

VILLAGE OF CENTRAL LAKE

EMPLOYEE POLICIES  
AND  
PROCEDURES MANUAL

Adopted \_\_\_\_\_, 2014

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## INTRODUCTION

### **Section 1.0**     **Statement of Purpose**

The purpose of this manual is to establish a non-binding guideline for personnel policies and procedures. The contents of this manual are not intended to establish and should not be interpreted to constitute any contract or supplement to a contract between the Village of Central Lake and any employee or group of employees of the Village. The Village reserves the right to terminate employees without assigning cause. All employees of the Village are “at will” employees.

### **Section 1.1**     **Approval of Policy**

The Village Council shall approve all personnel policies and amendments.

### **Section 1.2**     **Administration Responsibility**

The Village President of the Village of Central Lake has responsibility for administering this Employee Manual that has been approved by the Village Council. The Village President may take problem solving action keeping the Village Council informed of changes in employment or significant actions as outlined in Section 8.3.

Village employees with supervisory responsibility are required to be familiar with this Employee Manual and should consult the Village President on questions of interpretation before decisions are made or action taken.

### **Section 1.3**     **Scope**

This Employee Manual and everything herein shall apply to all Village of Central Lake non-elected employees except where specifically noted. This Employee Manual shall not apply to any outside contractors.

### **Section 1.4**     **Revisions**

This Handbook may be revised or amended any time only by unanimous vote of the council. A divided vote would require lying on the table, a proposed amendment to the policy for a minimum of one (1) month. After a minimum of one (1) month, the Village Council may approve or disapprove the amendment.

### **Section 1.5**     **Distribution of Policy**

All employees who are subject to the matters contained herein will be given a copy of this Manual and will be required to sign a receipt upon delivery. Further, a copy of this Manual will be kept in each Department Head’s office and every employee will have access to it as arranged by mutual agreement between employee and supervisor.

**Section 1.6**     **Policy Exceptions**

The Village President may make exceptions to policy only after approval from the Village Attorney in emergency situations.

**SELECTION**

**Section 2.0**     **Selection Policy**

The Village of Central Lake shall select qualified people who meet the standards of job skills, education, experience, honesty and integrity that are needed in order to provide services to the citizens of this Village.

The Village of Central Lake is an equal opportunity employer whose policy is to select personnel and conduct all personnel activities without regard to religion, race, sex, color, national origin, age, height, weight, marital status or handicap condition.

**Section 2.1**     **Size of Work Force**

The Village Council is responsible for the creation of all positions consistent with needs and budgetary limitations. The Council is responsible for initiation layoffs and ordering recalls, based on the recommendations of the Village President.

**Section 2.2**     **Recruitment**

The Village President shall be responsible for the recruitment of all Village Personnel. Recruitment procedure shall be as follows:

- (a)     There will be a public posting of the vacant or new position at the Central Lake Governmental Center.
- (b)     Concurrent with the posting, the position may be advertised in local newspapers and, if applicable, technical and/or professional publications or other publications.
- (c)     Present employees will receive promotional consideration for any position for which they are qualified and for which they apply.

Posted job titles shall contain the job title, job summary, minimum qualifications and the phrase “an equal opportunity employer.” The Village President shall be responsible for the development of the notices and advertisements.

**Section 2.3**     **Applications**

Persons desiring employment with the Village must complete an application form, which must be approved by the Department Head and Village President and submit the application and a resume, if required, to the appropriate office. The location of the office will be contained in the listing of the employment notice.

#### **Section 2.4     Screening**

Following the deadline for submission of applications, the Finance and Personnel Committee, with assistance from the Department Supervisor, shall determine which applicants possess qualifications that meet the position's minimum qualifications. Further screening may include checking references and verifying past employment. Where applicable, applicants may be required to show proof of any education, skill, license or certification required to perform the job. Any qualified applicants may be subjected to disciplinary action, termination or rejection of applicant as deemed appropriate by the Village Council.

#### **Section 2.5     Interviews**

Interviews will be conducted by Finance and Personnel Committee. The interview will be conducted to further evaluate the training, experience and skill of the applicant as well as to inform the applicant of the salary, benefits, organizational structure and other relevant information about the position.

#### **Section 2.6     Driving Record**

Employees, who are required to operate Village vehicles as, a normal part of their assigned duties, shall have their driving records reviewed upon hire. Thereafter, driving records may be reviewed annually. Employees who have accumulated six (6) points or more may be prevented from operating Village vehicles until he/she can demonstrate an improvement in his/her driving performance. Employees who have accumulated nine (9) points or more or who have been convicted of a serious traffic offense, as defined below shall be subject to action as defined in Section 8.3 of this policy. Reviews of driving records shall be completed by the Department Supervisor and recommendations made to the Village Council.

Serious traffic offenses shall be defined as any alcohol or drug related misdemeanor, reckless driving or any felony traffic offense. Civil infractions or parking tickets are not considered serious traffic offenses. Provisions set forth in this policy shall supersede any requirements, where applicable, set forth in the Village of Central Lake Commercial Driver's License (CDL) Policy.

#### **Section 2.7     Employment of Relatives**

The Village Council shall consider the application of relatives of current employees if the hiring of the person for the specific position in question would not constitute a conflict of interest and would not present management problems or other disruptions of the normal operation of business.

#### **Section 2.8     Hiring Decisions**

The Village Council has final approval in all hiring situations.

