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# Augusta Charter Township Personnel Policy Manual

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This Manual of Personnel Policies and Procedures was adopted by the Augusta Charter Township Board of Trustees on November 14, 2006, and shall become effective on immediately. This manual replaces all prior manuals, policies, and resolutions of the Augusta Charter Township Board of Trustees which are inconsistent with this manual. This manual is written with the intent of complying with federal, state and local law and legal requirements will take precedence when inconsistent with this manual.

The Policies and Procedures contained within this Manual are guidelines. They are not to be construed as a contract existing between the employees and Augusta Charter Township. Further, no personnel policy manual can anticipate every circumstance or question about every one of our policies. There may be situations where the need arises for us to revise, add or cancel policies. Therefore, the Township reserves the right to add new policies, and to change, interpret or cancel existing policies at any time. The only exception is that our employment-at-will policy will not be changed or cancelled. The employment-at-will policy permits you or Augusta Township to end the employment relationship at any time and for any reason. The Township reserves the right to change these policies and procedures at any time.

The Township has and will continue to retain, whether exercised or not, the sole right to operate and manage its affairs in all respects and retains all its powers or authority pursuant to P.A. 349 of 1947, as amended, commonly referred to as the Charter Township Act.

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## Definitions

The words and phrases contained in this manual have the following meanings for Augusta Charter Township Personnel Policy Manual:

Accounts Payable Department: A department under the Township Clerk which handles payment of invoices.

Augusta Charter Township: Augusta Charter Township as defined by P.A. 349 of 1947, as amended, commonly referred to as the Charter Township Act.

Applicant: A person who has completed an application for employment with Augusta Charter Township.

Board or Township Board: Augusta Charter Township Board of Trustees.

Department Head: A township elected official, designated official, Trustee or township administrative employee who has the authority to supervise, direct, and/or coordinate the operation of a designated department of the Augusta Charter Township.

Employee Benefits Department: A department under the authority of the Township Clerk which administers the benefits programs offered to Township employees.

Hall or Township Hall: Augusta Charter Township office located at 8021 Talladay Rd., Whittaker, MI 48190-0100, Phone: (734) 461-6117 or other location as determined by the Augusta Charter Township Board.

Immediate Supervisor: The person or position having direct responsibility for the oversight of a specific job or jobs held by other persons.

Job description: A written listing containing a position's duties and responsibilities, work schedule, designated immediate supervisor and job classification.

Payroll Department: A department under the authority of the Township Clerk which administers employee pay.

Position: A group of current duties and responsibilities assigned by the Township and specified by a job description which requires the full or part-time employment of one person.

Qualifications: Hiring or promotional standards for each position established by the Township Board must be met by an applicant prior to placement in the position. These standards include education, training, licenses or certification, and experience in the appropriate field.

Township: The Augusta Charter Township

Township Employee: An individual hired by the Augusta Charter Township Board, and on the payroll of the August Charter Township as an employee, for a specific position. This does not include elected officials, appointed officials, independent contractors or vendors of the Township.

Township Officer: The Township Clerk, Township Treasurer or Township Supervisor

## Purpose & Scope

The purpose of the Augusta Charter Township Personnel Policy Manual is to establish personnel policies and procedures pertaining to the orderly operation of the Township. This manual is designed to give employees of the Township information about Township policies, what is expected of Township employees and what Township employees can expect from their employer.

### *Scope*

These personnel policies and procedures apply to all full-time, part-time, and temporary employees of Augusta Charter Township whether exempt or non-exempt, except where specifically noted or where a contractual agreement exists. These policies and procedures **do not** apply to individual outside contractors, elected officials or appointed officials who are not considered to be employed by the township. This manual also does not apply to employees of the Augusta Charter Township Fire Department who maintains a separate employee handbook for those employees.

All employees will receive a copy of this manual or any updates/additions upon adoption. All new employees will receive a copy at the time of hire. However, all copies of this manual will remain the property of Augusta Charter Township and all employees will be requested to return their copy upon termination of employment. Review of this manual by non-employees (i.e. applicants, the public) will be subject to Freedom of Information Act requirements.

### *Employment Contracts & At Will Employment*

Each employee of the Township serves at the Township's pleasure and is considered at will. Either the Township or the employee may terminate the employment relationship at any time without notice and without cause. This basic condition of employment is not, and may not be, modified by any verbal assurances or other policies, procedures or practices of the Township. Nothing in the manual is meant to create an employment contract nor does this manual promise employment for any specific length of time. However, where provisions of this manual differ from the provisions of an existing valid contract or collective bargaining agreement between the Augusta Charter Township and an employee of the Township, the provisions of the contract or agreement will prevail.

### *Roles & Responsibilities*

Of course, no manual can answer every question or anticipate every situation.

**The Township Supervisor** acts as the personnel officer (per the Charter Township Act unless otherwise delegated) and has the authority to administer and interpret this Manual. An employee who disagrees with the interpretation or administration of anything contained in this manual, or who wishes to suggest a change to policy or to this manual, may appeal to the Township Board.

**The Augusta Charter Township Board of Trustees** has ultimate authority to enforce all policies contained in this manual subject to applicable laws, to add new policies, and to change, interpret and/or cancel existing policies at any time. When new policies are adopted or policies are changed, all employees will be notified.



## Equal Employment Opportunity

Augusta Charter Township is an equal opportunity employer whose policy is to undertake all personnel actions without unlawful discrimination on the basis of race, color, religion, sex, age, disability, national origin, height, weight, marital status and all other categories protected by federal, state and local anti-discrimination law. Augusta Charter Township will maintain a system of uniform personnel policies and procedures to assure that only lawful employment-related criteria is considered in all personnel decisions such as hiring, promotion, recruitment, training, development, transfer, promotion, work environment, job status, compensation, employee benefits and termination.

Augusta Charter Township conducts its business in compliance with both the intent and letter of federal, state and local laws to provide a work environment which is free from all forms of discrimination. Our internal policies and procedures involving employment practices forbid any type of discrimination against all protected groups and individuals and have been designed to promote equal employment opportunity for all.

Augusta Charter Township is committed to providing a work environment free of discrimination, however, a discrimination-free environment can only be maintained if employees notify us when they encounter situations that they believe to be discriminatory. Accordingly, employees are encouraged to immediately and confidentially report such situations, even if they have discussed the situation with the individual(s) engaged in the behavior perceived to be discriminatory, to the Township Supervisor or directly to a member of the Township Board of Trustees. Individuals receiving a discrimination complaint, or hearing a rumor of discrimination must immediately and confidentially report such information to the Township Supervisor or if not appropriate, a member of the Township Board of Trustees.

Board members who receive complaints of discrimination are obligated to consult with the Township Supervisor and/or Township Attorney to determine steps necessary to resolve the complaint. All complaints of discrimination will be treated seriously and investigated promptly. Employees reporting acts of suspected discrimination are protected by law from discrimination or retaliation. Employees who discriminate or retaliate against an employee who has complained of discrimination are subject to disciplinary action, up to and including termination of employment.

If it is determined that this policy has been violated, disciplinary action will be taken up to and including immediate termination. The action to be taken will be determined based on the circumstances of each situation. If it is determined that this policy has not been violated or that there is not sufficient evidence to conclude that this policy has been violated, this outcome will be communicated to you as the employee, and to all other affected personnel as appropriate along with the reason for this determination.

### ***Investigative Procedure***

*Investigations are conducted by the Township Supervisor, Township Attorney and other appropriate Board members. The purpose of such an investigation is to determine the facts surrounding the incident and to develop a plan for appropriate disciplinary action if necessary. Investigation of a discrimination complaint may include, but is not limited to, interviewing the complaining party as well as other employees and/or other persons necessary to obtain sufficient information upon which to make an assessment of the situation. In the course of the investigation, every effort will be made to be sensitive to privacy issues, and relevant information will be discussed with appropriate parties on a need-to-know basis. To allow for this investigation, the employee(s) may temporarily be placed on administrative leave **with or without pay**. When the investigation has been completed affected employee(s) will be notified if and/or when to report back to work and whether the leave was to be with or without pay (based on outcome of investigation and Board decision). If instructed to report back to work and you fail to do so, you will be considered to have resigned your employment with Augusta Charter Township and your separation will be processed accordingly.*

***Right of Appeal***

*The outcome of any investigation and/or resulting action may be appealed to the Board of Trustees. In that event, the employee or designee may state the employee's position to the Board of Trustees, or a designee may explain the reason for the action to the Board of Trustees, and then the Board of Trustees shall decide to affirm, rescind or modify the action. Also, the employee may request that this meeting with the Board of Trustees be in a "closed session" of the Board.*

## No Harrassment Policy

Augusta Charter Township believes that all employees should be treated with respect and dignity. Any actions or words that are considered to be harassment on any basis for which discrimination is prohibited by law is strictly prohibited. Treating people with respect involves refraining from harassment on the basis of race, color, religion, sex, age, disability, national origin, height, weight, marital status and all other categories protected by federal, state and local anti-discrimination law. Harassment will not be permitted by an employee, member of management, township board member, vendor, or citizen. The Township is committed to having a workplace free from harassment and this policy works in conjunction with the Augusta Charter Township Sexual Harrassment Policy adopted on November 17, 1998.

Harassment is defined as any unwelcome advance, request, verbal, or physical conduct that interferes with an employee's work performance; or creates an intimidating, hostile, or offensive work environment; or when submission to or rejection of said conduct is made either a direct or indirect condition of obtaining or retaining employment; or when submission to or rejection of such conduct is used as a factor in decisions affecting the employee's employment with the township.

While it is not easy to define harassment, the following types of conduct are not permitted:

- Unwelcome slurs, jokes, and harassing comments about someone's race, color, creed, religion, sex, national origin, citizenship, age, disability, veteran status or any other protected status
- Unwelcome graffiti, cartoons, drawings, or other written comments about someone's race, color, creed, religion, sex, national origin, citizenship, age, disability, veteran status or other legally protected status
- Unwelcome sexual advances, repeated unwelcome requests for dates, and requests of sexual favors. Unwelcome or offensive touching or other physical conduct directed at an employee because of their race, color, creed, religion, sex, national origin, citizenship, age, disability, veteran status, or any other legally protected status
- Threatening or requiring an employee to submit to sexual advances in return for an employment benefit
- Retaliation for having reported possible harassment

Any employee, who believes that the actions or words of a fellow employee, member of management, township board member, vendor, or citizen constitute harassment should report the incident, either orally or in writing, as soon as possible (but within ten working days of the incident) to the Township Supervisor, or if inappropriate, to directly to a member of the Board of Trustees. Individuals who receive complaints of harassment are obligated to consult with the Township Supervisor and/or Township Attorney to determine steps necessary to resolve the complaint.

