



EMPLOYEE HANDBOOK

Charter Township of Comstock

An Equal Opportunity Employer

**A Manual of
Employee Benefits and
Personnel Policies
Township Office and
Department of Fire & Rescue
Parks and Recreation**

Original: 09/01/2012
Approved: 10/16/2017
Last Amended: 02/06/2023

TABLE OF CONTENTS

	Page
INTRODUCTION	
Receipt of Township & Fire Department Employee Handbook	8
Symbols; Fire Department, Township and Both Staff	9
Welcome and Purpose	11
Department of Fire & Rescue Mission Statement	11
Parks and Recreation Mission Statement	11
EMPLOYMENT	
Hiring Policy	12
Notification of Job Openings	12
Employment Applications	12
Residency (CF&RD)	13
Screening of Applicants	14
Policy Against Secondary Employment for Another Fire Department	15
Employment of Relatives	16
Drug & Alcohol Testing/Screening	17
Purpose	17
Testing	17
Pre-employment Testing	
Testing for Being Impaired on the Job	
Post-Accident Testing	
Follow-up Testing	
Refusal to Submit to Testing	18
Collection of Specimens and Testing	19
Custody and Control Form/Chain of Custody Form	19
Laboratory Testing	19
Results	20
Use of Prescription Medications	20
Confidentiality	21
DOT Required Post-Accident Drug & Alcohol Testing Policy	22
Purpose	22
Scope.....	22
General Principles	22
Additional Testing	23
External Background Checks Policy & Procedures	24
Purpose of Background Checks	24
Policy	24
Equal Employment Opportunity	26

I-9 Immigration Reform Policy	27
Orientation Period	28
Probationary Period-Comstock Fire & Rescue Department	29
Physical Examinations	30
Performance Evaluations	31
Disciplinary Action	32
Problem Solving Procedures	35
Personnel Records	37

COMPENSATION

Compensation	38
Payroll Administration and Time Keeping	41
Deductions and Withholding	41
Election Pay	41
Overtime Pay	41
Pay Advances	41
Payment on Termination	42
Payroll Changes	42
Pay Periods	42
Pay Rates	43
Payroll Problems	43
Time Keeping for all Non-Exempt Hourly	43
Voluntary Deductions	43
Pay Rate Outside of Core Job Function	43
Compensatory Time Off Policy for Nonexempt/Hourly Employees ...	44
Purpose	44
Procedures	44
Work Day/Work Week	45
Definition	45
Absence	45
Tardiness	46
Alternative Work Schedule Policy	47

EMPLOYEE BENEFITS

Classification of Employee and Insurance Benefit Eligibility	49
Compensation Classification(s)	49
Township Staff:	
Exempt & Non-Exempt	49
Full-Time, Part-Time and Temporary	49
Independent Contractors	50
Elected Officials	50
Part Time or Part Time/One-Call Firefighters	50
Insurance Benefit Eligibility Classification(s)	51
Senior Leadership (Exempt)	51

Salary & Hourly Employees	51
Full Time, Part Time and Variable Work Hour Employees	51
Fire & Rescue Department:	
Part Time or Part Time/On-Call Firefighters	52
Employee Welfare Benefits	53
Benefits Program	53
Annual Elections	53
Ratification	53
Authority to Modify or Terminate Programs	53
Educational Assistance	54
Business Expense Reimbursement	55
Purpose	55
Auto Allowance/Mileage	55
Spouse's Travel	55
Lodging	55
Business Meals	56
In State/Out of State Travel	56
Employer-Offered Insurance	57
Health Savings Account	57
Pension Plan	58
Deferred Compensation	58
Opt-Out & Resolution to Opt Out	58
C.O.B.R.A.	60
Unemployment Compensation	61
Workers Compensation	61

TIME AWAY FROM WORK

Lunch Periods	62
Rest Periods	62
Vacation Leave	63
Terminal Vacation	64
Sick Leave	64
Personal Leave Days	67
Comstock Township Fire & Rescue Medical	
Release/Return to Work Policy	68
Federal Family and Medical Leave (FMLA)	70
Eligibility	70
Amount of Leave Available	70
Types of Leave Available	70
Notifying the Township of the Need for Family or Medical Leave	72
Medical Certification Process	72
Certification for Active Duty Because of Any Qualifying Exigency.	73
Substituting Paid Leave for Unpaid Leave	73
Non-Continuous Leave	73

Benefit Continuation During Leave	74
Returning to Work	74
Rights Upon Return From Leave	74
Definitions	75
Military Leave and Training Policy.....	79
Nursing Mothers	81
Funeral Leave Policy	82
Jury Duty and Witness Service	83
Township-Observed Holidays	84
Fire & Rescue Relief Duty-Holiday Pay	86
Employment Termination	87

INFORMATION AND OFFICE SECURITY

Emergency Action Plan	88
Purpose	88
Practice	88
General Guidelines in an Emergency	88
Fire	88
Medical Emergency	88
Severe Weather	89
Workplace Violence	89
Inclement Weather Policy	90
Guidelines	90
Supervisor	90
Maintenance Staff	91
Safety Rules	92
Building Security	93
Comstock Township Fire & Rescue Facility Access & Visitors	94
Social Security Number Privacy Policy	95
Purpose	95
Policy	95
Procedure	95

WORKPLACE CONDUCT

Code of Ethics Policy	98
Prohibition of Improper Payment and Gifts	98
Political Contributions	98
Reporting to Management	99
Violations of this Policy	99
Employee Fraternalization	100
Drug Free Workplace Policy	101
Violence Free Workplace	102

Anti-Discrimination/Harassment Policy	103
Policy	103
Complaint Procedure	104
Online Social Networking Policy	105
Purpose	105
Definitions	105
Procedures	106
Prohibited Use	106
Prohibited Conduct	106
Internal Guidelines and Policy for Township Administered	
Social Media	108
Purpose	108
Comstock Charter Township Social Media Standard	108
Comstock Charter Township Facebook Use Policy	109
Comstock Charter Township Video Posting Policy	111
Comstock Charter Township Twitter Policy	112
Comstock Charter Township Blogging Policy	113

GENERAL PRACTICES

Dress Code	117
Phone Calls	118
Tobacco Free Environment	119
General Computer Usage	120
General Usage	120
Best Practice	120
Information Technology Management	122
Acceptable Use of Information Technology	122
Purpose	122
Standard	122
Township Employees Use of the Transfer Station Policy	128
Driving While on Township Business	129
Purpose	129
Cellular Phone Use	129
Texting	129
Obey the Law	129
Other Safe Driving Precautions	129
Seat Belts	130
Vehicle Policy	131
Vehicle Use Requirements	133
Basic Requirements	133
Eligibility to Drive	133
Township Credit Card Resolution	135

APPENDIX

Additional Policies Specific to the Comstock Fire & Rescue Department:

General Practices	138
Attendance Policy	139
Personal Response Guidelines	140
Firefighter Training and Skill Standards	141
Minimum Requirements	142
Persons Riding on Department Apparatus	144
Layoff and Recall	145
Promotions	146
Equipment	147
Chain of Command	148
Command Procedures at Site of Fire or Rescue Operation	150
Confidential Information	152
Fire Station Relief Duty	153
Reporting Injuries & Illnesses	154
Accident & Injury Reporting	155
Department Safety Policy	156
Drivers Safety	158
Facial Hair	159
Standards of Conduct	160
Personal Protective Equipment	161
Personal Protective Equipment – Not Allowed in Living Areas	162

INTRODUCTION

RECEIPT OF TOWNSHIP AND FIRE DEPARTMENT EMPLOYEE HANDBOOK

The Employee Handbook (sometimes called a Personnel Policy Manual, and referred to as the "Manual") is a compilation of personnel policies, practices and procedures currently in effect at Charter Township of Comstock and Comstock Fire and Rescue Department (hereafter referred to as the "Township" an equal opportunity employer.

This Manual is designed to introduce employees to the organization, familiarize you with the Charter Township of Comstock and Comstock Fire and Rescue Department policies as they pertain to you as an employee, provide general guidelines on work rules, disciplinary procedures and other issues related to your employment, and to help answer many of the questions that may arise in connection with your employment.

This Manual and any other provisions contained herein do not constitute a guarantee of employment or an employment contract, express or implied. You understand that your employment is "at-will" and that your employment may be terminated for any reason, with or without cause, and with or without notice. Only the Township Superintendent may be given authority by the Township Board to enter into a signed written agreement guaranteeing employment for a specific term. This Manual is intended solely to describe the present policies and working conditions at the Township. This Manual does not purport to include every conceivable situation; it is merely meant as a guideline, and unless laws prescribe otherwise, common sense shall prevail. Of course, Federal, state, and/or local laws will take precedence over the Township policies, where applicable.

Personnel Policies are applied at the discretion of the Township. The Township reserves the right to change, withdraw, apply, or amend any of our policies or benefits, including those covered in this Manual, at any time. The Township may notify you of such changes via email, or via a printed memo, notice, amendment to or reprinting of this Manual, but may, in its discretion make such changes at any time, with or without notice and without a written revision of this Manual.

While this handbook will refer to the Comstock Fire Department as an employer and to persons working in the Comstock Fire Department as employees of the Comstock Fire Department, it should be recognized that the Comstock Fire Department is but one part of the government of the Charter Township of Comstock and that it is the Township itself as governed by its Board of Trustees that is the actual employer of persons working within the Comstock Fire Department.

While this handbook will refer to Comstock Parks and Recreation as an employer and to persons working in the Comstock Parks and Recreation as employees of Comstock Township, it should be recognized that the Comstock Parks and Recreation is but one part of the government of the Charter Township of Comstock overseen by the Parks and Recreation Commission.

Symbols:



Fire Department Staff

Policies specific to the Fire and Rescue Department will be noted with the insignia as shown.



Township Office Staff

Policies specific to the Township Office Department will be noted with the insignia as shown.



Parks and Recreation Staff

Policies specific to the Parks and Recreation will be noted with the insignia as shown.



All Staff

Policies specific to the Township Office , Fire and Rescue Department, and Parks and Recreation will be noted with the insignia as shown.

WELCOME AND PURPOSE



(add Parks and Recreation insignia above) This Manual is designed to acquaint you with the Township and provide you with general information about working conditions, benefits, and policies affecting your employment.

We, Charter Township of Comstock, are an Equal Opportunity Employer in all personnel decisions.

The information contained in this Manual applies to all employees of the Township. Following the policies described in this Manual is considered a condition of continuous employment. However, nothing in this Manual alters an employee's "at-will" status. The contents of this Manual shall not constitute nor be construed as a promise of employment or as a contract between the Township and any of its employees. The Manual is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding, and complying with the provisions of this Manual. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

Township administrative office procedures that apply to Parks and Recreation are described herein. Other specific Parks and Recreation field office and field operations are described in the Parks and Recreation Seasonal Manual and are under the direction of the Parks and Recreation Director under the authority of the Parks and Recreation Commission.



DEPARTMENT OF FIRE & RESCUE MISSION STATEMENT

The mission of the Comstock Fire & Rescue Department is to provide the most advanced fire & rescue service with the highest level of trained firefighters committed to deliver that service to our citizens with the utmost loyalty and compassion.

The Motto of the Comstock Fire & Rescue

Taking care of those who depend on us



PARKS AND RECREATION

The Comstock Parks and Recreation Commission, an elected body, works on behalf of Comstock Township to build a healthy community and a sustainable environment by promoting active lifestyles and strong individuals and families through parks, programs, and partnerships. Its goal is to provide a successful parks system that results in (1) the optimum use of parks and facilities by the greatest number of township residents and (2) provision and/or support of recreation programs to service all age groups and a variety of interests.

Parks and Recreation operations are distinct from Township operations in that they cover two distinct areas: office/program administration and field operations. Park and Recreation office functions (e.g. payroll systems, IT policies, etc.) at the office site rely on those established by the Township Office, whereas field operations and grounds maintenance function within established Parks and Recreation work processes, and encompass unique park grounds and waterway activities and programs, maintenance, safety considerations, and after-hours and seasonal considerations. These operations are under the direction of the Parks and Recreation Director with oversight from the Parks and Recreation Commission.

EMPLOYMENT

HIRING POLICY



Notification of Job Openings

Notification of job openings will be made by posting at the Township Hall or by advertisement in the news media. The posting and/or advertisement will contain the job description and minimum requirements for the position. Each job opening shall be posted at the designated location for a minimum of 24 hours.

The Township Board may authorize changes in the method and substance of notification of job openings upon recommendation of the Township Superintendent.

Employment Applications

All applicants shall complete an employment application on a form provided by the Township or submit a resume to the Township Offices to be considered for employment. The employment application is an important phase of the hiring procedure and becomes a part of the employee's permanent record. All information submitted on the application is subject to verification. Falsification of the employment application may result in immediate dismissal and/or withdrawal of an offer for a position with the Township.

The Township Superintendent will retain employment applications for one year.



The Comstock Township Parks and Recreation (CTPR) Commission is an elected body with hiring authority for the position of Parks Director, and provides oversight of the Director and additional staff such as the associated Program Coordinator and Maintenance Supervisor as defined in the CTPR's Commission Bylaws. The CTPR Director recommends to the CTPR Commission job candidates, acquires hiring approvals (which may follow commission participation in interviews), and processes the hiring of CTPR Commission-approved applicants for full-time hourly (exempt) and salaried CTPR personnel positions. Hiring authority of the seasonal and non-exempt full time hourly and part time personnel is delegated to the CTPR Director. Temporary placement of salaried (exempt) personnel is approved by the CTPR Commission. Personnel records and related salary administration functions are under the auspices of the Township Office.



Any person desiring to apply to the Comstock Fire and Rescue Department should apply to the Township Administrative offices at the Township Hall.

Preference will be given to Township residents.

All Part Time/On Call members of the Department shall reside within the Township or within Two (2) miles of the township border, unless an exception is granted by the Comstock Township Board as provided below. All personnel shall be assigned to the station within the district or nearest to the district where they reside. Exceptions to the Township residency requirement and/or the district residency requirement shall be allowed only with Comstock Township Board approval upon a finding of special circumstances justifying such an exception.

Part Time members of the Department reside outside the township border up to twenty (20) miles, unless an exception is granted by the Comstock Township Board as provided below. Exceptions to the Township residency requirement and/or the district residency requirement shall be allowed only with Comstock Township Board approval upon a finding of special circumstances justifying such an exception. Part time members are not eligible to respond to responses off-duty unless called back to work, 2nd (or greater) alarm response or other authorized responses.

Full Time member residency is addressed below. Any member living over two (2) miles outside of the township border is not eligible to respond to alarms while off-duty unless called back in to work, 2nd (or greater) alarm responses or other authorized responses.

Approved by Township Board: 03/06/2020

Residency

All full time Comstock Township firefighters must comply with Michigan Act 212, Section 15.602 (see Excerpt below):

RESIDENCY OF PUBLIC EMPLOYEES (EXCERPT) Act 212 of 1999

15.602 Residency requirements of public employees.

Sec. 2. (1) Except as provided in subsection (2), a public employer shall not require, by collective bargaining agreement or otherwise, that a person reside within a specified geographic area or within a specified distance or travel time from his or her place of employment as a condition of employment or promotion by the public employer.

(2) Subsection (1) does not prohibit a public employer from requiring, by collective bargaining agreement or otherwise, that a person reside within a specified distance from the nearest boundary of the public employer. However, the specified distance shall be 20 miles or another specified distance greater than 20 miles.

(3) A requirement described in subsection (2) does not apply to a person if the person is married and both of the following conditions are met:

(a) The person's spouse is employed by another public employer.

(b) The person's spouse is subject to a condition of employment or promotion that, if not for this section, would require him or her to reside a distance of less than 20 miles from the nearest boundary of the public employer.

(4) Subsection (1) does not apply if the person is a volunteer or paid on-call firefighter, an elected official, or an unpaid appointed official.

History: 1999, Act 212, Eff. Mar. 10, 2000.

Screening of Applicants

All applicants who meet the minimum requirements for the position may be interviewed by the immediate supervisor, the Township Supervisor, Township Superintendent, Fire Chief, and/or any other persons designated by the Township Board as an interview committee. After completion of the interviews, the interview committee shall make a recommendation to the Township Board as to which applicant is favored over all others. The Township Board may approve or reject the committee's recommendation. The Township Board may, in its discretion, request or conduct additional interviews or reopen the position for further application. The Township Board has final authority on hiring.

Certain positions may require the applicant to take a written test.

If an employee of the Township applies for a different position with the Township, the employee's work record with the Township shall also be considered.

The Township Superintendent may hire temporary/part-time employees without prior Township Board approval at his/her discretion.



Applicants for the exempt employee position of Parks and Recreation Director will be reviewed and selected for consideration by the Parks and Recreation Commission. An interview committee may be convened and may include members from the Township Office. Once a candidate is selected, the recommendation for hire including the salary recommendation is made to Township Board for final approval. The Township Superintendent will assure the screening process and administer new hire personnel/records processing. Associated exempt employee positions posting, screening and selection process may be delegated to the supervising Parks and Recreation Director by the Parks and Recreation Commission, with final selection approval by the Parks and Recreation Commission followed by approval by the Township Board.



When a vacancy exists for a position within the Fire and Rescue Department other than Fire Chief, the Fire Chief shall be responsible for providing public notification of the job opening pursuant to the Policy and Procedure Manual.

The Fire Chief shall also be responsible for interviewing (either alone or with such other person(s) as the Fire Chief may select to assist him/her) all applicants who meet the minimum requirements for the position (interviews may be waived by the Fire Chief for the positions of Deputy Chief and Assistant Chief) and for making a recommendation to the Township Superintendent as to which applicant should be hired.

The Township Superintendent shall review the Fire Chief's recommendation and may approve it or instead select another applicant. The Superintendent's selection shall be subject to the approval of the Township Board and the passing of any required

physical/health assessment examinations. In making their decisions, the Superintendent and/or the Township Board may, in their discretion, conduct additional interviews or reopen the position for further application.

Certain positions may require the applicant to:

1. Pass Respiratory Surveillance
2. Pass Fit Test for S.C.B.A. Mask
3. Complete a physical exam at our designated clinic
4. Complete and pass a drug screening test at a facility we have selected
5. Comply with additional requirements specified below
 - a) Verification of acceptable driving record
 - b) Subject to a criminal background check

The hiring of a Fire Chief shall be made in accordance with the above procedure, except that responsibility for posting notification of the opening and for conducting the initial interview of the applicants meeting the minimum requirements for the position shall rest with the Township Superintendent and any such other person(s) as the Superintendent may select to assist him/her.

If an employee of Comstock Fire and Rescue Department applies for a different position with Comstock Fire and Rescue Department, the employee's work record with Comstock Fire and Rescue Department shall also be considered.

The Fire Chief may hire temporary/part-time employees without prior Township Board approval at his/her discretion.

You understand that your employment is "at-will" and that your employment may be terminated for any reason, with or without cause, and with or without notice.

A Job Description shall be established by the Township Board for each position within the Fire Department. Copies of the job descriptions shall be kept on file with the Fire Chief and the Township Superintendent.



Policy Against Secondary Employment for Another Fire Department

The CTFD Fire Chief may permit personnel to serve in a fire service capacity for other municipalities as long as it is determined dual employment will not be detrimental to the operations and activities of the CTFD or those of the Charter Township of Comstock.

In the event that personnel are approved to serve on more than one municipality, **all** training requirements/activities must be performed at the CTFD per policy.

Amended by the Township Board on May 17, 2021

(Secondary Employment for Another Fire Department (Section was deleted by Township Board of 08/07/2017))

EMPLOYMENT OF RELATIVES



Members of your immediate family will be considered for employment on the basis of their qualifications. Your immediate family may not be hired, however, if it would:

- Create a direct supervisor/subordinate relationship with a family member,
- Have the potential for creating an adverse impact on work performance, or
- Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when hiring, assigning, or promoting an employee.

If a circumstance arises that results in a direct supervisory relationship between immediate family or close personal relatives (e.g., marriage, reduction-in-force, reorganization, priority placement), one of the relatives may be reassigned to an appropriate vacancy. During the period that a direct supervisory relationship exists between immediate family or close personal relatives, the supervisory relative will not be involved in any personnel action involving his/her relative. Typical first-level supervisory responsibilities will be referred to the next higher level in the supervisory chain.

If an applicant has a relative who is currently employed with the Township, that relative cannot be any part of the interviewing and or decision-making process.

It is possible that through the process of elections an employee could be supervised by an immediate family member. The employee's employment status will not be affected by an immediate family member being elected to an office which would result in that person being his/her supervisor.

For purposes of this policy, your immediate family includes: Mother, Father, Husband, Wife, Son, Daughter, Sister, Brother, Mother-in-law, Father-in-law, Sister-in-law, Brother-in-law, Son-in-law, Daughter-in-law, Stepchild, Stepparent, or Grandparent. This policy also applies to close personal relatives such as Uncle, Aunt, First Cousin, Nephew, Niece or Half-Sibling.

Questions should be directed to your immediate supervisor or Township Superintendent.

DRUG & ALCOHOL TESTING/SCREENING POLICIES

(AMENDED 8/05/2013)



Purpose

Comstock Charter Township feels that the use and/or abuse of alcohol and/or illegal drugs have a negative impact on the workplace and job performance. Comstock Charter Township also has a legal duty to protect the safety of its employees from those who use or are impaired by drugs and/or alcohol on the job. Comstock Charter Township is also concerned about the health and well-being of those employees who use illegal drugs and/or abuse alcohol. Therefore, it is Comstock Charter Township's policy that employee use, sale or possession of illegal drugs at any time or the use of alcohol while on Township time and property is strictly prohibited. All employees of Comstock Charter Township are subject to drug and/or alcohol testing, as set forth by this Drug and Alcohol Testing Policy.

In accordance with the Federal Drug Free Workplace Act, individuals convicted of any criminal drug statute, including misdemeanors, for violations occurring on Township property or Township time must notify Comstock Charter Township within **five days** of the date of conviction. This includes any findings of guilt or a plea of 'no contest', or impositions of fines, jail sentences or other penalties.

Testing

- *Pre-employment Testing:* Every job applicant will be required to take and pass a drug test before he/she may officially be hired by Comstock Charter Township. Each applicant will be notified that a drug test is required as part of the interview process and that any and all job offers are contingent upon successfully passing a drug test.
- *Testing For Being Impaired on the Job:* If an immediate supervisor determines that there is a reasonable suspicion that an employee is on the job while impaired due to alcohol or a controlled substance, then the immediate supervisor may immediately relieve him/her of job responsibilities pending further investigation. If the immediate supervisor is not the Township Superintendent, then the immediate supervisor shall attempt to contact the Township Supervisor and/or Township Superintendent. If the Township Supervisor and/or Township Superintendent is not readily available, then the employee's immediate supervisor shall retain responsibility for investigating this matter. The Township Supervisor shall require the employee or other Department personnel in question to submit to a drug and/or alcohol test.



If the officer in command at the scene of an emergency or other Department function determines that there is a reasonable suspicion that a firefighter or other Department personnel is in attendance while impaired due to alcohol or a controlled substance, then the officer may immediately relieve him/her of duty pending further investigation. If the officer in command is not the Fire Chief, Deputy Chief or Assistant Chief, then the officer shall attempt to contact the Township Superintendent, Fire Chief, Deputy Chief or Assistant Fire Chief to have one of those persons assume further responsibility for the investigation at the scene. If none of those persons are readily available, then the officer in command shall retain responsibility for investigating this matter at the scene. The Township Superintendent, Fire Chief, Deputy Chief, Assistant Chief or (if none of the foregoing are readily available) the officer in command at the scene shall require the firefighter or other Department personnel in question to submit to a drug and/or alcohol test.

- *Post-Accident Testing:* Every employee who is directly involved or whose actions contributed to an accident on the job must submit to a drug and/or alcohol test as soon as possible after an accident occurs. Accidents include all Occupational Health and Safety Administration (OSHA) recordable incidents, actions or omissions that result in near-miss accidents and accidents involving injury requiring first aid or off-site medical attention. Accidents also include property damage caused by human error.
- *Follow-up Testing:* Employees who have tested positive for a drug and/or alcohol test and attended drug and/or alcohol-related counseling may not return to work until they have been evaluated by a medical professional in a substance abuse treatment facility and have successfully passed a drug and/or alcohol test. Employees who return to work will be subject to follow-up tests, all of which will be unannounced.

Refusal to Submit to Testing

The following constitutes a refusal to submit to testing:

- Failing to provide an adequate urine, blood, breath or saliva specimen for a drug/alcohol test without a valid, medical explanation.
- Failing to be escorted to a testing facility.
- Tampering with, adulterating or diluting a specimen.
- Refusing to sign a Chain of Custody form at the testing facility.

Employees do have the option to refuse to submit to a drug/alcohol test, yet they will be considered in violation of this Policy when doing so. Refusal to take a test will also be

considered a positive test result under this Policy, which makes the employee subject to disciplinary action(s). Also, job applicants who refuse to submit to a drug and/or alcohol test will not be considered for employment.

