

**CHARTER TOWNSHIP OF HIGHLAND  
EMPLOYEE PERSONNEL POLICY HANDBOOK**

**Approved and effective: March 2024**

## **Welcome to Charter Township of Highland!**

As a Township employee, you are now in a position to learn firsthand how local government operates. Even more importantly, you have the opportunity to learn what the term “Public Servant” actually means – serving the citizens of Highland Township with unfailing courtesy, helpfulness, tolerance and patience, keeping in mind that all Township employees are employees of the citizens. We are happy to have you as a member of this staff and we are confident that you will find employment here both challenging and rewarding.

The Department Head is responsible for instruction and on the job training for new employees. If you have any suggestions, complaints, criticisms or questions, feel free to talk with your Department Head or the Township Supervisor.

The Township Clerk’s Financial Department maintains the personnel records of each employee, including insurance forms, withholding forms, payroll records and general personnel files. These files are available for review by employees. All new employees are provided a copy of this Employee Handbook by the Financial Department. By signing the acknowledgement, new employees are acknowledging receipt of the Employee Handbook and are agreeing to abide by its terms. The signed statement will be placed in their personnel file.

This employment policy does not apply to Highland Township appointed board members, recording secretaries or independent contractors. Highland Township paid on call firefighters are covered by this manual to the extent that it does not conflict with Chapter 9 of the Township Ordinances or Fire Department Policies, Rules and Regulations. In the event of a conflict, Chapter 9 of the Township Ordinances or Fire Department Policies, Rules and Regulations control.

The Highland Township Board wishes you success in your position and hopes that your employment with the Township will be a rewarding experience for all concerned.

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# Section 1. The Way We Work

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## A Word About This Handbook

This Employee Handbook contains information about the employment policies and practices of The Charter Township of Highland also referred to as “the Township” or “Highland Township”. We expect each employee to read this Employee Handbook carefully, as it is a valuable reference for understanding your job and the Township. The policies outlined in this Employee Handbook should be regarded as management guidelines only, which will require changes from time to time. The Township retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the Township. This Employee Handbook supersedes and replaces any and all prior Personnel Policies and any inconsistent verbal or written policy statements. These policies and procedures can be modified, amended or abolished at any time by the Township Board.

Highland Township complies with federal and state law and this handbook generally reflects those laws. The Township also complies with any applicable local laws, even though there may not be an express written policy contained in the handbook.

Except for the policy of at-will employment, the Township reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook must be in writing and must be approved by the Township Board. No oral statements or representations can change the provisions of this Employee Handbook.

The provisions of this Employee Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this Employee Handbook intended to create a contract guaranteeing that you will be employed for any specific time period. Any agreement to employment for a specified period of time will be put into writing and approved by the Township Board.

**THE CHARTER TOWNSHIP OF HIGHLAND IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, EITHER YOU OR THE TOWNSHIP MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE TOWNSHIP IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT APPROVED BY THE TOWNSHIP BOARD.**

This Employee Handbook refers to current benefit plans maintained by the Township. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

Likewise, if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

## Equal Employment Opportunity

Highland Township is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally recognized basis [“protected class”] including, but not limited to: race; national origin; color; religion; genetic information; national origin; sex; gender; pregnancy, childbirth, or related medical conditions; age; weight; marital status; disability; uniform service member status; sexual orientation, or any protected class under federal, state, or local law.

## **Application and Hiring Process**

Application forms for employment are available from the Township. All open employment positions may be advertised in a local newspaper, and shall be posted on the Township website and posted at the Township offices.

When an employment opening arises, an interview committee will be formed consisting of at least one member of the Township Board and the department head. Any member of the Township Board may participate in the interviews. The Committee will submit their recommendation to the Township Board, which makes the final decision as to hiring.

The applications for potential employees along with any recommendation and pertinent information will be made available to the Board for review prior to their approval. If an application is falsified, the applicant, if hired, may be discharged.

Highland Township will obtain the driving record and criminal history of all persons who apply for employment. Highland Township also reserves the right to obtain an existing employee's criminal history and driver's license history without having good cause to do so. All employees will acknowledge this on the application form and release and allow Highland Township to obtain these records. All new applicants will be required to sign an "Authorization for Release of Information" form so that a back-ground check can be performed. Hiring of any employee is contingent upon a satisfactory background check. Employees who refuse to authorize the release of this information will be considered to have withdrawn their application.

Prior to or during employment, a physical examination may be required by the Township at any time to determine that the employee is medically capable of performing the essential duties of the employee's position. The Township may also require applicants to submit to drug and alcohol testing as necessary and consistent with the position for which they apply.

The conviction of a crime will not necessarily exclude an individual from employment with Highland Township. The records of applicants will be reviewed on a case by case basis. A determination of the effect of a criminal conviction will involve a review of several factors, including the relationship of the crime to the requirements of the job, the time that has elapsed since the conviction occurred, and other relevant information concerning the individual's background which may impact the ability of the individual to work for Highland Township.

## **Pregnancy Accommodation**

Highland Township will provide reasonable accommodations to female employees related to pregnancy, childbirth, or related medical conditions, to the extent the accommodation can be made without imposing an undue hardship on the business of the Township.

When an employee requests a reasonable accommodation, the Township will explore with the employee the possible means of providing the reasonable accommodation, which may include, but are not limited to:

- allowing more frequent breaks or periodic rest;
- assisting with manual labor;
- modifying job duties;
- modifying work hours/schedules;
- temporary transfer to a less strenuous or less hazardous position; or
- providing a leave of absence.

The Township may require the employee to provide a certification in connection with a request for reasonable accommodation that includes the following:

- the date the reasonable accommodation became medically advisable;
- the probable duration of the reasonable accommodation; and
- an explanatory statement as to the medical advisability of the reasonable accommodation.

If leave is provided as a reasonable accommodation, such leave may run concurrently with any leave

where permitted by state and federal law.

## **Americans with Disabilities Act**

Highland Township is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate in order for an otherwise qualified individual to perform the essential functions of the job. It is the employee's responsibility to provide written notification to his or her Department Head of the need for accommodation. Upon doing so, the Department Head may ask for the employee's input or the type of accommodation the employee may believe necessary or the functional limitations caused by the disability. Also, when appropriate, the Township may need the employee's permission to obtain additional information from their physician or other medical or rehabilitation professionals. The Township will not seek genetic information in connection with requests for accommodation. All medical information received by the Township in connection with a request for accommodation will be treated as confidential. The Township will make accommodations that do not impose an undue hardship.

## **A Word About our Employee Relations Philosophy**

Highland Township is committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal. In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual employee.

The Township firmly believes that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

## **Harassment and Discrimination**

### **Purpose**

It is the Township's philosophy and policy that unlawful discrimination or harassment against any employee or applicant based on race, color, sex, religion, national origin, age, disability, height, weight, veteran, marital status, pregnancy, genetic information, gender, sexual orientation, or any factor or classification prohibited by law will not be allowed or tolerated. This policy applies to all employment practices including recruiting, hiring, pay rates, conditions of employment and termination.

### **Harassment**

The Township prohibits any form of harassment, joking remarks or other abusive conduct directed at employees because of their race, color, sex, religion, national origin, age, disability, height, weight, veteran, marital status, pregnancy, genetic information, gender, sexual orientation, or membership in a protected group. Harassment is defined as any conduct including verbal, physical, and/or written, which is related to a protected classification, or otherwise impermissible by law when:

- Submission to such conduct is made, either explicitly or implicitly, to a term or condition of employment.
- Submission to, or a rejection of, such conduct by an individual is used as a basis for employment decisions such as discharge, promotion, transfer, work assignments, salary, etc.;
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Examples of impermissible harassment include, but are not limited to:

- Jokes, comments, insults, cartoons, pictures, personal conduct and mannerisms of a sexual, ethnic, racial, religious or other impermissible nature. This includes verbal, written, and electronic communication.
- Stating or implying that deficient job performance is attributable to a person's sex, other protected classification, or other impermissible characteristic.
- Propositions or requests for sexual favors or physical contact, which is sexual in nature.
- Verbal abuse of a sexual nature, unnecessary touching, the display of sexually suggestive objects or pictures, or physical assault.

## **Procedure**

An employee who believes that he/she has been subjected to harassment at work by any of the following, but not limited to: superiors, supervisors, co-workers, contractors, appointed officials, elected officials, volunteer workers, visitors, customers, citizens, and suppliers/vendors shall report the incident immediately after it occurs to either his/her immediate supervisor or the Township Supervisor. The "Harassment and Discrimination Complaint Form" which is included in this manual, should be completed and submitted to their immediate supervisor or the Township Supervisor. This form is encouraged, but not required, to report harassment. In circumstances where the immediate supervisor or the Township Supervisor either participated in the prohibited activity or condoned the activity, a complaint may be filed directly with the Township Clerk. In circumstances where the employee feels that they cannot report harassment to their supervisor, the Township Supervisor, or the Clerk, he or she may report the harassment to any member of the Township Board of Trustees.