## EMPLOYMENT

### **Section 3.0**     Equal Employment Opportunity

An employee of the Village who alleges that he/she has been discriminated against because of any of the factors mentioned in Section 2.0 or on any other basis shall be entitled to a hearing before the Village Council.

Any employee of the Village who alleges discrimination may file a written complaint with the Village Council within thirty (30) days after the alleged act or omission occurs which forms the basis of the complaint.

The failure of any employee of the Village to file such a written complaint with the Village Council within thirty (30) days after the alleged act or omission occurs shall waive any and all further rights to any hearing before the Village Council.

The Village Council may provide for reinstatement of any employee, adjustments in pay of any employee and provide or grant any and all other relief which may be appropriate in the opinion of the majority of the Village Council in the event that after holding such a hearing, a majority of the Village Council determines that in fact the Village has discriminated against any employee.

### **Section 3.1**     Orientation

All new employees, on the first day of employment, will complete any necessary forms. The Department Supervisor will then review general work rules and policies with the employee. Each new employee will then review the Employee Manual on his/her own time and sign a statement within three (3) days of receipt indicating that he/she has received a copy. Any questions regarding the personnel policies and procedures will be answered at this time.

### **Section 3.2**     Personnel File

A personnel file shall be maintained for each employee containing information necessary for effective personnel administration. Each file will consist of three (3) parts: General, Medical and Policy Violations. The general file may contain the following: application for employment, resume, beneficiary information, orientation reports, letters of commendation, record of training, record of positions held, performance reviews, record of leaves, retirement information and other similar matters. The medical file is a sequestered file maintained under separate lock but is considered a part of the employee's personnel file. It will contain physician's reports, reports of physical examinations, medical documents, reports of injuries, insurance records and other similar matters. The policy violations file is a sequestered file that will be kept with the medical file. This file will contain any matters of violating policy which pertain to the employee.

Employees are required to notify the Village Clerk of any changes in their dependent status, address, telephone number of person to notify in case of emergency within five (5) working days after such changes occurs.

The personnel files are maintained by the Village Clerk. The general section may be viewed by all elected officials and by Department Heads for employees within their own department. The medical

files are sequestered and may only be viewed by persons authorized in writing by the individual employee or pursuant to law. All personnel files will be kept in the Village Office.

Employees are given the opportunity to periodically review their records and to receive copies of items therein in accordance with state statutes. Personnel files must be viewed during normal business hours and no personnel file shall leave the Village office for any reason unless approved by the Village President. After termination, personnel files will be kept as long as space permits.

### **Section 3.3     Promotions**

Promotions are based upon job related skills, abilities, education, past job performance and past work reliability. The selection decision will be based on the qualifications of the applicants and the operational needs of the Village.

Should the employee prove unsuited for the position after his/her promotion, then at the discretion of the Village Council, he/she may be removed from the position and returned to his/her former position for which the Department Supervisor deems the employee to be qualified. Consideration for the selection of promotions is open to all Village employees who meet the minimum qualifications established for the position.

### **Section 3.4     Layoff and Recall**

In the event the Village Council determines that the staffing level is to be reduced or the Village President recommends such, the Village Council shall make the final determination. Employees will be laid off and recalled with regard to the needs of the Village.

Employees may be maintained on a layoff status for a maximum period of twenty six (26) weeks. During this period, the laid off employee will be contacted should a suitable position become available.

## **HOURS OF WORK**

### **Section 4.0     Standard Work Week**

The standard work week shall be forty (40) hours consisting of five (5) eight (8) hour days. Part time employees may have regular schedules of less than forty (40) hours per week.

(A full-time employee is considered as: An employee who works at least forty (40) hours of work per week for forty (40) weeks per year)

For the purposes of accounting, the work week shall commence at 12:01 a.m. Saturday and end at midnight the following Friday.

### **Section 4.1     Pay Period**

Payday will be scheduled biweekly. The pay to be received shall be for the previous weeks worked. All hourly employees shall record their hours worked on a time sheet provided by the Village. The time sheets are to be turned in every Friday. The immediate supervisor will review and approve the employee's hours.

**Section 4.2     Breaks**

Two separate breaks consisting of fifteen (15) minutes each and one unpaid lunch break consisting of thirty (30) minutes will be given to each hourly employee during an eight (8) hour shift. The immediate supervisor will coordinate all breaks and any employee may be called off break when the interest of the Village necessitates this action.

**Section 4.3     Absence**

An employee is considered to be absent if he/she is not present during his/her scheduled work hours. An employee who is absent or who expects to be absent for any reason is required to notify the immediate supervisor within thirty (30) minutes of their scheduled starting time.

An absence may be excused or unexcused. An unexcused absence shall be defined as that which is not presented as excused by this policy manual. The immediate supervisor shall report all unexcused absences to the Village President. Any employee who has an unexcused absence for three (3) consecutive days will be subject to actions which are mentioned in Section 8.3. Any employee who has repeated unexcused absences, but not on consecutive days, shall be subject to the same action(s).

**Section 4.4     Tardiness**

An employee is considered tardy if not at work and ready to begin work immediately at the scheduled reporting time. Tardiness may be excused or unexcused. Tardiness shall be excused or unexcused by the immediate supervisor. The immediate supervisor shall report unexcused tardiness to the Village President. Tardiness is not acceptable and may subject an employee to actions outlined in Section 8.3.

