



**VIENNA
TOWNSHIP**

PERSONNEL POLICIES AND PROCEDURES MANUAL

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PURPOSE

This Personnel Policies and Procedures Manual (the “Manual”) sets forth the policies of Vienna Township to assist employees in understanding their employment relationship with the Township. These policies are not intended as a contract of employment but are instead considered guidelines. Vienna Township reserves the right to revise, supplement, or rescind any policies or portions of the Manual from time to time as it deems appropriate, in its sole and absolute discretion. Employees will be notified of such changes to the Manual as they occur. The only exception to any changes is our employment-at-will policy permitting you or Vienna Township to end our relationship for any reason at any time. No oral representations may modify these policies and procedures.

All employees must acknowledge their receipt and understanding of these policies and this Manual and shall agree to abide by them and any changes or revisions that may be made in the future.

This Manual is the property of Vienna Township and is provided to all Vienna Township employees subject to the Manual. Employees should speak with their Department Head or the Personnel Director if they have any questions regarding this Manual.

Upon termination of employment, this Manual is to be returned to the Personnel Director.

This Manual, except for sections pertaining to Equal Employment Opportunity and Anti-Harassment Policy, does not apply to Elected Officials of Vienna Township.

This Manual supersedes all prior employment manuals issued by Vienna Township.

AUTHORITY

The policies and procedures contained in this Manual shall take effect immediately upon the formal adoption by the Vienna Township Board. Interpretations of this Manual and exceptions to the policies and procedures shall only be made by the Vienna Township Board.

SCOPE

This Manual applies to all full-time, part-time, temporary, and seasonal employees, except where specifically noted. Employees may also be subject to department-specific policies and procedures in addition to those set forth in this Manual.

AT-WILL EMPLOYMENT

Employees subject to the Manual are employed on an at-will basis by Vienna Township.

This means that employees may terminate their employment at any time, for any or no reason, and with or without notice. Similarly, Vienna Township reserves the right to terminate employees' employment with Vienna Township at will. This means that employment with Vienna Township is not for a definite or specific period, and that Vienna Township may terminate an employee's employment at any time, without advance notice, for any lawful reason or no reason.

As an employee of Vienna Township, you are required to follow all rules, regulations and policies as adopted or modified from time to time by the Vienna Township Board. Please understand, however, that your status as an at-will employee means that Vienna Township does not guarantee or promise you continued employment.

EQUAL EMPLOYMENT OPPORTUNITY

Vienna Township provides equal opportunities for employment, professional advancement, salaries, benefits, and all other privileges, terms, and conditions of employment. All employment decisions are based on an individual's qualifications, without regard to race, color, sex, national origin, age, religion, height, weight, marital status, veteran status, disability, genetic information, or any other characteristic protected by law.

Employees with questions or concerns about this policy are encouraged to discuss them with their Department Head or the Personnel Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

ANTI-HARASSMENT POLICY

Vienna Township fully supports and complies with the laws that are enacted to protect and safeguard the rights and opportunities of all people to seek, obtain and hold employment without being subjected or exposed to harassment or discrimination of any kind in the workplace. Harassment of any employee based on race, color, sex, national origin, age, religion, height, weight, marital status, veteran status, disability, genetic information, or any other characteristic protected by law is prohibited.

It is contrary to the policies of Vienna Township for any vendor, official, employee or other third party, male or female, to unlawfully harass an employee. In addition, no vendor, official, employee or other third party, male or female, shall sexually harass an employee by:

1. Making unwelcome sexual advances or request for sexual favors or other verbal or physical conduct of a sexual nature a condition of the employee's continued employment; or
2. Making submission to or rejection of such conduct on the basis for employment decisions affecting the employee; or
3. Stating or implying that a particular employee's advances in employment have resulted from the granting of sexual favor or the establishment or continuance of a sexual relationship; or
4. Stating or implying that a particular employee's deficiencies in performance are attributable in whole or in part to the sex of that person; or
5. Commenting on characteristics associated with a particular sex; or
6. Engaging in conduct of a sexual nature that creates an intimidating, hostile, or offensive working environment or has the purpose or effect of substantially interfering with an individual's employment.

The creation of an intimidating, hostile, or offensive work environment may include, but is not limited to, such conduct as:

1. The display of sexually oriented photographs, drawings, cartoons, etc.
2. Sexually degrading or suggestive words, jokes, or insults.
3. Comments regarding an individual's private life or sexual preferences.
4. Graphic commentary about an individual's body.
5. Implicit or explicit propositions or requests for sexual favors; or
6. Physical contact of an inappropriate or sexual nature.

Any employee who is found to have committed an act of unlawful or sexual harassment as defined herein shall be subject to disciplinary action up to and including discharge.

Any employee who believes he or she has been the subject of any harassment as defined herein, including but not limited to sexual harassment, should report the alleged act(s) as soon as possible (preferably within 48 hours after the alleged harassment occurs). However, no limited time frame will be instituted for reporting such claims. The late reporting of a claim will not, in and of itself, preclude Vienna Township from investigating and taking remedial action.

The employee should report the harassment to his or her Department Head, the Personnel Director, Township Supervisor, or an Elected Official. When a claim is

raised, necessary steps will be taken to initiate a timely investigation, and a written record of the complainant's factual allegations will be prepared, which the complainant will have an opportunity to review and sign. Complainants are encouraged to prepare their own written notes promptly after such events occur, describing the date, time, and specific actions of the alleged harasser that the complainant considers offensive. Any allegation of harassment will be promptly investigated in a manner to protect, to the extent possible under the circumstances, the privacy of the persons involved.

Vienna Township not only prohibits harassment but also strictly prohibits any retaliation against an employee who, in good faith, has made a complaint under this policy or who assists in a harassment investigation. Any supervisor, agent, or employee of Vienna Township who, after investigation, has been determined to have retaliated against any employee in violation of this policy will be subject to appropriate discipline up to and including immediate discharge. If an employee believes he or she has been retaliated against for exercising his or her rights under this policy, the employee should follow the procedures set forth above.

ACCOMMODATION OF DISABILITY

An employee with a disability who requires a reasonable accommodation to allow the employee to perform the essential duties of his or her position is required to notify the Township within one hundred eighty-two (182) days of the employee's knowledge of the need for the accommodation. By failing to do so, the employee will waive certain rights under Michigan law.

ORIENTATION

The first 90 days of employment with Vienna Township is considered an orientation period. During this period, an employee will receive particular guidance on the performance of the employee's position. Upon completion of the 90-day orientation period, an employee's seniority date will be established as of the date of hire. During the orientation period, employees will accrue vacation and personal days but are not entitled to take them until successful completion of the orientation period.

After commencing employment, the Personnel Director or Township Supervisor will meet with the employee to discuss Township policies and related issues. All new employees will be given a copy of this Manual and will sign a statement verifying that they have received and read the Manual.

EMPLOYEE CLASSIFICATIONS

Township employees will be placed in one of the following classifications:

1. **Full-Time Employees**: Full-time employees include salaried, exempt employees who are exempt from overtime and employees paid on an hourly or

salaried basis who are not exempt from overtime. Full time employees, with the exception of the Senior Center Director, regularly work 35 hours or more per week and are eligible for benefits offered by the Township. The Senior Center Director regularly works a 40-hour work week with the same eligibility for benefits offered by the Township.

2. Part-Time Employees: ~~Part-time employees include those part-time employees hired before December 31, 2008.~~ Part-time employees are paid on an hourly basis and regularly work less than 30 hours per week. Part-time employees may be eligible for benefits offered by the Township as set forth in this Manual.

3. New-Part-Time Employees: ~~New part-time employees include those part-time employees hired after December 31, 2008.~~ **New** Part-time employees are paid on an hourly basis and regularly work less than 30 hours per week. **New** Part-time employees are not eligible for benefits offered by the Township except as otherwise set forth in this Manual.

4. Temporary Employees: Temporary employees are hired to temporarily fill full-time or part-time positions for a time period not expected to exceed 12 months. The Supervisor, Personnel Director, Clerk, or Treasurer are authorized to hire temporary employees in accordance with the Board-approved budget. Temporary employees typically will be hired for the purpose of assisting regular staff members due to absences caused by illness, vacation, or other leaves of absence, or for augmenting the regular staff to meet requirements that may be occasioned by periodic increased workloads. Temporary employees are not eligible for benefits offered by the Township. Temporary employees may be hired without regard to typical posting and hiring procedures followed by the Township with respect to full-time or part-time employees.

5. Seasonal Employees: Seasonal employees are hired for seasonal work, including but not limited to, summer work or for a specific job assignment. Seasonal employees are not eligible for benefits. Seasonal employees are hired on a season-by-season basis and there is no guarantee that a seasonal employee will be rehired by the Township for any subsequent seasonal work or otherwise.

6. Contract Employees: Contract employees are hired on a contractual basis with terms and conditions of employment as set forth in the contract.

