



Charter Township of
Comstock

PERSONNEL POLICY MANUAL



PERSONNEL POLICIES MANUAL

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PERSONNEL POLICIES MANUAL

1

SCOPE, GOVERNANCE, AND ADMINISTRATION

Amended and approved by the Board on:

Effective date:

1.1 PURPOSE

This Personnel Policy Manual ("Manual") establishes guidelines and expectations for employment with the Charter Township of Comstock ("Employer"). It provides a framework for personnel administration, ensuring the fair and consistent treatment of all employees while supporting the efficient operation of our services.

1.2 APPLICABILITY

These policies and procedures shall apply to all probationary, full-time, part-time, temporary, and seasonal employees, except where specifically noted. Elected officials and/or appointed officials are not legally considered employees.

These policies supersede and rescind all previous personnel policies, rules, regulations, and past practice statements and become the official policies for the Employer's non-union employees and, where applicable, for union employees as described above.

1.3 GOVERNANCE AND ADMINISTRATION

This Manual is adopted under the authority of the Board, which retains all legislative authority regarding the Employer's personnel policies. The Board reserves the right to amend, modify, waive, or rescind any portion of this Manual at its sole discretion.

The Superintendent is responsible for the day-to-day administration, interpretation, and implementation of the policies and benefits outlined in this Manual, in accordance with Board intent and applicable law.

All rights and powers vested in the Board are preserved and shall not be diminished by these policies or by the delegation of administrative responsibilities to the Superintendent.

1.4 AT-WILL EMPLOYMENT

Employment is at-will, meaning that either the Employer or the employee may terminate the employment relationship at any time, with or without cause, and with or without notice,



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unless otherwise specified by a collective bargaining agreement, statute, or employment contract.

Only the Board, by written agreement, may modify at-will employment.

1.5 RELATIONSHIP TO LAWS

This Manual is intended to comply with applicable federal, state, and local laws. In the event of a conflict between this Manual and any applicable law, the law shall prevail.

1.6 PERSONNEL POLICY ADMINISTRATION

The Superintendent may develop administrative procedures, guidelines, and directives to effectively implement the policies outlined in this Manual – also known as an Employee Handbook.

1.7 DISCLAIMER

This Personnel Policy Manual does not create a contractual obligation between the Employer and its employees. It serves as a general guide to personnel policies and procedures and may be revised at any time by the Board.

1.8 ACKNOWLEDGMENT

All employees are required to review this manual and sign the Personnel Policies Acknowledgment form. The acknowledgment form will be retained in each employee's personnel file.

1.9 DEPARTMENT-SPECIFIC POLICIES

Certain policies and procedures may apply only to specific departments due to the unique operational or regulatory requirements of those departments (e.g., the Department of Parks and Recreation or the Fire Department). When applicable, such policies will be clearly identified within the manual.

1.10 PARKS AND RECREATION POLICIES



Park and Recreation administrative functions (e.g., payroll systems, IT policies, etc.) are established in this Manual. Field operations and grounds maintenance operate within established Parks and Recreation work processes, encompassing unique park grounds and waterway activities, programs, maintenance, safety considerations, and after-hours and



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seasonal considerations. These operations are under the direction of the Parks and Recreation Director with oversight from the Parks and Recreation Commission.



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2	RECRUITMENT AND HIRING	
	<i>Amended and approved by the Board on:</i>	
	<i>Effective date:</i>	

2.1 RECRUITMENT AND HIRING

2.1.1 Notification of Job Openings

External job openings will be posted on the Employer's website and advertised in other related career sites as deemed necessary. The posting and/or advertisement will contain the job description and minimum requirements for the position. "Internal-only" job postings will be emailed to all current employees and include the job description.

2.1.2 Employment Applications

All applicants shall complete an employment application using a form provided by the Employer. The application is a crucial phase of the hiring process and becomes part of the employee's permanent record. All information submitted on the application is subject to verification and review. Falsification of the application may result in immediate disqualification and/or withdrawal of an offer for a position with the Employer. The Employer will retain employment applications for consideration for a period of six months.

2.1.3 Applicant Screening

Only applicants who meet the minimum requirements for the position will be considered for the screening process. Those deemed most qualified will be invited for an interview. After the interviews are completed, an applicant will be chosen based on their experience, training, skills, and qualifications.

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

2.2 AUTHORITY TO HIRE

The Superintendent has the authority to hire all employees up to and including Department Heads. The Board retains the sole authority to hire the Superintendent.

2.2.1 Parks and Recreation – Authority to Hire



The Comstock Township Parks and Recreation (CTPR) Commission is an elected body with the authority to hire the Parks Director to provide departmental leadership for Parks staff, including the Program Coordinator and Maintenance Supervisor, as established in the Commission's Bylaws.



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2.3 PRE-EMPLOYMENT CHECKS

2.3.1 Fair Credit Reporting Act

Pre-employment screening will comply with all requirements of the Fair Credit Reporting Act (FCRA) 15 U.S.C § 1681.

2.3.2 Drug Testing

Applicants being hired must submit to a drug test within 48 hours after notification by the Employer. Confirmation of a positive drug test for an illegal drug may result in the Employer withdrawing the job offer. Refusal to submit to testing will result in the Employer withdrawing the job offer.

2.3.3 Physical Examination

The Employer reserves the right to require an applicant to pass a physical examination by a physician of the Employer's choice post-offer. The physical examination must be job-related and consistent with job necessity, as outlined in the position description.

Where such a physical examination is required according to the position description, that requirement will be included in the posting and/or vacancy advertisement. Any such physical examination will be at the Employer's expense.

2.3.4 Driving Record

As part of the pre-employment background screening process, the Employer shall conduct a driving record check for any applicant whose position requires the operation of an Employer-owned vehicle or the regular use of a personal car for Employer business. The driving record check will be used to verify the applicant's eligibility to drive and to assess compliance with the Employer's insurance requirements. Employment offers for positions with driving responsibilities are contingent upon satisfactory results from a driving history check. Any applicant found to have an unsatisfactory driving record, including a suspended or revoked license or a pattern of serious traffic violations, may be disqualified from consideration for the position.

2.3.5 Criminal Background Check

All positions are subject to a criminal background check, which must be completed at least 7–10 business days before the employee's first day of work.

In compliance with MCL 37.2205a, the background check will be conducted only after a conditional offer of employment has been extended and will exclude any misdemeanor arrests or charges that did not result in conviction.



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2.4 EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND NON-DISCRIMINATION

It is the Employer's policy to select, place, train, and promote the best-qualified individuals based upon relevant factors such as work quality, attitude, and experience, to provide equal employment opportunities for all employees.

Employment decisions shall be made without regard to religion, race, color, national origin, age, sex (including pregnancy, sexual orientation, and gender identity or expression), height, weight, familial status, marital status, political affiliation, disability, veteran status, genetic information, or any other classification protected by applicable federal, state, or local law, including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act (ADEA), the Americans with Disabilities Act (ADA), and the Michigan Elliott-Larsen Civil Rights Act.

This Equal Employment Opportunity Policy applies to all aspects of employment, including but not limited to recruiting, hiring, training, development, transfers, promotions, compensation, benefits, and all other terms and conditions of employment.

The Equal Employment Opportunity (EEO) Compliance Officer for the Employer is the Superintendent.

2.5 FAIR CHANCE EMPLOYMENT POLICY

The Fair Chance Employment policy limits how the Employer can use an applicant's or employee's arrest and conviction record in the hiring process or during employment. Specifically, this policy protects job applicants with criminal records in the hiring process, as follows:

1. The Employer will not post a job advertisement or implement a policy or practice in a way that excludes people automatically with an arrest or conviction record.
2. The Employer will not ask for an applicant's criminal history before conducting an initial screening to determine whether the applicant meets the minimum qualifications for the job.
3. The Employer will not perform a background check until after a formal job offer has been made. The job offer would be contingent on the background check and the drug test results.
4. Misdemeanor arrests that did not result in a conviction may not be considered as part of the background check or evaluation. MCL 37.2205a.



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5. The Employer will only make an employment decision based on a conviction record, pending criminal charge, or conduct relating to an arrest if it determines that it has a legitimate business reason.
 - a. To have a legitimate business reason, the Employer will have a good faith belief that the nature of the conduct underlying the conviction or pending criminal charge will have a negative impact on the applicant's fitness or ability to perform the position sought or held, or will harm or cause injury to people, property, business reputation, or business assets.
6. The Employer will conduct a criminal background check using a third-party vendor.
7. If the Employer determines that it has a legitimate business reason for making an employment decision based solely on a criminal conviction record, pending criminal charge, or conduct relating to an arrest, the Employer will next identify the record(s) or information on which it is relying and give the individual a reasonable opportunity to explain or correct that information, including the chance to provide verifiable information related to the individual's rehabilitation or good conduct.
8. Applicants shall not commence work until the Employer has advised that all pre-employment checks have been successfully completed.
9. The Employer will maintain all records related to background checks in a secure location separate from employee personnel records. Criminal background check records will be kept confidential to the maximum extent allowed by law.

2.6 ANTI-NEPOTISM

2.6.1 Employment of Family Members

Family members (including, but not limited to, significant others in a cohabiting relationship) are not permitted to hold positions that have a reporting responsibility to each other, with less than one supervisory level between them, as authorized by the Superintendent.

NOTE: Election Worker positions are exempt from this policy.

2.6.2 Definition of Family Members

For purposes of this policy, *family members* are defined as:

- **Children:** Biological, adopted, or foster child, stepchild, legal ward, a child of a domestic partner, or a child to whom the employee stands *in loco parentis*.



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- **Parents:** Biological parent, foster parent, stepparent, adoptive parent, or legal guardian of an employee, an employee's spouse, domestic partner, or someone who stood *in loco parentis* when the employee was a minor child.
- **Grandparents and Grandchildren:** Biological, foster, or adoptive grandparent or grandchild, including step-relations and those established through a domestic partnership or legal guardianship.
- **Siblings:** Biological, foster, step, or adopted sibling.
- **Other Close Relatives:** Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship (e.g., brother/sister-in-law, father/mother-in-law, son/daughter-in-law, niece, nephew, aunt, uncle).

2.6.3 Conflict of Interest and Employment Actions

Individuals will not be hired, promoted, demoted, or transferred into positions that would create a conflict with the Employer's policies and procedures or the *Michigan Incompatible Public Offices Act* (MCL 15.181 et seq.).

If employees become relatives, significant others, or members of the same household and have a reporting responsibility to each other less than one supervisory level apart, the supervisory employee must inform the Superintendent of the relationship.

2.6.4 Existing Employees with Newly Elected/Appointed Relatives

If the Employer already employs an employee at the time a family member is elected or appointed to an Employer position, the employment relationship may continue provided that:

1. **No Direct Supervision or Influence**
The elected or appointed official does not directly supervise, evaluate, or influence the employment, compensation, discipline, or promotion of the related employee.
2. **Conflict-of-Interest Safeguards**
The Employer shall implement appropriate safeguards to avoid conflicts of interest, including reassigning supervisory responsibilities, modifying reporting relationships, or requiring the official to recuse themselves from any discussions, votes, or decisions related to the family member's employment. Such safeguards shall also ensure compliance with the *Incompatible Public Offices Act* (MCL 15.181 et seq.), which prohibits public officials from holding positions that create a conflict or subordination between roles.
3. **Disclosure Requirement**
Both the employee and the elected/appointed official must promptly disclose the relationship in writing to the Superintendent upon the official's election or appointment.



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4. **Review by Superintendent**

The Superintendent shall review the circumstances and determine whether adjustments to duties, reporting relationships, or other employment conditions are necessary to maintain compliance with this policy and applicable ethical standards.

5. **No Preferential Treatment**

Continued employment of the related employee shall be based solely on merit, qualifications, and performance, and may not result in any actual or perceived preferential treatment.

6. **Future Employment Actions**

The Superintendent shall review any subsequent promotion, transfer, or reassignment of the related employee to ensure continued compliance with this policy.

2.6.5 **Resolution of Conflicts**

If the Superintendent determines that a conflict exists, employees will have 60 days from the time the conflict is identified to resolve the situation independently. If not resolved within that time, the Superintendent may determine appropriate action, which may include reassignment, transfer, or other measures necessary to ensure compliance with this policy.

2.7 **I-9 EMPLOYMENT ELIGIBILITY VERIFICATION POLICY**

The Employer is committed to complying with all federal laws requiring verification of an individual's identity and employment eligibility. It is unlawful to knowingly hire or continue to employ any person not authorized to work in the United States.

2.7.1 **Completion of Form I-9**

1. All new employees must complete Section 1 of Form I-9 no later than the first day of employment.
2. The Superintendent (or designee) must complete Section 2 of the form within three (3) business days of the employee's first day of work for pay.
3. If an employee works fewer than three days, the I-9 must be completed on or before the first day of work.

2.7.2 **Documentation**

1. Employees must present original, unexpired documents that establish both identity and employment authorization as listed on the List of Acceptable Documents (provided with the I-9 form).



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2. The Superintendent will examine documents for authenticity and record the information on the I-9.
3. Photocopies, faxes, or scanned images of documents are not acceptable for verification.

2.7.3 Retention

- The Employer will retain a completed I-9 for each employee for three (3) years after the date of hire or one (1) year after the date of employment ends, whichever is later.
- Forms will be maintained separately from personnel files in a dedicated I-9 file or system.

2.7.4 Reverification

- If an employee's work authorization is temporary, the Superintendent will reverify employment authorization by completing Section 3 of the I-9 on or before the expiration date of the original authorization.
- The Employer will not continue to employ any individual whose work authorization has expired.

2.7.5 E-Verify Participation

- The Employer participates in the federal E-Verify program to confirm employment eligibility. After hiring and completing the Form I-9, the Superintendent will submit the required information to E-Verify within three (3) business days of the employee's start date.
- If an employee receives assistance from a preparer and/or translator in completing Section 1 of the Form I-9, the Supplement A – Preparer and/or Translator Certification must also be completed, signed, and retained with the Form I-9 as required by the U.S. Citizenship and Immigration Services (USCIS). The Superintendent will ensure this supplement is attached correctly and maintained as part of the employee's verification record.

2.7.6 Anti-Discrimination

- The Employer will not discriminate in hiring, firing, recruitment, or employment eligibility verification based on citizenship status, immigration status, or national origin, consistent with the Immigration and Nationality Act (INA).
- The Employer will not request more or different documents than required or refuse to accept valid documents that reasonably appear to be genuine.

2.7.7 Corrections and Audits

- If errors are found on a completed I-9, corrections will be made in accordance with USCIS guidance. The original form will not be discarded.



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- The Employer may periodically audit I-9 forms to ensure ongoing compliance.

2.7.8 Failure to Comply

- Failure by an employee to timely provide required documentation or complete the I-9 will result in delayed start or termination of employment.
- Supervisors must coordinate all hiring and onboarding with the Superintendent to ensure compliance.

2.8 VETERAN EMPLOYMENT RIGHTS AND PROTECTIONS

The Employer shall provide eligible veterans with the following statutory rights consistent with Michigan law.

2.8.1 Hiring

The Employer will give preference to veterans in appointments or employment if the veteran possesses the requisite qualifications for the position and has comparable qualifications to other non-veteran applicants. The Employer need not appoint or hire a veteran where other non-veteran applicants are better qualified for the position. MCL 35.401 et seq.

2.8.2 Discharge and Hearing Process

An employee who is a covered veteran under the Michigan Veterans' Preference Act (MCL 35.401 et seq.) shall not be removed, suspended, demoted, or transferred except after written charges have been filed and the veteran has been afforded a full hearing as prescribed by law.

1. Written Charges

Before any disciplinary action, the Employer shall file written charges specifying the reasons for the proposed removal, suspension, demotion, or transfer of the veteran.

The written charges shall be served upon the veteran personally or by certified mail, return receipt requested, at the veteran's last known address.

The written notice shall include:

- A clear description of the alleged misconduct or performance deficiency;
- Reference to any specific policies, rules, or expectations allegedly violated; and
- Notification of the veteran's right to a hearing under MCL 35.402.

2. Request for Hearing

The veteran shall have ten (10) days from the date of service of the written charges to file a written demand for a hearing.



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If no demand is made within ten (10) days, the veteran shall be deemed to have waived the right to a hearing, and the disciplinary action may proceed.

3. Hearing Procedure

Upon receiving a timely hearing request, the Employer shall schedule a public hearing before the Board (or a designated hearing officer) within 30 days of the request.

The veteran shall have the right to:

- Appear personally or with counsel;
- Present testimony and documentary evidence;
- Call and cross-examine witnesses; and
- Have a transcript or recording made of the proceedings.

The Employer shall present evidence supporting the charges and bear the burden of proof to show cause for removal or suspension.

4. Determination

After the hearing, the Board (or a designated hearing officer) shall issue a written decision that sets forth the findings of fact and conclusions.

If the charges are sustained, disciplinary action may be taken as warranted.

If the charges are not sustained, the veteran shall be reinstated to their position without loss of pay or benefits.

5. Record Retention

All records, written charges, notices, and hearing materials shall be retained in accordance with the Employer's personnel record retention schedule and applicable law.

2.9 EMPLOYMENT CATEGORIES

The Employer classifies each position and employee into specific employment categories to determine eligibility for benefits, leave accruals, and other terms and conditions of employment. These classifications help ensure consistent administration of personnel policies and compliance with applicable laws, including the Fair Labor Standards Act (FLSA).

Each employee is notified of their employment category and FLSA status at the time of hire. The Employer reserves the right to modify an employee's classification in response to changes in position, hours worked, or funding.



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Employment categories include, but are not limited to:

- **Regular Employee** - an individual who has successfully completed any required probationary period and is appointed to an established position on either a full-time or part-time basis, with the expectation of ongoing, continuous employment. Regular employees are distinguished from temporary, seasonal, or contract employees. They are typically eligible for benefits as defined by the Employer's policy and applicable law, based on their employment classification (e.g., full-time or part-time).
- **Full-Time** – Employees regularly scheduled to work at least 30 hours per week, and eligible for full benefits as defined in the Employer's benefit policies.
- **Part-Time** – Employees regularly scheduled to work less than 30 hours per week. Eligibility for benefits is determined by the hours worked and applicable policies or laws.
- **Probationary Employee** - A probationary employee is an individual who has been newly hired, newly promoted, or newly transferred into a position and is serving a designated trial period during which the employer evaluates the employee's performance, conduct, and overall suitability for the role. During the probationary period, the employee's continued employment is not guaranteed and may be ended at any time if performance or conduct does not meet expectations.
- **Seasonal** – Employees hired for a specific season or project, generally not to exceed six months in duration, and not eligible for benefits unless required by law.
- **Temporary** – Employees hired for a limited period or specific project, typically to fill in for an absent employee or assist with short-term workload increases.
- **Exempt / Non-Exempt** – Classifications under the Fair Labor Standards Act (FLSA). Labor Counsel determines FLSA classification.
 - *Exempt* employees are paid on a salary basis and are not eligible for overtime pay.
 - *Non-Exempt* employees are paid hourly and are eligible for overtime pay for hours worked beyond 40 in a workweek.

Employees should consult their supervisor or the Superintendent with any questions about their classification or status.



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2.10 EMPLOYMENT CATEGORIES – FIRE DEPARTMENT



Senior Leadership:

- Full-time employees in leadership positions within the Fire Department (Chief, Assistant Chief, Deputy Chief) are benefit-eligible as outlined in this manual.

Administrative Fire Department Staff:

- Work a regular, recurring schedule that is at least 40 hours per week;
- Perform administrative support duties as part of an established schedule determined by the Fire Chief (or designee);
- Are compensated on an hourly basis for all hours worked, including time spent on required training; and
- Are benefit-eligible as outlined in this manual.