You are not required to first raise your concern with your Department Head or your immediate Supervisor. If your concern relates to your Department Head or immediate supervisor, you can raise your concerns with any of the officials or supervisors identified in this policy, or a Highland Township Board member.

Any Department Head/supervisory employee of the Township, Elected Official or Trustee who receives a complaint of harassment shall bring the information to the attention of the Township Supervisor for investigation as per this policy. In the event that the Township Supervisor is accused of harassment, the complaint information shall be brought to the Clerk and Treasurer.

The Township shall promptly investigate a complaint of harassment. The Township may, in its discretion, delegate the investigation to an outside investigator. Every reasonable effort will be made to handle all such complaints in a fair, impartial and timely manner. In order to protect both the person making the complaint and the person(s) against whom the complaint is made, every reasonable effort will be made to handle all complaints in a confidential and discreet manner. However, the Township cannot guarantee strict confidentiality. The investigation conducted may include interviews, where appropriate, with other witnesses to the alleged occurrence(s).

During the complaint investigation, work assignments or contact may be limited between the employee making the complaint and the employee against whom the complaint is made. This may be done at the discretion of the Township.

Retaliation against the complaining employee by any employee or official is prohibited. Retaliatory action or conduct of any kind taken by any employee of the Township, during or after the investigation, against an employee(s) filing a complaint is strictly prohibited and shall be regarded as a violation of this policy and subject to disciplinary action up to and including termination.

The complaining employee will be informed of the outcome of the investigation. In those circumstances where a violation has been shown to have occurred, appropriate action up to and including termination will be taken against any employee(s) found to have engaged in harassment.

All employees, particularly supervisors and department heads, have a responsibility for keeping the work environment free of harassment prohibited by law. Any employee who becomes aware of an incident of harassment prohibited by law, whether by witnessing the incident or being told of it, must immediately report it to his/her immediate supervisor, the Township Supervisor or Clerk. When a supervisor or department head



becomes aware that harassment prohibited by law may exist, he/she is obligated to take prompt and appropriate action, whether or not the recipient of the harassment prohibited by law has filed a complaint.

Any questions, concerns, or other inquiries regarding conduct that is prohibited by this policy, or the procedures contained herein shall be directed to the Township Supervisor or his or her designee.

### **Non-Compliance**

Failure to comply with this policy shall result in disciplinary action up to and including termination. Retaliation against an employee who has filed a complaint or participated in an investigation is strictly prohibited. Any employee who engages in retaliatory activities, during or after the investigation, shall be subject to disciplinary action, up to and including dismissal.

Use of the attached complaint form for reporting harassment or retaliation is encouraged. The completed form should be provided to your Department Head, or a Township Official as outlined above. [*Harassment & Discrimination Complaint Form at end of Policy Manual.*]

## **Background Checks**

### **Purpose**

Highland Township recognizes that qualified, trustworthy, and competent employees are essential to supporting a safe and productive workplace, and to maintaining the public's trust in governmental services overall. Background checks are an important part of Highland Township's commitment to finding potential, future employees who are best-suited to fill a vacant position.

### **Policy**

As part of its hiring procedures, Highland Township conducts background checks on all finalist(s) for open positions. These checks will be job-related, consistent with business necessity, and conducted pursuant to all applicable laws, rules, policies, and procedures. Background checks may include, but are not limited to, an analysis of public and private documents; contact with former employers and/or references; verification of records with educational institutions or licensing/credentialing boards; information from background check providers; contact with professional references; and other pertinent information and resources.

All offers for employment are contingent upon a candidate's successful completion of a background check. Finalist(s) for an open position may be rejected if they provide incomplete, inaccurate, or untruthful information during the application process; refuse to fully participate in a required background check; or fail to sign or complete a required form.

### **Background Checks**

Highland Township and/or its designated representative will conduct background checks as listed within this section on finalist(s) for all positions:

- A. Verify all job-related information including all minimal qualifications required to perform the essential functions of the job.
- B. Conduct driving record check through Michigan's Secretary of State if the vacant position requires an applicant to operate a Highland Township vehicle on a regular basis.
- C. Where applicable, review the applicant's educational records.
- D. Conduct an employment reference check by contacting the finalist's current and former supervisors and/or Human Resources office(s) for the past three positions held or the past ten years of employment, whichever is greater. This may include a review of an individual's disciplinary history, discharges, and/or performance reviews.
- E. Perform a criminal history check for convictions and/or felony charges.

- F. Perform a credit check **only** if there is a legitimate business necessity that exists for the vacant position.

## **Categories of Employment**

INTRODUCTORY PERIOD: Full-time and part-time employees are on an introductory period during their first 90 days of employment. During this time, the employee will be able to determine if their new job is suitable for them and their supervisor will have an opportunity to evaluate their work performance. However, the completion of the introductory period does not guarantee employment for any period of time since all employees are at-will employees both during and after their introductory period.

FULL-TIME EMPLOYEES regularly work a 37.5-hour work week.

PART-TIME EMPLOYEES work, on average, up to 29 hours, with a regular schedule each week.

PART-TIME SEASONAL EMPLOYEES work less than 52 weeks a year, on average up to 24 hours per week, not to exceed 1250 per year.

In addition to the preceding categories, employees are also categorized as "exempt" or "non-exempt."

NON-EXEMPT EMPLOYEES are entitled to overtime pay as required by applicable federal and state law.

EXEMPT EMPLOYEES are not entitled to overtime pay and may also be exempt from minimum wage requirements pursuant to applicable federal and state laws.

Upon hire, employees will be notified of their employment classification by their Department Head.

## **Anniversary Date**

The first day an employee reports to work, followed by consecutive unbroken employment with the Township, will be recorded in Township records as their anniversary date. This date may be used to calculate many different Township benefits. For employees who are re-hired after a break in employment, the new hire date shall be the anniversary date for most purposes.

The Retiree Health Care Plan is closed except to employees who were hired before January 1, 2008 and who have maintained full time employment with Highland Township continuously since their original date of hire.

## **Immigration Reform and Control Act**

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, if applicable, The Charter Township of Highland is committed to employing only individuals who are authorized to work in the United States.

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.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by Highland Township.

## **New Employee Orientation**

Upon joining The Charter Township of Highland, you were given this copy of our Employee Handbook. After reading this Employee Handbook please sign the receipt page and return it to your Department Head. You will be asked to complete personnel, payroll and benefit forms.

If you lose your Employee Handbook or if it becomes damaged in any way, please notify your Department Head

as soon as possible to obtain a replacement copy.

Your supervisor is responsible for the operations of your department. (S)he is a good source of information about the Township and your job.

## **Suggestions and Ideas**

The Township is always interested in constructive ideas and suggestions for improving operations. Suggestions should be submitted in writing to your immediate supervisor.

After we investigate your suggestion, you will be notified whether it is feasible to be put into practice.

We believe that suggestions indicate initiative. With your approval, we will place the written suggestion in your personnel file and consider it at the time of your performance review.

## **Talk to Us**

The Township encourages you to bring your questions, suggestions and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations. If you feel you have a problem, present the situation to your Department Head so that the problem can be settled by examination and discussion of the facts. If you still have questions after meeting with your Department Head or if you would like further clarification on the matter, request a meeting with the Township Supervisor. (S)he will review the issues and meet with you to discuss possible solutions.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure. If at any time you do not feel comfortable speaking with your Department Head or the next level of supervision, discuss your concern with any other member of supervision with whom you feel comfortable.

## **Section 2. Your Pay and Progress**

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### **Recording Your Time**

Non-exempt hourly employees must record and submit their hours electronically by the required time every other Monday. The workweek starts on Monday and ends on Sunday.

All employees subject to this policy are required to accurately record all time worked. Time must be correctly entered no later than the day after you have worked. Time must be completed and submitted for the entire pay period by the required time. By entering your time, you are acknowledging that the time you have recorded is true and accurate.

Please notify the Bookkeeping Department as soon as possible if you have any questions regarding your time entry. If you are absent on the day you are required to approve your time, PTO will automatically be deducted for any hours not accounted for, unless you notify your Department Head or Bookkeeping prior to submission time. If PTO is not available, the unaccounted hours will be unpaid. If no time has been entered for the entire pay period and Bookkeeping is not notified in time to correct, you will not receive pay until the following pay period. Bookkeeping may request a completed and signed paper time card whenever time is not entered correctly.

Exempt employees may be required to accurately record their time worked in accordance with federal and state wage and hour law.

### **Payday**

Employees will be paid biweekly on Friday for the period that ends the previous two weeks. Paychecks can be viewed on the miPayOnline secure website.

When payday falls on a holiday, employees will normally be paid on the last working day before the holiday.

Please review your paycheck for errors. If you find a mistake, report it to the Bookkeeper immediately. The Bookkeeper will assist you in taking the steps necessary to correct the error.

