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DEFINITIONS

The words and phrases below have the following meanings for the Township of Arlington Personnel Policies and Procedures Manual:

Applicant: A person who has filed an application or submitted a resume for employment with the township.

Board: Refers to the Arlington Township Board.

Call Out: Time worked in cases of emergency, or what may be determined to be eminent need, during non-scheduled hours of any work week, as determined by a department head and subject to review and approval of the Personnel Administrator/Personnel Committee.

CETA: Comprehensive Employment and Training Act.

Compensatory Time: Time off with pay, granted by the township, in lieu of overtime compensation for time worked in excess of the standard work week.

Continuous Service: Uninterrupted service from the date an employee begins work for the township, in accordance with the length of service policy.

Date of Employment: The date the employee begins work for the township, in accordance with the length of service policy.

Deputies: Deputy Clerk, Deputy Treasurer and Deputy Supervisor who serve at the pleasure of the Clerk, Treasurer and Supervisor through the provisions of Public Acts 22 and 23 of 1977 and who are entitled to employee benefits and fringes as outlined in this Personnel Policy and as so budgeted by the Township Board.

Full Time Employee: Those employees who are regularly scheduled to work 20 or more hours per year.

Grievance: An oral or written complaint by an employee regarding the interpretation or application of township policies and procedures which affect the employee's wages, hours, and conditions of employment.

Immediate Supervisor: Those persons designated by the Township Personnel Administrator/Personnel Committee as supervisors for certain employees.

Irregular Part-Time Employees: Those employees who are budgeted to work less than 520 hours per year.

Job Description: A written listing of a position's duties and responsibilities.

Overtime: Time worked in addition to the normal scheduled work week which is non-emergency by nature but determined to be necessary to the conduct of township business by a department head and subject to review and approval of the Personnel Administrator/Personnel Committee. When possible, prior authorization shall be obtained.

Personnel Administrator/Personnel Committee: The Township Supervisor or a person appointed by the Township Board to administer the Personnel Policy as stipulated in the Township Act.

Position: A group of current duties and responsibilities, assigned by the Township Board and specified by a job description, which requires the full or part time employment of one person.

Probationary Employee: An employee serving a specified trial period to determine if mutually compatible conditions exist between the employee and the employer.

Promotion: The movement of an employee to a position of greater responsibility and more difficult duties which has a higher wage rate.

Regular Part-Time Employee: An employee budgeted to work between 520 and 1819 hours per year, with not less than four hours per week.

Temporary Employee: An employee who is scheduled to work for an agreed upon length of time.

Transfer: The movement of an employee to a position of similar or lesser responsibility and equivalent or less duties which has the same or a lower wage rate.

1.0 INTRODUCTION

1.1 Purpose

The Township of Arlington is an equal opportunity employer whose policy is to select personnel and conduct all personnel activities without regard to religion, race, color, national origin, age, sex, height, weight, marital status, or handicap. Arlington Township will maintain a system of uniform and equitable personnel policies and procedures to assure equal treatment of all employees.

1.2 Authority

The provisions in this manual shall take effect January 1, 1979, with all subsequent amendments approved by the Township Board and effective dates of amendments to be established by the Township Board. The Arlington Township Personnel Administrator/Personnel Committee is responsible for the interpretation and administration of all personnel policies and procedures. Any exceptions to the policies and procedures will be made at the discretion of the Arlington Township Board with review of the Personnel Committee.

1.3 Personnel Committee

A Personnel Committee will be composed of two members of the Township Board and two employees. The voting members are appointed by the Supervisor and serve at the pleasure of the board. The Township Supervisor may take into consideration two employee representatives selected by the township employees. One member shall be selected to be Chairperson. The Committee will meet as requested by the Chairperson of the Committee or by a majority of the members of the Committee. Appointments run concurrent to the fiscal year with the employee representatives serving a one year term and Township Board members serving two year alternating terms. The Chairperson will serve a one year term. Representatives may be reappointed, should conditions render new representatives unavailable to serve. The Committee will serve as an advisory capacity to the Township Board in proposing, reviewing and recommending policies directly related to township personnel and present such recommendations to the Township Board for its consideration. The Committee will also perform duties as outlined in the personnel manual or other duties as directed by the Township Board.