Full-Time Firefighters:

- Work a regular, recurring schedule that is at least 48 hours per week (*FLSA §207(k) work period (e.g., 28-day/212-hr overtime threshold)*).
- Perform assigned shifts or station coverage as part of an established schedule determined by the Fire Chief (or designee);
- Respond to emergency calls, participate in drills, training sessions, and other assigned duties as directed;
- Are compensated on an hourly basis for all hours worked, including time spent on required training and drills; and
- Are benefit-eligible as outlined in this manual.

Part-Time Firefighters:

- On average, part-time firefighters work less than 40 hours per week;
- Perform station coverage as part of an established schedule (at least 16 hours per week) as determined by the Fire Chief (or designee);
- Respond to emergency calls, participate in drills, training sessions, and other assigned duties as directed;
- Are compensated on an hourly basis for all hours worked, including time spent on required training and drills; and
- Are not considered a full-time or three-quarter-time employee of the Fire Department, but may qualify for benefits as required by law, such as overtime under FLSA §207(k) (for hours exceeding 212 in a 28-day work period), Social Security, ACA, workers' compensation, unemployment insurance, or retirement plan participation if eligibility thresholds are met.

Part-Time On-Call Firefighters:

- On average, part-time firefighters work less than 40 hours per week;
- Perform station coverage as part of an established schedule (at least 16 hours per



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week) as determined by the Fire Chief (or designee);

- Respond to certain emergency calls, drills, and training sessions as directed by the Fire Chief (or designee);
- May be scheduled for 16 hours per week or 17% of their station's calls;
- Are compensated on an hourly basis for all hours worked, including required training and drills; and
- Are not considered a full-time or three-quarter-time employee of the Fire Department. However, they may qualify for benefits as required by law (e.g., overtime under FLSA §207(k), Social Security, ACA, workers' compensation, unemployment insurance, or retirement participation if eligibility thresholds are met).

Exempt / Non-Exempt – Classifications under the Fair Labor Standards Act (FLSA). Labor Counsel determines FLSA classification.

- *Exempt* employees are paid on a salary basis and are not eligible for overtime pay.
- *Non-Exempt* employees are paid hourly and are eligible for overtime pay for hours worked beyond 212 hours worked in a 28-day work period.

2.11 PROBATIONARY PERIOD

2.11.1 Initial Probationary Period

New Part-Time/On-call firefighters who are *not fully trained at the time of appointment* will serve a probationary period of one (1) year. Performance evaluations will be conducted at six (6) months and again before the end of the probationary period by the Fire Chief.



Part-Time/On-call firefighters who are *fully trained upon appointment* will serve a minimum probationary period of six (6) months, with a performance evaluation completed at the end of the six months.

2.11.2 Definition of Fully Trained

"Fully trained" means the firefighter holds all of the following credentials at appointment:

- Michigan Firefighter I & II Certification
- Medical First Responder (MFR) License or higher
- Michigan HazMat Operations Level Certification
- Completion of Drivers Training classroom instruction

2.11.3 Extension of Probation

The Fire Chief may extend the initial probationary period when warranted. Any extension will be provided to the employee in writing.

2.11.4 Training and Certification Requirements



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During the probationary period, all firefighters must complete the required schooling, training, and certifications mandated by:

- Applicable state law
- Michigan Firefighters Training Council (MCL 29.369)
- Employer/Board directives

Required coursework must be completed as soon as reasonably available during the probationary period. The Fire Chief may grant an extension when special extenuating circumstances exist.

All probationary firefighters must meet statutory eligibility requirements within the time period established by law.

2.11.5 Failure to Meet Standards

A probationary firefighter may be immediately terminated by the Superintendent upon recommendation of the Fire Chief if the firefighter:

- Fails to perform assigned duties satisfactorily;
- Does not complete required schooling or training; or
- Does not obtain required certifications.

Probationary firefighters—whether within their initial or extended probation period—may not appeal or contest disciplinary actions, including suspension or discharge.

2.11.6 Disciplinary Probation

In addition to initial probation, an employee may be placed on disciplinary probation for performance or conduct issues. Employees will receive written notice of this status and may be subject to severe disciplinary action, including termination, for any misconduct or poor performance during the disciplinary probationary period.

The absence of disciplinary probation does not limit the Fire Chief's authority to impose appropriate disciplinary action when warranted.

2.11.7 Employment Status

Employment is **at will** during and after the probationary period.



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EMPLOYMENT COMPLIANCE

Amended and approved by the Board on:

Effective date:

3.1 SOCIAL SECURITY NUMBER PRIVACY POLICY

3.1.1 Collection of Social Security Numbers

The Employer will only collect Social Security Numbers (SSN) when required by law or for legitimate business purposes, such as payroll administration, tax reporting, employee benefits, background checks, or other legally mandated functions.

3.1.2 Use and Disclosure Restrictions

SSNs shall **not** be:

1. Publicly displayed, printed on identification cards, badges, timecards, employee rosters, bulletin boards, permits, licenses, or any other documents for public display. Documents, materials, or computer screens that display all or more than four (4) sequential digits of a Social Security number shall always be kept out of public view.
2. Used as an employee number, customer account number, or any other form of general identifier.
3. Transmitted over the internet or email unless encrypted or secured by other approved means.
4. Disclosed to third parties except when required by law or for necessary business functions, only with appropriate safeguards.

3.1.3 Mailed Documents

Employer documents containing all or more than four (4) 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 (4) sequential digits of a Social Security number, which are sent through the mail, shall not reveal the number through the envelope window or otherwise be visible from outside the envelope or package.

3.1.4 Storage and Access Control

Only personnel with legitimate business reasons to access records containing Social Security numbers will be granted access. Employees with access to such records shall determine which other personnel within their departments have a legitimate reason in the



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Employer's ordinary course of business to access such Social Security numbers.

Personnel using records containing Social Security numbers must take the appropriate steps to secure such records when not in immediate use, including:

1. SSNs shall be stored in a secure location, whether in electronic or physical form, and access shall be restricted to authorized personnel.
2. Electronic records containing SSNs shall be protected by encryption, password protection, and other security measures determined by the Employer.
3. Physical records containing SSNs shall be locked in a secure area with access limited to authorized personnel.

3.1.5 Disposal of Records Containing SSNs

Records containing SSNs shall be disposed of in a manner that protects against unauthorized access, including:

- Shredding physical documents before disposal.
- Permanently deleting or securely erasing electronic records.

3.1.6 Employee Responsibilities and Training

1. Employees handling SSNs shall receive training on SSN privacy and security practices.
2. Any suspected unauthorized access, disclosure, or loss of SSNs must be reported immediately to the Superintendent.

3.1.7 Enforcement and Penalties

The Employer shall take reasonable measures to enforce this privacy policy, correct known violations, and prevent their recurrence. 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 Employer will cooperate with appropriate law enforcement or administrative agencies to apprehend and prosecute anyone who knowingly obtains, uses, or discloses Social Security numbers through the Employer for unlawful purposes.

3.2 AMERICANS WITH DISABILITY ACT

3.2.1 Overview

The Employer prohibits discrimination against qualified individuals with disabilities in all employment practices, including recruitment, hiring, job assignments, promotions, training,



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compensation, benefits, discipline, and termination. The Employer will provide reasonable accommodations for qualified individuals with known physical or mental disabilities unless the accommodation imposes an undue hardship on the Employer's operations.

3.2.2 Covered Employees

To be protected by the ADA, a person must be a "qualified individual with a disability." This means they must meet all three of the following:

1. They are an employee or applicant (not an independent contractor);
2. They have a disability, meaning they meet at least one of these criteria:
 - A physical or mental impairment that substantially limits one or more major life activities (e.g., walking, seeing, hearing, working, concentrating, communicating);
 - A record of such impairment (e.g., a history of cancer now in remission);
 - Or are regarded as having such an impairment (e.g., the Employer believes the person has a disability, even if they do not).
3. They are qualified, meaning:
 - They satisfy the job's skill, experience, education, and other minimum requirements, and
 - Can perform the essential functions of the position with or without reasonable accommodation.

3.2.3 Interactive Process

The Employer will engage in an interactive, individualized process to identify reasonable accommodations.

3.2.4 Undue Hardship

The Employer will provide reasonable accommodations to qualified individuals with known disabilities, unless doing so would cause an undue hardship on the Employer's operations.

Undue hardship means a significant difficulty or expense in relation to the resources and operational needs of the Employer. When determining whether an accommodation would impose an undue hardship, the following factors are considered:

- nature and cost of the accommodation;
- overall financial resources of the Employer;
- number of employees and impact on operations;
- type of operations and structure of the workplace;
- the effect of the accommodation on the ability of other employees to perform their duties and on the Employer's ability to conduct business.



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If a particular accommodation would result in an undue hardship, the Employer will explore **alternative accommodations** that would not impose such hardship.

3.2.5 ADA Coordinator

The ADA Coordinator for employees is the Superintendent, in coordination with the HR Consultant and Labor Counsel.

3.3 PERSONNEL RECORDS

3.3.1 Centralized Personnel Files

There is a centralized file (the personnel file) that contains all personnel information related to an employee. Personnel files are located in locked digital folders, and newer files are kept in the Employer's I-Solve system (consistent with the Bullard/Plawecki Act).

The file shall be a record of the employee, including name, address, date of employment, classification, pay rates, work performance, and other pertinent information and changes. All supervisors shall forward all personnel records to the Superintendent for possible inclusion in the employee's file.

Departments shall not maintain separate personnel files of information on employees. Maintaining employee records separate from the personnel file risks that a court/arbitrator/agency will not allow the record to be utilized for any purpose. Further, such records kept by a supervisor may be subject to disclosure under the Freedom of Information Act ("FOIA"). (MCL 15.231 et seq.) Therefore, copies must be sent to the Superintendent for the official Personnel File.

3.3.2 Employment References

For purposes of employment references and employment verifications, the Superintendent shall serve as the primary source of personnel records.

3.3.3 Disciplinary Documentation

Any information that a supervisor wishes to include regarding an employee's work performance should be submitted to the Superintendent for inclusion in the employee's personnel file. If this is not done, it is possible that this information may not be utilized in any manner under the restrictions contained in State law. (MCL 423.501 et seq.)

Any personnel actions, such as discipline, shall be based solely on the information in the Personnel file. All supervisors shall send performance evaluations, letters of reprimand, and/or disciplinary documentation to the Superintendent within one (1) business day after completion.



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3.3.4 State Laws

The following is required under State law, MCL 423.506:

Sec. 6

(1) An employer or former employer shall not divulge a disciplinary report, letter of reprimand, or other disciplinary action to a third party, to a party who is not a part of the employer's organization, or to a party who is not a part of a labor organization representing the employee, without written notice as provided in this section.

(2) The written notice to the employee shall be by first-class mail to the employee's last known address and shall be mailed on or before the day the information is divulged from the personnel record.

(3) This section shall not apply if any of the following occur:

(a) The employee has expressly waived written notice as part of a written, signed employment application with another employer.

(b) The disclosure is ordered in a legal action or arbitration to a party in that legal action or arbitration.

(c) Information is requested by a government agency due to a claim or complaint by an employee.

Also, under State law, the following is a requirement:

Sec. 7. An employer shall review a personnel record before releasing information to a third party and, except when the release is ordered in a legal action or arbitration to a party in that legal action or arbitration, delete disciplinary reports, letters of reprimand, or other records of disciplinary action which are more than four years old.

3.3.5 FOIA

If you have any inquiries or Freedom of Information Act (FOIA) requests regarding an employee's personnel file, please contact the Superintendent (or their designee).

3.3.6 Record Retention

Personnel records will be stored in accordance with the Employer's records retention policies, applicable laws, and contractual obligations outlined in collective bargaining agreement(s).



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STANDARDS OF CONDUCT AND WORKPLACE ETHICS

Amended and approved by the Board on:

Effective date:

4.1 STANDARDS OF CONDUCT

The Employer is committed to upholding the highest standards of professional and ethical conduct among its employees in the performance of their public duties. The Employer believes employees' adherence to high professional and ethical standards is central to maintaining public trust and confidence in government.

These standards outline the rules and principles that govern employees in the performance of their public duties.

4.2 PROFESSIONAL BEHAVIOR AND WORKPLACE RESPONSIBILITIES

4.2.1 Appearance in Public

Employees shall conduct themselves in a manner both in Employer-owned buildings and away from Employer-owned buildings that will not create an appearance of any wrongdoing or illegal action. Employees should not engage in activities that could cause an adverse effect on their position or the Employer.

4.2.2 Workplace Professionalism

All employees must:

1. **Treat coworkers, supervisors, and the public with dignity, respect, and professionalism at all times.**

This includes practicing active listening, demonstrating courtesy in all interactions, and showing respect for diverse perspectives and experiences. Employees must avoid condescension or dismissive behavior and should conduct themselves in a manner that reflects positively on the organization, both within and outside the workplace.

2. **Refrain from gossip, bullying, favoritism, retaliation, or exclusionary behavior.**

Gossip includes sharing unverified, sensitive, or personal information about others that is not relevant to work duties. Bullying includes repeated behavior such as intimidation, ridicule, name-calling, or undermining a coworker's work. Favoritism, including providing unequal treatment or opportunities based on personal relationships, is prohibited.



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Retaliation—any negative behavior toward someone for reporting a concern—is a serious violation. Lastly, Employees must avoid creating cliques or excluding others from work-related discussions, meetings, or opportunities.

3. Maintain appropriate boundaries and avoid behavior that could be considered unprofessional or harassing.

Employees are expected to respect personal and professional boundaries in conversations, physical interactions, and relationships. Examples of inappropriate behavior include repeated personal comments or inquiries, touching without consent, suggestive jokes, overly personal behavior that blurs professional boundaries—such as giving unsolicited nicknames, repeatedly sharing private details, or making comments about someone's appearance or personal life in a way that causes discomfort, or behavior that could be perceived as coercive or intimidating.

4. Use professional and inclusive language in all verbal, written, and electronic communications.

Employees must refrain from using offensive, discriminatory, or inflammatory language—whether in person, via email, in text messages, or on internal communication platforms. Jokes, slurs, stereotypes, or insensitive remarks about someone's religion, race, color, national origin, age, sex, sexual orientation, gender identity or expression, height, weight, familial status, marital status, pregnancy, political affiliation, disability, veteran status, genetic information, or any other classifications protected by law are strictly prohibited. Communications should always be clear, respectful, and professional.

4.2.3 Standards of Conduct and Disciplinary Action

To maintain a professional, safe, and productive workplace, employees are expected to conduct themselves in a manner that upholds the integrity of the Employer and fosters public trust. While it is not possible to list every type of behavior that may be considered inappropriate or unacceptable, the following examples illustrate types of conduct that may result in disciplinary action, up to and including immediate termination of employment. These examples are not all-inclusive and do not alter the at-will employment relationship.

Examples of misconduct include, but are not limited to:

- Theft, misuse, or unauthorized removal or possession of the Employer's or another individual's property.
- Falsification or improper alteration of timekeeping, employment, or other official records.
- Negligence, carelessness, or improper conduct resulting in damage to Employer-owned or customer-owned property.
- Insubordination, refusal to carry out a lawful directive, or other disrespectful or disruptive behavior.



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- Violation of the Employer's safety, health, or security rules.
- Unauthorized use of the Employer's telephones, vehicles, computers, or other equipment or property.
- Unauthorized access to or disclosure of the Employer's confidential or privileged information.
- Unsatisfactory performance or neglect of duty.

These standards apply to all employee interactions with the public, coworkers, supervisors, elected officials, contractors, and others conducting business with the Employer.

4.2.4 Report Violations

Employees must report any conduct or activity that they believe violates this policy.

4.2.5 Employer and Taxpayer Resources

Employees shall use the Employer's resources, property, and funds judiciously and solely, following prescribed laws, grant requirements, and/or Employer procedures.

4.2.6 Honesty

Employees shall perform their duties with honesty and integrity.

4.2.7 Confidentiality

Many Employer records are subject to public inspection. However, employees should exercise discretion when discussing certain sensitive activities or the Employer's dealings with residents, other governmental units, or businesses. Should there be any question as to whether the information may be restricted, the employee shall delay any immediate response and seek the opinion of the Superintendent, who may wish to consult with the HR Consultant or obtain a legal opinion before releasing any information.

All employees are required to sign a Confidentiality Agreement as a condition of employment. This agreement outlines the employee's obligation to protect sensitive, proprietary, or legally protected information obtained during the course of their duties. The obligation to maintain confidentiality continues during employment and after separation from the Employer.

Employees who improperly use or disclose sensitive information will be subject to disciplinary action, up to and including discharge from employment, even if they do not benefit from the disclosed information. It is a violation of confidentiality for any employee to release information or records, as well as other information protected by Employer policies and state or federal law.



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During your employment with the Comstock Fire Department, you may have access to information that is not known by the 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 public under any circumstances and/or in any format unless expressly authorized by the Fire Chief.

4.2.8 Disclosure of Interest

The Employer requires that an employee make an advanced written disclosure of any interests of the employee or the employee's close relatives that may violate this policy or otherwise reasonably appear to impact or conflict with the employee's official duties.

4.3 BASELESS ACCUSATIONS

Allegations made by an employee with reckless disregard for the truth will subject the employee to disciplinary action by the Employer and may result in legal action by the accused.

4.4 ANTI-HARASSMENT

4.4.1 Overview

The Employer is committed to providing a work environment where all employees are treated with dignity and respect. Harassment in the workplace based on religion, race, color, national origin, age, sex, sexual orientation, gender identity or expression, height, weight, familial status, marital status, pregnancy, political affiliation, disability, veteran status, genetic information, or any other classifications protected by law will not be tolerated, whether committed by or directed toward co-workers, supervisors, vendors/consultants, or those persons receiving services from the Employer. Harassment of others in the workplace destroys a good working relationship and is counterproductive to the Employer's goal of providing outstanding services to the public. Therefore, every employee must ensure that the Employer maintains a fair and effective work environment free from harassment prohibited by law.

4.4.2 Definition

Prohibited harassment is defined, for purposes of this policy, as conduct or communication based on a characteristic protected by applicable law when submission to that conduct is either explicitly or implicitly made a term or condition of employment or is used as the basis for employment decisions, or when that conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Characteristics protected by applicable law include, but are not limited to, religion, race, color, national origin, age, sex, sexual orientation, gender



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identity or expression, height, weight, familial status, marital status, pregnancy, political affiliation, disability, veteran status, genetic information, or any other classifications protected by law. This policy also prohibits harassment based on a person's association with someone who has a characteristic protected by law.

4.4.3 Types of Harassment

Prohibited harassment includes, without limitation, verbal harassment (e.g., epithets, derogatory statements, or slurs), physical harassment (e.g., gestures, assault, or physical interference with normal work or involvement), visual harassment (e.g., posters, cartoons, drawings), and innuendo. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, and other verbal or physical conduct or visual forms of harassment of a sexual nature.

4.4.4 Workplace Conduct and Applicability

This policy applies to interactions between employees and between employees and elected officials, residents, and/or vendors that negatively impact the workplace or work environment. Additionally, conduct occurring outside the workplace that directly affects the workplace or contributes to a hostile work environment may also fall under the scope of this policy and be subject to enforcement.

4.4.5 Reporting Harassment

Employee Responsibility:

Any employee who believes they have been subjected to harassment or who has observed harassment must promptly report the incident.

Reporting Paths:

Reports may be made verbally or in writing to the employee's immediate supervisor or the Superintendent. If the alleged harasser is the employee's supervisor or the Superintendent, the report should be directed to the Township Supervisor or the Township Board Chair.