**Section 4.5     Overtime**

All hourly employees will receive overtime pay in accordance with the Fair Labor Standards Act, as amended. The Department Supervisor must approve all overtime. If work in excess of forty (40) hours in one week is necessary, the hourly employee must have prior authorization from the Department Supervisor. Hourly employees responding to emergency conditions do not need prior authorization. Hourly employees working overtime shall be paid at the rate of time and one half (1-1/2) Any hourly employee working on a holiday shall be paid at the rate of time and one half (1-1/2) regardless of whether or not it is in excess of forty (40) hours in one week. (This does not include weekends).

**COMPENSATION**

**Section 5.0     Evaluation**

The immediate supervisor will evaluate each employee annually, prior to budget preparation. The anniversary date shall be defined as the first day of employment. The Village President shall review the evaluations. If the evaluation proves unsatisfactory, the matter shall be referred to the Finance and Personnel Committee for the final decision on the appropriate action to be taken. If the employee feels he/she has been unfairly evaluated, an appeal may be filed and brought before the Village Council.



**Section 5.1     Job Descriptions**

Job descriptions are written by the Department Supervisor/Personnel Committee and approved by the Village Council. These may be reviewed and revised from time to time. If an employee feels his/her duties have changed during the year, he/she may request in writing that his/her job be reviewed to determine if a change is necessary. Changes will be approved if, in the opinion of the Village President, an employee's duties have changed significantly. The Village Council must approve final changes.

Duties listed in the job descriptions are meant as a general guide and are not all inclusive. An employee may be required to perform tasks not specifically listed in the job description but which are directly related to the position.

**Section 5.2     Pay Scale**

All salaries and wages must be set by the Village Council annually but may be based upon the recommendations of the Village President. The Council shall authorize exceptions to the pay scale.

**Section 5.3     Wage Advances**

The Village will not advance money to employees against wages unearned or currently being earned by them. Employees may receive their paychecks early when leaving on vacation and will not be able to receive paychecks on the next normally scheduled payday.

**Section 5.4     Former Employees**

If a former employee who quits or was terminated is rehired, he/she shall be deemed as a new employee when considering any accumulated benefits (i.e. sick days, vacation, etc) or rate of pay provided a period of fourteen (14) days has lapsed between the date of employment and date of employment begun.

**Section 5.4     Exceptions**

This personnel policy shall be in effect for all personnel policy issues which are NOT specifically addressed in any employment contract.

**SAFETY**

**Section 6.0     General Policy**

Each Village employee shall follow Federal, State and local safety regulations and shall use all safety equipment provided by the Village. Failure to observe this requirement or to properly complete an accident report shall subject an employee to actions outlined in Section 8.3. Any unsafe conditions should be reported to the employee's immediate Supervisor as soon as possible.

**Section 6.1     Operation of Vehicles**

Employees who operate Village owned vehicles shall have safe driving records, valid state driver’s licenses; valid commercial driver’s license (if applicable) and abide by ALL relevant traffic related laws. Operating a Village owned vehicle in an unsafe manner is grounds for action listed in Section 8.3.

**Section 6.2     Injuries**

Injured employees must report on-the-job injuries, even minor ones, at once to the immediate Supervisor or Village President. An accident report shall also be completed and submitted to the Village Clerk within twenty four (24) hours of the accident. Off duty injuries serious enough to require medical attention or cause a loss of time from the job must also be documented with an injury report.

An accident/incident reports forms are available by the immediate supervisor or in the clerk’s office

**EMPLOYEE GUIDELINES**

**Section 7.0     Political Activity**

Employees are free to express their wishes and desires concerning political activities. Employees who become candidates for an elected Village office must request a leave of absence, without pay, at the time he/she complies with candidacy filing requirements.

Employees may not use their Village position for any political purposes nor engage in political activities during working hours. Banned political activities during working hours include, but are not limited to, wearing political buttons, soliciting political contributions, displaying political bumper stickers or posters on Village vehicles or property or distributing political materials.

**Section 7.1     Personal Use of Village Equipment, Labor or Supplies**

Employees are permitted to make and receive brief personal telephone calls. While such calls are permitted, employees must use discretion and keep such calls to a minimum in terms of both frequency and duration.

The utilization of Village equipment, labor and supplies for personal use is prohibited, with the exception of the Village truck and the Village police car which may be used as deemed necessary by the Council or the Village President in an emergency. The Department Supervisor and the Finance and Personnel Committee shall have discretion over the action(s) to be taken in cases of misuse.

**Section 7.2     Collections, Solicitations and Petitions**

Employees are not permitted to solicit donations, sell merchandise or circulate petitions to the public or to each other during working hours.

**Section 7.3     Housekeeping**

The appearance of Village premises relies on the Village employees. Employees are required to observe the following rules:

- (a) The immediate Supervisor must approve any items that are to be placed on wall surfaces, doors and columns;
- (b) The position of furniture and equipment should not be changed unless approved by the immediate Supervisor. Necessary repairs and defective or hazardous conditions should be reported to the immediate supervisor as well;
- (c) Trash and bottles should be deposited in their appropriate areas not left in view of the public;
- (d) It is the responsibility of all employees to keep sanitary facilities clean. Employees are urged to be neat in the use of such facilities;
- (e) All Village property should be taken care of and accounted for in an appropriate manner.

