

White Lake Charter Township
Personnel Policies and Procedures

1.0 - Introduction

1.1 - Purpose

The White Lake Charter Township Personnel Policies and Procedures manual is prepared for the purpose of providing a set of rules that will standardize the relationship between the Township, as employer, and the employees of the Township. It is also intended that these policies aid the township administration in providing a work environment for all employees which is fair, unbiased, career fulfilling, and free of political interference.

1.2 - Application

These policies as directed by the Township Administrative Policies and Procedures Manual, apply to all Township employees. Those employees, however, who are governed by Township Board approved rules and regulations, union contracts, civil service rules and regulations, and/or other specific orders which may be in conflict with these policies are accordingly exempted from their application. That exemption applies only to those sections of policies which are determined to be in conflict, and do not exempt an employee from compliance to any policy or section thereof which is not in conflict.

These policies shall not be construed as an employment contract between the Township and any employee.

1.3 - Authority

Authority and application of the Personnel Policies shall be in accordance with the White lake Charter Township Administrative Policies and Procedures.

1.4 - Interpretation

The Supervisor as the township personnel officer shall provide interpretation of these policies as prescribed by the Administrative Policies and Procedures.

1.5 - Modification

Personnel policies may be modified, amended or abolished only at the direction and/or approval of the Township Board.

1.6 - Rights and Responsibilities

The township administration, by the distribution of these provisions, does not surrender any prerogative or responsibility in maintaining and exercising all legal management rights traditionally or historically held by the Township government. Employees of the township have the right and responsibility to appeal township policy as directed by the Administrative Policies and Procedures.

1.7 - Non-discrimination

The Township of White Lake is an Equal Opportunity Employer. The Township endorses and supports a policy of non-discrimination against any person on the basis of race, color, religion, sex, national origin or any disability covered by the Americans With Disabilities Act. Such practice and policy of non-discrimination shall be extended to all persons, including, but not limited to, applicants for employment, employees for promotion, transfer and/or disciplinary action involving employees of the general employee class and those governed by Civil Service provisions. Any applicant for employment, transfer or promotion protected by the Americans With Disabilities Act must notify the Township within the prescribed notification period if a reasonable accommodation is requested.

2.0 - Conditions of Employment

2.1 General

Employees of the Charter Township of White Lake are "Public Servants". The very purpose of employment is to serve the local governmental needs of the citizens of the Township. Employees are expected to serve the citizens of the Township with courtesy, helpfulness, tolerance and patience.

2.2 - Hours Of Work

Normal hours of work shall be established by the Township Supervisor and department head.

The normal work week for a full time employee shall consist of established work days with an unpaid lunch period each day.

Employees shall be paid at an overtime rate of time and one half for all hours worked over their regularly scheduled work week or work day.

Each employee shall be subject to the work schedule established by the Township supervisor or department head. However, a department head may temporarily approve deviations from an employee's normal work schedule when dictated by Township needs or at the request of the employee when supported by sufficient need. All employee requests for variations in the normal work schedule shall be approved in advance and the Township shall accrue no overtime liability as a result of approving the employee's request.

2.3 - Attendance

Employees are expected to be regular in their attendance and to observe the working hours established by the Township. All employees absent without authorized leave, or who report late on any given shift shall be penalized by way of pay deduction in multiples of 1/6 of an hour for each 10 minutes or fraction thereof, of absence. Habitual tardiness shall be cause for discharge. Arrangements for time off must be made with an employee's immediate supervisor in advance and in accordance with the provisions of the leave regulations under which the time off is to be taken.

If, for some legitimate reason, an employee is unable to report for work at the established time for his shift to begin, he/she shall notify the supervisor on duty of the reason of such tardiness or absence. Notification shall be made as soon as it is known that the employee will be late or absent but at least within one hour of the scheduled starting time.

A record of each employee's vacation leave, sick leave and unpaid personal time credits shall be kept on the employee's personnel record, maintained in the clerk's office.

2.4 - Absence Without Leave

Any employee who is absent from duty a day or part of a day without authorization shall be deemed absent without leave and may be subject to disciplinary action. If conditions warrant, such absence may be reconciled by a subsequent grant of leave. Any employee absent without leave, for more than three (3) days, without notification to his department head or the Township supervisor, will be considered to be resigned from Township employment.

2.5 - Suspension Of Leaves

The leaves provided for herein may be temporarily suspended during any period of emergency declared by the Township Supervisor.

2.6 - Political Activity

2.6(a) - Permitted Activities

Except as otherwise provided in this rule, any employee in the classified service may engage in the following activities. These are to serve as illustration and do not constitute a complete list of permitted activities.

- 1.) Become a member of a political party committee formed or authorized under the election laws of the State of Michigan;
- 2.) Be a delegate to a state convention or a district or a county convention held by a political party in the State of Michigan;
- 3.) Become a candidate for nomination and election to any state elected office or any district, county, city, village, township, school district or other local elective office. If the employee is elected to an office of the Township, he or she must resign. (Amended 3/20/2012)
- 4.) Engage in other political activities on behalf of a candidate or issue in connection with partisan or non-partisan elections.

2.6(b) - Prohibited Activities

No employee in the classified service shall:

- 1.) Use his official authority and influence over other employees for the purpose of interfering with or affecting the result of an election or a nomination for office;
- 2.) Directly or indirectly coerce, attempt to coerce, command or advise another to pay, lend, or contribute anything of value to a party, committee, organization, agency or person for political purposes;

- 3.) Engage in any election activities, intended or tending to influence others for the purpose of interfering with or affecting the result of any election or a nomination for office during those hours when the employee is being compensated for the performance of duties as a public employee, or while wearing or displaying a uniform, badge or other indication of office which identifies the employee of the Township of White Lake. Examples of prohibited activity during working hours include wearing political buttons, soliciting political contributions, endorsements, or support, displaying political bumper stickers or posters on Township vehicles or property, or distributing political material. (Amended 3/20/2012)

2.7 - Drug Free Workplace Policy

2.7 - (a) Purpose and Intent

The purpose of this policy is to provide a workplace that is free from substance abuse. The employees of the Township cannot work safely and productively if they report for work under the influence of drugs and alcohol, or their safety and welfare are jeopardized by an employee impaired by a controlled substance.

