

VILLAGE OF CENTRAL LAKE

Village Council Trustee Policy, Procedure and Guideline Handbook

All issues not specifically mentioned in this Trustee Handbook are covered in the Handbook for General Law Village Officials published by the Michigan Municipal League, July 2000, updated and reprinted July 2001.

Adopted: _____, 2014

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INTRODUCTION

Section 1.0 **Statement of Purpose**

The purpose of this Handbook is to establish policies and procedures pertaining to the orderly operation of the Village of Central Lake by elected officials during their tenure on the Village Council. This Handbook is applicable to all elected officials of the Village. The term “trustee” includes all elected officers, i.e. council members and president.

Section 1.1 **Approval of Policy**

The Village Council shall approve all trustee policies and procedures with a roll call vote. Amendments to this Handbook will also require a roll call vote.

Section 1.2 **Administration Responsibility**

The President of the Village of Central Lake has the responsibility of administering the trustee policy that has been approved by the Village Council. The Village President may take problem solving action, keeping the Village Council informed of changes in trustee status.

Village Trustees are required to be familiar with this Policy, Procedure and Guideline Handbook and should consult the Village President on questions of interpretation before decisions are made and action taken.

Section 1.3 **Scope**

This Trustee Handbook and everything herein shall apply to all Village of Central Lake elected officials, including the Village President.

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, Procedure and Guideline Handbook**

All elected officials who are subject to the matters contained herein will be given a copy of this Handbook and will be required to sign a receipt upon delivery. Further, a copy of this Handbook will be kept in the Village office and will be available for public scrutiny only under the Freedom of Information Act (FOIA).

SELECTION

Section 2.0 **Size of the Village Council**

The Village Council shall be comprised of six (6) trustees and a Village President. Three (3) Village trustees shall be elected at each biannual Village election for the term of four (4) years from November 20th. The Village President is elected for two (2) years.

Section 2.1 **Vacancies; filling, special elections, procedure and expenses**

A vacancy occurring in the office of president, trustee or any other elective office shall be filled by appointment by the council and the appointee shall hold office until the next regular village election. All vacancies in any other office shall be filled by the president, by and with the consent of the council.

EMPLOYMENT

Section 3.0 **Equal Opportunity Work Place**

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

Any Trustee 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. Failure to comply within this thirty (30) day period will result in the complainant waiving any and all further rights to any hearing before the Village Council.

Section 3.1 **Orientation**

All newly elected trustees, on the first day after election and taking the oath of office, will complete any necessary forms. The Village Clerk will then present the general rules and policies to the new trustee. Each new trustee will then review this Handbook and sign a statement within three (3) days of receipt indicating that he/she has received and read their copy. Any questions regarding the Trustee Policies, Procedures and Guidelines will be answered at this time.

JOB EXPECTATIONS

Section 4.0 **Committee Duties and Responsibilities**

After each election, the Village President will assign/reassign the elected official to chair one of the six (6) village standing committees of the Council. The chair of each committee is also an assigned member of two (2) other standing committees.

Section 4.1 **Standard Work Practice**

Each elected trustee in the Village of Central Lake will put forth every effort to attend all scheduled council meetings.

Section 4.2 Special Meetings

Special committee meetings pertaining to the orderly operation of the Village of Central Lake may be called by the Committee Chairman unless called by the Village President. Wages will not be paid for committee meetings even if a quorum is present. No action on any item may be taken without the approval of the Village Council.

In the event a situation arises that requires the Village President to call a special meeting of the entire Village Council, the trustees attending will be afforded wages not to exceed those of a regularly scheduled monthly council meeting. Payment for attendance at special meetings and representation for the Village will be included with the annual check to each trustee.

Section 4.3 Absence

A trustee is considered to be absent if he/she is not present during the scheduled monthly council meeting. An absence from a scheduled monthly council meeting will result in forfeiture of the fee paid for that meeting. Records of attendance to scheduled council meetings and special meetings will be kept in the general record file located in the Village Clerk’s office.

Section 4.4 Job Descriptions

Job descriptions will be presented upon request by the Village President for the express purpose of providing general knowledge and guidelines for Trustee Chairmen/Chairwomen to follow in the course of their tenure in elected office. The job description also formularizes members of the committees of their function as a member and provides an overall view of Village operations for newly elected officials.

Duties stated by the Village President are meant as a general guide and are not all inclusive. A trustee may be required to perform tasks not specifically listed in the job description, but which are directly related to the position.

PRO-TEMPORE: The President Pro-Tempore (Pro Tem) is a member of the elected council and is designated by the President and approved by the Village Council immediately after each election. The same person may be designated each time but serves just a two (2) year term. The Pro Tem is an assistant to the President and serves in the absence of the President. The Pro Tem will then preside at council meetings and exercise the powers and duties of the President.

Section 4.5 Pay Scale

All wages will be set by the Village Council by resolution, but may be based upon the recommendations by the Finance & Personnel Committee with the approval of the Village Council.

TRUSTEE GUIDELINES

Section 5.0 Political Activity

Trustees are free to express their wishes and desires concerning political activities.

Trustees may not use their Village position for any political purposes other than their personal self-election.

Section 5.1 Personal use of Village Equipment, Labor or Supplies

The utilization of Village equipment, labor and supplies for personal use is prohibited.

Section 5.2 Dress Code

All Trustees shall groom themselves and dress according to the nature of their position as an elected official.

Section 5.3 Gifts and Gratuities

Trustees shall not solicit or accept from any person, business or organization any gift for the benefit of the Trustee or the Village.