**Section 7.4     Security**

Employees may be issued keys to Village property if approved by the immediate Supervisor. The Village President will have authority in areas of dispute. An employee who is found in possession of an unauthorized key will be subject to actions outlined in Section 8.3

If an employee loses a key, he/she is required to report the loss to the Department Supervisor immediately upon discovering the loss. When termination of employment occurs, the employee must turn in all copies of Village keys prior to receiving his/her last paycheck.

**Section 7.5     Dress Code**

All employees shall groom themselves and dress according to the nature of their job. Employees shall wear uniforms in accordance to their job, while office employees shall wear appropriate dress during work hours.

**Section 7.6     Outside Employment**

Outside employment is discouraged but permitted. Full time employees may accept employment in addition to their work with the Village provided:

- (a) Such employment does not constitute a conflict of interest with the employee's Village duties;
- (b) Such employment does not interfere with the employee's job with the Village;
- (c) Such employment does not occur during the employee's regular working hours;
- (d) Such employment does not occur while the employee is on sick leave;

- (e) The Village President is made aware of the employment before it is accepted so that a determination may be made as to possible conflict;
- (f) Such employment does not physically or mentally exhaust the employee to the point that their performance may be affected;
- (g) Such employment does not require that any special consideration be given to scheduling of the employee's regular work hours;
- (h) Such employment does not bring the Village into disrepute or impair the operation or efficiency of the Village in any way.

**Section 7.7 Gifts and Gratuities**

Employees shall not solicit or accept from any person, business or organization any gift for the benefit of the employee or their department if it may reasonably be inferred that the person, business or organization has an interest which may be substantially affected directly or indirectly by the performance or non-performance of any official duty.

**Section 7.8 Confidential Information**

Confidential information shall be defined as any information, facts or data that is sensitive to the functions of the Village and is not covered by the Freedom of Information Act, as amended.

Employees shall not release information about the Village, its employees or its activities to the press or to others unless authorized to do so by the Village President. Confidential information, including methods or procedures used for handling a specific case shall not be repeated or discussed with other employees unless necessary for the conduct of daily business.

See Section 13 regarding Policy for Social Security Number Protection.

**Section 7.9 Conflict of Interest**

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

**Section 7.10 Falsification of Records**

Any employee who falsifies any Village record shall be subject to actions outlined in Section 8.3

**Section 7.11 Smoking Policy**

Smoking is strictly prohibited within all company work areas and public spaces including conference rooms, private offices, reception areas, restrooms, stairwells, hallways and any and all work vehicles including equipment.

No additional breaks beyond those allowed under the Company's break policy may be taken for the purpose of using tobacco products. Employees may smoke outside during breaks.

Any violations are subject to actions outlined in Section 8.3.

**POLICY VIOLATIONS**

**Section 8.0 Purpose**

The Village has established guidelines of conduct for all employees to follow in order to insure the precise and efficient operation of the Village business as well as maintain order in the workplace.

**Section 8.1 Guidelines of Employee Conduct**

The following list of guidelines for employee conduct are not intended to be all inclusive and each Department may have additional, specific departmental rules, regulations and guides for conduct which are applicable to employees working in that Department. All employees of the Village are considered "at will" employees for the duration of their employment. An employee can be subject to action(s) outlined in Section 8.3 for ANY of the following violations:

- (a) Violation of any of the rules, procedures or guides to employee conduct set forth at any place in this Manual or any other manual adopted by the Village Council;
- (b) Unauthorized possession of property belonging to employees, the Village or visitors;
- (c) False statements on the employment application, giving false information at the time of employment or falsifying other personnel records;
- (d) Immoral conduct or indecent behavior during working hours;
- (e) Conviction of a felony;
- (f) Provoking or instigating a fight or fighting during working hours or on the Village premises or reporting for work under the influence of alcoholic beverages or illegal drugs;
- (g) Possession or consumption of any alcoholic beverages or illegal drugs on Village premises during normal working hours;
- (h) Soliciting, sale of or distribution of illicit or illegal drugs;
- (i) Falsification of Village records;

- (j) Insubordination or failure to perform duties in the manner prescribed or refusal to carry out the reasonable instruction from immediate supervisor or failure to accept work schedule as assigned;
- (k) Doing any kind of work for personal monetary gain while on a medical leave;
- (l) Violation or disregard of common safety practices;
- (m) Misuse, abuse, waste or destruction of Village property or the property of an employee;
- (n) Engaging in horseplay or scuffling where an injury or property damage may result;
- (o) Failure to observe parking and traffic regulation during working hours, exception is made for DPW workers and Law Enforcement, in the carrying out of street operations;
- (p) Being habitually tardy or absent or being absent without authorization;
- (q) Contributing to unsanitary or poor housekeeping;
- (r) Causing the loss of material or parts due to carelessness;
- (s) Wasting time, loitering or leaving the place of work during working hours without permission from the immediate Supervisor;
- (t) Posting, altering or removing any matter from bulletin boards or Village property unless specifically authorized;
- (u) Gambling and/or card playing on work time or on Village premises;
- (v) Threatening, intimidating, coercing or interfering with employees;
- (w) Distributing written or printed matter of any type on Village premises unless approved by the Village President;
- (x) Making false or malicious statements about any employee or the Village;
- (y) Lying to the Village President or any member of the Council;
- (z) Sleeping on the job during working hours;
- (aa) Unauthorized possession of firearms or explosives;
- (bb) Discourtesy to the public;
- (cc) Release of information without authorization;

- (dd) Having an unsatisfactory driving record;\*
- (ee) Testing positive on any drug or alcohol test administered or supervised by the Village or any other company; \*
- (ff) Violating any other commonly accepted standards of workplace behavior.