2.7 - (b) Application

The provisions of this policy apply to all departments and division of the Township of White Lake. "Employees" includes full time, part time, seasonal and temporary personnel. "Employees" shall specifically include "direct charge" employees (i.e., those whose services are directly and explicitly paid for by federal grant funds) and "indirect charge" employees (i.e. those members of the grantee's work force who may perform support or overhead functions related to federal grant funds.)

All employees are hereby notified that the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is prohibited in the workplace, and disciplinary action up to and including discharge action may be taken against employees for violations of these provisions.

2.7 - (c) Guidelines

The following guidelines list violations which shall be grounds for immediate action

Possess, use, distribute, sell, or offer for sale narcotics, or any controlled illegal substance, including marijuana, while on duty.

Report for work or work while under the influence of alcohol, narcotics or any controlled or illegal substance, including marijuana, except a drug prescribed for the employee by a licensed

physician. An employee whose ability to work is impaired by a drug prescribed for the employee by a physician, and used by the employee as prescribed, will not be permitted to

remain at work, and may use personal business or other leave hours, but will not be subject to discipline.

2.7 - (d) General Provisions

An employee must report to the Township any drug-related criminal conviction for violations occurring in the workplace within five (5) days. The Township must both report and notify the federal grant agency of such conviction for violation of a criminal statute occurring in the workplace within ten (10) days and is required to imposed “sanctions” on the employee involved. “Sanctions” may mean either termination, satisfactory participation in a rehabilitation program, or progressive disciplinary step between the two.

The Township is committed to a drug-free workplace. It will not hire a job applicant with a “positive” pre-employment drug screen test.

The Personnel Department may be contacted for information on a Township sponsored Employee Assistance Program that provides voluntary counseling and rehabilitation services.

3.0 - Seniority

3.1 - Seniority Date

Seniority date shall be based on the length of continuous service after the date of regular appointment to a position in the Township service.

Employees transferring from part-time employment to full-time employment shall not receive credits toward seniority for the period of part-time employment.

3.2 - Probationary Period

A probationary period of six months is established for new employees starting on the date of hire. The probationary period shall not include any time served as a part-time employee. The Township may extend a probationary period for up to six more months, but in no event shall any probationary period extend beyond one year.

Written notice shall be given to the employee, by the department head, at the end of the probationary period indicating the successful or unsuccessful completion of the probationary period.

3.2 - (a) Dismissal

A probationary employee may be dismissed by the department head, with the concurrence of the Supervisor, at any time during the probationary period. Written notice of the dismissal, stating the reasons for the dismissal, shall be given the probationary employee.

3.3 - Leaves of Absence and Suspension

Employees off duty for personal reasons, on leave of absence or employees suspended for cause shall have such periods deducted from seniority.

The following shall not be considered as breaks in service:

- (a) Military leave during the time of war as defined in the Veterans' Preference Act.
- (b) Absence from work due to injuries compensated for under Worker's Compensation Act.
- (c) Approved educational leave.
- (d) Approved medical leave - no longer than one year.

3.4 - Layoff

Time elapsed between periods of layoff and re-employment shall be deducted from seniority.

3.5 - Termination

Any termination of employment (either voluntary or involuntary) shall nullify employee's right to all accumulated seniority in the event of re-hire.

4.0 - Job Classifications

4.1 - Classifications

Following are the White Lake Township job classifications:

SALARIED EMPLOYEES

1. Elected Official (Supervisor, Clerk, Treasurer)
2. Fire Chief
3. Police Chief
4. DPS Director
5. Building Official

HOURLY EMPLOYEES

1. Administrative Assistant
2. Appraiser II
3. Appraiser I
4. Appraiser Trainee
5. Assessor
6. Building Inspector
7. Clerical I
8. Clerical II
9. Clerk Dispatcher
10. Custodian
11. Deputy Clerk
12. Deputy Treasurer
13. Election Specialist
14. Senior Election Specialist
15. Executive Secretary (Added 03/03/98)
16. Fire Captain
17. Fire Lieutenant
18. Fire Engineer
19. Fire Driver
20. Head Custodian
21. Ordinance Officer
22. Planner
23. Senior Staff Planner
24. Police Lieutenant
25. Police Sergeant
26. Police Officer
27. Secretary To Chief of Police
28. Water Supervisor
29. Water Operator

PART-TIME EMPLOYEES - (less than 29 hours per week)

1. On-call Fire Fighter
2. Part Time Office Assistant

4.2 - Job Specifications

The Township Clerk shall maintain complete and up-to-date specifications for each job classification as established by the township Administrative Policies and Procedures. The specifications will include:

- (1) The title of the class
- (2) A general statement of duties
- (3) Essential functions
- (4) Typical examples of work
- (5) Desirable qualifications for employment
- (6) Training and experience requirements

New positions shall be established in accordance with the Administrative Policies and Procedures.

4.3 - Classification Changes

The Township Supervisor may periodically, after conference with the department heads, recommend establishing new classes, and/or abolishing, merging or dividing existing classes. Additionally, the Township Supervisor may recommend amending the class specifications to meet with changing conditions. Requirements for this activity are specified in the Township Administrative Policies and Procedures.

4.4 - Classification Review

An employee may, at any time, request in writing, to their department head, a review of their classification. An investigation will be conducted by the department head regarding the employee's current duties, qualifications and responsibilities. Upon completion of the investigation, the department head will make a recommendation as to amending the classification, if appropriate, to the Township Supervisor. Any employee deeming themselves grieved by the department head's investigation or recommendation may file a grievance subject to the Grievance Procedure.

5.0 Sexual Harassment

5.1 - Definition

Sexual Harassment includes any repeated or unwarranted verbal or physical sexual advances, sexually explicit, provocative or suggestive statements, innuendo, or comments, or sexually discriminatory remarks or sexually oriented conduct or physical contact, made by an employee which are reasonably offensive or objectionable to the recipient or which reasonably causes the recipient discomfort or humiliation or which reasonably interferes with the recipient's work performance or which creates an intimidating, hostile or offensive work environment.

5.2 - Policy

It is the policy of White Lake Township that all employees have a right to expect a working environment free from intimidation, humiliation, insult or subject to offensive physical or verbal abuse or actions, direct or insinuated, of a sexual nature, when:

- (a) Submission to such conduct or communication is made on express or implied condition of obtaining employment.
- (b) Submission to or rejection of such conduct is used as a basis of, or factor in, decisions affecting the employment of an employee.
- (c) Such conduct or communication has the purpose, or effect, of interfering with an employee's employment or creating an intimidating, hostile or offensive work environment.