Collection of Specimens and Testing

Comstock Charter Township, out of respect for its employees, subscribes to the collection procedures outlined by the DHHS. This protocol protects the privacy and confidentiality of the employee. Under certain circumstances, the DHHS requires that specimen donors provide a fresh specimen in the presence of a witness, only if the collector has suspicion of the following:

- The specimen is not from the donor.
- The specimen was altered or tampered with.
- The collection is part of a post-treatment monitoring program.
- The donor was found guilty of or is suspected of adulterating previous specimen(s).

All specimens collected for drug and/or alcohol testing will be processed using the employees' social security number as identification to ensure confidentiality.

Custody and Control Form/Chain of Custody Form

Specimens will be tracked using a Custody and Control Form from the point of submission through destruction. Employees submitting a specimen will be required to sign a Chain of Custody Form, and without signing this form, a retest will be requested. An employee who refuses to sign after being requested to do so will be considered refusing to test and will be subject to disciplinary action.

Laboratory Testing

All drug testing will be conducted in a laboratory certified by the DHHS and will be conducted as such: (1) screening for amphetamines, benzoylecgonine (cocaine), opiates, PCP, THC (marijuana); and (2) confirmation by gas chromatography/mass spectrometry (GC/MS). Comstock Charter Township reserves the right to test for other substances as well.

No specimen will be considered positive until it has been confirmed at the level established by the DHHS. If no established levels have been set by the DHHS for a tested drug, Comstock Charter Township will hold the testing facility responsible for establishing an acceptable level.

Test results for alcohol revealing a blood/alcohol content of .04 or greater will be considered a positive test under this Policy.

Results

Positive test results will be reported to the Township Superintendent who will then contact the employee to discuss the results. Should the Township Superintendent be unable to contact the employee, he/she will contact the employee's immediate supervisor for assistance. If the Township Superintendent cannot make contact with the employee within five days or the results reveal a major safety concern, the Township Superintendent may disclose positive test results with Comstock Charter Township Board. At that point, Comstock Township Board reserves the right to place the employee on suspension until the Township Superintendent is able to contact him/her. When the Township Superintendent does contact the employee and only if he/she can provide a viable reason for why the test came back positive, and the reason is verified by medical personnel then the positive test will be reported to Comstock Charter Township Board as negative.



Positive test results will be reported to the Medical Review Officer (MRO), who will then contact the employee to discuss the results. Should the MRO be unable to contact the employee, he/she will contact Comstock Fire Department for assistance. If the MRO cannot make contact with the employee within five days or the results reveal a major safety concern, the MRO may disclose positive test results with Comstock Fire and Rescue Department. At that point, Comstock Fire and Rescue Department reserves the right to take the employee off active duty until the MRO is able to contact him/her. When the MRO does contact the employee and only if he/she can provide a viable reason for why the test came back positive, then the positive test will be reported to Comstock Fire and Rescue Department as negative.

Use of Prescription Medications

Nothing in this policy prohibits the appropriate use of prescription medication legally prescribed by a licensed physician. If an employee is taking prescription medication with potential side effects that may infringe on the safety of the employee or others, he/she must notify his/her immediate supervisor. Failure to do so may result in disciplinary action, including termination.

Township Superintendent may contact the employee's physician to investigate whether it is necessary to impose restrictions on job duties as a result of the employee's use of prescription medication. If Township Superintendent and the physician determine that the employee should be removed from performing his/her job duties, the Township Superintendent will notify the employee immediately.



Comstock Fire Department may contact the employee's physician to investigate whether it is necessary to impose restrictions on job duties as a result of the employee's use of prescription medication. If Comstock Fire Department and the physician determine that the employee should be removed from performing his/her job duties, Comstock Fire Department will notify the employee immediately.

Confidentiality

To the extent permitted by law, results of a drug and/or alcohol test will be kept separate from employee personnel files and treated as confidential information. Results, positive or negative, will not be shared with anyone outside of the employees' direct supervisory chain of command, except when absolutely necessary for treatment purposes.

NOTE: Comstock Charter Township may disclose the results of a drug and/or alcohol test to decision makers or in a lawsuit, grievance or other proceeding initiated by or on behalf of the employee.



DOT REQUIRED POST-ACCIDENT DRUG & ALCOHOL TESTING POLICY

Purpose

This policy establishes how will Comstock Fire and Rescue Department will comply with the post-accident drug and alcohol testing requirements of the Department of Transportation and the Federal Motor Carrier Safety Administration, established in 49 CFR Part 382.303.

Scope

This policy applies to all employees who are involved in the operation of commercial motor vehicles (CMV) for Comstock Fire Department.

General Principles

The FMCSA requires Comstock Fire Department to test as soon as practically possible following an accident involving a CMV on a public road, any of its drivers: Who were performing safety sensitive functions if the accident involved the loss of human life (fatality); or Who receives a citation within 32 hours of the accident under state or local law for a moving violation arising from an accident, if the accident involved either:

- Injury of any person requiring medical treatment away from the accident scene, or
 - vehicle has to be towed from the accident scene.
-
- Drivers must remain readily available for testing until it is concluded whether testing will be required. However, this should not delay necessary medical attention for injured people following an accident, or to prohibit a driver from leaving the scene of an accident to obtain assistance in responding to the accident or to obtain emergency medical care.
 - If a required alcohol test cannot be completed within 2 hours, a file will be prepared and maintained on record stating the reason a test was not promptly administered.
 - If a required alcohol test cannot be completed within 8 hours, attempts to administer the test will cease and the same record described above will be prepared and maintained.
 - If a required drug test cannot be completed within 32 hours, a file will be prepared and maintained on record stating the reason a test was not promptly administered.

Additional Testing

Testing in the name of the FMCSA or the DOT will only be completed for the above reasons. Comstock Fire and Rescue Department reserves the right to lay out its own testing requirements for employees in addition to what is stated here.

EXTERNAL BACKGROUND CHECKS POLICY & PROCEDURES

(AMENDED 03/04/2013)



Purpose of Background Checks

The Charter Township of Comstock believes that hiring qualified individuals to fill positions contributes to the overall strategic success of the Charter Township of Comstock. Background checks serve as an important part of the selection process at the Charter Township of Comstock. This type of information is collected as a means of promoting a safe work environment for current and future Charter Township of Comstock employees. Background checks also help the Charter Township of Comstock obtain additional applicant related information that helps determine the applicant's overall employability, ensuring the protection of the people, property and information of the Township.

Policy

At the Charter Township of Comstock background checks are conducted on job applicants applying for sensitive positions as identified by the Township Superintendent of the Township Board. These include positions involving security and financial responsibilities. The Charter Township of Comstock may use a third party agency to conduct the background checks. The type of information that can be collected includes, but is not limited to, that pertaining to an individual's past employment, education, character, finances or reputation. This process is conducted to verify the accuracy of the information provided by the applicant.

The Charter Township of Comstock will ensure that all background checks are held in compliance with all federal and state statutes, such as the Fair Credit Reporting Act. For example, the Americans with Disabilities Act prohibits organizations from collecting non-job-related information from previous employers or other sources. Therefore, the only information that can be collected is that pertaining to the quality and quantity of work performed by the applicant, the applicant's attendance record, education and other issues that can impact the workplace.

The Charter Township of Comstock can make inquiries regarding criminal convictions during the pre-employment stage, however, as part of Title VII of the Civil Rights Act of 1964, this information cannot be used as a basis for denying employment, unless it is determined to be due to job-related issues or business necessity.

The Charter Township of Comstock can collect credit information on applicants consistent with the guidelines set forth by the Fair Credit Reporting Act (FCRA). The Fair Credit Reporting Act requires organizations to obtain a candidate's written authorization before obtaining a credit report. When doing this, the employer must:

- Certify to the consumer-reporting agency that the employer is in compliance with the FCRA and will not misuse the information it receives.
- Disclose to the applicant or employee, on a separate form, its plans to obtain a consumer or investigative consumer report and that the information received will be used solely for employment purposes.
- Obtain written authorization from the applicant or employee. Inform the individual of his or her right to request additional information on the nature of the report and the means through which such information may be obtained.
- Inform the applicant that the report will include information about the individual's character, general reputation, personal characteristics, etc.
- Provide the individual with a summary of his or her rights under the FCRA.

If the results of the credit check are negative, the Township must inform the applicant that it plans on taking adverse action, provide the applicant with a Statement of Consumers Rights from the FTC before adverse action, provide the applicant the opportunity to review a copy of their credit report and advise the applicant of their rights to dispute inaccurate information. Applicants should be granted reasonable time to contest the information (approximately 3-5 days).

Each time a background check is conducted for either a candidate or an employee, the person being assessed will be informed that the background check will occur and once completed, will be offered the opportunity to get a copy of the background check at no cost to him or her.

A conditional offer of employment may be extended to an applicant prior to the completion of the background check. An unsatisfactory background check may result in the withdrawal of the employment offer or termination of employment.



EQUAL EMPLOYMENT OPPORTUNITY

It is our policy to provide equal employment opportunity to all individuals. We are committed to a diverse workforce. We value all employees' talents and support an environment that is inclusive and respectful. We are strongly committed to this policy, and believe in the concept and spirit of the law.

We are committed to assuring that:

- All recruiting, hiring, training, promotion, compensation, and other employment related programs are provided fairly to all persons on an equal opportunity basis;
- Employment decisions are based on the principles of equal opportunity. All personnel actions such as compensation, benefits, transfers, training, and participation in social and recreational programs are administered without regard to any characteristic protected by state, federal or local law; and
- Employees and applicants will not be subjected to harassment, intimidation, threats, retaliation, coercion or discrimination because they have exercised any right protected by law.

We believe in and practice equal opportunity. The Township Clerk serves as our Equal Opportunity Coordinator and has overall responsibility for assuring compliance with this policy. All employees are responsible for supporting the concept of equal opportunity and diversity and assisting our Township in meeting its objectives.

I-9 IMMIGRATION REFORM POLICY



The Township complies with the Immigration Reform and Control Act of 1986 by employing only United States citizens and non-citizens who are authorized to work in the United States. All employees are asked on their first day of employment to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law (INS Form I-9). If an individual cannot verify his/her right to work within three days of hire, the Township must terminate his/her employment.

ORIENTATION PERIOD

(AMENDED 07/16/2016)



For all Full Time employees hired by the Township, the first 90 calendar days of employment are considered to be a trial period. During this time, the employee will undergo training and orientation as directed by the employee's supervisor. The employee's supervisor will also monitor the employee's performance. The initial period may be extended by the Township Superintendent upon recommendation by the employee's immediate supervisor. When the initial probationary period is extended, notice of the same shall be provided to the employee in writing.

During the first 90 days of employment, the employee is encouraged and expected to ask questions concerning his/her job responsibilities, and determine if he/she is satisfied with the position. If the employee's job performance is found to be unsatisfactory at any time during the first 90 days of employment, the employment will be terminated. The completion of this period does not create anything other than an "at-will" relationship.

Full-time employees will begin receiving benefits as approved by the Township Board effective first day of hire .

All new employees will receive a confidential performance evaluation from their supervisor at the end of the orientation period. At that time, the employee will be eligible for employee benefits.

Employment is "at will" both during and after the orientation period.

[Parks and Recreation Commission will conduct the performance evaluation at the end of the orientation period for the Parks Director Position. The Park Director conducts the performance evaluation at the end of the evaluation period for full time park staff.](#)



PROBATIONARY PERIOD-COMSTOCK FIRE & RESCUE

New Part-Time/On-call firefighters shall be on probation for a period of one (1) full year if not fully trained upon appointment. Their performance shall be evaluated at the end of six (6) months and again prior to the end of their probationary period by the Fire Chief. Part-Time/on-call and Part-Time firefighters who are fully trained shall be on probation for a minimum of a period of six (6) months. Their performance period shall be evaluated at the end of six (6) months. Fully trained shall consist of Michigan Firefighter I&II certification, licensed Medical First Responder (MFR) or higher, Michigan HazMat Operations Level certification and Drivers Training classroom.

The initial probationary period may be extended by the Fire Chief. When the limited probationary period is extended, notice of the same shall be provided the employee in writing.

All firefighters shall, during the probationary period unless specified otherwise herein, satisfactorily complete such schooling and/or training and receive such certifications as required by law, mandated by the Michigan Firefighters Training Council pursuant to MCL 29.369 (MSA 4.560(9) and/or Township Board directive. Unless otherwise specified herein, required schooling or training shall be taken and satisfactorily completed as soon as such offerings are available during the probationary period. An extension of time for the satisfactory completion of such required schooling or training may be granted by the Fire Chief if, in his/her discretion, he/she finds there is a showing of special extenuating circumstances justifying such and extension.

A firefighter shall, within the time period specified by statute, satisfy all applicable firefighter eligibility requirements. If for any reason, a probationary firefighter fails to satisfactorily perform his/her duties, to satisfactorily complete all required schooling and/or training, or to receive all required certifications, the Township Supervisor, upon recommendation of the Fire Chief, may immediately terminate the individual. Firefighters serving their initial probationary period, whether or not it has been extended, may not appeal or contest a suspension or discharge action.

In addition to the initial probationary period described above, an employee may also be placed on probationary status for disciplinary purposes. An employee placed on probationary status for disciplinary purposes shall be notified of that fact in writing and shall, absent overriding extenuating circumstances, receive severe sanction, including possible dismissal, for any misconduct or unsatisfactory job performance during his/her period of probation. The fact that an employee is not on disciplinary probationary status shall in no way, however, be deemed to limit or reduce the Township's authority to impose severe sanction, including dismissal against the employee.

Employment is "at will" both during and after the probationary period.

Update Approved by TB 03/15/2021

PHYSICAL EXAMINATIONS



The Township may require a job-related medical examination when there is a need to determine if an employee can perform essential functions of his/her position. This exam will identify physical limitations or restrictions. A medical examination may also identify significant health or safety risks to the employee or others, by identifying infectious diseases, or other medical monitoring as required by medical standards, professional licensing bodies or standards established by federal, state or local law.

The Township may conduct voluntary medical examinations and health promotion activities. The records from these screenings will be kept confidential.

The cost of the voluntary or medical examinations rests with the Township. The employee is not responsible for accruing any of the costs for these procedures.

A doctor's note may be required for employees who are absent as a result of injury, illness or disability.



All fire and rescue department personnel shall have such pre-employment physical or health assessment examinations as the Township Board shall prescribe. Follow-up examinations shall be administered every year thereafter. One-half of the force shall have such examinations on the "odd" years; one-half on the "even" years or as required by the Township Superintendent. These examinations shall be conducted by a physician or other medical personnel chosen by the Township. Only those examination procedures required or authorized in advance by the Township Board shall be paid at Township expense. Part Time/On-call firefighters shall be compensated for time spent at a required examination at such level as determined by the Township Superintendent.

Should the employee fail the medical screening, they can be put on short-term disability, as available, and/or FMLA. Any approved leave of absences beyond the FMLA period will be re-evaluated at 6 months.

The Township shall make available to all Fire and Rescue Department Personnel, at Township expense, a vaccination for Hepatitis "B". The vaccination shall be administered by a physician or other medical personnel chosen by the Township. On-Call firefighters shall be compensated for time spent at the vaccination site at such rate as shall be determined by the Township Board. A record of completion of Hepatitis "B" shots will be kept in the personnel employment record files at the Fire Department Headquarters Station. Updates Approved by TB 03/15/2021

PERFORMANCE EVALUATIONS



The Township is committed to providing you with feedback both formal and informal, about your performance on the job. Immediate supervisors are responsible for on-going performance feedback. In addition, your supervisor may formally discuss and document your performance on a regular basis (generally on an annual basis). In some departments, an initial performance review will be conducted six months after an employee begins a new job. Please contact your immediate supervisor if you feel that an evaluation is due to you or would be helpful to you.

Your performance appraisal discussion will include a review of your strengths; identify any areas needing improvement, and goals and objectives that need to be achieved. Specific performance problems may be addressed outside the performance appraisal cycle through either informal discussions or formal disciplinary action.

Formal performance feedback becomes a permanent part of your personnel file.

The Parks and Recreation Commission will conduct the performance evaluation for the Parks Director Position. The Park Director conducts the performance evaluation for full-time park staff.

DISCIPLINARY ACTION



The Township reserves the right to terminate an employee **under the governance of the township board of trustees** at any time for any lawful reason with or without prior disciplinary counseling or notice. **Discipline and termination of park employees is handled exclusively by the Parks and Recreation Commission.** Nothing in this Handbook or any other Township document is intended to:

- Modify this “at-will” employment,
- Promise progressive discipline or disciplinary counseling,
- Promise notice in circumstances where the Township considers immediate termination or discipline to be appropriate.

The Township reserves the right to exercise discretion in discipline. Prior warning is not a requirement for termination. If you are disciplined in writing, copies of your warnings are placed in your personnel file.

Generally, discipline less than suspension or discharge will be imposed for minor offenses. Minor offenses are defined as those violations of the standards of employee conduct and/or work rules, or violations of provisions of this manual, which are unacceptable if repeated, but which do not warrant suspension or discharge for the first offense. Where serious offenses occur, suspension or immediate termination may be imposed. Serious offenses are defined as those willful, deliberate, or repeated violations of provisions of this manual, of such a nature that it is determined that continued employment of the employee is not in keeping with the best interests of the Township.

In addition to discipline for violation of standards for employee conduct and/or work rules, or violation of provisions of this manual, employees may be terminated at any time for unacceptable job performance, unsatisfactory work practices, inability to work effectively with their supervisor or co-workers, or any other reason deemed valid by the Township Superintendent and/or Township Board or by Parks Director or Parks Board. Employees must turn in all Township property upon termination.

Discipline may take any of the following forms:

1. *Employee counseling or oral reprimand:* Employee is counseled by his supervisor concerning proper conduct.
2. *Written reprimand:* Employee receives a written notice from immediate supervisor specifying minor offense or nature of unsatisfactory performance.
3. *Final Written Warning:* In certain situations, the employee may be given a written notice specifying that if there is further misconduct and/or the employee does not

remedy deficiencies in job performance, the employee is subject to discharge.

4. The final written warnings will be given in a situation where it is determined that notwithstanding the employee's misconduct and/or unsatisfactory job performance; it is in the interest of the Township to provide to the employee one last chance to remedy the deficiencies.
5. *Suspension:* Employee receives a written notice of suspension following serious misconduct, repeated minor offenses, or continued unsatisfactory job performance. The period of time off without pay is specified in the notice of suspension.
6. *Discharge:* Employee is discharged for a serious offense, for an accumulation of minor offenses, for failure to satisfactorily respond to a final written warning, for failure to satisfactorily perform duties, or for any other lawful reason the Township Superintendent, and/or the Township Board deems sufficient.
 - a. Employee's final pay check, retirement benefits, and other compensation due to the employee will be sent to their home via first class mail. A terminated employee shall contact only the Township Superintendent with payroll or compensation discrepancies.
 - b. All employees or officials will contact the Township Superintendent or Township Clerk prior to releasing a letter of reference for a terminated employee.

Nothing in this manual shall require the Township to impose discipline in any particular order. The listing of classifications of disciplinary action in this manual is intended only to advise employees of some potential ramifications of the various sorts of disciplinary actions. This manual does not restrict in any way the Township's right to terminate employment at-will whether under this policy or outside it. The Township's decision of whether the employee has committed a violation of the standards of conduct or work rules established under this manual or has engaged in other conduct unacceptable to the Township, and the Township's decision on the penalty imposed, is final and not subject to review or appeal outside the Township except as otherwise required by law.



An employee wishing to contest the discipline imposed against him/her shall follow the problem-solving procedure set forth in this Manual. Failure of an employee to follow the problem-solving procedure in the time and manner provided shall constitute a waiver of any challenge to the discipline imposed. When an employee is suspended or discharged, the employee may submit a written request for a hearing directly to STEP 5 of the problem-solving procedure within the time provided therein.

The Township reserves the right to take any disciplinary action it considers appropriate, including termination, at any time. In addition to those situations discussed elsewhere

in this handbook, listed below are some other examples where immediate termination could result. This list is general in nature and is not intended to be all-inclusive:

- Discourtesy to a customer, provider, or the general public resulting in a complaint or loss of good will.
- Refusal or failure to follow directives from a supervisor, or a Township officer.
- Breach of confidentiality relating to employer, employee, and customer, or provider information.
- Altering, damaging, or destroying the Township property or records, or another employee's property.
- Dishonesty.
- Providing false or misleading information to any Township representative or on any Township records including the employment application, benefit forms, time cards, expense reimbursement forms, etc.
- Fighting or engaging in disorderly conduct while on duty.
- Violations of any of the Township's employment policies including, but not limited to, confidentiality, security, solicitation, insider trading, conflict of interest, and code of conduct.
- Conduct or performance issues of a serious nature.
- Failure of a drug or alcohol test.

The Township recognizes that personal issues can sometimes affect your performance. The Employee Assistance Program (EAP) is available to all full time employees to provide confidential help with a wide variety of personal problems, issues, and concerns.

Use of EAP services, however, does not excuse you from complying with the Township policies or procedures, or from achieving job requirements or expectations during or after receiving EAP assistance. Nor will participation in the EAP prevent the Township from taking disciplinary action when warranted.

PROBLEM SOLVING PROCEDURES



This procedure applies to every situation in which an employee wishes to contest any form of discipline imposed against the employee, and also applies to every other problem or controversy that an employee may have in connection with employment with the Township. However, employees serving their initial probationary period, whether or not it has been extended, may not appeal or contest a suspension or discharge action.

STEP 1 : Verbal Procedure: An employee with a complaint and/or problem shall, within five (5) working days of the occasion giving rise to the problem, discuss the matter with his/her immediate supervisor. The employee's immediate supervisor is not required to make any written record of such discussions, but may do so if the immediate supervisor determines, in his or her discretion, that a written record is appropriate.

STEP 2: Written Procedure: If the employee feels that the problem has not been resolved, the employee shall reduce the problem to writing with all the facts and reasons why the immediate supervisor's response was not satisfactory, and present the writing to the immediate supervisor within three (3) working days of the verbal discussion. The immediate supervisor shall have five (5) working days in which to give a written response.

STEP 3: If the problem is still unresolved, the employee shall submit the problem to the Township Superintendent in writing within three (3) days after the written response of the immediate supervisor has been received. The Township Superintendent shall have ten (10) working days in which to investigate the problem, correlate the facts, and respond to the employee in writing.



STEP 3: If the problem is still unresolved, the employee shall submit the problem to the Fire Chief in writing within three (3) working days after the written response of the immediate supervisor has been received.

The Parks and Recreation Commission shall have ten (10) working days in which to investigate the problem, correlate the facts, and respond to the employee in writing.



STEP 3: If the problem is still unresolved, the employee shall submit the problem to the Fire Chief in writing within three (3) working days after the written response of the immediate supervisor has been received.

The Fire Chief shall have ten (10) working days in which to investigate the problem, correlate the facts, and respond to the employee in writing.

STEP 4: If the problem is still unresolved, the employee shall submit the problem

to the Township Superintendent in writing within three (3) days after the written response of the immediate supervisor has been received. The Township Superintendent shall have ten (10) working days in which to investigate the problem, correlate the facts, and respond to the employee in writing.

STEP 4/5: If the problem is still unresolved, the employee may request in writing a hearing before the Township Board, by filing a request for a hearing with the Township Clerk within five (5) working days of the decision in *STEP 3/4* or within five (5) working days of the date of written notice of suspension or discharge. Upon receipt of such a request, the Township Board shall schedule a hearing to be held within thirty (30) days after the next regularly scheduled meeting of the Township Board. The Township Board shall cause written notice of such hearing to be given by first class mail at least ten (10) days prior to the date scheduled for hearing to the employee and such attorney or agent that the employee has identified in the request for hearing. The notice shall be in writing and shall contain the date, time and place at which the hearing will be conducted. The employee, the employee's designated representative, the employee's immediate supervisor, and/or Township Superintendent, and such witnesses as each of them shall call, shall be given a full and complete opportunity to be heard at such hearing, subject, however, to such reasonable rules and regulations which the Board may impose. This hearing will be held in closed session at the employee's request. A decision of the Township Board shall be made within thirty (30) days after such hearing and the Board shall cause its decision to be put in writing and be served by first class mail upon the employee and the employee's attorney or agent, if any.

The decision of the Township Board shall be final and binding upon all parties. All hearings conducted by the Township under this step shall be in conformance with the Open Meetings Act of the State of Michigan.

PERSONNEL RECORDS



Employee personnel files may include the following: (job application, job description, resume, records of participation in training events, salary history, records of disciplinary action and documents related to employee performance reviews, coaching, and mentoring). Personnel records are maintained on a current basis.

Employees are required to report changes in personal status, such as address, telephone number, marital status, birth or deaths in the immediate family, to their immediate supervisor, within five (5) days after such change has occurred.

The Township shall be entitled to rely upon the employee's last name, address, telephone number, marital status, and number of dependents shown on its records for all purposes involving his/her employment.

The Township Superintendent or Township Clerk will maintain all personnel files. Access to personnel files is restricted to the Township Supervisor, Township Superintendent, and Township Clerk. The employee may periodically review their personnel file in accordance with applicable statutes.

Personnel records are kept highly confidential and are not available to anyone outside of the Township unless you have authorized the release, or release is to an authorized governmental agency, or is required by law. To obtain access to your records, contact the Township Supervisor.

Individual personnel files shall be kept for at least seven years after termination.