7. Contract Inspectors: Contract inspectors are employees who maintain certification at their own expense and furnish their own vehicle and equipment in connection with their work assignments. Contractor Inspectors are typically paid on a per inspection basis and are not eligible for benefits. If a contract inspector employee is required to attend a meeting or a court hearing, he or she will be paid based upon the regular meeting rate.

NOTE: The Township, in its sole discretion, may reduce or increase the regularly

scheduled hours of any employee to meet the Township's demand for services or financial needs. An employee whose classification changes from full-time to part-time is entitled to use any vacation or other time off earned while the employee was employed on a full-time basis. An employee whose status changes from part-time to full-time will be considered hired as of the date he or she became full-time for purposes of determining eligibility for benefits.

The Township reserves the right to supplement the regular work force with temporary or part-time employees. An employee's classification does not change his or her at-will employment status.

SENIORITY DATE/ HIRE DATE

The date on which an individual officially becomes a part-time or full-time employee of Vienna Township is designated as his or her hire and seniority date. This date will remain the same during the entire period of employment, unless an employee takes a leave of absence or is laid off in excess of 30 days. If a leave of absence or layoff exceeds 30 days, then the seniority date only, shall be adjusted forward in accordance with the number of days the employee did not work.

With approval of the Township Supervisor and /or Personnel Director, previous employees who are later rehired by the Township after a voluntary separation or layoff in excess of 30 days shall be allowed to retain their original hire date with seniority based on actual time served.

PAYROLL PROCEDURES

Employees are paid for hours worked during pay periods ending the 15th and last day of the month. The pay period is established by the Township Board and may be modified by the Township Board.

Direct deposit is mandatory of all employees and employee pay is deposited into a bank account designated by the employee with pay stubs emailed to an address also designated by the employee. Pay dates can be obtained from the accountant upon request. If an employee feels an error has been made in the computation of his or her paycheck, the accountant should be notified.

Payroll deductions are made as required by federal and state law or by court order.

TIMEKEEPING

All employees are required to complete their own timesheet showing their daily hours

worked for each workday. Time sheets are located by the mail meter and are to be completed at the end of each workday. The employee is to enter on the time sheet all time for which he or she is entitled to be paid. This includes paid absences, paid holidays and paid vacation time. Unapproved absences are not considered hours worked. Overtime and/or comp time must be pre-approved by the Department Head or Personnel Director.

Employee time records are reviewed by the accountant and available for review by the Township Clerk at the time they are submitted. Timesheets must be signed by the Township Supervisor, or the Township Clerk in the absence of the Supervisor. Any questions regarding time records should be addressed with the accountant.

The filling out of another employee's time record or the falsification of any Township time record is prohibited and may be grounds for disciplinary action up to and including termination.

WORKING HOURS

The Township shall schedule the work hours of employees according to Township needs and workload. Unless otherwise specified by their Department Head, the normal hours of work for Township Office employees are as follows: Monday, Tuesday, and Thursday, 8:00 a.m. to 5:00 p.m. and Wednesday, 8:00 a.m. to 6:00 p.m. The Township reserves the right to amend work hours and employee schedules as business conditions and workloads require.

It is the responsibility of the Personnel Director to see that each employee understands and complies with the assigned work schedule. Employees will be counseled and disciplined for failure to comply with the requirements of their work schedules.

The Clio Area Senior Center is generally in operation Monday through Friday, and it is the responsibility of the Senior Center Director to schedule the work hours of all paid employees of the Center to allow for the efficient operation of the Center. The schedule of hours for all Center employees shall be forwarded to the Personnel Director by the 1st day of the month being scheduled. The schedule may be amended by the Personnel Director if the scheduled work hours do not meet the business conditions or workload requirements for the Center.

OVERTIME

Non-exempt employees will be paid at their normal straight-time rate or may choose comp time for the first five (5) hours worked over thirty-five (35) hours worked during any workweek. However, circumstances may require that overtime be worked from time to time. Overtime shall be defined as hours worked in excess of forty (40) hours per work week. Non-exempt employees who work more than 40 hours in a workweek

will be paid overtime at 1-1/2 times their hourly rate or may choose comp time at a rate of 1-1/2 times per hour for all hours worked in excess of 40 hours per workweek.

It is understood and agreed that employees will work overtime when requested. Department Heads will assign overtime to employees as required. Employees are not permitted to work overtime without the prior approval of their Department Head or the Personnel Director. When employees are required to work more than their regularly scheduled number of hours, the Township will attempt to provide as much advance notice as possible.

Non-exempt employees will be paid overtime compensation in accordance with law. Overtime calculations will be based upon actual hours worked only. Vacation time, holidays, jury duty and other time not actually worked by an employee will not be considered when calculating overtime compensation.

ABSENCES AND TARDINESS

To maintain a safe and productive work environment, Vienna Township expects employees to be reliable and punctual in reporting for work. Absenteeism and tardiness place a burden on other employees and on Vienna Township. Unauthorized or excessive absences or tardiness will not be tolerated and may result in disciplinary action, up to and including termination.

Employees are expected to timely report for work whenever scheduled and to be at their workstation at their starting time and after meal and break periods.

Employees should notify their Department Head, the Personnel Director, or his or her designee, as far in advance as possible whenever they are unable to report for work or know they will be late. Failure to notify the Township of any absence or delay in reporting to work may result in loss of compensation during the absence or delay and may be grounds for disciplinary action.

Non-exempt employees must obtain permission from the Personnel Director or his or her designee to leave the Township premises during working hours other than during lunch periods. Building and Assessing department employees must inform the Personnel Director or his or her designee when leaving the building for business purposes.

Employees who are absent from work for two consecutive days without giving proper notice to the Township will be considered as having voluntarily terminated their employment.

PERSONNEL RECORDS

A personnel file shall be maintained for each employee containing information necessary for effective personnel administration and information required by law.

Employees are required to notify the Township of any changes in their dependent status (marriage, birth of children, etc.), W-4's, I-9, payroll deduction authorization, legal name, address, telephone number or person to notify in case of emergency within five (5) working days after such changes occur. Evaluations, disciplinary memos and related materials will be kept in these same personnel files.

Employees are allowed to inspect their own personnel files. A written request to do so should be directed to the Personnel Director who will then schedule a time for the inspection.

MEAL PERIODS

Full-time employees must take a half-hour meal period each day Monday through Thursday. In general, meal periods should be taken between the hours of 11:00 a.m. to 3:00 p.m. Part-time employees scheduled to work ~~more than~~ five consecutive hours during any workday will receive a meal break of the same duration as full-time employees in their department. Unless prior approval is received from the Personnel Director, meal breaks cannot be forfeited in order to make up lost work time or to leave work early. Personal time may be requested for those situations. Meal breaks for all employees' inclusive of non-exempt employees are unpaid.

Department heads are required to schedule meal periods for employees under their supervision so that departmental functions are maintained and are not adversely affected. An employee may be required to deviate from his or her regular schedule for meal periods or return to work immediately should his or her services be required. Failure to return to work immediately as required during the meal period, or failure to return to work immediately after a meal period, may result in disciplinary action. In the event an employee is requested to return to work during a meal period, the employee will be paid for the time worked ~~and the lunch period~~.

BREAK PERIODS

All employees shall be granted one fifteen-minute break period during the first four hours of the scheduled workday and a fifteen-minute break period during the second four hours of the scheduled workday. Both fifteen-minute breaks can be split into two (2) seven and a half (7.5) minute breaks. Employees scheduled for less than three hours per day are not entitled to a break period. All break periods shall be counted as part of the scheduled workday and shall be paid.

Department Heads are required to schedule break periods for employees under their supervision so that departmental functions are maintained and not adversely affected. An employee may be required to deviate from his or her regular schedule for break periods should his or her services be required. Break periods cannot be added to the lunch hour or accumulated in any manner.

Break periods not taken as scheduled are forfeited and cannot be used in order to

make up lost work time or to leave early. The Personnel Director may approve exceptions.

PROHIBITED CONDUCT

Employees must conform to normally accepted standards of appropriate workplace behavior. The following actions are examples of conduct or behavior that may result in disciplinary action, which may take the form of a reprimand, suspension, or termination. It is important to note that this list is not exhaustive, and discipline may be given for reasons other than those enumerated herein. Further, this policy does not change employees' at-will employment status:

1. Discourteous or unprofessional conduct toward co-workers, elected officials, Township residents, or applicants for services from Vienna Township.
2. Excessive absenteeism or tardiness or absence from the workplace without permission.
3. Insubordination or refusal to carry out a direct order from a Department Head.
4. Consumption of alcoholic beverages or drugs during working hours or reporting to work while under the influence of alcohol or drugs.
5. Possession, use or sale of illegal drugs on the premises and/or during working hours.
6. Falsification of the employment application, attendance records, or any other Township records.
7. Carelessness or negligence in the use of Township equipment.
8. Refusal to work overtime.
9. Dishonesty.
10. Conviction of a felony or misdemeanor involving moral turpitude.
11. Unsatisfactory job performance.
12. Conduct either on or off duty which is illegal, or which tends to bring the Township into public disrepute.
13. Use of Township property or information for purposes unrelated to the employee's job duties.
14. Failing to comply with Township safety rules.
15. Violation of any policies in this Manual.