*\*These policy violations and the procedures listed in Section 8.3 shall supersede any applicable requirement in the Village of Central Lake Policy.*

## **Section 8.2 Policy Prohibiting Sexual Harassment**

The Village of Central Lake disapproves of any form of sexual harassment involving any of its employees in the employment relationship. The Village has a firm belief and has established a policy that all employees are entitled to a work environment free of discriminatory harassment based on sex.

Sexual harassment is broadly defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature. This conduct will be unlawful when:

- (a) Submission to the conduct is explicitly or implicitly a term or condition of an individual's employment;
- (b) Submission to or rejection of this conduct is basis for employment conditions;
- (c) This conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Employees, without any fear of reprisal, have the responsibility to bring any form of unlawful sexual harassment to the Village President's attention. Upon knowledge or request, the Village President will investigate the circumstances of any person who believes that he/she is the object of sexual harassment and review the results of the investigation with the person. Action(s) that may be taken against an employee for sexual harassment are outlined in Section 8.3.

## **Section 8.3 Procedures for Policy Violations**

The Village may impose any of the following types of actions to respond fairly to employee misconduct. The Village may take an action that is not outlined below. Prior to any action, the Village Council shall conduct a thorough investigation into the alleged offense. If the employee is not satisfied with the action taken or procedure used, the employee may appeal the decision through the State Labor Department.

Any of the following actions may be taken, in any order, for violations of this policy:

- (a) **Verbal counseling**
  - (1) The immediate Supervisor will discuss the offense with the employee in his/her own department;

- (2) The employee will be informed of what action may be taken if the misconduct continues;
- (3) A memo documenting the verbal counseling will be placed in the employee's personnel file. After one year, the memo detailing the verbal counseling will be removed.

**(b) Written warning**

- (1) The immediate supervisor will discuss the offense with the employee in his/her department;
- (2) The employee will be told what potential action may be taken if another violation occurs;
- (3) A warning memo stating the offense and potential action will be prepared by the immediate Supervisor. The immediate Supervisor will then review the reprimand memo with the employee. The employee will receive a copy and a copy will be placed in the employee's personnel file. Signatures from the immediate Supervisor and employee will appear on the memo indicating the employee has read and received the memo. The employee's signature does not imply agreement with the action taken; it merely acknowledges receipt. Further, the employee may also have a written letter placed in their file if he/she disagrees with the action taken. After one year, the memo detailing the written warning will be removed;
- (4) The immediate Supervisor shall notify the Village President of the action taken;
- (5) If another violation occurs, the immediate Supervisor shall refer the employee to the Village Council. Any further violations shall be referred to the State Labor Board.

**(c) Suspension**

- (1) The Village President and the Finance and Personnel Committee will review the offense with the employee in order to give the employee an opportunity to state his/her case.;
- (2) A record of the meeting stating the offense and length of suspension, without pay, will be prepared by the Village President. The suspension memo will be reviewed by the employee. The employee will receive a copy and a copy will be placed in the employee's personnel file;
- (3) The employee will sign the form indicating he/she has read and received the suspension memo. The employee's signature does not imply agreement with the action taken it merely acknowledges receipt. Further, the employee may



also have a written letter placed in their file if he/she disagrees with the action taken. After one year, the memo detailing the suspension will be removed.

**(d) Discharge**

- (1) The Village President and the Finance and Personnel Committee will review the offense with the employee in order to give the employee an opportunity to state his/her case;
- (2) A record of the meeting will be prepared stating the offense and the action to be taken. The employee will receive a copy and a copy will be placed in the employee's personnel file. The employee will sign the memo indicating he/she has read and received the discharge memo. The employee's signature does not imply agreement with the action taken it merely acknowledges receipt. Further, the employee may also have a written letter placed in their file if he/she disagrees with the action taken;
- (3) The employee will be terminated pending final approval of the Village Council. A discharged employee may appeal the discharge in accordance with the grievance procedure as outlined in Section 8.4.

**Section 8.4 Grievance Procedure**

All employees are eligible to use the grievance procedure to present and settle disputes concerning the administration and interpretation of this policy and other work related actions except that probationary employees may not appeal a discharge action. All employees MUST follow the following steps in order to secure formal problem or grievance resolution:

- (a) Employees wishing to discuss a problem must approach their immediate supervisor within five (5) working days following the action initiating the complaint and attempt to settle the difference on an informal basis. It is the employee's responsibility to assure that the immediate supervisor is aware of the nature and seriousness of the problem. Every effort shall be made to satisfactorily settle the complaint in this manner;
- (b) If the problem is not satisfactorily resolved through step (a), the employee may at his/her discretion approach the Village President within four (4) working days after meeting with the immediate supervisor and following the remainder of the steps outlined above;
- (c) After meeting with the Village President, if the problem is still not resolve, the employee may present the problem, in writing, to the Village Finance and Personnel Committee at the next regularly scheduled meeting. Only in an unusual circumstance will the employee be granted a special meeting. In either case, the Village Finance and Personnel Committee shall have five (5) working days in which to give the employee a written response;
- (d) If the problem is not resolved after following steps (a) through (c) above, the employee may present the problem to the Village Council at the next regularly scheduled meeting.

