

# White Lake Charter Township

## Administrative Policies and Procedures

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# **White Lake Charter Township**

## **Administrative Policies and Procedures**

### 1.0 - Introduction

#### 1.1 - Purpose

This Administrative Policies and Procedures manual is adopted to provide for the efficient and uniform application of administrative policies and procedures in White Lake Charter Township, where such procedures have not been provided for under state law.



## 2.0 - Township Board Administration

### 2.1 - Township Board Powers

The Township Board of White Lake Charter Township retains the power to determine the administrative policies and procedures for White Lake Charter Township, except where the laws of the state of Michigan have assigned such power to a specific elected township official. The authority to adopt any administrative policy or determine appropriate procedures not provided for in this manual or provided for by State law shall be retained by the Township Board. The Township Board also reserves the right to alter, modify, amend or repeal any or all provisions of this administrative policies and procedures manual.

### 2.2 - Authority Delegated from the Board

In the interest of promoting the efficient operation of the township and pursuant to MCLA 41.96, as well as implied powers of the Township Board, the White Lake Charter Township Board assigns to various township elected and appointed officials the authority to exercise the following non-statutory administrative responsibilities, in accordance with the specific policies and procedures contained herein.

### 2.3 - Interpretation Authority

The Township Supervisor shall provide interpretations of the provisions of the administrative policies and procedures manual. These interpretations shall be considered authoritative and binding unless the interpretation is appealed to the Township Board. Any such appeal be made at the next regular meeting of the Township Board. The Township Board may uphold, overturn or alter all or a part of any interpretations made pursuant to this section.

### 2.4 - Board Meeting Administration

#### 2.4 (a) - Posting Meetings

The Township Clerk shall be responsible for posting all regular and special meetings of the Township Board in conformance with the Michigan Open Meetings Act. The posting of all meetings of the various township boards and commissions that are required to conform to the Open Meetings Act and the Americans with Disabilities Act (ADA) shall be the responsibility of the Township Clerk.

The Township Clerk is responsible for accommodating requests to provide various forms of media to comply with the Americans with Disabilities Act (ADA) for the hearing and verbally impaired, and the blind. Request for special accommodations must be made no later than 5 days in advance of the scheduled board meeting.

#### 2.4 (b) - Meeting Agenda

The Township Supervisor and Clerk shall prepare the proposed agenda at least five working days prior to every Township Board meeting. Any board member or department head who desires to have an item placed on the agenda will make a request to the Supervisor. That request must be in writing with explanatory memo, supporting documentation and must be received by the Supervisor's Office by 12:00 p.m. seven working days prior to the meeting (this will always fall on a Friday). When a need to place an item on the agenda arises after this deadline, the business item may be added to the agenda by a majority vote of the Board. A copy of the proposed agenda shall be posted and emailed to the Township Board at least four working days prior to the Board meeting.

The agenda shall be approved by majority vote following the roll call of the Board at each Board meeting. Subject to change by the Supervisor, the agenda should contain the following:

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Approval of meeting agenda
5. Approval of consent agenda
6. Approval of prior meetings minutes
7. Presentations/Proclamations/Appointments (as needed)
8. Public comment (not to exceed 3 minutes)
9. Public hearings (as needed)
10. Resolutions (as needed)
11. Study session
12. Old business
13. New business
14. FYI (as needed)
15. Board member comments
16. Closed session (as needed)
17. Adjournment

#### 2.4 (c) - Consent Agenda

The Supervisor and Clerk shall prepare a consent agenda for the Board, which shall be provided to each board member prior to the meeting. The consent agenda should contain all routine items of business such as, but not limited to, the following:

1. List of bills
2. Revenue and expense report
3. Check disbursement report
4. Budget amendments (as needed)
5. Acceptance of utility easements (as needed)
6. Acceptance of deeds (as needed)
7. Departmental reports
8. Notification of emergency expenditures if over \$10,000
9. Committee reports (as needed)

Approval of the consent agenda shall be accomplished by a single majority vote without discussion. Any board member may request that an item be removed from the consent agenda and be placed on the regular agenda under new business for discussion.

#### 2.4 (d) - Board Rules

All Board meetings shall be conducted in accordance with Robert's Rules of Order, 9th edition, dated 1990, to the extent reasonably practical.

#### 2.4 (e) - Public Participation

Members of the public shall have an opportunity, under Public Comment, to address the Board for no more than three minutes on any item that is not on the agenda.

Members of the public may also address a specific agenda item at the time that the item is taken up by the Board. The member of the public may speak only once for up to three minutes per agenda item. When all persons who wish to address that agenda item have been heard, the Supervisor shall announce that public comment on the agenda item is concluded. Board members shall then discuss the agenda item, and no further public comment shall be entertained.

There shall be no sharing of minutes during public comment. Neighborhood spokespersons may be allowed more time to speak on behalf of their community if the board decides more time is needed.

#### 2.4 (f) - Consultants

The Township Board reserves to itself the authority to appoint the following consultants:

1. Attorney
2. Auditor
3. Engineer
4. Labor negotiator
5. Planner
6. Risk manager
7. Information technology

A letter of agreement shall be executed between the Board and each consultant that will address the following:

1. Term of the agreement
2. Description of services
3. Method of payment (retainer, hourly or by project)
4. Schedule of payment
5. Documentation of services provided
6. Method of resolving disputes
7. Which township officials are authorized to direct work or assign tasks to consultant

The term of the agreement with any consultant shall not exceed the end of the current Board's term of office.

The Board may establish a line item for consulting services within the cost center of each township official who is authorized to assign tasks to a consultant. The official may incur costs in utilizing a consultant up to the amount appropriated by the Board.

#### 2.4 (g) - Litigation

The initiation of any lawsuit, litigation, claim for injunctive relief or writ of mandamus shall require a majority vote of the Township Board, except when there are extenuating circumstances, as defined below.

Extenuating circumstances are defined as an emergency situation or a situation in which a violation of any state, federal or local ordinance constitutes a public nuisance or otherwise endangers the public and in which the continued existence of such a condition, emergency or violation shall be detrimental to the health, safety and welfare of the township.

Extenuating circumstances also include any case where the continued existence of any condition, emergency or violation may jeopardize the legal position of the township in securing the intended remedy in any lawsuit, litigation, or other proceeding.

The initiation of a lawsuit, litigation or other proceeding for extenuating circumstances shall be allowed only upon the written directive of the Township Supervisor. In the event that such action is taken, the matter shall be brought to the Board's attention at its next meeting.

#### 2.4 (h) - Control of Day-to-Day Administration

To promote efficient administration, the Township Board authorizes the Supervisor to provide day-to-day direction and control over all township activities that are not assigned by state law to another official, and to provide a liaison between the Board and the various township departments.

Board members should make all requests or complaints directed at department heads or employees to the township Supervisor. Any directives, complaints or requests made by a member of the Board directly to a department head or employee, other than from an elected official with statutory authority over the department head or employee, shall be brought to the attention of the Supervisor prior to initiating any response.

#### 2.4 (i) – Communication to the Board of Trustees

The Supervisor's office will notify the Township Board of all appropriate community invitations or communications in a timely manner.

#### 2.4 (j) – Proclamations and Tributes by the Township Board

Board members will be given the opportunity to sign proclamations or tributes that will be presented on behalf of the Township Board. Board members will be notified of the deadline by which he/she must sign the document to ensure the proclamation or tribute is ready for timely presentation. A Board member who fails to meet the deadline waives his/her right to sign the document.

## 3.0 - Personnel Administration

### 3.1 - Personnel Officer

### 3.1 (a) - Designation of Personnel Officer

To provide for efficient and uniform administration of personnel matters, the Township Board appoints the Supervisor as the township personnel officer.

### 3.1 (b) - Personnel Officer's Duties

The personnel officer shall do all of the following:

1. Develop job descriptions for all township positions. The descriptions will comply with the requirements of the ADA.
2. Update job descriptions as needed and review the accuracy and currency of all job descriptions at least once every three years.
3. Recruit applicants for position vacancies in accordance with the Employee Selection Policy Section.
4. Provide all new employees with a current copy of the township Personnel Policies and Procedures Manual.
5. Monitor changes in state and federal law that have an impact on township personnel practices.
6. Recommend to the Township Board necessary changes in the Personnel Policies and Procedures Manual and provide all employees with copies of amendments to the policies.
7. Provide interpretations of the township personnel policies and procedures when requested by department heads or employees. The interpretation of the personnel officer shall be considered final unless an appeal of the interpretation is filed with the Township Board.
8. Determine appropriate pay grade or compensation for all employees, subject to Board policies and appropriations.
9. Authorize department heads to impose employee sanctions that exceed the severity of a verbal or written warning.
10. Develop and implement a standard employee evaluation form for use by department heads in periodically evaluating the performance of employees under their supervision.
11. Authorize the use of extended leave by employees pursuant to the township Personnel Policies and Procedures Manual.
12. Monitor township and union compliance with collective bargaining agreements.
13. Conduct exit interviews of all terminating employees following a voluntary separation from township employment.

## 3.2 - Employee Record keeping

### 3.2 (a) - Personnel Records

The Township Supervisor's Human Resource Manager shall maintain a permanent personnel record of each township employee. Each employee's personnel file shall contain the following:

1. Personal data, including full name, social security number, current address, education, training, skills profile, medical history and resume or application.
2. Performance evaluations
3. Use of authorized leaves
4. Commendations and/or disciplinary actions
5. Record of information receipt or coverage
6. Tax withholding information
7. Beneficiary information
8. Record of positions held and wage rates
9. Insurance and pension records

### 3.2 (b) - Confidentiality of Personnel Files

The contents of the employee personnel files shall be considered confidential. With reasonable advance notice, an employee may examine the contents of his or her personnel file under the direct supervision of the Human Resource Manager. Board members and the personnel officer shall be provided viewing of any personnel file. The contents of an employee's personnel file shall not be removed by anyone. Confidential information contained in a personnel file shall be released to others only with the written authorization of the employee. Personnel files will be kept for at least five years following an employee's termination.