PERFORMANCE APPRAISALS

Department Heads will periodically conduct a performance appraisal for each employee under his or her supervision. The performance appraisal includes a written evaluation of the employee's job performance. It may include the Department Head's comments and recommendations, an action plan for both the employee and the Department Head, and performance goals. In a performance appraisal, Department Heads may consider

additional factors such as the experience and training of the employee, the job description and the employee's attainment of previously set objectives and goals. Other factors that normally should be considered in the performance appraisal include, but are not limited to, knowledge of the job, quantity and quality of work, promptness in completing assignments, cooperation, initiative, reliability, attendance, judgment and acceptance of responsibility.

Performance appraisals may be done at the following times:

- After the first six months of employment for full-time and part-time employees.
- On an annual basis.
- At any time determined necessary by the Township.

After the written evaluation has been completed, the Supervisor and/or Personnel Director along with the Evaluator will meet with the employee to discuss the evaluation in a constructive manner. The employee will be given an opportunity to review the written evaluation and submit written comments about any aspect of it. The employee and Supervisor and/or Personnel Director should sign and date the evaluation, which will be maintained in the employee's personnel file.

Nothing contained in this policy should be construed to prohibit or discourage Department Heads from discussing an employee's job performance with the employee whenever the need to do so arises. Department Heads should also create written records of significant events concerning the job performance of employees under their supervision as required during the course of employment and maintain them in the employees personnel file at the Township Office.

Salaried (exempt) employees' job performance evaluations are the responsibility of the Township Supervisor and/or the Personnel Director.

RESOLUTION OF WORKPLACE ISSUES OR PROBLEMS

From time to time, employees may experience issues or problems in the workplace. The following procedures are used by the Township to address and resolve issues or problems raised by employees:

Step 1: An employee should first try to resolve any problem or issue with his or her Department Head. If the employee does not answer to a Department Head or is unsatisfied with the Department Head's response, proceed to Step 2.

Step 2: When a problem or issue is not resolved pursuant to Step 1, the employee may attempt to resolve the problem with the Township Supervisor and/or Personnel Director. If the employee chooses this step, the employee must submit a written statement concerning the problem or issue to the Supervisor and/or Personnel Director, which should include:

1. A detailed description of the issue or problem.
2. Any policy, rule or procedure which the employee believes has been misinterpreted, misapplied or violated.
3. The date of the circumstances leading to the issue or problem or the date when the employee first became aware of those circumstances.
4. The remedy sought by the employee to resolve the issue or problem.

The Township Supervisor and/or the Personnel Director may meet with the employee and will generally render a written decision with regard to the problem or issue presented by the employee within fifteen (15) business days of receiving the written statement from the employee, unless circumstances require additional time to render the decision. If the employee is not satisfied with the decision of the Township Supervisor and/or the Personnel Director, he or she may proceed to Step 3.

Step 3: If the employee is not satisfied with the decision of the Township Supervisor and/or Personnel Director at Step 2, the employee may submit a written request for the issue or problem to be addressed by a dispute resolution panel (the "Panel"). Such request must be received by the Township Clerk within five (5) working days after the employee receives the written response under Step 2. Except when otherwise warranted by the circumstances, untimely requests will be returned by the Clerk without any further action. The employee needs to be aware that all panel meetings are subject to the Open Meetings Act and must be posted, minutes taken, and decisions made by motion. Employees should be aware that the panel may meet in a closed session at the request of an employee to "consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, an employee."

DISPUTE RESOLUTION PANEL SELECTION

The Panel will consist of three Township Board members. One is selected by the employee.

One is selected by the Township Supervisor and/or Personnel Director. The final member is selected by the two Township Board members already appointed to the Panel. If the two Township Board members cannot agree on a third Township Board member to serve on the Panel within five business days of being appointed to the Panel, the Township Board will select the final member at its next regularly scheduled Township Board meeting.

FIRST PANEL MEETING

Within five business days after the third Panel member is appointed, the Panel shall hold its first meeting for the following purposes:

1. To establish a chairperson, vice chairperson, and a secretary to preside over the second Panel meeting; and
2. To establish a date, time and location for a second Panel meeting to review the problem or issue. The date of this second meeting of the Panel shall be within thirty calendar days of the first Panel meeting.
3. To obtain all relevant documents regarding the problem or issue, including, but not limited to all documents produced in Step 2 above.
4. To determine if any other persons will be allowed to participate in the second Panel meeting, including the employee who raised the issue or problem.

SECOND PANEL MEETING

The Panel shall meet at the date, time and location established to conduct the second Panel meeting. At this meeting, the Panel shall review the documents provided and discuss matters as they relate to the problem or issue. Additionally, the Panel may, but is not required to, allow others to participate in the meeting, including the employee who raised the issue or problem. The Panel may schedule additional meetings if necessary.

After the Panel has fully investigated the problem or issue to a point where the Panel is ready to render a decision, it shall vote (by simple majority) to do one of the following:

1. Affirm the decision of the Township Supervisor and/or Personnel Director.
2. Overturn the decision of the Township Supervisor and/or Personnel Director.
3. Modify the decision of the Township Supervisor and/or Personnel Director.

Once the Panel has reached a final decision, the Secretary of the Panel shall prepare a written notice of the Panel's decision. All three members of the Panel shall sign this notice. A copy of the written notice of the Panel's decision shall be presented to the Vienna Township Board at its next regularly scheduled meeting and a written notice of the decision will be sent to the employee and Township Supervisor and/or Personnel Director by certified mail within fifteen calendar days of the meeting at which the final decision was made. A copy of the final decision shall also be sent to the Township Clerk for record keeping purposes consistent with the laws of the State of Michigan.

This policy does not change employees' at-will employment status or affect any other rights employees may have to address issues or concerns in the workplace.

TERMINATION OF EMPLOYMENT AND RESIGNATION

As an at-will employee you may terminate your employment with Vienna Township at any time. The Township Supervisor or Vienna Township Board may terminate your employment at any time, for no or any lawful reason, and with or without prior notice.

While not required, employees are encouraged to provide at least two weeks' notice of their intent to terminate their employment, in order to allow time for replacement of the employee and for the orderly handling of related administrative matters.

Upon termination of your employment, you are required to return any and all Vienna Township property including, but not limited to, cell phones, laptop computers, office equipment, supplies, keys, Township information and all other items or records belonging to the Township. Employees will be responsible for returning Township property at the time of termination in good condition or else they may be held responsible for the cost of repair or replacement of such property. Contributions to deferred compensation plans end at termination of employment.

Employees will be paid for any accrued but unused personal time and vacation time at the time of termination, if the employee provides two weeks written notice of the termination of their employment and works those two weeks. Otherwise, no personal or vacation time will be paid, and such time shall be forfeited by the employee. Any unused medical and/or comp time will be forfeited at the time of termination.

Your final paycheck will be issued by Vienna Township as soon as it can be calculated in accordance with the laws of the State of Michigan.

BENEFITS

The Township provides various benefits to all full-time **employees** ~~and part-time employees hired before December 31, 2008~~, who have completed 90 days of employment with the Township, provided the employees meet eligibility requirements. This Manual provides a brief summary of available benefits. Additional information can be obtained from the Personnel Director.

INSURANCE

The following insurance benefits are provided by the Township:

- Life Insurance: The Township provides a group life insurance policy for all full-time employees effective the 1st of the month following their 90th day of employment.
- Health Insurance: The Township provides medical/hospitalization, dental, vision and prescription drug insurance coverage to eligible full-time and part-time employees regularly working 30 or more hours per week, their

spouse, and dependent children under the age of 19 or through the age of 22 if the child is a full-time student and the employee has provided proof of eligibility effective on their 91st day of employment. The Affordable Health Care Act allows Vienna Township to offer dependent children ages 19-26, who are not full-time students, medical coverage. If an employee opts to add a dependent age 19-26 to their plan and the dependent does not meet the requirement as stated above, the employee will be responsible for the difference in premium. The interpretation or eligibility of a "dependent" shall be defined by the insurance carrier(s) with the terms of the policy prevailing. If eligible employees do not want the health insurance coverage offered by the Township, they must sign a form waiving the coverage and verifying the employee has health insurance from another source. Eligible employees who waive coverage will receive \$1,000 annually from the Township, payable in semi-monthly installments.

The terms of these coverages, including the number of coverages, are governed by the insurance policies themselves. The Township reserves the right to change the coverage provided at any time as allowed by law. Descriptions of the insurance coverage in effect at any given time will be provided to employees. In the event of any conflict between the descriptions and the language of the policies, the policy language will govern. The Township is not a guarantor of any insurance coverage or other benefits offered, and the benefits available to employees may change from time to time or be rescinded with or without prior notice.