COMPENSATION

COMPENSATION



The Charter Township of Comstock Board establishes a compensation policy for Comstock Township. The term, “compensation”, is traditionally understood to mean salary or pay. By compensation, the Board recognizes according to this policy, a larger definition to mean both salary and benefits. Salary and benefits together constitute a very significant budget expenditure for the Township, and should be viewed by employees as two parts of one compensation package.

It is the policy of the Charter Township of Comstock to set employee compensation levels consistent with the following principles:

- Compensation is under the authority of the Board, and shall be annually reviewed and established by the Board.
- Compensation shall be set at levels necessary to recruit and retain qualified employees. Salary levels are determined by the duties and responsibilities of the particular position, the educational requirements for the positions, a comparison to the salary levels for the Township positions, the prevailing salary levels for other Township positions, the prevailing salary levels for similar positions with other employers within relevant labor markets, the financial condition of the Township and other relevant considerations.
- Benefit levels are determined by the prevailing benefit levels with other employers within relevant labor markers, including both cost and value of benefits, the financial condition of the Township and other relevant considerations, with consideration that deferred benefits should be crafted to encourage continued service by qualified employees.
- Each year Administration shall make recommendations to the Board during the budget process for changes in compensation levels based upon the financial condition of the Township, changes in cost of living, prevailing compensation levels for employees of other employers within relevant labor markets and other relevant considerations. Parks Commission makes the recommendations to the Township board for their employees
- Compensation shall be established in a manner, which is fiscally prudent and does not jeopardize either vital Township services or the Township’s financial well-being.
- Compensation is under the authority of the Board, and shall be annually reviewed and established by the Board.

- Compensation packages for Board members are reviewed on an annual basis. The following salaries have been approved for term beginning on 11/20/2024*:

Supervisor	\$ 10,000
Clerk	\$ 75,000
Treasurer	\$ 15,000
Trustees	\$525 per month (\$6,300 per year) ¹

Other Boards (Internal)²:

Parks Board	\$ 130 Per Meeting
Planning Commission Members	\$ 130 Per Meeting
Zoning Board of Appeals	\$ 130 Per Meeting
Board of Review	\$ 130 Per Meeting

Other Boards and Commission Meetings (External)-TRUSTEES ONLY²:

Election Commission (unless held at the end of a Township Board meeting, no additional stipend)	\$ 75 Per Meeting
Kalamazoo Area Building Authority (KABA)	
Kalamazoo Area Transportation	
Public Media Network	
Kalamazoo Regional Water & Wastewater Commission	
Local Advisory Committee	
Special Meetings	

\$130/per meeting attended²

¹Amended by Township Board: 2024

*The township board implemented a pay step program

2024 Pay Rates											
Rank	Step 1	Salary	Step 2	Salary	Step 3	Salary	Step 4	Salary	Step 5	Salary	
FF	19.49		19.78		20.08		20.38		20.69		
FF/AO	20.98	52366.08	21.29	53151.57	21.61	53948.84	21.94	54758.08	22.27	55579.45	
FF/AO1	21.58	53863.68	21.90	54671.64	22.23	55491.71	22.57	56324.09	22.90	57168.95	
LT	22.87	57083.52	23.21	57939.77	23.56	58808.87	23.91	59691	24.27	60586.37	
Capt	24.24	60503.04	24.60	61410.59	24.97	62331.74	25.35	63266.72	25.73	64215.72	
AC	32.22	67017.6	32.70	68022.86	33.19	69043.21	33.69	70078.86	34.20	71130.04	
DC	33.31	69284.8	33.81	70324.07	34.32	71378.93	34.83	72449.62	35.35	73536.36	
FM	28.70	59696	29.13	60591.44	29.57	61500.31	30.01	62422.82	30.46	63359.16	
FC	3795.5	98683	3913.16	101742.2	4034.47	104896.2	4159.54	108148	4288.48	111500.5	
AA	27.77	57761.6	28.19	58628.02	28.61	59507.44	29.04	60400.06	29.47	61306.06	
*Full Time Staff receive a step raise of 1.5% every other year in addition to any COLA approved by the township board.											
Position	Step 1	Salary	Step 2	Salary	Step 3	Salary	Step 4	Salary	Step 5	Salary	
Superintendent	4230	110000	4292.00	111600	4356.00	113274	4419.00	114974	4555.99	116698	
Finance Director	42.00	87360	42.63	88670.4	43.27	90000.46	43.92	91350.46	44.58	92720.72	
Zoning administrator	37.00	77168	37.56	78325.52	38.12	79500.40	38.69	80692.91	39.37	81902	
Maintenance	24.00	49920	24.36	50668.8	24.73	51428.83	25.10	52200.26	25.47	52983.27	
Communications Coordinator	20.00	47000	20.30	47900	20.60	48800	20.91	49770	21.23	50000	
Administrative assistant	22.00	45760	22.33	46446.4	22.66	47143.1	23.00	47850.24	23.35	48568	
Ordinance officer	24.00	49920	24.36	50668.8	24.73	51428.83	25.10	52200.26	25.47	52983.27	
Ordinance Assistant	20.00	41600	20.30	42224	20.60	42857.36	20.91	43500.22	21.23	44152.72	
Transfer station attendant	13.00	27040	13.20	27445.6	13.39	27857.28	13.59	28275.14	13.80	28699.27	
General Admin Assistant	19.00	39520	19.29	40112.8	19.57	40714.49	19.87	41325.21	20.17	41945.09	
Cola for 2024 payroll is 5% if position step change is over the 5% position only receives that % not cola and step for 2024											

*Adopted 10/30/2023



Part time and Part time/On-call firefighters shall receive such wages as shall be determined by the Township Board by resolution. The wages shall be set on an hourly basis. In the event a part time or part time/on-call firefighter works more than 212 hours in a 28-day period, the part time or part time/on-call firefighter shall be paid overtime at the rate of time and one-half of the regular hourly rate of pay for every hour over 212 worked in a 28-day period.

Full-time employees shall receive such salary and benefits as shall be determined by the Township Board by resolution. In the event a full –time employee who is not exempt from the requirements of the Federal Fair Labor Standards Act concerning overtime pay works more than 212 in a 28-day period, the full time employee shall be paid overtime or apply to comp bank at the rate of time and one-half of the hourly rate of pay for every hour over 212 worked in a 28-day period. Fire Chief at their discretion, may allow nonexempt employees to take “Comp Time” instead of overtime. However, all nonexempt eligible overtime hours

will be compensated at one and one-half times and is required to be taken within the current pay period or the next pay period.

If a part time or part time/on-call firefighter is required by law or by Township Board directive to attend an educational event (such as a conference, seminar, class or workshop) then the firefighter shall be compensated at such level as determined by the Township Board and in the manner required by law. The Township shall also reimburse the part time or part time/on-call firefighter or pay for the reasonable expenses (e.g., registration fee, lodging) incurred in attending the educational event.

If attendance at a given educational event is not required by law or Township Board directive, but will contribute to the part time or part time/on-call firefighter's ability to perform his/her duties, then the Township Board may, at its sole discretion, agree to reimburse or pay for all or a portion of the reasonable expenses of attending the educational event. The Township Board may also, at its sole discretion, agree to compensate the firefighter for time spent in attendance at such an educational event. The request for such Township reimbursement or payment of expenses and/or for compensation must be approved by the Township Board prior to the educational event. Unless approved by the Township Board in the manner provide above, the firefighter shall not be entitled to compensation for his/her attendance at the educational event.

Part time and part time/on-call firefighters shall be paid for the time spent at regular drills and such other drills as they are required to attend by the Fire Chief.

Updated by Township Board 03/06/2020

PAYROLL ADMINISTRATION AND TIME KEEPING

(Township Board Adopted: 02-20-17)



The Township shall comply with Michigan wage and hour laws that regulate the method of payment of wages, the payment of wages upon termination of employment, allowable deductions, income tax withholding and payment of employment taxes, wage garnishments, recordkeeping and maintenance of payroll records.

Deductions and Withholding

The township shall comply with federal and state laws regarding income tax and Social Security deductions.

The township shall make appropriate deductions to satisfy any court orders for garnishments or for child or spousal support orders.

Election Pay

An office staff person who is assigned to work at a precinct on Election Day shall not receive pay for both their regularly worked hours and be paid as a Precinct Inspector.

Overtime Pay

Exempt employees, as defined by the Fair Labor Standards Act (FSLA), are not entitled to overtime pay. All non-exempt employees, as defined by FSLA, are entitled to overtime pay/comp-time for overtime hours worked. All overtime hours must be approved in advance by the responsible Department Head. Overtime pay/comp-time will be calculated at the rate of time and one half the employee's regular rate for all hours worked in excess of 40 per week.



[See Compensation Section](#)

Pay Advances

Pay advances shall not be authorized under any circumstances.

Payment on Termination

An employee who voluntarily terminates employment will be paid all wages earned on the next regularly scheduled payday.

Discharged employees will be paid all wages earned on the next regularly scheduled payday.

Payroll Changes

A payroll change (e.g., setting or changing compensation, and deductions or withholdings) shall be submitted to the Clerk's Office in writing. The documentation must be signed by the employee and the Township Superintendent.

A new employee shall complete the following:

- New Hire Reporting Form
- I-9 Form
- State of Michigan W-4 Form
- Federal W-4 Form
- Direct deposit authorization and any other voluntary deduction form

Pay Periods

The Township is required to keep accurate records of an employee's time worked to the nearest quarter hour.



Each employee shall record upon a time sheet the time actually worked. Pay periods will encompass a fourteen (14) day period, beginning on Sunday at 7:00 a.m. and continuing through the second Sunday at 7:00 a.m. The Clerk must receive employee's time sheets on alternate Mondays by 10:00 a.m. Payroll Direct Deposit Stubs will then be made available to all employees.

See Also Compensation Section

Employees may only be paid one pay rate for the same time period; employees may not be paid two different pay rates during the exact same time.

Employees will only be paid for the time actually recorded on their time sheet and approved by their immediate supervisor or his/her designee.

Paychecks will only be released to the individual whose name appears on the check or an individual who the employee has designated and approved through written consent.

Pay Rates

The Township Board shall consider the pay rate and pay scale of each exempt and non-exempt employee on at least an annual basis. The Township Board shall consider and approve any deviations from the previously approved pay rates and pay scales.

Payroll Problems

Employees shall 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, as soon as possible.

Time Keeping for all Non-Exempt Hourly

Each nonexempt hourly employee shall record upon a time sheet or time clock the time actually worked. Pay periods will encompass a fourteen (14) day period, beginning on Sunday at 12:01 a.m. and continuing through the second Saturday at 12:00 midnight. The Clerk must receive employee's time sheets on alternate Mondays by 10:00 a.m. Payroll checks will then be made available to all employees by Thursday at 3:00 p.m.

Voluntary Deductions

Voluntary Deductions-the Township shall make all voluntary deductions from employee's pay only after written authorization is given by the employee.

Pay Rate Outside of Core Job Function:

An employee that performs a job that is not part of their core job description will be paid at the set rate established by the Township Board for that job. All jobs performed outside of the core job function must have written approval from their direct report.

COMPENSATORY TIME OFF POLICY FOR NONEXEMPT/HOURLY EMPLOYEES)

(ADOPTED 07/18/2016, AMENDED 10/16/2017)



Purpose

Charter Township of Comstock pays overtime in accordance with the Fair Labor Standards Act (FLSA). This policy describes the circumstances under which overtime is allowed. Compensatory time off (known as comp time) is paid time off on the job that is earned and accrued by an employee instead of immediate cash payment for working overtime hours. The use of comp time instead of overtime is limited by Section 7(o) of the FLSA to a public agency that is a state, a political subdivision of a state, or an interstate governmental agency.

Procedures

The Charter Township of Comstock establishes the time and duration of working hours as required by workload and workflow, customer service needs, the efficient management of employees, and any applicable law.

The Charter Township of Comstock's normal workweek is from 12:01 a.m. on Sunday to 11:59 a.m. the following Saturday, consisting of 40 hours during that period. Different work schedules may be established by the Charter Township of Comstock to meet job assignments and provide necessary services.

Immediate supervisors may schedule overtime or extra shifts. Immediate supervisors will assign overtime to nonexempt employees (those employees who are subject to the minimum wage and overtime provisions of the FLSA) as needed. Employees are not permitted to work overtime without the prior approval of their immediate supervisor and Township Superintendent. For the purposes of overtime compensation, only eligible hours worked in excess of 40 during a workweek will be counted. Parks require director or parks commission approval.

Immediate supervisors, at their discretion, may allow nonexempt employees to take "Comp Time" instead of overtime. However, all nonexempt eligible overtime hours will be compensated at one and one-half times and is required to be taken within the current pay period or the next pay period. Parks require director or parks commission approval.

Employee attendance at lectures, meetings and training programs will be considered hours of work, and therefore will be compensated time, if management requires and authorizes attendance.

WORK DAY/WORK WEEK



Definition

The regular workweek for full-time employees is forty (40) hours per week. Two fifteen minute paid break periods are provided each day which can be utilized for lunch.

*Hours of Operation-Township Office Staff only:

Monday	8 am to 4:30 pm	8.5 Hours
Tuesday	8 am to 4:30 pm	8.5 Hours
Wednesday	8 am to 6:00 pm	10.00 Hours
Thursday	8 am to 4:30 pm	8.50 Hours
Friday	8 am to 12:30 pm	4.50 Hours



Parks Department schedule fluctuates based on seasonal activities.



The Comstock Township Fire Department is excluded from this schedule

Where necessary or appropriate, an employee's regular starting and quitting time may be changed with advanced, written approval by the Township Superintendent.

Nonexempt hourly Employees shall record their time worked accordingly on their time sheet when beginning and ending work. The employee's immediate supervisor shall sign any hand written entries.

Absence

An employee shall report no later than fifteen (15) minutes after the start of his/her regularly scheduled shift any time he/she will be absent. The report should be made to the employee's immediate supervisor. Failure to report absence in advance as required by this section may result in discipline against the employee. If the Township Superintendent determines that the employee's absence is due to illness, injury, or some other cause for which authorized leave may be granted the employee's time of absence will be charged to an appropriate leave. If the Township Superintendent determines that the employee's absence is unauthorized, the employee will not be paid for the time not worked.

Unauthorized absence may subject an employee to disciplinary action.

If an employee is absent for three consecutive days without notifying the Township, it shall be considered a voluntary resignation unless the Township Board / Parks Board determines there were acceptable extenuating circumstances beyond the employee's control.

Tardiness

Employees are expected to be at their workstations ready to start work at the time they are assigned to report to work. All employees shall work until the end of their assigned shift and/or workday.

The Township Superintendent has the responsibility to administer this policy to assure that employees report for work regularly and promptly and work until the end of their assigned shift and/or workday. Tardiness may subject an employee to loss of pay or other disciplinary action.

Notify the Parks and Recreation Commission of any attendance or tardiness irregularities for full-time Park Staff. Limited to the office.

ALTERNATIVE WORK SCHEDULE POLICY

(ADOPTED 07/18/2016)



Charter Township of Comstock is committed to helping employees face the demands of juggling work, family and life related issues by offering a number of possible flexible work arrangements. This provides employees with increased flexibility with their work schedule while allowing the Township to maintain a progressive and productive work environment. Alternative work scheduling is an opportunity to maintain employee productivity through various forms of creative work scheduling.

All Charter Township of Comstock employees will be considered for alternative work scheduling on a case-by-case basis, where creative work schedules have been shown to accomplish both work and personal goals, to provide coverage for individual department operations and to serve the Township as a whole with increased productivity at no expense to quality output.

The Township Superintendent (for Township staff) or Parks Director (for parks staff) is responsible for identifying if any of the aforementioned staffing options are workable within his or her department. This includes determining if the entire department or an entire shift must convert to one of the above alternative scheduling options. To determine whether it would be appropriate for employees to volunteer to take on these work schedules, the Superintendent and department manager must assess the impact and outcome in terms of production, quality and absenteeism, and if one or a combination of the above is in the best interests of the department, Township and employee.

There will be a six-month trial period to assess the impact of the flexible work arrangement. After successful completion of the trial period, the work arrangement will be reviewed annually thereafter to ensure continued success. The arrangement may be canceled for any reason by either management or the employee with a 4 week notice period. The notice period may be altered upon mutual agreement.

Flexible work arrangements are not appropriate for all employees or positions and are not a universal employee benefit. Mandatory conditions must be met for a compressed work week schedule to be approved. The employee must have a satisfactory attendance record, the employee must be meeting all performance expectations in their current role, and consistently demonstrating the ability to complete tasks and assignments on a timely basis and the nature of the employee's work and responsibilities must be conducive to a flexible work arrangement without causing significant disruption to performance and/or service delivery.

The Township Superintendent (for Township staff) or Parks Director (for parks staff) has the general responsibility of overseeing the day-to- day implementation of this policy in accordance with payroll and legal requirements. Any requests for exceptions to this policy should be made in writing to the Superintendent for review and approval. Only the Township Superintendent, in consultation with the affected supervisor or Parks Director, may grant such an exception.

EMPLOYMENT BENEFITS

CLASSIFICATION OF EMPLOYEE AND INSURANCE BENEFIT ELIGIBILITY

(Updated to reflect Changes Effective 7/18/2016)



COMPENSATION CLASSIFICATION(S)

Township Staff

Employees are classified as either exempt or non-exempt for pay administration purposes, as determined by the federal Fair Labor Standards Act (FLSA).

The definitions of the worker classification categories can be summarized as follows:

Exempt: Management, supervisory, professional, sales or administrative employees, whose positions meet FLSA standards, are exempt from overtime pay requirements.

Non-exempt: Employees whose positions do not meet the FLSA exemption standards are paid overtime. Employees classified as non-exempt generally work in non-supervisory, non-professional or non-administrative capacities. Overtime work, however, is prohibited without specific supervisor authorization.

In addition, each employee's status is defined as one of the following:

Full-time: Employees who regularly work a minimum of 40 hours per week are considered to be full-time. Such full-time employees are eligible for benefits after applicable requirements for length of service have been met.

The Township supplements its regular work force with temporary or part-time employees to help compensate for workload, employee absences, or other situations. Management will determine which positions are permanent part-time and which are considered temporary or seasonal.

Part-time: Employees who work less than 20–39 per week are considered to be part-time. Employees who work 20 hours or less per week, or who work on a temporary project basis, will receive all legally mandated benefits (such as workers compensation and Social Security benefits), but are ineligible for other benefit programs.

Temporary: Temporary employees are those engaged to work either part-time or

full-time on the Township's payroll, but have been hired with the understanding that their employment will be terminated no later than upon their completion of a specific assignment. This category includes interns and co-op students. Such employees may be either "exempt" or "non-exempt" but are not eligible for Township benefits except as mandated by law.

Independent Contractors: Consultants, freelancers or independent contractors are not employees of the Township. The distinction between employees and independent contractors is important because employees may be entitled to participate in the Township's benefits programs, while independent contractors are not. In addition, The Township is not required to withhold income taxes, withhold and pay Social Security and Medicare taxes, or pay unemployment tax on payments made to an independent contractor.

Elected Officials: Elected officials of the Township shall not be deemed to be Township employees for purposes of this Manual. Elected officials shall be entitled to such compensation and benefits as are authorized by the Township Board in accordance with applicable law.

Part Time or Part Time/On-Call Firefighters: Those employees who are officially registered on the duty roster for the department, who respond on a regular basis for fire runs and are paid by the Township for such runs. Part time or part time/on-call firefighters shall not, regardless of the number of hours they are normally scheduled to work for the Department per week, be considered three-quarter-time employees of the Township.

Updated by Township 02/06/2023

Senior Leadership Fire department. Those Employees in the leadership position of Chief, Assistant Chief and Deputy Chief and are full time employees.

Administrative Fire Department. Those employees who are full time positions and perform administrative support. These employees work a 40-hour work week.

Full Time Firefighters. Those Employees that are Full-time and work a minimum of 48 hour work week.

(add park insignia)

Seasonal-hourly parks and recreation field employees...less than ??? hours during spring-summer or fall seasons— same as "Part Time"

INSURANCE BENEFIT ELIGIBILITY CLASSIFICATION(S)



Adopted by Township Board: 08/31/2015

Senior Leadership (Exempt)

- Senior Township Employees having Senior Financial, Leadership, and Public Safety positions.
- Benefit Eligibility Requirement: Full Time over 30 hours weekly.
- Eligible for Township Health benefits – No premium copay requirements and includes options coverage for dependents and adult dependents (age 18-26) in accordance with Health Benefit Eligibility requirements.

Salary & Hourly Employees

- Benefit Eligibility Requirement: Full Time having a regular weekly work schedule of 30 or more hours weekly.
- Eligible for Township Health benefits – No premium copay requirements and includes options coverage for dependents and adult dependents (age 18-26) in accordance with Health Benefit Eligibility requirements.

Full Time Employee is defined as having a regular weekly work schedule of 30 or more hours weekly. Eligible for Benefits.

Part Time Employee is defined as having a weekly work schedule of less than 30 hours weekly / 120 hours monthly.

Variable Work Hour Employee – Employee who works non-routine hours weekly/monthly that varies from standard part time / Full time weekly / monthly work hours.

Part Time: Those employees who are officially registered on the duty roster for the department, who do NOT respond on a regular basis for fire runs off-duty however, are paid by the Township for such runs when they occur. The primary function of Part Time firefighters is to staff the stations on an average of sixteen (16) hours a week, however are eligible to work extra shifts. Part Time firefighters shall not, regardless of the number of hours they are normally scheduled to work for the Department per week, be considered three-quarter-time employees of the Township.

Part Time/On-Call Firefighters: Those employees who are officially registered on the duty roster for the department, who respond on a regular basis for fire runs and are paid by the Township for such runs. Part Time/On-call firefighters shall not, regardless of the number of hours they are normally scheduled to work for the Department per week, be considered three- quarter-time employees of the Township.

NOTE: Part-time, Part-time/On-Call and Variable work hour Public Safety-Emergency Responders (Employees)

-Not eligible for health benefits.

-Receive Life w/AD&D Coverage for an occurrence in the line of duty

- Receive Disability pay for injury or illness received in the line of duty.

Updated by Township Board 03/06/2020

EMPLOYEE WELFARE BENEFITS



The Township Board adopted the Ordinance and Ordinance Resolution entitled the "Charter Township of Comstock Employee Welfare Benefits Ordinance" on August 31, 2015; Ordinance No. 471 and Ordinance Resolution No. 472. The adopted version of each are available at the Township Office for inspection.

Benefits Program

The Township Board, by resolution, determined all employee welfare benefits programs offered to certain Township officers and employees, including, but not limited to: type, term and circumstance of health related benefits program; definition and classes of officers and employees that are eligible for the programs; eligibility requirements; amounts expended by the Township for such benefits; formula, amounts and/or limitations on amounts to be deducted from officer and/or employee compensation for payment of premiums (or part of premiums); method for voluntary nonparticipation for officers and/or employees and any sums provided for voluntary nonparticipation; designation of responsible Township personnel.

Annual Elections

The Township Board shall review the employee welfare related benefit programs and determine if any changes are to be made as least thirty days prior to the next welfare benefit plan year.

Ratification

The Township ratifies and confirms the validity of all employee welfare related programs in existence on the adoption of this Ordinance.

Authority to Modify or Terminate Programs

The Township Board has the authority to, by resolution, modify or terminate any employee welfare benefit program at any future time as may be needed or desired to conform with applicable federal and state law or as the Township Board may determine in its sole discretion.

Adopted by Township Board: 08/31/2015

EDUCATIONAL ASSISTANCE

(AMENDED 07/18/2016)



Employees and elected officials are encouraged to expand their knowledge through periodicals, textbooks, and training classes. The employee's immediate supervisor may authorize any expenses for career development not exceeding \$500.00, while the Township Board may determine needs of career development expenses over \$500.00.

Trip reports, summarizing this approved training, must be submitted along with any trip expense report/reimbursement. The report shall cover the Purpose, Overview, Benefits, Cost and Summary of the training. A copy shall be provided to the Township.

Employee attendance at lectures, meetings and training programs will be considered hours of work, and therefore will be compensated time providing the training is a job requirement and management authorizes attendance.



All requests for outside training must be submitted in writing by completing a "Request for Outside Training" form which shall be obtained from the Fire Chief. Approval is subject to determination by the Fire Chief.



Approval is needed from Parks and Recreation Director or the Parks and Recreation Commission for educational assistance for parks and recreation personnel.

BUSINESS EXPENSE REIMBURSEMENT



Purpose

The Township will reimburse employees for all necessary and reasonable travel expenses related to the normal conduct of business. To administer uniform guidelines for reimbursement of business related travel and meals, the following policies and procedures have been established. While this policy provides many answers and useful guidance, it cannot address every possible situation. If you have any questions regarding the business nature and/or reimbursement of such expenses, check with your supervisor before you commit to spending any funds. The most useful guide to cost effective business travel is to spend money as if it were your own.

Auto Allowance/Mileage

Employees receive reimbursement for direct business mileage. Township employees will be reimbursed for mileage on their personal vehicles while performing Township business. The Township will utilize the federal mileage reimbursement amount as determined on the first day of the calendar year. In all cases, the employee will ensure that a Township vehicle is not available before using their own vehicle and charging mileage to the Township.