All reports of possible harassment will be investigated promptly. Every effort will be made to handle all such complaints in a fair, impartial, and speedy manner and to keep the investigation confidential to the extent possible under the circumstances. Employees reporting violations of this policy will not be punished or retaliated against in any way.

If it is determined that this policy has been violated, disciplinary action will be taken up to and including immediate termination. The action to be taken will be determined based on the circumstances of each situation. If it is determined that this policy has not been violated or that there is not sufficient evidence to conclude that

this policy has been violated, this will be communicated to you as the employee making the complaint along with the reasons for this determination. **Investigative Procedure**

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### **Right of Appeal**

*The outcome of any investigation and/or resulting action may be appealed to the Board of Trustees. In that event, the employee or designee may state the employee's position to the Board of Trustees, or a designee may explain the reason for the action to the Board of Trustees, and then the Board of Trustees shall decide to affirm, rescind or modify the action. Also, the employee may request that this meeting with the Board of Trustees be in a "closed session" of the Board.*

## **Disability Accomodation**

Augusta Township is committed to complying fully with the Americans with Disabilities Act (ADA) and other applicable laws, including the Persons with Disabilities Civil Rights Act, and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Under the law, a disability is defined as (1) having a physical or mental impairment that substantially limits one or more major life activity, (2) having a record of such an impairment, or (3) being regarded as having such an impairment. Specific definitions under the ADA and Michigan law are available from the Township Supervisor.

Our hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. When requested, we will make job applications available in alternative, accessible formats, and provide assistance in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

We require post-offer medical examinations only for positions that have bona fide job-related physical requirements. An examination will be given to any person who enters the position but only after being given a conditional job offer. Medical records are kept separate and confidential.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of essential job functions. We make all employment decisions based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. We make leaves of all types available to all employees on an equal basis.

Augusta Township is also committed to not discriminating against any qualified employee or applicant because the person is related to or associated with a person with a disability. The Township will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. Augusta Township is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

In accordance with Michigan law, employees are required to notify Augusta Township in writing of their need for accommodation as soon as possible, but not more than 182 days after the employee knew or should have known the accommodation was needed.

### Procedure for Handling Accommodation Requests

(Augusta Township has developed a form to assist in the processing and handling of accommodation requests.)

Employee: Request accommodation and/or supervisor advises employee of accommodation policy and assists employee in preparing Part A. Part A is sent to Department Head for consideration.

Department Head: Reviews request and makes one of the following determinations:

Can Make Accommodation: Completes Part B, returns to Employee within ten (10) days. Sends copy to the Township Supervisor.

Cannot Make Accommodation: Completes Part B, sends to Township Supervisor for review.

Township Supervisor: Reviews request. Makes determination. Responds within twenty (20) days to Department Head and Employee.

Employee: Accepts or Rejects. If REJECTS: Employee may request the Township Supervisor to refer request to the Board of Trustees, for further consideration.

PLEASE NOTE: If at any time, a job applicant expresses a need for accommodation, the applicant must be referred to the Township Supervisor

### Americans With Disabilities Act Grievance Procedure

Augusta Township has a grievance procedure for applicants and employees to provide a prompt and equitable resolution of complaints filed under the Americans with Disabilities Act. Title I of the Act prohibits discrimination on the basis of disability with respect to hiring and terms, conditions and privileges of employment.

Augusta Township's obligation under Title I is to provide access for a person to participate in the job application process and to provide a reasonable accommodation enabling an employee with a disability to perform the essential functions of their job, including access to a building, a work site, needed equipment and all facilities used by employees. The employer must provide access or accommodation unless this would cause an undue hardship.

All grievances should be addressed to: Augusta Township Supervisor, 8021 Talladay Road, P.O. Box 100, Whittaker, MI 48190.

1. A grievance should be on an approved grievance form, contain the name and address of the person filing it and describe the nature of the grievance, the alleged violation and its date of occurrence. A grievance may be filed verbally or in writing.
2. A grievance must be filed within ten (10) working days after the complainant receives an unsatisfactory resolution to the original request for accommodation.
3. If needed, an investigation conducted by the Township Supervisor will follow a filing of a grievance. Informal but thorough investigations will be held giving all interested persons and their representatives an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the grievance and description of the resolution, if any, will be issued by the Township Supervisor and a copy forwarded to the complainant no later than ten (10) working days after its filing.
5. The Township Supervisor will maintain files and records of information on grievances.
6. The complainant can request a reconsideration of the case in instances where he/she is dissatisfied with the resolution. The request for reconsideration should be made within ten (10) days to the Township Supervisor.
7. The right of a person to a prompt and equitable resolution of a complaint or grievance filed under this grievance procedure will not affect a person's right to pursue other remedies with the appropriate federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
8. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that Augusta Township complies with the Americans With Disabilities Act and implementing regulations.

## Types of Employees

All Augusta Charter Township employees are considered “at will” employees and are identified by one of the following categories:

*Full-Time Employee:* An employee who is normally scheduled to work, and normally does work, at least thirty (30) or more hours per week. They are eligible for benefits offered by the township for full time employees

*Part-Time Employee:* An employee who is normally scheduled to work, and normally does work, **less than** thirty (30) hours per week. A part time employee receives all legally mandated benefits (social security and worker’s compensation insurance) but is not eligible for other township benefits.

*Temporary Employee:* An employee hired for a period of set duration or one who is called upon to work sporadically depending upon Township workload needs. Temporary employees are used as interim replacements, to temporarily supplement the work force, or to assist in the completion of specific projects. Assignments in this category are of a limited duration. Temporary employees receive all legally mandated benefits (social security and worker’s compensation insurance) but are ineligible for other township benefits.

*Special Project Employees:* Persons who are compensated directly by a particular federal state or private grant or program are designated as special project employees. (Special project employees are not considered regular township employees.) These employees are expected to generally follow the guidelines outlined in this manual however, where provisions of this manual conflict with provisions of any existing agreement between the township and the funding source, the agreement will supersede the provisions of this manual. Special Project employees are not eligible for Augusta Township benefits unless specified contractually.

*Volunteer Worker:* Persons who are engaged in volunteer activities for the township and are not compensated by the township (or any other funding source) and are not considered as an employee of the township. Volunteer workers should follow the guidelines outlined in this manual except that they receive no compensation for their work and are not eligible for any benefits offered through the township to employees.

In addition, every employee is either EXEMPT or NONEXEMPT from federal and state wage and hour laws.

*Exempt Employee:* A township employee who, because of his/her duties, responsibilities, and salary, is exempt from the overtime provisions as provided by applicable law. Typically these are executive, administrative, professional and sales positions.

*Nonexempt Employee:* A Township employee who, because of his/her duties, responsibilities, and salary, is not exempt from the overtime provision of the Michigan Minimum Wage Law and/or the Fair Labor Standards Act. A nonexempt employee receives the minimum overtime compensation as provided by State and/or Federal statute, to the extent the statutes are applicable. Typically these are non-supervisory positions and are entitled to overtime pay for hours worked over 40 hours a week, or as specified by state law.

The Augusta Charter Township Board of Trustees are responsible for determining which positions are exempt and non-exempt based on legal criteria.

### Immigration Law Compliance

Augusta Township is committed to employing only United States citizens and aliens who are legally authorized to work in the United States. We also do not unlawfully discriminate on the basis of citizenship or national origin.

## Employment of Related Individuals

Situations which may be determined by and at the discretion of the township as problematic and should be avoided are when:

- A personal relationship between township officials and/or employees creates or may create, a conflict of interest, the appearance of a conflict of interest, impropriety, or the appearance of impropriety.
- A personal relationship has an adverse impact on work performance of a township employee.

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be reassigned or, in extreme situations, employment may be terminated.



## Personnel Records

A personnel file, containing information necessary for effective personnel administration, will be maintained for each employee. The personnel file may include but is not limited to: application, resume, personal data, beneficiary information, qualifying reports, disciplinary history, letters of commendation, record of training, record of positions held, record of leaves, insurance records, tax withholding information, and retirement information. Employees are requested to notify the Township Clerk of any pertinent personal information changes (such as a change in dependent status or tax withholding, change of name, address, or emergency contact information) within five (5) working days of the change. Additional information may be requested related to benefits administration as appropriate.

The personnel files are maintained and retained by the Township Clerk in accordance with legal requirements. Employees have the opportunity to periodically review their records in accordance with state statutes by making a request to the Township Supervisor or to request a copy of the file or portion of the file. Information contained in the employee's file will be released to third parties only upon the employee's written authorization or as otherwise provided for by state law.

### *Disclosure Policy*

All employment verifications or requests for references must be directed to the Township Personnel Officer or Township Supervisor. To protect confidentiality, we will only release dates of employment and job title. Any request for additional information must be made in writing with written authorization from the employee to release the information.

### *Freedom of Information Act (FOIA) Requests for Personnel Files*

Requests for copies of documents contained in the personnel files that are made pursuant to the Freedom of Information Act will be released only after confidential information that may be contained on the document is deleted. The Freedom of Information Act Coordinator may contact the Township Attorney for advice in responding to a FOIA request involving personnel records and pursuant to FOIA procedures shall notify in writing any party requesting confidential information that the request is denied.

### *Social Security Number Policy*

Augusta Township, in order to properly secure and protect employee social security number/identification information, holds all employees that use or have access to any employee's social security number and information to the highest degree of confidentiality. In addition to the Township's normal security and confidentiality policy/practices, employees are prohibited from accessing, viewing or using other employees' social security information. No employee is permitted to access or use social security numbers without the express permission of the Township.

Only authorized personnel may access records and documents, both internal and external, which contain employee social security number and identification information. In addition, not more than four sequential digits of a social security number will be publicly displayed, used as an account number, password or identifier or included in any document sent by Augusta Township, except as authorized by law.

Any documents containing social security numbers are to be shredded when disposed. In addition, the information technology services department shall ensure that any Social Security numbers in electronic storage are rendered irretrievable before any equipment is discarded.

Any employee or individual that accesses social security data without authorization or for illegal purposes shall be disciplined up to and including discharge. If illegal intent is determined, the employee/individual shall be referred to authorities for possible criminal prosecution.