### 3.2 (c) - Freedom of Information Act Requests

Requests for copies of documents contained in the personnel files that are made pursuant to the Freedom of Information Act will be released only after confidential information that may be contained on the document is deleted. The Human Resource Manager may contact the township attorney for advice in responding to a Freedom of Information Act request involving personnel records. Pursuant to the Michigan Freedom of Information Act, the Township Supervisor, after consulting with the Township Attorney, shall notify in writing any party requesting confidential information that the request is denied.

## 3.3 - Classification and Compensation

The Township Board shall establish an equitable compensation system for township employees. The Board shall determine a pay range for all township positions.

New employees shall be assigned to the first salary step of the position pay range. With the approval of the Township Board, a department head may authorize a new employee with prior years of comparable experience to be placed in an appropriate salary step.

Deputy Appointments will be subject to a two (2) step wage scale with a starting wage and 1 year step increase as approved by the board. These positions are at will appointees of the Township Supervisor, Township Clerk and Township Treasurer. (Amended June 29, 2021)

## 3.4 - Employee Safety

The Building Official is hereby appointed as the township safety officer. It shall be the duty of the safety officer to assess the general working conditions of the township on a continual basis. Any conditions that create a safety hazard shall be corrected immediately. The safety officer shall report to the Township Board any unsafe condition that will require a modification of any Board adopted policy or procedure or the expenditure of funds exceeding \$100.00 to eliminate that condition.

## 3.5 - Authorized Work Force

The Township Board shall determine the number of employees assigned to the various township offices. At its discretion, the Board may declare a moratorium on filling any vacancies.

### 3.6 - New Position Procedure

The following procedure shall be used to authorize new positions:

The department head shall discuss the need for the new position with the Supervisor.

If the Supervisor agrees that the proposed position should be recommended to the Board, the department head shall submit a draft job description along with pay scale, and written position justification to the Supervisor, who may approve, modify, or reject the draft job description and/or position justification. Following the approval of the Supervisor, the proposed job description, position justification and pay scale shall be submitted to the Township Board for final approval.

If the Supervisor does not agree to recommend creating the proposed position, the department head may appeal the decision to the Township Board. The Board may concur with the recommendation of the Supervisor or may approve creating the new position and direct the Supervisor to develop a job description for the position.

The Township Board may accept or reject the implementation of the new position. The Board shall not create any new position without prior adoption of any necessary budget amendments.

### 3.7 - Employee Selection

The Supervisor and/or their designee (s) shall utilize the following procedures in filling any vacant employment positions except the Deputy Clerk, Deputy Treasurer, and Administrative Assistant to the Supervisor:

#### 3.7 (a) - Notice of Vacancy

A notice of position vacancy shall be developed, and posted in house so that existing employees have an opportunity to apply based on the current job description and discussions with the department head. The posting shall provide the title, brief position description, education and experience requirements, current pay grade, application deadline and the township's equal employment opportunity policy. **This shall be posted on the bulletin board for seven (7) days.**

#### 3.7 (b) - Publication

The position vacancy notice shall be published in the local newspaper and/or other appropriate publications.

#### 3.7 (c) – Screening

The applications or resumes submitted will be screened with the department head, and a list of qualified candidates will be developed.

#### 3.7 (d) - Interviews and Tests

Interviews will be conducted with the department head's participation. Additional screening procedures, such as employment testing routine physical examination and drug testing shall be included. At least three non-related references shall be contacted.

#### 3.7 (e) - Selection

The Supervisor and/or their designee (s) shall select the candidate that best meets the job prerequisites for education, experience, personal traits and management style, if appropriate. The selected candidate may be submitted to the Township Board for concurrence of decision or for additional selection input.

### 3.8 - Employee Supervision

Department heads shall provide direction to employees in a manner that complies with the provisions of this Administrative Policies and Procedures Manual, as well as all federal and state laws, township ordinances and the township Personnel Policies and Procedures Manual.

### 3.9 - Employee Evaluation

All new employees shall be considered orientation employees for a period of at least six months following their initial date of employment. During the orientation period, employees will be evaluated on an on-going basis and shall receive a formal written evaluation at the end of three months and at the end of six months. An orientation employee may be discharged without recourse to the appeal process. All non-orientation employees will be evaluated by their department head at one-year intervals, within one month of the employee's anniversary date. Department heads shall be evaluated by the Supervisor.

### 3.10 - Employee Discipline

Department heads may administer verbal or written warnings pursuant to guidelines adopted in the township Personnel Policies and Procedures Manual.

#### 3.10 (a) - Suspension or Discharge

The application of suspension or discharge shall be authorized by the personnel officer, pursuant to guidelines adopted in the township Personnel Policies and Procedures Manual.

#### 3.10 (b) - Appeal

A suspension or discharge may be appealed pursuant to guidelines adopted in the township Personnel Policies and Procedures Manual.

### 3.11 - Grievance Committee

The Grievance Committee shall be composed of three persons serving concurrent two (2) year terms. Selection of the committee membership shall be made as follows:

1. The chairperson of the committee shall be a member of the Township Board, appointed by the Township Board.
2. A full-time employee selected by the full-time employees.
3. A citizen selected by the first two members.
4. Part time employees and on-call firefighters will be represented by the above committee. (Added 02/03/98)

The Grievance Committee, when convened to consider a grievance, shall consist of all three members.

### 3.12 - Collective Bargaining

The Township Board delegates to the Supervisor and/or his HR designee, Clerk, Treasurer and the Township Labor Attorney the authority to represent the Township Board in collective bargaining negotiating sessions. Prior to beginning negotiations, the Township Board shall meet in closed session to develop negotiation strategy regarding wages, hours, conditions of employment and any non-mandatory topic to which the Township Board agrees to negotiate. Any proposed agreement shall be brought to the Township Board for its ratification or rejection.



### 3.13 - Employee Recognition

Department heads shall bring any incidences of meritorious conduct by any township employee, volunteer or appointed official to the attention of the Supervisor. Upon recommendation by the Supervisor, the Township Board shall recognize meritorious actions that the Board deems worthy through the adoption of resolutions of tribute.

### 3.14 - Ethical Standards

All elected and appointed officials, employees and volunteers shall fulfill their duties with the utmost attention to serving the best interests of the township citizens, and no official, employee or volunteer shall participate in a decision or transaction on behalf of the township that would result in a direct financial benefit to the township official, employee or volunteer.

Any official, employee or volunteer who believes that he or she may be placed in a potential conflict of interest shall immediately notify the Township Supervisor, and any subsequent action shall be in conformance with state law.

No employee shall accept employment that conflicts with performing his or her township duties.

No officer or employee shall solicit, accept or receive, directly or indirectly, any gift or consideration, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form, under circumstances in which it can reasonably be inferred that the gift is intended to influence him or her in the performance of their official duties or is intended as a reward for any official action on their part.

Township of White Lake and sub grantees will maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts. No employee, officer or agent of White Lake Township shall participate in selection, of in the award or administration of a contract supported by Federal Funds if a conflict of interest real or apparent would be involved. Such a conflict would arise when:

- i. the employee, officer, or agent,
  - ii. any member of his immediate family,
  - iii. his or her partner, or,
  - iv. an organization which employs, or is about to employ any of the above, has a financial or other interest in the firm selected for award. The grantee's or sub grantee's officers, employees, or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. Grantee and sub grantees may set minimum rules where the financial interest is not substantial, or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by State or local law or regulations, such standards or conduct will provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the grantee's and sub grantee's officers, employees, or agents, or by contractors or their agents. The awarding agency may in regulation provide additional prohibitions relative to real apparent or potential conflicts of interest.
1. A public officer or employee shall not divulge to an unauthorized person, confidential information acquired in the course of employment in advance of the time prescribed for its authorized release to the public.

2. A public officer or employee shall not represent his or her personal opinion as that of an agency.
3. A public officer or employee shall use personnel resources, property, and funds under the officer or employee's official care and control judiciously and solely in accordance with prescribed constitutional, statutory, and regulatory procedures and not for personal gain or benefit.
4. A public officer or employee shall not solicit or accept a gift or loan of money, goods, services, or other thing of value for the benefit of a person or organization other than White Lake Township which tends to influence the manner in which the public officer or employee or other public officer or employee performs official duties.
5. A public officer or employee shall not engage in a business transaction in which the public officer or employee may profit from his or her official position or authority or benefit financially from confidential information which the public officer or employee has obtained or may obtain by reason of that position or authority. Instruction, which is not done during regularly scheduled working hours, except for annual leave or vacation time, shall not be considered a business transaction pursuant to this subsection if the instructor does not have any direct dealing with or influence on the employing or contracting facility associated with his or her course of employment with White Lake Township.
6. Except as otherwise provided by State law, a public officer or employee shall not engage in or accept employment or render services for a private or public interest when that employment or service is incompatible or in conflict with the discharge or the officer or employee's official duties or when that employment may tend to impair his or her independence of judgment or action in the performance of official duties.
7. Except as otherwise provided by State law, a public officer or employee shall not participate in the negotiation or execution of contracts, making of loans, granting of sub sidles, fixing of rates, issuance of permits or certificates, or other regulation or supervision relating to a business entity in which the public officer or employee has a financial or personal interest.
8. No public servant shall be a party, directly or indirectly, to any contract between himself and the public entity of which he is an officer or employee, except as provided by State law.
9. No public servant shall directly or indirectly solicit any contract between the public entity of which he is an officer or employee, and
  - a. himself;
  - b. any firm (meaning a co-partnership or other unincorporated association) of which he is a partner, member, or employee;

- c. any private corporation in which he is a stockholder owning more than 1% of the total outstanding stock of any class where such stock is not listed on a stock exchange or stock with a present total market value in excess of \$25,000.00 where such stock is listed on a stock exchange or of which he is a director, officer, or employee, or
- d. any trust of which he is a beneficiary or trustee; nor shall he take any part in the negotiations for such a contract or the renegotiation thereof or amendment thereto or in the approval thereof, nor shall he represent either party in the transaction except as provided by State law.