### **Paycheck Deductions**

The Charter Township of Highland is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

It is the policy of Highland Township that exempt employees' pay will not be "docked," or subject to deductions, in violation of salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable. However, the Township may make deductions from employees' salaries in a way that is permitted under federal and state wage and hour rules. Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.

Thus, exempt employees may be subject to the following salary deductions, except where prohibited by state law, but only for the following reasons:

- Absences of one or more full days for personal reasons, other than sickness or disability; or
- Absences of one or more full days due to sickness or disability, if there is a plan, policy, or practice providing replacement compensation for such absences; or
- Absences of one or more full days before eligibility under such a plan, policy, or practice or after replacement compensation for such absences has been exhausted; or
- Suspensions of one or more full days for violations of safety rules of major significance; or

- Suspensions of one or more full days for violations of written workplace conduct rules, such as rules against sexual harassment and workplace violence; or
- Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of an employee's full salary; or
- Any unpaid leave taken under the Family and Medical Leave Act; or
- Negative paid-time-off balances, in whole-day increments only.

The Charter Township of Highland will not make deductions which are prohibited by the Fair Labor Standards Act or state laws from its exempt employees' pay.

If questions or concerns about any pay deductions arise, discuss and resolve them with the Bookkeeper in writing. If an error is found, you will receive an immediate adjustment which will be paid no later than on the next regular payday.

## **Garnishment/Child Support**

When an employee's wages are garnished by a court order, the Township is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. The Township will, however, honor applicable federal and state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

## **Direct Deposit**

Your pay will be deposited into your bank account through direct deposit.

## **Performance Reviews**

Your performance is important to the Township. At the end of each calendar year and other times your Department Head may review your job progress with the Township and help you set new job performance plans.

Our performance review program provides the basis for better understanding between you and your Department Head, with respect to your job performance, potential and development with Highland Township. New employees will generally be reviewed at the end of their introductory period.

## **Job Descriptions**

The Charter Township of Highland maintains a job description for each position in the Township. The job description outlines the essential duties and responsibilities of the position. When the duties and/or responsibilities of a position change, the job description is revised to reflect those changes.

## **Overtime**

Overtime may be necessary to meet the needs of our residents, and when possible, you will be given advance notice. If you are a non-exempt employee, you must have all overtime approved in advance by your Department Head.

Non-exempt employees will be paid time and one-half their regular hourly rate for hours worked in excess of 40 hours in a paid workweek, Monday through Sunday,, unless state law provides a greater benefit in which case, we will comply with the state law.

Only actual hours worked count toward computing weekly overtime. Time over 40 hours is not eligible for PTO accrual.

## **Section 3. Time Away From Work and Other Benefits**

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### **Employee Benefits**

The Charter Township of Highland has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefits represent an additional value to our employees.

This Employee Handbook describes the current benefit plans maintained by the Township. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

Highland Township reserves the right to modify and/or terminate its benefits at any time, and will keep employees informed of any changes.

### **Holidays**

The Charter Township of Highland normally observes the following holidays during the year: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve Day.

If one of the above holidays falls on Saturday, it normally is observed on the preceding Friday. If a holiday falls on Sunday, it normally is observed on the following Monday. The designated days off will be approved by the Township Board on a yearly basis.

Full-time and part-time employees are eligible for paid holidays immediately upon hire.

Exempt employees will receive holiday pay in compliance with state and federal wage and hour laws. Part-time employees are eligible for holiday pay in proportion to the number of hours they normally are scheduled to work per day.

Upon approval of the appropriate in-house official, an employee may work on an established holiday or a day when the Township offices are closed for an emergency day. The employee shall be compensated at their regular rate of pay for the hours worked in addition to the holiday or emergency day pay.

### **Paid Time Off (PTO)**

Full-time and Part-time employees are eligible for Paid Time Off (PTO) immediately upon hire. Seasonal Part-Time employees do not accrue Paid Time Off (PTO). Exempt employees will receive PTO in compliance with state and federal wage and hour laws. The anniversary date will be the basis of eligibility. Accrual of PTO will cease once the maximum hours stated below have been reached and will resume once the accrued PTO drops below the maximum.

Employees are allowed to borrow against their PTO up to a maximum of one week's approved hours with Department Head approval this is in addition to their pay for their normal hours worked in that pay period. A minimum of 7.5 hours may be requested per instance up to a maximum of a total of one week's of hours per calendar year. PTO cash out requests and payouts must leave a minimum of one weeks hours in the employees PTO bank.

PTO can be used for any excused time off. Requests should be submitted in advance, and in writing, to the appropriate Department Head for approval. In situations where advance notice is not possible, the employee must notify his or her Department Head before the start of the work day or as soon as possible. Where advance notice and approval has not been provided or obtained, the employee may be asked for documentation supporting the need for the time off.

If an employee resigns, moves into a salaried position within the Township, is discharged (for any reason other than embezzlement), becomes disabled, or dies, the employee or the employee's estate will receive the earned

and unused PTO pay.

PTO can not be used to extend employment when an employee is leaving their job. Exempt employees will receive PTO in compliance with state and federal wage and hour laws.

#### PTO Accrual Rates for Full-time Employees:

From date of hire through fourth year: PTO will accrue at the rate of 0.0731 hours of PTO for each paid hour up to a maximum of 142.5 hours (19 days).

From the first day of the fifth year through the ninth year: PTO will accrue at the rate of 0.0923 hours of PTO for each paid hour up to a maximum of 180 hours (24 days).

From the first day of the tenth year and each year thereafter, PTO will accrue at the rate of 0.1116 hours of PTO for each paid hour up to a maximum of 217.5 hours (29 days).

#### PTO Accrual Rates for Part-time Employees:

From the date of hire through fourth year: PTO will accrue at the rate of 0.0308 hours of PTO for each paid hour up to a maximum of one times their approved weekly hours not to exceed 40 hours.

From the first day of the fifth year through the ninth year: PTO will accrue at the rate of 0.0461 hours of PTO for each paid hour up to a maximum of one and a half times their approved weekly hours not to exceed 60 hours.

From the first day of the tenth year and every year thereafter, PTO will accrue at 0.0615 hours of PTO for each paid hour up to a maximum of two times their approved weekly hours not to exceed 80 hours.

## **Jury Duty**

Employees summoned for jury duty are paid their normal rate of pay for their normal hours for the day. Township reserves the right to request proof of jury service issued by the Court upon return.

Employees must provide the Township with a copy of the court payment records and surrender their compensation to the Treasurer's office in order to be compensated.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Employees should make arrangements with their Department Head as soon as they receive their summons.

When permitted by state law, we expect employees to return to their job if they are excused from jury duty during regular working hours.

## **Military Leave**

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid, except where state law dictates otherwise. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued paid time off (PTO) (if any) may be used for this leave if the employee chooses, but the Township will not require the employee to use paid time off (PTO). Military orders should be presented to the appropriate Department Head and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to the Township unless military necessity makes this impossible. Employees must notify their Department Head of their intent to return to employment based on

requirements of the law. Employee benefits may continue to accrue during the period of leave in accordance with state and federal law.

## **Witness Leave**

Employees are given the necessary time off without pay to attend or participate in a court proceeding in accordance with state law. We ask that you notify your Department Head of the need to take witness leave as far in advance as possible.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

## **Bereavement Leave**

Employees who have completed their introductory period are eligible for three paid days for the death of an immediate family member. Members of the immediate family include spouses, domestic partners, parents, brothers, sisters, children, children of domestic partners, grandchildren, grandparents, brothers-in-law, sisters-in-law, parents-in-law and parents of domestic partners.

Employees who have completed their introductory period are eligible for one paid day to attend the funeral of aunts, uncles, nieces and nephews.

Requests for bereavement leave should be made to the Department Head as soon as possible. The Township reserves the right to request written verification of an employee's familial relationship to the deceased and his or her attendance at the funeral service as a condition of the bereavement pay.

## **Victims of Crime Leave**

The Charter Township of Highland will grant reasonable and necessary leave from work, without pay, to employees who are victims of a crime or employees who are representatives of victims of a crime to attend or participate in legal proceedings pertaining to the crime. Affected employees must give the Township reasonable notice that leave under this policy is required.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

## **Family Medical Leave**

Highland Township complies with the Family Medical Leave Act (FMLA) of 1993, as amended. This Policy is not meant to be all inclusive and merely highlights the provisions of the FMLA, which are subject to detailed and specific regulations. The FMLA statute and regulations control in the event that there is any inconsistency between the statute or regulations and this policy. Employees who have worked for the Township for at least 12 non-consecutive months and who have worked at least 1,250 hours during the 12 months immediately preceding the request for leave are eligible for up to 12 weeks of unpaid leave under the Family Medical Leave Act due to any of the following:

- A. Birth and care of a newborn child or placement for adoption or foster care of child with the employee, within 12 months of the birth or placement.
- B. Care of an immediate family member who has a serious health condition. An immediate family member is a spouse, child or stepchild, or the parent or parent-in-law of the employee.
- C. An employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of his or her job.
- D. A qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is a covered military member on "covered active duty."



