marijuana" on company property or in the course of any work-related activity is strictly prohibited.

**Violations:** A positive test result or other violation of this policy is subject to progressive discipline under company policy, up to and including termination of employment. At the company's sole discretion, progressive discipline may include referring an employee for participation in a substance abuse rehabilitation or treatment program.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the Township of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

- | Employees with questions on this policy or issues related to ~~drug~~drug or alcohol use in the workplace should raise their concerns with their Department
- | Head or the Township Clerk-Manager without fear of reprisal.

## 704 SEXUAL AND OTHER UNLAWFUL HARASSMENT

The Township is committed to providing a work environment that is free from discrimination and unlawful harassment. Actions, words, jokes or comments based on an individual's sex, race, ethnicity, age, religion or any other legally protected characteristic will not be tolerated. As an example sexual harassment, both overt and subtle, is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship and is strictly prohibited.

To report an incident of sexual or other unlawful harassment, employees should go directly to their Department Head. In the event the Department Head is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Township Supervisor or ~~Personnel-Township~~ Manager. Employees can raise concerns and make reports without fear of reprisal.

Any Department Head who becomes aware of possible sexual or other unlawful harassment should promptly advise the Township Supervisor or ~~Personnel-Township~~ Manager who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

## 705 WORKPLACE VIOLENCE PREVENTION

We are committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, we have adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the company without proper authorization.

We recognize that there are state laws regarding weapon permits, including concealed weapon permits. However, we prohibit the possession of weapons on company premises, in company vehicles, or while on company time regardless of any permit obtained by the employee.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

We will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the company may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to corrective action per the company policy.

We encourage employees to bring their disputes or differences with other employees to the attention of their Department Head before the situation escalates into potential violence. We are eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.



## 706 ATTENDANCE

To maintain a safe and productive work environment, the Township 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 the Township. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their Department Head as soon as possible in advance of the anticipated tardiness or absence.

Any employee absent for three consecutive days without calling (no call, no show) will be considered a voluntary resignation. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

## 707 PERSONAL APPEARANCE

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

During business hours, employees are expected to present a clean and neat appearance and to dress with professional integrity. The following is a small example of non-professional dress and is not appropriate for Township employees.

- shorts, skirts, and dresses shorter than 4" above the knee
- spaghetti straps
- sneakers and jeans of any color except on Friday casual day
- hooded sweatshirts or logo T-shirts
- clothing that exposes stomach, back or cleavage
- extremely tight or suggestive clothing
- undergarments exposed

Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

It is recognized that on occasion, specific short-term assignments (for example, sorting through and re-filing boxes of archived records, cleaning details or police undercover operations) may require some variance to these requirements at the discretion of the Department Head.

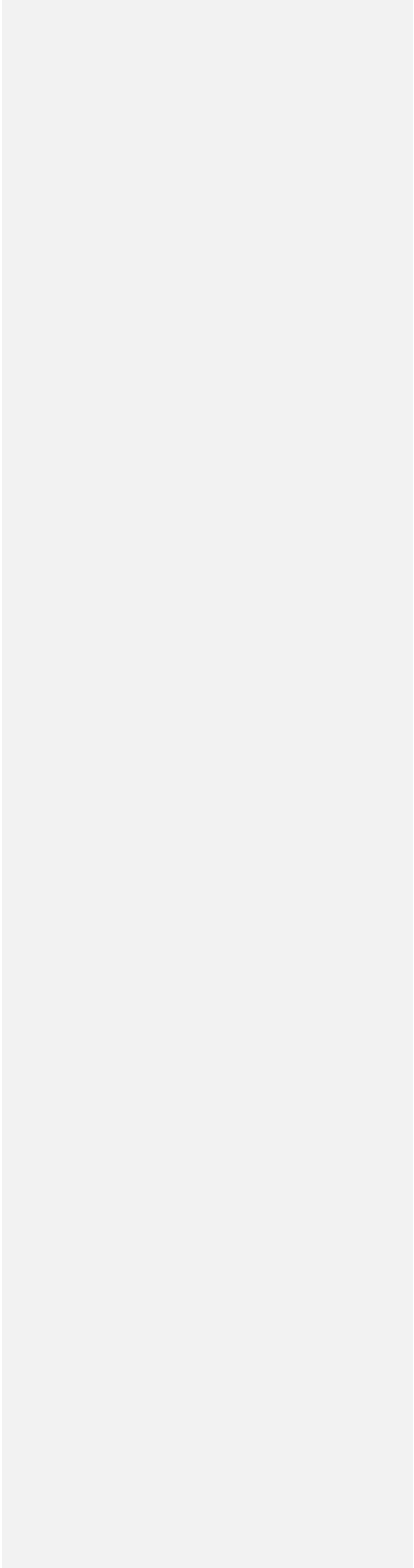
Consult your Department Head or Township ~~Clerk-Manager~~ if you have questions as to what constitutes appropriate attire.

Note: Insurance companie recommends upated languate in this section.

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708      RETURN OF PROPERTY

Employees are responsible for all property, materials or written information issued to them or in their possession or control. Employees must return all the Township property immediately upon request or upon termination of employment.



709 RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment with the Township. Although advance notice is not required, the Township would like to request at least two weeks' written resignation notice from all employees. This notice will be placed in the employee's personnel file.

## ~~710 — SECURITY INSPECTIONS~~

~~The Township wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives or other improper materials. To this end, the Township prohibits the possession, transfer, sale or use of such materials on its premises. The Township 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 the Township. Accordingly, they as well as any articles found within them, can be inspected by any agent or representative of the Township at any time either with or without prior notice.~~

~~Note: We have the ability to do this anyway~~

## 711 PROBLEM RESOLUTION

The Township is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion or question receives a timely ~~response from~~response from the ~~Personnel-Township~~ Manager and/or Department Head.

## 712 SOLICITATION

In an effort to assure a productive and harmonious work environment, persons not employed by the Township may not solicit or distribute literature in the workplace at any time for any purpose.

The Township 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, work breaks or any other periods in which employees are not on duty.)

Examples of unacceptable forms of solicitation include: the collection of money, ~~goods or gifts for political groups~~ goods or gifts for political groups; the sale of goods, services or subscriptions outside the scope of official Township business; the distribution of literature not approved by the employer; or, the solicitation of memberships, fees or dues.

In addition, the posting of written solicitations on Township bulletin boards is prohibited. Bulletin boards are reserved for official Township communications on the following items:

- Employee announcements Internal memoranda
- Job openings
- Township announcements
- Payday notice
- Workers' compensation insurance information
- State disability insurance/unemployment Insurance information