## 4.0 - Financial Administration

### 4.1 - Accounts Payable

#### 4.1 (a) - Department Head Authorization

All requests for payments, i.e., invoices or expense vouchers, shall be processed in accordance with the Processing of Claims section of this manual, and shall be approved by the department head responsible for the cost center to which the expense shall be posted. The department head shall indicate that the expense is authorized and correct by affixing the account number and his or her initials to the invoice. All approved bills must be submitted to the Clerk's office for processing.

#### 4.1 (b) - Petty Cash

The Treasurer shall maintain petty cash for small emergency purchases, reimbursements to employees or to pay for a service where payment is demanded prior to delivery.

Petty cash will not be used for purchases that exceed the amount approved by the Township Board. A copy of each receipt and a receipt signed by the recipient of a petty cash disbursement shall accompany all disbursements.

The amount of petty cash to be retained shall be the amount approved by the Township Board.

### 4.2 - Payroll

The township payroll will be administered in accordance with the Personnel Policies and Procedures Manual.

### 4.3 - Cash Receipts

#### 4.3 (a) - Authorization to Receive Cash

The Treasurer's office has exclusive authorization to receive cash.

#### 4.3 (b) - Fiduciary Bonds

All employees of the Treasurer's office, authorized to receive cash, shall be bonded to the amount of \$10,000.00.

#### 4.3 (c) - Receipts

A pre-numbered township receipt shall be issued for all cash, including checks, received by a township employee. The receipt shall include the amount received, name of the payer, and purpose.

#### 4.3 (d) - Deposits

Total cash collected shall be reconciled to the sum of the pre-numbered receipts and shall be deposited at least weekly in the appropriate township bank account. The Treasurer and Deputy Treasurer are authorized to make bank deposits.

#### 4.3 (e) - Bank Reconciliation

The cash balances of the various fund ledgers shall be reconciled to the bank statements monthly. The cash balances should be the result of the cash receipts and disbursement activities and shall be derived from the same accounting records used in preparing the financial reports discussed in the Financial Reporting section of this manual.

### 4.4 - Financial Reporting

#### 4.4 (a) - Periodic Expenditure and Revenue Report

The Clerk shall prepare a monthly financial report for the Board. The report will be current through the last day of the previous month and shall be presented to the Board at its regularly scheduled Board meeting each month. The financial report for each fund will show the following information for revenues and expenditures:

1. Account number
2. Description
3. Amended budget
4. Current period
5. Year to date
6. Budget balance

#### 4.4 (b) - Investment Performance Report

The Treasurer shall prepare a monthly report of all interest-bearing activities, including the name of the financial institution and type of investment.

#### 4.4 (c) - Financial Reports Review

The Supervisor, Clerk and Treasurer shall review the financial reports prior to the Board meeting, and shall recommend to the Board any necessary budget amendments or fund transfers.

### 4.5 - Inventory of Fixed Assets

#### 4.5 (a) - Responsibility

The Clerk shall maintain an inventory of the township's fixed assets that are tangible, have an expected useful life of at least one year and have a value of at least \$5,000.00 (Amended 12/30/03)

#### 4.5 (b) - Updating

The Clerk shall add or remove fixed assets from the inventory at the time of acquisition or disposal. The inventory shall include the following information on each asset:

1. Acquisition date
2. Name and address of vendor
3. Description
4. Location
5. Acquisition cost (if gift, estimated fair value at time of donation)
6. Date and method of authorized disposition\*
7. Permanent identification number

#### 4.5 (c) - Inventory Responsibility

Department heads shall annually inventory all assets assigned to their department and submit the inventory to the Clerk's office.

#### 4.5 (d) - Disposal of Fixed Assets

Department heads shall make note on the annual inventory, or shall notify the Clerk sooner if desired, of any equipment that would be appropriate for disposal. The Clerk shall prepare a list of all such equipment recommended for disposal and shall submit the list to the Supervisor. The Supervisor will submit the recommended disposal of fixed assets list to the Board for approval. The Board shall determine the method of disposal, which may include sealed bids, auction, negotiated sale, gift or disposal. Township officials and employees are not eligible to purchase township fixed assets by negotiated sale without the approval of the Board. An elected official shall refrain from voting, with the unanimous consent of the Board, on any negotiated sale involving the elected official.

### 4.6 - Budgeting

#### 4.6 (a) - Designation of Budget Officer

The Supervisor shall be the township budget officer and shall be responsible for the development and administration of the township budget.

#### 4.6 (b) - Timetable

The proposed budget shall be developed according to the following schedule

<u>Date</u>	<u>Activity</u>
Jul. 1	Budget policies developed by Township Board
Jul. 15	Informational meeting for department heads
Aug. 1	Department heads submit proposed revenue and expenditure plans to budget officer
Aug. 15	Budget officer meets with department heads
Sep. 1	Budget officer presents proposed budget to Township Board
Oct. 1	Township Board adopts tentative budget
Nov. 1	Budget public hearing held by Township Board
Nov. 1	General Appropriations Act adopted

(Note: Events which require Township Board action shall be completed at the first Board meeting of the month indicated.)

#### 4.6 (c) - Adoption

Unless noted in the General Appropriations Act, all township funds are adopted on a cost center basis.

## 4.7- Procurement Policy

### 4.7 (a) – Purpose

1. The Procurement Policy establishes standards and guidelines for the procurement of supplies, equipment, vehicles, construction, and services for the Charter Township of White Lake. These policies have been developed within the limits set by the Charter Township Act and are furnished to ensure that supplies, equipment, and services are obtained efficiently and economically.
2. Under the Charter Township Act, the Township Supervisor is established as the Purchasing Agent for the Township. The Supervisor may delegate such duties to some other officer or employee.
3. Interpretation of the requirements contained herein shall be made by the Township Supervisor. Any revisions of these policy requirements shall be made by the Township Board. Any requests for revisions shall be made through the Township Supervisor.
4. The Supervisor’s Office shall be responsible for the administration of the procurement system of the Township. The functions of purchasing shall be managed by the Township Supervisor.

### 4.7 (b) - General Purchasing Policies

Notwithstanding any other provision in these policies, applicable State and Federal law/regulations shall prevail regarding procurement under regulated grants to the Township of public funds.

1. Procurement of all goods, services, and equipment shall be in accordance with the following schedule, except in the case of emergency expenditures:
  - a. Purchases up to \$1,000 may be made by any department head within their departmental budget, with notice to the Township Supervisor within seventy-two (72) hours.
  - b. Purchases from \$1,001 to \$10,000 must have prior approval of the Township Supervisor.
  - c. Purchases over \$10,000 must have prior approval of the Township Board, with the exception of pass-thru expenditures which were pre-paid by the customer and approved by the Supervisor, i.e., grinder pumps or other items for a development or project.
2. Emergency Expenditures – when necessary to protect the health, safety and welfare of the community, the Township Supervisor may make or authorize expenditures higher than \$10,000 after receiving consent of the Township Clerk or Township Treasurer. If neither is available, consent must be obtained by at least one Township Board member for a total of two.

3. Procurement of shared services, bulk purchases and commonly purchased items shall be standardized across departments when such standardization would be economical for the Township through the realization of economies of scale, administrative efficiency, group discounts or the consolidation of maintenance contracts.

In order to achieve standardization of procurement and greater internal and administrative control, the Township Supervisor shall consult using departments to determine their particular requirements and shall prescribe those standards which meet the needs of the majority of the departments and the minimum requirements of each. The Township Supervisor may initiate purchases of goods and services on behalf of Township departments necessary to standardize administrative processes and controls or achieve interoperability.

4. All procurement transactions within the Township, regardless of whether by: quote; sealed bid; negotiation or other format allowed under this policy, shall be conducted in a manner that provides maximum open and free competition.
5. Whenever possible, in keeping with free and open competitive procedures, Township businesses shall be considered for contracts.
  - a. In such cases where the lowest bid is received from a non-township business and the next lowest qualified bid is received from a township vendor, whose price is within five percent (5%) of that lowest qualified bid, the township vendor may be invited to match the lowest qualified bid when the township vendor meets all other bid requirements.
  - b. In the case of tie bids where all the items are equal, awards will be made to the vendor nearest the requested delivery site. In situations where both vendors are the same distance and same price, consider the possibility of collusion.
  - c. If collusion is suspected, an alternate source should be investigated to fill the department's needs and a re-bid should be instituted.
  - d. In all cases of tie bids, local vendors will be awarded the order, if at all possible.
6. Goods determined to be of surplus nature, i.e., those items deemed of no further use to the Township and/or which are obsolete, worn out or scrapped, shall be subject to disposal in the following manner:
  - a. Prior to the sale or disposal of goods and equipment no longer of use to a department, the Department Head shall notify Township Supervisor and Clerk of the availability of the surplus item. The item shall be offered to other Township departments prior to sale or disposal.
  - b. An item with a market value of less than \$500 shall be disposed of at the discretion of the Department Head and is subject to item 4.7 (b) 6. a. above.

- c. An item with a fair market value of more than \$500 and less than \$5,000 at the time of disposal, as established by the Township Supervisor shall be disposed of with the approval of the Township Supervisor.
  - d. An item with a fair market value in excess of \$5,000 at the time of disposal as established by the Township Supervisor shall be disposed of with the approval of the Township Board by the best and most efficient means, taking into account such factors as storage, handling costs and advertising.
7. The solicitation of offers and requests for proposals shall include a clear and accurate description of the requirements for the goods or services to be procured. The description should not contain features that unduly restrict competition. A “brand name or equal” description may be used as a means to define the performance or other solicitation requirements of the procurement.
  8. Procurement awards should only be made to qualified vendors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement. Contractor integrity, past performance, financial ability to perform the contract and references may be used as guides for determining contractor ability.
  9. No purchase shall be subdivided for the purpose of circumventing any dollar value limitations established by this policy.