Military Caregiver Leave of twenty-six weeks of leave during a single 12 month period is also available to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent or next of kin.

An employee may be required to provide 30 days advance notice for Family Medical Leave that is foreseeable. Employees requesting leave for their own, or a covered family member's, serious health condition will be required to provide medical certification to substantiate their leave request. The Township reserves the right to request periodic updates, a second or third opinion, or recertification, at any time. Any such second opinion examination shall be paid for by the Township. The Township may also request 30 day periodic reports from the employee's health care provider, or the health care provider of a covered family member. Failure to provide the requested certification or recertification in a reasonable time, may result in the leave being determined to be an unauthorized leave and may subject the employee to disciplinary action.

In the event that an employee takes leave under the Family and Medical Leave Act, the employee is entitled to return to his/her position, or in the event that position has been filled, to an equivalent position with equivalent pay, benefits, seniority and responsibilities.

Family Medical Leave is unpaid, unless the employee has available paid leave time to use. Employees are expected to exhaust all paid leave, with the exception of five (5) days of PTO which may be banked by the employee for future use, while taking Family Medical Leave, prior to taking unpaid Family Medical Leave. Family Medical Leave time will run concurrent with worker's compensation leave, leave covered by disability insurance, and/or use of paid leave during eligibility for FMLA leave. Employees eligible for short or long term disability, or who are on workers compensation, are not expected to exhaust paid time off current with paid disability or workers compensation while also on FMLA, except as may be needed for any time period prior to receiving paid disability or workers compensation. Paid and unpaid leave pursuant to the FMLA will be counted against the employee's FMLA entitlement where the employee is FMLA eligible.

In circumstances where the employee does not request FMLA leave, the Township may deem an employee's absence to be Family Medical Leave where appropriate.

Under some circumstances, employees may take intermittent FMLA, which means taking leave in blocks of time or by reducing the normal weekly or daily schedule. FMLA leave may be taken intermittently when it is medically necessary to care for a seriously ill family member, or because the employee is seriously ill and unable to work. If the need for intermittent leave is foreseeable based on planned medical treatment, the employee is responsible for scheduling the treatment in a manner that does not unduly disrupt the Township's operations, subject to the approval of the health care provider. In such cases, the Township may also transfer the employee temporarily to an alternative job (if available) that better accommodates recurring periods of leave than the employee's regular job.

Leave for birth or adoption (including foster care placement) must conclude within twelve months of the birth or adoption. When leave is taken for birth or adoption, the use of intermittent leave is subject to the Township's approval.

The Township shall calculate twelve (12) month period during which the employee is entitled to FMLA leave by a "rolling" year. Each request for a FMLA leave will be evaluated based on the amount of the FMLA leave taken in the twelve (12) month period prior to the start of the new requested leave.

Employees returning to work from Family Medical Leave for their own serious health condition may be required to provide certification from his or her health care provider stating that he or she is able to return to work and perform the essential functions of his or her job, with or without reasonable accommodation.

Group health insurance, if provided, will continue while an employee is on FMLA leave at pre-leave benefit and premium contribution levels. The Township's obligation to continue to maintain health benefits will stop if and when the employee informs the Township of the intent not to return at the end of the leave, or if the employee fails to return at the end of the FMLA leave. Benefits that operate on an accrual basis will not accrue during any period of unpaid leave under this policy. Seniority will not accrue during any period of unpaid leave under this policy. Use of FMLA will not result in the loss of any benefit that accrued before the employee leave began. Any FMLA leave will not be counted as a break in service for purposes of vesting or eligibility to participate in a benefit program.

An employee who wishes to take Family Medical Leave should notify the office of the Township Supervisor for the appropriate notice requirements, forms and necessary information. The Township Supervisor's office should also be contacted in the event that the employee has any questions regarding the Family Medical Leave policy.

## **Medical/Disability Leave of Absence (Non FMLA)**

The Township Board may grant a leave of absence for a legitimate disability or medical condition due to illness or injury which does not otherwise qualify under the FMLA for up to six (6) months. Employees eligible for Family Medical Leave will be entitled to leave under the FMLA policy and federal law. Paid leave time will run concurrent with approved medical leave, with the employee having an option to retain up to five (5) days of PTO. Approved medical leave under this policy will be unpaid after paid leave is exhausted, or upon reaching the five days the employee is allowed to retain. Employees utilizing this leave must utilize paid leave, up to the five days which they are allowed to retain. Drawing from leave bank's is not required if the employee is collecting short or long term disability, except for the waiting period.

The Highland Township Board may grant disability leave which exceeds the time allowed under this policy or federal law as a reasonable accommodation in accordance with the Americans with Disabilities Act or due to state law or other requirements.

Employees requesting leave must provide written notice of the disability, including a doctor's certificate stating the nature of the disability and the expected date of return to work. The Township will not seek genetic information in connection with requests for disability leave. All medical information received by the Township in connection with a request for leave under this policy will be treated as confidential.

To the extent allowed by the insurance contract and applicable laws, the Township will continue to provide medical insurance coverage for employees on authorized disability leave for twelve weeks maximum during the medical leave under this policy or the FMLA policy. During this time the employee will be responsible for paying their portion of the monthly premium(s). When the above period expires, the employee may continue their medical insurance coverage by making arrangements with the Bookkeeping Department to pay the entire monthly premium in advance each month. Employees on FMLA will continue to receive medical coverage as per the federal law and the Highland Township FMLA Policy.

When an employee who has taken leave under this policy is able to return to work, the Township must be given at least one week's advance written notice. A doctor's certificate stating that the employee is medically able to return to normal duties must be provided with that notice. The Township reserves the right to require a second or third medical opinion, by a physician of its own choosing prior to the employee's resumption of duties, as allowed by state and federal law. The employee may also be sent for a fitness for return to duty examination, as allowed by law.

The Township will return the employee to the same or similar position held prior to the disability leave, subject to staffing and business requirements. Any continued absence from work beyond the employee's approved leave (as determined by the physician) will be deemed a voluntary discharge of employment.

This leave will run concurrently with any other leave where permitted by state and federal law.

## **Administrative Leave**

Unpaid leaves of absence, except for medical and military reasons, shall not be granted for more than two (2) weeks. Failure to immediately return to work at the end of the leave of absence shall be considered a voluntary termination of employment by the employee.

All unpaid leaves of absence must be requested in writing by the employee and approved by the Department Head prior to the beginning of the leave.

## **Health, Vision and Dental Insurance**

Highland Township will offer Health, Vision and Dental insurance to the Supervisor, Clerk, Treasurer, full-time employees and their families or as required by law. Enrollment within thirty (30) days of date of hire is required. Anyone not enrolled within thirty (30) days will be required to wait for the annual re-enrollment period except for certain circumstances.

Contributions towards premiums may be the responsibility of the employees, at the discretion of the Board of Trustees.

Any eligible full-time employees hired on or after June 20, 2016, will be responsible for twenty percent (20%) of the cost of their medical insurance premium.

Beginning January 1, 2018, in lieu of health benefits, other than dental, any eligible employee can opt out of coverage and the Township will pay fifty percent (50%) of the total premium cost, on a monthly basis, for participants who opt out of coverage. This payment is not available to employees who are immediate family members with another employee of the Township who receives coverage. Equal coverage does not exist for payments for co-pays or deductibles for employees. June 2021

Any eligible retiree electing not to take the Township's health care coverage or reimbursement for a period of one year starting in January of that year, is eligible to receive a buy-out of \$2,000 for single coverage. The buy-out payment for eligible retirees will be made in December of the year preceding the elected buyout, unless they are on the payroll in which case, they will receive monthly prorated payments.

Re-enrollment is allowed, which would result in the buy-out being prorated and discontinued.

## **Retiree Health Benefits**

Employees hired before January 1, 2008, are eligible for retiree health care, dental and vision coverage for themselves only after a minimum of 10 years of continuous full-time service and 60 years of age. Any employees hired on or after January 1, 2008 will not be eligible for retiree health care. This plan is closed to new enrollment, and only employees who were hired before January 2008 and who have also served continuously as full-time Highland Township employees subsequent to their pre-January 2008 hire date are eligible. The length of service shall be determined by the continuous time in which the employee was actually on the township payroll as a full-time employee, or as an in-house elected official.

For retirees over 65, the Township agrees to reimburse the retiree up to \$450 per month for the cost of any supplement to Medicare and an additional \$200.00 per year towards the deductible for the change to Plan G Medicare supplement insurance. Eligible retirees will also be reimbursed up to \$1,000 for dental expenses and \$300 for vision expenses per year after documentation is provided. These amounts will be pro-rated based on the month they reach 65. This amount shall be reviewed annually by the Township Board.

Retirees who reach the age of 65 who elect to receive the buy-out in lieu of health benefits will still be eligible for reimbursement for dental expenses up to \$1,000 per year with documentation. These amounts will also be pro-rated based on when the retiree reaches age 65.