Recommendations of the Personnel Committee shall be forwarded to the Township Board which shall have sixty (60) days upon which to take official action on the recommended item. If no action is taken within 60 days, then said item will be placed on the agenda for the next Township Board meeting. All recommendations to the Township Board are sent to the Personnel Director at least seven days before Board action.

Employee meetings will be scheduled on a quarterly basis and other times as needed. Meeting date and time will be approved by a Township Board Officer.

1.4 Scope

These personnel policies and procedures shall apply to all Arlington Township probationary, full time, part time, temporary and special project employees, except where specifically noted. These policies and procedures do not apply to those individuals providing services through contractual agreement with the township.

1.5 Special Project Employees

Persons who are compensated directly by a particular federal state or private grant or program are designated as special project employees. (Special project employees are not considered regular township employees). Where provisions of this manual conflict with provisions of any existing agreement between the township and the funding source, the agreement will supersede the provisions of this manual. As part of the person's orientation, they shall be given a copy of the Personnel Policy by the Deputy Clerk so they can review and become familiar with the provisions. The Policy will then be returned to the Deputy Clerk. The person could then have access to the Policy by requesting it from the Deputy Clerk.

1.6 Revision

The policies and procedures contained in this manual can be changed by a formal resolution of the Arlington Township Board. Employees are encouraged to submit suggestions for changes to the Personnel Administrator and/or Personnel Committee member. The suggestions will be kept in a special file maintained by the Personnel Committee Chairperson and reviewed annually by the Personnel Committee. Annual Review will be conducted and recommendations for amendment made to the Township Board prior to consideration of the following year's fiscal budget. Adopted amendments will become effective on January 1 of the following year unless designated otherwise by the Township Board. This does not preclude amendments being made in regard of special circumstances brought before the Board by the Personnel Administrator/Personnel Committee and/or the Personnel Committee.

1.7 Distribution of the Manual

All employees will receive a copy of the Arlington Township Personnel Policies and Procedures Manual.

2.0 SELECTION

2.1 Size of the Work Force

The Township Board is responsible for the creation of all positions consistent with needs and budgetary limitations. The Board is also responsible for confirming layoffs and recall.

2.2 Recruitment

The Township Supervisor and/or Personnel Committee, shall be responsible for the recruitment process of all township personnel. When an opening occurs, the following procedure will be followed:

a) There will be a posting of the vacant position on the public bulletin Board in the Municipal Building. The posted notice shall contain job title, job summary, minimum qualifications, wage rate, and application deadline. The Supervisor and/or Department Head will establish the application deadline.

b) Concurrent with the public posting, professional and administrative position vacancies may be advertised in local or trade publications or posted at college campuses. All advertisements and posted notices will have the logo: "All persons shall have equal employment opportunities with Arlington Township regardless of race, color, religion, sex, marital status, or national origin." For published advertisements the phrase "An Equal Opportunity Employer" will suffice.

2.3 Applications

Persons desiring employment with the township may complete an application. All applications and resumes received will be retained by the township for one year.

2.4 Screening

Following the deadline for submission of applications, the Supervisor and/or Department Head will determine which applicants possess qualifications which meet the position's minimum qualifications. Additional information maybe obtained by the Supervisor and/or Department Head by checking references from former employers and requesting transcripts as provided by statute. Applicants who meet the minimum qualifications may be scheduled for personal interviews with the Supervisory and applicable department heads, or other township employees at the Supervisor's discretion. All screening procedures for the position of Superintendent/Manager are the responsibility of the Township Board.

2.55 Immigration Control and Reform Act

Before a person is hired, the person must provide documentation to show he or she is authorized to work in the United States. See Appendix H for the form that must be completed.

2.6 Physical Examination

Prospective employees may be required to present evidence of a recent physical examination to the township to assume duties as detailed in the position's job description, by a local doctor of the township's choice at the expense of the township. It is a requirement for all newly hired policemen to pass a pre-employment complete physical, which includes a stress test, at the expense of the township and by a physician designated by the township. New firemen must pass a general physical at the expense of

the township and by a physician designated by the township. It is also required that employees who will drive the township sanitation vehicles as part of their job are required by the Motor Carrier Safety Act to pass a physical examination. The Township reserves the right to waive this requirement.