#### 4.7 (c) - Procurement Methods

In order to allow department and staff flexibility as to how procurement shall be made, the following types of procurement where specifically allowed, may be used to purchase goods, services and equipment where justified by both the requesting department and the Township Supervisor:

1. Purchase Order – through local vendors already pre-approved by the Township Supervisor, designated departmental employees may purchase products up to \$500. All designated employees are required to use due diligence in purchasing and all purchases are subject to the review of the Township Supervisor and department head.
2. Charge/Credit Card Purchases – departments with authorized charge cards may purchase necessary products up to \$500. All employees authorized to use department charge cards are subject to the review of the department head and the Township Supervisor. All purchases must go through the Township Supervisor’s Office. Including, but not limited to, travel arrangements, hotel stays, conventions, etc. An e-mail is to be sent the same day to the Township Supervisor stating the company/vendor name, amount of purchase and account number to be used for the purchase. No employee’s personal credit card shall be used unless in a case of emergency.
3. Telephone Quotes – the Township Supervisor or his/her designee may solicit bid quotations over the phone from selected vendors (3 or more) describing the product needed. Telephone quotes are limited to total purchases of up to \$5,000.



4. Written Quotes – the Township Supervisor or his/her designee may solicit written quotes from vendors (3 or more) by describing the product in writing and receiving written quotes via hand delivery, first-class mail, electronic mail or fax. Written quotes are limited to total purchases of up to \$25,000. In the event time is of the essence, this amount may be higher.
5. Open Sealed Bids – the Township Supervisor or his/her designee may advertise, through the newspaper or professional trade magazines, for sealed bids to be opened in a public forum. Bid specifications would be made available to potential vendors and the awarding of the bid would be by authorization of the Township Board. Open sealed bids are intended for total purchases over \$25,000.
6. Invited Sealed Bids – the Township Supervisor or his/her designee may seek bids from a restricted list of qualified vendors. Bid specifications would be made available to potential vendors and the awarding of the bid would be by authorization of the Township Board. Invited sealed bids are intended for total purchases over \$25,000 where the specifications or scope of work are limited to a small number of qualified firms.
7. Request for Qualification – the Township Supervisor or his/her designee, may solicit, either through open advertising or a restricted list of qualified vendors, statements of qualifications from vendors seeking to perform professional or technical services for the Township.

Contracts awarded by this method must be authorized by a majority roll call vote of the Township Board.

Types of services which may be procured under this method include architectural, engineering, legal, information technology, mechanical, electrical, and financial and municipal consulting. Competitors' qualifications are evaluated, and the most qualified competitor is selected, subject to the negotiation of fair and reasonable compensation.

A committee of three (3) members shall be established by the Township Supervisor to review applicants and make a recommendation to the Township Board.

The reviewing committee shall consider the concerns expressed in Michigan House Concurrent Resolution No. 206, adopted in 1987, urging political jurisdictions of the State to select the services of a design professional based upon qualification.

8. Single Source Purchase – single source purchasing refers to purchases from one selected supplier. Awarding of contracts through single source purchasing is subject to the review of the Township Board and allowed only under any of the following situations:
  - a. The item is available from a single source only. The Department Head shall document in writing, after a good faith review of available sources, that there is only one source of the required good or service. All documentation shall be reviewed by the Township Supervisor, or

- b. The purchase from a single source is approved by a majority vote of the Township Board, or
  - c. The procurement is for a product that is part of a system in which selection of an alternative brand would alter the ability of the using department to operate and/or maintain the system. Examples of this type of single source are the self-contained breathing apparatus used by the Fire Department, electrical equipment, pumps, fittings and meters used by the Water and Sewer Departments, safety equipment and firearms used by the Police Department, and computer and phone system equipment.
  - d. Due diligence is required in selecting a manufacturer and supplier for those types of products purchased under this provision of single source purchases. Purchases over \$10,000 must be approved by the Township Board.
9. Government Contract – whenever a product has had its price pre-determined at a government rate through the Federal, State or other local government or agency, this product may be purchased without going through the required bid process.
- Use of government contracts must be jointly agreed to by the department head and the Township Supervisor. *Contracts up to \$10,000* must be approved by the Township Supervisor. *Contracts over \$10,000* must be approved by the Township Board.
10. Emergency Procurement – in the case of an emergency, and subject to the review of the Township Supervisor, employees may make purchases without the constraints placed by the above methods. Subject to the following:
- a. Emergencies are procurement needs that could not have been anticipated under an effective departmental procurement plan and without such procurement the proper functions of the department or the health and safety of the public will be jeopardized.
  - b. In the event of an emergency procurement, the department is required to notify the Township Supervisor immediately, provide documentation of the purchase, along with an explanation of the emergency.
11. Lease and Lease Purchase – in purchases of products, departments shall consider the possibility of leasing equipment as an alternative to purchasing. Equipment obtained through a lease is subject to the same competitive procurement standards as a purchase.
12. Petty Cash – departments may use petty cash for purchases up to \$75.00. Reimbursement from the Treasurer’s Office will be made with documentation and receipt of purchase. Tax Exempt Certificate should be taken with employee when purchasing with Petty Cash so no tax is charged. Every effort should be made to avoid any such purchases when a check or credit card can be made available.

#### 4.7 (d) - Purchasing Functions and Responsibilities of Township Supervisor

1. The Township Supervisor has the authority to obligate the Township to contracts for the purchase of supplies, services, material, and equipment.
2. The Township Supervisor or his/her designee shall:
  - a. Have the sole authority to issue Purchase Orders and shall do so within the directions set by this policy.
  - b. Coordinate the purchasing of all departments and shall, to the extent that it is practical, combine specifications for the purchases of equipment and supplies under single purchases where such consolidation is economical for the Township.
  - c. Monitor the compliance of Township department purchasers with the Township Purchasing Policy and Procedures, including the maintenance of economy, efficiency and accountability.
  - d. Ensure that department orders and requisitions have been authorized by the using department.
  - e. Establish and maintain lists of qualified bidders.
  - f. Establish and maintain purchasing forms, issue, and execute purchase orders and maintain purchase records.
  - g. Provide for the gainful disposal of any surplus or scrap items, and in accordance with the provisions of Section 4.7 (b) 6.
  - h. Be responsible for locating and ordering goods and services that meet the legitimate needs and specifications of using departments in a timely, economical, efficient and ethical manner.
  - i. Procure for the Township goods and services of the highest quality and lowest price.  
  
When these two objectives conflict, the Agent must judiciously determine the balance of the two that will be of the greatest benefit to the Township.  
  
The criteria for judging quality may include the quality of the goods or service as well as the vendor's reliability, delivery terms and record, quality of service, capacity to furnish required quantities, interoperability of components and experience.
  - j. Secure for the Township all federal tax exemptions to which it is entitled, whenever applicable.
  - k. Decide choice of vendor and purchase terms.

In the event that such choices conflict with the preferences of using departments, the Township Supervisor shall choose those standards which meet the needs of the majority of departments while satisfying the legitimate minimum requirements of each.

- I. Document vendors who default on their quotations, misuse Township bid lists or specifications for purposes other than intended by the Township or fail to deliver specified goods and services.

The Township Supervisor may disqualify them from receiving future bid lists from the Township for a period of time set by the Township Board.

- m. Notify Township Departments of surplus equipment or goods that are available to them.
- n. Have the authority to make emergency expenditures.

#### 4.7 (e) - Purchasing Functions and Responsibilities of Departments

Departments have the responsibility to effectively determine their purchase needs in accordance with their budgets.

1. Specifically, it is incumbent upon departments to:

- a. Make no purchase without the appropriate authorization as provided in this Section 4.7.
- b. Determine that prospective orders can be accommodated within the appropriate activity of the Township budget.
- c. Ensure that all departmental orders have been signed by the authorized person.
- d. Furnish the Township Supervisor with clear and complete specifications for required goods and services, as well as information on vendors' terms of purchase, including any relevant information that would assist the Township Supervisor.

In cases of competitive bidding, using departments shall provide information on the amount of any security or performance bond required with the bids.

- e. In procurement where the department is soliciting bids or quotes, provide the Township Supervisor with all necessary documentation of the process.
- f. Upon receipt of proper approval, the department heads will be authorized to place the order. To that end, and in the interest of economy, departments must plan their procurement.
- g. Department heads shall maintain detailed requisitions or estimates of their requirements in goods and contractual services.
- h. Keep the Township Supervisor advised, as much in advance as possible, of unusually large or uncommon demands.
- i. Maintain adequate inventories of supplies and materials.
- j. Not unnecessarily encumber Township funds by paying in cash for purchases and seeking subsequent reimbursement for such purchases from the Treasurer's Office.

The ability to purchase goods and services with cash and receive reimbursement should occur rarely and, if abused, may be revoked by the Township Supervisor.

- k. Inspect all goods and materials received to determine whether they conform to the order in terms of specifications, quantity, and quality.
- l. Notify the Township Supervisor prior to any deviations from the Purchase Order in the goods received, including specifications, quantity and quality.

#### 4.7 (f) - Sealed Bid Process

In soliciting, reviewing and awarding bids for either open or invited sealed bids the following procedures shall apply.

1. Public Notice – Adequate public notice of the invitation for bids shall be given a reasonable time before opening of bids. At a minimum, fourteen (14) calendar days, excluding Township recognized holidays, shall be allowed for the return of bids.

Public notice may include publication in a newspaper of general circulation a reasonable time prior to bid opening. The public notice shall state the place, date, and time of bid opening. If open bids are not solicited by newspaper advertisement, notice thereof shall be posted at the Township Hall.