For retirees between the ages of 60 and 65, the Township agrees to pay a percentage of the cost of single coverage towards available retiree health benefits for each employee that qualifies based on the following scale, to be reviewed annually:

<u>Years of Service:</u>	<u>Percent of Single Coverage Paid by Township:</u>
Ten	70
Eleven	73
Twelve	76
Thirteen	79
Fourteen	82
Fifteen	85

Sixteen	88
Seventeen	91
Eighteen	94
Nineteen	97
Twenty	100

Self-pay for immediate family shall be allowed. This benefit policy shall be effective unless the employee enters the employment of another employer paying health care benefits.

## **Life Insurance**

A group life insurance policy in the amount of \$50,000 was established for full-time employees after thirty (30) days of continuous service. Coverage includes \$10,000 for spouses and \$5,000 for children until the last day of their 18<sup>th</sup> year.

## **Disability Insurance**

The Township offers short-term and long-term disability insurance to eligible full-time employees. Please see the Bookkeeper for the summary plan documents and claim forms.

## **Other Insurance**

Full-time employees are eligible to purchase other insurance at the employee's expense from Board approved providers. Please see the Bookkeeper for summary plan documents and enrollment forms.

## **COBRA**

You and/or your covered dependents will have the opportunity to continue medical benefits for a period of up to 36 months under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical coverage for you and/or your covered dependents would otherwise end due to your death or because:

- your employment terminates, for a reason other than gross misconduct; or
- your employment status changes due to a reduction in hours; or
- your child ceases to be a "dependent child" under the terms of the medical plan; or
- you become divorced or legally separated; or
- you become entitled to Medicare.

In the event of divorce, legal separation, or a child's loss of dependent status, you or a family member must notify the bookkeeper of the change in status and your current address within 60 days of the occurrence of the event. The bookkeeper will notify the individuals eligible for continuation coverage at their last known address of their right to elect COBRA.

## **Social Security**

During employment, employees and the Township both contribute funds to the federal government to support the Social Security program. This program is intended to provide retirement benefit payments and medical coverage at retirement age.

## **Unemployment Insurance**

Upon separation from employment, employees may be entitled to state and federal unemployment insurance benefits. Information about unemployment insurance can be obtained from the State of Michigan.

## **Workers' Compensation**

On-the-job injuries are covered by Workers' Compensation insurance. This insurance is provided at no cost to the employee. If injured on the job, no matter how slightly, the incident should be immediately reported to a Department Head and the Bookkeeper. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for assistance in alerting management to any condition that could lead to or contribute to an employee accident.

## **Defined Contribution Plan**

The Charter Township of Highland provides eligible employees with a Defined Contribution plan which is an excellent means of long-term savings for retirement. All full-time employees are eligible to enroll in the plan after six months of full-time employment, and age of at least 18. For employees hired before June 20, 2016, the Township will contribute 15% of the employee's base annual salary into the employee's choice of plans offered. Any eligible full-time employees hired on or after June 20, 2016 will receive a 5% employer contribution, effective per policy and plan adoption agreements. Contributions into the defined retirement contribution plan will be prorated if an employee leaves prior to year-end.

Eligible employees are also allowed to contribute certain amounts into a 457 savings plan.

A copy of the Summary Plan Description which contains the details of the plans including eligibility and benefit provisions is available from the Bookkeeper. In the event of conflict in the description of any plan, the official plan documents, which are available for your review, shall govern.

## **Professional Development**

Highland Township encourages the individual growth of its employees by offering professional development opportunities. Approval from the Department Head must be received prior to registration for seminars. The Township will pay the full cost of approved job-related seminars.

In an effort to keep the Township informed of new developments, we ask that employees share any new information presented at the seminar with the rest of the staff.

## **Travel Policy**

Township vehicles will not be available for travel to and from classes, seminars, off-site meetings, or overnight events. Employees must use their personal vehicle and travel rates will be reimbursed at the rates as announced by the Internal Revenue Service. Township credit cards are not to be used for gas in personal vehicles.

The employee's department head must approve the request to travel prior to the event and sign the reimbursement request after the event. If attending a one-day event, only one meal will be eligible for reimbursement (in addition to the mileage reimbursement). The in-house officials will establish and maintain a daily maximum meal allowance. Approval for a rental vehicle and issuance of any gas card for travel must be approved by your department head.

Receipts of all expenses incurred shall be submitted within seven (7) business days after concluding the trip. Eligible expenses include but are not limited to; overnight lodging, meals during the event and miles traveled. Personal expenses that are unnecessary in conducting Township business, such as entertainment and alcohol consumed, shall not be eligible for reimbursement. Receipts shall accompany any reimbursement requests. To be reimbursed for mileage, employees must submit a printed map from an online map service to show the number of miles travelled.

Commuting from an employee's residence to the Township Hall shall not be eligible for reimbursement. Mileage reimbursement for travel will be calculated starting from the Township office. Township Board and committee members shall not receive mileage to attend Township Board meetings that are statutory duty of their office.

June 2021

## **Section 4. On the Job**

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### **Social Security Number Privacy and Protection of Personal Information**

To ensure to the extent practicable the confidentiality of our employees' Social Security Numbers (SSNs), no employee may acquire, disclose, transfer or unlawfully use the SSN of any employee except in accordance with this policy. The release of employee SSNs to external parties is prohibited except where required by law. Internal access to employee SSNs is restricted to employees with a legitimate business need for the information.

Except where permitted by state or federal law, the Township will not: 1) publicly display all or more than four sequential digits of an employee's SSN; 2) use all or more than four sequential digits of an employee's SSN as the primary account number for an individual; 3) visibly print all or more than four sequential digits of an employee's SSN on any identification badge or card; 4) require an individual to use or transmit all or more than four sequential digits of their SSN to gain access to an Internet web site or computer system or network unless the connection is secure, the transmission is encrypted, or a password or unique PIN is also required to gain access; 5) include all or more than four sequential digits of an employee's SSN in or on any document or information mailed or otherwise sent to an individual if it is visible on or without manipulation from outside the envelope or packaging; or 6) include all or more than four sequential digits of an employee's SSN in any document or information mailed to a person.

Employee SSNs may be collected in the ordinary course of business for the purpose of identity verification or to administer benefits and in accordance with state and federal laws.

Discarded documents that include employee SSNs must be shredded.

Any violation of this policy will result in disciplinary action up to and including discharge.

### **Attendance and Punctuality**

Attendance and punctuality are important factors for your success within The Charter Township of Highland. We work as a team and this requires that each person be in the right place at the right time.

If you are going to be late for work or absent, notify your Department Head as far in advance as is feasible under the circumstances, but before the start of your workday. Repeated or excessive unexcused absence or tardiness will result in discipline.

Personal issues requiring time away from your work, such as doctor's appointments or other matters, should be scheduled during your nonworking hours if possible.

If you are absent for three days without approval and/or without notifying the Township, it is assumed that you have voluntarily abandoned your position and you will be removed from the payroll.

### **Business Hours**

Because of the nature of our business, your work schedule may vary depending on your job and department. Our normal business hours are:

Monday through Thursday: 8:30 a.m. to 5:00 p.m. Friday: 8:00 a.m. to 4:00 p.m.

### **Meal Time**

A 60-minute, unpaid break should be taken Monday - Thursday and a 30-minute, unpaid break should be taken on Friday for full-time employees. Employees remaining on work premises during their meal break may eat in the break room.

## **Pump Time**

The Township will provide reasonable break time for an employee to express breast milk for their nursing child for one year after the child's birth. Employees are provided with a place to pump at work, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public. Please contact your department Head or Township Supervisor regarding a need for break time or a private space. June 22, 2023

## **Standards of Conduct**

Each employee has an obligation to observe and follow The Charter Township of Highland's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or discharge. The appropriate disciplinary action imposed will be determined by the Township. The Township does not guarantee that one form of action will necessarily precede another.

Among other things, the following may result in disciplinary action, up to and including discharge: violation of the Township's policies or safety rules; insubordination; unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in Township activities or in Township vehicles; unauthorized possession, use or sale of weapons, firearms or explosives on work premises; theft or dishonesty; inappropriate physical contact; harassment; discrimination or retaliation; performing outside work or use of Township property, equipment or facilities in connection with outside work while on Township time; poor attendance or poor performance. Employees convicted of a crime may be subject to discharge. These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

Nothing in this policy is designed to modify our employment-at-will policy.

Unless otherwise provided by an existing or future Township Ordinance, decisions regarding suspension without pay or discharge of employment will be made by the Township Board of Trustees.

## **Access to Personnel Files**

Upon written request, employees will be allowed to review their personnel records up to two times each year or as otherwise permitted by law, during normal business hours. If a review during normal business hours would require employees to take time off from work, the Township must provide some other reasonable time for a review. The record may be copied and a reasonable fee may be charged for duplicating the personnel record. If there is a disagreement as to the information in the record, employees may ask to have it corrected or removed and may submit a statement explaining their position. Such statement becomes part of the file.