2.7 Hiring Decision

The Township Board makes the hiring decision. All employees are selected by the Township Board, except for the Deputy Clerk, Deputy Treasurer and Deputy Supervisor, when filling vacancies.

2.8 Personnel Records

An individual personnel file shall be maintained for each employee containing the application or resume, application for retirement, Social Security beneficiary, disciplinary action, doctor's note for sick leave, contribution record to retirement fund, record of promotion or transfer, medical records-physical examination, letters of commendation, record of training, and other pertinent data. Employees shall receive copies of any additions to their files. These records, maintained by the Deputy Clerk, are accessible to the Clerk, Personnel Administrator/Personnel Committee and/or the Supervisor. In addition, any employee may request to see his/her file, which shall be reviewed in the presence of authorized personnel. Upon request, each employee shall also receive a copy of his/her personnel file upon termination.

3.0 EMPLOYMENT

3.1 Orientation

All new employees, on the first day of employment, will complete the necessary tax withholding and group insurance forms at the Municipal Building office. The Township Personnel Administrator/Personnel Committee will review policy and organizational matters and the employee's department head will review job tasks.

3.2 Probationary Period

All full time and part time employees shall serve a six-month probationary period, measured from the employee's first day of work for the township after his/her most recent hiring. The employee's performance will be monitored and evaluated throughout the probationary period by the Personnel Administrator/Personnel Committee and/or Department Head. A mid-probationary report and end probationary report will be prepared in which the Personnel Administrator/Personnel Committee will discuss with the probationary employee his/her work performance. The employee will receive a copy of the report, another copy will be filed in the personnel file, and the Personnel Committee will be forwarded a copy for their review.

The probationary period may be extended for an additional 90 day period, at the discretion of the Personnel Administrator/Personnel Committee and/or Department Head. The employee will be given a written notice of the extension with the reasons and additional

time period. A copy of the notice will be filed in the employee's personnel file and another copy forwarded to the Personnel Committee.

A probationary employee may be discharged by the Township on the advice of the immediate supervisor with the concurrence of the Township Supervisor for any reason during the probationary period. A discharged probationary employee does have the right of a private citizen to address the Township Board concerning the termination.

Special project employees do not serve a probationary period. However, if a special project employee becomes a regular township employee, the employee may be required to serve the probationary period, at the discretion of the Personnel Administrator/Personnel Committee and/or Department Head, depending upon the position being assumed. If probation is not required, the special project employee becomes a regular township employee with credit for all benefits accrued from original date of hire as a special project employee, except for pension eligibility and salary scale.

Any township employee elevated to a position of responsibility greater than the position elevated from shall experience a probationary period of not more than 90 days, without a loss of benefits, in measuring compatibility with the new responsibilities. Resumption of the previous position may result in the event of incompatibility, at the request of the employee or as may be determined by the authority which initiated elevation, should the original position elevated from or its equivalent remain available according to the staffing requirements of the currently budgeted organizational structure. No loss of benefits will occur, although salary adjustments will coincide with employee classifications. An end probationary report shall be prepared in accordance with terms of this section.

3.3 Length of Service

Length of service is a period of continuous and unbroken employment with the township. Continuous length of service is not recognized until the employee successfully completes the probationary period. At that time, the length of service will date back to the first day of work for the township after his/her most recent hiring.

3.4 Loss of Service

An employee shall lose his/her length of service for the following reasons:

- a) Resignation;
- b) Discharge;
- c) Retirement;
- d) Failure to return to work after seven calendar days notice of the recall from layoff; or
- e) Failure to return to work at the expiration of an approved leave of absence.

Exceptions to the above policy may be made at the discretion of the Township Board.

3.5 Vacancies and Transfer

When a vacant position occurs, there will be a posting of the opening as stated in Section 2.2, Recruitment, and current township employees will be eligible to apply. The selection decision will be based on the qualifications of the applicants and length of service with the township will not be a determining factor in the selection process.

3.6 Layoff and Recall

Should it become necessary to reduce the level of staffing for any reason, the Personnel Administrator will decide which positions are to be vacated and employees will be laid off, taking into consideration the employee's seniority and qualifications. The Township Board will confirm all layoffs initiated by the Personnel Administrator. Employees to be laid off will have at least three calendar days notice of the layoff.