The use of a personal automobile for business related travel is only authorized if the automobile is covered by a current insurance policy with limits not less than \$300,000 for bodily injury and \$300,000 for property damage. Any damages, repair costs, and/or maintenance costs incurred by an employee in the use of their privately owned vehicle in conjunction with Township business is the sole responsibility of the employee.

Spouse's Travel

Travel expenses related to an employee's spouse are not reimbursable by the Township.

Lodging

The selection of overnight lodging should be guided by considerations of safety, quality and reasonableness of room rates. The Township Board may authorize lodging for employees attending a conference or work session. Employees or elected officials may be entitled to lodging expenses if the class or work session is more than 60 miles from the Township Hall and the class either begins before 8:00 a.m. or ends after 7:00 p.m.

Business Meals

Employees may be reimbursed for reasonable and actual expenses for meals incurred while on business trips away from their normal business hours. All original receipts must be included with the employee's travel and expense report. Any employee expense report received without the receipts will be returned to the employee. The Township Board may allocate a maximum \$70 per diem for meals when traveling. The Township Board may also allocate up to \$15 for one individual breakfast or \$20 for one individual lunch and up to \$30 for dinner and \$5 for incidentals if only a portion of the workday is used.

Revised by Township Board: 05/1/2017

In State/Out of State Travel

In state requests for travel, if budgeted, will be pre-approved at the budget hearing. All out of state travel expenses, regardless of the department budget, must be submitted to the Township Board for approval. Excluding the Fire department Trainings.

Added by Township Board: 10/01/2018

EMPLOYER-OFFERED INSURANCE



As approved by the Township Board. The Township provides group carrier health, dental, and vision insurance plans to all full-time employees. The Township pays for Employee and employee dependent care coverage. Insurance will be available to the employee and his/her dependents at date of hire or during the open enrollment period. At that time the Employee may elect coverage or in lieu of the health insurance benefits, receive a monthly payment.

Revised by Township Board: 08/31/2015

As a result of termination, reduction in work hours, injury or illness or in the event that an employee is on a military, jury duty or other leave of absence, an employee may be eligible to continue the Township's group coverage by paying a monthly premium. If the employee satisfies eligibility requirements for coverage continuation and is terminated, has his/her work hours reduced, is on a leave of absence for a work-related injury or illness, is on an approved military leave or is on an approved jury duty leave, the Township will continue its contribution for one month. For continuation of coverage after that point in time, the employee is responsible for the full payment of the premium.

The Township will follow the guidelines set forth in Federal Family and Medical Leave Act (FMLA) situations addressed in the FMLA act.

Employees are urged to consult the insurance summary plan description for details of the plan benefits. The plan document controls payment of any benefits.

Group insurance is an employee benefit in which an employee is not required to enroll. There will be no increase in wages if an employee waives coverage. However, employees may receive compensation in lieu of health insurance as determined by the Township Board. For the calendar year, each Township employee who selects "in lieu" of payment, will receive 35% of that employee's annual health insurance premium. Payment will be made after employee signs the waiver request and proof of insurance is completed.

Revised by Township Board: 08/31/2015

Health Savings Account

The Township contributes \$5,000 for a family or \$2,500 for a single person to a Health Savings Account for the calendar year for all eligible employees.

If an employee is eligible after January 30th in that calendar year the amount will be pro-rated per month per category.

The employee may choose to contribute up to the maximum allowed by the IRS through payroll deduction.

Added by the Township Board: 10/01/2018

Pension Plan

Employees shall be eligible to participate in the Pension Plan as outlined in Ordinance Number 319 as adopted on June 7, 1993, and amended as necessary, the Comstock Township Board. The Township Board shall determine the amounts paid to the employee's pension fund.

Revised: 10/19/2015

Deferred Compensation

The Township Board adopted the Ordinance and Ordinance Resolution entitled the "Charter Township of Comstock Deferred Compensation Ordinance", on August 31, 2015; Ordinance No. 471 effective on September 10, 2015 and Ordinance Resolution No. 472.

Adopted by Township Board: 08/03/2015

For more detail regarding the plan, plan terms, tax exemption and prior inconsistent ordinances, a full text of the adopted version of each Ordinances are on file in the Office of the Township Clerk. A copy can also be found in the reference copy of the Charter Township of Comstock Compilation of General Ordinances.

Revised: 10/10/2016

Opt-Out

This resolution is to opt out of PA 152 of 2011 (the 80/20 public employee health insurance coverage). The statute says that the resolution must be adopted prior to the beginning of the medical plan year which is November 1, 2022 for Comstock. The Township Board adopted the following Opt-Out Resolution:

RESOLUTION TO OPT OUT OF PA 152 FOR CALENDAR YEAR 2025

WHEREAS, Comstock Charter Township is a charter township located in Kalamazoo County, Michigan, that provides employee health insurance to qualified employees and board members in accordance with MCL 41.110b et seq., and the Comstock Charter Township Employee Welfare Benefits Ordinance; and

WHEREAS, by resolution the Township Board has determined for 2025 that the Township will pay more than 80% of the single person insurance premium coverage for qualified employees and board members, as well the additional coverage for two-person and family insurance coverage; and

WHEREAS, MCL 15.568(1), being Section 8(1) of PA 152 of 2011, provides that a Township may exempt itself from the requirements of the Act by a 2/3 vote of the Board; and

WHEREAS, the Township Board desires to exempt the Township from the requirements of the Act for the year 2022.

NOW THEREFORE BE IT HEREBY RESOLVED that the Township hereby exercises its option under MCL 15.568 (1) and exempts itself from the requirements of PA 152 of 2011 for the year 2022.

Adopted by Township Board: 09/20/2021

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT OF 1985 (C.O.B.R.A.)



The Township complies with the federal law, Consolidated Omnibus Budget Reconciliation Act of 1985, P.L. 99 272, and later amendments, otherwise known as COBRA. Covered employees and their dependents who lose insurance coverage for any of the following reasons are eligible to continue their coverage through COBRA: termination of the covered employee's employment, reduction in the covered employee's working hours, divorce or legal separation, death of the employee, eligibility for Medicare or loss of dependent child status under the insurance plan. All administrative rules and processes as well as changes in plan benefits and premiums apply to those on continuation coverage.

In the event of divorce or legal separation, or the loss of dependent child status under the plan, a covered employee or dependent must notify the Township Clerk or Township Supervisor and/or Township Superintendent within 60 days to maintain the right to continue coverage. At that time, the Township Clerk, Township Supervisor, and/or Township Superintendent will provide enrollment materials to the employee or covered dependent within 14 days of that notification.

The covered employee or dependent has 60 days to elect continuation of coverage from either the date that coverage would ordinarily have ended under the plan by reason of a qualifying event or the date of notification, whichever comes later. Election of continuation of coverage is established by completing and returning enrollment materials to the Township Clerk, Township Superintendent, and/or Township Supervisor.

COBRA premiums will be billed by the applicable insurance provider, and the first premium will be due within 45 days of the date of election. Subsequent premiums must be received within the terms set forth by the provider. Failure to make timely payments will result in termination of coverage without notice.

COBRA continuation coverage will end for any of the following reasons: The Township fails to continue its insurance plan; the premium payment is not made in a timely fashion, and the person who elected continuation of coverage becomes covered under another insurance plan or Medicare. Continuation coverage will end after 18 months if the qualifying event was termination or reduction in hours, unless the qualified beneficiary is disabled at the time of termination or reduction in hours, in which case coverage may extend to 29 months. Continuation coverage will otherwise end after 36 months.

UNEMPLOYMENT COMPENSATION



The Township complies with the requirements of the Michigan Unemployment Compensation Act.

All employees who are terminated may apply for unemployment compensation at the Michigan Employment Security Commission office. To be eligible, an employee must have met certain requirements set by the State of Michigan. Current information regarding eligibility for unemployment compensation is available at the nearest M.E.S.C. office.

The M.E.S.C. office will determine the amount and eligibility for unemployment compensation.

WORKERS' COMPENSATION



The Township will provide workers' compensation, a type of accident and injury insurance, which compensates an employee for lost time, medical expenses, and loss of life or dismemberment from an injury arising out of or in the course of work. Employees must report any accident or injury immediately to his/her supervisor or the Township Supervisor, Clerk or Treasurer so that the necessary paperwork may be completed.

TIME AWAY FROM WORK



Lunch Periods

Employees are allowed a paid half hour lunch break. Lunch breaks are generally taken between the hours of 11:00 am and 2:00pm. The schedule for meal periods should be established on the basis of work requirements at the Township. Staggered meal periods may be necessary. The Superintendent or Parks and Recreation Director should be sure that the Township or Parks and Recreation, respectively, is adequately staffed and that someone with authority to resolve minor problems is always available.

Revised: 01-05-2018

Rest Periods

Two paid rest periods of 15 minutes each shall be permitted each day. The schedule for these breaks should depend completely on the needs of each office.

Rest periods are considered time worked, and employees will receive compensation for such periods.

VACATION LEAVE

(AMENDED 02/06/2023)





Vacation requests for more than two days must be in writing and presented to the employee’s immediate supervisor and to the Township Clerk at least thirty days in advance of the requested time off. Vacation requests for two or less days at a time must be submitted in writing to the employee’s immediate supervisor at least one week in advance. The employee’s immediate supervisor must approve vacation requests. Vacation time shall be granted on the basis of the employee’s date of request. In the event of a conflict, the employee with the most service time and/or seniority shall be granted the time off provided the employee has submitted the request in writing and in compliance with the needs of the Township, and the approval of a vacation request would not result in insufficient staffing. Vacation requests submitted later than the time required by this paragraph may be approved with the concurrence of the employee’s immediate supervisor and the Township Clerk.

In the event that approval of a vacation request would result in insufficient staffing, the employee’s immediate supervisor or the Township Superintendent may disapprove it.

Part-time employees are not eligible for paid vacation time. However, they may take an unpaid vacation upon compliance with the procedural provisions of this section, with the length of the vacation based on the same schedule as applies to full time employees, but pro-rated as to the number of hours worked by the part-time employee.

Vacation time shall be granted on the following schedule:

<u>LENGTH OF SERVICE</u>	employee work week	 40 hours	 48 hours
After 90-day probation		40 hours	48 hours
Two years through four years of employment		80 hours	96 hours
Five years through nine years of employment		120 hours	144 hours
Ten years through 15 years of employment		160 hours	192 hours
Fifteen years or more of employment		200 hours	240 hours

NOTE: Vacation negotiation will be utilized only in exceptional situations.

Vacation pay shall be computed at the employee’s regular straight time hourly rate, exclusive of all premium pay. If employee is on an alternative schedule time off must equal those hours.

Vacation time is not cumulative and must be used within the twelve-month period following the accrual. For example, after twelve months of continuous service, the employee is entitled to 40 hours of vacation time. Vacation time must be used within the twelve months following the employee's first anniversary date.

Request for vacation time by full-time park staff should be submitted to the Parks Director/Parks and Recreation Commission as appropriate.

TERMINAL VACATION

(ADOPTED 04/15/2012)



A full-time employee who has been terminated, resigns, or retires will be paid for any accumulated unused vacation on a pro-rated basis, (define) provided the employee has completed one year of continuous full-time service.

SICK LEAVE

(AMENDED 12/20/2021)



Beginning January 1 of each year and except as modified herein, all full-time employees of the Township shall be eligible for eighty hours of sick leave time for that calendar year. Full time (shift) Fire Fighters will earn 96 hours of sick time for that calendar year.

Part time employees that qualify under the Michigan Paid Medical Leave Act (2018 Public Act 338, amended by 2018 Public Act 369 effected March 29,2019) will earn 1 hour paid medical leave for every 35 hours worked, with a maximum of 40 hours for that calendar year.

New full-time employees shall accumulate sick leave at the rate of eight hours per month for each month of continuous full-time employment up to a maximum of eighty hours for any twelve-month period. Full time (shift) fire fighters shall accumulate sick leave at a rate of 9.6 hours per month for each month of continuous full time employment up to a maximum of ninety six hours for any twelve-month period. On January 1, following completion of one year of continuous full-time employment, a new full-time employee shall receive the same sick leave benefits as all other full-time employees.

Sick leave shall be paid at the employee's regular straight time hourly rate of pay. Sick leave shall be paid in the pay period in which the illness occurs.

Sick leave may not be used for vacations. The employees may use sick leave for personal illness or medical and dental appointments. An employee may also use sick leave for physical or mental illness in the employee's immediate family, provided the employee's absence from work is necessary to care for the family member who is ill or to arrange for suitable care of such family member. For the purpose of this section, immediate family shall mean immediate children, spouse, father, mother, domestic partner, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents.

Sick leave must be reviewed and approved by the Township Supervisor and/or Township Superintendent and Fire Chief for Firefighters or Parks and Recreation Director or Parks and Recreation Commission, as appropriate. The Township Clerk, or their designee must be notified within fifteen minutes after the start of the employee's regularly scheduled shift of the employee's inability to work that day workday because of illness or injury, for the employee to be eligible for sick pay. If employee is on an alternative schedule time off must equal those hours.

Sick time may be donated to another full time/part time employee with the approval of the township Superintendent. The employee receiving the donation must use all of his/her sick time before receiving a donation. Unused donated sick time will be returned to the employee that originally donated the time.

When illness or injury occurs during the working day, the Township Supervisor, Township Superintendent, Township Clerk, and/or their designee must be notified immediately by the employee, or if that is impossible, by the employee's supervisor for the employee to be eligible for sick pay for the remainder of the day.

Sick leave may be denied for the following reasons:

1. Failure to notify the Township Supervisor, Township Superintendent, Township Clerk, or their designee as provided for herein:
 - a. Insufficient evidence of illness or injury
 - b. Abuse of sick leave time

Employees may be required to produce a physician's statement or other adequate proof of illness or injury to receive sick leave pay. Employees may, upon an absence of five days or more be required to show a physician's statement verifying the employee's ability to return to work and perform the employee's job without limitations or restrictions prior to returning to work.

Unused sick time accrued after December 31, 1989, may be accumulated by active full-time employees up to a maximum of 480 hours and Full Time fire fighters 576 hours. Upon termination of employment, an employee who has been continuously employed full-time by the Township for a period of at least ten or more years shall be entitled at termination of employment to compensation equivalent to 50% of the employee accumulated sick leave time. An employee who has been continuously employed full-

time by the Township for less than ten years at termination of employment shall not be entitled to any compensation for the employees accumulated sick leave time.

Worker's compensation and disability benefits received by a full-time Township employee may be supplemented by the employee's accumulated sick leave time to equal the employee's regular salary.

NOTE: Any employee who is terminated for cause or resigns in lieu of termination is not eligible for any compensation payout of sick leave.

PERSONAL LEAVE DAYS

(AMENDED 07/18/2016)



Each full-time employee shall be entitled to sixteen (16) hours of personal leave time per calendar year. Personal leave time is not cumulative and must be used within the calendar year in which it is accrued.

If employee is on an alternative schedule time off must equal those hours.

New full-time employees who complete the initial period of probation between January 1 and June 30 will be eligible for two (2) personal leave days, 16 hours. New full-time employees who complete the initial period of probation between July 1 and November 30 will be eligible for one (1) personal leave day, 8 hours.



COMSTOCK TOWNSHIP FIRE & RESCUE MEDICAL RELEASE/RETURN TO WORK POLICY

Purpose

To establish a procedure for an employee to return to duty from an extended medical leave.

Definitions

Extended Leave – shall mean missing 30 or more calendar days.

Essential Job Functions – shall mean those job functions found in the employee's job description and the National Fire Protection Association (NFPA) 1582.

Rules

1. The department shall assure that employees returning from extended medical leave of 30 days or more shall adhere to this policy.
2. Employees returning from an extended medical leave shall obtain a medical release from a physician board certified in the area pertaining to the illness/injury using the Department Medical Release Form.
3. Each physician evaluating an employee for medical release shall be supplied a copy of the Department Medical Release Form, the NFPA 1582 specifications for firefighter essential job functions, and the employee's specific job description by the Fire Chief or his/her designee.
4. The department reserves the right to require a second opinion regarding a physician's certification of an employee's ability to return to work in the event the employee demonstrates an inability to perform essential job functions. Any such second opinion will be paid for by the department and shall be performed by a department designated physician.
5. In the event a second opinion differs from the first opinion, then a third medical examination shall be sought from a physician approved by both the department and the employee. This third opinion shall be paid for by the department and shall be binding.
6. The department shall assure that employees are physically capable of performing duties that may be assigned to them during emergencies.

7. The department shall not permit employees with known physical limitations reasonably identifiable to the employer to participate in emergency activities, unless a physician has released the employee to participate in such activities.
8. When an employee is absent for 30 consecutive days or more for any reason, they shall be assigned to make-up any missed mandatory training or other mandatory department function prior to returning to regular duty. A list of missed training and functions will be compiled and approved by the Fire Chief or his/her designee.
9. All missed mandatory training and functions shall be satisfactorily completed ensuring the employee is technically and physically capable of performing duties as assigned. The training will be satisfactorily completed by scheduling with a department training officer 2 – 4 weeks after being released for duty by the physician.
10. If the training is not satisfactorily completed in the allotted time, the employee will be ineligible to return to duty until satisfactorily completed and subject to the disciplinary process as stated in the Employee Handbook.

FEDERAL FAMILY AND MEDICAL LEAVE (FMLA)



As an eligible employee of the Township, you are allowed to take unpaid Family and/or Medical Leave under federal law, the Family and Medical Leave Act (FMLA).

Eligibility

To be eligible for leave, you must be employed by the Township for at least 12 months. In the 12 months immediately preceding the beginning of the leave, you must also have worked at least 1,250 hours to qualify for federal FMLA.

Amount of Leave Available

Eligible employees are generally eligible for *up to* a total of 12 weeks of protected leave, except for service member family leave, within a rolling twelve-month period, measured backward from the date an employee uses any Federal leave for any combination of reasons listed below. Where leave is taken to care for a covered service member who is undergoing medical treatment, recuperation or therapy, is in outpatient status or is otherwise on the temporary disability retired list for a serious injury or illness, a spouse, child, parent or next of kin may take up to 26 weeks of unpaid leave during a single 12-month period.

Under the federal FMLA, spouses employed by the Township are jointly entitled to a combined total of 12 weeks of family leave for the birth or placement of a child for adoption or foster care and to care for a parent who has a serious health condition. (The federal FMLA does not cover care for a parent-in-law.) Spouses employed by the Township are jointly entitled to a combined total of 26 weeks of family leave to care for a covered service member with a serious injury or illness, for the birth or placement of a child for adoption or foster care, or to care for a parent who has a serious health condition.

Types of Leave Available

Birth or Placement for Adoption or Foster Care: Family leave is available to eligible male and female employees for the birth of a child or for placement of a child with the employee for purposes of adoption or foster care. Federal leave must be completed within 12 months of the birth or placement.

Non-continuous leave. Family leave may not be taken intermittently. See below for more details on intermittent leave.

Certification process. The need for leave must be documented by your treating health care provider through our medical certification process (see below) or documented proof of placement of a child.

Serious Health Condition of Employee: If, as an eligible employee, you experience a serious health condition as defined by federal law, you may take medical leave under this policy (see "Definitions" for the definition of serious health condition). A serious health condition generally occurs when you:

- Receive inpatient care in a hospital, hospice or nursing home;
- Suffer a period of incapacity accompanied by continuing outpatient treatment/care by a health care provider; or
- Have a history of a chronic condition that may cause episodes of incapacity.

Non-continuous leave. Medical leave may be taken all at once or, when medically necessary, intermittently (see below).

Certification process. The need for leave must be documented by your treating health care provider through our medical certification process (see below).

Fitness-for-duty statement. A fitness-for-duty statement will be required in order for you to return from a medical leave. Failure to provide the statement will result in a delay in your return to work.

Serious Health Condition of Immediate Family Member: If, as an eligible employee, you need family leave in order to care for your son, daughter, spouse or parent who experiences a serious health condition as defined by federal law (see "Definitions" for definitions of child, spouse, parent and serious health condition), you may take medical leave under this policy.

Non-continuous leave. Medical leave may be taken all at once or, when medically necessary, intermittently (see below).

Certification process. The need for leave must be documented by the family member's treating health care provider through our medical certification process (see below).

Active Duty Because of Any Qualifying Exigency: If, as an eligible employee, you need family leave because of any qualifying exigency arising out of the fact that your spouse, son, daughter or parent is on active duty in the Armed Forces (including the National Guard or Reserves) in a foreign country, or has been notified that they will be called or ordered to active duty in the Armed Forces (including the National Guard or Reserves) in a foreign country, you may take family leave under this policy. (See "Definitions" for a definition of qualifying exigency)

Non-continuous leave. Family leave for any qualifying exigency arising out of the active duty of a family member may be taken all at once or intermittently (see below).

Certification process. The need for leave must be documented by a certification in a form and in such manner as the U.S. Department of Labor and the Secretary of Defense prescribe (see below).

Service Member Family Leave: If, as an eligible employee, you need family leave to care for a covered service member who is your spouse, son, daughter, parent or next of kin, and who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is otherwise on the temporary disability retired list for a serious injury or illness, you may take up to 26 weeks of unpaid leave during a single 12-month period under this policy. (See "Definitions" for a definition of serious injury or illness.)

Non-continuous leave. Service member family leave may be taken all at once or, when medically necessary, intermittently (see below).

Certification process. The need for leave must be documented by the family member's treating health care provider through our medical certification process (see below).

Notifying the Township of the Need for Family or Medical Leave

Generally, an application for leave must be completed for all leave taken under this policy. The need to take non-emergency leave should generally be requested from the Township Supervisor, Township Superintendent, Township Clerk or Treasurer at least 30 days, or as soon as practicable, in advance of the need. In cases of emergency, verbal notice should be given as soon as possible (or by your representative if you are incapacitated), and the application form should be completed as soon as practicable. Failure to provide adequate notice may, in the case of foreseeable leave, result in a delay or denial of the leave. It is your responsibility to notify your supervisor, Township Supervisor, Township Superintendent, Township Clerk or Treasurer of absences that may be covered by FMLA.

You must provide sufficient information regarding the reason for an absence for the Township to know that protection may exist under this policy. Failure to provide this information will result in delay and/or forfeiture of rights under this policy. This means the absence may then be counted against your record for purposes of discipline for attendance, etc.

Medical Certification Process

In addition to an application for leave, you will be required to complete a medical certification form where leave is for a family member's or your own serious health condition. The certification form needs to be signed by the health care provider. The

short-term disability certification may be sufficient where the information required is duplicative. These forms are available from the Township Superintendent. Second or third certifications from health care providers and periodic recertification at the Township's and/or your expense may be required under certain circumstances.

We may also require periodic reports during federal FMLA leave regarding your status and intent to return to work.

Certification for Active Duty Because of Any Qualifying Exigency

In addition to an application for leave, you will be required to complete a Certification of Qualifying Exigency for Military Family Leave form and to furnish to the Township in a timely manner any certification that your family member is issued regarding their active duty or call to active duty in the Armed Forces.

Substituting Paid Leave for Unpaid Leave

Federal FMLA leave is unpaid. The Township requires you to use PTO days. You shall not accrue PTO while on FMLA

When you substitute PTO days, the absence will be counted against your entitlement to FMLA leave under this policy and will not extend your leave. In other words, you are using your paid leave concurrently with your FMLA leave.

When an employee is absent due to a work-related illness or injury that meets the definition of a serious health condition, the absence will be counted against the employee's entitlement under this policy. In other words, the employee is using FMLA leave concurrently with the workers' compensation absence. An employee is not required to substitute paid time off for an absence covered under workers' compensation.

You may be paid for all or part of a medical leave to the extent you are eligible for benefits such as short-term disability. An employee is not required to substitute paid time off for an absence covered under a disability benefit plan.

Non-Continuous Leave

Intermittent and/or reduced leave will be permitted only when it is medically necessary or for a qualifying exigency/call to active duty as explained above. In all cases, the total amount of leave taken in a calendar year should not exceed your total allotment as defined earlier in this policy.

Intermittent and reduced schedule leave must be scheduled with minimal disruption to an employee's job. To the extent an employee or family member has control, medical appointments and treatments related to an employee's or family member's serious health

condition should be scheduled outside of working hours or at such times that allow for a minimal amount of time away from work.

If you request non-continuous federal FMLA leave which is foreseeable based on planned medical treatment for purposes of providing care to a child, spouse or parent with a serious health condition, for your own serious health condition, or for service member family leave, you may be required to transfer temporarily to an available alternative position offered by the Township for which you are qualified and which better accommodates recurring periods of leave than your regular employment position. You will be entitled to equivalent pay and benefits, but will not necessarily be assigned the same duties in the alternative position.

Benefit Continuation During Leave

The Township will maintain group health insurance coverage and other employment benefits (such as group life insurance, AD&D, health and dependent flexible spending accounts, etc.) for you while on FMLA leave whenever such insurance was provided to you before the leave was taken and on the same terms as if you had continued to work. You will be required to pay your regular portion of insurance premiums – contact the Township Supervisor, Clerk or Treasurer for an explanation of your options.

Benefits that are accumulated based upon hours worked shall not accumulate during the period of FMLA leave.

By statute the Township in some instances may recover premiums it paid to maintain health insurance coverage for an employee who fails to return to work from FMLA leave.