2. The sealed bids shall be received by the Clerk’s Office. Sealed bids shall be reviewed at the Clerk’s Office at a predetermined time as scheduled by the Township Clerk. Sealed bids shall be opened by the Township Supervisor and/or Clerk or their designee in the presence of a representative from the department that is soliciting the bids or the designing engineer if appropriate.
3. Bids shall be turned over to the using department for evaluation and recommendation to the Township Board. The using department’s recommendation shall include a synopsis and tabulation of all bids for Board review.
4. After tabulation, all bids may be inspected by the competing bidders.
5. Bid acceptance and Bid Evaluation – Bids shall be unconditionally accepted without alteration or correction, except as authorized by the Township Board.
6. Bids shall be evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose.

Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs, and total or life cycle costs.

The invitation for bids shall set forth the evaluation criteria to be used. No criteria may be used in bid evaluations that are not set forth in the invitation for bids.

7. Rejection of Bids – The Township Board shall have the right to reject any or all bids and may, by majority vote, waive irregularities in bidding.

8. Award – The contract shall be awarded by written notice generally to the lowest qualified and responsive bidders whose bid meets the requirements and criteria set forth in the invitation for bids. If the lowest bid is not selected, the department must submit written justification to the Township Board.
9. In the event the lowest responding and qualified bid for a construction project exceeds budgeted funds and such bid does not exceed such funds by more than five percent (5%), the Township Supervisor is authorized, when time or economic considerations preclude re-solicitation of work of a reduced scope, to negotiate an adjustment of the bid price with the low responsive and qualified bidder, in order to bring the bid within the amount of available funds. Any such negotiated adjustment shall be based only upon eliminating independent deductive items specified in the invitation for bids.
10. All bidding processes, including any using department's request to depart from the lowest bid, shall be documented and forwarded to the Township Supervisor.
11. Bonding – If required, the contractor shall, at the time of the execution of the contract, file a bond executed by a surety company authorized to do business in the State of Michigan, to the Township, conditioned to pay all laborers, mechanics, subcontractors and suppliers as well as all just debts, dues and demands incurred in the performance of such work and shall file a performance bond when one is required.

The said contractor shall also file evidence of public liability insurance in an amount satisfactory to the using department and agree to hold the Township harmless from loss or damage caused to any person or property by reason of the contractor's negligence.

12. All proposals and deposits of certified or cashier's checks may be retained until the contract is awarded and signed. If any successful bidder fails or refuses to enter into the contract awarded to him within fifteen (15) calendar days after he has been notified, or to file any bond required within the same time, the deposit accompanying his proposal may be forfeited to the Township and the Township Board may, at its discretion, award the contract to the next qualified bidder. Exception: All deposits except for the top three bidders shall be returned within ten (10) days of bid opening.

#### 4.7 (g) - Ethics and Standards of Conduct in Relations with Vendors

The relations between the Township and vendors are formed by mutual needs. The best efforts shall be invested to build working relationships of reciprocal confidence and benefit in the interests of the Township. In addition to Federal and State laws that govern business ethics, the following standards of conduct shall be observed:

1. All vendors shall be treated equitably. Procurement decisions shall be based on all pertinent business information only, including price, quality, specifications, and previous service record.
2. Board members, employees and agents of the Township shall be prohibited from furnishing, directly or indirectly, to any prospective bidder, information that would give any vendor an unfair advantage over other prospective vendors.

3. Procurement records shall be retained by the Township Clerk for public review.
4. Employees shall promptly notify his/her supervisor in writing of any actual or possible conflict of interest pertaining to himself/herself and shall withdraw from further participation, on the Township's behalf, in the business transaction involved. Township Board members must disclose any actual or possible conflict to the Township Board.
5. Any potential conflict of interest shall be reported, by the employee's supervisor, to the Township Supervisor prior to bidding.
6. A Township employee or any member of a Township employee's immediate family who holds a financial interest in a disclosed blind trust shall not be deemed to have a conflict of interest with regard to matters pertaining to that financial interest.
7. No Township Board member or employee shall accept or solicit any gift, gratuity, or other benefit from vendors to the Township, current or prospective, extended for the purpose of influencing a favorable award.

It shall be unethical for any person to offer, give, or agree to give any Township employee a gratuity or an offer of employment for the purpose of obtaining a favorable award.

8. In cases where a sitting trustee, or any entity in which the trustee is an owner, stockholder, member, director, employee or has any other financial or management interests therein submits a bid on a proposed contract let for bid by the Township, the trustee shall also submit a notarized certification with the bid documents certifying the following:
  - a. The trustee, or trustee's entity, has no actual or potential conflict of interest arising out of the performance of the contract, if chosen as the lowest qualified bidder. In the event such a conflict should arise at any time, the trustee shall immediately disclose the full nature of the conflict to the Supervisor.
  - b. The trustee or trustee's entity certifies that no "insider" information has been provided to the trustee, or trustee's entity, or any other information not available to competing vendors in the request for bid which would give an unfair advantage.
  - c. The certification shall be submitted on forms provided by the Township. Submission of a false certification shall be deemed malfeasance in office.
9. Kickbacks – It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

10. Contemporaneous Employment – It shall be unethical for any Township employee who is participating directly in the procurement process to become or to be, while such a Township employee, the employee of any person contracting with the Township.
11. The Township Board may grant a waiver from the employee conflict of interest provision or the contemporaneous employment provision upon making a written determination that:
  - a. The contemporaneous employment or financial interest of the Township employee has been publicly disclosed; and
  - b. The Township employee will be able to perform the procurement or contract functions without actual or apparent bias or favoritism; and
  - c. The award will be in the best interests of the Township
12. It shall be unethical for any employee or former employee knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person.
13. Sanctions – In concert with Township bargaining agreements and employee policies, the Township Board may impose any one or more of the following sanctions for violations of the ethical standards in this Section:
  - a. Township Employees,
    1. oral or written warnings or reprimands; or
    2. suspension with or without pay for a specified period of time; or
    3. termination of employment
    4. legal sanctions
  - b. Contractors,
    1. written warnings or reprimands; or
    2. termination of contracts; or
    3. debarment or suspension
    4. legal sanctions

#### 4.7 (h) - Ineligibility of Iran-Linked Businesses

1. In accordance with Act 517, Public Acts of 2012 (“Act 517”), an “Iran-linked business”, as defined by Act 517, is ineligible to submit a bid to the Township to provide any goods, services or for any other purpose.
2. Any bid submitted to the Township shall include a certification that the bidder is not an Iran-linked business.
3. This policy shall be effective so long as the provisions of Act 517 are effective.



## 4.8 - Expense Reimbursements

### 4.8 (a) - Request Form

The township shall reimburse all officials and employees for necessary expenses incurred in performing their duties. All requests for expense reimbursement shall be made on the proper expense reimbursement form.

### 4.8 (b) - Reimbursement Rates

Travel shall be reimbursed at the mileage rates authorized by resolution of the Township Board.  
Mileage Reimbursement: IRS standard mileage rate. (amended 8/19/08)

Meal Reimbursement: \$75 per day with gratuity included, \$40 for a half day with gratuity included, but alcohol is excluded. (amended 4/21/20)

Reasonable meals and lodging expenses will be reimbursed up to the amounts authorized by resolution of the Township Board.

Any reimbursement in excess of the amounts authorized shall be approved by the Township Board prior to incurring the expenses.

### 4.8 (c) - Personal Expenses

Receipts shall accompany any reimbursement requests. Commuting from residence to the township hall or the employee's official workstation shall not be eligible for reimbursement. Board and committee members shall not receive mileage to attend Board meetings that are a statutory duty of their office. Personal expenses that are unnecessary in conducting township business, such as entertainment and alcohol consumed, shall not be eligible for reimbursement.

### 4.8 (d) - Travel Advances

Travel advances may be requested from the Clerk's office fifteen days in advance of anticipated travel date. Receipts of all expenses incurred shall be submitted within five business days after concluding the trip, and any excess travel advance shall be reimbursed to the township.

## 4.9 – Investments

### 4.9 (a) - Authorized Institutions

The township Treasurer is authorized to invest surplus funds in Michigan banks, savings and loan associations, and credit unions that belong to the Federal Deposit Insurance Corporation or are insured by the National Credit Union Administration.

Lawful investment instruments that are not available from the above-named financial institutions may be purchased from brokerage firms that are licensed by the United States Securities and Exchange Commission.

Financial institutions shall be selected on the basis of their record of satisfactory performance, financial stability and anticipated yields.

### 4.9 (b) - Authorized Instruments

The Treasurer is authorized to invest in the following instruments:

1. Bonds, securities and other obligations of the United States or an instrumentality of the United States in which the principal and interest is fully guaranteed by the United States
2. Certificates of deposit
3. Savings accounts

4. High grade commercial paper, rated within the three highest grades by at least two national rating services; the term to maturity may not be more than 270 days, and no more than 50% of any fund may be invested in commercial paper at any time
5. Bankers acceptances of United States banks
6. United States government or federal agency obligation repurchase agreements
7. Money market mutual funds composed of investment vehicles which are permitted under state law for direct investments
8. Oakland County Investment Pool

The Treasurer shall select investment instruments that protect principal as the primary goal. While it is also highly desirable to optimize yield, the most important objectives are the safety of the investment and liquidity to meet the township's cash needs.

#### 4.9 (c) - Notice of Investment Policy

The senior management of any firm, dealer, broker, or financial institution shall be given a copy of the township's investment policies prior to the Treasurer investing or depositing any township funds in such institution.

#### 4.9 (d) - Performance Reports

The Treasurer shall report to the Board at least quarterly regarding the status of township investments, including the name of the financial institution, type of investment instrument, date of maturity and rate of return.