## **Outside Employment**

Employees of the Township may take other employment, provided that there is no conflict of interest and no impairment of the employee's ability to perform his/her job duties with the Township. Township employees may not engage in outside activities while on duty, nor may Township property be used in the course of the employee's outside employment. Employees must advise and obtain permission from their Department Head prior to starting secondary employment.

## **Customer and Public Relations**

The Charter Township of Highland's reputation is built on excellent service and quality work. To maintain this reputation requires the active participation of every employee.

The opinions and attitudes that residents have toward the Township may be affected by the actions of one

employee.

Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

## **Changes in Personal Data**

To aid in matters of personal emergency, the Township needs to maintain up-to-date information. Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to the Bookkeeper promptly.

## **Care of Equipment**

Employees are expected to demonstrate proper care when using the Township's property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break or damage any property, report it to your Department Head at once. Employees are required to sign an Equipment Loan Agreement.

## **Equipment Loan Agreement**

If an employee is authorized to take equipment, supplies, or software from the Township premises, employees agree to take responsibility for equipment/supplies. You understand the use of the equipment/supplies is only for Township business and agree that you are responsible for maintaining the equipment/supplies in working condition while said equipment is in your possession or purview. This always includes securing equipment in a building, maintaining security of passwords and notifying the Township if the antivirus software fails to update or is disabled. You agree and understand to return the equipment/supplies in the same working condition that you received it in to the designated personnel and understand that if instructed by your department head to return the equipment/supplies you will comply immediately. While working remotely all emails and other correspondences are still subject to all FOIA requests. If the equipment/supplies and/or related items are stolen, vandalized, misplaced, destroyed, damaged, etc. you are responsible to inform the Township immediately.

April 2021

## **Township Vehicles**

The use of Township vehicles is limited to those employees that must perform an inspection based on Planning, Zoning, Ordinance, Building Department, Elections, or for Maintenance of Township property.

Operators of Township vehicles are responsible for the safe operation and cleanliness of the vehicle.

Accidents involving any Township vehicle must be reported to an in-house Township official and the Bookkeeper immediately. Employees involved in an on-the-job accident while operating a Township vehicle or equipment will be required to submit to a drug and/or alcohol test. Refusal to submit to the test will result in disciplinary action up to and including discharge.

Employees are responsible for any moving and parking violations and fines that may result when operating any Township vehicle.

The Township vehicles should be operated by the employee only and may only be used for job-related travel. Smoking, including use of e-cigarettes, is prohibited in any Township vehicle.

The use of seat belts is mandatory for operators and passengers of any Township vehicle.



Employees are encouraged to take appropriate safety precautions when using their cellular telephones. The use of cellular telephones, including texting, while driving is prohibited. Employees are expected to comply with applicable state laws regarding the use of cellular telephones. June 2021

## Driver Selection Policy

Highland Township has full authority to determine who shall drive a vehicle, to establish vehicle operator standards, and to revoke the right to drive for failure to meet the standards. This policy defines the minimum standards for all municipal employees. Nothing herein shall be constructed as to limit The Charter Township of Highland from setting higher standards that may be needed to meet the particular needs of the individual departments.

All employees driving records shall be reviewed prior to hire. Driving records for those who may drive while on duty will be reviewed periodically. Employees who have been repeatedly cited for moving traffic violations or who have been convicted of a serious traffic offense may be prevented from driving while on duty until he/she can demonstrate improvement of his/her driving record. An employee whose position requires driving may also be disciplined, up to and including discharge, for having an unacceptable driving record and/or failing to maintain a driver's license. Employees shall immediately report in writing any changes in their driving licensure to their Department Head. Failure to do so will result in discipline up to and including discharge.

### DEFINITIONS:

**Automated Flag System:** A program provided by the Secretary of State's office by which a court printed driving record can be automatically produced and sent to an enrolled municipality when a conviction, accident or suspension is posted to a given record. **Preventable Accident:** Any vehicle accident in which the driver/operator failed to do everything he/she reasonably could have done to prevent the accident.

**Vehicle Accident:** Any occurrence involving a Township-owned, rented, leased or travel-reimbursed motor vehicle or trailer, which results in a death, personal injury or property damage.

**Employee:** Any regular full-time or part-time or temporary full-time or part-time employee, elected officials, volunteers or any other person who has reason to operate a municipal vehicle.

**Municipal Vehicle:** Any municipal owned, rented, leased or travel-reimbursed motor vehicle or trailer including personal vehicles used by an employee for Township business.

### RESPONSIBILITIES:

The Highland Township safe driver program depends on the participation and cooperation of employees at all levels of the organization. The specific responsibilities of the employees are identified below.

### SUPERVISOR'S OFFICE:

#### Supervisor or their designees will:

- Inform all employees of this policy.
- Oversee the safety maintenance and operation of all assigned Township vehicles.
- Take action to see that all vehicle operators are trained in the safe operation of all motor vehicles.
- Enforce Township-wide vehicle operating standards and procedures.
- Take action to see that all assigned vehicles are inspected as prescribed by the Administration.
- Take action to see that thorough and timely accident investigations are conducted and reported.
- Identify all employees who operate a vehicle and include those employees in the Township's motor vehicle record flag program.
- Oversee the safe operation of assigned Township vehicles.
- Administer and enforce all Township-wide and departmental policies and procedures regarding vehicle operation.
- Maintain the motor vehicle record flag program.

- In cooperation with other departments require that all employees who operate vehicles have a valid operator's license.
- Monitor the motor vehicle records of all employees who may operate a vehicle and report record development to employees' department.
- Provide consultation and training to the individual(s) as needed.
- Prohibit employees who are determined to be unsafe operators from operating a vehicle on behalf of the Township.
- The Supervisor's office (maintenance) shall be responsible for implementing procedures to make sure that all assigned vehicles are in good operating order.

## **EMPLOYEES:**

### **All vehicle operators shall:**

- Safely operate their assigned Township vehicles.
- Maintain a valid and properly classed operator's license.
- Advise the Supervisor's office immediately of the loss of a valid operator's license by suspension, revocation or expiration.
- Perform safety checks of vehicles at the beginning of each work shift as described in the unit work files.
- Promptly report to the supervisor's office any vehicle safety defect.
- Maintain an assigned Township vehicle's cab, bed and/or body in a clean and safe condition.
- Properly use furnished seat belts and/or other vehicle safety restraints.

## **CORRECTIVE ACTION INCLUDING DISCIPLINE**

Should any employee develop an unacceptable driving record, the Supervisor's office will enroll the employees in a municipal-sponsored drivers training program and monitor the employees driving performance. Discipline may also be part of the corrective action.

Preventable accidents involving stationary objects may result in disciplinary action up to and including discharge. Involvement in a preventable accident shall be considered unsatisfactory job performance, which may result in disciplinary action up to and including discharge.

Failure to comply with any part of this policy shall be considered unsatisfactory job performance, which may result in disciplinary action.

## **APPLICANT SCREENING GUIDE**

Conviction of law violations or civil infractions may serve as basis for disqualification. The applicant's total record will be evaluated; the applicant must have at least two (2) years of documented driving experience. The pattern of law violations, the seriousness, the surrounding circumstances and number and recency will be considered. For example, multiple convictions of the same offense can be disqualifying as they indicate a pattern of inadequate responsibility and disregard for law and order, which may affect safety. Likewise, traffic misdemeanors which do not carry points (e.g. improper plates, expired plates...) or civil infractions may be considered when determining qualification as exhibiting a lack of ability to follow rules and a disregard for the law.

For purposes of determining disqualifying violations, the Township should consider only those offenses followed by a conviction (forfeited bond, jailed fined, "let off with a warning," order to attend traffic school). For purposes of establishing time frames for disqualification, the municipality will use the date of the actual violation.

### **The Convictions Noted Below Will Be Cause For Automatic Disqualification from employment in a position which requires driving:**

1. Conviction of a driving related felony.
2. Loss of driving privilege through suspension or revocation of license due to an unsatisfactory driving record as defined by the Michigan Department of State driver's license point system.

3. An at-fault accident resulting in a fatality (an at-fault accident is defined as one in which the applicant has been fined, sued and received an adverse judgment, applicant's insurance company settled for damages to other party or applicant settled out of court or otherwise was determined to be liable.)

**EXCEPTION:** Applications from those who maintain a driving record free of license suspension or revocation and moving conviction(s) or civil infraction determination(s) in the five years previous to making application to the Township will be accepted.

**4. Prior to application had one or more of the following:**

- Accumulated more than 6 points on the driving record in the year preceding application.
- Any alcohol/drug related offenses in the five years preceding application.
- Conviction of driving while license was suspended or revoked in the five years preceding application.

## **Severe Weather**

Severe weather is to be expected during certain months of the year. Although driving may be difficult, when caution is exercised the roads are normally passable. Except in cases of severe storms, employees are all expected to work regular hours. Time taken off due to poor weather conditions while the Township office remains open is to be used as PTO.