## Compensation

Augusta Charter Township seeks to reasonably compensate its employees for services which they provide. From time to time, the township will study wages, salaries, and benefits paid by other employers for comparable services, with the goal being to keep the wages, salaries, and benefits paid by the township in line with those available in the market. However, this does not guarantee that the compensation paid by the township will always equal or exceed those available elsewhere. The Township Board shall establish a compensation system for township employees. Each employee shall be entitled to an annual salary or hourly wage (established by internal and external market factors, employee's experience, qualifications and job duty performance) approved by the Township Board of Trustees, and as appropriated in the Township budget. All employees' compensation will be reviewed annually for appropriate adjustments. Any change in compensation will be effective commencing with the first pay period following approval by the Township Board of Trustees, or any other time deemed appropriate by the Township Board.

### *Michigan Minimum Wage Law*

The Michigan Minimum Wage Law sets minimum wage and overtime compensation for all township employees, except those who hold positions which are exempt from the overtime provisions of the law. In addition, Augusta Charter Township adopted a Living Wage ordinance for Township employees.

### *Augusta Township Living Wage Ordinance*

The Augusta Charter Township adopted the Augusta Township Living Wage Ordinance on April 8, 2003 whose purpose (among others) is to encourage township employers, vendors, or contractors to pay a wage sufficient to meet their employees' basic subsistence needs. As an employer, the Township chooses to set a positive example by adopting living wage policies for its own workforce.

For full-time employees the living wage was initially set on 4/8/03 at \$10.20 for employees who are not offered healthcare insurance coverage and \$8.70 for employees who are offered healthcare insurance coverage. This base "living wage" will be adjusted each year subsequent to 2003 on April 30<sup>th</sup> by the amount of increase in the federal poverty guidelines published by the Department of Health and Human Services and as specified in the Augusta Township Living Wage Ordinance. The living wage will be calculated and posted by the Payroll Department. Any salaries falling below the living wage may be adjusted at the time of the calculation at the approval of the Township Board. This policy does not guarantee any salary adjustment for any employee whose rate of pay is above the applicable "living wage".

### Workweek

The workweek for the purpose of calculating overtime is the seven (7) calendar day period beginning at 12:00 a.m. Sunday.

### Overtime

If overtime work is necessary, the employee must have prior authorization from their immediate manager. Employees will be paid one and one-half times their regular hourly rate of pay for all hours actually worked in excess of 40 hours per week or as required by Michigan State Law.

Sick leave, vacation, holidays, and personal leave of absence will not be considered hours worked for purposes of calculating overtime pay. **Nonexempt employees cannot be offered time off in lieu of overtime pay.**

## Travel Time – Work Time

Non-exempt employees receive travel pay when performing a requested assignment away from the ordinary worksite and normal work hours as directed by law. You should speak with your immediate supervisor or the Township Supervisor regarding Augusta Charter Township's Travel Time guidelines (see Travel Policy section).

## Payroll Procedures

Employees are paid by check monthly. No employee's check will be given to any other person except on written request, bearing the signature of the employee.

Payroll deductions are made as required by federal and state law, by court order or to pay for appropriate employee benefits as approved by the employee.

Any payroll questions or problems with your paycheck or the computation your paycheck should be directed to the Payroll Department.

### Direct Deposit of Payroll Check

Augusta Charter Township offers payroll direct deposit to a specified bank account. To begin the service, verify that your bank participates in the Automated Clearinghouse or ACH, complete the Direct Deposit form, return the completed form, with your voided check attached, to the Payroll Department

Upon establishing direct deposit you will continue to receive a payroll advice that confirms the amount deposited. Upon separation of employment any final pay will be mailed to the current address on record, not directly deposited.

### Wage Advances

The township will not advance money to employees against wages unearned or currently being earned.

### Garnishments and Support Orders

Garnishment of wages may occur if an employee fails to meet a financial obligation. The township will comply with any lawful court order to deduct a certain portion of the wage from the employee's paycheck. Notice of garnishment will be placed in the employee's payroll records.

### Record Keeping

The FLSA requires employers to comply with requirements of 29 Code of Federal Regulations, Section 516, which requires customary timecards be maintained for each employee. Hourly employees are required to submit a signed time card/time sheet to the Payroll Department weekly. All time worked must be approved and signed by the Immediate Supervisor. The Augusta Charter Township work week begins on Sunday and ends the following Saturday.

### *Time and Absence Reporting*

In order to comply with U.S. Department of Labor standards concerning time and attendance records, separate time sheets have been developed for use by nonexempt (hourly) and exempt (salaried) employees. Nonexempt employees must specify their hours in and out each day, including lunch periods, as well as identify absences such as vacation or sick time.

It is not necessary for exempt employees to submit a time sheet for each pay period. However, exempt employees must submit a time sheet for any pay period wherein there are any exceptions to their time such as vacation, sick or other absences for which a half or whole work day (or more) is taken. Exempt employees are paid a base salary for job performance, not hours worked, and overtime pay does not apply to exempt employees. Non-exempt employees must record time accurately and time worked will be rounded to the nearest 15 minute increment for pay purposes.

All timesheets must be signed by the employee and approved by the Immediate Supervisor.

It is essential that overtime/travel time is accurately reflected on your time sheet so that such time is properly compensated. Improper reporting of time worked is subject to disciplinary action.

## Holiday Pay

Eligible full time exempt and nonexempt employees shall receive a normal (regularly scheduled number of hours) day's pay at their regular (or hourly) rate for all recognized holidays. Part-time employees are not eligible for holiday pay. An unapproved and/or unscheduled absence from work the day before and/or the day after a holiday may require appropriate documentation in order to receive holiday pay if the holiday is not worked.

The township observes the following holidays when the township office is closed:

Martin Luther King Day	Independence Day
President's Day	Labor Day
Good Friday	Thanksgiving Day
Memorial Day	Day After Thanksgiving

Christmas Week (5 days of pay incorporating Christmas Day, New Year's Day and the week days in between).

The Christmas Week holiday generally means that the Augusta Charter Township office will be closed for the 5 **business** days (when the township office would normally be open) which fall between Christmas day and New Year's day. These days will be considered holidays for Augusta Charter Township employees. In general when a holiday falls on a Saturday, the the time off with pay will be designated for the preceding workday. And when the holiday fall on a Sunday, then the time off with pay shall be scheduled for the following workday. The calendar for holidays each year will be approved by theBoard prior to the new calendar year.

Any employees (full-time or part-time) who are required to work on a recognized holiday will receive their overtime rate of pay for all hours actually worked on the holiday. For full-time employees this is in addition to receiving Holiday Pay. Employees on unpaid leave of absence will not receive holiday pay.

## Career Progress with the Township

### Job Descriptions

Job descriptions are maintained by the Township Supervisor with a copy kept in the employee's personnel file. Each job description contains a descriptive title, summary of the responsibilities, a list of typical duties, and required minimum qualifications. In preparing a job description several factors will be considered, including but not necessarily limited to the following:

- Input from Board of Trustees;
- Consistency with other township job descriptions;
- Legal requirements;
- Equal employment opportunity guidelines requiring work related qualifications; and
- The Americans with disabilities Act

If an employee feels his/her duties have changed during the year, he/she may request, in writing, to their department head that his/her job be reviewed to determine if a change is necessary. Changes will be approved in the job description only if an employee's duties have changed significantly and must be approved by the Township Board. The Township also reserves the right to change job descriptions as necessary.

All employees will be given a copy of their own job description. Candidates interviewed for job openings will also be given a copy of the job description. Duties listed in the job description are meant to be a general guide and are not all inclusive. An employee may be asked to perform tasks not specifically listed in the job description.

## Employee Performance Evaluations

It is through our employees that the Township is able to achieve success in realizing its purpose. Effective performance evaluation is critical to the continued growth of all employees. The primary goal of any performance evaluation is to ensure that each employee obtains accurate and timely feedback from their immediate supervisor concerning their job performance. To that end, periodically your immediate supervisor will provide you with an evaluation of your performance. This may be done informally through a casual conversation, or through a formal written performance evaluation.

A performance evaluation provides mutually beneficial information and generally includes:

- Recognition of individual accomplishments, strengths and potential
- Assessment of skills and abilities
- Identification of developmental needs/areas of improvement
- Awareness of contribution to the organization
- Communication of goals and objectives
- Counseling for future growth and career planning

Your immediate supervisor may conduct a performance review anytime throughout the year. A formal written evaluation is conducted on or about your anniversary date each year with a copy placed in your personnel file. When job performance is not at an acceptable level, it may be necessary to take disciplinary action, including, but not limited to, verbal counseling, written warning, final written warning, probation, administrative leave or termination.

## Internal Job Posting

Augusta Charter Township will maintain a system of posting any available job openings at the Augusta Charter Township office. Current Augusta Charter Township employees are encouraged to apply for any open position for which they are qualified. Internal candidates will be considered for open positions along with non-employee candidates in conjunction with the Augusta Charter Township employee recruitment and selection process and procedures.

## Maintenance of Skills and Qualifications

All employees must maintain the level of qualifications and training required for their job. Some positions require periodic training, continuing education, recertification, etc., as a condition of continued employment. Employees may also be required to undergo skills testing similar to that used to evaluate job applicants. These requirements vary from job to job. Employees who fail to satisfy such requirements are subject to retesting, required remedial action by the employee, reassignment, transfer, demotion, or discharge.

## Attendance

### Standard Work Hours

Standard township office hours are:

**Monday through Friday - 9:00 a.m. – 4:00 p.m.**

Employees may have a schedule different from the hours the office is open but will be scheduled according to their job description and work assignments.

### Lunch and Break Periods

Full time nonexempt employees are provided with a one-hour **unpaid** lunch period. Part-time non-exempt employees are provided with a one-hour **unpaid** lunch period based on work schedule.

All full-time employees are eligible for one fifteen minute rest break scheduled in the morning, another in the afternoon. Part-time employees are eligible for one 15 minute rest break during each four hour work period. Breaks are to be designated by the immediate supervisor or department head. No pay or accumulation of time for missed breaks is allowed.

### Absence & Tardiness

Employees are expected to be reliable and conscientious about reporting for work on time and using sick leave. Absenteeism and tardiness put a burden on co-workers and on the functioning of the Augusta Charter Township office. In the rare instances when an employee cannot avoid being late, or if an employee is unable to work as scheduled, you are required to notify your immediate supervisor prior to your scheduled arrival time or as soon thereafter as possible. An employee is considered to be absent if he/she is not present for work during the prescribed work hours.

If an employee's absence is due to illness, injury, or some other reasonable cause, the employee's time of absence will be charged to the appropriate type of leave and may be paid or unpaid. If absence is not due to an approved type of leave the employee will not be paid for the time not worked. Employees are also not paid for time not worked due to tardiness.