Employees may be required to pay a percentage of their insurance premiums, which percentage may be changed from time to time by the Township.

In the event of termination, coverage will end on the last day of the month following the termination.

DEFERRED COMPENSATION PLAN, MERS OF MICHIGAN AND 401A PENSION PLAN

The Township provides a Deferred Compensation Plan, a MERS of Michigan Pension Plan or 401A Pension Plan to eligible employees. Deferred Compensation, MERS and 401A Pension Plan contributions are paid monthly. Full-time employees are eligible after 90 days of employment. The Township will put into the MERS Pension Plan or the 401A Pension Plan an amount established by the Township Board.

LONGEVITY PAY

The Township provides longevity pay for eligible full-time employees payable on the first payroll check of each year, January 15th. Longevity pay is based on the employee's seniority date or actual time worked as of the 15th of January each year.

LONGEVITY PAY SCALE

5 – 9 Years	\$1,200.00
10 – 14 Years	\$1,750.00
15 – 19 Years	\$2,300.00
20+ Years	\$2,850.00

VACATION TIME

Full-time employees earn paid vacation time based upon their years of employment with the Township as follows:

<u>LENGTH OF SERVICE</u>	<u>TIME AVAILABLE</u>
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For the first 5 years of full-time employment, an employee shall accrue vacation time at a rate of .833 days per month (10 days divided by 12 months).	10 days per calendar year
After 5 years of full-time employment, an employee shall accrue vacation time at a rate of 1.250 days per month (15 days divided by 12 months).	15 days per calendar year
After 10 years of full-time employment, an employee shall accrue paid vacation at a rate of 1.667 days per month (20 days divided by 12 months).	20 days per calendar year
After 20 years of full-time employment, an employee shall accrue paid vacation at a rate of 2.083 days per month (25 days divided by 12 months).	25 days per calendar year

Full-time employees may carry-over accrued but unused vacation days to a subsequent calendar year up to a maximum of 30 days per year. Any accrued but unused vacation days in excess of 30 days cannot be carried over and will be forfeited.

~~Part-time employees hired by the Township before December 31, 2008, accrue vacation at 50% of the full-time rate:~~

<u>LENGTH OF SERVICE</u>	<u>TIME AVAILABLE</u>
For the first 5 years of employment, part-time employees shall accrue paid vacation at a rate of .417 days per month (5 days divided by 12 months). Maximum carry-over vacation time is 5 days per year.	5 days per calendar year
After 5 years of employment, part-time employees shall accrue paid vacation at a rate of .625 days per month (7.5 days divided by 12 months). Maximum carry-over vacation time is 7.5 days per year.	7.5 days per calendar year
After 10 years of employment, part-time employees shall accrue paid vacation at a rate of .833 days per month (10 days divided by 12 months). Maximum carry-over vacation time is 10 days per year.	10 days per calendar year
After 20 years of employment, part-time employees shall accrue paid vacation at a rate of 1.042 days per month (12.5 days divided by 12 months). Maximum carry-over vacation time is 12.5 days per year.	12.5 days per calendar year

~~Part-time employees eligible for vacation time may carry-over accrued but unused vacation days to a subsequent calendar year up to a maximum of 15 days per calendar year. Any accrued but unused vacation days in excess of 15 days cannot be carried over and will be forfeited.~~

~~Part-time employees hired on or after December 31, 2008, temporary, seasonal, contract and contract inspector employees are not entitled to vacation time or vacation pay.~~

~~Vacation in excess of maximum carryover will be forfeited unless approved by the Personnel Director.~~

Upon termination of employment, an employee shall receive payment for accrued but unused vacation days if the employee provides two weeks written notice of the termination of his employment and works those two weeks. In all other circumstances, employees will not receive payment for accrued but unused vacation time upon

termination of employment.

An employee may request unpaid vacation time up to a maximum of ten days per calendar year beyond the paid vacation time an employee has accrued and provided employee's vacation time has been exhausted. Such unpaid time must be requested in advance from the Personnel Director and will be granted on a case-by-case basis only when it will not have an adverse impact on the operations of the Township.

Vacation time may be taken after 90 days of employment with the Township and accrued vacation days may be taken in fifteen (15) minute increments.

Each employee must submit his or her requested vacation days on **vacation/paid time off request form** to the Personnel Director. All vacation days requested must be approved by the Personnel Director for final approval. In considering vacation requests, the Personnel Director shall consider the needs of the Township to ensure that departments are adequately staffed, and that the Township can operate efficiently.

In the event of conflicting vacation plans within a department, priority shall be established based on seniority, up to the time that a vacation request is approved and posted. It is the responsibility of the Department Head to ensure that his or her department is adequately staffed at all times.

After approval, vacation days will be posted on the vacation calendar. The Personnel Director will provide the employee a written notice of approval for each request.

PERSONAL DAYS

The Township provides eligible employees with a certain number of personal days of which may be used by employees for illness or personal business that cannot be conducted other than during work hours.

Full-time employees accrue personal time per month at the rate of one-half of the average number of hours worked per day.

Example: A full-time employee who works an average of 7 hours per day would accrue 3.5 hours of personal time per month - $1/2 \times 7 \text{ hours} = 3.5 \text{ hours}$)

~~Part-time employees hired by the Township before December 31, 2008, accrue personal time at the rate of 1.75 hours per month.~~

Accrued and unused personal time will not carry forward each year. Employees will be paid for their accrued and unused personal time each year with the December 15th

payroll.

Personal days are not to be used consecutively or in conjunction with vacation days or holidays without the prior approval of the Personnel Director.

Employees must provide at least 48 hours prior notice to the Personnel Director of the need to take a personal day when the need is foreseeable. In such circumstances, the day(s) taken must be approved in advance by the Personnel Director.

Personal time may be used in increments of at least fifteen minute (15).

Part-time employees ~~hired on or after December 31, 2008, temporary, seasonal and contract inspector employees~~ are not eligible for personal time.

When personal time is taken due to illness, the Township may require verification of illness or verification of ability to return to work.

COMP TIME

Comp time may be earned as set forth in this manual under the overtime section. No employee shall accumulate more than 175 hours of comp time in a calendar year. Comp time must be used within 2 years from the date it was accrued. The use of comp time must be approved by the department head or personnel director.

Any unused comp time at the end of the 2 year period will be forfeited.

HOLIDAYS

All Full-time employees ~~and part-time employees hired before December 31, 2008,~~ shall be entitled to paid time off for all holidays established and recognized by The Vienna Township Board. Prior to December 31, the Personnel Director will distribute a schedule of holidays for the following calendar year. Full-time employees will receive their regular rate of pay for each holiday. ~~Part-time employees hired before December 31, 2008, will receive 3.5 hours pay for each holiday (50% of the amount paid to a full-time 7-hour day employee).~~

Part-time employees ~~hired on or after December 31, 2008, temporary, seasonal, and contract inspector employees~~ are not eligible to receive holiday pay.

To be eligible for holiday pay, the employee must work the last scheduled day before and the first scheduled day after a holiday unless approved vacation time taken in conjunction with the holiday is previously scheduled or excused by the Personnel Director. The Township Board may determine additional holidays.

BEREAVEMENT LEAVE

All full-time employees ~~and eligible part-time employees hired before December 31, 2008,~~ shall be granted time off from their duties with compensation to make burial arrangements and attend funeral services for members of their immediate family (defined to include an employee's spouse, child, parent, sister, brother, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandfather, grandmother, grandchild, brother-in-law, sister-in-law, stepfather, stepmother, half-brother and half-sister). Bereavement leave for immediate family members shall be limited to ~~three (3)~~ four (4) consecutive days. ~~One~~ Two (2) days of paid bereavement leave shall be granted for the death of an aunt, uncle, cousin, nephew, or niece. One-half day shall be granted to attend the funeral of a friend or neighbor. All such leave must be taken within 30 days of the date of death.

Employees not eligible for paid bereavement leave pursuant to this policy must use their accrued vacation time or personal days for bereavement purposes. Employees who do not have accrued vacation time or personal days may request unpaid time off for bereavement purposes from the Personnel Director.

Employees shall notify the Personnel Director prior to taking bereavement leave. Failure to comply may be cause for denial of such leave. An employee requesting bereavement leave may be required to produce evidence to establish that the deceased person is a member of the immediate family and the time and place of the funeral. In order to be compensated under this policy, the employee must have been scheduled to work on the days taken off for bereavement leave.

JURY DUTY

All full-time employees ~~and any eligible part-time employees,~~ who are called upon to serve jury duty shall be compensated with their regular pay for up to five (5) days per calendar year. Employees who receive compensation for the performance of Jury Duty must sign over the check received to Vienna Township. Any time taken off for jury duty beyond the five (5) days shall be unpaid. Employees not eligible for paid time off pursuant to this policy may take unpaid time off for jury duty or use any accrued vacation time or personal days.