When the work force is to be increased, laid off employees will be recalled by seniority within departments as needed, considering their ability and willingness to assume the duties of the vacant position

4.0 HOURS OF WORK

4.1 Recording of Hours

Department Heads are required to keep a record of hours worked by temporary, part time and special projects employees using time sheets developed for this purpose. Employees seeking overtime pay for time worked must turn in a record of time worked to the Deputy Clerk by 5:00 p.m. on the first business day following the end of the pay period. Employees seeking compensatory time for time worked must turn in a record of time worked to the Deputy Clerk the day following the day worked. Any problems concerning the amount of pay or payroll procedures should be directed to the Deputy Clerk.

4.2 Michigan Minimum Wage Law

The Michigan Minimum Wage Law sets minimum wage and overtime compensation for all township employees, except those who hold positions which are exempt from the overtime provisions of the law. The Supervisor, with Township Board consensus, is responsible for determining the positions which are exempt and nonexempt, based on criteria set by law.

5.0 CLASSIFICATION AND COMPENSATION

5.1 Job Descriptions

Current job descriptions are written and maintained by the Personnel Administrator/Personnel Committee. Each job description contains a descriptive job title, general summary of the responsibilities, and a list of typical duties. Job descriptions are reviewed annually by the Personnel Administrator/Personnel Committee for accuracy and completeness. In preparing job descriptions, the Personnel Administrator/Personnel Committee will consider several factors:

a) Input from Department Heads;

- b) Advice from outside agencies;
- c) Input from employees;
- d) Consistency with other township job descriptions;
- e) Legal requirements (e.g., Assessor's Certificate Level II)
- f) Equal Employment Opportunity Guidelines requiring work related qualifications.

If an employee feels his/her job duties have changed during the year, he/she may request the Personnel Administrator/Personnel Committee review the description to determine if a change is necessary. The Board will approve changes in the job description only if an employee's duties and responsibilities have changed significantly.

5.2 Compensation

Each job position comes under a Starting Salary Range Chart.

The Township Superintendent/Manager's salary is established by the Township Board. Wage increases are subject to annual review as part of the township budget process. Adjustments are based upon merit, the cost of living, labor market surveys, and the township's budgetary constraints. Department Heads and the Personnel Administrator/Personnel Committee.

5.3 Payroll Procedures

The pay period is every quarter. Unless other arrangements have been made. Payroll deductions are made as required by federal or state governmental units.

6.0 SAFETY

Employees should report any unsafe conditions or practices to their immediate supervisor or to the Personnel Administrator/Personnel Committee. Employees are required to follow these safety rules listed below.

6.1 Vehicles

Employees shall comply with the State Seat Belt laws when riding in township vehicles. Vehicles are to be operated in a safe manner consistent with weather and road conditions.

6.2 Clothing

Any employee working in or around moving equipment should not wear loose fitting clothing, necklaces, watches, rings, bracelets, scarves, or any other type of clothing or jewelry that could become entangled in or catch on such equipment.

6.3 Hard Hats

Employees of the Public Works Department are furnished hard hats for use during working hours. Hard hats will be worn when working at the job site with hazardous conditions.

6.4 Work Gloves

Employees of the Public Works Department are furnished work gloves for use during work hours. Worn gloves may be exchanged for new gloves at the township office.

6.5 Safety Glasses

The township will provide safety glasses for all public works employees. Safety glasses should be worn when working at a job site with hazardous conditions. The township will replace or repair safety glasses damaged through work provided they were not abused. Any additional cost for prescription lens safety glasses must be reimbursed to the township by the employee.

6.6 Safety Shoes

All full time, part time and temporary public works employees are required to wear safety shoes while working. Employees will be given an allowance over and above the cost of regular shoes to purchase safety shoes.

6.7 Injuries

On the job injuries, even minor ones, must be immediately reported to the immediate supervisor by the injured employee and a copy of the Employees Basic Report of Injury, Appendix G, will be filled out.