Sexual harassment in any form is prohibited.

5.3 - Enforcement

The Provisions of this policy will be strictly enforced and appropriate disciplinary action will be taken against any employee violating its terms. Violations of this policy will subject the offending employee to disciplinary action, up to and including discharge from employment.

5.4 - Reporting Procedure

An employee who believes he or she has been subjected to sexual harassment shall report same within twenty (20) days after the alleged occurrence. It shall be reported to either his or her immediate supervisor, or if that supervisor may be involved, to any supervisor, or directly to the department head.

A complaint of sexual harassment shall be promptly investigated by the department head or designate; provided, however, such designate shall not be the subject of or included within the immediate sexual harassment complaint. Every effort will be made to handle all such complaints expeditiously and with concern for the principles of due process and fairness. In order to protect both the person making the complaint and the person against whom such complaint is made, every reasonable effort will be made to handle all such complaints in a confidential and discreet manner.

All supervisory personnel shall be expressly responsible for immediately reporting any instances of claims of sexual harassment which they become aware of through their own observations or reported by others. Such personnel shall initiate immediate documentation of such incidents or claims of sexual harassment.

Retaliatory action or conduct of any kind taken by any member of the Township against an employee as the result of such employee having sought redress under this policy and procedure is strictly prohibited and shall be regarded as a separate and distinct violation of this rule.

6.0 - Transfer and Promotion

6.1 - Transfer

The transfer of an employee from one position to another, within a department, involving substantially similar duties and responsibilities and not involving a change in compensation may be made by the respective department heads at any time. The transfer of an employee from a position in one class to another position in the same or similar class at the same rate of compensation in another department may be made only with approval of the Township Supervisor. .

Where different and higher duties and responsibilities are required, the rules governing promotions and selection shall apply. Where different and less responsible duties are required, the rules regulating demotions shall apply as far as practicable.

Employee selection shall be in conformance with the Township Administrative Policies and Procedures.

6.2 - Promotion

Vacancies in higher positions shall be filled insofar as practicable by promoting persons holding positions in lower classifications. Such promotions shall be based upon merit as determined by the department head and the Township Supervisor. They will determine what classes of employees are eligible for such promotion and the means of determining the fitness of eligible employees for the position. This may be done via interviews or tests, either written or oral, as determined by the supervisor and the department head. Seniority, experience, job performance, and previous training may also be considered.

Should the department head and the supervisor determine that there are no qualified employees eligible for the position, they may then seek an employee from outside the Township service as a new hire.

Employee selection shall be in conformance with the Township Administrative Policies and Procedures.

6.3 - Temporary Appointments

An interim or temporary appointment to a higher position in an "acting capacity" made necessary by reason of sickness, disability or other absence of a regular employee may be authorized by the appointing authority without examination in the absence of a promotional employment list. All such appointments shall terminate upon the return of the regular appointee to active duty or permanent appointment of another individual.

7.0 - Grievance Procedure

7.1 - Employee Rights

An employee has the right to file a grievance if he or she feels aggrieved or disagrees with the interpretation or application of the Township Policies and Procedures.

7.2 - Procedure

The grievance will be processed in the following manner:

STEP 1: The employee will first discuss the matter with the immediate supervisor. If the grievance is not settled at this informal discussion, it will be reduced to writing by the employee and moved to step two (2) of the grievance procedure within seven (7) working days of the discussion mandated in step one (1).

STEP 2: Any grievance not settled at step one (1) may, at the option of the employee, be appealed to the department head in writing. The department head will respond to the employee, in writing, within seven (7) working days after receiving the complaint. If the matter is not settled at this step, it may be appealed to step three (3) within seven (7) working days.

STEP 3: Any grievance not settled at step two (2) may, at the option of the employee, be appealed to the Township Supervisor in writing. The Township Supervisor will respond to the employee, in writing, within seven (7) working days after receiving the complaint. If the matter is not settled at step three (3), it may be appealed to step four (4) within seven (7) working days.

STEP 4: Any grievance not settled at step three (3) may, at the option of the employee, be appealed to the Township Grievance Committee in writing within seven (7) working days.

The Grievance Committee shall schedule a hearing within two (2) weeks after the appeal is filed. It shall conduct a full and impartial hearing. Both parties shall be permitted to be represented by counsel and to produce witnesses or any other testimony pertinent to the matter.

The employee shall be entitled to first present the grievance, the rationale for the grievance, witnesses if any, and the desired solution. The Township Supervisor shall then present the Township's position.

The Grievance Committee shall make its decision within seven (7) working days after the hearing is completed. The Committee shall attempt to reach a fair and equitable settlement which is satisfactory to both the employee and the Township

Supervisor. The Committee shall have the authority to uphold, modify or to overturn the decision of the Township Supervisor.

An unanimous decision of the Grievance Committee will be final. If the decision of the Committee is not unanimous, the employee may move the issue to step 5.

Step 5: Any grievance not settled at step four (4) may, at the option of the employee, be appealed to the Township Board of Trustees in writing within seven (7) working days.

The Township Board shall schedule a hearing within two (2) weeks after the appeal is filed. It shall conduct a full and impartial hearing. Both parties shall be permitted to be represented by counsel and to produce witnesses or any other testimony pertinent to the matter.

The employee shall be entitled to first present the grievance, the rationale for the grievance, witnesses if any, and the desired solution. The Township Supervisor shall then present the Township's position.

The Township Board shall make its decision within seven (7) working days after the hearing is completed. The Board shall attempt to reach a fair and equitable settlement which is satisfactory to both the employee and the Township Supervisor. The Board shall have the authority to uphold, modify or to overturn the decision of the Township Supervisor.

The decision of the Board of Trustees will be final.

All time limits in this process can be extended with mutual agreement between the two parties.

8.0 - Disciplinary Action

8.1 - Employee Conduct

White Lake Township insists upon the highest behavior from its employees in the furtherance of our goal of bringing professional, efficient and courteous service to the citizens of White Lake Township. Employees must always act to maintain the integrity and reputation of the Township and its government. Employees must observe the rules and regulations of the Township as set forth in these provisions, other official Township orders, lawful directions from supervision and department heads and all laws.