Poor attendance and excessive tardiness are disruptive and may lead to disciplinary action, up to and including termination of employment. Absence of 3 days without approval of a leave and/or without notifying your immediate supervisor of the reason for your absence will be considered job abandonment and employment with Augusta Charter Township will be terminated.

An employee's attendance will be considered unacceptable when all "Paid Time Off" has been exhausted and you have unscheduled and/or unapproved absences of two (2) days in a quarter (3 month period) and/or eight (8) days in a twelve (12) month period. Absences of more than two (2) consecutive days for illness may require a doctor's "fitness for duty" approval (at management's discretion) to return to work.

### Severe Weather

If the Augusta Charter Township office is officially closed due to severe weather, full-time employees scheduled to work shall be paid for the regularly scheduled time not worked. If you must report to work late due to adverse weather conditions and/or traffic problems (due to severe weather) and notify your immediate supervisor or appropriate Township personnel, you will not be penalized for time missed and it will not be considered as "unacceptable attendance". You are responsible for notifying your immediate supervisor or another township

officer of an estimated time of arrival if possible. If the Township Office is open and you are unable to report to work, or decide not to report to work, you must use a paid-time-off day or take unpaid time. You are expected to notify your immediate supervisor or another township officer prior to your work start time or as soon as possible if you are unable to report to work.

## Drug-free Workplace

In the interests of health and safety of employees, customers, guests and others who come in contact with the Township's employees, and to promote efficiency and productivity in its operations, Augusta Township has established the following policy regarding drugs and alcohol for all employees not covered by a union contract.

- The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace. Employees who engage in any such prohibited conduct will be subject to disciplinary action, up to and including immediate discharge.
- Augusta Charter Township will establish a drug-free awareness program to inform employees about (1) the dangers of drug abuse in the workplace, (2) the Township's policy of maintaining a drug-free workplace, (3) any available drug counseling, rehabilitation, and employee assistance programs, and (4) the penalties that may be imposed upon employees for drug abuse violations in the workplace.
- Each employee who is engaged in the performance of a federal grant will be given a copy of this policy statement.
- As a condition of employment, each employee to be engaged in the performance of such a grant will (1) abide by the terms of this statement, and (2) notify the Township in writing of their conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
- The Township will notify the federal agency within ten calendar days after receiving notice from an employee or otherwise receiving actual notice of such a conviction.
- Within thirty calendar days after receiving notice of such a conviction, the Township will take one of the following actions: (1) take appropriate personnel action against such employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended, or (2) require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
- The Township will make a good faith effort to continue to maintain a drug-free workplace through the implementation of the foregoing commitments and requirements.

As a condition of employment, all employees must refrain from reporting to work or working with the presence of drugs or alcohol in their systems. Refusal to submit to any authorized drug or alcohol test, or having a confirmed positive test, will be grounds for disciplinary action, up to and including immediate discharge, and may also result in denial of worker's compensation and/or unemployment compensation benefits.

Employees are also subject to disciplinary action, up to and including immediate discharge, for using drugs or drinking alcoholic beverages, or for the distribution, dispensation, possession or sale of drugs or alcohol, while on duty or on Township premises.

Although violations of this Policy will ordinarily result in discharge regardless of the employee's position, the Township reserves the right to consider extenuating circumstances and impose lesser disciplinary action when such action is deemed appropriate and subject to such conditions as the Township may impose.

## 2. When Testing May Be Required

Employees may be required to submit to the following types of drug and alcohol testing:

- (a) Pre-employment testing after an employee has been hired, prior to or within the first thirty (30) days of employment.
- (b) Reasonable suspicion testing, i.e. where the Township has reasonable suspicion that the employee is currently using drugs, or is under the influence of drugs or alcohol while on duty or on Township premises. The Township shall make the determination of whether reasonable suspicion exists in its sole discretion.
- (c) Post-accident testing, i.e. where the employee has caused, contributed to or been involved in an accident while at work.
- (d) Testing which is part of a fitness for duty physical examination or periodic physical examination, or following an on-the-job injury requiring medical attention.

## 3. Drug and Alcohol Testing Procedures

All drug and alcohol testing will be conducted in conformity with the following standards and procedures:

- (a) Samples will be collected with due regard for employee privacy, and in a manner designed to prevent contamination, substitution or adulteration. (If medical personnel at the collection site have reason to believe that an adulterated or substituted sample has been or may be provided, the employee may be required to submit a second sample, or the original sample, under the direction of a same gender collection site person.)
- (b) A strict chain of custody procedure, initiated at the time of collection, will be observed to preserve the integrity of all samples.
- (c) Urine drug testing and breathalyzer alcohol testing will be the primary methods of testing. However, the Township reserves the right to use other testing methods. All samples will be tested by a qualified laboratory or medical facility.
- (d) For purposes of this policy, refusal to submit to testing means that the employee fails to provide an adequate sample for testing without a valid medical explanation after he/she has received notice of the requirement to be tested, or engages in conduct that clearly obstructs the testing process. Refusal to submit to testing includes, but is not limited to, refusal to execute any required consent forms, refusal to cooperate regarding the collection of samples, or submission or attempted submission of an adulterated or substituted urine sample.
- (e) An alcohol test will be considered to be positive if the employee has an alcohol concentration of 0.04 or greater. Drug tests will not be reported to the Township as positive unless an appropriate confirmation test has been conducted and the results have been reviewed and verified by the Township's designated Medical Review Officer (MRO). Employees will have the right to confidentially report the use of prescription and nonprescription medications to the MRO before drug test results are reported.
- (f) All information received by the Township through its drug and alcohol testing program will be treated as confidential.



## Security Inspections

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

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

## Personal Business During Work Hours

### Personal Mail

Employees may send personal letters through the township's mail facilities. However, employees may not use township letterhead stationery, envelopes, or postage for personal business.

### Personal Phone Calls

Employees are permitted to make personal local calls while at work but are expected to keep them infrequent and brief and not allow them to interfere with the conduct of job duties or township business. This applies to use of township phones or personal cell phones. Personal long distance phone calls are not allowed without the permission of the Township Supervisor.

### Visitors

Employees are asked to keep personal visitors to township work sites to a minimum, both on the basis of frequency and duration.

### Personal Photocopying

Employees may make personal photo copies at the same rate charged to the public and must reimburse the township according to the fee schedule in effect.

### Personal Use of Township Equipment

The personal use of the township premises, equipment, machines, tools, supplies, postage, or labor is strictly prohibited.

### Pets

No employee shall maintain any animal on township premises unless the animal is a trained assistant for a handicapped person or an accomodation necessary for the performance of job responsibilities such as a seeing eye dog.

### Personal Property

Employees are encouraged not to keep money or other valuables in their desks or at their work stations. The township shall not be held responsible for the loss of an employee's money, valuables or personal property.

## Radios

The Township allows employees to play radios or music at work stations, however, professional office decorum and working in a cooperative office atmosphere dictates that the volume or content played does not distract from office operations for employees or individuals at the Township Hall. Inappropriate use of radio equipment (too loud or playing of unprofessional or offensive language on the radio) is not allowed and employees are encouraged to be considerate of all members of the Township staff when playing music or when asked to turn music volume down or off.

## Confidential Information

Employees shall not release confidential information about the township, its employees, or its activities to the press or to others unless authorized to do so by a Township Officer or as required by applicable law.

Confidential information, including methods or procedures used for handling a specific case, shall not be repeated or discussed with other employees unless necessary to the conduct of daily township business.

Many government records are available to the public under the Freedom of Information Act (see below). Nevertheless, employees shall protect the confidentiality of all Augusta Township records, including personnel, tax, zoning and election information, and information regarding complaints. Any questions about whether information is public or not should be referred to your Department Head, the Township Supervisor or the Township's FOIA Coordinator.

Employees shall generally refrain from discussion of Township business with the public and press, unless authorized to do so by the Township Supervisor or a Department Head who has authorization by the Township Board to make certain releases. Employees shall not release information concerning Township business without supervisory approval or make statements that would be detrimental to the Township or anyone in it. Because we consider security breaches to be very serious, if you improperly use or disclose confidential business information, you will be subject to disciplinary action, up to and including termination of employment and legal action, even if you do not actually benefit from the disclosed information.

*Freedom of Information Act.* Records and other information requested under the Freedom of Information Act, Public Act 442 of 1976, MCL §15.230 et seq., shall be released only with proper authorization from the Township's FOIA Coordinator, in the manner specified in the Act.

## Safety

The Augusta Charter Township strives to provide a healthy and safe place to work for each and every township employee. The Township will follow and enforce safety and health regulations as set by Federal, State, and Local Government. Township employees are urged to utilize good safety and health practices as dictated by job, location, and circumstances. Employees should immediately report any accidents, unsafe conditions or practices to the Township Clerk.

Employees working in or around moving equipment should not wear loose fitting clothing, necklaces, watches, rings, bracelets, or any other type of clothing or jewelry that could become entangled in or catch on such equipment.

Failure to follow township safety policies may result in disciplinary action.

## Injuries

On the job injuries, even minor ones, must be reported immediately to the Township Clerk by the injured employee. An accident report shall also be completed within twenty-four (24) hours. The township provides a comprehensive workers' compensation insurance program. This program covers any eligible injury or illness sustained in your work. When the injury is life threatening, immediate medical assistance should be sought. If the injury is non-life threatening it must be reported to the Township Clerk and an accident report filed before medical treatment is sought or the claim may be denied.

## Security

We have put into place security procedures to protect Augusta Charter Township assets, property and employees. Township employees who have keys or keypad codes to township property are expected to use them appropriately, only in the performance of job duties, and protect them from unauthorized access or use. **Lost keys must be reported immediately and the fee for lost key replacement is \$10.** All keys remain the property of the Township, must not be duplicated, and must be returned upon termination of employment.

## Vehicles

Employees using, operating or riding in township owned vehicles must use seat belts and follow all safety laws. Vehicles are to be operated in a safe manner consistent with weather and road conditions. You are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines of township equipment and vehicles. Improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles may result in full restitution to the township and disciplinary action up to and including termination.

## Smoking

The Augusta Charter Township Hall maintains a smoke-free environment: for the safety and comfort of Township employees and visitors to the Township office; to maintain an appealing professional business environment; and in accordance with the Washtenaw County Clean Indoor Air Regulation.