7.0 DISCIPLINARY ACTIONS

7.1 Purpose

Arlington Township has established regulations and procedures concerning employee conduct which are deemed necessary to insure the orderly and efficient operation of township business. It is the policy of the township to make every effort to avoid unwarranted discharges. The Personnel Administrator/Personnel Committee shall assure that all disciplinary actions to employees are administered for cause in a fair and consistent manner. The type and severity of the disciplinary action will depend on: the nature and seriousness of the offense; the employee's disciplinary and work record; the employee's length of service; the township's past practice in similar cases; and any mitigating or aggravating circumstances.

7.2 Examples of Misconduct

The following examples are not intended to be all inclusive and each department may have additional specific departmental rules and/or regulations which are applicable to employees working in that department. All departmental work rules shall be posted in the work area.

- a) Violation of the rules and procedures set forth in this manual.
- b) Stealing township or another employee's property.
- c) Drinking alcoholic beverages on the job.
- d) Abusive use of controlled substances (narcotics) as defined by state

and federal regulatory agencies.

- e) Refusal to do an assigned job without sufficient reason.
- f) Sleeping on the job.
- g) Excessive absenteeism or tardiness, including late return from breaks and lunch period.
- h) Careless conduct or neglect of safety rules and procedures.
- i) Walking off duty without permission from immediate supervisor.
- j) Fighting or gambling while on duty.

- k) Carrying weapons on duty without authorization.
- l) Negligent or careless use of township equipment.
- m) Discourtesy to the public.
- n) Falsifying township records.
- o) Falsifying sick leave or funeral leave requests.
- p) Using threatening or abusive language towards another employee.
- q) Conviction of a felony.

7.3 Types of Disciplinary Actions

For each disciplinary action shown below, there is a separate disciplinary procedure. If the employee is not satisfied with the action taken or procedure used the employee may submit a grievance in accordance with the grievance procedure. Prior to any of the following disciplinary actions being taken by the township, the Personnel Administrator/Personnel Committee should conduct a thorough investigation into the alleged offense. The investigation will allow the employee to respond to any charges of misconduct or nonperformance.

a) Oral Reprimand

- 1) The Personnel Administrator/Personnel Committee will discuss the offense with the employee.

- 2) The employee will be informed of what action may be taken if misconduct continues.

- 3) The Personnel Administrator/Personnel Committee will keep a record of the oral reprimand.

b) Written Reprimand

- 1) The Personnel Administrator/Personnel Committee will discuss the offense with the employee.

- 2) The employee will be told what action may be taken if another violation occurs.

- 3) A reprimand memo stating the offense and potential action will be prepared by the Personnel Administrator/Personnel Committee. The Personnel Administrator/Personnel Committee will review the reprimand memo with the

employee. The employee will receive a copy, a copy will be placed in his/her Personnel file, and another copy forwarded to the Personnel Committee. The signature of the Personnel Administrator/Personnel Committee must appear on all copies and employees shall be given an opportunity to sign.

c) Suspension

1) The Personnel Administrator/Personnel Committee will discuss the offense with the employee.

2) A record of the meeting stating the offense and length of suspension will be prepared by the Personnel Administrator/Personnel Committee. The Personnel Administrator/Personnel Committee will review the suspension memo with the employee. The employee will receive a copy, a copy will be placed in his/her personnel file, and another copy will be forwarded to the Personnel Committee.

3) The employee will be suspended for a specified number of working days. While on suspension, the employee will not receive any wages or compensation for holidays or vacation and will not be allowed to use sick days.

d) Discharge/Suspended Discharge

1) The Personnel Administrator/Personnel Committee will discuss the offense with the employee. The employee will be suspended for 24 hours, at the end of such time the employee will be notified of either a discharge or a further period of suspension.

2) The Personnel Administrator/Personnel Committee and the employee will meet after the 24 hour period. A record of the meeting stating the offense and action taken will be prepared by the Personnel Administrator/Personnel Committee. A copy of the discharge/suspension memo will be given to the employee; a copy will be forwarded to the Personnel Committee; and another copy will be placed in his/her personnel file. The signature of the Personnel Administrator must appear on all copies and employees shall be given an opportunity to sign.

3) The employee will be terminated effective immediately.

4) A discharged employee may submit a grievance in an accelerated manner in accordance with Section 9.2, Step C. The employee must present the grievance within three days of the discharge notice.

8.0 GRIEVANCE PROCEDURE

8.1 Eligibility

All employees having served the probationary period are eligible to use the grievance procedure concerning the administration and interpretation of township personnel policies and procedures and other work related actions.