An employee must provide the Township with at least two days prior notice that he or she has been summoned for jury duty and shall provide the Township with satisfactory evidence that he or she reported for or performed jury duty on the day(s) for which he or she claims. Employees entitled to jury duty pay pursuant to this policy must provide the Township with a copy of documents reflecting payment to the employee for jury duty. An employee must report to work during his or her scheduled work hours during any time periods the jury is in recess.

SICK TIME

All full-time employees and all part-time employees are eligible for paid sick time as

mandated by the Earned Sick Time Act which became effective on February 21, 2025. Eligible uses for paid sick time shall follow the guidelines provided in the Earned Sick Time Act.

All full-time employees will be granted 72 hours of paid sick time on January 1st of each year, any unused hours on December 31st of each year will be forfeited.

All part-time employees will accrue one hour of paid sick time for every 30 hours worked, any unused hours on December 31st will be carried forward to the next benefit year. The maximum carry -forward for all part-time employees is 72 hours.

All full-time and all part-time employees will forfeit any unused sick time in the event of separation from employment with Vienna Township.

MEDICAL LEAVE

After 12 months of employment with the Township, all full-time employees ~~and part-time employees hired before December 31, 2008,~~ will be eligible for 8 weeks medical leave per year due to the following reasons:

- To care for the Employee's child after birth, or placement for adoption or foster care. This leave must be taken within 6 months after the child's birth or placement.
- For an illness or injury that makes the Employee unable to perform his or her job.

Annual leave under the policy is available as follows:

1. Employees must first use any accrued sick days.
2. If an employee requires medical leave in excess of their available sick days set forth in 1 above, the employee must then use any accrued personal days (vacation days may be used at the employee's option).
3. Once the days set forth in 1 and 2 above are exhausted, the employee is entitled to paid leave at the rate of 50 percent of his or her current compensation up to a maximum of 8 weeks (inclusive of the days set forth in items 1 and 2, above).
4. If an employee requires additional leave after the 8 weeks of leave set forth in items 1, 2 and 3 above are exhausted, the employee may request up to 8 weeks of additional unpaid leave, which will be granted at the sole discretion of the Township Board.

Unused medical leave may not be rolled over to a subsequent calendar year.

When feasible, employees are required to provide advance written notice and medical certification with an expected return date to the Personnel Director before a leave of absence under this section may be approved and granted. When advance written

notice is not feasible, an employee must provide as much advance notice as is reasonably possible. When the Employee is unable to provide the required notice, a spouse, relative, or other person acting on the Employee's behalf may provide notice. Failure to provide notice in compliance with this policy may result in leave being denied. It is requested that Employees provide 30 days advance notice when the leave is foreseeable. With regard to medical certification to support a request for leave because of a serious health condition, the Township may require a second or third opinion at its own expense. In addition, the Employee must provide written proof of ability to return to work prior to returning to work.

If an Employee does not return to work immediately after an approved medical leave expires, the Township will assume that the Employee has voluntarily terminated his or her employment with the Township.

The period of time during which an Employee is on a leave of absence is not considered time worked for purposes of determining eligibility for, or the amount of, certain benefits, such as vacation. If a paid holiday falls during the period an Employee is on leave of absence, the Employee will not be eligible for the holiday pay. Life Insurance, Dental, Vision and Medical coverage will remain in effect through the duration of an employee's leave. Time credit pertaining to retirement will be granted as per plan documents.

Upon return from leave granted under this provision, an Employee may be reinstated in the same or similar position with equivalent pay, benefits, and other employment terms if any such positions are available. If no such positions are available, the Township will make an effort to place the Employee in a position suitable to his or her qualifications and consistent with the Township needs and interests, if such positions are available.

UNPAID LEAVE

Vienna Township offers up to 12 weeks of unpaid leave during a 12-month period to all eligible full-time part-time employees who meet the following criteria:

1. The employee has been employed for at least 12 months by the Township.
2. The employee has worked a minimum of 1,250 hours during the 12-month period prior to the commencement of leave.

If the above eligibility criteria are met, unpaid leave will be provided to an employee in accordance with this policy.

Determining Amount of Leave – The amount of leave available to the employee will be determined on a “rolling” 12-month period, measured backward from the date the employee's leave is to begin. Any leave taken during this time will be counted against an employee's 12-week-leave, whether paid or unpaid.

Qualifying Leave - leave may be taken for the following reasons:

1. **Family Leave** – Family leave may be taken for the birth and care of a

newborn child, or the placement of a child for adoption or foster care, provided such leave is taken within 12 months of the birth or placement.

2. **Medical Leave** – Medical leave is available to an employee who is unable to perform his or her job duties due to his or her own serious health condition that requires inpatient care in a hospital, hospice or nursing home, or continuing treatment or supervision by a health care provider. Medical leave is also available to employees to care for an employee's child, spouse, or parent, if the child, spouse, or parent has a serious health condition requiring inpatient care in a hospital, hospice or nursing home, or continuing treatment or supervision by a health care provider.

3. **Leave Related to Military Service** – Leave is available to an eligible employee in connection with any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or has been notified of an impending call or order to active military duty in the Armed Forces in support of a contingency operation. Employees may take up to 12 weeks of leave in a 12-month period for this type of leave.

4. **To Care for an Injured or Ill Service Member** – Leave is available to an eligible employee whose spouse, son, daughter, parent or next-of-kin is recovering from a serious injury or illness sustained while on active military duty and who is unable to perform the duties of the service member's office, grade, rank or rating.

Notice to Vienna Township and Scheduling Leave – For any foreseeable leave, an employee generally must provide the Personnel Director with not less than 30 days advance notice before the date the leave is to begin. Employees should make a reasonable effort to give the Personnel Director advance notice in a reasonable and practical manner, and to schedule planned medical treatment to not unduly disrupt Vienna Township's operations.

Intermittent Leave – leave may, under certain circumstances with prior approval, be taken on an intermittent basis or a part-time basis. An employee requesting part-time or intermittent leave may be required to transfer temporarily to an alternative position of equal pay and benefits, which better accommodates his or her leave than the employee's regular position. Intermittent leave will not be approved for the purposes of birth, adoption, or foster placement of a child. Intermittent leave will be approved on a case-by-case basis.

Medical Certification – Employees who request leave for their own serious health condition or the serious health condition of a covered relative or service member must provide, within 15 days of Vienna Township's request, certification supporting the need for leave from a health care provider regarding the following:

- The date on which the serious health condition commenced and the probable duration of the condition.
- The appropriate medical facts regarding the condition.
- Where appropriate, a statement that the employee is needed to care for a

- spouse, child, or parent of the employee.
- Where appropriate, a statement that the employee is unable to perform the essential functions of his or her position due to a serious health condition; and
- Where appropriate, a statement of the medical necessity for part-time or intermittent leave.

Second or Third Opinions – An employee may be required to obtain, at Vienna Township's expense, an opinion from a second or third health care provider designated by Vienna Township.

Required Documentation for Family Member's Active Duty – Employees requesting this type of leave must provide proof of the qualifying family member's call-up or active military service. This documentation may include a copy of the military orders or other official communications.

Periodic Status Reports – Vienna Township requires periodic status reports from an employee on leave regarding his or her status and intent to return to work.

Fitness for Duty – If an employee takes leave for his or her own serious health condition, the employee may be required to provide medical certification of his or her fitness to return to work.

Outside Employment During Leave - Employees may not engage in other employment while on a leave of absence governed by this policy.

Substitution of Paid Leave – An employee is required to substitute other accrued paid time off to which he or she is entitled under this policy (e.g., paid medical leave). Such paid time off shall count toward the total amount unpaid time available to the employee and run concurrently with any leave.

Benefits – During an approved leave of absence, employees already covered under Vienna Township's group health insurance plan shall continue coverage on the same terms and conditions as existed prior to the leave. Vienna Township will continue to contribute its portion of the premium payment during the leave of absence, and the employee will be required to pay his or her portion of the monthly premiums as instructed by Vienna Township. If an employee fails to return from his or her leave, Vienna Township may seek reimbursement for premiums paid by Vienna Township during the leave.

Return From Leave – In most cases, upon return from leave, an employee will be returned to the position previously held, provided the job is still available. If an employee's previous position is not available, he or she will be returned to an equivalent position. If an employee fails to return to work for reasons other than those excusable under this policy, he or she may be required to reimburse Vienna Township for any premiums paid.

MILITARY LEAVE

Full-time employees ~~and part-time employees hired before December 31, 2008,~~ who are in the uniformed services will be provided with 10 days of paid military leave for military service, military training, or other military obligations in compliance with law. The Township will pay the difference between the compensation received for the military service and the compensation that would have been received had the employee worked as scheduled during the leave period. Once the 10 days of paid leave are exhausted, unpaid military leave shall be provided in compliance with all applicable state and federal laws. Employees not eligible for paid military leave pursuant to this policy are entitled to unpaid leave for military service, military training, or other military obligations. During unpaid military leave, employees may use their accrued vacation time, but are not required to do so.