Effective February 15, 2018, this policy for Severe Weather also includes the Highland Activity Center employees and the Highland Transportation employees. All employees are required to report to work unless otherwise notified. Office work may be assigned if usual duties are postponed or canceled.

If extreme weather conditions require closing of the building(s) to the public, you will be notified by management if you are not expected to report to work. Highland Township and Activity Center employees are eligible for pay in proportion to the number of hours they normally are scheduled to work that day and Highland Transportation drivers are eligible to 4 hours of pay if scheduled to work that day and notified to not report to work.

## **Personal Telephone Calls**

It is important to keep our telephone lines free for customer calls. Although the occasional use of the Township's telephones for a personal emergency may be necessary, routine personal calls should be kept to a minimum.

Personal cellular telephones must be turned off or set to a silent alert during working hours while on the Township premises. If you need to answer your personal cell phone, please step away from the desk.

Employees operating Township vehicles, or operating a personal vehicle on Township time, are prohibited from using their cell phones for phone calls, messaging, email or other functions while operating the vehicle.

## **Use and Monitoring of Electronic Communications**

This policy contains guidelines for Electronic Communications created, sent, received, used, transmitted, or stored using company communication systems or equipment and employee provided systems or equipment used either in the workplace, during working time or to accomplish work tasks. "Electronic Communications" include, among other things, messages, images, data or any other information used in e-mail, instant messages, voice mail, fax machines, computers, personal digital assistants (including Blackberry, iPhone, iPad, tablet, smart phone or similar devices), text messages, pagers, telephones, cellular and mobile phones including those with cameras, Intranet, Internet, back-up storage, information on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives. In the remainder of this policy, all of these communication devices are collectively referred to as "Systems."

Employees may use our Systems to communicate internally with co-workers or externally with residents, suppliers, vendors, advisors, and other business acquaintances for business purposes.

All Electronic Communications contained in company Systems are Township records and/or property. Although an employee may have an individual password to access our Systems, the Systems and Electronic Communications belong to the Township. The Systems and Electronic Communications are accessible to the Township at all times including periodic unannounced inspections. Our Systems and Electronic Communications are subject to use, access, monitoring, review, recording and disclosure without further notice. Our Systems and Electronic Communications are not confidential or private. The Township's right to use, access, monitor, record and disclose Electronic Communications without further notice applies equally to employee-provided systems or equipment used in the workplace, during working time, or to accomplish work tasks.

Although incidental and occasional personal use of our Systems that does not interfere or conflict with productivity or the Township's business or violate policy is permitted, personal communications in our Systems are treated the same as all other Electronic Communications and will be used, accessed, recorded, monitored, and disclosed by the Township at any time without further notice. Since all Electronic Communications and Systems can be accessed without advance notice, employees should not use our Systems for communication or information that employees would not want revealed to third parties.

Employees may not use our Systems in a manner that violates our policies including but not limited to Equal Employment Opportunity, No Harassment, Protecting Township Information, Non-Solicitation, Distribution, and Electronic and Voice Mail Monitoring. Employees may not use our Systems in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful to morale. Examples of prohibited uses include, but are not limited to, sexually-explicit drawings, messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs, threats of violence or bullying, or derogatory comments; or any other message or image that may be in violation of company policies or federal, state or local law.

In addition, employees may **not** use our Systems:

- To download, save, send or access any discriminatory or obscene material;
- To download anything from the internet (including shareware or free software) without the advance written permission of Department Head;
- To download, save, send or access any site or content that the Township might deem "adult entertainment;"
- To access any "blog" or otherwise post an opinion on the Internet (see Social Media policy);
- To solicit employees or others;
- To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or systems of the Township or any other person or entity;
- In connection with any infringement of intellectual property rights, including but not limited to copyrights; and
- In connection with the violation or attempted violation of any law.
- To engage in employment or business other than that of the Township

An employee may not misrepresent, disguise, or conceal his or her identity or another's identity in any way while using Electronic Communications; make changes to Electronic Communications without clearly indicating such changes; or use another person's account, mail box, password, etc. without prior written approval of the account owner and without identifying the actual author.

Employees must always respect intellectual property rights such as copyrights and trademarks. Employees must not copy, use, or transfer trade secrets or proprietary materials of The Charter Township of Highland or others without appropriate authorization.

All Systems passwords and encryption keys must be available and known to the appropriate in-house official. You may not install password or encryption programs. Employees may not use the passwords and encryption keys belonging to others.

Numerous state and federal laws apply to Electronic Communications. The Charter Township of Highland will comply with applicable laws. Employees also must comply with applicable laws and should recognize that an employee could be personally liable and/or subject to fine and imprisonment for violation of applicable laws.

This policy does not limit an employee's rights under Section 7 of the National Labor Relations Act. Nothing in this policy is meant to restrict an employee's right to discuss the terms and conditions of his/her employment during non-working hours using non-township systems.

Violations of this policy may result in disciplinary action up to and including discharge as well as possible civil liabilities or criminal prosecution. Where appropriate, The Township may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

If you have questions about the acceptable use of our Systems or the content of Electronic Communications, ask your Department Head for advance clarification.

## **Social Media/Media Contact**

The Charter Township of Highland has in place policies that govern use of its own electronic communication systems, equipment, and resources which employees must follow. We encourage you to use good judgment when communicating via social media.

“Social media” includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal web site, social

networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Township, as well as any other form of electronic communication.

The same principles and guidelines found in this Employee Personnel Policy Handbook apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects residents, vendors, suppliers, people who work on behalf of the Township may result in disciplinary action up to and including immediate discharge.

The following is a general and non-exhaustive list of guidelines you should keep in mind:

1. Always be fair and courteous to fellow employees, residents, vendors, suppliers or people who work on behalf of the Township. Keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers or by utilizing our Talk To Us policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparages residents, employees, vendors, or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of race, age, gender, national origin, color, disability, religion or any other status protected by federal, state or local law or company policy. Inappropriate postings that may include discriminatory remarks, harassment, retaliation, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including immediate discharge.
2. Make sure you are always truthful and accurate when posting information or news. If you make a mistake, correct it quickly. Be open about any previous posts you have altered. Use privacy settings when appropriate. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. The Internet is immediate. Nothing that is posted ever truly “expires.” Never post any information or rumors that you know to be false about the Township, fellow employees, residents, vendors, suppliers, people working on behalf of the Township.
3. Maintain the confidentiality of the appropriate Township information. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
4. Do not create a link from your blog, website or other social networking site to the Township’s website without identifying yourself as a Township employee.
5. Express only *your* personal opinions. Never represent yourself as a spokesperson for the Township. If the Township is a subject of the content you are creating, be clear and open about the fact that you are an employee

and make it clear that your views do not represent those of the Charter Township of Highland, fellow employees, residents, vendors, suppliers or people working on behalf of the Township. If you do publish a blog or post online related to the work you do or subjects associated with the Township, make it clear that you are not speaking on behalf of the Township. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Charter Township of Highland".

6. You must refrain from using social media while on working time or while using equipment we provide, unless it is work-related as authorized by your Department Head, or other member of management; or consistent with the Acceptable Use of Electronic Communications Policy.

7. Do not use any Township email addresses to register on social networks, blogs or other online tools utilized for personal use.

Employees are encouraged to report violations of this policy. The Township prohibits retaliation against any employee for reporting a possible deviation from this policy or for cooperating in an investigation.

Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including immediate discharge.

You should not speak to the media on the Township's behalf without contacting your Department Head. Only Elected Officials are authorized to make or approve public statements on behalf Highland Township.

Where applicable, the Township complies with state laws concerning access to an employee's personal social networking account, including restrictions concerning employer requests for an employee's username and/or password.

Nothing in this policy is designed to limit an employee's rights under Section 7 of the National Labor Relations Act.

## **Dress Policy**

Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.

Our residents' satisfaction represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct customer contact, you represent the Township with your appearance as well as your actions. The properly-attired individual helps to create a favorable image for the Township, to the public and fellow employees.

The Township maintains a business casual environment. All employees should use discretion in wearing attire that is appropriate for the office and resident interaction. Items of clothing that are not acceptable:

Short shorts

Strapless tank tops or thin-strapped tops (unless covered by a jacket or sweater) Halter tops/low-cut tops/cropped tops

No torn, worn, patched or frayed clothing

Violation of this policy will result in disciplinary action(s).

## **Personal Hygiene**

Maintaining a professional, business-like appearance is very important to the success of the Township. Part of the impression you make on others depends on your choice of dress, personal hygiene and courteous behavior. A daily regimen of good grooming and hygiene is expected of everyone. Please ensure that you maintain good personal hygiene habits. While at work, you are required to be clean, dressed appropriately and well groomed.

## Protecting Township Information

Protecting the Township's information is the responsibility of every employee. Do not discuss the Township's confidential business matters, or share confidential, personal employee information with anyone who does not work for the Township such as friends, family members, members of the media, or other business entities.

Confidential information does not include information pertaining to the terms and conditions of an employee's employment. Nothing in this policy is designed to limit an employee's rights under Section 7 of the National Labor Relations Act.