Only in an unusual circumstance will the employee be granted a special meeting. The Village Council will give the employee a written response by the next regularly scheduled meeting. The Village Council shall have the final and official ruling of the Village.

**Section 8.5     Representation**

The employee, at his/her own cost, may elect to have counsel at the Village Council meeting but must advise the Village of this action in advance.

**TERMINATING EMPLOYMENT**

**Section 9.0     Resignation**

The Village requests that employees who plan to resign voluntarily notify the Department Supervisor of the intention in a letter at least two (2) weeks prior to the effective date of the resignation so the Village can take the necessary steps to arrange for the employee's replacement.

Any necessary paperwork must be filled out and any Village property must be returned before the release of the employee's final paycheck.

**Section 9.1     Discharge**

The Village President will give written notice of termination of employment to any employee whose employment is terminated by the Village.

**Section 9.2     Retirement**

For those employees considering retirement, the Village requests at least thirty (30) days' notice.

**Section 9.3     Death**

In the event of the death of an employee while on duty, the primary responsibility for contacting members of the family rests with the Village President. Unless distance precludes attendance at the funeral, the deceased employee's immediate supervisor and his/her fellow employees are allowed to attend the funeral. The Village office shall have the necessary insurance forms completed and will assure that checks and any vacation allowance due shall also be sent to the proper survivor.

**TRAVEL**

**Section 10.0    Approval**

The immediate supervisor must approve all travel on local Village business. The Village President must grant prior approval for attendance at and travel to workshops, seminars, etc.

### **Section 10.1 Mileage**

The Department Supervisor must approve the use of an employee owned vehicle on local Village business. Employees using their personal vehicle for Village business will be reimbursed at the current United States Internal Revenue Service (IS) allowable reimbursement rate. Mileage will be documented on a travel expense form and submitted to the Village Clerk. Mileage will be paid on a monthly basis.

Traffic and/or parking fines will not be reimbursed and no employee will be reimbursed for travel from his/her home to their place of regular employment.

### **Section 10.2 Lodging**

Generally, employees traveling on Village business will have their lodging reimbursed for actual, reasonable expenses incurred. Employees must obtain receipts for lodging and attach them to the travel expense form then submit these items to the Village.

When an employee on travel status shares a hotel or other lodging with other travelers, reimbursement will be as follows:

- (a) If hotel or other lodging is shared with one or more travelers who do not receive travel reimbursement from the Village, reimbursement will be at the single occupancy rate of the hotel or motel regardless of the number of persons and/or rooms occupied. The single occupancy rate should be noted on the receipt.
- (b) If hotel or other lodging is shared with one or more travelers who do receive travel reimbursement from the Village, reimbursement will be divided equally depending on the number of persons.

### **Section 10.3 Meals**

While traveling on Village business, employees will be reimbursed for actual expenses incurred for meals (excluding alcoholic beverages) up to the following amounts: Breakfast: \$8.00; Lunch: \$12.00 and Dinner: \$20.00.

Employees must obtain receipts for meals and document all expenses on the expense form. Failure to do so may result in a situation of non-reimbursement. It is recognized that gratuities are a necessary expense of doing business. Reimbursement shall be granted but in no case shall exceed fifteen percent (15%) of valid charge. Further, gratuities are to be included in the maximums already set forth in this Section. This should also be recorded on the expense form.

### **Section 10.4 Other Expenses**

Reimbursements for other expenses, such as baggage handling, tolls, taxis, public transportation and other attendant expenses will be allowed. Under no circumstance will expenses of a personal nature be included in a charge against public funds. The reimbursement for the use of taxis or other forms of public transportation shall be limited to trips necessary for the conduct of official Village business.

**Section 10.5 Travel/Expense Forms**

Travel/Expense forms, available from the Village office, will be completed to include the following information:

- (a) Date and time of departure from the Village
- (b) Date and time of the return to the Village
- (c) Purpose of the trip
- (d) Destination
- (e) Total distance traveled in miles if driven
- (f) Record of all meals, lodging and other expenses incurred on the trip with receipts attached
- (g) Amount to be reimbursed

**Section 10.6 Compensation While Traveling**

Employees who are on travel status will be compensated for time worked only. Time worked includes business related activities and may include transportation to and from the activities. Time worked does not include lunch breaks, entertainment and overnight lodging. The Village President shall determine time worked based on the employee's travel/expense form.

**EMPLOYEE BENEFITS**

**Section 11.0 Holidays**

The following days shall be considered paid holidays for regular full-time Village employees:

- (a) New Year's Day - January 1
- (b) Good Friday (1/2 day) as declared
- (c) Memorial Day as declared
- (d) Independence Day – July 4
- (e) Labor Day - First Monday in September
- (f) Thanksgiving Day - Fourth Thursday in November
- (g) Christmas Eve (1/2 day) - December 24
- (h) Christmas Day - December 25
- (i) New Year's Eve - December 31

If any holiday falls on a Saturday or Sunday, the previous Friday or the following Monday shall be considered the paid holiday. For example, if Independence Day falls on Sunday, the following Monday shall be paid time off. If it falls on Saturday, the previous Friday shall be considered paid time off.