Returning to Work

If the reason for FMLA leave is for your own serious health condition, you will be required to present a Fitness-For-Duty certification immediately upon return to work.

If you wish to return to work before the scheduled expiration of an FMLA leave, you must notify the Township of the changing circumstances as soon as possible but no later than two working days prior to your desired return date.

An employee who fails to return to work immediately after the expiration of the leave period will be considered to have voluntarily terminated his or her employment.

Rights Upon Return From Leave

Upon return from Family or Medical Leave, you will be returned to the position you held immediately prior to the leave if the position is vacant. Certain exceptions exist for Key Employees as defined by law. If the position is not vacant, you will be placed in an equivalent employment position with equivalent pay, benefits, and other terms and conditions of employment. If you exhaust all leave under this policy and are still unable to

return to work, your situation will be reviewed to determine what rights and protections might exist under other Township policies.

The law provides that an employee has no greater rights upon a return from leave than the employee would have if the employee had continued to work. Therefore, you may be affected by a layoff, termination or other job change if the action would have occurred had you remained actively at work.

If you do not qualify for the types of leave described in this policy, the Township Board may approve a personal leave of absence, depending on your circumstances. Except where mandated by law, the Township cannot guarantee that benefits will continue or that your position will remain open in your absence.

This policy provides an introduction to the rights and provisions of the federal FMLA. Department of Labor form WHD Publication 1420 is attached to this policy and further explains the FMLA's provisions and the procedures for filing complaints of violations of the FMLA with the U.S. Wage and Hour Division. Questions you may have about this law, including questions about the law's most recent requirements, should be directed to the Township Supervisor, Clerk or Treasurer.

Definitions

"Spouse"

A husband or wife as defined or recognized under state law for purposes of marriage in the state where the employee resides.

"Parent"

A biological parent or an individual who provides or provided day-to-day care and financial support to the employee when the employee was a child. This includes foster parent, adoptive parent, stepparent and legal guardian. Parent does not include a parent-in-law under this law.

"Child"

A biological, adopted or foster child, stepchild, legal ward, or a child under age 18 who is receiving day-to-day care and/or financial responsibility from the employee. Child includes a person 18 years of age or older who is incapable of self-care because of a mental or physical disability. For Qualifying Exigency Leave or Service Member Family Leave, the child does not have to be a minor (under the age of 18) and can be of any age.

"Incapable of self-care"

The child requires active assistance or supervision to provide daily self-care in three or more "activities of daily living," or "instrumental activities of daily living," including adaptive activities such as caring appropriately for one's grooming and

hygiene, bathing, dressing, eating, or instrumental activities such as shopping, taking public transportation, maintaining a residence, etc.

"Physical or mental disability"

A physical or mental impairment that substantially limits one or more major life activities of the individual.

"Next of Kin"

Used with respect to an individual, this means the nearest blood relative of that individual, other than the spouse, parent or child. See the Township Supervisor, Clerk or Treasurer for more details.

"Serious Health Condition"

Illness, injury, impairment, or physical or mental condition that involves:

- Inpatient care in a hospital, hospice or residential medical care facility.
- A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves: 1) treatment two or more times within 30 days of the first day of incapacity, unless extenuating circumstances exist, by or under the orders of a health care provider; or 2) treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of a health care provider. The first (or only) visit must occur in person within seven days of the first day of incapacity.
- Any incapacity due to pregnancy or for prenatal care.
- Chronic conditions requiring periodic treatment by or under the supervision of a health care provider which continues over an extended period of time and may cause an episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
- Permanent/long-term conditions requiring supervision for which treatment may not be effective (e.g., Alzheimer's, a severe stroke or the terminal stages of a disease).
- Multiple treatments by or under the supervision of a health care provider either for restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity of more than three calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy), severe arthritis (physical therapy) or kidney disease (dialysis).

"Serious Injury or Illness"

- In the case of a member of the Armed Forces, including a member of the National Guard or Reserves, an injury or illness incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.

- In the case of a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the 5-year period directly before the date on which the veteran undergoes medical treatment, recuperation or therapy, a qualifying injury or illness incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

"Qualifying Exigency"

Qualifying Exigency includes:

- Short-notice deployment (7 days or less);
- Military events and related activities;
- Child care and school activities;
- Financial and legal arrangements;
- Counseling;
- Rest and recuperation (up to 5 days);
- Post-deployment activities; and
- Additional activities agreed to by the Township and the employee.

Please contact the Township Supervisor, Clerk or Treasurer for additional information.

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employees must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



MILITARY LEAVE AND TRAINING POLICY

(AMENDED 7/18/2016)



Leave of Absence for Military Leave and Training

A full-time employee who enters the military service, by draft or enlistment, will be granted a leave of absence for that purpose and at the conclusion of such leave shall be reinstated in accordance with all applicable provisions of the Uniformed Services Employment and Re-Employment Rights Act (USERRA) and/or any other applicable laws then in effect.

Leaves of absence shall be granted to full-time employees who are active in the National Guard or a branch of the Armed Forces Reserves for the purposes of fulfilling their annual field training obligations or being recalled to active duty. Requests for leaves of absence for such purpose must be made as soon as possible. The employees have the same right to time off regardless of whether they were ordered for training or volunteered for it. There is no limit to the number of times employees can go for military training within any given year.

Employees who are ordered or volunteer to report for annual field training or are called to active duty shall be paid the difference between their regular pay and military pay, if any, for a two-week period. No loss of seniority shall occur during such absences. Any time period exceeding two weeks may be taken as available vacation or approved time without pay. In these specific cases, the employees are not required to use available vacation time before requesting time off without pay.



YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- ☆ you ensure that your employer receives advance written or verbal notice of your service;
- ☆ you have five years or less of cumulative service in the uniformed services while with that particular employer;
- ☆ you return to work or apply for reemployment in a timely manner after conclusion of service; and
- ☆ you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you:

- ☆ are a past or present member of the uniformed service;
- ☆ have applied for membership in the uniformed service; or
- ☆ are obligated to serve in the uniformed service;

then an employer may not deny you:

- ☆ initial employment;
- ☆ reemployment;
- ☆ retention in employment;
- ☆ promotion; or
- ☆ any benefit of employment

because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

HEALTH INSURANCE PROTECTION

- ☆ If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.
- ☆ Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

ENFORCEMENT

- ☆ The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.
- ☆ For assistance in filing a complaint, or for any other information on USERRA, contact VETS at **1-866-4-USA-DOL** or visit its **website at <http://www.dol.gov/vets>**. An interactive online USERRA Advisor can be viewed at <http://www.dol.gov/elaws/userra.htm>.
- ☆ If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.
- ☆ You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the Internet at this address: <http://www.dol.gov/vets/programs/userra/poster.htm>. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.



U.S. Department of Labor
1-866-487-2365



U.S. Department of Justice



Office of Special Counsel



1-800-336-4590

Publication Date—July 2008

NURSING MOTHERS POLICY

(AMENDED 7/18/2016)



In compliance with the amended Fair Labor Standards Act and to ease the transition of mothers returning to work following the birth of a child, lactation accommodation will be provided for nursing mothers.

Accommodations Provided

For up to a year following a child's birth, nursing employees will be provided break time to express breast milk during the workday. The employee will be allowed a reasonable break time whenever she has the need to express milk throughout the day.

The Township will provide a private area for nursing employees to express breast milk. Employees must bring their own cooler or storage container, but may store their milk in a Township refrigerator.

Pay Issues

Breaks to express milk will not be paid. Employees may use normal break and lunch periods to accommodate their nursing needs. However, if the breaks needed to express milk exceed standard daily break time, then the employee must use personal, vacation or unpaid time (either in the form of an unpaid break or PTO).

Work with Your Supervisor

If you are returning from maternity leave, speak with your manager or supervisor regarding your nursing needs. Your supervisor will work with you to accommodate your break schedule as needed, knowing that your breaks may differ on a day-to-day basis.

If you have any further questions or concerns regarding this policy, please contact the Township Superintendent or Township Supervisor.

FUNERAL LEAVE POLICY

(AMENDED 2/20/2017)



We have taken into consideration the personal needs that arise from the death of an immediate family member. You will be allowed leave up to three days for township employees and three 8 hour days or one 24 hour day for Full Time Shift Fire Fighters, with full pay until and including the day of the funeral. If the funeral is more than two hundred (200) miles from Comstock Township, the employee may be granted an additional calendar day off, without pay, for the purpose of attending the funeral. Funeral leave pay will not be granted to employees attending a funeral during periods when, for other reasons, they are not at work, such as vacation, holidays, and illness. Employees must attend the funeral to be eligible for the bereavement leave pay.

Immediate family means father, mother, spouse, children, domestic partner, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, and "in loco parentis".

Employees are allowed up to four hours of bereavement leave to attend the funeral of a fellow regular employee or retiree of the township, provided such absence from duty will not interfere with normal operations of the township.

(In Loco Parentis [Latin, in the place of a parent.] The legal doctrine under which an individual assumes parental rights, duties, and obligations without going through the formalities of legal Adoption. In loco parentis is a legal doctrine describing a relationship similar to that of a parent to a child. It refers to an individual who assumes parental status and responsibilities for another individual, usually a young person, without formally adopting that person.)

JURY DUTY AND WITNESS SERVICE

(AMENDED 7/18/2016)



While it is the duty of every citizen to serve on a jury when called, the Charter Township of Comstock recognizes that this often means the loss of income. The Township pays the difference between the jury/witness pay and regular wages for days when you are unable to report to work because of jury duty/witness service.

The above statement applies provided that you:

- Show your supervisor your summons to serve on a jury or as a witness for Comstock Township only prior to the time that you are scheduled to serve.
- Furnish your supervisor with evidence of having served on a jury or as a witness for the time claimed.

If you are required to report for jury examination, jury duty, or witness in a civil or criminal proceedings in which you are not a party to the action, you will be paid your regular pay. This pay is for approved periods, not to exceed ten working days during each calendar year, including accumulated partial days.

For any extenuating situations requiring more than the stated ten days, the request will be presented to the Charter Township of Comstock Board for approval.

Unless otherwise required by law, employees will not be paid jury/witness service pay for any absence from work due to participation in any legal proceeding when you are a party to the action or if you are appearing as a witness against Charter Township of Comstock.

Jury or witness service will be noted on your time sheet or timecard. Time spent on jury duty or witness service will not be counted as hours worked for the purpose of computing overtime pay. Regular wages are paid until jury pay is received. Jury duty/witness duty pay is then, with your prior consent, deducted from your regular wages. Or jury duty/witness pay can be signed over to the Township and regular pay will be paid out in full. Written consent is to be given prior to performing the service.

TOWNSHIP-OBSERVED HOLIDAYS

(ADOPTED 10/17/2016)



The Charter Township of Comstock provides paid holidays and determines the number of holidays and the day of their observance. Because some holidays fall on different days each year, the number of holidays given in a calendar year may vary. (For example New Years Day.)

If a holiday falls on a Saturday, the preceding Friday is recognized; if a holiday falls on a Sunday, the following Monday is observed.

If a holiday occurs during an employee's scheduled vacation, the holiday is not included in calculating the number of vacation days used.

To be eligible for a paid holiday the employee must work their regular scheduled day prior to the holiday in full and the employee must work their first regular scheduled day after the holiday in full. If an employee is on approved vacation, sick leave or bereavement leave on the day before or after the holiday, he/she is eligible for the appropriate holiday pay.

You will be advised well in advance of the exact holiday schedule. You may check with your supervisor or the Township Supervisor/Superintendent for clarification. Holidays are not available to seasonal, temporary, or intermittent employees and Full Time Shift Fire Fighters

The following are the holidays the Township Board has approved:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas
- Floating Holiday * Township staff will bring a proposed date for Township Board approval by Oct 1st in the current year for consideration in the upcoming fiscal year.



Parks employees may be required to work on an observed Township Holiday and will be compensated with time off on another day.

Updated by Township Board: 10/18/2021



RELIEF DUTY- FULL TIME SHIFT AND PAID ON-CALL FIRE FIGHTER HOLIDAY PAY

Effective January

26, 2017 The following holidays will be paid at time and a half Relief Duty Rate:

New Years Eve	7:00 am - 7:00 am	24 Hrs.
New Years Day	7:00 am - 7:00 am	24 Hrs.
Memorial Day	7:00 am - 7:00 am	24 Hrs.
4 th of July	7:00 am - 7:00 am	24 Hrs.
Labor Day	7:00 am - 7:00 am	24 Hrs.
Thanksgiving Day	7:00 am - 7:00 am	24 Hrs.
Christmas Eve	7:00 am - 7:00 am	24 Hrs.
Christmas Day	7:00 am - 7:00 am	24 Hrs.

Also see Page 153 regarding Fire Station Relief Duty.

updated by Township Board: 10/01/2018

EMPLOYMENT TERMINATION



The Township and its employees share a working relationship defined as employment-at-will. Simply stated, employment-at-will means that in the absence of a specific written agreement, you are free to resign at any time, and the Township reserves the right to terminate your employment for any reason (which does not violate any applicable law) with or without prior notice.

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee.
- Termination - involuntary employment termination initiated by the Township.
- Layoff - involuntary employment termination initiated by the Township for non-disciplinary reasons.

If you wish to resign, you are requested to notify your immediate supervisor of your anticipated departure date at least two weeks in advance. Of course, as much notice as possible is appreciated by the Township and your coworkers. This notice should be in the form of a written statement. [*Park employees must notify the Parks and Recreation Commission.](#)

In the case of termination due to resignation, retirement, or permanent reduction in the work force, your accrued paid time earned in that calendar year will be included with your final paycheck.

Furthermore, any outstanding financial obligations owed to the Township will also be deducted from your final check with your prior written permission.

A meeting between you and your immediate supervisor will take place prior to your last day of work. A health insurance extension of benefits under COBRA regulations is available and is offered via mail to eligible employees. Office keys and Township equipment must be returned at this time.

If you leave the Township in good standing, you may be considered for re-employment.

Except as required by law or by separate agreement, employee salary and benefits will end on the date of termination.

INFORMATION AND OFFICE SECURITY

EMERGENCY ACTION PLAN



Purpose

To proactively protect the health and safety of all the Township employees.

Practice

As our most critical resource, employees are safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. No duty, no matter what its perceived result, is more important than employee health and safety.

General Guidelines in an Emergency

Stay calm and think through your actions.

Be aware of your surroundings.

- Know where stairwell exits are located. There are 2 stairwell exits located at the front and the back of the building
- In the event of any emergency, do not take elevators, use only stairs.
- Do not hesitate to call/alert others if you believe that an emergency is occurring.

Fire

If an odor or sight of smoke is found within the building, any employee is authorized to dial 911 for fire assistance. Employees are to dial 911 and not call directly to the fire stations if an emergency is present. When a 911 call is made, the caller will be responsible for notifying all Township Offices and Library employees. All Township Offices employees and visitors must immediately leave the building and congregate in the parking lot during a fire alert.

Medical Emergency

Any employee is authorized to call 911 for a medical emergency within the Township Offices. The employee calling for assistance should designate another employee to go to the parking lot to direct EMS services to the appropriate location within the Township Offices.

Severe Weather

During a tornado warning, no employees shall leave the building. All employees are to congregate in the basement area of the Township Hall as directed by the Township Supervisor, Clerk or Treasurer.

The Township Offices will remain open during a tornado watch, but special care will be utilized to monitor the weather situation using the weather alert radio or a television within the offices.

Workplace Violence

- Any employee who feels that (s)he has been threatened should immediately report their concern to the Township Supervisor, Clerk or Treasurer.
- If you observe anyone exhibiting threatening behavior or making threatening statements, warn others in the area and immediately notify the Township Supervisor, Clerk or Treasurer. Stay away from the person exhibiting the threatening behavior.
- Depending upon the level of concern, 9-1-1 may be called immediately.
- Never attempt to confront any person exhibiting threatening behavior.
- If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are strongly urged to confidentially discuss the issue with the Township Supervisor, Clerk or Treasurer so that a prevention plan can be developed.



Parks and Recreation Field Emergency Action Plan

Emergencies may occur outside of the Township Office workplace, in and around park buildings, facilities, fields, trails, playgrounds, and waterways. Parks and Recreation employees must rely on their training and refer to the Parks and Recreation Seasonal Employee Manual for specific procedures and action plans.

INCLEMENT WEATHER POLICY

(ADOPTED 02/20/17, AMENDED 10/16/2017)



When it is deemed to be in the best interest of the Township employees to close the buildings or curtail services as a result of snowstorms, tornadoes, or other such emergencies, the determination shall be made by the Superintendent , in consultation with the Fire Chief. Closing of building(s) before or after working hours will be communicated to staff by a Nixle.

All employees who were scheduled to work on days when their offices or buildings were closed due to inclement weather or emergency will receive their regular pay for that day. Those employees, scheduled to work, who are sent home due to an official closing will receive their regular pay for the remainder of their scheduled shift. If an employee is working at a building which is in operation and other buildings are closed, they are to remain at work.

Employees who are off on scheduled leave time when an emergency causes a building closing, will not have their leave time reversed.

Employees are considered to be on-call during their regular scheduled working hours. If the emergency is resolved and the building reopens, employees will be expected to report to work within 30 minutes of being notified of re-opening the building(s).

Employees who are unable to report to work on days due to weather related emergencies, may request approval to utilize accrued compensatory, vacation time, and/or personal leave.

Guidelines

Superintendent

- a. Will contact the staff for either closing the office or delay in start time.
- b. Will notify all of the Board members regarding the change, as well as appropriate community leaders, as needed.
- c. Will monitor the emergency situation and notify staff when the Township will revert back to normal operational hours.

2. Will contact all staff members via Nixle. If the staff member does not answer, a message will be left requesting that the staff person contact the Township Superintendent to ensure that all staff verify receipt of the emergency notification.
3. The General Public will be alerted to the closing via the local media which will be handled by the Superintendent.
4. Will instruct assigned staff member to add/post this information to the Township's website and request maintenance staff post a flyer at the main office doors indicating the change in office hours.
5. Will request maintenance staff post a flyer at the Comstock Transfer Station should this emergency occur during the compactors regular day of operation.
6. Will contact the media-Channel 3 for listing the emergency information to the "crawler message" for both television stations.

Maintenance Staff

1. Will keep the Supervisor posted regarding hours of work for storm cleanup.
2. Work will be prioritized in this order:
 - A. Fire Departments
 - B. Township/Library
 - C. Merrill Park
 - D. Sidewalks on the River Street Bridge
 - E. Compactor/Transfer Station
 - F. McLinden Trail Parking Lot
 - G. Robert Morris Park
3. For safety reasons, any decisions for delayed snow plowing response(s) will be coordinated with the Supervisor and Maintenance staff so hours worked in succession are appropriate.



The Inclement Weather Policy is not applicable to the Comstock Township Fire & Rescue Department. Staff should report to work as normally scheduled.



Parks and Recreation Field inclement Weather Action Plan

Inclement weather may occur in places other than the Township Office workplace, in and affecting park buildings, facilities, fields, trails, playgrounds, and waterways. Parks and Recreation employees must rely on their training and refer to the Parks and Recreation Seasonal Employee Manual for specific procedures and weather action plans.

SAFETY RULES



The Township wants to ensure that our employees remain safe and injury-free when accidents are preventable. We expect our employees to refrain from horseplay, careless behavior and negligent actions. It is the Township's policy to maintain a safe and secure working environment for all employees and clients.

While working, employees must observe safety precautions for their safety and the safety of others. All work areas must be kept clean and free from clutter and debris. Any hazards or potentially dangerous conditions must be corrected immediately or reported to a supervisor.

If you are involved in an accident, you must comply with the following procedure:

- Report the accident to a supervisor or Township Superintendent immediately.
- Obtain the necessary medical treatment
- Fill out an accident report regardless of the severity of the injury
- If you must seek additional medical treatment, obtain consent to leave the premises from your supervisor before doing so

Employees who fail to comply with this procedure are subject to disciplinary consequences.

BUILDING SECURITY



All Township Office employees will receive a key to the offices upon successful completion of their probationary period.

The Township office assistants will be responsible for unlocking the outside entry doors and turning on all necessary lights by 8:00a.m. on normal workdays. The office assistants will also be responsible for locking the entry doors and turning off lights at the end of the workday.

The Treasurer, Clerk, and Deputy Treasurer and Deputy Clerk will be given the combination to the Township safe. It will be their responsibility to open the safe by 8:00 a.m. and lock the safe after 5:00 p.m.

All employees are responsible to maintain the security of the cash box throughout the day. All checks and cash will be placed into the cash box immediately upon receipt. An official receipt will be written for all monies collected at the Township Offices.



Parks and Recreation Parks Field Security Plan

Security is a concern in and around park buildings, facilities, fields, trails, playgrounds, and waterways. Parks and Recreation employees must rely on their training and refer to the Parks and Recreation Seasonal Employee Manual for specific procedures to assure park site security.



COMSTOCK TOWNSHIP FIRE & RESCUE FACILITY ACCESS & VISITORS

Building Security

All Comstock Fire Department employees will receive a key fob and/or access codes to the fire stations.

SOCIAL SECURITY NUMBER PRIVACY POLICY



Purpose

The Township of Comstock (the "Township") is required by the Michigan Social Security Number Privacy Act, Public Act 454 of 2004, MCL 445.81 *et seq.*, (the "Act") to create a privacy policy concerning the Social Security numbers that it possesses or obtains. Pursuant to the Act, the privacy policy must at least:

- a. Ensure to the extent practicable the confidentiality of the Social Security numbers.
- b. Prohibit unlawful disclosure of the Social Security numbers.
- c. Limit who has access to information or documents that contain the Social Security numbers.
- d. Describe how to properly dispose of documents that contain the Social Security numbers.
- e. Establish penalties for violation of the privacy policy.

This Privacy Policy sets forth the Township's policies and procedures regarding how Social Security numbers are obtained, stored, transferred, used, disclosed and disposed.

Policy

It is the policy of the Township to protect the confidentiality of Social Security numbers obtained in the ordinary course of township business from employees, vendors, contractors, customers or others. No person shall knowingly obtain, store, transfer, use, disclose, or dispose of a Social Security number that the Township obtains or possesses except in accordance with the Act and this Privacy Policy.

Procedure

A. Obtaining Social Security Numbers

Social Security numbers should be collected only where required by federal and state law or as otherwise permitted by federal and state law for legitimate reasons consistent with this Privacy Policy.

Legitimate reasons for collecting a Social Security number include, but are not limited to:

- Applicants may be required to provide a Social Security number for purposes of a pre-employment background check.

- Copies of Social Security cards may be obtained for purposes of verifying employee eligibility for employment.
- Social Security numbers may be obtained from employees for tax reporting purposes, for new hire reporting or for purposes of enrollment in any Township employee benefit plans.
- Social Security numbers may be obtained from creditors or vendors for tax reporting purposes.

B. Public Display

All or more than four sequential digits of a Social Security number shall not be placed on identification cards, badges, time cards, employee rosters, bulletin boards, permits, licenses or any other materials or documents designed for public display. Documents, materials or computer screens that display all or more than four sequential digits of a Social Security number shall be kept out of public view at all times.

C. Account Numbers

All or more than four sequential digits of a Social Security number shall not be used as a primary account number for an individual.

D. Computer Transmission

All or more than four sequential digits of a Social Security number shall not be used or transmitted on the Internet or on a computer system or network unless the connection is secure or the transmission is encrypted.

E. Mailed Documents

Township documents containing all or more than four sequential digits of a Social Security number shall only be sent in cases where state or federal law, rule, regulation, or court order or rule authorizes, permits or requires that a Social Security number appear in the document. Documents containing all or more than four sequential digits of a Social Security number, that are sent through the mail, shall not reveal the number through the envelope window or otherwise be visible from outside the envelope or package.

F. Freedom of Information Act

Where all or more than four sequential digits of a Social Security number are contained within a document subject to release under the Freedom of Information Act, the Social Security number shall be redacted or otherwise rendered unreadable before the document or copy of a document is disclosed.

G. Storage

All documents containing 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.

H. Access to Social Security Numbers

Only personnel who have legitimate business reasons to know will have access to records containing Social Security numbers. The department heads having access to records containing Social Security numbers shall determine which other personnel within their departments have a legitimate reason in the Township's ordinary course of business to have access to such Social Security numbers. Personnel using records containing Social Security numbers must take appropriate steps to secure such records when not in immediate use.

I. Disposal

Documents containing Social Security numbers will be retained in accordance with the requirements of state and federal laws. At such time as documents containing Social Security numbers may be disposed of, such disposal shall be accomplished in a manner that protects the confidentiality of the Social Security numbers, such as shredding.

J. Unauthorized Use or Disclosure of Social Security Numbers

The Township shall take reasonable measures to enforce this Privacy Policy and to correct and prevent the reoccurrence of any known violations. Any employee, who knowingly obtains, uses or discloses Social Security numbers for unlawful purposes or contrary to the requirements of this privacy policy shall be subject to discipline up to and including discharge. Additionally, certain violations of the Act carry criminal and/or civil sanctions. The Township will cooperate with appropriate law enforcement or administrative agencies in the apprehension and prosecution of any person who knowingly obtains uses or discloses Social Security numbers through the Township for unlawful purposes.