8.2 - Cause

Failure of an employee to abide by the Township policies may be cause for disciplinary action up to and including dismissal. Although White Lake Township subscribes to the philosophy of progressive discipline, it is also recognized that there will be exceptions and reserves the option of imposing immediate and strong discipline including immediate dismissal when warranted. Violations will be dealt with through the following disciplinary process.

8.3 - Investigation

In all instances of discipline, the department head will initiate a thorough investigation of the alleged violation. Witnesses will be interviewed and other evidence will be evaluated prior to charges being made. The person conducting the investigation will submit a written report to the employee's department head, making recommendations for the allegations being found, unfounded, or recommending a department head hearing. The department head may be both the investigator and the hearing officer.

8.4 - Hearing

If disciplinary action is recommended, the department head will hold a hearing. Present will be the department head as the hearing officer, the person who conducted the investigation, the employee charged and any representation that the employee needs. The department head will review the investigation, question those present and hear any statement the employee may wish to make. The department head will decide if disciplinary action is warranted.

If the department head finds that the employee is in violation of Township policy, he/she may issue a verbal reprimand, issue a written reprimand, suspend the employee for up to thirty (30) calendar days without pay, or dismiss the employee from White Lake Township employment. The result of this hearing will be provided to the employee in writing within seven (7) working days of the hearing. Any discipline recommended will not be implemented until the entire appeal process is completed, unless it is accepted by the employee.

8.5 - Appeal Process

The decision of the department head may be appealed to the Township Supervisor within seven (7) working days after receiving the written decision from the department head. The Township

Supervisor will review the investigation and the department head's written decision. The Supervisor may uphold the decision, modify the decision or overturn the decision. The

Township Supervisor will provide the employee with the decision, in writing, within seven (7) working days after hearing the appeal.

The decision of the Township Supervisor may be appealed by the employee to the Township Grievance Committee within seven (7) working days after receiving the written decision of the Township Supervisor.

The Grievance Committee will schedule a hearing within three (3) weeks after the appeal is filed. The hearing will be conducted in an orderly manner. It will be confined to the issue of the disciplinary action for the purpose of providing a full and impartial hearing for both sides. Both parties shall be permitted to be represented by counsel and to produce witnesses or any other testimony pertinent to the matter.

The Township's case will first be presented by the Supervisor or legal counsel. The employee or employee's legal council will then be allowed to present the defense. At this hearing the burden of proof shall be upon the Township Supervisor to justify the proposed disciplinary action.

The Grievance Committee shall make its decision on an appeal within seven (7) working days after the hearing is completed. The Committee shall have the authority to sustain the decision, modify the decision or to reverse the decision. The employee shall be notified in writing. An unanimous decision of the Grievance Committee will be final.

If the Grievance Committee cannot arrive at an unanimous decision, the issue will be referred to the Township Board of Trustees within seven (7) working days.

The Township Board will schedule a hearing within three (3) weeks after the appeal is referred. The hearing will be conducted in an orderly manner. It will be confined to the issue of the disciplinary action for the purpose of providing a full and impartial hearing for both sides. Both parties shall be permitted to be represented by counsel and to produce witnesses or any other testimony pertinent to the matter.

The Township's case will first be presented by the Supervisor or legal counsel. The employee or employee's legal council will then be allowed to present the defense. At this hearing the burden of proof shall be upon the Township Supervisor to justify the proposed disciplinary action.

The Township Board shall make its decision on an appeal within seven (7) working days after the hearing is completed. The Board shall have the authority to sustain the decision, modify the decision or to reverse the decision. The employee shall be notified in writing. The decision of the Board of Trustees will be final.

9.0 - Separations from Township Service

9.1 - Abolishing Positions

The Township Board may at any time abolish departments or positions as long as their actions are in compliance with the present labor agreement and the law.

9.2 - Notice of Layoff

In every case of layoff, the Township Supervisor shall give to the employee a written statement of the reasons for such action. Notice of layoff will be given at least thirty (30) days before the effective date .

9.3 - Order of Layoff

Except as otherwise provided, all layoffs shall be made by Township seniority by classification. The individual with the least amount of seniority in position shall be laid off first and the individual with the greatest amount of seniority in position shall be laid off last. Any departure from this practice must have the specific approval of the Township Board.

9.4 - Cause

Employees may be laid off for any of the following reasons:

- 1.) Lack of work for a specific position.
- 2.) Lack of funds for a specific position.

9.5 - Re-employment Lists

The names of persons holding positions in the classified service, who have been laid off, shall be placed on a re-employment list in order of their seniority, the longest seniority being first. The list shall be maintained for a period of one (1) year. If any individual on a re-employment list shall refuse an appointment to a position in the Township service having job requirements similar to the position from which that individual was laid off, and which has the same pay maximum, that individual's name shall be removed from the list. Subsequent entry into the Township service shall be through procedures established for new employment.

9.6 - Retirement

Two pension systems are available to Township employees. Employees hired prior to April 1, 1992 had a choice between the Municipal Employees Retirement System (MERS) and the Manulife Insurance system. Employees hired after April 1, 1992 must enroll in the MERS.

Retirement will be under the terms and conditions of the retirement system at the time of retirement.

The Township shall pay ten percent (10%) of the employee's base pay into the plan each year. The employee shall pay all sums required by MERS for this plan in excess of employer contributions. All maintenance, expenses, and cost of the Pension Plan shall be paid by the Township.

9.7 - Resignation

An employee resigning from Township service shall notify his immediate supervisor at least two (2) weeks in advance of the anticipated resignation.

In the event of resignation, the employee shall be deemed to have resigned on the last actual working day, irrespective of accumulated leave due the employee. All funds due the employee shall be made in a single agreement settlement. Payment of fringe benefits is discontinued upon termination. However, an employee may continue hospitalization and dental insurance under the COBRA continuation coverage at the employee's expense providing that application is made within the required time limit.

10.0 - Payroll

10.1 - Pay Plan

The pay plan for Township employees consists of a rate or range for each class of position.

10.2 - Merit Increase

Advancement to the next step within a specific salary range is called a merit increase. As the term indicates, this increase is based not only on the completion of a specified length of service, but also on the quality of that service.

10.3 - Method Of Payment

All employees will be paid by check every two weeks (biweekly). Checks will be distributed by the Township Treasurer or the immediate supervisor not later than every other Wednesday. (Hourly employees will be paid for the time worked through the preceding Friday).