Anonymous reports will be reviewed to the extent practicable; however, confidentiality and response options may be limited.

Documentation:

Reports should include the names of the individuals involved, dates, specific conduct, and any witnesses, if known.

4.4.6 Investigation Procedure and Timelines

The Employer will promptly initiate an investigation upon receiving a complaint.

A preliminary review will begin within five (5) business days of the report to determine next steps.



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A formal investigation will typically be completed within thirty (30) calendar days, unless extenuating circumstances require additional time.

The complainant and respondent will be informed of the outcome, to the extent appropriate and consistent with applicable privacy laws.

4.4.7 Confidentiality

The Employer will make every reasonable effort to maintain the confidentiality of the complaint, the parties involved, and the witnesses. Information will be disclosed only on a need-to-know basis to those responsible for handling and resolving the matter. All records related to harassment investigations will be maintained in a confidential file separate from personnel records.

4.4.8 Interim Measures

While an investigation is pending, the Employer may implement interim measures to protect involved parties and preserve workplace integrity. These measures may include:

- Temporary reassignment or change in reporting structure;
- Schedule adjustments or administrative leave;
- Restrictions on contact between parties; and
- Access to the Employee Assistance Program (EAP) or other support resources.

Interim measures are not disciplinary and do not reflect conclusions regarding the allegations.

4.4.9 Disciplinary Action

If the Employer determines that harassment or inappropriate conduct has occurred, appropriate disciplinary action against the harasser, up to and including termination, will be taken.

4.4.10 Harassment by a non-employee

A nonemployee (e.g., resident, vendor, elected official) who subjects an employee to harassment in the workplace will be informed of the Employer's policy, and appropriate action will be taken. The Employer will make follow-up inquiries to ensure that the harassment has not resumed.

4.4.11 Off-Duty Incidents

This policy necessarily involves conduct between employees that has an adverse impact on the workplace and the work environment. Conduct between employees outside of the workplace may also have a workplace impact or contribute to creating a hostile work environment, and may be considered when enforcing this policy.



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4.4.12 Supervisor/Subordinate Relationships

All supervisors are prohibited from dating or engaging in a romantic or intimate relationship with a subordinate employee. Employees who violate this policy may be subject to disciplinary action, including termination of employment.

4.4.13 Retaliation

The Employer will not tolerate retaliation against any employee who, in good faith, reports any prohibited harassment or provides information in connection with such a complaint. Good faith means that the employee sincerely holds a belief, even if erroneous, that the policy has been violated. Retaliation is a serious violation of this policy and is subject to investigation and corrective measures described in this policy. Any acts of retaliation must be promptly reported to the Superintendent.

4.5 GENETIC INFORMATION NONDISCRIMINATION ACT (GINA) POLICY

The Genetic Information Nondiscrimination Act of 2008, 42 USC 2000ff ("GINA"), protects applicants and employees from discrimination based on genetic information, including hiring, promotion, discharge, pay, and several other aspects of employment. GINA also limits an employer's acquisition and disclosure of genetic information to specific circumstances, such as monitoring the adverse effects of hazardous workplace exposures, complying with the Family and Medical Leave Act (29 USC 2601 et seq. or "FMLA"), and DNA testing for law enforcement purposes. The genetic information the Employer possesses will be kept confidential and disclosed only to the employee or under specific circumstances. "Genetic information" includes: (1) genetic test information of an applicant, employee, or family member, (2) family medical history, and (3) requests for or receipt of genetic services by applicants, employees, or their family members.

The Employer's policy is to exclude inquiries regarding family history from all employment-related medical examinations, including fitness-for-duty testing and efforts to provide reasonable accommodation for an identified disability.

Employees should be sensitive to day-to-day conversations and the contents of emails and/or blogs, and avoid discussing any other employee's individual or family medical history.

4.6 CONFLICT OF INTEREST

Employees should not engage in behavior or transactions that create or may be interpreted as conflicting with the employee's "proper discharge of duties" in the public interest.



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4.6.1 Gifts to Employees

An employee should not solicit or accept any gift, whether in the form of money, services, loan, travel, entertainment, hospitality, promise, or any other form, under circumstances that could reasonably be inferred or expected that the gift was intended to influence the employee in the discharge of their official duties.

In place of a gift or favor, it may be suggested that letters of commendation be sent to the employee's direct supervisor or the Superintendent. The letter should reference the specific project or program for which the employee is being commended.

4.6.2 Financial Gain

Employees should not engage in any business transaction or private arrangement for financial gain, whether for themselves or a family member, which accrues from or is based on the employee's official position or confidential information obtained from their position.

A family member is defined as:

- **Children:** Biological, adopted, or foster child, stepchild, legal ward, a child of a domestic partner, or a child to whom the employee stands *in loco parentis*.
 - **Parents:** Biological parent, foster parent, stepparent, adoptive parent, or legal guardian of an employee, an employee's spouse, domestic partner, or someone who stood *in loco parentis* when the employee was a minor child.
 - **Grandparents and Grandchildren:** Biological, foster, or adoptive grandparent or grandchild, including step-relations and those established through a domestic partnership or legal guardianship.
 - **Siblings:** Biological, foster, step, or adopted sibling.
 - **Other Close Relatives:** Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship (e.g., brother/sister-in-law, father/mother-in-law, son/daughter-in-law, niece, nephew, aunt, uncle).
-

4.6.3 Favoritism

Employees may not grant or make available to any person any preferential consideration, treatment, advantage, or favor beyond that which is the general practice to grant or make available to others under similar circumstances, nor use the employee's position to secure a special privilege, benefit, or exemption for the employee or friends, close relatives, or business associates of the employee.

4.6.4 Representing Private Interests

Employees should not represent or act as an agent for any private interests, whether for compensation or otherwise, in any transaction in which the Employer has a direct and



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substantial interest and which could reasonably be expected to result in a conflict between the private interests of the employee and the employee's official responsibilities.

4.6.5 Financial Interest

Employees should not have any substantial interest (or the employee's close relative sharing such interest) in any business or industry concerning which the employee directly, in a significant decision-making capacity, participates on behalf of the Employer in the regulation, enforcement, auditing, or purchasing of any goods or services.

4.6.6 Employment

Employees should not engage in or accept employment or render services for private or public interest when that employment or service is incompatible or in conflict with the discharge of the employee's official duties or when that employment may tend to impair their independence of judgment or action in the performance of official duties.

4.6.7 Personal Opinions

Employees should not represent their opinion as that of the Employer.

4.6.8 Disciplinary Action

This policy has been formalized to protect the Employer and its employees from undue criticism, harm, or the possibility of involvement in a conflict of interest. Violation of this policy shall be subject to discipline.

4.7 WHISTLEBLOWER PROTECTION

4.7.1 Reporting Suspected Violations or Illegal Acts

Any employee who, during employment, believes they have been requested or required to engage in an illegal act, or who suspects a violation of federal, state, or local laws or regulations, must report the concern immediately and in writing to the Superintendent.

4.7.2 Allegations Involving the Superintendent

If the allegation involves the Superintendent, the written report should be submitted to the Township Board instead.

4.7.3 Investigation and Remedial Action

The Employer will promptly review and investigate all reported allegations. Where appropriate, the Employer will take corrective or remedial action consistent with applicable laws and internal policies.



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4.7.4 Protection from Retaliation

The Employer strictly prohibits retaliation against any employee who, in good faith, reports a suspected violation or participates in an investigation, hearing, or legal proceeding related to such a report.

This policy is intended to comply with the Michigan Whistleblowers' Protection Act (MCL 15.361 et seq.), which safeguards employees from retaliation for reporting a violation or suspected violation of law to a public body.

No employee will be discharged, threatened, or otherwise discriminated against for making a good-faith report, participating in an investigation, or exercising their rights under this Act.

4.8 ANTI-FRAUD AND ABUSE POLICY

4.8.1 Overview

The Employer must maintain the highest standards of conduct and ethics. All employees are entrusted with the responsibility of protecting and ensuring the proper use of funds, resources, and property.

The Employer will investigate any suspected fraudulent or dishonest use of resources, funds, or property by any employee.

4.8.2 Fraudulent or Dishonest Conduct

This list provides examples of fraudulent or dishonest conduct. This list is not exhaustive.

- Theft
- Forgery or alteration of documents
- Illegal activity during employment
- Unauthorized alteration of computer files
- Untrue financial reporting
- Pursuit of personal gain in conflict with the interests of the Employer
- Misappropriation of resources, funds, or property
- Authorizing or receiving compensation for goods not received or services not performed
- Authorizing or receiving compensation not earned or in compliance with Employer policies
- Misrepresentation of business expenses
- Intentional damage to Employer property
- Any illegal activity involving Employer resources, funds, or property



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4.8.3 Employee's Responsibilities

Employees are responsible for reporting all suspected illegal activity, fraud, or fraudulent use of Employer funds, resources, or property. Suspected misconduct shall be reported in writing to their direct supervisor, who will report the allegation to the Superintendent. If the allegation is against the Superintendent, the employee shall report the allegation directly to the Township Supervisor.

Employees will fully cooperate with any internal investigation and/or with law enforcement agencies conducting an investigation.

Employees may not retaliate against another employee for a good-faith report under this policy.

4.8.4 Confidentiality

Reports of suspected fraud and abuse will be managed with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law. Reports will only be shared with those who need to know, allowing the Employer to conduct an effective investigation and determine the appropriate course of action.

4.9 POLITICAL ACTIVITY AND LOBBYING

4.9.1 Employee Rights

Every employee has the right to express their views as a citizen freely and to cast a vote as they may wish. Off-duty, personal-time political activity is permitted, as long as there is no use of Employer resources for such activities.

4.9.2 Educational Activity

Employees may provide factual, nonpartisan information related to governmental operations or legislation during working hours when such communication is a legitimate part of their job duties. Employees may not engage in political advocacy or lobbying during working hours unless specifically authorized.

4.9.3 Hatch Act Compliance

Employees whose positions are funded in whole or in part by federal grants or loans are subject to the Federal Hatch Political Activities Act (5 U.S.C. §§ 1501–1508). Under this Act, such employees may not:

1. Use their official authority or influence to interfere with or affect the result of an election or nomination for office;



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2. Directly or indirectly coerce, attempt to coerce, command, or advise another employee to contribute money, time, or anything of value for political purposes; or
3. Be a candidate for elective office in a partisan election.

Permitted activities under the Hatch Act include:

- Expressing individual opinions on political subjects and candidates; and
- Participating in political management or campaigns in a nonpartisan capacity.

4.9.4 Political Activity During Work Hours

No employee shall engage in partisan political activity or campaign for any elective office—partisan or nonpartisan—during scheduled working hours, while on duty, or while wearing a uniform or insignia that identifies them with the Employer.

4.9.5 Use of Employer Resources

Employees may not use Employer facilities, equipment, email, internet, funds, or other resources for political purposes.

4.9.6 Solicitations

Solicitation of signatures, contributions, or distribution of political materials is prohibited during working hours or in work areas.

4.9.7 Participation in Political or Charitable Events

Employees shall not engage in political activity during business hours or utilize Employer equipment. Employees must use paid leave time when participating in all political/charitable fundraisers, i.e., golf outings and luncheons.

4.9.8 Coercion Prohibited

No employee shall be required to engage in a campaign for the election of any candidate.

4.9.9 Public Endorsements

Employees are encouraged to exercise caution when publicly endorsing or opposing candidates for Township-level offices, as such statements may create a perception of official endorsement. Employees with questions should consult with the Superintendent before making public statements.

4.9.10 First Amendment Rights

Except as noted in this policy, employees are otherwise free to exercise their constitutional First Amendment Rights fully.



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4.10 SOLICITATION AND DISTRIBUTION

To ensure that employees can perform their work without disruption, and to maintain efficiency and safety in the workplace, the following rules apply to solicitation and distribution activities:

4.10.1 Solicitation During Working Time

Employees are prohibited from engaging in solicitation of any kind for any purpose during their own working time or the working time of the employee being solicited. Working time does not include meal periods, authorized rest breaks, or time before or after an employee's assigned shift.

4.10.2 Distribution of Literature

Employees are not permitted to distribute literature or other materials in work areas during working hours.

Work areas are those locations where employees typically perform their assigned duties, such as offices, service counters, workshops, or other production or customer-service spaces.

Employees may distribute literature in non-work areas (such as break rooms, lunchrooms, or parking areas) during their non-working time, provided such activity does not create a safety hazard, litter, or interfere with operations.

4.10.3 Non-Employees

Individuals who are not employed by the Employer are not permitted to engage in solicitation or distribution of any kind on Employer premises, except as authorized by law.

4.10.4 Protected Rights

Nothing in this policy is intended to restrict or interfere with employees' rights under Section 7 of the National Labor Relations Act to engage in protected concerted activity, including discussion of wages, hours, or other terms and conditions of employment.

4.11 EMPLOYEE FRATERNIZATION POLICY

The Employer recognizes that employees may develop personal friendships and relationships in the course of their employment. However, romantic or intimate relationships between employees, or between employees and elected or appointed officials, can create actual or perceived conflicts of interest, undermine morale, and diminish public confidence in the fairness and integrity of the Employer's operations.



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To preserve the integrity of the workplace, the Employer prohibits romantic or intimate relationships where one party has direct or indirect supervisory authority or influence over the other's employment conditions, including hiring, discipline, evaluation, scheduling, or compensation.

4.11.1 Definitions

- **Fraternization:** A close personal, romantic, or intimate relationship between employees, or between an employee and an elected or appointed official, which may create an actual or perceived conflict of interest, favoritism, or impairment of professional judgment.
- **Conflict of Interest:** A situation in which an employee's personal interests interfere with, or appear to interfere with, the impartial performance of their official duties. This includes any conduct that could violate Michigan's Public Employment Relations Act (PERA), the Standards of Conduct for Public Officers and Employees Act (MCL 15.341 et seq.), or local ethics ordinances.

4.11.2 Disclosure Requirement

Employees who enter a romantic or intimate relationship with a coworker or official who could create a real or perceived conflict of interest must promptly disclose the relationship to the Superintendent.

Upon disclosure, the Employer will take appropriate measures to prevent conflicts of interest, including but not limited to:

- Reassignment or transfer of one party;
- Modification of reporting relationships;
- Recusal from employment-related decisions affecting the other party.

Failure to disclose such relationships may result in disciplinary action, up to and including termination of employment.

4.11.3 Supervisor-Subordinate Relationships

Romantic or intimate relationships between supervisors and employees under their direct or indirect supervision are strictly prohibited due to the inherent power imbalance and potential for claims of favoritism, harassment, or retaliation.

If such a relationship exists or develops, the Employer will take corrective action to eliminate the supervisory connection, which may include reassigning or transferring the employee to a different role.



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4.11.4 Professional Conduct

All employees are expected to maintain professional and respectful behavior at all times in the workplace. Personal relationships must not interfere with the performance of duties, disrupt operations, or create discomfort among coworkers. Public displays of affection or personal disputes at work are prohibited.

4.11.5 Employment Decisions

Employees shall not participate in employment decisions affecting a person with whom they have a romantic, intimate, or familial relationship, including but not limited to hiring, promotion, discipline, performance evaluation, or pay determination.

4.11.6 Public Trust

Because public resources fund the Employer's operations, employees must conduct themselves in a manner that preserves public confidence. Perceived favoritism, bias, or conflicts of interest may erode public trust and expose the Employer to liability.

4.11.7 Confidentiality and Non-Retaliation

Disclosures made under this policy will be managed confidentially to the extent possible. Retaliation against an employee who makes a good faith disclosure or participates in the administration of this policy is strictly prohibited.

4.11.8 Enforcement

Violations of this policy—including failure to disclose a relationship, engaging in prohibited conduct, or allowing a conflict of interest to persist—may result in disciplinary action, up to and including termination of employment.



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TIMESHEETS AND BREAKS

Amended and approved by the Board on:

Effective date:

5.1 TIMESHEETS

5.1.1 Overview

All employees must submit accurate and timely records of their work hours and leave time in accordance with the guidelines outlined below.

5.1.2 Non-Exempt Employees

Non-Exempt employees are eligible for overtime and must:

- Accurately record all hours worked daily, including start and end times, as well as unpaid meal breaks (if applicable).
- Submit timesheets to their direct supervisor on a bi-weekly basis as outlined in the Employee Handbook.
- Obtain direct supervisor's approval for overtime work in advance, except in cases of an emergency.
- Report any errors or discrepancies in their timesheets to their direct supervisor immediately.

5.1.3 Exempt Employees

Exempt employees are not entitled to overtime pay and are compensated on a salary basis. However, they must:

- Submit a timesheet or attendance record reflecting their regular work schedule.
- Accurately record all leave time, including Paid Time Off (PTO), and other approved absences.
- Ensure timesheets are submitted by the designated deadline.

5.1.4 Compliance and Accuracy

Employees are responsible for ensuring the accuracy of their timesheets.

- Falsification or misrepresentation of work hours may result in disciplinary action, up to and including termination.
- All supervisors are responsible for reviewing and approving timesheets in a timely manner.
- The employee and direct supervisor's signatures on the timesheet reflect that they have reviewed the information and that it is accurate as submitted.

5.1.5 Submission and Recordkeeping

- Payroll processing will be based on approved timesheets.



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- Failure to submit timely (or accurate) timesheet records may result in payroll delays.
- The organization will maintain timesheet records per applicable retention requirements.

5.2 TOWNSHIP HALL HOURS OF OPERATION

Township Hall's standard operating hours are:

Mondays:	8:00 a.m. – 4:30 p.m.
Tuesdays:	8:00 a.m. – 4:30 p.m.
Wednesdays:	8:00 a.m. – 6:00 p.m.
Thursdays:	8:00 a.m. – 4:30 p.m.
Fridays:	8:00 a.m. – 12:30 p.m.

Where necessary or appropriate, an employee's regular starting and quitting times may be changed with the advance written approval of the employee's direct supervisor.

5.3 LUNCH AND REST BREAK

5.3.1 Overview

The purpose of this policy is to establish consistent guidelines for employee meal periods and rest breaks in accordance with the Fair Labor Standards Act (FLSA) and applicable state laws. This policy applies to all non-exempt employees. Exempt employees are expected to manage their time effectively to ensure work is completed and may take reasonable breaks as needed.

5.3.2 Meal Periods (Lunch Breaks)

- **Duration:** Non-exempt employees scheduled to work six (6) or more consecutive hours will be provided with a paid meal period of no more than 30 minutes.
 - Firefighters (non-administrative staff) receive a paid meal period each shift.
- **Scheduling:** Lunch breaks are generally taken between the hours of 11:00 a.m. and 2:00 p.m. Supervisors may schedule staggered meal periods to ensure operational coverage and compliance with this policy.

5.3.3 Rest Breaks

- **Duration:** Non-exempt employees may be provided with paid rest breaks of up to 15 minutes for each four (4) consecutive hours worked.
- **Paid Status:** Rest breaks are considered hours worked, and employees must not extend these breaks or combine them with lunch periods.
- **Purpose:** Rest breaks are intended to promote employee well-being and productivity and should be used for brief rest, personal needs, or refreshments.



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- **Uninterrupted Work:** Employees who voluntarily skip a rest break are not entitled to additional pay or early departure.
-

5.3.4 Compliance with FLSA

- Under the FLSA, rest breaks of 20 minutes or less are compensable.
 - Meal periods of greater than 30 minutes are non-compensable if the employee is completely relieved of all duties.
 - Supervisors are responsible for ensuring accurate recording of all work hours, including when employees work through meal periods.
-

5.3.5 Break Time for Nursing Mothers

In compliance with the federal *Fair Labor Standards Act (FLSA)* and the *PUMP for Nursing Mothers Act ("PUMP Act")*, the following policy requires the Employer to provide unpaid, reasonable break time for a non-exempt employee to express breast milk for up to one year after birth.