All telephone calls regarding a current or former employee's position/compensation with The Charter Township of Highland must be forwarded to the Bookkeeping Department or an in-house official.

The Township's address shall not be used for the receipt of personal mail.

## Conflict of Interest/Code of Ethics

The Charter Township of Highland's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Employees must never use their position or any Township resident, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities.

The Township adheres to the highest legal and ethical standards. The Township's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

Employees of the Township shall conduct their personal affairs such that their duties and responsibilities are not jeopardized and/or legal questions do not arise with respect to their association or work with the Township.

## Copeland "Anti-kickback" Act (TITLE 18, U.S.C., Sec. 874. Kickbacks from public works employees)

Whoever, by force, intimidation, or threat of procuring dismissal from employment, or by any other manner whatsoever induces any person employed in the construction, prosecution, completion or repair of any public building, public work, or building or work financed in whole or in part by loans or grants from the United States, to give up any part of the compensation to which he is entitled under his contract of employment, shall be fined under this title or imprisoned not more than five years, or both.

[18 U.S.C. 874 (June 25, 1948, ch. 645, Sec. 1, 62 Stat. 740 and 862, eff. Sept. 1, 1948) replaced the former sec. 1 of the Copeland Act of June 13, 1934 (48 Stat. 948). Prior to 1948, Section 1 of the Copeland Act was codified as 40 U.S.C. 276b. P.L 103-322, (Sept. 13, 1994, 108 Stat. 2147), substituted "fined under this title" for "fined not more than \$5,000".]

## If You Must Leave Us

Should an employee decide to leave employment with the Township, at least two weeks' advance written notice is requested.

Employees, who are rehired following a break in service, other than an approved leave of absence, must serve a new initial introductory period whether or not such a period was previously completed. Such employees are considered new employees from the effective date of their reemployment for all purposes, including the purposes of measuring benefits.

Charter Township of Highland does not provide a "letter of reference" to former employees. Upon request, the Township will confirm employees' dates of employment, salary history, and job title.

All resigning employees should complete a brief exit interview prior to leaving. All Township property, including this Employee Handbook, must be returned at the end of employment. Otherwise, the Township may take action to recoup any replacement costs and/or seek the return of Township property through appropriate legal recourse.

You should notify the Bookkeeper if your address changes during the calendar year in which discharge occurs so that your tax information will be sent to the proper address.



## **Section 5. Safety in the Workplace**

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### **Each Employee's Responsibility**

Safety can only be achieved through teamwork at the Township. Each employee, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify your Department Head and the Bookkeeper of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your Department Head and the Bookkeeper immediately.
2. The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on The Charter Township of Highland's property is forbidden.
3. Use, adjust and repair machines and equipment only if you are trained and qualified.
4. Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
5. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; just ask your Department Head.
6. Know the locations, contents and use of first aid and fire-fighting equipment.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

### **Workplace Violence**

Violence by an employee or anyone else against an employee, supervisor or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to Township property in the event someone, for whatever reason, may be unhappy with a Township decision or action by an employee or member of management.

If you receive or overhear any threatening communications from an employee or outside third party, report it to your Department Head at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report or fully cooperate in the Township's investigation, may result in disciplinary action, up to and including discharge.

### **Workplace Searches**

To protect the property and to ensure the safety of all employees, residents and the Township, the Township reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from the Township's property. In addition, the Township reserves the right to search any employee's office, desk, files, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, equipment, etc. are the property of the Township, and are issued for the use of employees only during their

employment. Inspection may be conducted at any time.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of security procedures or any other the Township rules and regulations.

## **Smoking in the Workplace**

The Charter Township of Highland is committed to providing a safe and healthy environment for employees and visitors. Smoking is allowed only in designated areas outside the building.

Violations of this policy may result in disciplinary action, up to and including discharge.

## **No Weapons in the Workplace**

Possession, use or sale of weapons, firearms or explosives on work premises, while operating Township machinery, equipment or vehicles for work-related purposes or while engaged in Township business off premises is forbidden except where expressly authorized by the Township and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm.

If you are aware of violations or threats of violations of this policy, you are required to report such violations or threats of violations to your Department Head immediately.

Violations of this policy will result in disciplinary action, up to and including discharge.

## **In An Emergency**

Your Department Head should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. If your Department Head is unavailable, contact the nearest the Township official.

Should an emergency result in the need to communicate information to employees outside of business hours, your Department Head will contact you. Therefore, it is important that employees keep their personal emergency contact information up to date. Notify your Department Head when this information changes.

When events warrant an evacuation of the building, you should follow the instructions of your Department Head or any other member of management. You should leave the building in a quick and orderly manner. You should assemble at the pre-determined location as communicated to you by your Department Head to await further instructions or information.

## **Substance Abuse**

Highland Township has vital interests in ensuring a safe, healthy and efficient working environment for its employees, their co-workers and the residents we serve. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment with the Township the following substance abuse policy.

The Township has implemented a drug testing program in compliance with local, state and federal laws. Employees are prohibited from reporting to work or working while using illegal or unauthorized substances.

Employees are prohibited from reporting to work or working when the employee uses any controlled substance, except when the use is pursuant to a doctor's orders and the doctor advised the employee that the substance

does not adversely affect the employee's ability to safely perform his or her job duties.

In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal or unauthorized substances and alcohol in the workplace including: on paid time, on Township premises, in Township vehicles, or while engaged in Township activities. Employees are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Employees are further prohibited from consuming alcohol during working hours, including meal and break periods.

The Township reserves the right to require an employee to submit to a test for illegal drugs, controlled substances, or alcohol when there is a reasonable suspicion, or a reasonable basis, to believe that an employee may be, or may have been, under the influence of alcohol or a substance that adversely affects safety or has rendered the employee incapable of performing his/her duties. Employees who test positive may be required submit to fitness for duty testing prior to return to duty and may be subject to follow up testing. Refusal to submit to a drug or alcohol test will result in discipline up to and including discharge.

An employee who is involved in an on the job accident while operating a township vehicle or equipment will be required to submit to drug and/or alcohol testing. Refusal to submit to testing will result in discipline up to and including discharge.

This policy will be administered through the office of the Township Supervisor, and all records of testing will be confidentially maintained.

An employee subject to testing should not be allowed to drive and should be transported to and from the testing site and home. If requested, an employee shall be allowed an employee representative as an observer at the collection site. Proper collection of the sample and chain of custody requirements for reasonable cause testing shall be strictly maintained.

Employees subject to testing shall be placed on suspension pending the results of his or her test. Absent some other reason for suspension or other discipline, negative test results shall result in return to duty and pay for all lost time.

An employee must report any alcohol-related or controlled substance criminal conviction to the Township Supervisor within five (5) days of conviction.

Violation of this policy will result in discipline up to and including discharge.

Employment or continued employment with the Township is conditioned upon full compliance with the foregoing substance abuse policy. Any violation of this policy may result in disciplinary action, up to and including discharge. Furthermore, any employee who violates this policy who is subject to discharge, may be permitted in lieu of discharge, at the Township's sole discretion, to participate in and successfully complete an appropriate treatment, counseling or rehabilitation program as recommended by a substance abuse professional as a condition of continued employment and in accordance with applicable federal, state, and local laws.

Consistent with its fair employment policy, the Township maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their substance or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others. The Township will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence and other measures consistent with the Township's policies and applicable federal, state or local laws.

The Township further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of desks or other suspected areas of concealment, as well as an employee's personal property when the Township has reasonable suspicion to believe that the employee has violated this substance abuse policy.

## Receipt of Employee Personnel Policy Handbook and Employment-At-Will Statement

This is to acknowledge that I have received a copy of the Charter Township of Highland Employee Personnel Policy Handbook (Employee Handbook) and I understand that it contains information about the employment policies and practices. I agree to read and comply with this Employee Handbook. I understand that the policies outlined in this Employee Handbook are management guidelines only, which in a developing business will require changes from time to time. I understand that the Township retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the Township. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, The Charter Township of Highland reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook will be in writing and will be signed by the Township Board. I understand that no oral statements or representations can change the provisions of this Employee Handbook.

I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period.

**THE CHARTER TOWNSHIP OF HIGHLAND IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, THE TOWNSHIP OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE TOWNSHIP IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ME OR ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME. ANY AGREEMENT TO EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME WILL BE PUT INTO WRITING AND APPROVED BY THE TOWNSHIP BOARD.**

I understand that this Employee Handbook refers to current benefit plans maintained by The Charter Township of Highland and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I have read and understand the Paid Time Off (PTO) Policy in this Employee Handbook.

Initials \_\_\_\_\_ Date \_\_\_\_\_

I also understand that if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

If I have questions regarding the content or interpretation of this Employee Handbook, I will ask my Department Head or a member of management.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

EMPLOYEE  
SIGNATURE \_\_\_\_\_

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DATE \_\_\_\_\_

EMPLOYEE  
SIGNATURE \_\_\_\_\_