Smoking is PROHIBITED by any person:

- In any township building or vehicle
- Outside all Township owned and operated buildings near areas that present a fire or other safety hazard, such as in close proximity to a gas tank or pump, or open hazardous waste materials
- In any other area prohibited by the Township Fire Department or other applicable laws

Employees or Township Hall guests may smoke outside the building in designated areas. The success of this policy depends upon the thoughtfulness, consideration and cooperation of smokers and nonsmokers. All Township officials and employees share in the responsibility for adhering to and enforcing the policy. In general when conflicts arise the right of a nonsmoker to protect his or her health and comfort will prevail over an employee's desire to smoke.

## Workplace Violence

The August Charter Township expressly prohibits any acts or threats of violence by any employee or former employee against any other employee in or about our facilities or elsewhere at any time. We will not condone any acts of violence against employees, vendors, visitors or township residents at any time or while they are engaged in business with or on behalf of Augusta Charter Township.

In keeping with the spirit and intent of this policy, Augusta Charter Township will:

- Provide a safe and healthy work environment in accordance with the Safety Policy.
- Take prompt and remedial action, up to and including immediate termination, against any employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures.
- Take appropriate action when dealing with vendors, visitors, the public or former employees visiting Augusta Charter Township offices who engage in such behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
- Prohibit employees, former employees, vendors and/or visitors from bringing firearms or other weapons onto Augusta Charter Township's premises except as part of the performance of job duties or with specific authorization(i.e. law enforcement personnel).
- Establish viable security measures to ensure that Augusta Charter Township's facilities are safe and secure to the maximum extent possible and to properly handle access to our facilities by the public, off-duty employees and former employees.

Employees have a "duty to warn" their immediate supervisor, security personnel or township Trustees of any suspicious workplace activity or situations or incidents that they observe or that they are aware of that involve other employees, former employees, vendors or visitors and that appear problematic. This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, and the like. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. Augusta Charter Township will not condone any form of retaliation against any employee for making a report under this policy.

## Travel Policy

### Mileage

When it becomes necessary to use a vehicle on official township business, township owned vehicles should be used, if possible. If a vehicle is not available, employees may use their own car under properly authorized circumstances. The use of an employee-owned car on township business must be approved by the Township Supervisor or Board of Trustees. Employees using their personal vehicle for township business will be reimbursed at the current IRS established rate of reimbursement for mileage and actual parking fees. Travel must be documented and submitted to the Account's Payable Department at the end of the pay period in which the expense was incurred. Traffic fines will not be reimbursed by the township and no employee or official will be reimbursed by the township for travel from his/her home to his/her place of regular employment.

### Meals

The township will reimburse at a reasonable rate for township employee meals while traveling on official township business. This expense must be approved in advance by the township supervisor or Board of Trustees. Any reimbursement request should be submitted to the Accounts Payable Department by the end of the pay period in which the expense was incurred and must be accompanied by appropriate receipts documenting the purpose of the meal, individuals for whom the meal is being paid and must be signed by the immediate supervisor.

### Lodging

Employees will be reimbursed for actual expenses incurred for lodging while on **approved** township business, if approval is given in advance by the Township Supervisor or Board of Trustees. In order to receive reimbursement, employees must submit a reimbursement request accompanied by receipts for lodging and

documenting all expenses on the travel voucher. When an employee, on travel status, shares a hotel or other lodging with one or more travelers who receive no travel reimbursement from the township, reimbursement will be at the single occupancy rate of the hotel or other lodging place, regardless of the number of persons and/or rooms occupied. The single occupancy rate should be noted on the receipt.

### Reimbursement for Spouses

The Augusta Charter Township will not reimburse expenses for spouses of employees who attend conferences or conventions or travel with Township employees.

### Travel Advance

Employees may request a travel advance from the Account's Payable Department to cover anticipated travel expenses for approved travel. The advance should be for estimated travel expenses and the employee is required to complete and submit a travel voucher upon return from the trip indicating the amount of the advance and actual expenses. Any money received in excess of actual expenses must be returned to the Treasurer's office. If receipts for expenses or the advanced funds are not submitted to the Accounts Payable Department within 15 days of the event date, the amount of the travel advance will be deducted from the employee's next paycheck.

## Communication Systems & Computer Files Security

The Augusta Charter Township strives to best serve our citizens and provide employees with the best tools to do their jobs. The Township provides access to the vast information resources of the Internet to help employees and officials do their job and be well informed. This represents a significant investment in the resources for telecommunications, networking, software and storage in order to make available electronic media and services, i.e. computers, e-mail, telephones, voicemail, fax machines, external electronic bulletin boards, wire services, online services, intranet, Internet and the World Wide Web. The Township encourages use of these services because they can make communication more efficient and effective, they are valuable sources of information and they typically have lower usage costs than tradition methods.

All of these systems are the property of Augusta Charter Township and are provided to employees and officials (Users) as a business tool meant to be used primarily for business and business-related purposes. When using these systems, you are expected to conduct yourself honestly and appropriately, respect all copyrights, software licensing rules, property rights, privacy and prerogatives of others, just as you would in any other business dealings. This policy applies to all Users of the Augusta Charter Township electronic communication systems.

All computer data and information (of either a business or personal nature) located on all Augusta Charter Township computers (including PCs and laptops) remain the property of Augusta Charter Township. This information is considered proprietary information and should be treated as such and protected from unauthorized access. All information of a personal nature contained on Augusta Charter Township computers is subject to access by Augusta Charter Township officials. Likewise the telephone system and all voice mail systems (of either a business or personal nature) are the property of Augusta Charter Township and accessible by Augusta Charter Township officials. In that capacity the Township has the capability and reserves the right, with or without notice, to access, monitor, review, copy and/or delete any computer files, including e-mail sent or received, voice mail messages, and all web site communications, access, and/or transactions.

**Personal Use:** It is understood and acceptable that users access the electronic communications systems for personal reasons on a limited, occasional, or incidental basis and which should be kept to a minimum and preferably during meal-time, break-time or outside work hours. However, this must be done responsibly, cautiously (in order not to create or transmit information of a private nature) and in a manner that does not negatively affect the systems' use for business purposes and in compliance with the Augusta Charter Township Communication Systems and Computer Files Security policies.

### *Freedom of Information Act*

Any electronic communications generated by township resources are subject to the Freedom of Information Act and may be subject to public access.

### *Security*

Access to the Township's electronic communications systems and the level of access to the various tools incorporated in these systems is determined by the Board of Trustees based on business need, among other things. Access is limited to authorized users (which may include Township employees, elected officials, appointed officials, contractors, vendors, constituents/citizens) and protected by passwords given to each authorized individual. Passwords are meant to be kept confidential and are not to be used for unauthorized access to the Township systems. Use of encryption for confidentiality purposes is acceptable as long as the encryption or password for access is provided to the Township Supervisor or Department Head. System users are prohibited (unless given express permission by the account owner or Board of Trustees) from:

- Monitoring or intercepting the files, messages or electronic communications of other employees or third parties;
- Hacking or obtaining access to systems or accounts for which authority has not been given;

- Using other individuals' log-ins or passwords;
- Breaching, testing, or monitoring computer or network security measures or attempting to disable or defeat the system firewall;
- Sending messages which attempt to hide the identity of the sender or represent the sender as someone else;
- Propogating any virus, worm, Trojan horse, trap-door or destructive program code.

Caution is necessary when creating or transmitting Township information. Information should not be transmitted to individuals who are not authorized to receive it. When transmitting messages via e-mail, users should consider that e-mail messages can be read by persons other than the addressee and that the message may be later disclosed to outside parties or a court in connection with litigation. Users are required to maintain the highest standards of courtesy and professionalism when transmitting e-mail.

#### *Electronic Communications Use (Including "The Internet" & Email)*

Augusta Charter Township's communications resources should be treated as any other Augusta Charter Township property source, where professional business judgment is the appropriate course of action.

**Prohibited Communications/Uses:** Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

- Discriminatory or harassing;
- Derogatory to any individual or group;
- Obscene, sexually explicit or pornographic;
- Defamatory or threatening;
- In violation of any license governing the use of software;
- Engaged in for any purpose that is illegal or contrary to Augusta Charter Township's policy or business interests;
- Political in nature;
- Cost incurring without prior authorization from a department head;
- Chain letters thru email;
- Private, commercial activities for profit-making purposes.

In addition, elected or appointed officials should comply to the following regarding use of the Township electronic media which is meant to maintain the integrity of the Township's systems and is not meant to restrict the free speech rights of any elected official.

- May not solicit funds for any candidate, millage ballot proposal, political party or political affiliate
- May not distribute/send campaign materials or anything which a reasonable person would interpret as such
- May not distribute/send appeals to vote for or against any candidate, millage or ballot proposal
- May be used for information gathering, contacts with constituents relating to Township business, contacts with employees, department heads or other elected officials, contact with Township affiliated organizations and links to political sites.

At no time should Email, use of the Augusta Charter Township network connection to the Internet, and/or other computer programs be used to endorse, promote or advertise commercial ventures, religious or political causes, or otherwise be used for personal financial endeavors. These systems are in place to enhance Augusta Charter Township's employee and business communications, and should be used accordingly.

#### *Email System*

While Email is one of the most efficient means of communication, and typically costs much less than a fax or phone call, there are still costs incurred for the computer resources used (computer processing time, disk storage, high speed communications lines and software). All Email communication systems, and all information

transmitted by, received from or stored in these systems are the property of Augusta Charter Township. As such, they should be used for the benefit of Augusta Charter Township. All messages composed, sent or received on the Email systems are property of Augusta Charter Township, not the private property of any User, and are therefore accessible by Augusta Charter Township officials.

The Email systems should not be used to create or send frivolous, hostile, disruptive, abusive or otherwise inappropriate messages. Forwarding, or sending messages to other Augusta Charter Township employees, vendors or the public not reasonably related to furthering the legitimate business purposes of Augusta Charter Township, shall be considered inappropriate. Among those messages considered abusive, and therefore inappropriate, are messages containing sexual implications or overtones, racial slurs or any other comments which address a person's age, gender, sexual orientation, religious or political beliefs, national origin or disability status in a manner which may be considered offensive to a reasonable person. This includes forwarding jokes and/or other offensive material received via Email or the Internet to employees, officials, vendors or the public.

Augusta Charter Township reserves the right, through its authorized representatives, to monitor, audit, access, intercept, retrieve and review any and all Email messages created, received or sent via Augusta Charter Township's systems. Accordingly, the privacy of any message should not be assumed. Except for Augusta Charter Township's right to monitor, audit, access, intercept, retrieve and review Email messages, such messages should be accessed only by the sender or intended recipient, or those employees who are specifically authorized by the intended recipient to retrieve that recipient's messages.