1. Private Location

Employees shall be provided with a private, sanitary location (other than a bathroom) to breastfeed or express milk, as required under the PUMP Act. The Superintendent will work with the employee to designate a suitable location close to the employee's work area. Employees may use their private office if preferred.

2. Break Time and Scheduling

Employees are entitled to reasonable, flexible break periods for breastfeeding or expressing milk for the first year of the child's life under the PUMP Act.

- a. Non-exempt employees will be provided with a flexible schedule for pumping breaks.
- b. Time used for milk expression should not exceed the standard time allowed for lunch and rest breaks.
- c. Additional unpaid time will be provided as needed under the PUMP Act. Employees may use paid time off (PTO) if additional time is needed beyond regularly scheduled breaks.

3. Storage of Expressed Milk

The Employer may provide access to a refrigerator or freezer for the safe storage of expressed breast milk. Employees may also use their own cooler packs. Employees are responsible for providing their own containers, which should be clearly labeled.

4. Workplace Support



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All employees are expected to foster a supportive atmosphere for breastfeeding employees. In accordance with the PUMP Act, harassment, discrimination, or interference with an employee's right to pump will not be tolerated.



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6	COMPENSATION	
	<i>Amended and approved by the Board on:</i>	
	<i>Effective date:</i>	

6.1 COMPENSATION POLICY

6.1.1 Purpose

The Board recognizes that compensation, encompassing both salary and benefits, represents one of the Employer's most significant budgetary commitments. This policy establishes guiding principles for setting and maintaining equitable, competitive, and fiscally responsible compensation levels to recruit, retain, and reward qualified employees.

6.1.2 Definition of Compensation

For this policy, compensation is defined broadly to include both salary (direct pay) and benefits (indirect pay, such as health insurance, retirement contributions, and paid time off). Employees should view these two components as integral parts of one total compensation package.

- 6.1.3 Board Authority**
- The Board retains exclusive authority over the establishment and approval of compensation.
 - All compensation levels shall be reviewed and established annually by the Board, typically in conjunction with the Employer's budget process.

- 6.1.4 Guiding Principles**
- 1. Competitive and Equitable Compensation**
 Compensation levels shall be set at rates necessary to attract and retain qualified employees. Determining factors include:
 - The duties, responsibilities, and complexity of the position;
 - Minimum qualifications and education requirements;
 - Internal equity among positions;
 - External competitiveness based on prevailing wages in comparable labor markets; and
 - The financial condition and strategic priorities of the Employer.

 - 2. Market-Based Benefits**
 Benefit levels shall be established in reference to the prevailing benefits offered by comparable employers within the relevant labor markets. Consideration shall be given to both the cost and value of benefits, as well as to the Employer's financial



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capacity. Deferred benefits (e.g., retirement plans) should be designed to encourage continued service and retention of qualified staff.

3. Fiscal Responsibility

Compensation decisions shall be fiscally prudent and shall not jeopardize essential Employer services or long-term financial stability.

6.1.5 Annual Review and Recommendations

Each fiscal year, the Superintendent shall review compensation and make recommendations to the Board as part of the budget process. Recommendations shall consider:

- The Employer's financial condition;
- Changes in cost of living;
- Prevailing compensation and benefits in relevant labor markets; and
- Any other factors deemed relevant by the Board.

6.1.6 Annual Review and Recommendations – Parks and Recreation



The Parks Commission shall submit recommendations to the Board for compensation for all its employees.

6.1.7 Implementation

The Board shall determine and adopt any adjustments to compensation as part of the annual budget approval process. All decisions will be documented in official Employer records.

6.1.8 Election Work Outside Regular Duties

Employees who choose to assist with election-related work outside of their normal job duties or regular work schedule shall not be eligible for overtime compensation for those hours. Any hours worked in support of an election shall be compensated at the established Election Worker rate set and posted by the Clerk's Office.

Such election-related work is considered separate and distinct from the employee's primary job responsibilities, and participation is voluntary unless otherwise specified in the employee's regular job description.

6.2 OVERTIME

6.2.1 Overtime Classification - FLSA

Positions will be classified as "exempt" or "non-exempt." The Employer's Labor Attorney will determine whether a position is exempt or non-exempt based on the position's actual duties as applied to the Fair Labor Standards Act (FLSA) standards.



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6.2.2 FLSA Requirements

The FLSA is a federal law that requires most employees to be paid at least the federal minimum wage for all hours worked and overtime pay at one and a half times the regular rate of pay for all hours worked over 40 hours in a workweek. However, Section 13(a)(1) of the FLSA provides an exemption from minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional, and outside sales employees. Section 13(a)(1) and Section 13(a)(17) also exempt certain Information Technology employees.

6.2.3 Overtime

Under the FLSA, most non-exempt employees must be paid for excess hours worked over forty (40) in a calendar week, from Sunday through Saturday. For non-exempt employees, overtime shall be compensated:

- at one and one-half (1.50) times the number of hours worked over forty (40) hours in a Sunday through Saturday calendar week; and
- following the last regularly scheduled workday in a Sunday through Saturday calendar week.
- Overtime shall not be accrued for time worked less than eight (8) minutes over forty (40) hours in a Sunday through Saturday calendar week.

However, the additional work hours shall be performed only with the direct supervisor's authorization. Employees working unauthorized hours will be compensated; however, they may be subject to disciplinary action for failing to obtain approval before working the extra hours.

The Employer reserves the right to schedule reasonable overtime work and intends to minimize its use. Occasionally, an employee may be requested to work longer than their scheduled shift. The direct supervisor will give the employee as much advance notice as possible when extra work is required.

Employees shall not begin working before their regular starting time, work through their lunch period or other unpaid breaks, or continue working after their standard quitting time without obtaining approval from their direct supervisor. Overtime shall not be worked without prior approval of the employee's direct supervisor. Unauthorized overtime may result in discipline.

6.3 COMPENSATION FOR FIRE DEPARTMENT EMPLOYEES

6.3.1 Part-Time and Part-Time/On-Call Firefighters

Part-time and on-call firefighters shall receive wages as established by the Board's resolution. Wages shall be set on an hourly basis.





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In accordance with the Fair Labor Standards Act (FLSA) §207(k) exemption for fire protection employees, overtime compensation is required only when hours worked exceed 212 hours in a 28-day work period. Therefore, any part-time or part-time/on-call firefighter who works more than 212 hours within a 28-day work cycle shall be paid overtime at one and one-half (1.5) times their regular hourly rate for each hour worked beyond 212.

Part-time and part-time/on-call firefighters shall also be compensated for all time spent on regularly scheduled drills, as well as any additional drills or training sessions required by the Fire Chief.

6.3.2 Full-Time Fire Department Employees

Full-time employees shall receive a salary and benefits as established by the Board's resolution.

For non-exempt full-time employees covered under the FLSA §207(k) work period,

6.3.3 Compensatory Time (Comp Time)

At the discretion of the Fire Chief, non-exempt employees may elect to receive compensatory time ("comp time") instead of overtime pay.

- Comp time shall accrue at a rate of 1.5 hours for each overtime hour worked.
- Accrued comp time must be used within the current or following pay period, unless otherwise approved by the Fire Chief.
- Unused comp time that cannot be scheduled within this period shall be paid out in accordance with the FLSA.

6.4 FLEX-TIME

When a non-exempt employee is assigned or directed to work additional hours beyond their regularly scheduled work shift, their direct supervisor may instruct them to "flex" their regularly scheduled workweek. That is, their direct supervisor may adjust the employee's work schedule to prevent the employee from working more than their authorized hours for the workweek.

6.5 TOWNSHIP HALL STAFF CALL-IN PAY

6.5.1 Overview

An emergency call-in occurs when the Employer requires additional staffing to address unexpected or urgent operational needs, such as severe weather, facility emergencies, or significant short staffing due to illness, unplanned absences, or other unforeseen events.



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6.5.2 Policy

Employees called in to work outside their regular hours will be compensated at their regular hourly rate for the actual hours worked, with a minimum of two hours' pay per call-in occurrence.

Employees called in to work on a holiday shall receive holiday pay plus straight time for hours worked on the holiday, plus any applicable overtime as outlined in this Manual.

If the call-in hours result in the employee working more than 40 hours in a workweek, overtime compensation will be applied in accordance with the Fair Labor Standards Act (FLSA).

6.5.3 General Provisions

Management will contact employees via phone or text when an emergency or short-staffing situation arises. The notification will include the reason for the call-in, the requested arrival time, and the anticipated duration of the shift.

When an emergency or short-staffing situation arises and employees are called back in to work, travel time to work is considered compensable under the FLSA.

6.5.4 Rules

Employees who are called back into work must be fit for duty and comply with all Employer policies, including, but not limited to, the Drug-Free Workplace Policy, Code of Conduct, and any other applicable personnel policies.

If an employee has consumed alcohol or any substances that could impair their ability to perform work duties safely and effectively, they must deny the call-in.

6.6 STIPENDS

6.6.1 Purpose

This policy outlines guidelines for providing stipends to specific positions. Stipends cover work-related expenses associated with mobile devices, vehicles, and additional duties performed in a deputy capacity for elected officials. Stipends are assigned based on the position, not the individual employee.

6.6.2 Policy

The Board authorizes stipends for specific work-related expenses for certain positions, as outlined in the position description. These stipends are not considered wages but rather reimbursements or allowances for costs incurred in performing official duties.

6.6.3 Mobile Device Stipend



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A mobile device stipend may be provided to designated positions requiring a personal mobile phone for Employer business. The stipend is intended to cover a portion of the cost of a mobile device and service plan necessary for communication and operational efficiency.

- The stipend amount shall be determined by the Board and reviewed periodically.
- The Superintendent will identify eligible positions for this stipend based on job responsibilities.
- Employees receiving this stipend must maintain a mobile device capable of fulfilling their work-related communication responsibilities.
- The Employer will not reimburse additional costs beyond the set stipend amount.

6.6.4 Vehicle Allowance Stipend

Designated positions that require regular Employer business travel may be eligible for a vehicle allowance stipend. This stipend is intended to offset expenses related to using a personal vehicle, including fuel, maintenance, and insurance.

- The stipend amount shall be determined by the Board and reviewed periodically.
- The Superintendent will identify eligible positions based on the travel necessity for their duties.
- Employees receiving this stipend are responsible for ensuring their vehicle is insured and maintained. Proof of insurance must be submitted annually to the Superintendent to qualify for the stipend.
- The Employer will not reimburse additional mileage for routine travel covered under the stipend.

6.6.5 Administration of Stipends

- Stipends will be paid regularly as determined by the Employer's payroll schedule.
- Stipends are subject to applicable tax regulations.
- The Board reserves the right to modify or discontinue stipend amounts based on budget considerations or operational needs.
- Employees receiving a stipend must comply with all applicable Employer policies related to mobile device usage, vehicle operation, and deputy responsibilities.
- Stipends are identified in the position description, located on the Employer's server.



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7

PAYROLL ADMINISTRATION

Amended and approved by the Board on:

Effective on:

7.1 PAYDAYS AND PAY PERIOD

Employees shall be paid bi-weekly for work performed during the preceding 2 weeks.

7.2 PAYROLL DEDUCTIONS

7.2.1 Overview

Payroll deductions will be made in accordance with applicable laws and regulations. These deductions may include mandatory deductions as required by law and voluntary deductions authorized by the employee.

7.2.2 Mandatory Deductions

The following deductions will be made from employees' wages as required by federal, state, or local law:

- Federal income tax withholding
- State income tax withholding (where applicable)
- Social Security (FICA) and Medicare taxes
- Court-ordered garnishments (e.g., child support, tax levies, wage garnishments)
- Any other deductions required by law

7.2.3 Voluntary Deductions

Employees may authorize additional payroll deductions, which may include, but are not limited to:

- Health insurance premiums and/or health savings account contributions
- Retirement plan contributions (e.g., pension plans)
- Deferred compensation (457(b))
- Union dues (if applicable)
- Other deductions as authorized in writing by the employee

7.2.4 Procedures

1. Employees must submit written authorization for any voluntary deductions.
2. Changes to voluntary deductions must be requested in writing and submitted to the Clerk within the required processing time.



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3. Payroll deductions will be itemized on employee pay statements.
4. Any disputes regarding deductions must be reported to the Clerk in a timely manner for resolution.
5. Unauthorized deductions or errors will be corrected in the next payroll cycle or as soon as administratively feasible.

7.2.5 Compliance and Enforcement

The Employer complies with all federal and state wage and hour laws regarding payroll deductions. Any unlawful deductions will be promptly rectified. Employees with concerns about their payroll deductions should contact the Clerk for assistance.

7.3 DIRECT DEPOSIT

In compliance with the Michigan Wage and Fringe Benefits Act, the Employer requires all employees to receive their paychecks via direct deposit.

7.4 OVER/UNDER PAYMENT

Employees are responsible for reviewing their pay stub information immediately upon receipt to ensure proper payment has been made.

Employees who believe an overpayment has occurred should contact the Clerk immediately. If an overpayment has been identified, employees shall work with the Clerk to recover the overpayment in a reasonable and timely manner, regardless of the origin of the error.

If an employee discovers an error or underpayment, they must immediately contact the Clerk so that necessary adjustments can be made.

7.5 PAYROLL ADVANCE

The Employer does **not** provide wage advancements to employees under any circumstances. Employees are expected to manage their finances accordingly. This policy has been established to maintain fiscal responsibility and ensure consistency in payroll administration.

Employees experiencing financial hardship are encouraged to contact the EAP and/or seek external monetary assistance resources.



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7.6 REPORTING IMPROPER DEDUCTIONS FROM SALARY

To be considered exempt, the FLSA requires that an employee be paid on a "salary basis." Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation for each pay period on a weekly or less frequent basis. The predetermined amount cannot be reduced because of variations in the employee's work quality or quantity. Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked.

Deductions from pay are permissible when an exempt employee:

- a. Does not perform any work during a workweek;
- b. Is absent from work for one or more full days for personal reasons other than sickness or disability; or absences of one or more full days due to illness or disability if the deduction is made per a bona fide plan, policy, or practice of providing compensation for salary lost due to illness;
- c. To offset amounts employees receive as jury or witness fees or for military pay;
- d. For unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions of major significance, including but not limited to theft or violations of the Employer's harassment, drug and alcohol, safe workplace, and workplace violence policies or other work rules of major significance. This does not include merely performance issues such as absenteeism and tardiness;

The Employer is not required to pay the full salary in the initial or terminal week of employment;

- a. For penalties imposed in good faith for infractions of safety rules of major significance or
- b. For weeks when an exempt employee takes unpaid leave under the Family and Medical Leave Act.

In these circumstances, partial or full-day deductions may be made.

The Employer's policy is to comply with the salary-based requirements of the FLSA. Therefore, we prohibit all supervisors from making any improper deductions from the salaries of exempt employees. If you believe an improper deduction has been made from your salary, you should immediately report this information to the Clerk. Reports of improper



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deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction.

7.7 UNEMPLOYMENT COMPENSATION

The Employer complies with the requirements of the Michigan Unemployment Compensation Act, Public Act 1 of 1936, MCL 421.1 *et seq* ("MESA"). All terminated employees may apply for unemployment compensation at the Michigan Employment Security Commission office ("MESC"). The MESC office will determine the amount and eligibility for unemployment compensation.



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8

BENEFITS

Amended and approved by the Board on:

Effective on:

8.1 EMPLOYEE BENEFITS

8.1.1 Overview

The Employer provides group health, dental, vision, disability, and life insurance coverage to all full-time employees through carriers approved by the Employer. Coverage is available for both employees and their eligible dependents, effective upon the employee's date of hire or during the annual open enrollment period.

At enrollment, employees may elect to participate in the Employer's group insurance plan or, instead, receive a monthly payment as determined by the Board.

8.1.2 Authority to Modify or Terminate Benefits

The Township Board reserves the right to modify or discontinue benefits at any time, including, but not limited to, health plan design, health premium sharing, and paid leave benefits.

8.1.3 Continuation of Coverage

Employees who experience a qualifying event—such as a reduction in hours, approved unpaid leave of absence, or military or jury duty leave—may be eligible to continue their group coverage by paying the applicable premium. The Employer will continue its contribution for one (1) month following the qualifying event, provided the employee meets eligibility requirements. After that period, the employee is responsible for the full cost of the premium to maintain coverage.

8.1.4 Waiver of Coverage

Participation in the group insurance plan is voluntary. Employees who waive coverage will not receive additional wages for participation. However, the Board may authorize compensation instead of coverage. Currently, employees who elect to waive health insurance and provide proof of alternative coverage will receive an annual opt-out payment, payable after submitting a signed waiver and proof of coverage. The Board determines the amount of the opt-out payment.

8.1.5 Plan Administration



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Employees are encouraged to review the Summary Plan Description (SPD) for detailed information about benefits, eligibility, and limitations. The official plan documents govern all benefit determinations and payments.

The Employer provides employee benefits to eligible employees as determined by the Board. The Employer reserves the right to amend or terminate any benefit, benefit level, employer contribution, and/or benefit plan at any time, unilaterally.

The terms of the applicable insurance policies and plan documents control the benefits provided and the employee's eligibility for benefits. If any conflict arises between this manual's summary and the plan/policy documents, the plan/policy documents control.

8.1.6 Employee Welfare Benefits Ordinance

The Township Board adopted the Ordinance Resolution entitled the "Charter Township of Comstock Employee Welfare Benefits Ordinance" on August 31, 2015; Ordinance No. 471 and Ordinance Resolution No. 472 (Appendix ??).

8.2 HEALTH BENEFIT PLAN

8.2.1 Overview

The Employer provides a comprehensive and flexible benefits plan for its regular employees. Health benefits are purchased on a pre-tax basis. An employee's plan elections will be in effect for an entire plan year, except in limited circumstances. These circumstances are defined by law as a qualified change in family status, such as marriage, birth, adoption, divorce, death, or a change in employment status (e.g., from eligible to non-eligible or vice versa) of the employee or the employee's spouse, or a change in residence or worksite. Other than those exceptions, the employee must wait until the next re-enrollment to make a change in health benefit elections. This re-enrollment process will be repeated annually.

8.2.2 Eligibility

All regular full-time employees (working 30 hours or more per week) are entitled to health and accident insurance coverage under plans approved by the Board.

8.2.3.1 Opt-Out Payment

1. Eligible employees who decline coverage under the Employer Health Plan may receive an opt-out stipend equal to 35% of the employee's annual health insurance premium.
2. This stipend will be treated as taxable income for tax purposes.
3. When an employee and their spouse are both employed by the Employer, and one chooses coverage, no opt-out incentive is available to the spouse.



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4. When the Employer also employs an employee's dependent and opts out of insurance coverage (but receives coverage under their parent employed by the Employer), no opt-out incentive is available to the dependent.
5. No opt-out payment will be paid if such payment subjects the Employer or the employee to penalties under the law.

8.2.4 Plan Documents

Employees are encouraged to review the Summary Plan Description (SPD) and/or the carrier benefit booklets for detailed information about benefits, eligibility, and limitations. The SPD terms govern the benefits provided under them and the employee's eligibility for those benefits. If there is any conflict between this policy and the plan documents, the SPD documents control.

8.2.5 Employee Share of Health Care Plan Premium

Employees may pay a share of the health care plan premium cost as determined by the Board. The Employer's premium contribution is determined annually, as approved by the Board, and will be announced to employees during the open enrollment period.