8.2 Steps

a) Employees wishing to discuss a possible grievance must approach the Immediate Supervisor within two working days following the action to be grieved and attempt to settle the difference on an informal basis. It is the employee's responsibility to assure that the Personnel Administrator is aware of the nature and seriousness of the problem.

b) If the problem is not satisfactorily resolved within five working days after conferring with the Personnel Administrator/Personnel Committee, the employee may initiate a grievance. The employee will place his/her grievance in writing and submit it to the Personnel Administrator/Personnel Committee. The Personnel Administrator will have five working days to respond to the problem in writing.

c) If the grievance remains unresolved, the employee will present it to the Personnel Committee. The Personnel Committee will have five days to respond to the grievance.

d) If the grievance is not settled, the employee will present the grievance to the Township Board at its regularly scheduled meeting. The Board will act on the grievance within 15 calendar days. The Township Board's decision will be the official ruling of the township.

8.3 Handicapped Grievance Procedure

Pursuant to the requirements of Section 51.55 (d)(2) of the Revenue Sharing Regulations published in the Federal Register 10/17/83 (31 CFR part 51). The Personnel Committee shall investigate and report factual findings in writing to the complainant within twenty (20) days of received complaint. The report shall include a determination if a handicapped discrimination has taken place and if so, specify a recommended equitable resolution of the program or activity for the Personnel Committee to address. The Personnel Committee shall respond to grievance within five (5) days. If the grievance remains unresolved and requires modification of program or activity it will require action of the Township Board. The complainant shall be notified of time and date of the next regular board meeting. Files, records and reports of the handicap coordinator, additional information or evidence of the complainant or any other interested party is given to the township board in advance of the next regular board meeting at which time a decision shall be rendered by the Township Board.

If complainant does not agree with the official determination of the township board he/she may file a request for review with the Office of Revenue Sharing, Washington, D.C.

9.0 TRAVEL POLICY

9.1 Mileage

Unless a vehicle is provided by the township, all employees having township business to attend to must use their own vehicle and they will be reimbursed at a rate equal to that established by the State of Michigan or the deductible mileage rate allowed by the Internal Revenue Service, whichever is less, and that all subsequent adjustments be made according to a like schedule. Travel must be documented on a travel voucher and submitted to the Deputy Clerk.

9.2 Travel Expenditures

Employees will be reimbursed for actual expenses incurred for meals, lodging, and other travel related cost while on approved township business. Employees must obtain receipts for lodging and document all expenses on the travel voucher.

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

- a) If hotel or other lodging is shared with one or more travelers who receive no travel reimbursement from the township, reimbursement will be at the single occupancy rate of the hotel or motel, regardless of the number of persons and/or rooms occupied. The single occupancy rate should be noted on the receipt.
- b) If hotel or other lodging is shared by two or more township employees, reimbursement will be a proportionate amount of the bill, based on the number of persons occupying the room. It is encouraged, where feasible, that travelers share the same room.

9.3 Travel Voucher

Travel vouchers, available from the Clerk, will be completed to include the following information:

- a) Date and time of departure from Arlington Township.
- b) Date and time of arrival in Arlington Township.
- c) Purpose of the trip.
- d) Total distance traveled in miles.
- e) Record of all meals, lodging, and other expenses incurred on the trip. Travel Vouchers should be submitted to the Clerk on the employee's next regularly scheduled work day.

9.4 Payment for Travel Expenses

Employees will be issued a separate check to cover the travel expenses incurred. Reimbursement will be made after the travel voucher is submitted to the Clerk and the expenses have been approved by the Personnel Administrator/Personnel Committee.

9.5 Travel Advance

Employees may request a travel advance from the Clerk to cover anticipated travel expenses. The advance will be for the estimated travel expenses. The employee is required to complete and submit the travel voucher upon return from the trip. The amount of the advance shall be noted on the travel voucher. Any money received in excess of actual expenses must be returned to the Clerk.

10.0 **TERMINATION**

10.1 **Resignation**

An employee who resigns from township employment should give at least two weeks written notice to the Personnel Administrator. The Personnel Administrator will forward a copy of the written resignation to the Township Board. The notice will be included in the employee's personnel file.