#### *Voice Mail System*

The voice mail system is provided to authorized Users as a convenience for conducting Township business. Users are expected to follow standard operating protocols for using the voice mail system including maintaining courteous and friendly communications, returning or responding to phone messages promptly, recording appropriate incoming messages and updating those messages appropriately. Use of the speaker phone feature should be considerate of other employees or individuals occupying space in the Township hall and should guard against inadvertent confidential information disclosure.

#### *Guidelines for Using the Internet*

The following guidelines should be followed regarding use of Internet access:

- Do not access sites which offer questionable, or sexually explicit viewing material. Access to all Internet links can be traced.
- Do not download large non-work related files during normal business hours or without prior authorization. Large file downloads could saturate our communications lines and interrupt normal business processes which use these communications lines.
- Do not engage in 'chat rooms' which offer questionable topics. Links to chat rooms can also be traced for verification.
- Do not download, and install, applications from the Internet without first discussing the application with the Township Supervisor or Media Co-administrator. This is an easy way for viruses to enter the network. Nor upload software or data owned by the Township without express permission.
- Do not place Township material or data on any mailing list, public news group or any such service without the express permission of the Township Supervisor or Media Co-administrator.
- Do not download entertainment software or games; or play games residing on your computer or against opponents over the Internet. You should also not download images or videos without an express business purpose.
- Use the Internet to look up company and individual addresses in the Internet White Pages or the Internet Yellow Pages.
- Use the Internet to search for topics that would assist you in performing your job duties, preparing research material, or to support the business functions of the Augusta Charter Township.



- Always identify yourself honestly, accurately and completely when setting up user accounts.
- Follow all copyright and licensing legal requirements and refrain from making or using unauthorized copies of software programs, intellectual property or downloadable information.

If any violation of these guidelines occurs through no fault of your own (i.e. you are placed on a spam email list, you are targeted for inappropriate advertising pop-ups) contact the Township Supervisor or Media Co-administrator immediately to correct the situation without negative consequences. Hesitation or delay in reporting the problem may be viewed as condoning the infraction and may lead to disciplinary action.

#### *Augusta Charter Township Website*

The Board of Trustees has the sole authority to determine the content of the Augusta Charter Township official website and directs authorized individuals to publish, update, add, delete or link information on or to this website. Only assigned or authorized individuals may publish information to the official website or other Internet location regarding the Township. Generally the website will contain the following types of information:

- Printed informational materials such as the Township newsletter, brochures, news releases, calendar of events, etc.
- News bulletins, committee notices and/or informational advisories
- Other Township information determined useful for public disclosure

The township will not publish personal information, such as, but not limited to political preference or support, personal opinions on any topic, confidential information such as that regulated by legal guidelines (HIPPA) or information that has not been reviewed and approved by the Board of Trustees. Nor does the Township endorse any particular viewpoint that appears on any web page that is linked to the Township website.

Links to or from the Township website will be considered such as:

- Other governmental and educational institutions in the State of Michigan
- Non-profit or public organizations that have some relationship to the Township
- Generally recognized community councils and organizations
- Arts, cultural, sports, major festivals and similar organizations of general interest to the citizens of Augusta Township

Generally not considered will be links to:

- Candidate sites or sites advocating a position on Township or other ballot issues
- Corporate commercial sites
- Individual personal home pages
- Web pages that contain obscene, scurrilous, or otherwise objectionable material

Access to the Township website will not require disclosure of personally identifiable information, however, the Township may track statistical access information in order to analyze site usage or enhance services provided through the website. Email addresses or personal information collected through the website will not be sold or given to private companies for marketing purposes.

#### *System Monitoring*

The Township Supervisor and Media Co-administrator will work with authorized individuals and service providers to maintain up to date (i.e. add, delete or activate/inactivate) system accounts with the authority and system privilege levels authorized by the Board of Directors. System access privileges will not be continued after employment termination (or election term end) without the express permission of the Board of Trustees.

The Board of Trustees will annually appoint a non-officer member of the Board to be the Township Media Co-Administrator who along with the Township Supervisor will routinely monitor use of the electronic communications systems. They will periodically gather activity log information (or monitor employee communications directly) such as telephone numbers dialed, internet sites accessed, call or access length and time of activities, for the purpose of cost allocation, resources allocation, technical management of information resources, detecting patterns of use that indicate violation of Township policy or engaging in illegal activity or as part of a human resource type investigation. Only these two individuals will have the authority to request this

information from electronic service(s) providers or authorize service(s) providers to gather this type of information on either a systematic and/or as needed basis and subject to FOIA requirements. If abuse is suspected it should be reported to the Township Supervisor and/or the Township Media Co-Administrator.

### *System Backup and Recovery*

Users are asked to be helpful in maintaining the individual computers assigned to their use by deleting extraneous emails and data files, emptying email and computer file waste baskets/recycle bins, archiving outdated information, performing routine system cleanups and utility processes. Also be mindful resource consumers by conserving paper, toner, ink and processing resources.

Saved voice mail messages will only be maintained on the system for 1 week before being automatically deleted without the possibility of recovery.

Messages which are deleted from the webmail Email system, by the user, remain in the central system's Email wastebasket until the wastebasket is routinely emptied as a vendor system function and may or may not be recoverable after deletion.. Webmailmessages may be saved on the User's PC or Township network drive and therefore are subject to the Township backup schedule.

All information saved to the Township's network computer drive will be backed up on a regular weekly schedule and stored at an off-site location. Information saved to a User's PC hard drive must be backed up by the individual User. In the event of a systemwide failure, the Township Supervisor and/or Media Co-administrator will supervise the restoration of system information via contracted service providers according to a pre-determined disaster recovery procedure.

These guidelines are meant to set the standards for appropriate use of the Augusta Charter Township electronic communications media and apply to all Users, however, no policy can address every situation so the Township reserves the right to address individual circumstances as they arise using the principals outlined in this policy. Augusta Charter Township reserves the right to modify, change or discontinue any portion of these guidelines from time to time at its sole discretion.

Violation of this policy is subject to disciplinary action up to and including immediate suspension pending investigation and/or immediate revocation of system access and use privileges.

### *Policy Summary*

- All computer & communications equipment is owned by the Township as well as all information contained on this equipment and should not be considered private or personal by Users.
- Equipment and systems are provided only to conduct the business of the Township and should be used wisely, professionally and in a manner that reflects positively on the Township.
- The Township owns and may access any and all information housed on it's equipment without User's consent or knowledge. Information may also be subject to FOIA guidelines.
- Certain types of communications or internet access are prohibited and Users must get approval from the Board to upload or download certain types of information particularly to the Township website.
- Authorized Township personnel may monitor all system access and usage without User's permission or knowledge.

## Political Activity

The Augusta Charter Township does not attempt to influence employees political decisions or persuasions. Employees are free to express their wishes and desires concerning political activities outside of work and/or on personal property. Employees may neither use their township position for any political purpose nor engage in political activities during working time or at the township office. Some examples of banned political activities during work time include wearing political buttons, soliciting political contributions, displaying political bumper stickers or posters on township vehicles or property, engaging in excessive or potentially disruptive political discussions, or distributing political materials on township property and/or during work time.

## Collections/Solicitations

Employees are not allowed to collect donations which are not for the township or township sponsored events and/or sell non-township merchandise to the general public during working time.

### Solicitation & Literature Distribution

In the interests of efficiency and safety, employees are prohibited from engaging in solicitation of any kind during work time (i.e., time except for mealtime, break periods, and other specified periods when employees are properly not performing their work tasks). Employees are also prohibited from engaging in the distribution of materials of any kind during work time (as defined above) or in work areas. Use of Augusta Charter Township resources, including Email, for solicitation purposes is also prohibited.

## Outside Employment

The township does not limit your activities during non-working hours unless those activities interfere with or are in conflict with the performance of your job at Augusta Charter Township. It is important to consider the demands that an additional job may have to your ability to meet expectations for your work at Augusta Charter Township. Employees may accept employment in addition to their work with the township provided:

- Such employment does not constitute a conflict of interest with the employee's duties;
- Such employment does not interfere with the employee's job with the township;
- Such employment is not during the employee's regular township working hours; and
- Such employment does not occur while the employee is on sick leave.

Employees must notify the Township Supervisor in writing of any outside employment for a determination as to any possible conflict of interest. The Township Board of Trustees shall approve or disapprove all outside employment. The notice will be placed in the employee's personnel file.

Employees may not solicit outside work for personal gain during business hours, engage in off-duty employment for any business under contract with the township, participate in any off-duty employment that adversely affects the employee's performance of work for the township, or engage in unauthorized off-duty employment.

If it is determined that your outside job interferes with or is in conflict with your performance, you may be asked to quit the outside job if you wish to remain with the township. Outside work that constitutes a conflict of interest is prohibited, and you must not receive any income or material gain from outside individuals for materials produced or services rendered in connection with your work at Augusta Charter Township.

## Gifts and Gratuities

Employees may not solicit or accept gratuities from customers or clients. Also, no employee may directly or indirectly accept for himself/herself or for another, any gift which value exceeds twenty-five (\$25) from a person or a firm that does business or seeks to do business with the township, or accept any gift (regardless of the amount) from which it can be inferred or implied that special consideration is expected in the performance of the employee's official duties. Any employee who receives any gift or gratuity or service of more than \$25.00 in fair market value must immediately return such gift or gratuity or refuse such service offered.

This policy is not intended to interfere with courtesies which are extended to the township or township employees as a whole, and which have the knowledge and approval of a township officer.

**Conflicts of Interest**As an employee of Augusta Township, you have the obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. In this policy, Augusta Township is establishing the framework within which we wish to operate. These guidelines are intended to provide a general direction so that you can get further clarification on areas that affect you. For more information or questions on conflict of interest, contact the Township Supervisor.

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

There is no "presumption of guilt" created by the mere existence of a relationship with outside firms. However, if you have any influence on transactions involving purchases, contracts, or leases, it is imperative that you disclose this fact to the Township Supervisor, Clerk or Treasurer as soon as possible. By alerting us to the existence of any actual or even potential conflict of interest, we can establish safeguards to protect all parties.

The potential for personal gain is not limited to situations where an employee or relative has a significant ownership in a firm with which Augusta Township does business. Personal gains can also result from situations where an employee or relative receives a kickback, bribe, substantial gift, or special consideration as a result of a transaction or business dealings involving Augusta Township.

### *Examples of Conflicts*

The following list, while quite extensive, should not be assumed to cover all situations. When in doubt, the employee should ask a higher authority (e.g. the employee's supervisor, or Township Supervisor) about the situation.