Section 5.4 Confidential Information

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

Trustees 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 the methods and procedures used for handling a specific case shall not be repeated or discussed with other Trustees unless necessary for the conduct of Village business.

See Section 9 regarding Policy for Social Security Number Protection.

POLICY VIOLATIONS

Section 6.0 Policy Prohibiting Sexual Harassment

The Village of Central Lake disapproves of any form of sexual harassment involving any of its trustees. The Village has a firm belief and has established a policy that all employees and Trustees are entitled to a work environment free from 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 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 decisions;
- (c) This conduct has the purpose of effect of substantially interfering with an individual's work performance or creates an intimidating hostile or offensive work environment.

Trustees and Village employees, without the fear of reprisal, have the responsibility to bring any form of unlawful sexual harassment to the attention of the Village President. 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.

If the case involves the Village President, the President Pro Tem would be the next person to contact. The Village President should make contact with the Village Council.

Legal action may be taken against a trustee for sexual harassment.

TERMINATION

Section 7.0 Resignation

The Village requests that Trustees who plan to resign voluntarily notify the Village President of the intention in a letter at least two (2) weeks prior to the effective date of resignation. Any necessary paper work should be filled out and Village Property returned upon vacating office or legal action may be taken.

Section 7.1 Discharge

Trustees can only be involuntarily discharged (removed from office) via public recall.

TRAINING/TRAVEL

Section 8.0 Training

Every newly elected Trustee is strongly encouraged to participate in the opportunity afforded by the Michigan Municipal League (MML) "Elected Officials Academy." This class is offered on two levels: "Newly Elected" and "Advanced". The first level is to orientate newly elected Trustees to the duties of serving their community. This class should be docketed the first two (2) years of the Trustee's term to which they are elected. The advanced class is encouraged for those who are seeking a consecutive term. These classes are available throughout the year in the State Capitol area. There is no cost to the Village Trustee(s) attending. This is a two (2) day session where overnight accommodations will be available through the MML.

The MML also schedules regional educational seminars which are one (1) day events in Region Six, the region in which Central Lake is located. Each seminar is different and reviews topics important to that particular region. Attendance at the educational seminars is encouraged for all elected Trustees. The Village of Central Lake will reimburse any cost for registration and travel expenses.

Consideration will be given those Trustees who hold full time employment and cannot fit these MML functions into their daily or weekend schedules.

Section 8.1 Approval

The Village Council must grant approval for attendance at and travel to meetings pertaining to Committee Chairmen assignments, workshops and all other travel on Village business.

Section 8.2 Training Policy

The Village may, at its discretion, pay for workshops, seminars and other training functions as long as it is determined that such training will contribute to the Trustee's knowledge and ability to perform the job. Village President may approve or deny requests.

Section 8.3 Mileage

Trustees using their own personal vehicle for Village business, as approved by Council, will be reimbursed at the then current United States Internal Revenue Service (IRS) allowable reimbursement rate. Mileage must be documented on a mileage form and submitted to the Village Clerk. Mileage will be paid on a monthly basis. Traffic and/or parking fines received while traveling on Village business will not be reimbursed.

Section 8.4 Lodging

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

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

- (a) If hotel or other lodging is shared with one (1) 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 room occupied. The single occupancy rate should be noted on the receipt.
- (b) If hotel or other lodging is shared with one (1) or more travelers who do receive travel reimbursement from the Village, reimbursement will be divided equally, depending on the number of persons.

Section 8.5 Meals

While traveling on Village business, Trustees will be reimbursed for actual expenses incurred for meals (excluding any alcoholic beverages) not to exceed the following amounts: Breakfast: \$8; Lunch: \$12; and Dinner: \$20. Trustees 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 the valid charge. Further, gratuities are to be INCLUDED in the maximum of Forty Dollars (\$40.00) per diem set forth in this section. This should also be recorded on the expense form.

Section 8.6 Other Expenses

Reimbursement for other expenses, such as baggage handling, tolls, taxis, public transportation and other attendance expenses will be allowed. Under no circumstances 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 8.7 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 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;
- (f) Amount to be reimbursed.

Section 9.0 Social Security Number Privacy Policy

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.

Administrative Procedure/Rules

Social Security Number Defined: As used in this Policy, the term “social security number” includes both the entire nine (9) digit number and more than 4 (four) sequential digits of the number.

Public Display: 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: 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: Documents containing social security numbers shall only be mailed or transmitted in the following circumstances:

- (a) State or Federal law, rule, regulation or court order or rule authorizes permits or requires that a social security number appear in the document;
- (b) The document is sent as part of an application or enrollment process initiated by the individual whose social security number is contained in the document;
- (c) 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.
- (d) 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.
- (e) The document or information is a copy of a vital record recorded as provided by law and is mailed to a person entitled to receive that record.
- (f) 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.
- (g) 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.
- (h) 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 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 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.

I hereby declare that the foregoing is a true copy of a resolution adopted by the Central Lake Village Council, Central Lake, Antrim County, Michigan at a regular meeting held on the day of

Signed/Title/Original on File

TRUSTEE ACKNOWLEDGEMENT OF RECEIPT

**VILLAGE OF CENTRAL LAKE TRUSTEE
POLICY, PROCEDURE AND GUIDELINE HANDBOOK**

By signing below I acknowledge that I have received a copy of the Village of Central Lake Trustee Policy, Procedure and Guideline Handbook. I also agree to abide with these provisions and to be bound by them.

TRUSTEE SIGNATURE: _____

DATE: _____

A COPY OF THIS FORM WILL BE GIVEN TO THE TRUSTEE WHILE THE ORIGINAL WILL BE PLACED IN THE TRUSTEE'S GENERAL PERSONNEL FILE