10.2 **Discharge**

An employee to be terminated for disciplinary reasons will be given a written notice by the Personnel Administrator/Personnel Committee with the concurrence of the Township Supervisor with termination effective immediately.

11.0 **EMPLOYEE BENEFITS**

11.1 **Continuing Education**

Employees are encouraged to attend workshops, seminars, and conferences or other training sessions for the purpose of furthering their knowledge in a given area directly related to their tasks. When the township is asked to incur the cost, the continuing education request form (Appendix WE) should be submitted to the board at the appropriated time.

11.2 **Smoking Policy**

Arlington Township is in compliance with P.A. 198 of 1986, the Clean Indoor Air Act.

Smoking is prohibited within the following locations:

Township owned vehicles, and Township owned buildings- inside and within 10 feet of any entrance to the township owned building.

11.3 **Indemnification Policy**

WHEREAS, MSA 3.996 (108); MCL 691.1408 provides, in relevant part, as follows:

"(1) Whenever a claim is made or a civil action is commenced against an officer or employee of a governmental agency for injuries to persons or property caused by negligence of the officer or employee while in the course of employment and while acting within the scope of his or her authority the governmental agency may pay for, engage, or

furnish the services of an attorney to advise the officer or employee as to the claim and to appear for and represent the officer or employee in the action. The governmental agency may compromise, settle, and pay the claim before or after the commencement of a civil action.

Whenever judgment for damages is awarded against an officer or employee or a governmental agency as a result of a civil action for personal injuries or property damage caused by the officer or employee while in the course of employment and while acting within the scope of his or her authority, the governmental agency may indemnify the officer or employee or pay, settle or compromise the judgment. ...

(2) When a criminal action is commenced against an officer or employee of a governmental agency based upon the conduct of the officer or employee in the course of employment, if the employee or officer had a reasonable basis for believing that he or she was acting within the scope of his or her authority at the time of the alleged conduct, the governmental agency may pay for, engage, or furnish the services of an attorney to advise the officer or employee as to the action, and to appear for and represent the officer or employee in the action. An officer or employee who has incurred legal expenses after December 31, 1975 for conduct prescribed in this subsection may obtain reimbursement for those expenses under this subsection. ..."; and, WHEREAS, it is the desire and intent of the Township Board of the Township of Arlington to provide the protection authorized by this statutory language to its officers and employees who face such civil claims or criminal prosecution as a result of actions performed by them while in the course of their employment and while acting within the scope of their authority;

NOW, THEREFORE, the Township Board of the Township of Arlington does hereby resolve that it shall provide to its officers and employees the protection and benefits described in MSA 3.9961(108)(1) and (2) in such circumstances as are described in those sections, where such protection are not otherwise afforded by policies of insurance carried by the Township.

APPENDIX E

CONTINUING EDUCATION REQUEST FORM

1. _____ as _____

(name of participant) (position) of the Township of Arlington
would like to attend

_____ to be held at
(name of conference, workshop, etc.)

_____ on
_____ (location) (date)

2. I am requesting: ___ financial aid ___ time off ___ both

3. The total cost is \$_____ and my financial arrangements are as follows:

\$ _____ Township budgeted item, if appropriated

\$ _____ Scholarship grant

\$ _____ Personal

4. Plans for the coverage of my position while gone are:

EMPLOYERS BASIC REPORT OF INJURY

THIS REPORT MUST BE FILLED OUT WITHIN AN EIGHT (8) HOUR WORKING DAY BY THE INJURED EMPLOYEE'S IMMEDIATE SUPERVISOR OR FOLLOWING THE CHAIN OF COMMAND. RETURN TO THE CLERK.

1. Injured Employee

2. Social Security No.

3. Address

4. Phone

5. Date of injury _____ Approximate Time _____

6. Last Date Worked _____ Did Employee Die _____

7. Location of Injury

8. Name of Physician

DESCRIPTION OF ALLEGED INJURY:

A. Describe the injury or illness: _____

B. Part of body directly affected by the injury or illness:

C. Describe the events that caused the injury (did he/she fall, was he/she operating machinery, did he/she get struck):

D. Name the object or substance which directly injured the employee:

Signature of Immediate Supervisor or next in chain of command.