1. Accepting or Soliciting Gifts or Favors
  - a. Tokens of general appreciation at Christmas time or on birthdays, etc., such as candy, fruit, tobacco, and advertising gimmicks are acceptable as long as they are not solicited and/or the value does not exceed \$25.00. Gifts of higher value, or more personal in nature, are not acceptable, and should be returned.
  - b. Accepting free lunches from vendors or developers is not acceptable and should especially be avoided by employees or officials who are involved in purchasing or in decision-making relative to the interests involved. Lunches during legitimate business meetings should be approved by the employee's supervisor.
2. Use of Privileged Information – For personal or financial gain of the involved employee.

3. Participation in Transaction – Acting as a Township representative with a business entity in which the employee has a direct or indirect financial or other personal interest.
4. Conspiring or Influencing of Employees – Attempting to conspire with or influence a fellow employee to engage in acts of conflict of interest.
5. Determination of Conflict of Interest – When an employee has any doubt as to the possible conflict of a particular situation, he/she should consult with a responsible Township official before becoming involved with the situation.
6. Use of Position – For personal or financial gain of the involved employee.

## Public Statements

Only official township representatives have permission to make public statements to the media or other groups on behalf of Augusta Charter Township. If you are contacted for a public statement you must refer the contact to the Township Supervisor.

## Employee Conduct & Work Expectations

Any group of people working together must abide by certain rules of conduct based on honesty, good taste and safety. This is essential if everyone is to work together effectively. Following basic rules of conduct make the workplace a safer and more cooperative place to accomplish the goals and objectives of Augusta Charter Township office operations. Understanding the policies in this manual and expectations for all Augusta Charter Township employees is your responsibility. This section covers expectations for all Augusta Charter Township employees and unacceptable work behaviors. Failure to meet these expectations or actions listed as unacceptable are subject to the disciplinary action process. Some actions are so severe as to warrant immediate disciplinary action, such as immediate termination. Others may be subject to investigation and the disciplinary action process. The Township Board reserves the right to determine what actions fall into these categories.

### Job Performance

Augusta Charter Township employees are expected to do their work diligently and conduct the township business with professionalism, cooperation and a positive attitude. Inefficiency, incompetence, or negligence in the performance of duties, including failure to perform assigned tasks or training, or failure to discharge duties in a prompt, competent, and reasonable manner are unacceptable in the workplace. Your immediate supervisor will work with you to help you be successful in the performance of your job responsibilities. You are expected to be able to perform and continuously improve the performance of your responsibilities after a reasonable training period.

### Work Expectations

You are expected to familiarize yourself with this policy manual and understand the policies contained in this manual. Any questions should be directed to your immediate supervisor or the Township Supervisor. Failure to follow the policies outlined in this manual means that you may be subject to disciplinary action up to and including termination of employment.

The following illustrations of unacceptable conduct are to provide specific reasons for initiating disciplinary action. However, because conditions of human conduct are unpredictable, this is not meant to be a complete list.

- Violation of policies outlined in this manual;
- Improper or unauthorized use or abuse of paid leave;
- Excessive absenteeism, tardiness or early departure from work or violation of the absenteeism & tardiness policy;
- Conduct that discredits the employee or township or willful misrepresentation of the township;
- Conviction of a crime, including convictions based on a plea of nolo contendere, the nature of which reflects poor moral character of the employee or a threat to the welfare of the township or its officials, employees, contractors, residents, or guests;
- Knowingly falsifying, removing, or destroying information or documents related to employment, payroll, work-related records or reports or related to Township operations;
- Discourteous treatment of the public or other employees, including harassing, coercing, threatening, or intimidating others;
- Conduct that interferes with the management of township operations.
- Violation or neglect of safety rules, or contributing to hazardous conditions;
- Unauthorized removal or use of any township property, or that of its customers;
- Physical altercations, gambling or sleeping on the job;
- Refusal to accept assignments from an authorized supervisor;
- Driving any township vehicle while impaired or under the influence of alcohol or drugs; suspension of driver's license where job duties require driving; or violation of the Drug & Alcohol policy
- Careless, negligent, or improper use of township property or equipment, damage or unreasonable risk of damage to township property;

#### *Clothing*

Employees are expected to dress appropriately according to the nature of their job, job responsibilities or planned daily job duties. The success of township operations is enhanced by maintaining a proper business atmosphere and employees are expected to project that image by their appearance and in conducting township business.

Acceptable clothing is: dresses, skirts, blouses, sweaters, shirts, suits, jackets, and slacks. Short shorts, short skorts, mini skirts, tube tops and tank tops **are not** appropriate business attire. The Township Supervisor may determine if an employee's appearance is inappropriate. The immediate supervisor or Township Supervisor may request that the employee change or correct their appearance before continuing their job duties. Time away from work necessary to change will not be considered as paid work time.

One day per week, usually Friday, will be designated as casual dress day. Eligible casual attire is: jeans, walking shorts, capris, tee shirts, blouses, shirts, sweaters, and sweatshirts. The Township Supervisor has the authority to designate or cancel casual dress days based on the scheduled Township Hall business.

#### *Perfume*

Employees are expected to refrain from use of excessive perfume or scented colognes while at work which may cause allergic reactions for other employees or the public.

## Conflict Resolution

### Employee/Employer Communications

Our size and culture provides the opportunity to create a friendly, open work environment. By keeping the lines of communications open, all will benefit from day-to-day work relations that are pleasant and enjoyable. To ensure that lines of communication remain open, employees are encouraged to raise concerns and issues with the appropriate parties. To protect our friendly work atmosphere, all employees are expected to treat each other with respect and conduct themselves professionally when discussing concerns or issues. Communications should focus on facts and resolving the problem.

Personality conflicts are counterproductive and create unnecessary tension among our work team. All employees are expected to work well together regardless of personal feeling for one another. Cooperative teamwork is essential to our success and is accordingly part of everyone's job responsibilities. If you have a specific complaint relating to issues other than discrimination or harassment, you should use the following procedure to seek a hearing of your views:

- Speak with your immediate supervisor; or, if you believe a discussion with your immediate supervisor would be inappropriate or uncomfortable;
- Speak with your department head; or
- Speak with a Township Officer
- Request a meeting with the Township Board.

If you have a complaint relating to possible discrimination or harassment, you should use the complaint procedures outlined in those policies.

Augusta Charter Township desires to maintain a good working relationship with its employees. Augusta Charter Township will not permit retaliation against any employee who avails himself or herself of this communication process.

### Progressive Disciplinary Action

Your immediate supervisor will work with you individually to improve your performance and address work-related problems by conducting coaching and counseling discussions. When such methods are not successful, continued efforts may be made to enhance performance or resolve a problem using various disciplinary measures outlined below. These benefit both the employee and the organization by providing methods for addressing performance issues and other problems that are fair, consistent and well-understood. **Progressive disciplinary action may be taken at the immediate supervisor's discretion based on the circumstances of the behavior and/or situation and does not alter the "employment at will" relationship.**

The nature and circumstances of a work-related incident, problem or performance deficit will determine the type of corrective action to be taken. Discipline will ordinarily be progressive and bear a reasonable relationship to the specific issue; however, certain types of misconduct or behavior may result in immediate deviation from the progressive discipline process and the Township reserves the right to determine when and how to use the progressive disciplinary process.

The types of discipline that may occur are listed below generally in order of increasing formality and seriousness.

#### *Verbal Warning (Counseling)*

A verbal statement by the immediate supervisor to an employee, usually pointing out an unsatisfactory element of job performance, is intended to be corrective or cautionary. A verbal reprimand will generally informally define

the area of needed improvement, set up goals for the achievement of improvement, and inform the employee that failure to improve may result in more serious actions. Sometimes you will be able to correct a problem simply by becoming aware of it.

#### *Written Reprimand*

Written warnings may take many forms depending on the circumstances of each situation and is generally issued by the employee's direct supervisor. However, a written warning will usually outline the history of the situation and specific suggestions for improvement or correction, as well as an explanation of the consequences if performance is not improved or the problem is not resolved. A copy of the written warning will be placed in your personnel file.

#### *Final Written Warning*

A final written warning may be issued if there is insufficient improvement or correction of the problem outlined in a previous written warning. A final written warning readdresses the problem or behavior with additional steps of disciplinary measures defined including, but not limited to, administrative leave of absence, probation or termination if the problem persists. A copy of the final written warning will be placed in your personnel file.

#### *Probation*

A probationary period provides you with an opportunity to improve your performance or resolve a problem before additional disciplinary action is taken. Being placed on probation is not necessarily an automatic prelude to termination. The performance deficits and steps necessary to correct the problem and come off probation will be outlined in writing along with the length of the term of probation which should generally be no more than six months. Upon successful completion of the terms outlined within the required time period, an employee will be removed from probationary status.

#### *Discharge*

An employee may be discharged from employment with the township following input from the employee's immediate supervisor and the Township Board. Generally, an employee will not be discharged until all steps of the progressive disciplinary process have been followed and the employee has been advised of the reasons for the discharge and has been given a reasonable opportunity to respond to these reasons. Termination may be an immediate course of action based on the circumstances of a problem or behavior or may be the result if previous disciplinary measures failed to correct a problem or behavior.

#### *Immediate Suspension Pending Investigation*

There are some types of conduct which will not be tolerated and can result in immediate suspension pending investigation and Board action. The Board of Trustees will then determine the disciplinary course of action (which may include immediate termination) and whether the suspension is/was to be with or without pay. These types of conduct include, but are not limited to, the following:

- Engaging in acts of dishonesty, fraud, theft or sabotage;
- Threatening, intimidating, coercing, using abusive or vulgar language or interfering with the performance of other employees;
- Insubordination or refusal to comply with instructions, failure to perform reasonable duties which are assigned or disrespect toward an immediate supervisor;
- Unauthorized use of Augusta Charter Township property, equipment, or assets, or unauthorized removal of said property, equipment or assets from the premises;
- Damaging or destroying Augusta Charter Township property, or the property or possessions of another Augusta Charter Township employee, due to careless or willful acts;
- Conduct which the organization feels reflects adversely on the employee or Augusta Charter Township;



- Fighting, engaging in threatening or provoking violent activity;
- Violation of the Augusta Charter Township Drug-Free Workplace policy;
- Violation of Augusta Charter Township's Equal Employment Opportunity or Harassment policies;
- Negligence in observing safety rules or violation of safety and security procedures, such as refusing to use safety equipment, or assisting unauthorized individuals in gaining entry to our premises or not following established security procedures;
- Employees leaving their assigned work station or the premises during work hours without authorization from their immediate supervisor;
- Making false, vicious, profane or malicious statements about or toward another employee or Augusta Charter Township that are damaging to the reputation of that person(s) or the organization.