WORKPLACE CONDUCT

CODE OF ETHICS POLICY



The Township maintains specific policies in an attempt to assist employees in adhering to specific standards of conduct. These policies are in place to preserve the Township's reputation and prevent adverse consequences to all parties involved. This particular policy is designed to establish standards of conduct with respect to payments and political contributions.

Prohibition of Improper Payments and Gifts

The Township requires all employees to only use lawful practices involving governmental authorities. As a result, kickbacks and bribes offered with the intent of inducing or rewarding specific buying decisions and/or actions are strictly prohibited.

We prohibit the solicitation, acceptance, offer or payment to any person or organization of any bribe, kickback or similar consideration of any kind, including money, services or goods or favors (other than goods or favors which are \$25 or less in amount and not prohibited by any federal, state or local law). Do not accept gratuities, entertainment or favors of such value or significance that their receipt might reasonably be expected to interfere with the exercise of independent and objective judgment in making or participating in the business decisions of the Township or the party with whom the Township is dealing.

No employee of the Township shall offer to make direct or indirect payments of value in the form of compensation, gifts or contributions or otherwise to any of the following:

- Any governmental officials, political parties or officials of a party or candidate for political office, for the purpose of rewarding favorable actions or influence of the official, party or candidate. This prohibition applies to Township funds only. It does not apply to the Employee's use of his/her personal funds.

Political Contributions

The Township will not make any contributions to any political party or candidate for political office. Federal law does not allow Townships in the United States to contribute to the political process.

Reporting to Management

Any employee who must authorize, make or agree to a payment which may be contrary to this policy must report this information to his/her supervisor or the Township's legal counsel immediately. If an employee learns that another coworker is engaging in conduct contrary to this policy, he/she must report this information immediately to the Township Supervisor or the Township's legal counsel. Management personnel who receive a report will promptly discuss the issue with legal counsel for further investigation.

Violations of this Policy

If an employee violates this policy, he/she may be subject to termination or other disciplinary action to prevent future violations. Those who do the following may be subject to disciplinary action or termination:

- Employees who are in direct violation of this policy.
- Employees who deliberately withhold information concerning the violation of this policy or fail to report a violation of this policy.
- Management personnel who fail to report a violation of this policy by their subordinates.

If an employee is accused of violating this policy, yet did consult legal counsel and acted in good faith, they may not face disciplinary action under this policy.

EMPLOYEE FRATERNIZATION POLICY



The Township wants to preserve a working environment that has clear boundaries between personal and professional relationships. This is believed to be the best for conducting business. This policy establishes clear boundaries with regard to how relationships develop at work and within the confines of the work area.

- During working hours and in work areas, employees of the Township are expected to keep all personal interactions limited and at a professional level to avoid distracting and/or offending others.
- Employees are prohibited from engaging in any physical interactions that would be seen as inappropriate in the work area. What is inappropriate conduct is in the discretion of the employer.
- Employees who engage in personal relationships with others and allow these relationships to negatively affect the working environment will be subject to disciplinary action. If said employees fail to change their behavior after disciplinary action takes place, they may be subject to further punishments and/or termination.

DRUG FREE WORKPLACE POLICY



We recognize alcohol and drug abuse as potential health, safety and security problems. It is expected that all employees will assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances. Compliance with this substance abuse policy is made a condition of employment.

Employees are prohibited from the following when reporting for work, while on the job, on the Township premises, or in any vehicle used for the Township business:

- The unlawful use, possession, transportation, manufacture, sale, dispensation or other distribution of an illegal or controlled substance or drug paraphernalia;
- The unauthorized use, possession, transportation, manufacture, sale, dispensation or other distribution of alcohol; and
- Being under the influence of alcohol marijuana or having a detectable amount of an illegal or controlled substance in the blood or urine ("controlled substance" means a drug or other substance as defined in applicable federal laws on drug abuse prevention).

Any employee violating these prohibitions will be subject to disciplinary action up to and including termination.

Any employee convicted under any criminal drug statute for a violation occurring while on the job, on the Township premises, or in any vehicle used for the Township business must notify the Township no later than 5 days after such a conviction. A conviction includes any finding of guilt or plea of no contest and/or imposition of a fine, jail sentence, or other penalty.

We recognize that employees suffering from alcohol or drug dependence can be treated. We encourage any such employee to seek professional care and counseling prior to any violation of this policy.

VIOLENCE FREE WORKPLACE

(AMENDED 10/04/2021)



It is the Township's policy to provide a workplace that is safe and free from all threatening and intimidating conduct. Therefore, the Township will not tolerate violence or threats of violence of any form in the workplace, at work-related functions, or outside of work if it affects the workplace.

It will be a violation of this policy for any employee to engage in any conduct, verbal or physical, which intimidates, endangers, or creates the perception of intent to harm persons (employees or members of the public) or property. Examples include but are not limited to:

- Physical assaults or threats of physical assault, whether made in person or by other means (i.e., in writing, by phone, fax, or e-mail).
- Verbal conduct that is intimidating and has the purpose or effect of threatening the health or safety of a co-worker.
- Possession of firearms or any other lethal weapon as defined under Michigan law, unless authorized under the Ordinance department, when in an approved uniform, to carry or possess a firearm as qualified under the State of Michigan concealed permit licensing, or a law enforcement officer or a qualified retired law enforcement officer who meets requirements of the Law Enforcement Office Safety Act Improvements Act of 2010, or amendments thereto, set forth at 18 USC §926C, and approved by the Board.
- Any other conduct or acts which the Township Supervisor, Clerk or Treasurer believes represents an imminent or potential danger to workplace safety/security.

Anyone with questions or complaints about workplace behaviors which fall under this policy may discuss them with the Township Supervisor, Clerk or Treasurer. The Township will promptly and thoroughly investigate any reported occurrences or threats of violence. Violations of this policy will result in disciplinary action, up to and including immediate termination of employees.

ANTI-DISCRIMINATION/HARASSMENT POLICY



A. Policy

The Township's policy is to provide a work environment that is free from discrimination and harassment. Therefore the Township will not tolerate harassment or discrimination based on age, race, gender, color, religion, national origin, disability, marital status, covered veteran status, status with respect to public assistance, and other characteristics protected under state, federal, or local law. Such conduct is prohibited in any form at the workplace or at work-related functions. This policy applies to all Township employees.

Sexual harassment, one type of prohibited harassment, warrants special mention. Sexual harassment is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- *Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment;*
- *Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment; or*
- *Such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.*

Examples of conduct prohibited by this policy include, but are not limited to:

- Unwelcome sexual flirtation, advances, or propositions;
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;
- The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee's submission to or rejection of sexual overtures; and
- Displaying cartoons or telling jokes which relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.

If you believe that you are being subjected to workplace harassment, you should:

1. Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so.
2. Report the incident immediately in accordance with the complaint procedure set forth below.
3. Report in accordance with the following complaint procedure any additional incidents or retaliation that may occur.

B. Complaint Procedure

1. An employee may and should report, in writing or orally, any and all incidents of discrimination or harassment.
2. Complaints should be directed to the employee's immediate supervisor (who shall report the complaint to the Townships Superintendent) or directly to the Township Superintendent.
3. The Township Superintendent shall promptly investigate all complaints of harassment or discrimination.
4. Violation of the policy against discrimination/harassment shall subject the offending employee(s) to appropriate disciplinary action by the Township Superintendent up to and including immediate discharge from employment. The decision of the Township Superintendent shall be communicated to both the complainant and the alleged offender. The decision of the Township Supervisor may be appealed by either of these parties to the Township Board by filing with the Township Clerk a written request for a hearing pursuant to Step 4 of the Problems Solving Procedure within the time provided therein.

If the complaint of harassment or discrimination concerns conduct of the Township Supervisor, then the complaint should be directed to the Township Clerk or Treasurer, who shall report the complaint to the Township Board.

The Township prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy, or for assisting in the complaint investigation. However, if, after investigating any complaint of discrimination or harassment, the Township determines that an employee intentionally provided false information regarding the complaint, disciplinary action may be taken against the one who gave the false information.

Retaliation of any kind or discriminating against an employee who reports a suspected incident of harassment or who cooperates in an investigation is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including immediate termination.

ONLINE SOCIAL NETWORKING POLICY



The Township is committed to maintaining a good relationship with employees and with the outside world. If the Township sustains a positive reputation and excellent image in the public eye, it directly benefits the Township as a whole in addition to putting you in an advantageous situation as an employee. The way the public views the Township is vital to public opinion, retaining first-class employees, recruiting new employees and marketing our Township as a preferred place to live and own a business.

While the Township has no intention of controlling employees' actions outside of work, it is important that employees practice caution and use discretion when posting content on the Internet, and especially on social networking sites that could affect the Townships business operations or reputation. This policy serves as a notice on the practice of social networking for all employees to read and understand.

Purpose

The purpose of the Online Social Networking Policy is:

- To guarantee a constructive relationship between the Township and its employees.
- To reduce the possibility of risk to the Township or its reputation.
- To prevent the use of Township time for personal networking.
- To ensure employees are aware of their actions while engaging in social networking, the number of individuals who can access information presented on social networking sites and the consequences associated with these actions

Definitions

Social Networking

Defined as any activity that involves interaction in online communities of people. This interaction includes, but is not limited to, browsing other users' profiles, browsing other users' photos, reading messages sent through social networking forums and engaging in online communities' instant messaging services.

Social Networking Sites

Specific online communities of users, or any Web site that links individuals electronically and provides a forum where users can connect and share information. These Web sites can be general or tailored to specific interests or certain types of users. Examples of popular social networking sites include Facebook®, Twitter®, MySpace®, Flickr®, Friendster®, Classmates.com®, LinkedIn®, Xanga® and Bebo®. The list of domains that constitute social networking sites is ever-growing and changing because of the nature of the Internet.

Social Networking Profile

A specific user's personalized Web page within a certain social networking site, usually containing personal information such as name, birthday, profile photo, interests, etc.

Micro-blogging

The practice of publishing your recent whereabouts, thoughts or activities on a social networking site for other users to see. This is the main focus of social networking sites such as Twitter, but it also includes features like "status updates" on Facebook.

Procedures

Prohibited Use

It is important that employees use their time while at work to conduct Township business. Employees are not blocked from access to social networking sites on the Townships computers because under some circumstances, social networking is a powerful business tool that can be channeled to gain positive publicity for the Township and to connect with clients. However, access to such web sites does not mean they can be used at any time. The following actions are prohibited during working hours:

- Using social networking sites to conduct personal or non-Township business.
- Browsing social networking sites for non-township business on Township time.
- Reading e-mail alerts regarding personal social networking account activity or using the Township's e-mail to correspond with personal social networking contacts.
- Updating information, uploading photos or otherwise engaging with one's own, personal social networking profile for non-Township purposes.
- Micro-blogging for a non-township purpose on a social networking site throughout the day, whether it is on a township-provided computer or a personal PDA/smart phone device

Prohibited Conduct

Having your own, individual social networking account and using it on your own time is certainly permissible. However, keep in mind that some actions on your personal site are visible for the entire social networking community and are no longer private matters. While the Township will not be continuously monitoring employees' personal conduct on social networking sites, it might be a good guideline to assume that anything posted on your personal social networking profile could potentially be seen by anyone at the Township. While this section of the policy is a sensitive one, the

Township guidelines are put in place to protect not only the Township, but you and your job. It is for your own security and defense that you follow these guidelines:

- Do not use micro-blogging features to talk about Township business on your personal account, even on your own time. Do not post anything you would not want your immediate supervisor to see or that would put your job in jeopardy.
- Do not use the Township name, address or other information in your personal profile. This is for your physical safety as well the safety of everyone else at the township and the protection of the Township's name.
- Do not post any pictures or comments involving the Township or other Township employees that could be construed as inappropriate.
- You are also responsible for what other users post on your individual social networking profile. Do not allow inappropriate or sensitive information regarding the Township anywhere on your profile, even if it is generated by a different user.
- Remember that if you're personal profile is visible to other employees at the Township, your immediate supervisor, or peers, practice caution. You have control over yourself but not over these employees, and just one inappropriate picture or comment taken out of context could fall into the wrong hands and cost you your job.

Facebook® is a registered trademark of Facebook, Inc. Twitter® is a registered trademark of Twitter, Inc. MySpace® is a registered trademark of News Corporation. Bebo® is a registered trademark of Bebo.com. LinkedIn® is a registered trademark of LinkedIn Corporation. Classmates.com® is a registered trademark of United Online, Inc. Friendster® is a service mark of Friendster, Inc. BlackBerry® is a registered trademark of Research in Motion Limited. iPhone® is a registered trademark of Apple Inc. Windows Mobile® is a registered trademark of Microsoft Corporation. Android® is a registered trademark of Google Inc. Linux® is a registered trademark of Linux Online Inc. Palm® is a registered trademark of Palm, Inc.

Adopted by TB: 12-17-2018

INTERNAL GUIDELINES AND POLICY FOR TOWNSHIP ADMINISTERED SOCIAL MEDIA



Purpose

To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, the Comstock Charter Township may use social media tools to reach a broader audience and to further the goals of the Township and the missions of its departments.

The Township has an overriding interest and expectation in deciding what is "spoken" on behalf of the Township on social media sites. This policy establishes guidelines for the use of social media.

Social media can take many different forms, including:

- Internet forums
- Blogs: Blogger, LiveJournal, TypePad, etc.
- Wikis: Wikipedia
- Podcasts
- Communication tools such as Twitter®
- Social Networking: Facebook®, LinkedIn, My Space, etc.
- Social Bookmarking: StumbleUpon, Google, etc.
- Social News: Digg, Mixx, Reddit, etc.
- Events: Upcoming, Eventful, Meetup, etc.
- Photo Sharing: Flickr, Zoom, Picasa, etc.
- Video Sharing: YouTube, Vimeo, etc.
- Audio and Music Sharing: SoundCloud, iTunes, Spotify, etc.

Comstock Charter Township Social Media Standard

The following are examples of social media tools that have been approved for use by the Township of Comstock. This list may change as new options become available.

- Facebook
- Twitter
- Video Sharing
- WordPress

General

1. All Township of Comstock social media sites must be approved by the Township Superintendent.
2. The Township of Comstock website (www.comstockmi.gov) will remain the Township's primary internet presence.

Comstock Charter Township Facebook Use Policy

Facebook is a social networking site that is growing in popularity. Businesses and governments have joined individuals in using Facebook to promote activities, programs, projects and events.

If a department determines it has a business need for a Facebook account, it will submit a request to the Township Superintendent. If approved, the Department will work with the Township Communication Team in creating the account and setting up the site. The page will be created using a Township e-mail account.

Content

1. *Type of "pages"*

- a. The Township will create "pages" in Facebook, not "groups". Facebook pages offer distinct advantages including greater visibility, customization, and measurability.

2. *Boilerplate*

- a. The Communications Team will standardize and provide the Facebook page's image, consisting of a picture and the Township logo.
- b. Pages will include a mission and/or department boilerplate on the Wall Page and send users first to the Wall to connect them to the freshest content. A Township boilerplate sentence should follow the department/program description.
- c. If comments are turned on -they must be monitored. The Wall page should include a Comment Policy Box with the following disclaimer:

Comments posted to this page will be monitored. The Comstock Charter Township reserves the right to remove inappropriate comments including those that have obscene language or sexual content, threaten or defame any person or organization, violate the legal ownership interest of another party, support or oppose political candidates or ballot propositions, promote illegal activity, promote commercial services or products or are not topically related to the particular posting.

3. Link to the Township

- a. A link to www.comstockmi.gov must be included on the Information page.
- b. Township department and project pages should be fans of other Township Facebook pages.

4. Page naming

- a. Page name should be descriptive of the department.
- b. Departments will choose carefully with consideration for abbreviations, slang iterations, etc.
- c. The Communications Team or Township Superintendent's Office will approve proposed names.

5. Page administrators

- a. A successful page requires "babysitting." Each department is responsible for monitoring its Facebook page.
- b. The department is responsible for making sure content is not stale. Each department will designate an alternate administrator.
- c. The Communications Team must be given administrative access to the site.

6. Comments and Discussion Boards

- a. Comments to the Wall generally will be turned off; when turned on they must be monitored by an assigned administrator. Discussion Boards should be turned off.

7. Style

- a. Township Facebook pages will be based on a template that includes consistent Township branding. The Communications Team will provide departments with the template.
- b. Departments will use proper grammar, avoiding jargon and abbreviations. Facebook is more casual than most other communication tools but still represents the Township at all times.

8. Applications

- a. There are thousands of Facebook applications. Common applications can allow users to stream video and music, post photos, and view and subscribe to RSS feeds. While some may be useful to the page's mission, they can cause clutter and security risks.
- b. An application should not be used unless it serves a business purpose, adds to the user experience, comes from a trusted source, and is approved by the Communications Team.

- c. An application may be removed at any time if there is significant reason to think it is causing a security breach or spreading viruses.

Comstock Charter Township Video Posting Policy

Purpose

The Comstock Charter Township provides access to online video because this is the way many residents communicate and obtain information online. Key objectives for video content should meet one or more of the follow goals:

- provide information about Township services
- showcase Township and community events
- explore Township issues
- highlight outstanding individuals and organizations that contribute to Comstock

The Township encourages the use of video content to further the goals of the Township and the missions of its departments, where appropriate. These standards should be used in conjunction with the Townships Social Media Use Policy.

Video Posting Guidelines

- The Communications Coordinator, with the approval of the Township Superintendent, is responsible for reviewing and uploading video content.
- Video quality should be comparable to DVD quality.
- Low quality video will be considered as long as audio is clear and the content is compelling and informative.
- The department must have secured rights to stream the video.
- The video was produced by the department.
- Or permission has been granted to host and stream the video on the Comstock Charter Township website.
- Videos streamed from other sources may not be embedded on www.comstocktownship.gov pages. Links to external videos are permitted, but should only be used when content is not available through the Township's Communications Department.

Encoding & Hosting

- Encode the video as .mp4 file.
- Host the video on the Township website.
- Provide a video link and code to embed the video on a web page.

Acceptable Standards

- Acceptable formats are determined by the Township Communication Coordinator and may include: MOV, .MPG, .WMV, .AVI, DVD, Tapes -MiniDV and DVCam.

Submitting Video to Other Video Sites

- Videos may be submitted to YouTube, Facebook or other video sites approved by the Township Superintendent.
- Most of these sites limit the video to 10 minutes in length or less than 1GB.
- Comments on video should be turned off on these sites.

Comstock Charter Township Twitter Policy

Purpose

Twitter is a micro blogging tool that allows account holders to tweet up to 140 characters of information to followers. By procuring and maintaining a Twitter account, the Township will communicate information directly to followers, alerting them to news and directing them to www.comstockmi.gov for more information. These standards should be used in conjunction with the Township's Social Media Use Policy.

Content

1. The Township Communication Team shall hold and maintain the Township's Twitter account.
2. The Township will have only one Twitter account, unless otherwise approved by the Township Superintendent. Account information, including username and passwords, shall be registered with the Communication Team.
3. The Township Twitter account background will use a standardized Comstock Charter Township logo provided by the Communications Team.
4. Twitter accounts shall serve three primary purposes:
 - a. Get emergency information out quickly
 - b. Promote Township-sponsored events
 - c. Refer followers to content hosted at www.comstockmi.gov
5. Generally, Tweets do not refer visitors to other Twitter or Facebook pages, unless it is to announce a new Twitter or Facebook site.
6. Tweets shall be relevant, timely and informative.

7. Twitter content shall mirror information presented on the Township website and other existing information-dissemination mechanisms. **Communications personnel shall ensure that information is posted correctly the first time. Twitter does not allow for content editing.**

Follower/Following

1. The Township will follow other government and non-profit agencies.
2. The Township reserves the right to block any follower when linking to the follower reveals content in violation of Section 6 of the Township's Social Media Policy.
3. Because the goal of the Twitter account is to communicate information to Comstock residents, the Township will block business followers.

Comstock Charter Township Blogging Policy

Blogs can facilitate discussion of issues related to Township government and services by providing members of the public the opportunity to submit comments regarding the articles. Comments submitted by members of the public must be directly related to the content of the articles. Submission of comments by members of the public constitutes participation in a limited public forum.

No blog may be created that represents itself as an official Township site without the prior approval of the Township Superintendent.

General

1. All Comstock Charter Township blogs shall be:
 - a. approved by the Township Superintendent
 - b. published using the approved Township blogging platform and tools; and
 - c. administered by the Communications Team
2. All Comstock Charter Township blogs shall adhere to the following Township policies:
 - a. Web Presentation and Accessibility Standards
 - b. Online Privacy and Security Policy
 - c. Single Domain Name Policy
 - d. Policy on Non-Government Information and Links
3. The Township reserves the right to restrict or remove any content that is deemed in violation of this blogging policy or any applicable law.

4. Each Comstock Charter Township blog shall include an introductory statement which clearly specifies the purpose and topical scope of the blog.
5. Comstock Charter Township blog articles and comments containing any of the following forms of content shall not be allowed for posting:
 - a. Comments not topically related to the particular blog article being commented upon
 - b. Profane language or content
 - c. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation
 - d. Comments that support or oppose political campaigns or ballot measures
 - e. Sexual content or links to sexual content
 - f. Solicitations of commerce
 - g. Conduct or encouragement of illegal activity
 - h. Information that may tend to compromise the safety or security of the public or public systems, or
 - i. Content that violates a legal ownership interest of any other party
6. Comstock Charter Township blog moderators shall allow blog comments that are topically related to the particular blog article being commented and thus within the purpose of the limited public forum, with the exception of the prohibited content listed in Policy -General -Section 5 above.
7. All Comstock Charter Township blog moderators shall be trained regarding the terms of this Comstock Charter Township Blogging Policy, including their responsibilities to review content submitted for posting to ensure compliance with the Policy.
8. All blog sites shall clearly indicate that they are maintained by the Comstock Charter Township and shall have Comstock Charter Township contact information prominently displayed.

Author and Commenter Identification

1. All Comstock Charter township blog authors and public commenters shall be clearly identified. Anonymous posting(s) shall not be allowed.
2. Enrollment of public commenters shall be accompanied by valid contact information including a name, address, and email address.

Ownership and Moderation

1. The content of each Comstock Charter Township blog shall be owned by and the sole responsibility of the department producing and using the blog.
2. Comments and articles submitted to a Comstock Charter Township blog shall be moderated by an authorized blog moderator trained and assigned by the department creating and maintaining the blog.

Blog Comments & Responses

1. All blog articles and comments shall be reviewed and approved by an authorized blog moderator before posting on a Comstock Charter Township blog.
2. All blog articles and comments submitted for posting with attached content shall be scanned using antivirus technology prior to posting.
3. The linked content of embedded hyperlinks within any Comstock Charter Township blog articles or blog comments submitted for posting shall be evaluated prior to posting. Any posted hyperlinks shall comply with the Comstock Charter Township's Link Policy.
4. Any posted hyperlinks shall be accompanied by a disclaimer stating that the Comstock Charter Township guarantees neither the authenticity, accuracy, appropriateness nor security of the link, web site or content linked there to.

Definitions

For the purpose of this Comstock Charter Township Blogging Policy, the following terms are defined as provided below:

Blog: (an abridgment of the term web log) is a Comstock Charter Township website with regular entries of commentary, descriptions of events, or other material such as graphics or video.

Comstock Charter Township blog author: An authorized Comstock Charter Township official that creates and is responsible for posted blog articles (see blog article below).

Blog article: An original posting of content to a Comstock Charter Township blog site by a Comstock Charter Township blog author.

Blog commenter: A Comstock Charter Township official or member of the public who submits a comment for posting in response to the content of a particular Comstock Charter Township blog article.

Blog comment: A response to a Comstock Charter Township blog article submitted by a blog commenter.

Comstock Charter Township *blog moderator*: An authorized Comstock Charter Township official, who reviews, authorizes and allows content submitted by Comstock Charter Township blog authors and public commenters to be posted to a Comstock Charter Township blog site.

Adopted by TB: 12-17-2018

GENERAL PRACTICES

DRESS CODE



Employee's attire shall be business casual in their style and modest. Halter tops and plunging neck lines are **not** permitted. Any employee wearing inappropriate attire will be asked to go home and change their clothes. The time to go home and change will be time taken without pay. Employees habitually wearing inappropriate attire deemed by the administration may be subject to disciplinary action as outlined in this policy.

All maintenance employees must wear long pants and closed toe shoes while performing his/her job duties.

Parks and Recreation employees are encouraged to wear Parks and Recreation insignia shirts or hats/attire.

PHONE CALLS



Business Phone Calls

A great majority of our business is conducted over the phone making our telephone techniques extremely important. A friendly but businesslike telephone manner should always be projected. When you are away from your work area, make a habit of forwarding your phone to the appropriate extension.

Personal Phone Calls

We recognize that periodically, personal phone calls must be made or be received during the business hours. Such calls should be held at a minimum so that they do not interfere with the workflow.

Voicemail

Voicemail was installed to help maintain our high quality of service for clients and to increase efficiency throughout the office. Voicemail will only be an option to the caller; the call will not be put directly into voicemail. Voicemail greetings should be brief and communicate your availability to public.

TOBACCO FREE ENVIRONMENT

Our goal is to have a Tobacco free environment. Tobacco use not permitted at any time in the Township work areas, including the Township vehicles or customer or client areas.