8.2.6 Compliance

The Employer shall comply with all applicable state and federal laws regarding health and accident insurance coverage.

8.3 HEALTH PLAN ELIGIBILITY FOR PAID ON CALL FIREFIGHTERS



Per Acrisure's Legal Counsel (11/26/2025), "Paid on-call firefighters are generally treated as "volunteers" for ACA purposes and are not counted toward the 30-hour full-time threshold. A bona fide volunteer includes anyone who (1) performs services for a government or tax-exempt entity and (2) receives no compensation or only nominal compensation like reimbursement for expenses, uniform allowances, modest stipends, call-in pay, per-call payments, or nominal hourly pay. Therefore, even if the individual works 30 hours or more per week, the ACA treats them as non-employees for the employer mandate under the ACA.

8.4 DISABILITY INSURANCE

8.4.1 Overview

This policy outlines the current short-term and long-term disability benefits for eligible employees. However, specific benefit eligibility and the payment schedule are outlined in the actual insurance policies that are in effect. The terms of the insurance policies govern the benefits provided under them and the employee's eligibility for those benefits. The Employer reserves the right to amend or terminate any benefit, benefit level, employer and



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employee contribution, or benefit plan at its discretion. If there is any conflict between this summary and the plan documents, the plan documents take precedence.

8.4.2 Eligibility

Full-time regular employees working 30 hours or more are eligible to receive short-term disability and long-term disability benefits.

8.4.3 Short-Term Disability

1. Short-term disability benefits are available to employees who regularly work 30 hours or more per week, provided the disability is due to illness or injury and occurs at least 90 days after the start of employment. Benefits begin after an 8-day waiting period.
 2. An employee's prior sick leave balance must be fully utilized before disability payments commence. Employees may use Earned Sick Time (EST) or PTO to continue 100% of their pay before the disability payments begin. Leave time cannot be used to supplement disability payments. This non-contributory base plan provides for monthly short-term disability (STD) benefits of 60% of the basic weekly earnings, not to exceed \$500 per week, for each eligible fork.
 3. Short-term disability will remain in effect for up to 12 weeks from the date of the injury or onset of the illness.
 4. While on short-term disability, the Employer will continue to pay its portion of insurance premiums during that period, provided the employee continues to pay their portion (if applicable).
-

8.4.4 Long-Term Disability

1. After short-term disability benefits have been exhausted, an employee regularly working 30 hours or more who has continued to remain disabled for 90 days or more and who has exhausted their prior sick leave balance (if applicable) may be eligible for long-term disability (LTD) benefits.
2. This non-contributory base plan offers monthly LTD benefits of 60% of the basic monthly earnings, with a maximum monthly benefit of \$4,000 and a minimum monthly benefit of \$100.
3. For any employee with a long-term disability, the Employer will pay the Employer's portion of insurance premiums if the employee continues to pay their portion. The employee on long-term disability will pay a premium equal to the active employee's premium share; the premium share percentage is subject to the same increases and decreases as those of active employees.



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4. Long-term health care coverage will be downgraded to single coverage and is limited to 12 months, beginning with the onset of the long-term disability benefits. After 12 months, health coverage would be terminated, and the employee would be offered the option to continue their insurance at the employee's cost. An extension of health coverage may be granted if the employer is provided with proof that the applicant has applied for Social Security Disability benefits and subsequently for Medicare benefits. The Employer will extend health coverage until all appeals through Medicare are finalized.
5. Eligibility or receipt of long-term disability benefits does not guarantee continued employment with the Employer. Employees receiving long-term disability benefits may be terminated from employment with the Employer.

8.5 EMPLOYEE ASSISTANCE PROGRAM

The Employer provides an Employee Assistance Program (EAP) for all employees. The Superintendent's office can provide information about the Employee Assistance Program plan.

8.6 HEALTH SAVINGS ACCOUNT

Full-time regular employees who have completed 90 days of employment and are enrolled in the Employer's high-deductible health insurance plan may be eligible to participate in the Employer's Health Savings Account (HSA) program, administered through an approved vendor. HSAs can pay for qualified healthcare expenses, including medical and dental deductibles, copayments, vision care, and other eligible out-of-pocket costs.

The Board determines the annual contribution to employee Health Savings Accounts as part of the annual budget process.

8.7 LIFE INSURANCE

Full-time regular employees working 30 hours or more are eligible for an employer-paid basic group term life policy along with an accidental death and dismemberment policy. Each policy pays a death benefit of \$30,000, subject to the policy's terms.

8.8 COBRA

8.8.1 Overview

The purpose of this policy is to comply with the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), which enables eligible employees and their dependents to



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continue their group health insurance coverage when it would otherwise terminate due to certain qualifying events.

8.8.2 Eligibility

Employees and their covered dependents (spouse and dependent children) may be eligible to continue group health insurance coverage under COBRA when coverage would otherwise end due to one of the following qualifying events:

For Employees:

- Termination of employment (for reasons other than gross misconduct)
- Reduction in work hours resulting in loss of eligibility for coverage

For Spouses:

- Employee's termination or reduction in hours
- Divorce or legal separation from the employee
- Employee's death

For Dependent Children:

- Loss of dependent status under the plan rules
 - Employee's termination, reduction in hours, death, divorce, or legal separation
-

8.8.3 Coverage Options and Duration

Eligible individuals may elect to continue the same health coverage they had before the qualifying event.

The continuation periods are as follows:

- **18 months:** Termination of employment or reduction in hours
- **29 months:** If a qualified beneficiary is determined by the Social Security Administration to be disabled within the first 60 days of COBRA coverage
- **36 months:** For other qualifying events such as divorce, legal separation, death of the employee, or loss of dependent child status

If multiple qualifying events occur, the maximum coverage period may not exceed 36 months.

8.8.4 Premium Payments

Qualified beneficiaries are responsible for paying the full cost of coverage under COBRA, including:

- The full premium (employee + employer share), plus
- A 2% administrative fee



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Premiums must be paid **on time** each month to maintain coverage. The plan administrator will provide detailed payment instructions and deadlines upon election.

8.8.5 Election Notice and Enrollment

Upon a qualifying event:

- The employee or qualified beneficiary must notify the Employer of divorce, legal separation, or loss of dependent status within 60 days of the event.
- The Employer or plan administrator will provide an election notice within 14 days of receiving notice of the qualifying event.
- Qualified beneficiaries have 60 days from the date of the notice or the date coverage would otherwise end (whichever is later) to elect COBRA continuation coverage.

Failure to elect within the 60-day window will result in loss of eligibility for COBRA coverage.

8.8.6 Termination of COBRA Coverage

COBRA continuation coverage will end before the maximum coverage period if:

- Premiums are not paid on time
- The employer ceases to offer a group health plan
- The qualified beneficiary becomes covered under another group health plan after electing COBRA
- The qualified beneficiary becomes entitled to Medicare after electing COBRA
- The qualified beneficiary engages in fraud or makes a material misrepresentation

8.9 DEFERRED COMPENSATION

The 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.

For more details regarding the plan, plan terms, tax exemption, and prior inconsistent ordinances, a complete text of the adopted version of each ordinance is 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.

8.10 EDUCATIONAL/TRAINING ASSISTANCE

Employees are encouraged to enhance their skills and knowledge through professional journals, textbooks, workshops, and training opportunities.

Supervisors may authorize job-related professional development expenses up to \$500. Any costs exceeding this amount must be approved in advance by the Board.



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When attendance at lectures, meetings, or training programs is required by the Employer and approved by management, such time will be considered hours worked and compensated accordingly under applicable wage and hour laws.



All requests for outside training must be pre-approved in writing by the Fire Chief.



All requests for outside training from the Parks and Recreation Director must be approved in advance by the Parks and Recreation Commission.

8.11 PENSION PLAN

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



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9 EMPLOYEE LEAVE

<i>Amended and approved by the Board on:</i>	
<i>Effective date:</i>	

9.1 PAID TIME OFF

9.1.1 Purpose
 This policy establishes guidelines for employees regarding the accrual, use, and administration of Paid Time Off (PTO) to support work-life balance, wellness, and personal needs.

9.1.2 Eligibility
 Full-time regular employees working 30 hours or more per week are eligible for PTO.

9.1.3 Current Employees - PTO Allocation

- Effective January 1, 2026, eligible full-time regular employees will receive a lump sum of PTO, prorated based on their weekly scheduled hours:

GENERAL & PARKS	FIRE DEPARTMENT
56	72

9.1.4 New Hires

- Effective January 1, 2026, new full-time regular employees will receive the following hours of PTO, prorated based on their weekly scheduled hours.
- New hires will start to accrue PTO immediately, but are not authorized to use it until they have successfully completed 90 days of employment.

HIRED DURING THE MONTHS OF:	GENERAL & PARKS	FIRE DEPARTMENT
January – February	56	72
64March - April	46	64
May - June	36	56
July – August	26	40
September – October	16	32
November – December	6	16



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9.1.5 Longevity Bonus Hours

1. Effective January 1, 2026, employees with over 2 years of service may be eligible for an additional annual allocation of PTO in the amounts indicated below:

COMPLETED YEARS OF SERVICE	GENERAL & PARKS	FIRE DEPARTMENT
2 - 4 years	40	48
5 - 9 years	80	96
10 - 15 years	120	144
15+ years	160	192

2. **New Hires** - Upon hiring, the Superintendent will determine if the new hire is eligible for longevity bonus hours (based on their previous years of experience) and the corresponding amount.
3. Bonus longevity hours are based on the employee's date of hire as a full-time employee.
4. The allocation of bonus longevity hours will occur on the employee's anniversary date (as outlined in #3 above).

9.1.6 Use and Approval of PTO

- The utilization of PTO shall not be allowed before it is earned.
- All PTO usage is subject to departmental scheduling needs and supervisory approval. Approval is not guaranteed and may be denied or rescheduled if the requested time off conflicts with operational needs, staffing levels, or other approved absences.
- Supervisors are expected to consider requests fairly and consistently, balancing employee preferences with the operational requirements of the Employer.
- Employees are encouraged to plan PTO usage well in advance, particularly for extended absences or during peak service periods.

9.1.7 Carryover

Employees may carry over unused PTO from one calendar year to the next. There is no limit to the number of hours that may be carried over, provided the total PTO balance does not exceed the established accrual cap (outlined below).



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9.1.8 Accrual Cap

- Employees may accrue up to a maximum of 240 hours of PTO. Once an employee's PTO balance reaches this maximum, no additional PTO will accrue until the balance falls below the cap. Accrual will resume in the next pay period in which the employee's balance is below the 240-hour threshold.
- It is the employee's responsibility to monitor their PTO balance and plan accordingly to avoid loss of accrual.

9.1.9 Payout at Separation of Employment

- **RETIREMENT** - Employees hired on or before December 31, 2025, will be paid out their PTO balance, up to a maximum of 240 hours.
- **RESIGNATION** - Employees hired on or before December 31, 2025, will be paid out their PTO balance, up to a maximum of 240 hours, when resigning after providing at least a two-week notice.
- **STARTING IN 2026** - Employees hired on or after January 1, 2026, will not be paid out their PTO balance upon separation from employment.

9.2 HOLIDAY PAID LEAVE

9.2.1 Eligibility

1. All full-time employees regularly scheduled to work 30 or more hours per week may be eligible for paid holiday leave.
2. Employees will receive paid leave on holidays, provided:
 - a. The holiday falls on a day they are regularly scheduled to work, and
 - b. The employee must have worked (or used paid leave) on their scheduled shift the last scheduled day before the holiday, and
 - c. The employee must have worked (or used paid leave) on their first scheduled shift after the holiday (or taken paid leave).
3. Employees who are not regularly scheduled to work on the day of the observed holiday will not receive paid leave.

9.2.2 Recognized Holidays

1. The Employer officially observes 12 holidays. They are as follows:



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1.	New Year's Day	January 1st
2.	Martin Luther King Jr. Day	Third Monday in January
3.	President's Day	Third Monday in February
4.	Memorial Day	Last Monday in May
5.	Juneteenth	June 19th
6.	Independence Day	July 4th
7.	Labor Day	First Monday in September
8.	Veteran's Day	November 11th
9.	Thanksgiving Day	Fourth Thursday in November
10.	Friday after Thanksgiving Day	Day after Thanksgiving
11.	Christmas Eve Day	December 24th
12.	Christmas Day	December 25th

2. **Floating Holiday** – On or before October 1, employees shall collectively present a recommendation to the Board for consideration of a designated floating holiday for the upcoming year.
3. The Board, by majority motion and resolution, may declare any other day an official holiday.
4. If a recognized holiday above falls on a Saturday, the holiday will be observed on the preceding Friday.
5. If a recognized holiday above falls on a Sunday, the holiday will be observed on the following Monday.
6. In the event of a back-to-back holiday (i.e., Christmas/New Year's), the following apply:
 - When Christmas or New Year's falls on a Saturday, the back-to-back holiday will be observed on Thursday and Friday.
 - When Christmas or New Year's falls on a Sunday, the back-to-back holiday will be observed on the preceding Friday and the following Monday.
 - When Christmas/New Year's falls on Monday, the back-to-back holiday will be observed on Friday and Monday.

9.2.3 Holiday Pay

1. Full-time employees will receive their regular pay rate, prorated based on their scheduled work hours.



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2. Non-exempt full-time employees required to work on a holiday shall receive holiday pay plus straight time for hours worked on the holiday, plus any applicable overtime as outlined in this manual.
3. Non-exempt part-time and/or temporary employees required to work on an Employer holiday will receive 1 ½ times the hours worked on that holiday.
4. Holiday work (unless required in an emergency) must be pre-approved in writing by the Superintendent.
5. Holiday pay is considered "hours worked."

9.2.4 Holiday – Relief Duty Shift



In 2027, the Fire Department will follow the Township Hall holiday schedule.

Note: Holiday leave will be taken on the actual calendar holiday rather than the Township’s observed holiday date. Additionally, the floating holiday will be permanently observed on New Year’s Eve.

In 2026, the following holidays will be paid at time and a half for the Relief Duty Rate:

New Year's Day	7:00 a.m. – 7:00 a.m.	24 hours
Memorial Day	7:00 a.m. – 7:00 a.m.	24 hours
Independence Day	7:00 a.m. – 7:00 a.m.	24 hours
Labor Day	7:00 a.m. – 7:00 a.m.	24 hours
Thanksgiving Day	7:00 a.m. – 7:00 a.m.	24 hours
Christmas Eve Day	7:00 a.m. – 7:00 a.m.	24 hours
Christmas Day	7:00 a.m. – 7:00 a.m.	24 hours
New Year's Eve Day	7:00 a.m. – 7:00 a.m.	24 hours

9.3 EARNED SICK TIME ACT

9.3.1 Eligibility

All active employees, including full-time, part-time, temporary, and seasonal employees.

9.3.2 Earned Sick Time Allocation

1. On **January 1st of each year**,
 - a. Eligible full-time employees scheduled to work 30 or more hours per week will receive 80 hours of earned sick time.



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- b. Employees scheduled to work fewer than 30 hours per week will receive a prorated allocation, based on the number of hours they are expected to work annually.
 2. **Start of Accrual:** Accrual begins on the employee's first day of employment; however, new employees may not use EST until they have completed a 90-day waiting period.
 3. **Carryover:** EST does not carry over from year to year.
-

9.3.3 Use of Earned Sick Time

1. **Permissible Uses:** Employees may use EST for:
 - a. The employee's or the employee's family member's physical or mental illness, injury, or health condition.
 - b. The employee's or the employee's family member's medical diagnosis, care, or treatment.
 - c. Preventive medical care for the employee or the employee's family member.
 - d. Closure of the employee's place of business due to a public health emergency.
 - e. Absences related to domestic violence, sexual assault, or stalking.
 - f. Meetings at a child's school or place of care related to the child's health or disability.
 - g. Any other reason permitted under the Michigan Earned Sick Time Act (ESTA).

2. **Definition of family member:**

The ESTA defines a family member as a person who is related by blood or affinity or has a close association with an employee similar to a family relationship.

Family members covered by ESTA include:

- a. **Children:** Biological, adopted, or foster child, stepchild, legal ward, a child of a domestic partner, or a child to whom the employee stands *in loco parentis*.
 - b. **Parents:** Biological parent, foster parent, stepparent, adoptive parent, or legal guardian of an employee, an employee's spouse, domestic partner, or someone who stood *in loco parentis* when the employee was a minor child.
 - c. **Grandparents and Grandchildren:** Biological, foster, or adoptive grandparent or grandchild, including step-relations and those established through a domestic partnership or legal guardianship.
 - d. **Siblings:** Biological, foster, step, or adopted sibling.
 - e. **Other Close Relatives:** Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship (e.g., brother/sister-in-law, father/mother-in-law, son/daughter-in-law, niece, nephew, aunt, uncle).
3. **Increments:** EST may be used in increments of not less than fifteen (15) minutes.



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4. Notice Requirements:

- a. **Foreseeable Absences:** Employees must provide notice, not to exceed seven (7) days, before the need for leave is foreseeable.
- b. **Unforeseeable Absences:** Notification should be provided to the immediate supervisor as soon as practicable.

9.3.4 Documentation and Verification

1. **Documentation:** For absences exceeding three (3) consecutive workdays, employees may be required to provide reasonable documentation supporting the need for leave. Upon request, the employee must provide this documentation within fifteen (15) days after the Employer's request. A healthcare professional must sign the documentation indicating that EST is necessary. The required documentation should not include details of domestic violence, sexual assault, medication conditions, or medical treatment. Documentation should be submitted to the Superintendent. If the Employer requires documentation, the Employer shall pay all out-of-pocket expenses the employee incurs in obtaining the documentation.
2. **Confidentiality:** The medical information provided will be kept confidential in accordance with applicable laws.
3. **Returning from Absence:** Before returning to their duties from an illness of over five (5) consecutive business days, an employee may be required to submit a statement from their doctor certifying their ability to return to work. Such a statement shall be submitted to the Superintendent.

9.3.5 Payment for EST

1. **Compensation:** EST will be paid at the employee's regular hourly rate, base rate, or Michigan minimum wage rate then in effect.
2. **Payout at Separation:** 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/EST up to a maximum of 480 hours (576 hours for full-time firefighters).

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/EST.



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9.4 BEREAVEMENT LEAVE

9.4.1 Eligibility

Full-time regular employees will be allocated paid bereavement leave (PBL) on a pro-rated basis according to their weekly scheduled hours.

9.4.2 Paid Bereavement Leave Allocation

On January 1st of each year, eligible employees shall receive up to 40 hours of PBL, prorated based on their regularly scheduled work hours.

New hires will be allocated PBL on their first day of scheduled work.

9.4.3 Paid Bereavement Leave Utilization

1. The Employer shall allow eligible employees to use PBL for up to 40 hours (**two 24-hour shifts for Exc**) in the event of a death in the employee's immediate family. Family members covered under PBL include:
 - a. **Children:** Biological, adopted, or foster child, stepchild, legal ward, a child of a domestic partner, or a child to whom the employee stands *in loco parentis*.
 - b. **Parents:** Biological parent, foster parent, stepparent, adoptive parent, or legal guardian of an employee, an employee's spouse, domestic partner, or someone who stood *in loco parentis* when the employee was a minor child.
 - c. **Grandparents and Grandchildren:** Biological, foster, or adoptive grandparent or grandchild, including step-relations and those established through a domestic partnership or legal guardianship.
 - d. **Siblings:** Biological, foster, step, or adopted sibling.
 - e. **Other Close Relatives:** Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship (e.g., brother/sister-in-law, father/mother-in-law, son/daughter-in-law, niece, nephew, aunt, uncle).
2. After PBL is exhausted, the utilization of PTO may be granted at the Supervisor's discretion, based on the Employer's operational needs.
3. Upon request by the Supervisor, PBL shall be substantiated by documentation.