Employees shall provide the Township with advance notice and adequate proof of the need for military leave except when it is impossible or unreasonable to do so under the circumstances. At the conclusion of military leave, employees generally have the right to return to the same position held prior to the leave or to a comparable position, if they return to work in a timely manner upon conclusion of military service, are not separated from military service with a disqualifying discharge or under conditions other than honorable, and meet all other conditions required by law.

LEAVE OF ABSENCE

An employee who is unable to work because of personal circumstance may request a temporary leave of absence from the Township. Subject to the requirements of applicable law, the decision as to whether or not to grant the leave will be made at the discretion of the Township Supervisor and/or Personnel Director. Any leave will be on an unpaid basis. The employee will have the right to continue medical benefits during the term of any such leave, provided the employee pays the cost for insurance coverage in advance. A leave will not be granted for a period in excess of thirty (30) days. If an employee seeks a leave of absence because of illness or injury, the Township may require documentation satisfactory to the Township to establish the existence and duration of the condition requiring the leave.

WORKERS' COMPENSATION

All employees are covered by workers' compensation insurance for disability or death as a result of accidental injuries or occupational diseases suffered in the course of employment. All injuries, even minor ones, must be reported immediately to the employee's Department Head or the Personnel Director. Failure to report injuries promptly may cause a delay or a rejection of an employee's claim for compensation.

EDUCATIONAL ASSISTANCE

Vienna Township seeks to develop an educated and highly skilled workforce by providing educational assistance to its employees in accordance with the guidelines established in this policy. The Township provides reimbursement to full-time employees for: (1) training or courses required by the Township or the State; (2) training or courses necessary for employees to keep their work-related skills up to date; and (3) training or courses taken by employees to assist in improving or expanding their job-related skills. All classes, courses, and programs must be offered by an accredited institution of learning.

Attendance at seminars or other training can be required of an employee by the Township. Under such circumstances, the Township shall pay for the cost of the training and reasonable and necessary related expenses. Only approved expenses (e.g., cost of the training or course, mileage, necessary lodging, meals) will be reimbursed. The Personnel Director will submit a recommendation as to reimbursable expenses, when required, to the Township Board for approval.

Request for educational assistance must be approved prior to enrollment. All requests are to be written and submitted to the Personnel Director for approval. The Township Supervisor and /or Personnel Director will inform the Township Board of any employee receiving educational assistance. Reimbursement will be provided after the employee successfully completes the training or course, which means:

- a. The minimum grade level of "C-" or above is received.
- b. A pass/fail course is successfully completed.
- c. A technical course carrying no grade, or a pass/pass/failure is completed.

There shall be no educational assistance for:

- a. Grade level of any "D+" or lower.
- b. Failure in a pass/fail course.
- c. Failure to complete a technical course.
- d. Termination of employment prior to completion of a course.

In most circumstances, class attendance and completion of study assignments should be accomplished outside of the employee's regular working hours. It is expected that educational activities will not interfere with the employee's work. For approved training or courses that are required to be taken during an employee's work hours, the employee will be paid his or her normal rate of pay up to a maximum of five days per calendar year. No overtime pay will be allowed for training or courses unless required by law.

Records will be maintained of all courses and training completed by each employee and shall be included in his or her personnel file.

The maximum reimbursement per calendar year shall be \$1,000.00 per employee. No reimbursement is available for training or courses for which the employee is entitled to educational benefits from another source.

SMOKING POLICY

In the interest of providing a safe and healthy environment for employees, Township citizens, and visitors, smoking of tobacco products or e-cigarettes is prohibited throughout Township facilities except in designated smoking areas. Smoking is also prohibited in Township vehicles (e.g., cars, trucks) with the exception of open-air vehicles (e.g., riding lawnmowers).

PERSONAL APPEARANCE AND HYGIENE

Proper dress, grooming, and personal cleanliness contribute to the morale of all employees and affect the business image the Township presents to members of the public, vendors, and visitors. Employees are expected to present a professional, clean, and neat appearance and to dress according to the requirements of their positions. Employees who appear for work unclean or inappropriately dressed or groomed will be sent home and directed to return to work when properly attired and groomed. Under such circumstances, employees will not be compensated for the time away from work. Grooming and dress standards are as follows:

- Tattoos visible to the public, must be in good taste.
- ~~Hairstyles must be professional in cut and color. Unnatural hair colors (e.g., purple, green) do not present a professional image and are not permitted.~~
- ~~Perfume or after-shave should be applied sparingly or not at all.~~
- ~~Body piercings may pose a safety hazard in the workplace and may not project the professional appearance the Township expects all employees to maintain in order to present an appropriate image for the public the Township serves. Employees may not wear jewelry in piercings located in any part of their body other than their ears, jewelry in piercings other than an employee's ears must be removed or concealed during work hours.~~

AUTOMOBILE USAGE

The Township will provide mileage reimbursement to employees who use their personal automobile for Township-related business. Employees will receive a mileage allowance at the IRS suggested rate on a per mile traveled basis measured from the Township Hall.

Employees should submit written requests for mileage reimbursement on a quarterly basis to the accountant, identifying the date of the trip, the number of miles driven, and reason for the trip.

MEAL ALLOWANCE

The Township provides reimbursement of up to \$35.00 per day for meal costs while employees are on Township business requiring an overnight stay or travel of 50 miles or more. To obtain reimbursement, employees must provide a receipt showing the actual meal items purchased. Credit card receipts are not sufficient to document meal purchases per IRS rules.

JOB OPENINGS

Job openings are generally posted on the Township's website, at the Township Hall and on the Township Facebook page. Both current employees and non-employees may apply for any job openings. Temporary employees hired to temporarily fill full or part-time positions not expected to exceed 12 months will not be posted and instead can be filled by appointment by the Township Supervisor, Personnel Director, Clerk or Treasurer. (Please refer to Employee Classifications Section, Item 3 of this manual for further information.)

DRIVING RECORD

Employees who are required to operate Township vehicles as part of their assigned duties shall have their driving records reviewed upon hire. Thereafter, driving records may be reviewed periodically. Employees who have been cited for moving traffic violations or who have been convicted of a serious traffic offense may be denied employment or may be prevented from operating Township vehicles until he or she can demonstrate an improvement in his or her driving record. The Township has entered in an agreement with the Michigan Department of State to provide access to driver and vehicle information maintained by the Michigan Department of State.

INCLEMENT WEATHER

If the Township office is officially closed through a Genesee County declared State of Emergency or by the Township Supervisor or in his/her absence the Clerk or Treasurer due to severe weather, full time employees will be paid for the time the office is officially closed.

If the Township office remains open, but an employee is unable to reach his or her place of work, the employee may be allowed to take vacation or personal time for the absence, if the employee has accrued such time.

In the event, the Clio Senior Center closes due to inclement weather and the Township office is open, Senior Center employees are required to report to work for their normal shift either at the Senior Center or Township office or take any accrued vacation time or personal days. Employees are required to notify the Personnel Director if they will be absent from work on these closures.

TOWNSHIP PROPERTY AND EQUIPMENT

Employees shall take reasonable care of any Township property and equipment designated for their use. When the property or equipment requires repair, employees should notify the Personnel Director immediately or at the end of their shifts and report all pertinent information. Employees may not use any Township equipment for personal use.

SECURITY / KEYS

Employees may be issued keys to Township facilities for the purpose of engaging in work-related activities when these facilities are locked. The Personnel Director will determine which employees require keys and to which buildings and offices.

No employee shall have in his or her possession an unauthorized key. No employee shall have a key duplicated. An employee with an unauthorized or duplicate key in his or her possession will be subject to disciplinary action up to and including termination. Keys are not to be loaned to any other employee or person except by authorization of the Township Supervisor or Personnel Director.

If an employee loses a key, he or she is required to report the loss immediately. When the employee terminates his or her employment or when the keys are no longer required, the employee must return the keys to their Department Head or Personnel Director. Employees are responsible for the cost of replacing lost keys.

For the safety and security of our staff, the Township has video surveillance inside and outside of the building. Audio surveillance has been disabled on all cameras.

The Clerk's Department is responsible for having proper security policies established for each department for the safekeeping of any officials' records and/or documents.

PERSONAL MAIL

Employees may send or receive personal letters or packages through the Township's mail facilities at the employees' cost. Employees shall not use Township letterhead or Township postage for personal use.

PERSONAL PHONE CALLS

The Township's telephones are for business purposes and should be limited to such during office hours. Telephones should not normally be used for personal communications. Employees must keep personal phone calls (whether by the use of the Township's telephones or employees' personal cell phones) to a minimum.

VISITORS

Employees are strongly discouraged from having personal visitors in the office and are asked to keep such visits to a minimum, both in terms of frequency and duration.

PERSONAL PHOTOCOPYING

If employees wish to use the Township photocopier for personal use, they shall reimburse the Township for such copies at the established rate.

COLLECTIONS/SOLICITATIONS

Employees are allowed to collect donations and sell merchandise on behalf of recognized charitable organizations within their own department. Employees are not permitted to solicit donations or sell merchandise to the general public during working hours.