10.4 - Annual Salary

The employee shall be paid one twenty-sixth (1/26) of the authorized annual salary each biweekly period.

10.5 - Deductions and Withholdings

Certain payroll deductions are compulsory on all paychecks, i.e., income tax and social security. The Clerk's office shall be notified at least 10 days prior to the end of the pay period of any changes in voluntary deductions or withholding allowances desired by and employee. All voluntary deductions shall be authorized in writing.

10.6 - Pay Advances

Paychecks may be issued in advance of normal issue with the approval of the employee's supervisor for emergency or other specific reasons. Payroll advances preceding vacation periods must be requested in writing by the employee fifteen (15) days in advance of such vacation leave.

10.7 - Time Cards

All completed time cards shall be submitted to the Clerk's office on Monday by 9:00 a.m. following the end of each pay period. Time slips will be signed by the employee and the Employee's department head.

10.8 - Payroll Problems

Employees will immediately notify the Clerk's Office of any problems or errors on their paychecks. A written account of the problem and its resolution shall be created by the Clerk's office.

10.9 - Leave Of Absence Without Pay

Except where specifically granted or provided for in other Township policies, all Township paid benefits and accrual of leave shall cease immediately upon expiration of all earned leave time and/or removal from the payroll. An employee may elect to continue in programs where provided at the employee's own expense. In such case, coverage of insurance premiums, etc., shall be paid in advance of any coverage.

10.10 - Overtime Compensation

Career employees shall be paid at a time-and-one-half rate for all hours worked over their regularly scheduled work day or week, unless such hours are a result of a work schedule adjusted at the employee's request. Payroll vouchers for the pay period, including overtime, holiday pay, etc., will be accepted by the Clerk's Office until 9:00 a.m. on the Monday following the end of the payroll period.

10.11 - Classification Changes

10.11(a) - Reclassification

When an employee is promoted from a lower classification to a higher classification, he shall advance to a pay step in the classification which is commensurate with his new classification.

10.11(b) - Demotions

When an employee is demoted to a lower classification, his pay rate shall be reduced to the rate in the new classification.

10.11(c) - Temporary Appointments

When a vacancy is filled by a temporary appointment, the employee shall be paid at the minimum of the approved salary range for the position unless, in the judgment of the department head and Township supervisor, the employee's background or experience warrants a higher pay rate.

10.12 - Call-in Pay

Employees called in to work outside of their regular work hours shall receive a minimum of two (2) hours pay at the appropriate overtime rate unless the call-in occurs within two (2) hours of the start of their regular work shift.

11.0 - Fringe Benefits

11.1 - Eligibility

Employees who are classified as full time employees are eligible for all fringe benefits.

11.2 - Benefits

Following are the fringe benefits:

- Social Security
- Life Insurance
- Hospitalization (Blue Cross/Blue Shield)
- Dental Insurance
- Employees Retirement System
- Accrued Vacation Leave
- Accrued Sick Leave
- Accrued Personal Leave
- Holidays - With Pay
- Longevity Program
- Deferred Compensation

Additional benefits are available on a voluntary basis

11.3 - Separations

An employee separating from the Township has a choice of options regarding reimbursement of moneys he has contributed to the retirement plan. The employee should file an application with the Township Clerk's office indicating the choice of option. Options shall be limited to those allowed in the pension plan.

12.0 - Paid Holidays

12.1 - Eligibility

All classified full-time employees are entitled to the following holidays off with pay.

12.2 - Holidays

New Year's Day	Martin Luther King's Birthday
President's Day	Good Friday
Memorial Day	Independence Day
Labor Day	Columbus Day or Law Day
Veteran's Day	Thanksgiving Day
Post Thanksgiving Day	Christmas Eve
Christmas Day	New Year's Eve

If a designated holiday falls on a Saturday, the holiday will be observed on the preceding Friday.

If a designated holiday falls on a Sunday, the holiday will be observed on the following Monday.

Employees who are on earned vacation when a holiday falls on a scheduled work day will be entitled to an additional day off with pay.

12.3 - Holiday Pay

Time and one half will be paid for all hours worked on holidays, as defined in these provisions, in addition to regular pay for such holiday.

13.0 - Vacation Leave

13.1 – Eligibility For Employees Hired Before 09/15/98

Vacation leave is authorized absence from duty, with pay. The vacation year is the calendar year (January 1 through December 31) applies to all employees except as otherwise provided herein. Full time employees will be granted vacation leave according to the following schedule:

<u>LENGTH OF SERVICE</u>		<u>Vacation Days</u>
<u>At Least</u>	<u>Less Than</u>	
6 mo.	1 yr.	5
1 yr.	5 yr.	12
5 yr.	10 yr.	17
10 yr.	15 yr.	19
15 yr.	20 yr.	22
20 yr.		24

An employee who terminates before 6 months employment is not eligible for vacation Reimbursement.

An employee who terminates before (6) months of service is not eligible for vacation

13.2 - Schedules For Employees Hired Before 09/15/98

After six (6) months of service, vacations may be taken at any time during the calendar year in which they are accumulated.

If both the six (6) month and the one (1) year service anniversary dates fall within the same calendar year, only twelve (12) days of vacation leave will be granted within that calendar year as follows:

After six (6) months of service	5 days
after one (1) year of service	7 days

If an employee becomes eligible for seven (7) additional days vacation in December per the above paragraph, such vacation may be taken in the following calendar year prior to April 1, and prior to the taking of any current year's vacation.

Vacations must be arranged by the individual with his or her department head with at least 30 days notice preceding the beginning date of the vacation.

An employee's vacation pay shall be calculated by reference to the number of regular hours scheduled for that employee per week (i.e. 37 1/2 or 40).

The scheduling of vacation time should be by seniority and in accord with departmental need or seasonal work load.

Vacation time can be taken in (2) two hour increments.

13.1 a - Eligibility for Employees Hired After 09/15/98

(Added 09/15/98)

Vacation leave is authorized absence from duty, with pay. The vacation year is the calendar year (January 1 through December 31) applies to all employees except as otherwise provided herein. Full time employees will be granted vacation leave according to the following schedule:

Full time employees hired after 09/15/98 will be granted vacation leave within the vacation year in which the Length of Service anniversary date occurs according to the following schedule:

<u>LENGTH OF SERVICE</u>		<u>Vacation Days</u>
<u>At Least</u>	<u>Less Than</u>	
6 mo.	1 yr.	3
1	5	10
5	10	15
10	15	17
15	20	20
		22

An employee who terminates before 6 months employment is not eligible for vacation reimbursement.