#### 4.10 - Audits

The Township Board will engage a certified public accountant to annually audit the financial systems of the township. An audit contract shall not exceed the current Board's term of office. The request for proposals for audits shall require:

1. Proposal due date
2. Date award will be made
3. Date contract begins
4. Length of audit contract
5. Audit period covered
6. Earliest date that audit work may begin
7. Due date for audit report
8. Funds to be audited
9. Requirement of unqualified opinion or clear statement of reason for qualifications
10. Financial statements and other information to be provided by township
11. Other services to be performed by auditor if any
12. Procedures for determining adequacy of internal controls and accounting
13. Authorization to disclose any irregularities
14. Audit shall be performed in accordance with generally accepted auditing standards set forth by the American Institute of Certified Public Accountants
15. Audit shall be reviewed with the Township Board

16. Number of copies that will be provided
17. Auditor's qualifications
18. References for firm and individuals performing the audit
19. Estimated hours required, current rates and total anticipated amount

## 5.0 - Property Management

### 5.1 - Hours of Business

The township hall shall be open to the public at 8:00 a.m. and shall be closed at 5:00 p.m. on every normal business day.

### 5.2 - Building Access

The first person arriving each morning should make sure that all public access doors are unlocked.

Prior to leaving, each employee will make his or her workstation secure by checking that computers, typewriters, calculators and lights are turned off; filing cabinets and cash drawers are locked, and windows and doors are locked.

The last person in each department to leave their office at night shall check to see that the copier and other office machines are turned off; all doors and common area windows are locked; all lights are turned off, except for designated security lights.

Persons working after hours are responsible for turning off the lights and office machines used and checking that all doors and windows are secure.

Outside lights shall be turned on prior to any evening meeting and shall be turned off by the person responsible for the meeting.

### 5.3 - Security

#### 5.3 (a) - Keys

The Clerk and Supervisor are authorized to have and distribute keys to the main door. If a key is lost, the appropriate department head shall be informed immediately. A replacement key shall be issued. If the Supervisor has reason to believe that a missing key may be used for unauthorized entry, new locks will be installed. Upon termination of employment, the employee shall return his or her office keys to the Department Head. No person shall duplicate a key without authorization from the township Supervisor. No person shall make a key available to any unauthorized person.

Each department head shall determine who shall be issued a key to the department's door or any secured facilities, such as a safe, cash drawer or filing cabinet, within the department.

#### 5.3 (b) - Valuables

Employees shall not keep money or other valuables in their desks or at their workstations. The township shall not be responsible for the loss of any employee's personal property.

### 5.4 - Safety

No boxes, files or other items shall be stored in hallways, stairs, and landings of any Township building. Flammable liquids and power equipment shall not be stored in the township hall. Other flammable materials will not be stored in utility or furnace rooms.

In the event of a fire, all employees will immediately exit the building and follow the latest White Lake Township Emergency Action Plan.

## 5.5 - Use of Township Equipment, Labor or Premises

### 5.5 (a) - Lost or Damaged Equipment

Any lost or damaged equipment shall be reported immediately to the employee's department head.

### 5.5 (b) - Personal Use of Township Property

The personal use of the township premises, equipment, machines, tools, supplies and postage are not permitted.

### 5.5 (c) - Phone Calls

Employees are permitted to make brief personal local phone calls.

Employees are permitted to make brief personal long distance phone calls with the permission of the immediate supervisor, but the calls must be billed to their home phone or reported to the Clerk's office on the Long Distance Phone Call Report for end of month billing.

### 5.5 (d) - Copier

Employees are permitted occasional use of the township copier for personal business with permission from their department head.

### 5.5 (e) - Bulletin Boards

Employees who wish to post notices on township bulletin boards must have the prior approval of the Supervisor, Clerk or Treasurer.

### 5.5 (f) - Computers

Employees are permitted use of the Township Networked Computers for familial messages as long as the nature of the message shall not consist of any message or material that may be discriminatory based on Race, Color, Religion, Sex, National Origin, or any disability covered by the Americans with Disabilities Act. Further, no message or material may be transmitted that may be offensive to others or be in violation of the Personnel Policies and Procedures Section 5.1 (Sexual Harassment) or Section 23.7 (Public Criticism). Employees are prohibited from installing any software on Township Computers without prior approval of the Township Supervisor. (Added 11/16/99)

## 5.6 – General Township Vehicle Use – Appendix A (Attachment)

## 6.0 - Public Information

### 6.1 - Public Contact

#### 6.1 (a) - Courtesy

The primary goal of the township is to serve the residential and business citizens of White Lake Township. It is the policy of White Lake Charter Township that all officials and employees will respond to requests for township information from members of the public with courtesy and efficiency. All officials and employees shall communicate with the public in such a way that the

image of the township government as friendly, courteous, and efficient is fostered and maintained.

All visitors to the township offices shall be greeted in a friendly, helpful manner.

Telephone calls to the township shall be handled in a polite business-like manner. The name of the township employee who handles the call should be provided to the caller for future reference.

Department heads shall make every effort to see visitors who need their assistance. When workload or other commitments do not allow for an immediate meeting, the visitor will be asked to make an appointment at a mutually convenient time.

#### 6.1 (b) - Complaints and Problems

If a citizen has a problem that is outside the jurisdiction or responsibility of the official or employee, the citizen will be directed to the appropriate office or official.

Complaints or other concerns received from a citizen shall be received with courtesy. The official or employee will make every effort to resolve a complaint or problem, within the official's or employee's scope of authority. Department heads will be notified of all complaints.

The township Supervisor shall also be notified in writing of any citizen complaint arising from official or employee conduct or the administration of a department or Township Board policy or procedure. The notice shall include the name, address, and phone number of the citizen, the nature of the complaint and how the complaint was resolved. The Supervisor may make a subsequent inquiry with the citizen to ensure that the issue was resolved to the citizen's satisfaction.

#### 6.2 - Public Information Officer

The Supervisor shall be the public information officer for the township and shall be responsible for supervising the township newsletter, preparing public service announcements and media releases on township government events, and responding to inquiries from the media or referring contact to other appropriate township officials. Department heads will notify the public information officer of all media contacts.

#### 6.3 - Public Notices

##### 6.3 (a) - Meeting Notices

The township Clerk shall be responsible for posting all regular, special and rescheduled Board meetings in conformance with the Open Meetings Act, ADA and other state laws. The chairperson of each Township Board or commission will notify the Clerk of all special and rescheduled meetings.

##### 6.3 (b) - Public Notice Responsibility

The associated department shall also be responsible for publishing and mailing all public notices required by state law, including:

<u>Meeting</u>	<u>Department</u>
1. Board of review meetings	Assessing
2. Budget public hearings	Clerk
3. Planning commission/zoning Board hearings	Planning
4. Zoning Board of appeals variance hearings	Planning
5. Special assessment district hearings	Supervisor
6. Election notices	Clerk

- |    |                                     |          |
|----|-------------------------------------|----------|
| 7. | Master plan adoption and amendments | Planning |
| 8. | Truth-in-Taxation notice            | Clerk    |
| 9. | Board meeting minutes synopsis      | Clerk    |

#### 6.4 - Freedom of Information Act (FOIA) Requests

Individuals making FOIA requests shall follow the White Lake Township Freedom of Information Act Procedures and Guidelines posted on the Township website.

#### 6.5 - Incoming Mail

The Clerk's office shall receive all incoming mail. Correspondence shall be sorted and distributed to the various township offices. Mail addressed to the Township Board shall be forwarded to the Clerk, who shall provide a copy to each Board member. Correspondence addressed to the Board, but requiring action typically handled by a particular official, shall be immediately forwarded to that official as well.

#### 6.6 - Outgoing Mail

The Township Board shall approve the design of all department letterhead stationery. Statements made on township stationery may be construed as the official position of White Lake Township, so all officials and employees should take every precaution that written statements are made within the scope of their authority. Township stationery shall only be used for official township business.

Department heads shall provide the Township Board, via the Supervisor, with a copy of all correspondence that addresses a citizen complaint or when the content may result in a lawsuit to the township or in the Board reviewing or implementing a township policy. Where a department head is unsure of the necessity to provide the Board with a copy of correspondence, department heads should err on the side of caution.

All department correspondence should be considered as a public document unless the contents are specifically excluded from disclosure by state law. Copies of correspondence will be provided to any Board member on request.

#### 6.7 - Confidential Information

Officials and employees shall not release any information to the media or to members of the general public, which would be a violation of a citizen's right to privacy.

All information clearly marked "Confidential" should be held in strict confidence by each individual receiving same.

### 7.0 - Public Works

#### 7.1 - Capital Improvement Plan

##### 7.1 (a) - Responsibility

The township Supervisor shall be responsible for the development and updating of the township capital improvement plan. The capital improvement plan will be reviewed annually, with such review completed at least two months prior to initiating the development of the proposed township operating budget.

### 7.1 (b) - Scope

The capital improvement plan shall address the medium and long-range needs of the township regarding building, lands, major equipment, and infrastructure. The capital improvement plan shall prioritize such needs for the next five years beyond the current fiscal year.

### 7.1 (c) - Content

Department heads and elected officials shall submit any suggested projects to be included in the capital improvement plan to the Township Supervisor, who shall develop a capital improvement plan that includes the following information on each project:

1. Priority in order of need
2. Justification for priority ranking
3. Estimated year project will be commenced
4. Estimated year project will be completed
5. Total estimated acquisition or construction cost
6. Method of financing acquisition or construction
7. Annual debt service from project
8. Estimated annual operating expenses after completion
9. Method of financing operating expenses

### 7.1 (d) - Public Hearings

The Township Supervisor shall hold a public hearing on the capital improvement plan prior to submitting the capital improvement plan to the Township Board. The Township Board may hold additional hearings on the capital improvement plan. Prior to beginning the development of the proposed budget for the ensuing fiscal year, the Township Board shall adopt the capital improvement plan as recommended or following any alterations it deems advisable. All parties involved in the development of the proposed budget shall address any implications of the capital improvement plan to the proposed budget.

## 7.2 - Management of Public Works Projects

### 7.2 (a) - Responsibility

The township Supervisor shall manage all public works conducted by the township.

### 7.2 (b) - Needs Assessment

The Supervisor shall review the condition of existing township improvements to identify any necessary or desirable repairs or maintenance, identify the need for any new public improvements, and bring such matters to the attention of the Board, if such needs are to be addressed in the current fiscal year. Such items should be included in the township capital improvement plan, if proposed to be addressed in one or more future fiscal years.