Part time employees shall receive holiday pay for the hours they would have been scheduled to work on the holiday provided they have worked a minimum of twenty (20) hours in the week during which the holiday falls. The amount of pay shall not exceed the number of hours that the employee was scheduled to work that particular day.

### **Section 11.1 Vacations**

The following vacation schedule will apply to all full time employees based on the fiscal year:

- (a) Five (5) working days [one week] after one (1) year of continuous employment
- (b) Ten (10) working days [two weeks] after three (3) years of continuous employment
- (c) Fifteen (15) working days [three weeks] after ten (10) years of continuous employment
- (d) Twenty (20) working days [four weeks] after twenty (20) years of continuous employment

A full time employee who has worked a minimum of ten (10) continuous years may opt to receive full payment for up to five (5) vacation days in lieu of time off. When the employee's anniversary date does not coincide with the fiscal year, all increased vacation time will be prorated for that fiscal year. All vacation days must be taken within the fiscal year. Unused vacation time shall be forfeited at the end of the fiscal year.

All vacations must be requested at least two (2) weeks in advance (except in the case of emergency) on the Request for Time Off form. The form must be signed by the Village President or the Chairman of the Finance and Personnel Committee. Employees are required to request vacation time as far in advance as possible. If vacation days requested will disrupt the needs or schedule of the Department, an employee may be asked to choose another time.

### **Section 11.2 Personal Days with Pay**

After one (1) year of employment, all full time employees shall be awarded five (5) days on their anniversary date. Unused days shall be forfeited at the end of the fiscal year. At no time will any employee accrue more than five (5) days.

Personal days must be requested twenty four (24) hours in advance unless due to illness and must not interfere with important Village business. In any emergency, the Department Supervisor shall have sole discretion on whether or not the personal day will be granted. . There shall be no compensation for unused personal days upon resignation, discharge, retirement or death or any other severing of employment with the Village.

**Section 11.3 Bereavement Leave**

Full time employees shall be paid their regular daily rate of pay for a maximum of three (3) days absence from regular working days upon the death of a member of their immediate family. Immediate family shall be defined as the following:

- (a) Grandparents
- (b) Parents
- (c) Spouses
- (d) Children and their spouses
- (e) Grandchildren
- (f) Brothers or sisters
- (g) Parents-in-law
- (h) Brother or sister in-law

Bereavement leave must be requested on the Request for Time Off form.

**Section 11.4 Military Leave**

The Village shall comply with all State and Federal laws in respect to military leave. Further, the Village will not penalize any employee by loss of opposition, seniority or salary level. However, the Village will not pay the employee for the duration of the military service.

**Section 11.5 Jury Duty and Subpoena**

In the event an employee is summoned for jury duty and actually serves, the employee shall be paid the difference between the jury duty stipend and his/her regular pay for a period not to exceed two (2) weeks. After two (2) weeks, the employee may use accumulated vacation leave, if necessary. An employee who is subpoenaed as a result of an off duty accident or is involved in an accident while on duty and must attend court shall suffer no loss of pay.

**Section 11.6 Insurance**

After ninety (90) days of full time employment, employees, their spouses and dependents are eligible for the following types of insurance:

- (a) Health Insurance
- (b) Dental payment

**Section 11.7 Retiree Health Insurance**

Employees with twenty (20) years of service prior to March 10, 2008, who retire at the age eligible for Medicare and their spouse, are provided with supplemental health insurance.

**Section 11.8 Workers Compensation Insurance**

All employees are covered by Workers Compensation Insurance for disability or death as a result of accidental injuries or occupational diseases suffered in the course of employment. All injuries, even minor ones, must be reported immediately to the Supervisor and a report made to the Village President within twenty four (24) hours of the incident.

**Section 11.9 Leaves of Absence**

A full time employee of the Village may be granted a leave of absence for reasonable cause provided that such leave does not cause an unreasonable disruption of work. Requests for leaves of absence must be submitted in writing to the employee's immediate supervisor stating the length of the requested leave and the reason for the leave. The Finance and Personnel Committee shall consider such requests for approval.

A leave of absence shall be a leave without pay and, depending upon its duration, all Village benefits may be terminated. The Village will carry insurance benefits until the next billing date or for thirty (30) days, whichever is shorter. Employees will be allowed to remain in the Village's insurance group if they reimburse the Village for the premiums. Employees on an approved leave of absence do not lose their accrued seniority or accrued benefits such as vacation, personal days, etc. but they do not accrue additional seniority, vacation, personal days, etc.

Requests for leaves of absence will be granted only under one (1) or more of the following conditions:

- (a) Any situation(s) which may be covered under the Family Medical Leave Act;
- (b) The full time employee has been on the regular payroll for six (6) months or more;
- (c) The requested leave is one in which unusual circumstances exist or one which will benefit both the Village and the employee;
- (d) The employee must intend to return to the Village at the end of his/her leave of absence;
- (e) Work requirements must permit the employee's absence without unreasonable disruption of work;
- (f) Except in emergency situations, request for leaves of absence must be made in writing at least thirty (30) days prior to the starting date of the requested leave.

A leave of absence shall not exceed a period of six (6) months. An employee will be considered terminated if a leave of absence exceeds six (6) months. An employee may use earned personal and/or vacation days before implementing the Family Medical Leave Act. The Village cannot guarantee that an

employee will be returned to his/her previous job upon return from a leave of absence. If there are no openings in the general type of position, he/she will be offered a job with equal pay for which he/she has the qualifications.