An employee who terminates before (6) months of service is not eligible for vacation

13.2 a - Schedules For Employees Hired After 09/15/98

(Added 09/15/98)

After six (6) months of service, vacations may be taken at any time during the calendar year in which they are accumulated.

If both the six (6) month and the one (1) year service anniversary dates fall within the same calendar year, only ten (10) days of vacation leave will be granted within that calendar year as follows:

After six (6) months of service	3 days
after one (1) year of service	7 days

If an employee becomes eligible for seven (7) additional days vacation in December per the above paragraph, such vacation may be taken in the following calendar year prior to April 1, and prior to the taking of any current year's vacation.

Vacations must be arranged by the individual with his or her department head with at least 30 days notice preceding the beginning date of the vacation.

An employee's vacation pay shall be calculated by reference to the number of regular hours scheduled for that employee per week (i.e. 37 1/2 or 40).

The scheduling of vacation time should be by seniority and in accord with departmental need or seasonal work load.

Vacation time can be taken in (2) two hour increments.

13.3 - Unused Vacation

A maximum of 7.5 hours of unused vacation time can be carried over through March 31, of the next year with department supervisor approval.

An employee who is laid off, quits, retires, or is terminated, will receive any unused vacation credit including that accrued in the current year. A recalled or re-hired employee who received credit for the current year at the time of leaving for any of the foregoing reasons will have such credit deducted from his or her vacation the following year.

14.0 - Sick Leave

14.1 - Use

Sick days shall be allowed only in cases of actual sickness or disability.

Sick leave may be used for the following purposes:

- (a) Acute personal sickness or incapacity over which the employee has no control. (Note: sick leave may be taken in connection with leave of absence for pregnancy.)
- (b) Absence from work because of exposure to a contagious disease which according to health standards would create a danger to the health of fellow employees and other people.
- (c) Sick time may be used for the employee for doctor's office calls for the employee. (Added 12/18/01)

Employees shall notify their supervisor or department head of any anticipated absence as soon as possible after it is known, but at least within one hour of the start of their normally scheduled work period.

Employees may accumulate a maximum of six hundred fifty (650) sick hours. After six hundred fifty (650) hours of sick leave are accumulated, each employee will receive payment once annually for the amount of sick leave necessary to return the accumulated sick leave to six hundred fifty (650) hours.

Employees with more than six hundred and fifty (650) hours shall be permitted to sell not more than (100) hours per year until six hundred and fifty (650) hours are reached.

Upon separation from service, an employee who has 650 sick hours shall be paid unused accumulated sick leave, not to exceed four hundred (400) hours.

The rate of payment shall be based upon the regular annual salary of the employee at the time of separation. If an employee is separated upon termination of a leave of absence, the rate of payment shall be based upon the employee's regular annual salary that he was receiving at the beginning of his leave of absence. Any sick leave sold according to the above provisions shall not count towards an employee's Final Average Compensation (FAC).

14.2 - Misuse

It shall be the duty of the department head to determine the validity of an employee's request for absence due to illness if a pattern of abuse is evident. The department head shall refuse to allow use of sick days when the results of the investigation shows insufficient evidence to support the employee's claim of illness, or when it is believed that the employee has not exercised a reasonable effort to promptly notify the department of the absence.

14.3 - Proof of Illness

An examination certificate from a physician shall be required as evidence of illness before compensation for an illness period of more than three (3) successive work days is allowed. If an employee takes five or more sick days within the same pay period, the Township may request a physician's statement verifying the illness. A statement from a physician may also be required to verify the employee's fitness to return to his regular duties.

14.4 - Accrual

A full time employee shall accrue sick days at the rate of one (1) working day per month on the last day of each month, or 12 days per year. Sick days will not be used until after they are earned. An employee with less than ninety (90) days of service cannot use sick days.

Employees hired after October 1, 2008 will accrue eight (8) sick days per year, two (2) of which may be used for personal use.

Sick days earned by an employee shall, if not used during the year earned, be accumulated without limit, and shall be kept as credit for future sick days with pay.

An employee transferred from part-time status to probationary status shall accrue sick days from that date forward.

14.5 - Long Term Disability

Employees whose sick days extend beyond three (3) consecutive work days and whose earned sick days have been used up, may be compensated for a period not to exceed ten (10) weeks in any one (1) year at the following rate:

37 1/2 hour work schedule:	\$450.00 per week (Amended 1/2018)
40 hour work schedule:	\$determined by Collective Bargaining Agreement

15.0 - Miscellaneous Paid Leave

15.1 - Personal Business Leave

Classified full time employees will receive six (6) days as of January of the year, to be used at the rate of no more than two (2) days per month with approval of the department head or his designee. The days must be used or they are lost. Should an employee leave their employment with the Township, they will be required to repay the Township the pro-rata days which they had not yet earned but had used. (Amended 09/15/98)

Personnel leave days are eliminated for employees hired after October 1, 2008, unless otherwise negotiated by a collective bargaining agreement. Two days may be used from an employee's sick leave annually for personal leave. (Amended October 1, 2008)

Increments as low as a quarter hour may be taken.

Deleted 15.1 a (12/18/01) See 15.1

No payment will be made for accrued personal leave days at termination of employment for any reason.

15.2 - Bereavement Leave

In case of death in the employee's "immediate family", a consecutive five day leave of absence will be granted with pay, excluding Saturdays, Sundays, and holidays. (Amended 12/18/01)

In case of death of other family members, a leave of absence may be granted with pay for three consecutive days, excluding Saturdays, Sundays, and holidays.

One (1) additional day (that day following the funeral) shall be allowed for travel time for those traveling from a funeral located two hundred (200) miles or more from White Lake Township.

An employee's immediate family shall consist of spouse, child, step child living in household, brother, sister, parent, or a member of the employee's household, who resides permanently in the household.

An employee's other family members shall consist of a, parent of spouse, grandchild, grandparent, brother-in-law, sister-in-law, son-in-law, daughter-in-law, and a step child not living in the household.

15.3 - Jury Duty

An employee who is summoned for jury duty and who provides satisfactory evidence of such jury duty, including the hours of such duty, shall be compensated for those hours spent (in performing jury duty) during such hours the employee was scheduled to work.