### 7.2 (c) - Preliminary Study

On its own motion or by the presentation of a petition complying with state law, the Board may authorize a preliminary study of a proposed public works project. The Board shall retain one or more consultants as necessary to develop a feasibility study consisting of plans describing the improvement, the location of the improvement and an estimated cost of the improvement on a fixed or periodic basis, as appropriate. The feasibility study shall be received by the Board and filed with the township Clerk.

### 7.2 (d) - Financing

The Township Board shall determine the method by which the public improvement shall be financed. If the Township Board resolves to tentatively establish a special assessment district, the

township Clerk shall give notice of the hearings as provided by law, and the Board shall proceed with creating the special assessment district as provided by law.

If the Township Board determines that borrowing shall be necessary to finance the project, the Treasurer shall contact the Municipal Financial Advisor to initiate approval. The Township Board shall appoint bond counsel to advise the township on all aspects of borrowing and to render a written opinion on the marketability of the bonds.

#### 7.2 (e) - Requests for Proposals

The Township Board shall request proposals from firms interested in contracting to construct, alter, repair, or maintain the public improvement. The township shall utilize its competitive bidding procedures in awarding contracts for public improvements.

The Board shall require the posting of a performance bond by any contractor, as specified in the request for proposal, for all projects that anticipate a total contract cost exceeding \$10,000.00.

#### 7.2 (f) - Project Manager

The township Supervisor shall act as liaison between the contractor, consultants and the Board, or may delegate this responsibility in writing to a department head. The Supervisor shall notify the Board of any significant problems or issues that may arise in the project.

The Supervisor is authorized to sign minor change orders that will result in a decrease in the project cost or that will increase the project cost not more than \$5000.00. The Board will be notified of all change orders. All major change orders shall be approved by the Board.

The Supervisor shall require waivers of liens and sworn statements prior to authorizing the payment for any work performed. The waivers and sworn statements shall be filed by the township Clerk.

The Supervisor is authorized to act as the Board's agent to resolve any problems or disputes arising from the project. The Board shall be notified of all problems or disputes, as well as the nature of the resolution. The Supervisor shall bring any major problems or disputes to the attention of the Board prior to acting, if the time required to notify the Board does not jeopardize the successful completion of the project.

#### 7.2 (g) - Closing Out a Project

At least 10% of the total contract cost shall be retained by the township until final approval is given by the Board. Prior to closing out the project and issuing the contractor final payment, the Board shall authorize final payment based upon the recommendation of the project manager.

## 8.0 - Identity Theft Prevention Program

### 8.0 (a) - Purpose

To establish an Identity Theft Prevention Program designed to detect, prevent and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for continued administration of the Program in compliance with the Federal Trade Commission's Red Flags Rule (Part 681 of Title 16 of the Code of Federal Regulations) implementing Sections 114 and 315 of the Fair and Accurate Credit Transactions Act (FACTA) of 2003.

### 8.0 (b) - Definitions

1. *Identifying information* means any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including; name, address, telephone number, social security number, date of birth, government issued



driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, unique electronic identification number, computer's Internet Protocol address, or routing code.

2. *Identify theft* means fraud committed or attempted using the identifying information of another person without authority.
3. *A covered account* means:
  - a. An account that the Township offers or maintains, primarily for personal, family, or household purposes that involves or is designed to permit multiple payments or transactions, such as credit card accounts, mortgage loans, automobile loans, margin accounts, cell phone accounts, utility accounts, checking accounts and savings accounts; and
  - b. Any other account that the Township offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the Township from identity theft, including financial, operational, compliance, reputation or litigation risks.
4. *A red flag* means a pattern, practice or specific activity that indicates the possible existence of identity theft.

## 8.1 - Policy

### 8.1 (a) – Identification of Red Flags

The Township identifies the following red flags, in each of the listed categories:

1. Presentation of Suspicious Documents
  - a. Identification document or card that appears to be forged, altered or inauthentic;
  - b. Identification document or card on which a person's photograph or physical description is not consistent with the person presenting the document;
  - c. Other document with information that is not consistent with existing customer information (such as if a person's signature on a check appears forged); and
  - d. Application for service that appears to have been altered or forged.
2. Presentation of Suspicious Personal Identifying Information
  - a. Identifying information presented that is inconsistent with other information the customer provides (example: inconsistent birth dates);
  - b. Identifying information presented that is inconsistent with other sources of information (for instance, an address not matching an address on a credit report);
  - c. Identifying information presented that is the same as information shown on other applications that were found to be fraudulent;

- d. Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address);
  - e. Social security number presented that is the same as one given by another customer;
  - f. An address or phone number presented that is the same as that of another person;
  - g. A person fails to provide complete personal identifying information on an application when reminded to do so (however, by law social security numbers must not be required); and
  - h. A person's identifying information is not consistent with the information that is on file for the customer.
3. Suspicious Account Activity or Unusual Use of Account
- a. Change of address for an account followed by a request to change the account holder's name;
  - b. Payments stop on an otherwise consistently up-to-date account;
  - c. Account used in a way that is not consistent with prior use (example: very high activity);
  - d. Mail sent to the account holder is repeatedly returned as undeliverable;
  - e. Notice to the Township that a customer is not receiving mail sent by the Township;
  - f. Notice to the Township that an account has unauthorized activity;
  - g. Breach in the Township's computer system security; and
  - h. Unauthorized access to or use of customer account information.
4. Alerts from Others
- a. Notice to the Township from a customer, identity theft victim, consumer reporting agency, law enforcement or other person regarding possible identity theft in connection with covered accounts held by the Township.

### 8.1 (b) – Detecting Red Flags

#### 1. New Accounts

In order to detect any of the Red Flags identified above associated with the opening of a new account, Township personnel will take the following steps to obtain and verify the identity of the person opening the account:

- a. Require certain identifying information such as name, date of birth, residential or business address, principal place of business for an entity, driver's license or other identification;
- b. Verify the customer's identity (for instance, review a driver's license or other identification card);

- c. Review documentation showing the existence of a business entity; and/or independently contact the customer.
2. Existing Accounts  
In order to detect any of the Red Flags identified above for an existing account, Township personnel will take the following steps to monitor transactions with an account:
  - a. Verify the identification of customers if they request information (in person, via telephone, via facsimile, via email);
  - b. Verify the validity of requests to change billing addresses; and
  - c. Verify changes in banking information given for billing and payment purposes.

#### 8.1 (c) - Preventing and Mitigating Identity Theft

In the event Township personnel detect any identified Red Flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

1. Prevent and Mitigate
  - a. Monitor an account for evidence of Identity Theft;
  - b. Contact the customer;
  - c. Change any passwords, security codes or other security devices that permit
  - d. access to accounts;
  - e. Not open a new account;
  - f. Close an existing account;
  - g. Reopen an account with a new number;
  - h. Notify the Township Supervisor for determination of the appropriate step(s) to take;
  - i. Notify law enforcement; and/or
  - j. Determine that no response is warranted under the particular circumstances.
2. Protect customer identifying information  
In order to further prevent the likelihood of identity theft occurring with respect to Township accounts, the Township will take the following steps with respect to its internal operating procedures to protect customer identifying information:
  - a. Ensure that its website is secure or provide clear notice that the website is not secure;
  - b. Ensure complete and secure destruction of paper documents and computer files containing customer information;
  - c. Ensure that office computers are password protected and that computer screens lock after a set period of time;
  - d. Keep offices clear of papers containing customer information;
  - e. Request only the last 4 digits of social security numbers (if any);

- f. Ensure computer virus protection is up to date; and
- g. Require and keep only the kinds of customer information that are necessary for utility purposes.

#### 8.1 (d) – Program Updates

This Program will be periodically reviewed and updated to reflect changes in risks to customers and the soundness of the Township from Identity Theft. The Township Supervisor’s Office will consider the Township’s experiences with Identity Theft situation, changes in Identity Theft methods, changes in Identity Theft detection and prevention methods, changes in types of accounts the Township maintains and changes in the Township’s business arrangements with other entities. After considering these factors, the Township Supervisor will determine whether changes to the Program, including the listing of Red Flags, are warranted. If warranted, the Township Supervisor will present the Township Board with his/her recommended changes and the Board will make a determination of whether to accept, modify or reject those changes to the Program.

#### 8.1 (e) – Program Administration

##### 1. Oversight

Responsibility for developing, implementing, and updating this Program lies the Township Supervisor’s Office. The Township Supervisor, or his designee, will be responsible for the Program administration, for ensuring appropriate training of Township staff on the Program, for reviewing any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating Identity Theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the Program.

##### 2. Staff Training and Reports

Township staff responsible for implementing the Program shall be trained either by or under the direction of the Township Supervisor in the detection of Red Flags, and the responsive steps to be taken when a Red Flag is detected. Township staff is required to provide reports to the Supervisor’s Office on incidents of Identity Theft, the Township’s compliance with the Program and the effectiveness of the Program.

##### 3. Specific Program Elements and Confidentiality

For the effectiveness of Identity Theft prevention Programs, the Red Flag Rule envisions a degree of confidentiality regarding the Township’s specific practices relating to Identity Theft detection, prevention, and mitigation. Therefore, under this Program, knowledge of such specific practices shall be limited to the Supervisor’s Office and those employees who need to know them for purposes of preventing Identity Theft. Because this Program is to be adopted by a public body and thus publicly available, it would be counterproductive to list these specific practices here. Therefore, only the Program’s general red flag detection, implementation and prevention practices are listed in this document.

# White Lake Charter Township

## Administrative Policies and Procedures

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## APPENDIX A

### WHITE LAKE TOWNSHIP GENERAL TOWNSHIP VEHICLE USE

#### 1.0 - Vehicles

The following Vehicle Use Policy ("Policy") covers the use of Township owned vehicles ("Township vehicle(s)"), other than Public Safety Vehicles. White Lake Township has the authority to determine who shall drive a Township vehicle, to establish Township vehicle operator standards and to revoke the right to drive for failure to meet the standards. These policies also apply to drivers using their personal vehicles while on Township business.