**Section 11.10 Uniforms**

All DPW and Law Enforcement employees shall be provided with uniforms. The Village will provide full time DPW employee with work boots every October at a cost not to exceed Two Hundred Dollars (\$200.00). Payment will be issued when a purchase receipt is presented. The Village will provide prescription safety glasses for employees through an approved optician.

**Section 11.11 Training**

The Village may, at its discretion, pay for workshops, seminars and other training as long as it is determined that such training will contribute to the employee's knowledge and ability to perform the job. Requests must be made in writing to the Village President.

**Section 11.12 Part time Employees**

Part time employees shall receive no fringe benefits except where already outlined in this Manual.

**INTERPRETATION**

**Section 12.0 Job Classification**

Throughout this Employee Policies and Procedures Manual where certain actions by the immediate Supervisor are indicated, it is meant to imply that the following employees will answer to and receive direction from the Supervisors listed below (supervisors=bold print; employees=normal print):

**VILLAGE COUNCIL** - All employees serve at the will and pleasure of the whole of the Village Council. The Village Council serves as the final board of appeals for an employee.

**VILLAGE PRESIDENT**

DPW Supervisor  
All non-elected office personnel  
Police Chief

**DPW SUPERVISOR**

All DPW employees

**POLICE CHIEF**

All part time officers  
All reserve officers  
Deputized officers



## **SOCIAL SECURITY NUMBER PRIVACY POLICY**

### **Section 13.0 Policy**

Pursuant to Michigan State Law, it is the policy of the Village of Central Lake to protect the confidentiality of social security numbers. No person shall knowingly acquire, disclose, transfer or unlawfully use the social security number of any employee or other individual unless in accordance with applicable State and Federal law and the procedures and rules established by this Policy.

### **Section 13.1 Administrative Procedures/Rules**

#### **Social Security Number defined**

- (a) As used in this Policy, the term “social security number” includes both the entire nine digit number and more than four (4) sequential digits of the number;

#### **Public Display**

- (a) Social security numbers shall not be placed on identification cards or badges, membership cards, permits, licenses, time cards, employee rosters, bulletin boards or any other materials or documents that are publicly displayed. Documents, materials or computer screens that display social security numbers or other sensitive information shall be kept out of public view at all times.

#### **Access to Social Security Numbers**

- (a) Only persons authorized by the responsible Department or other administrative unit shall have access to information or documents that contain social security numbers.

#### **Mailed or Transmitted Documents**

- (a) Documents containing social security numbers shall only be mailed or transmitted in the following circumstances:
  - (1) State or Federal law, rule, regulation or court order or rule authorizes permits or requires that a social security number appear in the document;
  - (2) The document is sent as a part of an application or enrollment process initiated by the individual whose social security number is contained in the document;
  - (3) The document is sent to establish, confirm the status of service, amend or terminate an account, contract, policy or employee or health insurance benefit or to confirm the accuracy of a social security number of an individual who has an account, contract, policy or employee or health insurance benefit;
  - (4) The document or information is a copy of a public record filed or recorded with the County Clerk or Register of Deeds Office and is mailed by that office to a person entitled to receive that record;

- (5) The document or information is a copy of vital record recorded as provided by law and is mailed to a person entitled to receive that record;
- (6) The document or information is mailed by or at the request of an individual whose social security number appears in the document or information or his or her parent or legal guardian;
- (7) Documents containing social security numbers that are mailed or otherwise sent to an individual shall not reveal the number through the envelope window; nor shall the number be otherwise visible from outside the envelope or package;
- (8) Social security numbers shall not be sent over the internet or a computer system or network (e.g. through email) unless the connection is secure or the transmission is encrypted. No individual shall be required to use or transmit his or her social security number over the internet or a computer system or to gain access to an internet website, computer system or network (e.g. through email) unless the connection is secure, the transmission is encrypted or a password or other unique personal identification number or other authentication device is also required to gain access to the internet website or computer system or network.

### **Storage and Disposal**

All documents or files that contain social security numbers shall be stored in a physically secure manner. Social security numbers shall not be stored on computers or other electronic devices that are not secured against unauthorized access. Documents or other materials containing social security numbers shall not be thrown away in the trash; they shall be discarded or destroyed only in a manner that protects their confidentiality, such as shredding.

### **Information Collected**

Social security numbers should only be collected where required by Federal and State law or as otherwise permitted under the Michigan Social Security Number Privacy Act. If a unique identifier is needed, a substitute for the social security number shall be used.

### **Accountability**

Any person who fails to comply with this policy shall be subject to discipline up to and including discharge.

### **Policy Guidance**

If any questions regarding social security number privacy and security should arise, contact the Central Lake Village Clerk for policy clarification and guidance.

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT  
OF CENTRAL LAKE EMPLOYEE POLICIES  
AND PROCEDURE MANUAL**

By signing below, I acknowledge that I have received a copy of the Village of Central Lake Policies and Procedures Manual.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

By signing below, I also acknowledge that I have read the Manual and have had any questions answered and that I understand the provisions of this Manual and that I agree to abide by these provisions.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

A copy of this form will be given to the employee and the original will be placed in the employee's personnel file.