Prior notice must be given to the department head of such jury duty and jury duty fees or remuneration earned while performing jury duty during working hours shall be surrendered to the Township treasury. Compensation for mileage to and from court for jury duty may be retained by the employee.

Employees required to serve jury duty shall suffer no salary deduction.

16.0 - Leave Of Absence Without Pay

16.1 Military Leave

An employee who has served three (3) months, but less than one (1) year with the Township, and enters military service, shall be allowed prorated vacation time with a maximum not to exceed five (5) days, paid to him at the time he leaves the Township to enter military service. Vacation and sick leave time shall not accrue during periods of military leave. However, upon reinstatement, for the purpose of determining any vacation time, the years of service with the Township shall be the total of years employment plus years, or fraction thereof, of required military service.

A full time employee who enters military service shall be granted a leave of absence without pay for the duration of the required military duty, and for a period of ninety (90) calendar days after discharge. At any time before the expiration of such military leave, the employee shall have the right to return to employment with the Township provided:

- (1) Employee is still qualified for employment
- (2) Employee has been honorably discharged
- (3) Employee can pass required physical examination

In the event employee's former position is not available or employee is no longer physically qualified for his former position and is able to satisfactorily perform duties of another position, every effort shall be made to place such employee in another position.

Upon reinstatement from military leave to Township employment, employee shall be returned to range and step comparable to that held before leaving for military service.

Employees belonging to the National Guard, Service Reserves or other such units, are permitted to take leave of absence without pay during the annual training period; this leave is not to exceed two (2) weeks per calendar year. Vacation privileges are not affected by such leaves. However, an individual who receives military training leave will automatically be considered last when the schedule for vacation leave is determined. An employee may use vacation time for this absence.

16.2 - Maternity Leave

Maternity related absences shall be treated as a non-duty related disability for purposes of use of leaves and benefits as provided elsewhere in these rules.

Where an employee desires to use sick leaves to cover such absence, the Township shall require the same certifications of doctors as is required in the case of other types of non-duty disabilities before the employee shall be eligible to receive such benefits.

Employees may, at their option, elect to take a leave of absence without pay and benefits to cover all, or a part of, a period of absence due to maternity.

Employees shall notify their department head prior to the seventh month of pregnancy in order to make arrangements for continuation of benefits and/or leave of absence.

16.3 - Disability Leave

An employee may, with the approval of the department head and the supervisor, elect to take a leave of absence without pay or benefits to cover all or part of an absence due to a non-duty related disability.

17.0 - Travel Expense

17.1 - Authorization

It is mandatory that employees driving personally owned vehicles on official Township business have properly licensed vehicles. Further, that they are adequately protected by liability and property damage insurance at their own expense. Department heads shall verify this fact prior to authorization.

Employee transportation, personal vehicle mileage, parking, meals and lodging for authorized Township business or functions (except fire or police emergency calls) shall be reimbursed as authorized in the Expense Reimbursement section of the Township Administrative Policies manual.

Department head approval must be obtained in advance for public transportation or lodging.

17.2 - Reimbursement

All reimbursement requests must be documented on a Request for Payment or Conference and Training Authorization form for submission to the Township Clerk's Office. If the exact cost is unknown, an estimated cost shall be submitted which will then be subject to adjustment. Reimbursements will be based on official township, county or state maps and the most direct routes shall be used.

All expense reports and reimbursement vouchers must be accompanied by receipts or copies of conference programs indicating the actual meal cost. Vouchers exceeding the maximum allowed per meal (or combination of meals per day), or not accompanied by receipts or programs, will be disallowed to the extent costs exceed the maximum allowed or lack documentation as to proof of the expense.

17.3 - Parking

Reimbursement for parking charges is allowable. Receipts must be attached to mileage reports for all such claims.

17.4 - Meals

Reimbursement will be allowed for meals when traveling on official business for the Township, or attending authorized conferences or training away from the established place of work, when the meal is not part of the program.

The authorized meal allowance schedule does not include tips or gratuities, which may be allowed up to a maximum of 15% above the cost of the meal.

17.5 - Expenses Not Reimbursed

Fines for parking or other traffic violations shall not be reimbursed.

Charges for gasoline, lubrication, repairs, towing, and such other expenditures associated with the use of a personal vehicle shall not be reimbursed.

18.0 - Longevity Pay Program

18.1 - Benefit Schedule

The Township shall provide five hundred dollars (\$500.00) longevity pay to full time employees after five (5) years of service. An additional five hundred dollars (\$500.00) will be paid after each additional five (5) years of service.

18.2 - Payment

The longevity payment shall be added to the eligible employee's base annual wage and pro-rated into the biweekly payroll schedule. Partial payments when five (5) year anniversary dates occur will be prorated in that year based on the employees anniversary date

18.03 - Eligibility

Full time employees hired after 09/15/98 longevity pay is not authorized. (Added 09/15/98)

19.0 - Insurance Coverage

19.1 - Life Insurance

A group life term insurance policy in the minimum amount of \$50,000 is provided by the Township for all full time employees and Elected Officials. (Amended January 1, 2012)
All life insurance policies provide a double indemnity clause for accidental death. This policy is effective thirty (30) days after date of hire or election to office.

19.2 - Miscellaneous Insurance

All employees are covered by the Township for liability, unemployment and worker's compensation

Policy Regarding On the Job Injuries:

- A. The Township of White Lake will continue to pay the difference between worker's compensation and base pay to each employee qualifying under this section up to a maximum of (6) months. The employee may apply to the Township Supervisor for an extension. Provided, however, that it is not intended that any employee is to receive more than a full year's pay as a result of this policy.
- B. In the event of a disputed worker's compensation claim, the Township will pay the difference between worker's compensation and base pay for the period if any, that the claim is settled or recognized as compensable under worker's compensation, subject to the provisions of Section A above. (Amended 2/2006)
- C. An employee who is off work because of an on-duty accident or illness and is receiving Worker's Compensation will lose their healthcare or seniority after two (2) years except that their seniority and health insurance will continue if they have made an application for a disability retirement within the two (2) year period and have cooperated and provided timely information as requested by MERS. Until a final disposition is made regarding that request, and as long as the employee meets the obligation above, their seniority and healthcare will continue.