POLITICAL ACTIVITY

Employees are free to express their wishes and desires concerning political activities. Employees who become candidates for a Vienna Township office must request a leave of absence, without pay, at the time he or she complies with candidacy filing requirements. Employees who are elected to a Township office are required to resign their employment. Employees may not use their Township position for any political purpose, nor engage in political activities during working hours.

Township employees shall not use the prestige of their Township employment on behalf of any political issue, either voluntarily or because of pressure. No employee shall use his or her authority as such or his or her influence to modify the political action of any person.

Nothing in this section shall be construed as prohibiting or preventing a Township employee from taking a legitimate interest as a citizen in the Township government, signing nominating petitions, having the right to express opinions, or in voting.

PETITIONS

The circulation of petitions, political or other, by employees on Township premises during working hours is prohibited unless specifically approved by the Township Board.

OUTSIDE EMPLOYMENT

While outside or supplemental employment is discouraged, employees of Vienna Township may engage in outside or supplemental employment in accordance with this policy. Any employee desiring to participate in outside or supplemental employment must

provide written notice to the Personnel Director prior to engaging in outside or supplemental employment.

With respect to any outside or supplemental employment, employees shall not:

- Engage in any employment, activity or enterprise that is or may be determined to be inconsistent, incompatible, or in conflict with their duties as a Township employee.
- Use Vienna Township resources or facilities in connection with any outside our supplemental employment.
- Use information in the possession of Vienna Township as a referral or customer source for any outside or supplemental employment.
- Perform work relating to their outside or supplemental employment during their work hours for Vienna Township.
- Use the name of the Township or any Township employee or agency as a reference or credential in advertising or soliciting customers or clients.
- Use Township supplies, facilities, staff or equipment in conjunction with any outside or supplemental employment.

In addition, employees engaged in outside employment must maintain a clear separation of outside or supplemental employment from activities performed for the Township. Further, any outside employment engaged in by an employee shall avoid any incompatibility, conflict of interest, or appearance of conflict of interest.

Performance of any outside or supplemental employment on Township time will not be tolerated and may result in disciplinary action up to and including termination of employment with the Township.

The Township shall not be liable, either directly or indirectly, for any activities performed by an employee while he or she is engaged in outside or supplemental employment.

EMPLOYMENT OF RELATIVES

It is the policy of Vienna Township that relationship (as defined below) to another individual employed by the Township shall not constitute a bar to hiring or promotion, nor shall relatives of an employee, officer or trustee of the Township be given preferential treatment with respect to any employment decision. Standards for employment and promotion shall consist of individual ability, performance, and qualifications for the position.

No employee shall be assigned to a division or department under the direct supervision or control of a person related to him or her, unless prior written approval is obtained from the Township Supervisor and/or Personnel Director. Should a situation arise wherein related employees are working in the same division or department or are acting in a supervisory capacity over another relative, the least senior of the related employees within the division or department shall be offered a transfer to the first available position in a like classification outside of that department or division. The refusal to accept such transfer may result in termination.

For purposes of this section, “relative” is defined to include spouse, child, parents, siblings, grandparents, mother-in-law/father-in-law and brother-in-law/sister-in-law.

CONFLICT OF INTEREST

No employee shall directly or indirectly maintain any outside business or financial interest or engage in any outside business or financial activity which conflicts with the interests of the Township, or which interferes with his or her ability to discharge his or her duties fully.

All employees are required to disclose in writing to the Township any proprietary or financial interest they may have in an organization with which the Township does business, in order that a determination be made as to whether a conflict of interest exists.

A conflict of interest is an activity with which is actually opposed to, or which might be implied by anyone to be opposed to, the legitimate interests of the Township. Such activities could make a broad list, nearly impossible to compile. The ultimate responsibility, therefore, falls on each employee to determine his or her own ethical position within the framework of the definition of conflict of interest.

The following are examples of conduct constituting a conflict of interest:

1. Releasing and/or using the Township’s confidential information for personal gain.
2. Utilizing an employee’s position or confidential information gained therefrom in any business transaction or arrangement for financial gain for the employee or member of their immediate family.
3. Asking for or accepting any gift or favor from a business organization or employee of such organization with which the employee performs work or makes decisions.
4. Giving any personal organization special treatment of any type other than that normally given in similar situations.

5. Representing or acting as an agent for any private interests in any transaction where the Township has a direct interest and where the employee has a direct interest, where the employee is involved through responsibilities as the employee of the Township.

The use of lunches, dinners, or entertainment as a forum for the conduct of legitimate business transactions is questionable, regardless of who pays the bill. In such rare cases as this practice is generally thought to be helpful to this Township for some definite reason, the employee should pay his or her own way and turn in an expense form for reimbursement.

In the event an employee becomes aware of a potential conflict of interest arising subsequent to his or her employment, he or she shall immediately notify the Township Supervisor and/or Personnel Director of all the facts, which relate thereto. The Supervisor and/or Personnel Director shall make an initial determination as to whether the employee shall be disqualified from Township employment; the activities involving said potential conflict and, if necessary, appoint another Township employee to fulfill the disqualified employee's duties until the matter is resolved.

UNAUTHORIZED RELEASE OF INFORMATION

Employees of Vienna Township have an ongoing opportunity to access confidential information or records that are only available to the general public on a limited review or purchase basis. Much of the information processed by Vienna Township employees, such as driver records and vehicle ownership information are confidential, and its release is governed by law. These laws mandate that personal information will not be disclosed to anyone unless that party is legally entitled to receive the information. Employees must not access, or release information contained in the records and files of their department, including digital images or signatures, except in connection with their duties and only to authorized parties in accordance with work area procedures.

If an employee is approached to provide information inappropriately, including digital images and signatures, the employee must refuse to release the requested information and immediately advise supervision.

It is a very serious offense for an employee to access, release, or use for personal purposes confidential information obtained in the course of employment. A violation of this policy may result in disciplinary action up to and including termination. In addition, Vienna Township may request criminal charges be filed against the employee, which could result in a felony conviction.

GIFTS AND GRATUITIES

No employee may directly or indirectly accept for himself or herself, or for another, a gift, ~~other than an inexpensive trinket~~, from a person or firm that does business or seeks to do business with the Township.

~~If a gift, other than an inexpensive trinket, is received by an employee from any such person or firm, it is to be returned to the person or firm.~~

This policy does not refer to occasional ~~courtesies~~ food or flowers for the office, which are ~~extended~~ **presented** to all Township employees. ~~, and which are presented with the knowledge and approval of the Township elected officials.~~

SOCIAL SECURITY NUMBER PRIVACY POLICY

It is Vienna Township's policy to maintain the confidentiality of and prevent the unlawful disclosure of social security numbers in Vienna Township's possession (including social security numbers of Vienna Township's employees and members of the public) consistent with the Michigan Social Security Number Privacy Act and all other applicable laws. All employees, agents and contractors of Vienna Township shall maintain the confidentiality of social security numbers in Vienna Township's possession and shall not use, disclose or display such social security numbers except in compliance with the law and as reasonably necessary for authorized business-related purposes of Vienna Township. All documents and records containing social security numbers shall be treated as confidential by employees, agents and contractors of Vienna Township at all times. When documents or records containing social security numbers have reached their retention date or are otherwise ready for disposal, employee shall immediately shred the document(s).

A violation of this policy may result in disciplinary action, up to and including termination of employment. Any questions regarding this policy should be referred to a Department Head or the Personnel Director.

EMAIL AND INTERNET POLICY

All computer hardware and software maintained by Vienna Township, including its e-mail and internet systems, are solely the property of Vienna Township. Therefore, all communications and information transmitted, received or maintained by an employee in connection with his or her use of Vienna Township's computers, including e-mail and internet communications, are subject to retrieval and review by Vienna Township (or any third party acting at Vienna Township's direction) at any time, without further notice. This review may include internal communications as well as communications with persons or entities outside of Vienna Township.

All employee e-mail and internet communications designated as "personal", "confidential" or otherwise private are not exempt from this Policy and shall be treated

as non-confidential communications subject to retrieval and review by Vienna Township. Further, e-mail and internet communications “deleted” by an employee are also subject to retrieval and review by Vienna Township. The use of passwords or other security measures taken by an employee will not exempt any communications from retrieval and review by Vienna Township pursuant to this Policy.

Employees should exercise the same restraint and formality in transmitting information via Vienna Township’s e-mail or internet systems as they would when writing a business letter and should always assume that the information transmitted may be reviewed by persons other than the author or intended recipients.