Tobacco use is allowed outside of the building. Smokers should be considerate of coworkers, customers, and members of the public. Help to maintain a clean entryway by depositing cigarettes in appropriate containers and staying far enough away from doors so that smoke does not blow into the building.

Employees who smoke must observe the same guidelines as non-smokers for the frequency and length of break periods. Should add something about vaping and marijuana



Purpose:

To establish a written policy where smoking will and will not be allowed.

Rules:

1. There will be no smoking allowed in any Fire Department building including the apparatus floor, or any vehicle owned by the Township.
2. Each station will have a designated smoking area near the rear of the building, far enough away from doors and HVAC intakes so smoke will not enter the building. The main entrance will not be a smoking area.
3. Smokers will be responsible for policing their own areas.
4. Employees who smoke must observe the same guidelines as non-smokers for the frequency and length of break periods.

Designated Areas:

Station 9-1: outside back door off the apparatus floor

Station 9-2: outside door, west side of apparatus floor

Station 9-3: outside back door off apparatus floor SE corner



Smoking is not allowed inside Parks and Recreation enclosed buildings or bathrooms.

GENERAL COMPUTER USAGE POLICY

(ADOPTED 01/04/2016)



General Usage

The Township requires a General Computer Usage Policy to accomplish its business objectives in a secure and timely manner. Instituting such a policy demonstrates the commitment the Township has to safeguard Township information assets. That commitment must extend from every individual involved in Township operations.

- All data on information systems at the Township is classified as Township proprietary information.
- Unauthorized use, destruction, modification, and/or distribution of the Township's information or information systems is strictly prohibited.
- Use of any of the Township's information systems or dissemination of information in a manner bringing disrepute, damage, or ill-will against the Township is not authorized.
- Misuse, as defined in this policy, will be handled directly with the offender and could include disciplinary action up to and including discharge.

Best Practice

1. The main practice recommended to all of our personnel is that only the individual user should have knowledge of their password.
2. In the event that a user should lose access to their account due to a forgotten password, unplanned departure, or sudden leave of absence, the Township's current IT support can easily change any necessary network passwords and BS&A support can change any necessary passwords within your BS&A software. For support purposes the Township's current IT consultant will typically try to work with the users, so Township staff's knowledge of the user passwords is not needed. In the event that a user is unavailable, the Township's current IT support can change network passwords, as well as assist in changing the password back following a forced change.
3. Holding a list of passwords for employee's accounts is considered a bad practice by medical, government, and commercial IT security auditing bodies, and would generally result in a higher potential for audit failure and/or fines depending upon the nature of the security audit.

4. Staff should, as a best practice, only access resources under their own login credentials (most commonly their User ID and password). Accounts can typically be created quickly by BS&A support and current IT consultant support, so using a single account for multiple users does not need to occur.
5. To prevent accidental use by other users, users should be in the habit of locking their Personal Computer (PC) when stepping away from their PC. When using another PC, clicking Switch User from the login screen of a locked workstation will allow two users to be logged in on the PC at the same time to prevent use of the wrong account.
6. Locking a workstation can be performed easily by pressing and holding the Windows key and then pressing the L key at the same time. The PC screen will indicate the locked status upon releasing the keys. Automated screen locking following a period inactivity can be forced by the system, if desired.



7. It is normally recommended that network passwords should be changed at regular intervals, usually somewhere in the 30 to 90 day range. Password change requests can be forced to occur by the system should this functionality also be determined as necessary.
8. In addition it is typically recommended that termination policies include the requirement to lock the user's network account and/or change the password of the user's network account upon termination. If the Township's current IT support is given prior notice, an account can be scheduled for automatic locking to occur on a specific date and time prior to the user's termination date.

INFORMATION TECHNOLOGY MANAGEMENT

(ADOPTED 01/04/2016)



Acceptable Use of Information Technology

Purpose

This Township standard identifies acceptable use of information technology resources (IT Resources) to conduct Charter Township of Comstock (Township) business and provides notice of expected User behavior. Unacceptable IT Resource use exposes the Township to unwarranted risks, such as data breach, disruption of Township network or application services, and other legal and liability issues. Unacceptable use may also consume IT Resource capacity and hinder Township employees' ability to conduct business.

This standard applies to all users granted access rights to Township IT Resources.

Standard

I. Acceptable Use of IT Resources

IT Resources, including devices, networks, data, software, email, and system accounts, are provided to conduct official Township business. Authorized Users must act within the scope of their employment, contractual, or other relationship with the Township and must agree to use IT Resources efficiently, responsibly, professionally, ethically, and lawfully, using approved applications, tools, and mechanisms. Users, regardless of their relationship with the Township, as a condition of receiving access to Township IT Resources, agree to abide by this standard, all applicable Township policies and procedures, and all federal, state, and local laws. Users must review these guidelines regularly. Noncompliance is not justified by failure to review these guidelines.

II. Unacceptable Use of IT Resources

A. Illegal Use

IT Resources shall only be used for lawful purposes. Prohibited activity includes use that is illegal under local, state, or federal law; violates Township or other applicable regulations, policies, or standards; compromises public safety or the privacy of legally protected personal information; is malicious; or is fraudulent. Users must abide by all intellectual property laws. Downloading, duplicating,

or distributing copyrighted materials without specific written permission of the copyright owner is not allowed. Users shall respect all licensing agreements.

B. Abuse

IT Resource use interfering with work obligations or Township business is prohibited. IT Resources shall not be used for purposes unrelated to the Township's mission and objectives, unless specifically authorized by this standard and agency work rules or directives. Examples of inappropriate use include:

- For commercial or personal product advertisements, solicitations, promotions, or for-profit purposes; political fundraising or lobbying; promoting a social, religious, or political cause; or gambling, gaming, or online shopping.
- To access, send, receive, or store any obscene, pornographic, offensive, or excessively violent content.
- To send messages containing unwelcome advances, profanity, or discriminatory or harassing remarks.
- To send hate mail or chain mail.
- To download entertainment software, music, movies, television shows, video-sharing content, or other similar files.

Users shall not download or install any software (including shareware and freeware) unless authorized by Township Clerk. No Township-owned or -licensed software may be installed, copied, or used on non-Township equipment unless expressly approved by Township Clerk. Such a request must be stated, in writing, the reason and purpose with a written reply received from the Township Clerk regarding the request.

Users shall not divulge or release any confidential information to the public that is not available to members of the general public. This does not prohibit disclosing a violation or suspected violation as would be authorized by other rules or legal responsibilities, unless otherwise prohibited.

Incidental personal use of IT Resources during lunch or break times may be authorized in agency work rules or directives, but shall not interfere or conflict with a User's work obligations or Township business and must comply with all applicable Township policies.

C. Social Networking

Users shall not establish a Charter Township of Comstock Social Media Site.

Users shall not misrepresent their relationship with the Township, imply Township endorsement of products or services of a non- Township entity, or give the impression that they are representing, giving opinions, or speaking on behalf of the Township, unless part of their legitimate job duties.

When indicating place of employment as "Charter Township of Comstock" on personal social media websites, Users shall not represent their personal opinion as that of an agency or the Township, including linking to official Township websites within personal social media accounts or using Township logos or graphics.

Users are responsible for any online activity conducted with Township email addresses. Users must recognize that their Township email address associates them with the Township.

Some Internet sites may impose Terms of Service agreements that are unacceptable to the Township, such as indemnification clauses or agreements to be sued in other states. When accessing these sites without specific Township authorization, the User accepts such terms solely in a personal capacity and is personally and solely responsible for any legal claims arising from an agreement "signed" by clicking to agree on the terms of service.

D. Security

Users must follow all applicable security policies and standards and are responsible for the reasonable

- (1) physical security and protection of their IT Resources and devices and
- (2) protection and use of granted access. Users shall not reveal to or allow use of their accounts or passwords by others, including family members. Users shall not leave workstations, devices, or IT Resources unattended without engaging password protections. Users must maintain the security of Township data. Providing unauthorized persons any information that is sensitive or protected by law; unauthorized posting of Township information to external newsgroups, bulletin boards, or other public forums; sharing personal information about another person unless part of legitimate job duties; and storing Township information in public storage services without Township Clerk approval are prohibited.

Users also shall not:

- Interfere with the normal operation of any IT Resource.
- Act to disrupt systems or cause unnecessary network congestion or application delays.
- Try to compromise or cause intentional damage or loss to Township systems or data.

- Modify or circumvent security safeguards or access controls.
- Use tools or utilities to reroute traffic on, scan, probe, or attack a network.
- Intercept or try to intercept any data transmissions without authorization.
- Use unauthorized peer-to-peer (P2P) networking, file sharing, instant messaging or Internet Relay Chat (IRC) applications or services.
- Forward Township email messages to personal email accounts that would create unacceptable privacy, security, or compliance risks.
- Use any unauthorized remote control software, tools, or services on any internal or external devices or systems not set up or authorized by Township Clerk
- Store Township data in public storage services, unless approved by Township Clerk
- Post Township information to external newsgroups, bulletin boards, or other public forums, unless authorized.
- Send unsolicited email messages, including junk mail or other advertising material, to individuals who did not specifically request such material.
- Install or attach any unauthorized equipment to an IT Resource without approval of Township Clerk and the resource owner, (*e.g.*, wireless access points, modems, disk drives, external hard drives, networking devices, personal mobile devices or computers, etc.). Unauthorized equipment will be confiscated.
- Intentionally modify, damage, or remove IT Resources owned by the Township without authorization from Township Clerk
- Intentionally modify, disable, test, or circumvent any IT Resource security controls without authorization.
- Intentionally causing a security incident resulting in a loss of data confidentiality or integrity or a disruption or denial of availability.
- Circumvent user authentication or compromise the security of a host, network, or account.
- Seek or enable unauthorized access to any computer system, application or service.
- Intentionally seek information on, obtain copies of, or modify files, data, or passwords of other Users.
- Impersonate or fraudulently represent other Users on the network.
- Try to access any computer account or part of the Township's network to which they are not authorized.
- Participate in activities that promote computer crime or misuse, including posting on internal or external sites; disclosing passwords, credit card, or account numbers; and revealing system vulnerabilities.
- Try to circumvent this standard by using anonymous proxies, software or hardware; use software or websites to hide Internet activity; or use devices or utilities to remove or camouflage information of evidentiary value.

III. No Presumption of Privacy

Data is a valuable Township asset that must be protected. Any data Users create, store, process, or send using Township IT Resources remains the property of the Township. The Township cannot guarantee the confidentiality or privacy of Users, except where applicable law provides otherwise. Users have no expectation of privacy in their use of Township-provided email, instant messaging, computing equipment, Intranet or Internet access, or other Township information systems.

The Township withholds the right to monitor IT Resources to ensure compliance with policy. This includes real-time monitoring of network traffic; the transfer of data created, sent, received or stored on IT Resources; and other monitoring and auditing the Township may deem necessary. The Township also blocks unauthorized internal and external traffic and services that may cause risk to IT Resources. Any evidence of illegal activity or unacceptable use discovered during monitoring or reviews may be provided to Township management or law enforcement organizations. Electronic records may also be available for public distribution under the Freedom of Information Act (FOIA). The Township may require Users to surrender to authorities any IT Resources (township-owned or personal) that have been used to conduct Township business or connected to the Township's network, in response to discovery orders from a court of law; information holds from the Agency or Attorney General; acceptable use or cybersecurity-incident investigations by the Township; or FOIA Requests.

IV. Inadvertent or Erroneous Use

Users inadvertently directed to a website that violates laws, regulations, policies or this standard may claim erroneous use by *immediately* reporting to managers when unintentional misuse occurs. Self-reporting is encouraged and may be done without consequence in demonstrated cases of inadvertent use.

V. Responsibilities

- **Township Clerk** shall communicate this standard to all Users, ensure that Users read and understand this standard, and develop processes to certify and document User acceptance.
- **Users** shall read this standard, understand its expectations, and follow its provisions. Each User shall acknowledge receipt of this standard and any Township-specific addenda. Each User shall report all violations to their manager or Township contact, who must report all violations to Township Clerk. Township Clerk shall report suspected violations of this standard found in system support activity to the Township Supervisor and assist the Township Supervisor with audits and enforcement actions. Township Clerk shall receive and document reports of suspected abuse from any source and respond as

necessary. Township Clerk shall oversee periodic system and network audits for abuse and compliance with this standard. Township Clerk shall report abuse to Township Human Resources, internal auditors, and appropriate law enforcement officials when appropriate. Township Clerk shall also assist in preserving digital forensic evidence. Township Clerk shall ensure contracts obligate contractors to comply with all applicable IT policies, standards, and procedures and that appropriate compliance activities occur.

- **Township agents, contract staff, vendors, and volunteers who use IT Resources** shall follow and acknowledge awareness of this standard.
- **Managers or Directors** shall require all Users under their management to read and acknowledge this standard and abide by its provisions.
- **Township Human Resources** shall support managers as needed in assuring awareness and enforcement of this standard.

VI. Effect

The standard sets minimum expectations for all Township IT Resources. Township work rules supporting this standard may provide departmental guidance on how violations are handled. Township agencies may implement policies on IT Resources consistent with this standard and may implement more restrictive standards on IT Resources with prior coordination with Township Clerk

All employees must realize that misuse or abuse of IT Resources may lead to Township investigation and criminal, civil, or legal actions and discipline, up to and including discharge. IT Resources may be removed from a work area for analysis.

TOWNSHIP EMPLOYEES USE OF THE TRANSFER STATION POLICY

(Adopted 10/03/2016)



Comstock Township is fortunate to have a transfer station available to its residents. The Township Board has approved permitting the use of the Transfer Station by non-resident employees. All Township Employee's, both residents and non-residents of the Township, may purchase a Compactor Card and punch card, at the current rates, for use of the Transfer Station.

- Staff will respect all current rules and policies of the Transfer Station, established by the Township Board.
- All employees must present a valid driver's license when purchase both the compactor and punch card.
- Utilize the Station only during normal operational hours.
- Abide by the list of acceptable and unacceptable items allowed for disposal.

This policy covers all township employees including the Library, Parks and Recreation, and the Fire & Rescue Department.

DRIVING WHILE ON TOWNSHIP BUSINESS



Purpose

Driver inattention is a factor in a majority of motor vehicle accidents. We are not only concerned about your welfare as a Township employee, but also the welfare of others who could be put in harm's way by inattentive driving.

As a driver, your first responsibility is to pay attention to the road. When driving on Township business, or driving while conducting business on behalf of the Township in any other manner, the following applies:

Cellular Phone Use

Cell phone use while driving is a common, often harmful, distraction. We are concerned about your safety as well as the safety of others. For this reason, the use of cell phones while driving is strongly discouraged. Do not accept or place calls unless it is an emergency, meaning the call cannot wait until you safely pull off the road or arrive at your destination. If you must use your cell phone while driving, please use good judgment: keep the call short, use a hands-free device, get to know your phone and its features, and suspend conversations during hazardous driving conditions (rain, snow, ice, fog, glare, heavy traffic, etc.).

Texting

Texting while driving is illegal in the State of Michigan and strictly prohibited by the Township while driving in any state at any time while on Township business.

Obey the Law

The Township is not responsible for any moving traffic violations, parking tickets, or any other ordinances or state/federal laws regarding your driving habits and operation/care of your personal motor vehicle. Any tickets issued are the employee's responsibility, even if the ticket is issued while conducting business for the Township.

Other Safe Driving Precautions

- Use good judgment when road conditions are poor. Limit or avoid driving when rain or snow threatens your safety.

- Make an effort to avoid distractions such as eating, applying makeup, paying too much attention to your radio/CD player, or other distracting behavior.
- Do not drive if your ability to drive safely is impaired by the influence of medications.
- Laptop computers should never be used at any time while driving.
- If using a vehicle not your own (rental or otherwise), be sure to properly adjust the mirrors and familiarize yourself with the vehicle's controls before operating.
- Be concerned for your coworkers' safety. Ask them to call you back at a safer time if they call you while driving.

Employees who drive for Township business must have a current, valid driver's license.



Seat Belts

All persons riding in fire apparatus or other Township owned vehicles shall be seated in approved riding positions and shall be secured to the vehicle by a seatbelt anytime the vehicle is in motion. Riding on tail steps, sidesteps running boards or in any other exposed position shall be specifically prohibited.

VEHICLE POLICY

(ADOPTED 03/07/2016)



The Township provides vehicles for Township use and provides reimbursement for business use of personal vehicles according to the following guidelines. The Township retains the right to amend or terminate this policy at any time.

1. The Township employees may not drive any Township business vehicles without prior approval. Before being approved to operate a Township vehicle, an employee's driving records will be reviewed, with consent of the employee, and the existence of a valid driver's license will be verified. Employees approved to drive on Township business are required to inform the Township of any changes that may affect either their legal or physical ability to drive or their continued insurability.
2. Employees holding jobs requiring regular driving for Township business as an essential job function must, as a condition of employment, be able to meet the driver approval standards of this policy at all times. For all other jobs, driving is considered only an incidental function of the position.
3. Employees who need transportation in the course of their normal work may be assigned a Township vehicle for their use. All other employees needing transportation for township business may use vehicles as approved. As an alternative, employees may use their own vehicles for Township purposes with prior approval.
4. Employees who drive a vehicle on Township business must, in addition to meeting the approval requirements above, exercise due diligence to drive safely and maintain the security of the vehicle and its contents. Employees are also responsible for any driving infractions or fines that occur as a result of their driving.
5. Non-employees and non-business passengers (e.g. family members and friends) are prohibited from riding in Township vehicles.
6. Employees must report any theft or malicious damage involving a Township vehicle, regardless of the extent of the damage. Such reports must be made as soon as possible, but no later than 48 hours after the incident.
7. Employees who are on call on a 24-hour basis may be allowed to take a Township vehicle home so they can respond as soon as possible. Such employees must provide

a written acknowledgement that they fully understand that the vehicle is used only as part of emergency response and not for personal use.

8. Employees are not permitted, under any circumstances, to operate a Township vehicle or a personal vehicle for Township business when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any Township vehicle at any time or operate any personal vehicle for Township business while using or consuming alcohol, illegal drugs or prescription medications that may affect their ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication or intoxication.
9. Employee's must record their authorized personal use of Township vehicles, such as commuting back and forth to work. The taxable value of this personal use will be calculated using the Internal Revenue Service Guidelines. The applicable taxes will be deducted from the employee's pay check.

VEHICLE USE REQUIREMENTS

(ADOPTED 06/06/2016)



The following are the Township's Guidelines for reporting any violation and setting point limitations for all employees driving a Comstock Township vehicle or their own personal vehicle for Comstock Township business.

A. Basic Requirements:

- I. All employees of the Township shall have a valid Michigan Motor Vehicle driver's license to operate any Comstock Township vehicle or use their own personal vehicle for Comstock Township business.
- II. Each employee must give a copy of his/her driver's license and proof of insurance to the Clerk prior to the use of a Comstock Township vehicle or his/her own vehicle for Comstock Township business. A Township employee's driver's license must be kept up to date and in good standing with the State of Michigan. An employee of the Township must provide a copy of a valid driver's license to the Clerk's office annually.
- III. An employee must maintain an acceptable driving record and be eligible to operate a vehicle on Comstock Township business according to standards and/or as allowed under the Township's insurance policy.
- IV. Comstock Township is registered with the Secretary of State's Office and the Clerk's office will receive notice of any violations on a driving record.

B. Eligibility to Drive:

Comstock Township personnel will adhere to the following "Guidelines of the Michigan Drivers Responsibility Law" along with Insurance Standards, such as "Countywide Commercial Auto: Driver Qualification Criteria."

- I. Employees issued any traffic or driving citation or ticket have 14 days from issuance of the ticket or citation to report any traffic or driving violation to the Township Clerk.
- II. From 0-6 points is considered acceptable to continue driving for the Township. The below MAJOR violations are exempt from the point system.

- III. From 7-10 points, NO driving of any Township vehicle, or conduct Township business in your own vehicle will be permitted.
- IV. More than 10 points and/or any MAJOR violation listed below will be suspended until points drop below 7. Personnel with a conviction or court finding resulting in a MAJOR violation will be subject to termination.

An employee with one or more of the violations described below is considered a non-eligible driver by insurance standards and thus may be subject to termination or suspension: Should an employee's driving record effect their employment status with the Township, the personnel matter will be brought to the Township Board for a final decision.

Within the last 5 years:

- Driving under the influence of alcohol/drugs or chemical test refusal.
- Use of motor vehicle in committing of a felony
- Vehicular manslaughter/homicide

Within the last 3 years:

- Vehicle related open container violation
- Reckless or careless driving/speeding contests
- Hit and run accident/leaving the scene of an accident
- Flee/elude police officer, resisting arrest
- More than one speeding violation greater than 15 mph over the speed limit
- Operating with a suspended or revoked license
- Making a false report
- Passing a stopped school bus

TOWNSHIP CREDIT CARD USE RESOLUTION



WHEREAS, Public Act 266 of 1995 authorizes a township to be a party to a credit card arrangement if the township board has adopted by resolution a written policy governing the control and use of credit cards, and

WHEREAS, the Comstock Charter Township Board deems that it is in the best interest of the township to make certain township financial transactions by using a credit card as described in the Act,

NOW THEREFORE BE IT RESOLVED, that the following policy shall govern the use of township credit cards:

- (a) The Clerk is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the township's credit card policy.
- (b) Township credit cards may be used only by an officer or employee of the township for the purchase of goods or services for the official business of the township.
- (c) Township officers and employees who use a township credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the Clerk. If no credit card slip was obtained that described the transaction, the employee shall submit a signed voucher that shows the name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction, the official business that required the transaction, and the chart of account number indicating the line item to which the transaction is to be charged. All credit card slips shall include this information as well. Vouchers shall also include a statement why a credit card slip was not obtained.
- (d) An official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the clerk shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.
- (e) An officer or employee issued a credit card shall return the credit card to the clerk upon termination of his or her employment or service with the township.
- (f) The clerk shall maintain a list of all credit cards owned by the township, along with the name of the officer and employee who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each employee shall initial the list beside his or her name to indicate agreement that the credit card has been

issued, and that the employee has received and read a copy of this policy. The Clerk shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip or a signed voucher shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the township board.

- (g) The township board shall not approve a payment to the entity issuing the credit cards until all transactions have been verified, including the approval of all transaction invoices if issued.
- (h) The balance including interest due on an extension of credit under the credit card arrangement shall be paid for within not more than 60 days of the initial statement date.
- (i) Officers and employees who use a township credit card in a manner contrary to this policy shall be subject to, one or more of the following disciplinary actions, in accordance with the Township's Policy and Procedure Manual:

verbal counseling

written reprimand

suspension

termination

reimbursement to the township for unauthorized expenditures.

APPENDIX

ADDITIONAL POLICIES SPECIFIC TO THE COMSTOCK FIRE & RESCUE DEPARTMENT

General Practices



All firefighters will be polite and courteous to the public while on duty. They will abide by the guidelines and procedures set forth by the Fire Chief and the Comstock Township Board governing conduct and fire and rescue operations.

All fire and rescue personnel shall take any order from the officer in charge or from any other officer of superior rank. If the employee is unable to complete the order as directed, or refuses on the ground of unnecessary danger, the employee shall report to the officer giving the order.

Only the officer in charge or the Fire Chief shall call for additional alarms or equipment unless he delegates such authority to another officer.

Fire and rescue personnel responding to an emergency, both in their own vehicles or in fire/rescue apparatus, shall use caution while en-route to the emergency. State laws do not release drivers from using proper caution while en-route to an emergency.

Upon returning to the station from a call, all personnel (except the officer or firefighter in charge) shall assist in getting the apparatus and equipment back in service. There shall be no "horseplay" at the station or incident scene. The senior medically trained person working on each patient will fill out the medical form and submit it to the person in charge of the incident for inclusion in the final report. The person /officer in charge is responsible for making sure all required reports for the incident are completed.

It is the responsibility of the person who removed and/or used equipment from an emergency vehicle to replace same in its proper location. However, it is also the responsibility of a driver of an emergency vehicle to, whenever possible, check the vehicle to make sure there are sufficient supplies and that equipment is in its proper place.



ATTENDANCE POLICY

1. Comstock Fire Department expects that every employee will be regular and punctual in attendance. This means being in the office, ready to work, at their starting time each day. Absenteeism and tardiness places a burden on other employees and on Comstock Fire Department.
2. When you are unable to work owing to illness or an accident, please promptly notify the Fire Chief or his designee.

If you become ill at work or must leave the office for some other reason before the end of the workday, be sure to notify the Fire Chief or his designee

FF Exchange of Time:

1. Exchanges must be approved prior to the shift.
2. Exchanges must be made within the same 28 day FLSA period.
3. No more than 48 hours of exchanges per 28 day FLSA period.