9.4.4 Accrual and Termination of Employment

PBL does not accrue and is not paid out upon termination, resignation, retirement, or other separation from employment.

9.4.5 Bereavement Leave for Fellow Employee or Retiree



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Employees may use up to 4 hours of PBL to attend the funeral of a fellow regular employee or retiree of the Employer, provided such absence from duty will not interfere with normal operations.

9.5 FAMILY AND MEDICAL LEAVE

9.5.1 Requirement

Under 29 U.S.C. § 2611(4)(A)(iii) and 29 C.F.R. § 825.108, the FMLA explicitly states that: "Public agencies, including the Government of the United States, the government of a State or political subdivision of a State, and any agency of these governments, are covered employers under the FMLA regardless of the number of employees employed."

9.5.2 Purpose

Per the [DOL's Fact Sheet #28](#), the Family and Medical Leave Act (FMLA) provides eligible employees with job-protected leave for qualifying family and medical reasons. It also requires continuation of their group health benefits under the same conditions as if they had not taken leave. Family Medical Leave (FML) may be unpaid or used simultaneously as paid leave. Employees must be restored to the same or virtually identical position when they return to work after FML.

9.5.3 Eligibility

Employees are eligible if they have worked for the Employer for at least 12 months and have accrued at least 1,250 hours of service with the Employer during the 12 months preceding the start of their FML.

9.5.4 FMLA Definition of a Family Member

According to the [Department of Labor](#), the FMLA defines a family member as a:

- Legal spouse
 - Spouse as recognized in the state where the individual was married and includes individuals in a common law marriage or same-sex marriage.
- Parent
 - Parent means a biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include parents-in-law.
- Child
 - Child means a biological, adopted, or foster child, stepchild, legal ward, or child of a person standing *in loco parentis*, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability" at the time that FML is to commence.

A person stands *in loco parentis* if they provide day-to-day care or financial support for a child. Employees with no biological or legal relationship with a child can stand in loco



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parentis to that child and are entitled to FMLA leave (e.g., an uncle who cares for his sister's children while she is serving on active military duty).

9.5.5 FMLA protections

The FMLA protects leave for:

1. The care for a family member with a serious health condition;
 2. A serious health condition that makes the employee unable to work; and
 3. Reasons related to a family member's service in the military, including:
 - i. Qualifying exigency leave - Leave for specific reasons related to a family member's foreign deployment, and
 - ii. Military caregiver leave – Leave when a family member is a current servicemember or recent veteran with a serious injury or illness.
-

9.5.6 FMLA period

Eligible employees may take:

1. Up to 12 workweeks of leave in a 12-month period for any FML reason except military caregiver leave and
 2. Up to 26 workweeks of military caregiver leave during a single 12-month period.
-

9.5.7 Intermittent or Reduced Schedule

Employees have the right to take FML all at once, when medically necessary, in separate blocks of time, or by reducing their work hours each day or week. Intermittent or reduced schedule leave is also available for military family leave reasons. However, employees may use FML intermittently or on a reduced leave schedule for bonding with a newborn or newly placed child, provided they and their direct supervisor agree.

9.5.8 Utilization of Paid Leave While on FML

Employees may use PTO concurrently with their FML leave.

9.5.9 Requesting FML

Employees must provide notice to the Employer as soon as possible and practical that they will need to use FML. For example, if an employee knows they have a procedure scheduled for a serious medical condition in three weeks, they should notify the Employer as soon as it is scheduled. The Employer may request information from the healthcare provider before approving FML and must allow the provider 15 calendar days to provide the information. In some circumstances, such as when the employee's healthcare provider cannot complete the certification information in a timely manner, employees must be allowed additional time.

9.5.10 Return to Work Protection



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Employees who use FML have the right to return to their same job or an equivalent job with the same pay, benefits, and other terms and conditions of employment upon completion of their leave.

9.5.11 Health Benefits

The Employer will continue to provide group health insurance coverage for an employee on unpaid FML under the same terms and conditions as if the employee had not taken leave, as long as the employee pays their portion of the premium (where applicable).

9.5.12 National Guard or Reserves

Per the DOL's Fact Sheet #28M(c), FML may be used for qualifying exigencies related to a family member's call-up for or service on active military duty in the National Guard or Reserves. The law allows families to take FMLA job-protected leave to manage their affairs.

When a military family member is on covered active duty, an eligible employee of the Employer may take FML for the following qualifying exigencies:

1. **Short-notice deployment** – When an employee's military family member is notified of a deployment with seven calendar days or fewer notice before the deployment date, the employee may use leave for any issue arising from the short-notice deployment.
An employee may take qualifying exigency leave for short-notice deployment for up to 7 days from the day the military member receives the deployment notice.
2. **Military events and related activities** – Attending military-associated events and activities, such as official ceremonies, programs, events, and informational briefings, or family support or assistance programs sponsored by the military, military service organizations, or the American Red Cross, which are related to the member's deployment.
3. **Childcare and related activities** – Certain childcare and associated activities arising from the military member's covered active duty, including arranging for alternative childcare; providing childcare on a non-routine, urgent, immediate need basis; and enrolling in or transferring a child to a new school or daycare facility.

The employee does not need to be related to the military member's child. However, the military member must be the parent, spouse, or child of the employee taking FML, and the child must be the military member's child, including a child to whom the military member stands *in loco parentis* or the role of a parent.



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4. **Care of the military member's parent** – Certain activities arising from the military member's covered active duty related to the care of the military member's parent who is incapable of self-care.

Activities may include arranging for alternative care, providing care on a non-routine, urgent, immediate-need basis, admitting or transferring a parent to a new care facility, and attending specific meetings with staff at a care facility, such as with hospice or social service providers.

The employee does not need to be related to the military member's parent or guardian. However, the military member must be the parent, spouse, son, or daughter of the employee taking FML, and the parent must be the parent of the military member, including an individual who stood *in loco parentis* or in the role of a parent to the military member when the member was a child.

5. **Financial and legal arrangements** – Making or updating financial and legal arrangements to address a military member's absence while on covered active duty. Examples include preparing and executing financial and healthcare powers of attorney, enrolling in the Defense Enrollment Eligibility Reporting System (DEERS), or obtaining military identification cards.
6. **Attending counseling**—Attending counseling for the employee, the military member, or the military member's child when the need for that counseling arises from the military member's covered active duty and is provided by someone other than the military member's medical provider.
7. **Rest and recuperation** - Taking up to 15 calendar days of leave to spend time with a military member on short-term, temporary rest and recuperation leave during deployment. For this reason, the employee's leave must be taken while the military member is on rest and recuperation leave.
8. **Post-deployment activities** - Certain post-deployment activities within 90 days of the end of the military member's covered active duty. Examples include attending arrival ceremonies, reintegration briefings, and other official ceremonies or programs sponsored by the military. Post-deployment activities also include addressing issues arising from the death of a military member, including attending the funeral.
9. **Other events** - Any other event that the employee and the Employer agree on is a qualifying exigency.
10. The Employer reserves the right to offer benefits in addition to those outlined in the FMLA regulations.



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11. Employees who fail to return from FML will be obligated to reimburse the Employer for the cost of Employer-paid health coverage, except when the employee's failure to return is due to the continuation, recurrence, or onset of a serious health condition that would entitle the employee to medical or family leave or other circumstances beyond the employee's control.

9.6 PREGNANCY WORKERS' FAIRNESS ACT LEAVE

9.6.1 Purpose

This policy ensures compliance with the Pregnant Workers Fairness Act (PWFA) by providing protected leave and absences to employees affected by pregnancy, childbirth, or related medical conditions. The Employer recognizes the need for employees to take time off for pregnancy-related medical conditions and will grant reasonable leave accommodations as required by law.

9.6.2 Protected Leave Under the PWFA

Employees may request time off as a reasonable accommodation for pregnancy, childbirth, or related medical conditions, including, but not limited to:

1. **Prenatal and Postnatal Medical Care** – Employees may take time off for necessary medical appointments and treatments related to pregnancy and recovery.
2. **Pregnancy-Related Illness or Complications** – Employees experiencing pregnancy-related health conditions, such as severe morning sickness, gestational diabetes, or preeclampsia, may take time off as needed.
3. **Temporary Inability to Perform Job Duties** – Employees who are temporarily unable to perform essential job functions due to pregnancy-related conditions must be allowed reasonable leave if no other adequate accommodations are available.
4. **Doctor-Recommended Rest or Bed Rest** – Employees whose healthcare providers recommend rest or restricted activity due to pregnancy complications must be granted time off accordingly.
5. **Lactation-Related Leave** – Employees requiring short-term absences due to medical concerns related to lactation must be accommodated.

9.6.3 PWFA Leave

Employees may request paid or unpaid leave for a PWFA-qualifying absence.



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9.7 ADMINISTRATIVE LEAVE OF ABSENCE

9.7.1 Eligibility

An Administrative Leave of Absence (ALA) is an approved leave for a full-time regular employee who is not eligible for FMLA or PPL. An employee may apply for an ALA for the following reasons:

- Medical reasons,
- Bereavement leave (i.e., settle the estate of a family member),
- Caring for a family member (see "family member" definition in 3.3.3.2 above), and/or
- Employees whose spouse is on military/National Guard/Armed Forces Reserve leave.

9.7.2 Duration of ALA

Employees may request an ALA for up to 30 days. If the requested ALA is longer than 30 days, the Board must approve the request. A leave of absence cannot exceed three (3) months.

9.7.3 Request for ALA

All ALA requests must specify the duration and reason for the leave. The eligibility criteria identified above shall determine whether such leave is granted.

9.7.4 ALA Granted

If the ALA is granted, seniority shall be retained and accumulated during the leave period. While on an ALA, the employee's Employer insurance benefits would continue if the employee paid their portion of the premium while on leave.

9.7.5 PTO

When absent due to an ALA, employees must use their PTO. If their PTO balance has been depleted, they may go unpaid.

9.7.6 Failure to Return to Work after ALA

If the employee is not reinstated within 90 days after the leave commences, their employment status may be terminated. Employees who fail to return from leave may be required to reimburse the Employer for the cost of health coverage paid by the Employer on their behalf.

9.8 UNPAID ABSENCES AND PAID LEAVE REQUIREMENTS

9.8.1 Purpose

This policy establishes expectations regarding full-time employee absences and ensures that all time off is appropriately managed through available paid leave.

9.8.2 Policy



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1. **Use of Paid Leave:** Employees must have sufficient accrued paid leave (e.g., PTO) to cover any absence from scheduled work, excluding protected leave under applicable laws.
2. **Requesting Leave:** Employees should follow the established process for requesting time off, as outlined in the Employer's Employee Handbook.
3. **Unpaid Absences:** Any absence not covered by available paid leave and not pre-approved or protected under applicable laws will be considered unauthorized and may result in disciplinary action.
4. **Excessive Unpaid Absenteeism:** Repeated instances of unpaid absences due to insufficient paid leave time may result in progressive discipline, including verbal or written warnings, suspension, or termination of employment.

9.9 JURY DUTY

9.9.1 Compensation

1. An employee who is summoned to and reports for jury duty as prescribed by applicable law shall be paid by the Employer on those days when the employee is waiting to be selected as a juror or when the employee is sitting as a jury member. This pay shall equal the employee's regular hourly rate, which they would earn on a scheduled workday, minus an amount equal to the payments (excluding reimbursements for travel or other expenses) received for jury service. Otherwise, employees must endorse their jury pay to the Employer.
2. To receive payment, an employee must give the Employer prior notice that they have been summoned for jury duty and furnish satisfactory evidence that they reported for or performed jury duty on the days they claim such payment.
3. Fringe benefits will continue to be earned by eligible employees while they are on jury duty.

9.9.2 Return to Work

Employees must return to work and work any hours out of their scheduled workday that they are not on jury duty.

9.10 SUBPOENAED WITNESS

9.10.1 Eligibility



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An employee who is being subpoenaed as a witness in court for business matters on behalf of the Employer (other than as a criminal defendant) or concerning litigation in which the Employer is not a party, but the employee's testimony directly relates to the employee's job duties, shall be granted a paid leave of absence to testify.

9.10.2 Requirements

1. Employees will be paid at their regular pay rate and should turn over all fees received as a witness to the Employer. However, the employee may keep any mileage reimbursement.
2. Employees are expected to be at work during all scheduled hours, unless serving as a subpoenaed witness.
3. Employees subpoenaed as a witness in a trial not related to their job duties shall use PTO.

9.11 ACTIVE-DUTY MILITARY LEAVE

9.11.1 Eligibility

Military leave shall be granted to employees who are absent from work because of active service in the U.S. uniformed services per the rights and limitations outlined in the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), Michigan's Military Leaves Reemployment Protection Act of 1955, and other applicable Federal or State laws. This includes employees with reserve status in the United States Armed Forces or members of the Michigan National Guard who are called to participate in training sessions.

9.11.2 Request

Oral or written requests for a leave of absence for active military service leave must be made by the employee or an officer of the military branch (in which the employee will be serving) to the employee's immediate supervisor at least 30 days in advance of the date the leave is to commence unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

9.11.3 Re-Employment

Employees who satisfy the eligibility and notice requirements under USERRA are entitled to re-employment, provided they make a formal application for reinstatement within the applicable time period required by USERRA.

9.12 BENEFITS WHILE ON USERRA-ELIGIBLE ACTIVE DUTY

9.12.1 Supplemental Payment



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Any full-time employee who is called for USERRA-eligible active duty by any of the established Armed Forces Reserve Units or by the Michigan National Guard shall be paid a supplement of 100% of the difference between the total monthly military pay inclusive of all special compensations and allowances (excluding travel reimbursement), and the gross monthly Employer base pay (1/12 of annualized pay) for up to 1 year of activation.

9.12.2 Service Continuation and Credit

1. To the extent required by law, the Employer will continue pension service credit/contribution for returning service members who meet the law's eligibility criteria and any other statutorily required provisions as USERRA requires.
2. Time spent on USERRA-qualified military leave counts as a service credit for any calculation, determination, or other decision dependent upon the length of employment. This includes the cost of living, pay adjustments, future paid leave accrual rates, and seniority ranking that resulted in the employees' military absence. An active employee shall not be entitled to any benefits to which the employee would not otherwise be entitled if the employee had remained continuously employed.

9.12.3 Health Insurance Coverage

If the employee has health insurance coverage through the Employer and is otherwise eligible, the employee may continue health insurance benefits for the lesser of 24 months following the date of absence for military service or from the date of absence for military service until the date the employee fails to return to employment following service. Such continuation must be elected according to the Health Plan's requirements. An election to continue coverage for less than 31 days shall be at the Employer's expense, with the employee paying the regular employee share of the premium. For an election exceeding 31 days, the employee shall pay the total costs of continuation coverage. If the employee does not elect to continue coverage while on military leave, they will be permitted to resume coverage upon return from military leave without any exclusion or waiting period.

9.12.4 Written Notice – Not Returning to Work

If, before leaving for military service, an employee knowingly provides written notice to the Employer with their intent not to return to work after military service, the employee waives entitlement to leave-of-absence rights and benefits not based on seniority. Such notice of intent does not waive the employee's entitlement to benefits under the law regarding reemployment after completing uniformed service.

9.13 RESERVISTS AND NATIONAL GUARD LEAVE OF ABSENCE

An employee who requests a leave of absence to participate in a branch of the Armed Forces Reserve Training Program or National Guard shall be granted such leave upon proper



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documentation or written confirmation by the employee's commanding officer, the Secretary of Veterans Affairs, or the Department of Veterans Affairs. The Employer shall pay an eligible full-time employee the difference between the amount received for the training and the regular bi-weekly pay for a period not exceeding 10 working days.

9.14 WORKPLACE INVESTIGATIONS

The Employer is committed to maintaining a fair, safe, and professional workplace. When allegations of misconduct, policy violations, or other serious concerns arise, the Superintendent may initiate an internal investigation to determine the facts and take appropriate action. This policy establishes procedures for conducting workplace investigations and outlines the circumstances under which an employee may be placed on administrative leave—paid or unpaid—pending the outcome of such an investigation.

9.14.1 INITIATION OF INVESTIGATION

An investigation may be initiated by the Superintendent when:

- A complaint or report of potential misconduct, discrimination, harassment, retaliation, workplace violence, safety violations, or other inappropriate behavior is received;
- Alleged violations of policy, law, or ethical standards occur; or
- There is reasonable cause to believe that employee conduct may compromise the integrity, safety, or operations of the Employer.

Investigations must be initiated by the Superintendent and involve consultation with legal counsel and/or HR Consultant.

9.14.2 INVESTIGATIVE PROCESS

1. **Notice:** Employees under investigation will be informed of the general nature of the allegations and will be given an opportunity to respond.
2. **Interviews:** The investigator may interview witnesses, review documents, and gather relevant evidence.
3. **Outcome:** Upon conclusion, findings will be documented, and corrective action will be determined, if warranted.

9.14.3 PAID ADMINISTRATIVE LEAVE – PENDING INVESTIGATION

Employees may be placed on paid administrative leave when:

- The allegations involve serious misconduct or behavior that could disrupt operations if the employee remains in the workplace;
- Continued presence may compromise the investigation or present a safety risk; or



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- The Superintendent determines that temporarily removing the employee is in the best interest of all parties.

Employees on paid administrative leave:

- Must remain available during their regular work hours unless otherwise authorized;
- Must refrain from performing work duties unless specifically directed; and
- May be required to refrain from contacting other employees or entering Employer property.

9.14.4 UNPAID ADMINISTRATIVE LEAVE – PENDING INVESTIGATION

The Superintendent may place the employee on unpaid administrative leave pending investigation, provided that:

1. **Loss or Suspension of Required Credentials**

If an employee's professional license, certification, or driver's license (when required for the position) is suspended, revoked, or under review by a regulatory body pending investigation, the employee may be placed on unpaid leave until the credential is reinstated or the outcome is determined.

2. **Criminal Charges or Arrest Related to Employment**

When an employee is charged with or under criminal investigation for conduct that, if true, would impact their ability to perform their job or the Employer's reputation or operations, they may be placed on unpaid leave pending resolution.

3. **Inability to Maintain Work Availability**

If the employee becomes unavailable for investigative interviews or fails to comply with reasonable conditions of paid administrative leave (e.g., remaining available during work hours), the Employer may change the leave status to unpaid until the employee cooperates.

9.14.5 DURATION OF LEAVE

"Administrative leave pending investigation" will be for the minimum duration necessary to complete the investigation. The Superintendent will make reasonable efforts to resolve the matter promptly.

9.14.6 RETURN TO WORK

Upon conclusion of the investigation:

- The employee will be notified in writing of the outcome.
- If allegations are unsubstantiated, the employee will be restored to active status without loss of benefits or seniority; and
- If disciplinary action is warranted, it will be imposed consistent with Employer policy and applicable law.



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9.14.7 EMPLOYEE COOPERATION

All employees are expected to fully cooperate in workplace investigations. Failure to cooperate or providing false or misleading information may result in disciplinary action, up to and including termination of employment.

9.14.8 PROHIBITION OF RETALIATION

Retaliation against any employee who reports misconduct or participates in an investigation is strictly prohibited. Any retaliation should be reported immediately to the Superintendent.



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SAFETY AND SECURITY

Amended and approved by the Board on:

Effective date:

10.1 WORKPLACE VIOLENCE PREVENTION AND RESPONSE

The Employer strives to maintain a safe environment for work and business activities. It will not tolerate acts of violence, threats of violence, or workplace bullying committed by or against employees on Employer property or at any Employer work location.