Vienna Township’s e-mail and internet systems shall be used by employees for purposes related to Vienna Township’s business and shall not be used for any inappropriate purposes. Inappropriate uses of the e-mail and internet systems include, but are not limited to, the following:

- Creating, displaying, accessing, downloading, transmitting, or maintaining pornographic, vulgar, illegal, or violent material.
- Creating, displaying, accessing, downloading, transmitting or maintaining information which could be in any way construed as harassment or discrimination of others based upon age, disability, race, color, religion, sex, national origin, height, weight, genetic information, marital status, veteran status or any other classification protected by state or federal law.
- Engaging in gambling.
- Promoting, pursuing or soliciting business ventures or profit-making activity unrelated to the employee’s employment with Vienna Township.
- Promoting or soliciting for outside organizations or other non-job-related causes.
- Creating, displaying, accessing, downloading, transmitting or maintaining data or other information in violation of copyright, trademark or related laws.
- Disclosing or disseminating Vienna Township’s confidential or proprietary business information, except to those persons authorized to receive such information.
- Accessing, reviewing, duplicating, disseminating, removing or altering a file or retrieving any information without proper authorization.
- Accessing, reviewing, duplicating, disseminating, removing, or altering another employee’s e-mail or internet communications without prior permission from the employee.
- Using a password, code, or encryption software which is not authorized by Vienna Township, or which prevents Vienna Township from retrieving and reviewing an employee’s e-mail or internet communications.
- Accessing, downloading or maintaining any software without proper authorization.
- Disclosing or disseminating information without appropriate encryption protections as may be required by Vienna Township.
- Creating, displaying, accessing, downloading, transmitting, or maintaining

any material deemed by Vienna Township to be offensive, disruptive, harmful, threatening, or otherwise violative of this Policy.

Vienna Township's e-mail and internet systems are intended for use by employees for purposes related to Vienna Township's business only. However, limited, infrequent use of the e-mail and internet systems for personal reasons is permitted, provided such personal use does not interfere with the employee's job duties and is otherwise consistent with the provisions of this Policy. Personal e-mail and internet communications shall be subject to retrieval and review by Vienna Township in the same manner as non-personal communications.

Vienna Township has sole and absolute discretion with respect to administering this Policy, determining whether the Policy has been violated, determining any disciplinary action which may be necessary as a result of any violation and any other issues relating to the Policy. Vienna Township reserves the right to amend this Policy at any time.

Any employee who becomes aware of a possible violation of this Policy should immediately report the violation to the Personnel Director. Vienna Township will promptly investigate any alleged violation. The investigation may require accessing and reviewing employees' e-mail and internet communications and disclosing such communications to other employees, law enforcement authorities or other third parties.

DRUG AND ALCOHOL-FREE WORKPLACE

The use of alcohol and illegal drugs or abuse of legal drugs in the workplace present a danger to all concerned. Alcohol and drugs impair safety and health, promote crime, lower productivity, work quality, and undermine public confidence. Vienna Township will *not* tolerate the use of alcohol, illegal drugs or abuse of legal drugs and by law, it cannot. Under the federal Drug-Free Work Place Act of 1988, and in order for Vienna Township and its offices, departments, agencies and commissions to be considered a "responsible source" for the receipt of federal grant funds, all Vienna Township premises, which include buildings, grounds, parking lots, work sites and all Vienna Township vehicles, are declared to be alcohol and drug-free work places. This means:

1. All employees are absolutely prohibited from unlawfully manufacturing, distributing, dispensing, possessing, or using alcohol or controlled substances in the workplace.

2. Employees found to be in violation of this policy will be subject to appropriate personnel/disciplinary action, up to and including termination for the first offense, and/or other remedial measures as the individual circumstances warrant.

3. Employees have the right to know the dangers of alcohol and drug abuse in the workplace, Vienna Township's policy regarding alcohol and drug use,

and what help is available to combat alcohol or drug problems. Vienna Township will provide for an alcohol and drug awareness program for all employees on the dangers of abuse in the workplace. To assist employees in overcoming abuse problems, Vienna Township may offer an Employee Assistance Program. See your Department Head or Personnel Director for information regarding this.

4. Any employee convicted of violating a criminal alcohol or drug statute in the workplace must inform Vienna Township of such conviction (including pleas of guilty and nolo contendere) within five days of the conviction occurring. Failure to so inform Vienna Township subjects the employee to disciplinary action, up to and including termination for the first offense. By law, Vienna Township must notify the granting agency within 10 days of receipt of such notice from an employee or otherwise.

5. Vienna Township reserves the right to offer employees convicted of violating a criminal alcohol or drug statute in the workplace participation in an approved rehabilitation or alcohol or drug abuse assistance program as an alternative to discipline. If such a program is offered and accepted by the employee, then the employee must satisfactorily participate in and complete the program as a condition of continued employment.

PRESCRIPTION AND OVER-THE-COUNTER DRUGS

Prescription drugs prescribed by the employee's physician or over-the counter drugs may be taken during work hours provided the follow rules are adhered to by the employee:

1. You may use a prescription drug only if a licensed health care provider prescribed it for you within the last year.
2. You may use prescription or over-the-counter drugs only if they do not generally affect your ability to work safely.
3. You must follow directions, including dosage limits and usage cautions.
4. You must keep these drugs in their original containers or bring only a single-day supply.

MEDICAL MARIJUANA

The Michigan Medical Marijuana Act became Michigan law on December 4, 2008. The Act permits an individual with a qualifying debilitating medical condition to register as a medical marijuana patient with the Michigan Department of Community Health and avoid criminal penalties under state law for certain medical uses of marijuana.

In order to meet its obligations under federal law to maintain a drug free workplace, Vienna Township prohibits employees from the use or possession of marijuana while on or in any Township property or in the course of employment. This policy also prohibits employees from reporting to work under the influence of a controlled substance, such as marijuana. This is true whether the marijuana is smoked or ingested through other means.

Possession of a Medical Marijuana Registry Card does not override or exempt the employee from Drug Testing requested by the Township or the requirement of a negative result.

Vienna Township supports the purpose and goals of the Alcohol and Drug-Free Workplace Act and by this policy, announces its intention to comply with the Act and make continuing “good faith” efforts to provide an alcohol and drug-free workplace. All employees are expected to cooperate and give this policy their full support.

DRUG AND ALCOHOL TESTING

It is the Township’s desire to provide a drug-free, healthy, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a safe and satisfactory manner. The Township may require employees to be tested for drugs and/or alcohol as a condition of employment or at any time during the course of their employment. Refusal to submit to drug and alcohol testing may result in disciplinary action, up to and including termination of employment.

WORKPLACE VIOLENCE PREVENTION AND WEAPONS POLICY

Violence or threats of violence on Township premises or while conducting business for the Township will not be tolerated. In addition, employees are forbidden to possess or handle weapons of any kind or nature including, but not limited to, firearms and knives whether concealed or unconcealed and whether the Employee is legally licensed to carry a weapon while on the Township’s premises, which includes buildings, grounds, parking lots, work sites and Vienna Township vehicles, or at any time while conducting business for the Township including those times when an employee is using their own personal vehicle to conduct Township business.

All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay”, or other conduct that may be dangerous to others. Conduct that threatens, intimidates, or coerces another employee, a vendor, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual’s race, color, sex, national origin, age, religion, height, weight, genetic information, marital status, veteran status, disability, or any other characteristic protected by law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the Personnel Director. This includes threats by employees, as well as threats by clients, vendors, solicitors, or members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

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

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

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of this policy will be subject to prompt disciplinary action up to and including termination of employment.

ACKNOWLEDGEMENT OF RECEIPT OF MANUAL

I have received and read Vienna Township's Personnel Policies and Procedures Manual (the "Manual"). I understand that it is my responsibility to comply with the policies contained in the Manual and any revisions made to it. The Manual contains important information about Vienna Township, and I understand that I should consult with the Personnel Director regarding any questions not answered in the Manual. Since the information, policies, and benefits described in the Manual are necessarily subject to change, I acknowledge that revisions to it may occur at any time, with or without prior notice, except to Vienna Township's policy of employment-at-will. I also understand that within the limits allowed by law, the Township reserves the right to unilaterally amend, modify, or cancel the Manual, as well as any or all of the various policies, procedures,

and programs outlined within it; this also extends to any other employment-related policies and/or procedures and standards. It supersedes any and all past manuals, policies, procedures, understandings, and standards, written or verbal, express or implied.

I acknowledge and agree that I have entered into my employment relationship with Vienna Township voluntarily and that there is no specified length of employment. I further understand and agree that my employment with Vienna Township is at will and may be terminated for any reason or no reason at all, at any time, with or without cause and with or without notice, by either me or Vienna Township. I further understand that only the Vienna Township Board may enter into an agreement regarding the duration of employment or any other term or condition of employment, which is contrary to, or different from the provisions in the Manual, and that any such agreement may only be made in writing.

Date: _____

Signature

Printed Name

AGREEMENT REGARDING 182 DAY STATUTE OF LIMITATIONS

I agree that any action or suit against Vienna Township arising out of or in any way related to my employment, including, but not limited to, claims arising under state or federal civil rights statutes, must be brought within 182 days of the event-giving rise to the claims or be forever barred. I knowingly and voluntarily waive any other longer limitations period, which may apply to such claims.

Date: _____

—

Signature

—

Printed Name

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