PERSONAL RESPONSE & HOURS WORKED GUIDELINES

Part Time/On-Call Firefighters are expected and encouraged to attend as many calls as possible per year. A Part Time/On-Call Firefighter shall, at a minimum, attend 17% of the total calls assigned to his/her station OR work at least an average of sixteen (16) hours of work a week over any three (3) month period. However, it is recognized that due to work or other extenuating circumstances, they may not be able to attend all the calls assigned them or work the average shift hours per week. A firefighter shall, at a minimum, attend 17% of the total calls assigned to his/her station OR work an average at least of sixteen (16) hours of work a week over any six (6) month period. *(1) Failure to comply with the minimum response or shift hours requirements will result in the following (This does not apply to Full Time or Part Time (only) Shift Firefighters):*

First Offense: Written notification placed in the firefighter's personnel file with copies to the Township Supervisor and the Fire Chief.

Second Offense: Written notification placed in the firefighter's personnel file with copies to the Township Superintendent and the Fire Chief and a written request to the Township Superintendent to have the firefighter suspended for thirty (30) calendar days.

Third Offense: Written notification to the firefighter with a copy placed in the firefighter's personnel file and a request to the Township Superintendent to have the firefighter terminated.

(1) This minimum percentage was reached by deducting 33% from 100% to reflect the time firefighters are commonly at their primary employment and by then determining that firefighters should, at a minimum, be able to attend 25% of the remaining 67% of the calls assigned to their station.

Updated by Township Board 03/06/2020



FIREFIGHTER TRAINING AND SKILL STANDARDS

Subject only to the provisions of this Handbook regarding the probationary period for new firefighters a firefighter shall satisfy and thereafter at all times maintain those educational and training standards and certifications required by law and/or Township Board directive. A current valid copy of such certification shall be kept on file in department training files at all times. It shall be the responsibility of the employee to supply the required certification. This shall include, but not be limited to "First Responder" emergency medical AED service training and the emergency vehicle driving standards mandated under MCL 257.312e. In addition, a firefighter shall, within the time period specified in said statute, satisfy all applicable firefighter eligibility requirements mandated by the Michigan Fire Fighters Training Council pursuant to MCL 29.369 and/or township training requirements.



MINIMUM REQUIREMENTS

All department personnel are expected to attend all posted departmental drills. However, it is understood that there may be occasions where this will be impossible. As in the following cases; primary work requirements, medical reason (sickness or injury), vacation or pressing family matters.

If any of the above occur it will be the employee's responsibility to contact, as soon as possible, one of the chief officers or the department's training officers and request an excused absence from pending training.

Regardless of the above statement, at no time in a calendar year will an employee be allowed to do any of the following:

- 1) Miss 3 drills in a row
- 2) Miss any posted mandatory training
- 3) Miss any required AED training
- 4) Miss any required CPR training
- 5) Miss any required blood borne pathogens training
- 6) Miss either training classes on SCBA re-certification
- 7) Miss either training class on Hazmat re-certification
- 8) Fail to maintain MFR/EMT or driver license requirements

Any of the above listed mandatory classes or training not attended or passed must be:

- 1) Made up at the next training within a reasonable distance of Comstock Township if not provided at Comstock Township.
- 2) Any failure to obtain and maintain required certification of state required licensing will result in the automatic suspension of the employee on the day the license expires. The suspension will remain in effect until the required licensing is obtained. (Exception): proof of certification of training from other departments will be accepted compliance to the previous paragraph. However, until such training or certification is obtained the firefighter will be suspended from any departmental activities requiring said certification and/or training. Failure to comply may be grounds for additional suspension or termination by action of the Superintendent.

Finally, regardless of the above, employees will be required to attend a minimum of 13 drills each calendar year. Failure to meet training minimums will result in the following:

First Offense: written notification placed in the employee's personal file with copies to the Township Supervisor and the Chief of the fire department

Second Offense: written notification to employee with a copy to their personal file and a written request to the Township Supervisor to have the employee suspended for 30 calendar days.

Third Offense: written notification to employee and a copy to their personal file and a request to the Township Supervisor to have the employee terminated.



PERSONS RIDING ON DEPARTMENT APPARATUS

Subject to the limited exception set forth in the following sentence, no person other than

- (1) a Comstock Township firefighter or
- (2) a certified firefighter from another fire department participating in responding to an emergency call shall ride on any Comstock Township fire or rescue apparatus.
- (3) a non-trained civilian who has a pre-approved ride-along liability waiver form on file.

Comstock Township fire and rescue apparatus that are either permanently out of service or temporarily out of service may be ridden by persons other than firefighters with the permission of the Fire Chief.

Amended by TB: 08-05-2019



LAYOFF AND RECALL

A layoff is a reduction in the work force. Probationary employees in the affected classification in the affected department shall be laid off first. If layoffs are required when there are no probationary employees in the affected classifications in the affected department, the decision of which employee(s) to be laid off shall be made by the Township Board at its discretion.

Recall shall be made by inverse order of layoff, provided the recalled can perform the duties of the available position.



PROMOTIONS

Posting Promotions – Posting Opening

1. Openings for an Officer Position will be posted for (30) days at the following locations:
 - a) All Comstock Township Fire Stations
 - b) Township Hall
2. The posting will list all minimum requirements and qualifications.
3. Will state date and time the postings will close and when selection will take place.
4. Will state who and where to send request for consideration letters.

Selection

Except as provided in Section *Posting Promotions* above pertaining to posting of openings for promotions, promotions within the Township Fire Department shall be made in accordance with the same procedure as that set forth in the first paragraph of Section *Employment Policies* (Hiring Decision).

Probationary Period for New Officers

All new officers shall be on probation for a period of six (6) months from the time of their appointment to their new office. If, for any reason, the officer fails to perform his/her duties to the satisfaction of the Fire Chief and the Township Superintendent, the Township Supervisor upon recommendation of the Fire Chief may immediately relieve the officer of his/her new rank and return the officer to his/her prior rank within the Township Fire Department. This action may not be contested or appealed.



EQUIPMENT

All firefighting personnel of the Charter Township of Comstock shall be provided with full firefighting equipment as approved by the Township Board. Equipment and/or protective clothing lost or damaged due to the employee's negligence shall be replaced by the employee at the employee's expense.

Equipment Procedures

The Fire Chief shall establish guidelines for the equipment that is required at every fire and how that equipment is to get to the site of a fire or rescue operation. All personnel will dispatch the apparatus to alarms as outlined on the response guideline. Only the officer in charge may alter the response guideline. The officer in charge shall designate who is responsible for equipment.

The officer in charge shall establish guidelines for where equipment is to be positioned at a fire, and the distance, position, and order of placement and position.

All firefighting personnel shall be required to wear and use all required protective clothing and safety equipment furnished by the Township in all emergency scenes where required. Personnel without protective clothing and/or equipment shall be returned to station or obtain proper gear and return to scene. The Comstock Fire and Rescue Department will not respond outside its district if called by persons living outside of township boundaries. If such calls are received, the dispatcher shall forward them to the proper agencies. If a call is received that was thought to have been in Comstock Township but turns out to have been in another jurisdiction, the officer in charge shall have the dispatcher notify the correct department by radio or telephone. Comstock units on the scene shall attempt to control the emergency until relieved by the proper agency. The officer in charge of the correct agency shall assume complete command of the situation upon arrival. **Exception:** This is not to prevent Comstock Township units from responding to areas outside of the township that coverage is supplied by contract or agreements previously signed.

All personnel must be ready at all times to use all of their training to protect the lives and property of those in need. At times personnel will be faced with the possibility of risking lives in order to accomplish the tasks that fire and rescue personnel are trained to do. All personnel shall act in a professional manner at all times, both to help calm and comfort those in need to uphold the honor of the Comstock Fire Department. Firefighters assigned to operate the pumps on a fire apparatus shall remain at that position until relieved.

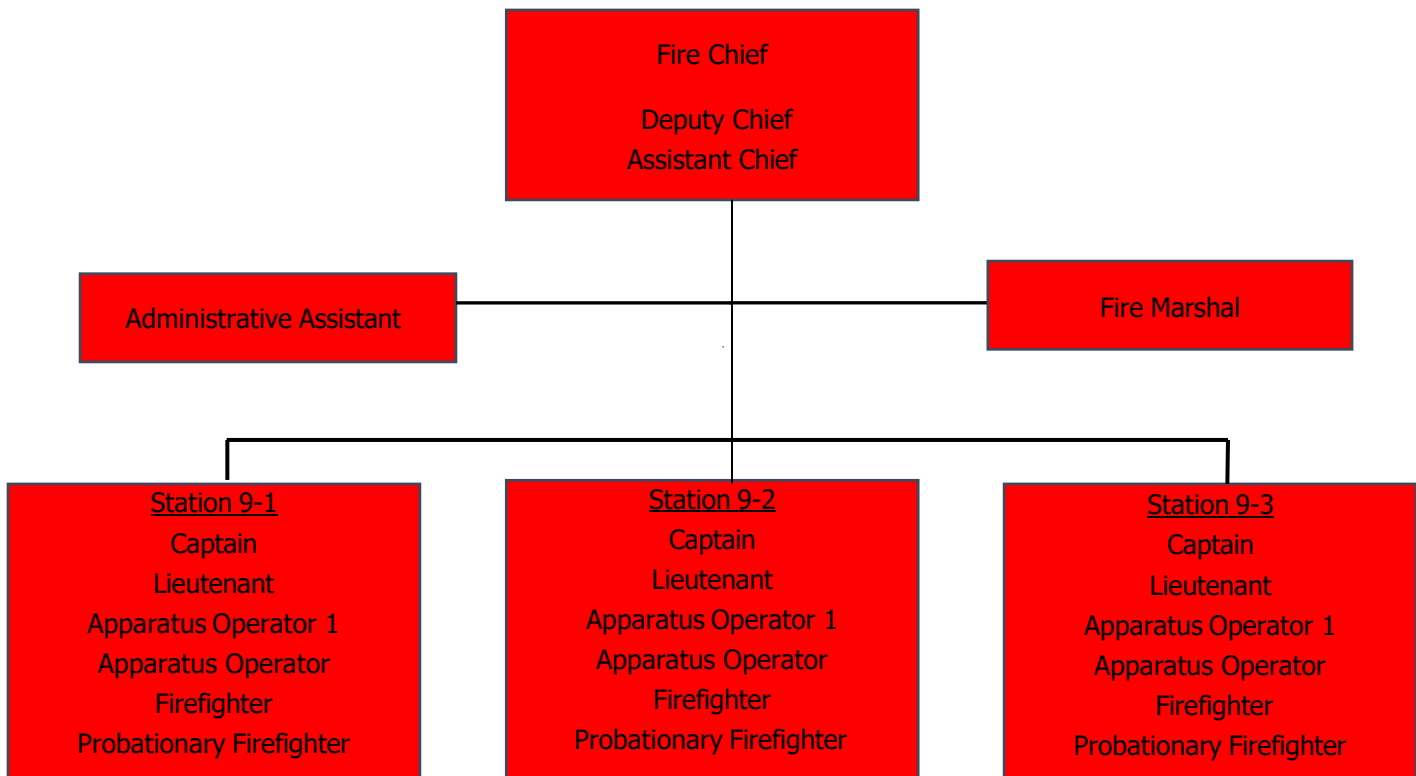


CHAIN OF COMMAND

The chain of command within the Charter Township of Comstock Fire Department shall be:

- Township Board
- Township Superintendent
- Fire Chief
- Deputy Chief
- Assistant Chief
- Captain
- Lieutenant
- Apparatus Operator I
- Apparatus Operator
- Firefighter
- Probationary Firefighter

The Township Board controls and sets the budget and establishes, in conjunction with the Fire Chief, guidelines for all firefighting personnel. The Township Board is the final step in an appeals hearing. **The chain of command shall be followed at all times:**



Organizational Chart Approved by TB 03/15/2021

The Township Superintendent is the chief administrative officer and personnel director of the Township and shall, within the framework of the chain of command set forth herein, be responsible to the Township Board for the efficient administration of the Township Fire and Rescue Department. The Township Superintendents authority as to disciplinary matters shall be as set forth in this Handbook.

The Fire Chief shall report directly to the Township Superintendent.

The Deputy Chief reports directly to and works under the direct supervision of the Fire Chief, performing such duties as directed by the Fire Chief.

The Assistant Chief reports directly to and works under the direct supervision of the Deputy Chief and/or Fire Chief.

The Captain reports to and works under the direct supervision of the Chief Officers.

The Lieutenant reports directly to the Captain and works under the direct supervision of the Captain and the general supervision of the Chief Officers.

The Apparatus Operator I & Apparatus Operator reports directly to the Lieutenant or Captain and works directly under the supervision of the Captain or Lieutenant.

The Firefighter reports directly to the Lieutenant or Captain, and works directly under the supervision of the Captain or Lieutenant.

The Probationary Firefighter reports directly to the Lieutenant or Captain and works directly under the supervision of the Captain or Lieutenant.



COMMAND PROCEDURES AT SITE OF FIRE OR RESCUE OPERATION

A) Definition – “Medical Emergency”

“Medical Emergency” shall be defined for purpose of this Section as a condition or situation in which an individual declares a need for immediate medical attention for any individual, or where that need is declared by emergency medical personnel or a public safety official.

B) Command Procedures

If no chief officers are on scene, the command responsibility is vested in the senior officer of the Department on the scene, who shall hold this responsibility until relieved by an officer of higher rank or the emergency is terminated. If the two highest ranking department officers at the scene are of equal rank (e.g., Captains, then the one with the greater seniority in the Department shall have command responsibility. If no chief officers, line officers (Captains or Lieutenants) are present the command responsibility is that of the senior Apparatus Operator I or senior Apparatus Operator on site.

This is not to imply that within the command system used by the department, another officer or firefighter cannot be assigned command of part or all of the scene to maintain a workable span of control.

Consistent with the provisions of MCL 14.15 (20769), the officer or senior member in command at the scene of a fire or medical emergency shall assure that the scene of the emergency is managed in a manner that will minimize the risk of death or health impairment to an emergency patient and to other individuals' who may be exposed to the risks as a result of the emergency. Priority shall be given to the interests of those individuals exposed to the more serious remediable risks of life and health. The officer or senior firefighter in command shall, whenever reasonably possible consult emergency medical services personnel or other authoritative health professionals at the scene in the determination of remediable risks.

C) Management of Emergency Patient

Also consistent with the provisions of MCL 14.15 (20769), authority for the management of an emergency patient in a medical emergency shall be vested in the licensed health professional or licensed emergency medical services personnel at the scene of the emergency who has the most training specific to the provision of emergency medical care. If a licensed health professional or licensed emergency medical services personnel is not available, the authority shall be vested in the most appropriately trained representative of a public safety agency at the scene of the emergency.



CONFIDENTIAL INFORMATION

During your employment by Comstock Fire Department, you may have access to information which is not known by the general public relating to the Fire Department's response to fire and medical emergencies. Any such information is considered "Confidential Information" and is **not** to be discussed or shared with the general public under any circumstance and/or in any format unless expressly authorized by the Fire Chief.



FIRE STATION RELIEF DUTY

1) General Rules

- A. Shifts for relief duty at township fire stations shall be from 7:00 am to 3:00 pm, 3:00pm to 11:00 pm, and 11:00 pm to 7:00 am. Full Time personnel will work their full time shifts in 24 hour periods, 7:00am to 7:00am.
- B. Any personnel who is unable to work the shift which he/she has signed up shall be responsible to attempt to trade the shift. If a trade is not an option, the shift shall requested to be vacated through the scheduling application or appropriate chief officer as soon as possible.
- C. Firefighters on relief duty shall perform station duties specified by the Fire Chief or his/her designee.
- D. Firefighters shall report on time for their shift. Tardiness is an unacceptable practice and will be cause for disciplinary action. The only instances of tardiness that will be excused are those which are prearranged or those that are a result of an emergency. The Fire Chief shall determine whether an instance of tardiness is excusable under the above standards.

Amended by TB: 08-05-2019

2) Disciplinary Sanctions for Tardiness

- A. First offense within a twelve (12) month period: verbal reprimand.
- B. Second offense within a twelve (12) month period: written reprimand.
- C. Third offense within a twelve (12) month period: suspension from relief duty for not less than fourteen (14) days nor more than thirty (30) days. The precise length of the suspension without compensation shall be based upon the degree of tardiness, the presence or absence of mitigating circumstances, and the severity of the prior offenses. (As prescribed by the Township Superintendent).
- D. Fourth offense within a twelve (12) month period: loss of right to provide station relief duty. The Township Supervisor may reinstate this privilege when he/she sees fit but the employee must first re-qualify as a sit person before his/her first duty shift.



REPORTING INJURIES & ILLNESSES

Any firefighter incurring an injury at a fire or rescue operation or other Department activity shall immediately report the injury to a Department officer. If the officer receiving the report is not the Fire Chief, then the officer shall promptly report the injury to the Fire Chief. The Fire Chief or his/her designee shall report all such injuries to the Township Superintendent no more than forty-eight (48) hours after the incident, and the report must detail exactly what, when, where, why and how the injury occurred. All off-the-job injuries that could interfere with a firefighter's ability to perform his/her required duties shall be reported to the Fire Chief within twenty-four hours or prior to responding to the next fire or rescue call, whichever occurs sooner.

Firefighters who have sustained injuries, either on or off duty, which necessitate their being absent from their duties, will not be allowed to resume said duties without a physician's statement verifying their ability to resume fire and rescue duties. Approved off duty medical leave of absences beyond the FMLA period will be re-evaluated at 6 months.

Update Approved by TB 03/15/2021



ACCIDENT & INJURY REPORTING

Any accident, injury or incident while on a Department function will be reported to an Officer as soon as possible.

An injury will be documented on the proper form whether it requires treatment or not. The form will be completed in triplicate, one copy to the H.S.O., one copy to the Township and one to the employee.

The H.S.O. and or I.S.O. will investigate the incident for future preventative recommendation to the Fire Chief.

An accident form will be filled out on any vehicle accident while on Department business.

The H.S.O. will investigate for future preventable recommendation to the Fire Chief. Three copies will be made, just as in the injury report.



DEPARTMENT SAFETY POLICY

Provide the highest level of safety and health for all members. The prevention and reduction of accidents, injuries, occupational injuries and exposures are the primary goals of the Fire Department at all times.

The Comstock Fire Department shall make every reasonable effort to provide a safe and healthy work environment, recognizing the dangers involved in the type of service we deliver. All members shall operate with heightened concern for safety and health. Appropriate training supervision procedures and review shall be provided to achieve specific safety and health objectives in all functions and activities.

The Safety Committee shall consist of the Health and Safety Officer, the Incident Safety Officer and the Infectious Control Officer.

Health & Safety Officer

The Health and Safety Officer (H.S.O.) shall be responsible for managing the department's safety program. Other duties are as follows:

1. Chair the Safety Committee and hold meetings when necessary.
2. Maintain accident, injury and exposure statistics.
3. Review accident, injury and exposure reports.
4. Recommend policy and procedure updates when related to safety issues.
5. Provide safety education for all members

Incident Safety Officer

The Incident Safety Officer will be responsible for the department to follow safe acts on all incident scenes and training sessions.

1. Keep in continual communication with the Incident Commander (I.C.).
2. Has the authority to halt unsafe operations on incident scenes and training.
3. Coordinate communications of incident immediately with IC on incident scenes and the Training Officer at training sessions.
4. Report directly to the HSO of issues that may need to be addressed in training or policy changes.
5. Will be appointed by I.C. to form a pool of state certified ISO's.

Infectious/Exposure Control Officer

The Infectious/Exposure Control Officer will be responsible for the training of Department members in infectious control standards. Make sure that possible exposures are investigated and if need be the exposure report filled out.

1. Will report directly to the H.S.O.
2. Follow up with exposed employee on proper treatment
3. File any and all paperwork with the H.S.O



DRIVER SAFETY

It is the responsibility of the driver of the fire department apparatus and personal vehicles to drive safely and prudently at all times. All vehicles when responding to emergency calls must comply with the Michigan Motor Vehicle Code. The code allow for some minor exceptions when responding with Red lights and sirens but the drivers are still responsible for its safe operation at all times.

When responding Emergency status the Michigan Motor Vehicle Code requires that you use all audible and visible warning devices.

The use of sirens and warning lights does not automatically give the right of way to the emergency vehicle. This simply means you are asking for permission to proceed. Emergency vehicle drivers must make every possible effort to make their presence and intended action known to other drivers before proceeding and always prepare for the unexpected.

Fire Department vehicles are authorized to exceed posted speed limits but the policy of the Comstock Fire & Rescue is a maximum of 15 MPH over the posted speed. Under less than favorable road conditions the posted speed limit is the maximum.

Intersection presents the greatest potential danger to the emergency vehicles. When approaching and crossing an intersection with right of way drivers shall not exceed the posted speed limit. When approaching a negative right of way intersection the vehicle shall come to a complete stop and may proceed only when the driver can account for all oncoming traffic in all lanes. There should be no blocking of intersections by personal vehicles; this can create further hazards to the apparatus and the firefighter's vehicles.

Drivers shall avoid backing whenever possible. When backing is unavoidable a spotter shall be used. If no spotter is available the driver must get out and do a complete walk around to make sure there are no obstructions.

When stopped at the scene of an incident vehicles should be placed to protect personnel who are working on the scene and all warning lights shall be used to warn traffic of the incident. All personnel working in or near traffic lanes shall wear high visibility vest.

When parking vehicles at an incident wheel chocks shall be used. Per DOT standards on flat surface 1 chock on the driver's side dual, on incline chock both side dual.

All personnel shall ride only in regular seats provided with seat belts. Seat belts shall be worn at all times. Riding on tailboards or other exposed positions is not permitted. The only exception may be when loading hose or otherwise directed by a command officer.



FACIAL HAIR

Fighting fires and performing other emergency activities potentially requiring the use of a Self-Contained Breathing Apparatus ("S.C.B.A.") is an essential function of Fire Department officers and firefighters. All officers and firefighters are therefore required to comply with the facial hair policy set forth in this section.

No Fire Department officer or firefighter shall report to any Fire Department activity with facial hair that would come between the facepiece of the Self Contained Breathing Apparatus ("S.C.B.A.") issued by the Department and the person's skin when the S.C.B.A. is worn.

"Facial hair" is defined under this section as any obvious area of growth of hair on the face, including, but not limited to, beards, mustaches, goatees and sideburns. "Facial hair" does not include minor hair stubble that will not, in the opinion of the Fire Chief or other Officer in Charge at a Fire Department activity, interfere with the effectiveness of the S.C.B.A. facepiece seal when worn.

Facial hair that does not come between the S.C.B.A. facepiece and the person's skin when the S.C.B.A. is worn is not prohibited under this section.

If the Fire Chief or other Officer in Charge at a Fire Department activity determines that an officer or firefighter is in violation of this section, the Fire Chief or Officer in Charge will remove that person from the activity. Violation of this section will subject the violator to discipline.



STANDARDS OF CONDUCT

The work rules and standards of conduct for Comstock Fire Department are important, and Comstock Fire Department regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting Comstock Fire Department's business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including immediate termination of employment.

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, up to and including immediate termination of employment. These examples are in no way a limitation on or intended to change Comstock Fire Department's at-will policy.

- Theft or inappropriate removal or possession of property.
- Falsification of timekeeping records.
- Possession, manufacture, distribution, sale, transfer, dispensation or use of alcohol or illegal drugs in the workplace.
- Negligence or improper conduct leading to damage of Township-owned or customer-owned property.
- Insubordination or other disrespectful conduct.
- Violation of safety or health rules.
- Unauthorized use of telephones, or other Township owned equipment.
- Unauthorized disclosure of township confidential information.
- Violation of personnel policies.
- Unsatisfactory performance or conduct.

These rules apply to any and all interactions with the public, fellow employees or anyone else associated with the workplace.



PERSONAL PROTECTIVE EQUIPMENT

To promote Firefighter safety and be compliant with both NFPA 1581 and MIOSHA there shall be ***NO*** alterations of your Charter Township of Comstock issued Personal Protective Equipment (PPE). The Charter Township of Comstock Department of Fire and Rescue shall not add or permit accessories to be added to any ensemble or ensemble element. Only patches from the manufacturer or from department approved repairs shall be allowed.

For all personally owned and approved Personal Protective Equipment (PPE) they ***shall*** be NFPA 1581 compliant. Meaning, no personal PPE shall be older than 10 years old and ***shall*** have an NFPA compliance sticker showing the date of manufacture in or on the item.

Chief Officers will be issued White helmets, Captains and Lieutenants will be issued Red helmets, Firefighters will be phased into Black helmets and Probationary Firefighters will be issued Yellow helmets. Leather fronts will be issued in accordance to current rank held.

For personally owned items, they must be both NFPA and MIOSHA compliant. Esprit De Corps will be used for stickers on helmets, meaning that only approved Reflective stripes and an American Flag or Comstock sticker shall be applied to the outer shell of the helmet. Personal leather fronts must be approved by a Chief Officer and will include COMSTOCK on its make-up. All personally owned Personal Protective Equipment in use shall have an approval form filled out and on file with the department.

Amended by TB: 08-05-2019



PERSONAL PROTECTIVE EQUIPMENT– NOT ALLOWED IN LIVING AREAS

In an effort to meet the concerns of cleanliness as well as those of increasing information regarding the potential Carcinogenic effect of our PPE, the following policy is in effect.

NO personal protective clothing (i.e. Bunker pants, boots, coats or helmets) shall be in any of the living areas.

Visiting animals/pets are only allowed in the apparatus bay. No animals or pets are allowed in the living quarters of the station.

Amended by TB: 08-05-2019