The Employer also seeks to promote early intervention to prevent or minimize the occurrence and effects of domestic violence, harassment, sexual assault, or stalking in the workplace. A protective order, a criminal proceeding, or law enforcement involvement is unnecessary to invoke this policy.

10.1.1 Definition

The Employer will not tolerate threatening behavior or actual workplace violence that is intimidating, hostile, abusive, or offensive, including, but not limited to:

- Threatening injury or damage to a person or property;
- Fighting or threatening to fight with another person;
- Displaying or threatening to use a firearm or any other weapon (other than as authorized by policy);
- Abusing or injuring another person;
- Abusing or damaging property;
- Workplace bullying is defined as persistent, malicious, unwelcome, severe, and pervasive mistreatment that harms, intimidates, offends, degrades, or humiliates an employee, whether verbal, physical, or otherwise, at the employee's place of work and/or in the course of their employment.
- Using obscene or abusive language or gestures in a threatening manner;
- Raising voices in a threatening manner and/or
- Harassing behavior that is inconsistent with an average work relationship or stalking.

Because of the potential for misunderstanding, joking about any of the above misconduct is also prohibited.

10.1.2 Possible Behavioral Indicators of the Potentially Violent Employee

The following behavioral indicators have been identified in past incidents of workplace violence. Some of these "red flags" require further assessment.

- "Veiled" or indirect threats;



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- "Conditional" threats;
- Excessive and intimidating references to other violent events, serial killers, mass murderers, etc.;
- Inappropriate communications to co-workers, such as "I'm so angry I could kill them.";
- Intimidating or frightening comments about weapons;
- "Documenting" of other people who are "causes" of one's problems - keeps "notes" or lists of people they are angry with;
- Repeatedly accusing others of causing one's problems;
- Suicidal thinking;
- Non-specific anger, resentment, irritability;
- Domestic abuse, harassment;
- Specific threats of harm to identifiable targets, such as discussing a plan, including, but not limited to, time, place, motive, etc.;
- Bringing, brandishing weapons at work; and/or
- Verbal bullying: Persistent, severe, and malicious slandering, ridiculing, taunting, or maligning an employee, including, for example, persistent vulgar name-calling, which is hurtful, insulting, humiliating, abusive, and offensive.

Each behavior listed above is a "red flag" that something may be wrong. None should be ignored. Early intervention and "helping employees help themselves" keep morale high and the workplace safe.

10.1.3 Responsibilities

Every employee is responsible for immediately reporting to their direct supervisor and/or the Superintendent any violent incident or threat they have witnessed or received.

Even without any actual threat, personnel should report any behavior they have witnessed that they regard as threatening or violent, whether job-related or potentially conducted on Employer property.

10.1.4 Procedures

1. The Employer will investigate all reports of workplace violence, threats, or bullying. Reports should be made in writing to the Superintendent. Employees should not feel obligated to report their complaints or concerns to their direct supervisor first; the Superintendent can be contacted at any time. However, the availability of this complaint procedure does not preclude individuals who believe they are being subjected to bullying conduct from promptly advising the offender that their behavior is unwelcome and requesting that such behavior immediately stop.



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2. Any person who exhibits unsafe behaviors will be removed from Employer premises as quickly as safety permits and shall remain off Employer premises pending an investigation.
 3. Employees will cooperate in all investigations, and a failure to cooperate may result in disciplinary action, up to and including discharge. If a report or complaint is made in good faith, it will be promptly investigated and addressed. The employee will be protected from retaliation or any other detrimental impact on their employment.
 4. The Employer will take appropriate corrective or disciplinary action when determining whether an employee has violated this directive. Violations of this policy could result in the reassignment of job duties, suspension, termination, and/or criminal prosecution.
-

10.1.5 Personal Protection Order

1. All employees who have been granted a Personal Protection Order (PPO) or restraining order (collectively the "Order"), which lists an Employer location as being a protected area, must provide (within the next regular business day) a copy of the Order to their direct supervisor and the Superintendent. An employee who is served with an Order is required to report that information to their direct supervisor, along with the conditions of the Order.
2. All supervisors will:
 - a. Immediately evaluate any report of workplace violence. Where possible, appropriate action will be taken to protect the employee from further violence. Actions taken will include, but are not limited to:
 - i. Summoning a sworn officer or calling 9-1-1 if an immediate danger exists;
 - ii. Relocating (in a non-punitive way) the employee's workstation from public access if necessary;
 - iii. Arranging for the screening of phone calls by person, caller ID, or voice mail, as necessary, and/or
 - iv. If necessary, a photograph of the respondent to the Order should be conspicuously posted at entrances to the victim employee's workplace.
 - b. Encourage the victim employee to develop a safety plan, which may include:
 - i. Reviewing the safety of parking arrangements and escorts to and from the parking area and workplace;
 - ii. Carpooling or choosing different routes of travel to and from work and/or



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- iii. Sharing emergency contact information with their direct supervisor and the Superintendent should the employee fail to arrive at work.
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10.1.6 Discrimination

1. This policy prohibits discrimination and retaliation against an employee who is a victim of domestic violence, harassment, sexual assault, or stalking, or who requests or uses any provision of this policy. If an employee suffers retaliation or discrimination, they may file a complaint with the Superintendent for investigation and appropriate action.
 2. The Employer shall not refuse to hire an otherwise qualified individual or discharge, threaten to discharge, demote, suspend, or in any manner discriminate or retaliate against an individual regarding promotion, compensation, or other terms, conditions, or privileges of employment because the individual is a victim of domestic violence, harassment, sexual assault, or stalking.
 3. This policy prohibits the threat of or commission of domestic violence, harassment, sexual assault, or stalking by an employee on Employer premises or during working hours or at an Employer-sponsored event. The Employer has the authority to impose discipline or take other appropriate action for conduct that involves the threat or commission of domestic violence, harassment, sexual assault, or stalking by an employee during off-duty hours in certain circumstances.
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10.1.7 Confidential Request and Referral

All supervisors must keep the following information confidential to the fullest extent permitted by law:

- An employee's request for resource or referral information about domestic violence, harassment, sexual assault, stalking, and additional security in the workplace;
- Witness reports of a threat or incident of domestic violence, harassment, sexual assault, or stalking;
- An employee's request for other related assistance from leadership;
- All records and information kept by the Employer regarding a reasonable safety accommodation made for an individual, including requests for a reasonable safety accommodation, are confidential and may not be released without the express permission of the individual unless otherwise provided by law; and
- The report that an employee is a victim of domestic violence, harassment, sexual assault, or stalking.



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If the law or certain circumstances require disclosure of the above records, staff will give advance notice to the employee whenever possible before making the disclosure.

10.1.8 Employee Safety and Support

The Employer shall take appropriate measures to ensure the safety of all staff in the workplace. If any supervisor learns of a threat or possibility of workplace domestic violence, harassment, sexual assault, or stalking, they must immediately report it to the Superintendent and/or call 911.

10.1.9 Reasonable Safety Accommodations

Within the limitations of staffing and organizational needs, make every effort to accommodate the needs of the victim employee to:

1. Vary hours of work to:
 - Meet with advocates, counselors, and prosecutors;
 - Relocate their residence; and/or
 - Attend court appearances.
 2. Use a pseudonym and email account for the employee to conduct Employer business.
 3. Use alternative parking accommodations (if available);
 4. Work from an alternate location within the building or move the employee's workstation to another building;
 5. Suppress, at the employee's request, their personnel information from public records requests as per 1976 PA 442, MCL 15.231 et seq.
 6. Provide local advocacy and safety planning resource information;
 7. Screen telephone calls and visitors;
 8. Change work telephone number(s); and/or
 9. Provide alternate methods of receiving a paycheck.
-

10.1.10 Violations

1. The Employer may impose disciplinary action, up to and including dismissal, against violators of this policy.



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2. The Employer may impose discipline or take other appropriate action for conduct that involves the threat or commission of domestic violence, harassment, sexual assault, or stalking by an employee during off-duty hours in certain circumstances.

10.2 WEAPONS POLICY

10.2.1 Policy

The Employer prohibits all employees from carrying any prohibited weapons while conducting Employer business (on or off Employer property), regardless of whether the employee is licensed to carry the weapon.

This policy applies to all regular employees, contract employees, and temporary employees on Employer property, regardless of whether they are licensed to carry a concealed weapon. It also prohibits employees from bringing weapons to any Employer-sponsored functions.

10.2.2 Prohibited weapons

Prohibited weapons include any weapon or explosive restricted under local, state, and federal regulations. This includes all firearms, illegal knives, and other weapons prohibited by law.

Employees are responsible for ensuring that any items they possess are not prohibited by this policy. If you have any questions about whether this policy applies to a specific item, please contact the Superintendent.

Employer property covered by this policy includes, without limitations, all Employer-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways, and parking lots under the Employer's ownership or control. Employer-owned vehicles are always covered by this policy, regardless of whether they are on Employer property at the time.

NOTE: Employees working under the Ordinance Department are exempt from this policy.

10.2.3 Chemical Dispensing Devices

Employees are allowed to carry legal, chemical-dispensing devices sold commercially for personal protection (i.e., pepper spray) while conducting Employer business on or off Employer property.

10.2.4 Searches

The Employer reserves the right to conduct searches of any person, Employer-owned or leased vehicle, or object on Employer property consistent with the law. No employee shall expect privacy in lockers, desks, Employer-owned or leased cars, or other Employer property areas where a weapon may be hidden.



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10.2.5 Violations

Failure to comply with all terms and conditions of the policies described above may result in discipline, up to and including termination.

THIS POLICY SHALL NOT BE CONSTRUED TO CREATE ANY DUTY OR OBLIGATIONS ON THE PART OF THE EMPLOYER TO TAKE ANY ACTIONS BEYOND THOSE REQUIRED OF AN EMPLOYER BY EXISTING LAW.

If you become aware of anyone violating this policy, please report it to the Superintendent immediately.

10.3 DRUG AND ALCOHOL POLICY

10.3.1 Purpose

To provide a safe, healthy, productive environment for members of the public doing business with the Employer and for employees, the Employer insists on a workplace free of alcohol, marijuana, and illegal controlled substances. The Employer will strictly enforce the following policy to ensure a safe and efficient workplace.

This policy does not apply to lawful off-duty use of alcohol or controlled substances.

10.3.2 Definitions

- **Controlled substances** are drugs that can be legally obtained under State or Federal law.
- **Employer property** includes all buildings, offices, facilities, grounds, parking lots, lockers, desks, and vehicles owned, leased, or managed by the Employer or any site on which the Employer is conducting business.
- **Illegal drugs** are substances deemed illegal by state or federal law in terms of their use, possession, production, or sale.
- **Illegal controlled substances** are regulated by state or federal law in terms of their use, possession, production, or sale, and are not being utilized or held under the oversight of a licensed healthcare professional.
- **Refuse to cooperate** means to obstruct the collection or testing process; to submit an altered, adulterated, or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without a justifiable



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explanation before submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to discharge.

- **Under the influence of drugs/impaired** means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of a controlled substance (prescription and possibly OTC) when there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization).

10.3.3 Prescribed Medications

This policy does not prohibit employees from using and possessing prescribed medications in accordance with the law. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their direct supervisor.

10.3.4 Prohibitions At Work

Whenever employees are on the Employer's property, operating any Employer motorized vehicle, conducting Employer business, and/or during the employee's working hours (including rest and meal periods), they are prohibited from:

1. Using, possessing, buying, selling, manufacturing, or dispensing alcohol, marijuana, an illegal controlled substance, or an illegal drug (to include possession of unlawful drug paraphernalia).
2. Being under the influence of/impaired by alcohol, marijuana, an illegal controlled substance, or an illegal drug that adversely affects their ability to perform their job duties safely and effectively.
3. The presence of any detectable amount of any illegal drug, illegal controlled substance, or alcohol in an employee's body while performing Employer business or while in an Employer facility.

The Employer will not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to perform their job duties safely and effectively. Employees taking prescribed medication must carry it in a container labeled by a licensed pharmacist or be prepared to produce the container or prescription if asked.

10.3.5 Reasonable Suspicion Testing

Where management has reason to believe that an employee may be under the influence of alcohol and/or an illegal controlled substance, the Employer, at its discretion, may require



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the employee to submit to breath, urine, or blood testing at the Employer's expense, to determine the presence of illegal drugs, controlled substances, or alcohol.

The Employer may subject an employee to reasonable suspicion testing based on, but not limited to, observations of apparent workplace use, possession, or impairment by management.

Management must document specific observations and behaviors that create a reasonable suspicion that an employee is under the influence of illegal drugs, controlled substances, or alcohol.

When the Employer determines that reasonable suspicion testing is warranted, management will advise the employee of the requirement to undergo a drug and/or alcohol test immediately. Refusal by an employee will be treated as a positive drug test result and may result in disciplinary action, up to and including termination of employment.

A member of management must transport the employee to the test facility. The employee may not return to work until the Superintendent approves their return to work.

10.3.6 Post-Accident Testing

Based on the circumstances of a work-related accident and according to State and Federal law, the employee's direct supervisor, or the Superintendent (or designee), may direct laboratory testing when such circumstances involve:

- A death;
- A personal injury involving immediate hospitalization.
- An injury to the employee or another person requiring medical attention other than on-site first aid; AND/OR
- An accident that results in Employer property damage.

In any of these instances, the investigation and subsequent testing must occur immediately following the accident.

A member of management must transport the employee to the test facility. The employee may not return to work until the Superintendent approves their return to work.

10.3.7 Post-Accident Testing for DOT covered positions – Fire Department



In accordance with the Federal Motor Carrier Safety Administration (FMCSA) regulations (49 CFR Part 382.303), the Comstock Fire Department shall ensure post-accident testing is conducted as soon as practicable following an accident involving a Commercial Motor Vehicle (CMV) operating on a public roadway. DOT-covered positions follow 49 CFR Part 40 procedures.



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Testing Requirements

Post-accident alcohol and controlled substances testing is required for any driver who was performing safety-sensitive functions if:

1. The accident involved a fatality; or
2. The driver receives a citation under State or local law for a moving traffic violation within 32 hours of the accident, and the accident involved:
 - Bodily injury to any person requiring immediate medical treatment away from the scene; or
 - Disabling damage to any vehicle requiring it to be towed from the scene.

Driver Availability

Drivers must remain readily available for testing until it is determined whether testing is required. However, this requirement may be delayed if:

- Medical attention is necessary for any injured persons; or
- The driver leaves the scene to obtain emergency assistance or medical care.

Failure to remain available may be considered a refusal to test under FMCSA regulations.

Testing Timeframes and Documentation

- **Alcohol Testing:**
 - If the test is not administered within 2 hours, the Department must document the reason for the delay.
 - If the test is not administered within 8 hours, testing attempts must cease, and a written record must explain the reason the test was not completed.
- **Illegal Drugs Testing:**
 - If the test is not administered within 32 hours, testing attempts must cease, and a written record must explain the reason the test was not completed.

Testing Delays or Inability to Test

All documentation regarding delays or inability to test shall be maintained on file in accordance with FMCSA recordkeeping requirements.

Additional Testing

Post-accident testing, as mandated by the FMCSA, will only be conducted for the reasons stated above.

10.3.8 Refusal to Submit to Testing

An employee's refusal to submit to testing will be treated as a positive test result and may result in discipline, up to and including termination.



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The following constitutes a refusal to submit to testing:

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

10.3.9 Confirmed Positive

An employee who has a confirmed positive illegal drug, controlled substance (not prescribed by a treating physician), or alcohol test may be subject to discipline up to and including termination.

If an employee registers a blood alcohol level (BAC) of 0.04% or greater, the employee shall be immediately removed from duty and not be allowed to return to work for at least twenty-four (24) hours. The employee's direct supervisor will make arrangements for the employee to be driven home and/or picked up by an emergency contact.

The employee must register a BAC of less than 0.02% before resuming their duties. The employee is also subject to discipline, up to and including termination of employment.

An employee with a confirmed positive test or BAC of 0.04% or greater who is not discharged may be required, as a condition of continued employment, to:

- Complete the course of treatment established for them through the Employee Assistance Program (EAP) or another Employer-approved service provider;
- Sign an authorization permitting the EAP or Employer-approved service provider to confirm whether the employee has completed the established course of treatment AND
- Be subject to random alcohol or drug tests for not less than 12 months.

10.3.10 Violations of Law

Employees must notify the Superintendent within five (5) days after being charged with violating any drug or alcohol criminal statute. The employee must notify the Superintendent within five (5) days after a conviction for violating a drug or alcohol criminal statute. A suspension with (or without) pay may be implemented to allow management time to review the nature of the charges and the employee's employment record with the Employer.

10.4 SMOKE/TOBACCO-FREE WORKPLACE

10.4.1 Overview



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It is the policy of this Employer to prohibit vaping, smoking, and the use of tobacco products on all Employer premises and in Employer-owned vehicles. Smoking is defined as the "act of lighting, smoking, or carrying a lighted or smoldering cigar, cigarette, or pipe of any kind, including e-cigarettes." Tobacco products include chewing tobacco, all smoked tobacco products, and all other forms of smokeless tobacco products. Vaping refers to the use of electronic smoking devices to deliver nicotine, cannabis (i.e., THC or CBD), flavoring, chemicals, or other substances.

10.4.2 Application of Policy

The smoke-free workplace policy applies to:

- All areas of the Employer buildings.
- All vehicles owned or leased by the Employer.
- All visitors to Employer premises and facilities.
- All contractors, consultants, and/or employees working on Employer premises.
- All employees, temporary employees, interns, seasonal workers, volunteers, and visitors.

10.4.3 Smoke Breaks

The Employer is not required to provide employees with additional smoking breaks beyond rest breaks outlined in this Manual.

10.4.4 Designated Smoking Areas - Fire Department



Each Fire Station will have a designated smoking area near the rear of the building, away from doors and HVAC intakes. The main entrance is not defined as a smoking area.

Station 9-1: Outside back door off the apparatus floor.

Station 9-2: Outside back door, west side of apparatus floor.

Station 9-1: Outside back door off the apparatus floor (SE corner)

10.3.5 Parks and Recreation Buildings



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

10.5 WORKERS' COMPENSATION

The Employer is committed to ensuring a safe work environment for all employees. In the event of a work-related injury or illness, the Employer provides workers' compensation (WC) benefits in accordance with Michigan law.

10.5.1 Eligibility



PERSONNEL POLICIES MANUAL

All employees, including full-time, part-time, seasonal, and temporary workers, are covered under the Employer's workers' compensation insurance while performing duties within the scope of their employment.

10.5.2 Reporting Requirements

1. Employees must report all work-related injuries or illnesses to their direct supervisor, Clerk, or Treasurer immediately, but no later than 24 hours after the incident.
 2. The direct supervisor must complete an Accident/Incident Report and submit it to the Superintendent within 24 hours of being notified.
 3. Failure to report an injury or illness in a timely manner may result in a delay or denial of benefits.
-

10.5.3 Medical Treatment and Provider Selection

1. Employees requiring medical attention must seek care from an Employer-designated medical provider for the first 28 days following the injury.
 2. After 28 days, employees may select a medical provider of their choice but must notify the Employer in writing.
 3. Employees must follow the prescribed treatment plan and attend all required medical appointments to remain eligible for WC benefits.
-

10.5.4 Compensation and Benefits

2. Employees who suffer work-related injuries or illnesses may be eligible for wage loss benefits if they cannot work.
 3. Wage loss benefits are calculated in accordance with Michigan's Workers' Disability Compensation Act.
 4. Employees may also be eligible for medical expense coverage, rehabilitation services, and other applicable benefits.
 5. The employee's accumulated PTO may supplement workers' Compensation benefits received by an employee to equal the employee's regular pay. Written requests for use of paid leave for this purpose shall be submitted to the Clerk.
-

10.5.5 Return to Work Program

1. The Employer is committed to assisting employees in returning to work as soon as they are medically able.



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2. Employees may be offered temporary light-duty assignments, subject to medical restrictions and Employer operational needs.
3. Employees must provide medical documentation verifying their ability to return to work, with or without restrictions.