### **Investigative Procedure**

When an incident, problem or infraction of an Augusta Charter Township policy or procedure occurs time may be required to investigate. Investigations are conducted by the Township Supervisor, Township Attorney and/or appropriate members of the Board of Trustees. The purpose of such an investigation is to determine the facts surrounding the incident and to develop a plan for appropriate disciplinary action if necessary. To allow for this investigation, the employee may temporarily be placed on administrative leave **with or without pay**. When the investigation has been completed the employee will be notified if and/or when to should report back to work and whether the leave was to be with or without pay (based on outcome of investigation and Board decision). If instructed to report back to work and you fail to do so, you will be considered to have resigned your employment with Augusta Charter Township and your separation will be processed accordingly. This investigation process does not alter or imply an alteration to the "employment at will" relationship.

### **Right of Appeal**

Whenever an employee has been disciplined as described in the paragraphs above, inclusive, the employee may appeal the disciplinary action to the Board of Trustees. In that event, the employee or designee may state the employee's position to the Board of Trustees, or a designee may explain the reason for the discipline to the Board of Trustees, and then the Board of Trustees shall decide to affirm, rescind or modify the discipline given to the employee. Also, the employee may request that this meeting with the Board of Trustees be in a "closed session" of the Board.

## **Termination of Employment**

### **Resignation**

Employees desiring to separate their employment relationship with Augusta Charter Township are urged to notify their immediate supervisor at least two weeks in advance of their intended separation. This allows time for the arrangement of replacement employees and the calculation of final pay. The Township prefers to receive this notice in writing although verbal notice is also acceptable. The letter may include the reason for resigning and the effective date of resignation.

You are required to remit all Augusta Charter Township property or assets prior to, or on the date of, your separation. This includes township office keys, computer/office equipment, printed materials, etc.

### **Discharge**

An employee to be terminated for disciplinary reasons will be given a written notice by the Township Supervisor as authorized by the Board of Trustees.

## Final Compensation

Final paychecks for the employees who have separated employment will be adjusted for any monies due to the township and will contain wages and compensation for unused accrued paid time, if applicable, to the effective date of termination. Upon discharge, the employee will be paid the amount determined for wages earned to the date of termination. Employees who have terminated or been terminated from their township employment, for whatever reason, will receive their final paycheck as soon as the amount can be determined or as dictated by state law. Pension distributions, if due, shall be paid according to the provisions set forth in the pension plan.

## Exit Interview

An exit interview will normally be scheduled with a separating employee in order to complete paperwork necessary for processing the employee's final payroll and/or benefits and document the reason(s) for turnover with the township. The purpose of this interview is to ensure that all necessary forms are completed, to collect all Augusta Charter Township property that may be in the employee's possession and to provide employees with an opportunity to discuss their work related experiences. Each terminating employee will be given the opportunity to meet with a Township officer or Board member for the exit interview. During the interview, the employee will be given the opportunity to explain the reason(s) for leaving. Any items belonging to the township will be turned in at the time of the interview. A "Notice of Termination of Employment" form will be completed and filed in the employee's personnel file.

Upon separation of employment with Augusta Charter Township, all rights and privileges of employment with Augusta Charter Township, including participation in the group insurance plans and access privileges to Augusta Charter Township electronic media, terminate on the date of separation.

## Rehire

In order to be eligible for rehire by the Township you must have had a satisfactory performance record during your employment with the Township. If you are rehired by Augusta Charter Township, eligibility requirements for participation in benefit plans or programs are determined by each plan.

## EMPLOYEE BENEFITS

### Worker's Compensation Insurance, Social Security & Unemployment Insurance

The Augusta Charter Township complies with all legal requirements for offering employee benefits when required by law. All employees are covered by worker's compensation insurance for disability or death as a result of accidental injuries or occupational disease suffered in the course of employment. All injuries, even minor ones, must be immediately reported to the Township Clerk. Other programs, such as Social Security and Unemployment Insurance cover all employees and are paid for jointly by the Township and employees as required by law.

### Holidays Observed

The following are Holidays observed by Augusta Charter Township by closure of the township hall office:

- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Week\* (including Christmas Day)
- New Year's Day

\*The Christmas Week holiday generally means that the Augusta Charter Township office will be closed for the 5 business days (when the township office would normally be open) which fall between Christmas day and New Year's day. These days will be considered holidays for Augusta Charter Township employees. In general when a holiday falls on a Saturday, the the time off with pay will be designated for the preceding workday. And when the holiday fall on a Sunday, then the time off with pay shall be scheduled for the following workday. The Township Supervisor will determine the calendar for holidays each year and submit the calendar to the Board for approval each December prior to the new calendar year. An unapproved and/or unscheduled absence from work the day before and/or the day after a holiday may require appropriate documentation in order to receive holiday pay if the holiday is not worked.

### Jury Duty

Employees, summoned for jury duty, shall be given the necessary time off from work. The township shall reimburse the employee for the difference between the wages the employee would have earned but for the jury duty and the jury duty stipend. If any township employee is released from jury duty before the end of the employee's work shift on that day, the employee must report directly to work for the balance of the regularly scheduled hours, provided that the employee's combined hours of jury duty and work do not exceed the number of hours normally worked during a day.

Augusta Charter Township Personnel Policy Manual  
Unpaid Time and Unpaid Leave of Absence

Employees may request approved unpaid time off (at management's discretion) when all available paid time (PTO) has been used and subject to the attendance and unacceptable attendance policy.

Full time employees who have been employed for at least six (6) months by the township may be granted a leave of absence without pay which must be approved by the Township Supervisor and Board of Trustees. The employee must have used all available paid time, apply for this leave in writing and have the intention of returning at the end of his/her leave. The granting or denial of any leave of absence shall be in the Township Board of Trustees sole discretion, based on the availability of qualified substitute help, the needs of the township, and/or other factors deemed pertinent by the township. Personal leave will be granted in increments of no more than 6 weeks per request and may not be extended for a total period of more than six months. A renewed written request for extending the leave of absence must be submitted for approval or denial at the expiration of each approved period of leave.

### Military Leave

Augusta Charter Township supports employees who are also active or reserve members of the armed forces and will allow time away from work in order to fulfill duty requirements. The Township will grant and administer this leave in compliance with state and federal guidelines. Employees in need of Military Leave must apply for this leave in writing and with as much notice as possible prior to the need for leave.

### Paid Time Off (PTO)

#### *Paid Time Off*

The Augusta Charter Township offers flexible paid time away from work to all full-time and part-time employees in the form of Paid Time Off (PTO) which is in addition to the generous paid holiday schedule (for full-time employees) of at least 14 paid holidays per year. This policy allows township employees to receive paid time benefits when it is necessary for the employee to be away from work for any reason. This includes time away from work for vacation, sickness of the employee or family member, personal needs or bereavement.

Augusta Charter Township full-time and part-time employees accrue available paid time away from work based on the number of hours worked/paid for hourly employees (including overtime), or the length of service for exempt employees. Employees begin accruing paid time from their first day of employment but cannot use paid time until after they have successfully been employed for 180 calendar days.

The accrued available balance for hourly employees is rounded to the nearest quarter hour. Exempt employees must use paid time off in day or half day increments. Paid time off will be calculated at every pay period and added to the employee's paid time off "bank" or PTO Bank. The Payroll Department will be responsible for accruing and tracking employee paid time off balances. Employees may request to know their balance by contacting the Payroll Department.

#### PTO Accrual Rates

1 <sup>st</sup> Anniversary Year of Employment	3 days
2 <sup>nd</sup> Anniversary Year of Employment	5 days
3 <sup>rd</sup> Anniversary Year of Employment	6 days

4<sup>th</sup> Anniversary Year of Employment and each year thereafter PTO is increased by 1 day per year up to a maximum of 18 PTO days per year at 15 years of employment. After 15 years of employment PTO accrual remains at 18 days per year.

**Note:** A day for this explanation is based on the average number of hours scheduled to work. However, actual accrued PTO is based on the actual number of hours worked and/or paid each pay period. For example, hourly employees who work an average of 6 hours per day (30 hours per week) will accrue 3, 6 hour days or 18 PTO hours in the first year. Hourly employees who work an average of 40 hours per week (8 hours per day) will accrue 3, 8 hour days in the first year or 24 PTO hours. Exempt employees accrue in half day intervals.

When paid time off is used and reported on the timesheet, the amount of time used will be deducted from the PTO Bank. Employees may not carry a negative balance in the PTO Bank from one paycheck to the next. If a negative balance should occur, the employee's paycheck will be adjusted accordingly, i.e. the amount of negative time used will be considered as unpaid time and the paycheck deducted for that amount of time as reported on the timesheet.

Employees will be paid for any paid time off which they have accrued but not used (rounded to the nearest quarter hour for hourly employees and to the nearest half day for exempt employees) at the time employment terminates but after final timesheets have been reported. However, any negative balance of the PTO Bank will be deducted from the final paycheck.

In order to maintain an adequate work force, employees should plan and request paid time off in advance and have the request approved by their immediate supervisor and/or Township Supervisor. When advance notice is not possible the employee is responsible for contacting their immediate supervisor and/or the Township office daily, prior to the start of the scheduled work time, in order to report in as absent. Absence of 3 days without prior scheduling and/or without notifying the appropriate person in the township office will be considered job abandonment and employment termination will be processed accordingly.

In the case of extended absence, once paid time off has been exhausted, the employee must request and be approved for an unpaid leave of absence in order to remain employed by the Township. Extension/approval of a leave of absence is at the discretion of the Township Supervisor and/or Board of Trustees. Employees do not accrue PTO while on an unpaid leave of absence.

Paid time off shall be for the employee's regularly scheduled hours, at the employee's regular straight time rate, and shall not include any overtime or extra hours the employee might otherwise have worked. The Augusta Charter Township reserves the right to request that an employee go home (using available PTO or unpaid) in the event of illness in order to maintain a safe and healthy workplace for the protection of other employees and the public.

#### *Annual Rebalance/Anniversary Bonus*

Paid Time Out (PTO) is accumulated from the employee's date of hire on an anniversary year basis. PTO balances cannot be accumulated or carried over from one year to the next but instead is paid out to the employee as an anniversary year bonus lump sum. At the end of each anniversary year the balance of time available (rounded to the nearest quarter hour for hourly employees or half day for exempt employees) at the close of the payroll period immediately prior to the employee's anniversary date will be paid out as a cash payment to the employee (subject to applicable payroll taxes) and the employee's PTO balance will be re-set to zero (0) for the new anniversary year.