#### 1.1 - General Provisions

- 1.1 (a) Authorized Drivers:** Township vehicles are only to be driven by authorized persons who are employees of the Township.
- 1.1 (b) Official Business:** Township vehicles are to be used only for official Township business and driven within the Detroit Metro Area.
- 1.1 (c) Trips Outside the Township or Detroit Metro Area:** Trips outside the Township must be approved by the Department Head. The Township Supervisor must be notified via email of all usage outside of the Detroit Metro area.
- 1.1 (d) Use of Personal Vehicle:** When a Township vehicle is not available, an employee's personal vehicle may be used. In this instance, mileage will be reimbursed per the reimbursement policy listed in the Township Administrative Policies and Procedures.
- 1.1 (e) Passengers:** Township Vehicle passengers are limited to other employees, Township officials or authorized Township guests when traveling for Township business.
- 1.1 (f) Lunch Use:** Use of Township vehicles for lunch is dependent upon circumstances. Lunch breaks will be taken at the closest available location and/or in route to an assignment. Use of a personal vehicle, where possible, should be given priority.
- 1.1 (g) Taking a Township Vehicle Home:** Employees as determined by the Department Head, may be allowed to take a Township vehicle to their residence due to the nature of their work, such as responding to emergency calls. Employees who do not respond to emergency calls may also on occasion be allowed to take a Township vehicle to their residence if the situation permits. Department Heads will be responsible for determining if the situation is justified. The use of a Township vehicle is not an employee fringe benefit and personal use is prohibited.

The Township Supervisor shall have the exclusive use of a Township vehicle at all times during his employment as Township Supervisor. The Township shall be responsible for the costs of insurance, operation, maintenance, and repair. (Amended 9/20/2005)

Designated employees may also be provided with the use of a Township vehicle for personal use. This includes employees who have vehicle use included in their employment agreement.

## 1.2 - Driving a Township Vehicle

Employees are only allowed to drive a Township vehicle or a personal vehicle for Township business if:

- 1.2 (a) **Valid Driver's License:** They have a valid driver's license and the correct license/endorsement for the type(s) of Township vehicles driven and provide proof in the form of a copy to Human Resources. They must inform the Human Resources Department of the loss or modification of a valid driver's license by suspension, revocation, expiration, modification, or any other vehicle-related violation. They must have their driver's license with them while they are driving a Township vehicle.
- 1.2 (b) **Proof of Personal Automobile Insurance:** They have provided the Human Resources Department with a copy of their personal automobile insurance to show they are eligible to drive their personal vehicle for Township business.
- 1.2 (c) **Clean Driving Record:** They do not have any of the grounds for revocation/disqualification as provided in section 1.3 below.
- 1.2 (d) **Follow this Policy:** They have read and are familiar with the provisions in this policy.

## 1.3 - Driver Screening Process

- 1.3 (a) **Automatic Revocation/Disqualification:** The circumstances noted below will be cause for automatic revocation of Township vehicle driving privileges or in the event of a new hire, driving privilege disqualification:
  1. Conviction of a driving-related felony.
  2. Suspension or revocation of license due to an unsatisfactory driving record as defined by the Michigan Department of State.
  3. An at-fault crash resulting in a fatality (an at-fault crash means the driver was fined, sued, and as a result received an adverse judgement, or the driver's insurance company settled for damages to another party, or the driver settled out of court or otherwise was determined to be liable).
  4. If a driver had any of the following circumstances in the **prior five years:**
    - Accumulated more than six points on their driving record.
    - Convicted of any alcohol/drug related offense.
    - Convicted of driving while license was suspended or revoked.
  5. If driver had any of the following circumstances in the **prior year:**



- Accumulated more than three points on their driving record.
- Convicted of any alcohol/drug related offense.
- Convicted of driving while license was suspended or revoked.

**1.3 (b) Lack of Driver’s License/Insurance**

Drivers that do not have a valid driver’s license and/or proof of insurance will be prohibited from driving a Township Vehicle and/or driving their personal vehicle on Township business, and may lose other reimbursement, compensation, and/or allowance related to vehicle expenses. If this prohibition prevents an employee from performing his/her assigned job responsibilities, employment action (temporary or permanent) could occur. Employment action could include, but not be limited to transfer, reassignment, demotion, suspension, or discharge.

**1.3 (c) Monitoring**

Employee driving records will be screened and routinely monitored by automatic subscription received through the Michigan Department of State. (See also, Township Authority and Responsibilities 1.6 (a).)

**1.4 - Operating Standards**

**1.4 (a) Windows are Clean:** Before operating a Township vehicle the windows must be clean and free of mud, snow, or frost.

**1.4 (b) Obey all Traffic Laws:** Employees and their passengers must obey all traffic safety laws and regulations and must wear seat belts. Use headlights, hazard lights (blinkers) or roof flasher when necessary. The driver is responsible for safe, courteous, and economical use of the Township vehicle.

**1.4 (c) Handsfree Communication:** Only hands-free communications shall be allowed while operating a Township vehicle.

**1.4 (d) Maintenance:**

1. No employee will knowingly operate a vehicle found to be in violation of a state safety code or the law.
2. Employees operating Township vehicles are responsible for routine up-keep and cleanliness including fuel and all other fluids as needed, checking tire pressure, washing, and vacuuming of the interior.
3. The employee shall report all mechanical problems or malfunctions to the Maintenance department who shall be responsible for maintenance of the Township vehicle.
4. The Maintenance department shall maintain mechanical vehicle inspection records along with records for repairs (recall or otherwise) for the life of the vehicle. Records for repairs not conducted by the Maintenance department shall be forwarded to the Maintenance department upon receipt to be maintained. Once a vehicle has been decommissioned, the Maintenance department shall send the vehicle records to the Clerk’s office to be maintained per the appropriate record retention schedule.

5. Vehicles, tools, and equipment (if applicable) will be inspected for cleanliness and general condition on a regular basis. Employees should see their Department Head for an inspection form. Employees who routinely fail inspection of vehicles and or equipment may be subject to disciplinary action.
- 1.4 (e) Vehicle Expenses:** Expenses shall be monitored by the accounting department by reviewing gas card statements.
- 1.4 (f) Parking:** Township vehicles are to be parked in a Township authorized location during non-working hours. When parking a Township vehicle, remove the key from the ignition, lock the vehicle, and ensure the vehicle is parked in a safe location. Avoid double-parking, blocking entrances or parking in a manner that may result in fines. Vehicles shall not be left running and unattended.
- 1.4 (g) Accidents:** Unless physically unable to do so, employees should contact the police to report all accidents and wait at the scene of the accident for the police to arrive. The employee shall request an accident report number from the officer. Employees should not accept responsibility for the accident or guarantee payment to another party without Township authorization.
- 1.4 (h) Reporting Accidents:** Employees shall promptly report any accident, damage, or traffic violation resulting from the accident to their Department Head who will in turn notify the Supervisor, Human Resources, and the Clerk's office. The Clerk's office is responsible for filing the appropriate insurance claims for the incident.
- 1.4 (i) Breakdowns:** Employees whose vehicle becomes inoperable while in use shall call for towing assistance. If available, warning devices such as flares or reflective triangles shall be placed to reduce the potential for another collision. The vehicle shall be towed to the Township parking lot unless otherwise directed by Maintenance or the employee's Department Head. The employee shall move to a safe location but remain with the vehicle (in non-injury situations) while waiting for assistance to arrive.
- 1.4 (j) Fines:** Employees are responsible for paying any fines they receive while driving a Township vehicle or personal vehicle on Township business.
- 1.4 (k) Working on a Road Right Away:** Employees shall use traffic lights or flashers if a vehicle is parked in the public road right away or if the employee is working outside of a vehicle in the public road right away.

## **1.5 - Prohibited Conduct**

- 1.5 (a) No Impairment or Extreme Fatigue:** Employees shall not be impaired by alcohol or drugs (legal or otherwise), or by extreme fatigue while driving or riding in a Township vehicle. Employees must immediately inform their Department Head if they have driving limitations due to health problems, are taking prescription medication that may impair their ability to drive or have any driving restrictions.
- 1.5 (b) Transporting Alcohol or Drugs:** No alcohol or drugs shall be transported in a Township vehicle.

- 1.5 (c) Vaping, Smoking, or Smokeless Tobacco:** No vaping, smoking, or smokeless tobacco shall be allowed in a Township vehicle.
- 1.5 (d) Distracted Driving:** Drivers may not read maps/documents, text, program GPS devices, use cell phones, laptops, or any other type of portable media device while operating a Township vehicle. Drivers must pull over to a safe location and park the vehicle if they need to use a portable device or read a document.
- 1.5 (e) Unauthorized Passengers or Drivers:** Employees shall not have an unauthorized passenger in a Township vehicle or allow someone else to drive unless they become unable to drive due to an emergency or unforeseen impairment.

## **1.6 - Township Authority and Responsibilities**

- 1.6 (a)** The Township will continuously evaluate an employee's eligibility to drive Township vehicles and as well, their eligibility to drive on behalf of the Township for business via the Michigan Department of State driving record subscription.
- 1.6 (b)** The Township may at their discretion revoke an Employee's use of Township vehicles, and an employee's ability to drive on behalf of the Township, either temporarily or permanently, based on an employee's driving record or for other reasons, such as health concerns, disciplinary action, violations of Township vehicle operating standards, etc.
- 1.6 (c)** The Township may at their discretion require that an alcohol or drug test be taken immediately if an employee is involved in an accident and there is suspicion that the employee may be impaired. Human Resources will arrange a time and location for the test.

## **1.7 - Policy Compliance and Directives**

- 1.7 (a)** Failure to comply with this policy may result in discipline, up to and including dismissal.
- 1.7 (b)** This policy may be supplemented by department directives after consultation with the Township Supervisor.