The employee will not lose seniority in any instance where the employee's application for disability is denied and the employee subsequently returns to work. (Amended 8/31/11)

Insurance herewith shall cease when an employee retires or otherwise terminates employment.

20.0 - Health Insurance Program

20.1 - Health Care Insurance

The Township provides hospital and surgical benefits (one per family) for all full time employees through Blue Cross/Blue Shield of Michigan. This program includes a drug prescription and vision rider. The township has the right to self insure and/or utilize plans. The township reserves the right to change all insurance carriers as long as the benefits are equivalent. (Effective 1/1/2009)

~~The Township will pay one hundred percent (100%) of the premium for those employees who enroll in (PPO) Preferred Provider Organization.~~ Removed January 1, 2015

The Township will pay two thousand four hundred (\$2,400) dollars cash per year incentive to eligible employees who elect to decline the Township medical plan. Employees may opt out of the townships health insurance plan at any time during the plan year. The cash incentive will then be prorated for the months the employee was not insured. The payment will be paid to eligible employees in December of each year. (Amended 12/17/96 & 09/15/98)
Employees can only enroll for coverage or change existing coverage during open enrollment or when there is a qualified family status change. (Amended 1/1/2009)

Employees are required to enroll within thirty (30) days from the date of employment if they choose to enroll in the Health Care Program. Any employee failing to enroll within that period cannot enroll thereafter until the annual open enrollment period in August of each year.

The Township will provide health care for retiring employees hired before January 1, 2010 that meet the following criteria. (Amended 09/15/98)

1. 25 years of service and 50 years of age
2. 10 years of service and 60 years of age
3. Employees hired after 09/15/98 will be eligible only if their years of service are with White Lake Township.

Retiree health insurance is eliminated for employees hired after January 1, 2010. A health care savings program will be provided for full time employees hired after January 1, 2010. (Amended 10/1/08 and 9/1/2011)

The Township will carry medical benefits for full-time in house elected officials and their spouses at time of retirement, if they meet 25 years of service and 50 years of age or 8 years of service and 60 years of age. (Added 12/18/01)

Retiree health insurance is eliminated for the public safety group (Elected Officials, Deputies, Police Chief and Fire Chief) if first elected or hired after October 15, 2019. It will be replaced with a health care savings account.

Health care coverage is available for spouses at the employee's expense, payable in advance of any coverage.

The Township will provide Medicare supplemental insurance for retirees who are 65 years of age or older, and have 10 years or more continuous employment with the Township. The retiree must be enrolled in Medicare in order to be eligible for the Township's complimentary coverage. An employee's spouse can continue to be enrolled in the Township's group at the retiree's expense. Such coverage must be paid in advance of any coverage.

Township Board Trustees may enroll in the Townships health insurance plan at the Trustee's expense. Coverage is available for Trustee, spouse and family at the Trustees expense, payable in advance of any coverage. (Amended 12/18/01)

20.2 - Dental Insurance

A dental insurance family policy is provided at Township expense for full time employees. The policy provides one hundred (100%) percent of treatment cost for preventive, diagnostic (except radiographs) and emergency palliative (Class I) services, and seventy-five percent (75%) of the balance of Class I benefits paid by Delta and fifty percent (50%) of treatment costs paid by Delta on Class II benefits. The coverage includes fifty percent (50%) of Class III benefits orthodontic dental service up to age nineteen (19). Maximum contract benefit is \$1,000.00per person total per contract year for Class I and Class II benefits. Delta's payment for Class III benefits shall not exceed a lifetime maximum of \$1,000.00 per eligible person.

20.3 - Cancer Insurance

Cancer insurance is available for full time employees. The Township does not sponsor this program or endorse it but cooperates with employees who desire to avail themselves of this insurance on a strictly voluntary basis through payroll deductions authorized by the employee. This insurance may be continued by the employee through direct payment after retirement

21.0 - Deferred Compensation

Employees may postpone receiving (i.e., defer) up to 25% or \$8,000.00 of their wages, which ever is less until retirement. Such deferred compensation is not subject to withholding taxes until received. The amount deferred is invested through the Aetna Life Insurance and Investment Company. (Amended per Federal Law 1998)

22.0 - Personnel Records

Employee personnel files shall be established and managed by the Township Clerk as required by the Township Administrative Policies and Procedures manual.

The Township Clerk should be informed by the employee of any record change requirements due to marriage, divorce, address change, dependent change, etc.

23.0 - Miscellaneous Provisions

23.1 - Social Security

All Township employees, except those paid on a fee or contract labor basis, shall be covered by Social Security Benefits.

23.2 - Credit Union

Employees may participate in a payroll deduction plan to deposit savings with the Pontiac Municipal Credit Union. Authorization for payroll deductions can be obtained from the Township Clerk.

23.3 - Garnishments

Law requires compliance to the garnishment statutes. When served by such orders, the Township must withhold that portion of an employee's wages to satisfy a garnishment order. Only an order from a court of competent jurisdiction can supersede garnishment demands.

23.4 - Personal Injury

Any employee injured while on Township business or property shall report such injury without delay to their immediate supervisor. An investigation of such incident shall be made to determine liability, equipment failure, lack of training and/or faulty operational procedures.

23.5 - Property Damage

Public or private property damage resulting from an employee's actions shall be reported, in writing, without delay so that an investigation and/or assessment of such damage can be made.

23.6 - Citizen Inquiries

Employees should exercise great care in responding to citizen's inquiries, to ensure that an accurate and timely response is provided. Prompt attention shall be given a citizen's request for information and/or service. The response shall be made in a courteous and professional manner. If an employee cannot respond to a citizen query, the citizen shall be courteously referred to an employee who can respond.

23.7 - Public Criticism

Employees shall not publicly criticize or ridicule a Township official, other employee, the Township government or any policies, programs or actions, when such criticism or ridicule impairs the operation of the Township government or any department thereof when:

- a) The employee knows such criticism or ridicule is false or who makes it with disregard for its truth or falsehood.
- b) The employee has not, before making such criticism or ridicule, made a reasonable effort to communicate the criticism to proper supervisory personnel.
- c) The employee has received an order not to make the criticism or ridicule public, and it has been explained to the employee why making the criticism or ridicule public would tend to impair the operations of the Township government, the effectiveness of a department or the maintenance of discipline or employee morale.

White Lake Charter Township
Personnel Policies and Procedures

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Approved August 1, 1995

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