10.5.6 Fraud Prevention

1. Employees must provide accurate and truthful information regarding work-related injuries or illnesses.
2. Any attempt to file a false claim or misrepresent an injury may result in disciplinary action, including termination, and potential legal consequences.

10.5.7 Coordination with Other Leave Policies

1. If the injury qualifies, workers' compensation benefits may run concurrently with other applicable leave policies, including the Family and Medical Leave Act (FMLA).
2. Employees must communicate with the Superintendent to coordinate leave benefits appropriately.

10.5.8 Administration and Compliance

1. The Employer will administer the workers' compensation program per Michigan law.
2. Employees with questions regarding benefits, procedures, or claims should contact the Superintendent.

10.6 MIOSHA SAFETY LAWS AND REGULATIONS

10.6.1 Policy Statement

It is the policy of the Employer to:

- Provide a workplace that is free from recognized hazards.
- Comply with all applicable MIOSHA safety and health standards.
- Promptly investigate and address safety concerns and incidents.
- Provide training and resources to support employee safety.
- Maintain all required records and reports as specified under MIOSHA.

10.6.2 Responsibilities

- Superintendent
 - Ensure policy implementation across all departments.
 - Designate a Safety Coordinator.



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- All supervisors
 - Enforce safety practices within their departments.
 - Ensure safety training is conducted and documented.

- Safety Coordinator
 - Maintain safety records and ensure compliance with MIOSHA.
 - Conduct or coordinate regular inspections and investigations.
 - File and/or post required MIOSHA/OSHA reports and maintain logs.
 - Per [MIOSHA Rule R 408.15119](#), conduct safety and health meetings as necessary, but at a minimum of at least once each month. Safety and health meetings may be conducted individually, in crew meetings, in larger groups, or as part of other staff meetings.

- Employees
 - Follow all safety rules and procedures.
 - Report injuries, unsafe conditions, or hazards immediately.

10.6.3 Accident, Illness, and Injury Reporting

All injuries, illnesses, and near-miss incidents must be reported immediately to the employee's direct supervisor and the Safety Coordinator.

Required Actions:

1. Complete an Incident Report Form within 24 hours of the incident. If possible, the employee shall complete the incident report. If the employee is unable to complete the form, the Safety Coordinator shall complete the form based on a verbal report from the employee and/or witnesses.

2. The Safety Coordinator will review all incident reports for trends or hazards.

3. Fatalities must be reported to MIOSHA within 8 hours by phone to 800-858-0397.
 - a. Hospitalization, amputation, or loss of an eye must be reported to MIOSHA within 24 hours.

10.6.4 Required Documentation and Recordkeeping

In accordance with MIOSHA and federal OSHA standards, the Employer will maintain the following records:

Document	Retention Period	Responsible Party
MIOSHA 300 Log	5 years	Safety Coordinator
MIOSHA 301 Incident Report	5 years	Safety Coordinator
MIOSHA 300A Summary (posted)	*Posted annually (February 1 st – April 30 th)	Safety Coordinator



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Safety Training Records	Duration of employment or as required	All supervisors / Safety Coordinator
Inspection Reports	3 years	Safety Coordinator
Hazard Assessments / Corrective Actions	3 years	Safety Coordinator

All SDS must be on file, with old SDS archived for a period of 30 years.

*Note: The MIOSHA 300A Summary must be created for each building and posted in a communal area within each building from February 1 through April 30 annually.

10.6.5 Safety Training

The Employer will provide safety training to employees at the time of hire and when new hazards are introduced. Topics may include:

- Hazard communication (Right-to-Know)
- Personal protective equipment (PPE)
- Bloodborne pathogens
- Lockout/tagout
- Permit Required Confined spaces (if applicable)
- Defensive driving (for those operating Employer-owned vehicles)
- Powered Industrial Trucks, Aerial Lifts
- Job-Specific procedures, hazards, and safeguards

The Safety Coordinator will maintain records of all training sessions.

10.6.6 Inspections and Hazard Identification

Routine safety inspections will be conducted at least quarterly in each department. Findings will be documented, and corrective action will be tracked.

Employees are encouraged to report any unsafe condition or practice without fear of retaliation or retribution. Reports can be made anonymously to the Safety Coordinator or the Superintendent.

10.6.7 Emergency Procedures

Each Employer building shall maintain a current Emergency Action Plan (EAP) which includes:

- Evacuation routes
- Shelter-in-place procedures
- First-aid procedures and contacts
- Location of fire extinguishers and AEDs



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Annual drills shall be conducted to ensure employee readiness.

10.6.8 Enforcement

Violations of safety procedures may result in disciplinary action, up to and including termination of employment. However, no employee shall be disciplined for reporting a safety concern or for refusing work under conditions that pose an imminent danger, consistent with MIOSHA protections.

10.7 INCLEMENT WEATHER AND EMERGENCIES

This policy applies only to staff members scheduled to work during inclement weather or an emergency. Staff members not expected to work during inclement weather or an emergency event are not entitled to inclement weather pay.

10.7.1 Traveling to work during inclement weather

The Employer is committed to maintaining a year-round operating schedule to ensure the timely delivery of public services to residents and businesses within the community. The Employer intends to remain open during its regular operating hours and continue its normal operations. However, we recognize that inclement weather and other emergencies may hinder employees from traveling to work, and we advise employees not to take unwarranted risks during such conditions. Everyone should exercise their best judgment regarding road conditions and other safety concerns. Road conditions in areas outside the Township may be worse than those in and around the immediate area. Therefore, no employee should travel to work if they consider the conditions to be unsafe.

10.7.2 Inclement Weather - Employer is open

If the Employer is open and an employee determines that it is unsafe to travel to work, the employee must notify their direct supervisor at least 30 minutes before the start of their shift. It is anticipated, however, that the need to excuse any employee from work will be rare and that snowfall, other inclement weather, or emergencies will not be a routine cause for an employee's absence. If their direct supervisor does excuse an employee, the pay for the time taken will come from the employee's accrued vacation leave or other accrued leave balance. Factors influencing a supervisor's decision to excuse an employee from work include, but are not limited to, the seriousness of the employee's need to be excused, travel distance to and from work, departmental work priorities, and whether the employee provides an essential service.

10.7.3 Inclement Weather - Employer is closed

The Superintendent, in consultation with the Fire Chief, will determine when a building will be closed due to inclement weather.

All closures will be communicated to employees via Nixle.



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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. Employees who are scheduled to work but 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 in an operational building while other buildings are closed, they must remain at their assigned work location.

Employees who are scheduled to be off on leave when an emergency causes a building to close 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 that the building has reopened.

10.7.4 Inclement Weather – Fire Department



The Inclement Weather Policy does not apply to the Comstock Township Fire & Rescue Department. Staff should report to work as scheduled. Except Amin staff.

10.7.5 Inclement Weather – Parks and Recreation



Inclement weather may occur in places other than the Township Office workplace, 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.



PERSONNEL POLICIES MANUAL

11	WORK RULES	
	<i>Amended and approved by the Board on:</i>	
	<i>Effective date:</i>	

11.1 PERFORMANCE EVALUATIONS

New employees shall be evaluated by their direct supervisor after ninety (90) days and six (6) months of employment. Thereafter, all employees shall receive a performance evaluation from their direct supervisor on an annual basis. Completed evaluations will be retained in the employee's personnel file.

The Board will conduct the performance evaluation for the Superintendent.

Please see the Merit Pay policy.

11.2 PERFORMANCE EVALUATIONS - PARKS AND RECREATION



The Parks and Recreation Commission will conduct the performance evaluation for the Parks Director.

The Parks Director will conduct the performance evaluation for the Park staff.

11.3 INFORMATION TECHNOLOGY POLICIES

1. The Board authorizes the Superintendent to implement policies and procedures necessary to regulate the use of and assure the security of the Employer's technology resources and communications systems.
2. Such policies shall comply with state and federal law and authorize monitoring of Employer technology resources and communication systems where appropriate to ensure that they are utilized in compliance with the law and exclusively for legitimate Employer business purposes.
3. Because such monitoring is necessary, users should not expect that information maintained or transmitted through Employer Information Technology (IT) or communication resources is private (other than data subject to confidentiality and privacy laws).
4. Due to the seriousness and costs of potential harm to Employer assets, information, and the integrity of its operations caused by law violations or security



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breaches, persons who violate the policies and procedures may be subject to discipline, up to and including discharge.

11.4 FLEXIBLE WORKPLACE ENVIRONMENT

11.4.1 Overview

The Employer is committed to fostering a flexible work environment that supports work-life balance while ensuring operational efficiency and service excellence. This policy establishes guidelines for flexible work arrangements, including flexible scheduling, hybrid work arrangements, compressed workweeks, and temporary or seasonal flexible work arrangements.

11.4.2 Definitions

- Flex Scheduling: A regular work schedule that allows employees to adjust their daily start and end times while maintaining core business hours.
- Hybrid Work: A combination of in-office and remote work based on an approved schedule.
- Temporary or Seasonal Flexible Arrangements: Work schedules or locations are adjusted during specific times of the year based on workload demands.

11.4.3 Eligibility

Employees may request flexible work arrangements if their job duties can be effectively performed under such conditions. Eligibility will be determined based on factors including:

- Job responsibilities and operational needs.
- Employee performance and dependability.
- Technology and security requirements.
- Direct supervisor and Superintendent approval.

11.5 DUAL EMPLOYMENT

11.5.1 Definition

Dual Employment (or Secondary Employment) refers to any paid or unpaid work performed by an employee outside of their official duties, including self-employment, contracting, consulting, or employment with another public or private entity.

11.5.2 Requirements

Employees may engage in secondary employment only when:

- It does not conflict with the interests of the Employer;
- It does not interfere with the employee's ability to perform their job duties effectively;



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- It does not occur during scheduled work hours or use Employer resources, property, or confidential information;
 - It does not create a real or perceived conflict of interest, including employment with vendors, contractors, or other entities doing business with the Employer.
-

11.5.3 Prior Approval Required

Employees must obtain written approval from the Superintendent before accepting or continuing any secondary employment. Requests must include:

- The name of the secondary employer;
- A description of the work to be performed;
- The anticipated schedule and hours;
- Any potential relationship with Employer business.

Failure to disclose or obtain prior approval may result in disciplinary action, up to and including termination of employment.

11.5.4 Review Criteria

Approval or denial of secondary employment requests will be based on the following:

- Whether the employment may impair the employee's performance or attendance;
 - Whether the employment may create a conflict of interest or an appearance of impropriety;
 - Whether the employment involves access to confidential Employer information;
 - Whether the employment could undermine public confidence in the Employer's operations.
-

11.5.5 Revocation of Approval

Approval for secondary employment may be revoked at any time if the Employer determines that the secondary employment:

- Interferes with the employee's current job performance or attendance;
 - Creates a conflict of interest or ethical concern;
 - Violates the Employer's policies, state law, or professional standards.
-

11.5.6 Dual Public Employment

Employees holding positions in more than one public agency must ensure compliance with applicable laws, including state statutes governing dual public compensation and work hours. Employees may not receive compensation from two public employers for overlapping hours.



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11.5.7 Responsibility

It is the employee's responsibility to:

- Disclose all current or prospective secondary employment;
- Update their direct supervisor if any changes occur to the nature, schedule, or conditions of the secondary employment.

Supervisors are responsible for monitoring performance and attendance to ensure compliance with this policy.



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12	FINANCIAL POLICIES	
	<i>Amended and approved by the Board on:</i>	
	<i>Effective date:</i>	

12.1 CREDIT CARD USE POLICY

12.1.1 Purpose

This policy establishes procedures for the control and use of Employer credit cards in accordance with Public Act 266 of 1995. The intent is to allow authorized officers and employees to make certain Employer financial transactions efficiently while maintaining appropriate oversight and accountability.

12.1.2 Administration

The Township Clerk shall be responsible for issuing, accounting for, monitoring, and retrieving all Employer credit cards, and for ensuring compliance with this policy.

12.1.3 Authorized Use

Employer credit cards may be used only by authorized officers or employees for the purchase of goods or services required for official Employer business. Use of an Employer credit card for personal or non-official purposes is strictly prohibited.

12.1.4 Documentation of Transactions

Employees and officers using an Employer credit card must, as soon as practicable, provide the Township Clerk with a copy of the vendor's credit card receipt.

- If a receipt is unavailable, the employee must complete and sign a voucher identifying the vendor, date, amount, business purpose of the transaction, and the account number to which the expense is to be charged.
- The voucher must also include a statement explaining why a credit card receipt was not obtained.
- All receipts and vouchers shall include sufficient detail to verify that the expenditure was for official Employer purposes.

12.1.5 Cardholder Responsibility

Any officer or employee who is issued an Employer credit card is responsible for its protection and custody.

- Lost or stolen cards must be reported immediately to the Township Clerk, who shall promptly notify the issuing financial institution to cancel the card.
- The cardholder may be held personally responsible for unauthorized charges resulting from negligence or misuse.



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12.1.6 Return of Credit Cards

All Employer credit cards must be returned to the Clerk upon termination of employment, completion of service, or at any time upon request.

12.1.7 Recordkeeping

The Clerk shall maintain a current list of all Employer credit cards, including:

- The name of the officer or employee to whom each card is issued;
- The credit limit established for each card;
- The date issued; and
- The date returned.

Each cardholder shall initial the list to confirm receipt and return of the card.

12.1.8 Compliance

Failure to comply with this policy may result in disciplinary action, repayment of unauthorized charges, revocation of credit card privileges, and/or legal action.

12.2 BUSINESS EXPENSE REIMBURSEMENT

12.2.1 Purpose

The Employer 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 helpful guidance, it cannot address every possible situation. If you have any questions regarding the business nature and/or reimbursement of such expenses, please check with your supervisor before committing to spending any funds. The most effective way to achieve cost-effective business travel is to treat your expenses as if they were your own personal expenses.

12.2.2 Auto Allowance/Mileage

Employees receive reimbursement for direct business mileage. Employees will be reimbursed for mileage on their personal vehicles while performing Employer business. The Employer will utilize the [IRS standard mileage rate](#) as determined on the first day of the calendar year. In all cases, the employee will ensure that an Employer-owned vehicle is not available before using their own vehicle and charging mileage to the Employer.

The use of a personal automobile for business-related travel is only authorized if the car 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 Employer business are the sole responsibility of the employee.



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12.2.3 Spouse's Travel

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

12.2.4 Lodging

Considerations of safety, quality, and reasonableness of room rates should guide the selection of overnight lodging. The Board may authorize lodging for employees attending conferences or work sessions. Employees 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.

12.2.5 Business Meals

Employees may be reimbursed for reasonable and actual expenses incurred for meals while traveling on business. 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 Employer will reimburse meal and incidental expenses following the **federal GSA per-diem rates** (adopted by the IRS for tax purposes). Employees will be reimbursed up to—but not exceeding—the published rates in effect at the time of travel. Reimbursement limits apply to breakfast, lunch, dinner, and incidental costs.

Partial Day Travel: For travel involving only a portion of the day, meal and incidental reimbursement will follow the prorated allowances permitted under the GSA per diem guidelines.

The reimbursement is based on the destination and travel circumstances.

12.2.6 In-State/Out-of-State Travel

In-state travel requests, if budgeted, will be pre-approved during the budget hearing. All out-of-state travel expenses, regardless of the department's budget, must be submitted to the Board for approval, excluding the Fire Department's Training Expenses.

12.2.7 Attendance at Educational Event



Attendance Required - If a firefighter is required by law or by 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 firefighter for the reasonable expenses (e.g., registration fee, lodging) incurred in attending the educational event.



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13

EMPLOYMENT SEPARATION

Amended and approved by the Board on:

Effective date:

13.1 EMPLOYMENT SEPARATION DEFINITIONS

Separation from employment refers to the end of the employment relationship between the employee and the Employer. Separations may be either voluntary or involuntary and are categorized as follows:

13.1.1 Resignation (Voluntary Separation)

An employee-initiated separation in which the employee provides written notice of intent to leave employment. Employees are encouraged to provide at least two (2) weeks' advance written notice to ensure an orderly transition of duties.

13.1.2 Retirement

A voluntary separation due to the employee's decision to leave employment after meeting the requirements for retirement, whether under an Employer-sponsored retirement plan (e.g., MERS) or a personal retirement decision.

Employees should provide advance notice to allow for transition planning and benefits coordination.

13.1.3 Layoff (Reduction in Force)

An involuntary separation initiated by the Employer due to lack of work, budgetary constraints, reorganization, loss of funding, or elimination of a position.

- Layoffs are not based on employee performance and may be temporary or permanent.
- Employees subject to layoff may be eligible for recall or rehire under certain conditions.

13.1.4 Layoff and Recall – Fire Department



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



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13.1.5 Termination (Discharge for Cause)

An involuntary separation initiated by the Employer due to the employee's misconduct, violation of policy, unsatisfactory performance, or other cause as determined by management. Terminated employees are not eligible for rehire.

13.1.6 End of Temporary or Seasonal Employment

A separation that occurs automatically upon completion of the defined assignment, project, or seasonal period. No additional notice is required when employment ends as scheduled.

13.1.7 Job Abandonment

A separation is treated as a voluntary resignation when an employee fails to report to work or contact their supervisor for three (3) consecutive scheduled workdays without authorization. Job abandonment may result in ineligibility for rehire.

13.1.8 Death

Employment is automatically separated upon the death of the employee. The Employer will coordinate with the employee's designated beneficiary or estate regarding final pay and benefits.

13.2 AUTHORITY TO TERMINATE EMPLOYMENT

The Superintendent has the authority to terminate employees up to and including Department Heads. Any termination shall be conducted in accordance with applicable policies, procedures, and laws, and in consultation with Labor Counsel and/or the HR Consultant.

The Board retains the sole authority to terminate the Superintendent's employment, as per the Superintendent's employment contract and applicable policies.



The Parks and Recreation Commission retains the sole authority to terminate the Park Director's employment, as per their employment contract and applicable policies.

13.3 PROHIBITED GROUNDS FOR TERMINATION

Although employment is at-will, the Employer will not terminate employment for reasons that violate federal, state, or local anti-discrimination laws or other legally protected rights.



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EMPLOYEE ACKNOWLEDGMENT FORM

Please check each of the following:

- I acknowledge that I have received and read the Employer's Personnel Policy Manual, which provides essential information about the policies and expectations governing my employment.
- I agree to comply with the policies and guidelines outlined in this manual.
- I understand that the policies outlined in this manual are subject to change at the discretion of the Employer and that any changes will be communicated accordingly.
- I also acknowledge that this manual does not constitute a contract of employment and that my employment remains at-will, meaning either I or the Employer may terminate the employment relationship at any time, with or without cause or notice, except as otherwise protected by law.
- I further understand that it is my responsibility to seek clarification from my direct supervisor if I have any questions regarding the policies contained in this manual.

By signing below, I certify that I have read, understood, and agreed to abide by the policies outlined in the Personnel Policy Manual.

Employee Name (Printed): _____

Employee Signature: _____

Date: _____