



VILLAGE COUNCIL PACKET
Tuesday, December 28, 2021

Prepared by:

Crystal Budde, Village Clerk

Brady Selner, Village Administrator

MEETING AGENDA

Village Council of the Village of Shelby
Tuesday, December 28, 2021, 6:30 P.M.
218 N. Michigan Ave.
Shelby, MI 49455



Agenda Topics:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Review minutes of the previous meetings:
 - a) December 13, 2021
5. Additions to Agenda
6. President's Report
7. Village Administrator's Report
8. Department Heads' Report
9. Correspondence:
 - a) Shelby Township Master Plan Public Hearing Notice
10. Public Participation:
11. Old Business:
 - a) Employee Handbook and Wage Scales **AR**
12. New Business:
 - a) Sewer Revenue Bond Authorizing Ordinance **AR**
13. Reports of Officers, Boards & Committees
 - a.) Planning Commission Chair Ex- Officio: John Sutton, Paul Inglis
 - b.) Water & Sanitation Chair: Bill Harris, Co-Chair: Steve Crothers
 - c.) Streets & Sidewalks Chair: Dan Zaverl, Co-Chair: Mike Termer
 - d.) Parks, Rec & Bldgs. Chair: Damian Omness, Co-Chair: John Sutton

e.) Finance & Insurance Chair: Steve Crothers, Co-Chair: Bill Harris

f.) Personnel Chair: John Sutton, Co-Chair: Damian Omness

g.) Ordinances Chair: Mike Termer, Co-Chair: Dan Zaverl

14. Payment of Bills: December 28, 2021

15. Adjournment:

**AR-Action Requested
D-Discussion Item**

NEXT MEETING: **Monday, January 10, 2022**
NEXT RESOLUTION: 78-21
NEXT PROCLAMATION: 02-21
NEXT ORDINANCE: 02-21

**VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF MONDAY, DECEMBER 13, 2021 at 6:30 P.M.
COUNCIL PROCEEDINGS**



1. CALL TO ORDER:

The regular meeting of the Common Council of the Village of Shelby was called to order at 6:30 P.M. by President Paul Inglis.

2. ROLL CALL:

Answering the roll call: Mike Termer, Steve Crothers, Paul Inglis, Dan Zaverl, Damian Omness, Bill Harris, and John Sutton.

Staff present: Village Administrator Brady Selner, Village Clerk/Treasurer Crystal Budde, DPW Supervisor Jeremiah Helenhouse, and Police Chief Steve Waltz.

3. PLEDGE OF ALLEGIANCE: All stood for the Pledge.

4. MINUTES:

a.) November 22, 2021

Steve Crothers moved to approve the minutes of the Regular Council Meeting of November 22, 2021 as prepared.

Seconded by: Dan Zaverl.

Voice Vote: All in favor.

Motion Carried.

b.) December 6, 2021

Damian Omness moved to approve the minutes of the Special Council Meeting of December 6, 2021 as prepared.

Seconded by: Steve Crothers.

Voice Vote: All in favor.

Motion Carried.

5. ADDITIONS TO THE AGENDA:

Property Foreclosure - to be placed under New Business.

6. PRESIDENT'S REPORT: Nothing to report.

7. ADMINISTRATOR'S REPORT:

VA Selner reported that Clerk/Treasurer Crystal Budde and he have begun to develop the first draft of

the budget. Salaries and fringe benefits have been calculated and they have begun to work through all other revenue and expenditure line items. A Finance and Insurance Committee meeting will be scheduled for the end of December to review the first draft of the budget.

The Village has received the Legal and Editorial Research and Report for the Village Ordinances. There is a 60-day review period to respond to the comments found in the report. An Ordinance Committee meeting will be scheduled to begin reviewing and responding to the items identified in the report. The Village must have the responses completed and returned to American Legal Publishing by February 3, 2022.

To date, the Planning Commission has had four meetings regarding the Zoning Ordinance Rewrite. There will be no meeting in December, but the Planning Commission will meet in January to continue the project.

VA Selner reported that the Christmas Tree Lighting Event was a success. Thanks to Damian Omness, Kelly Omness, Crystal Budde, DPW Staff, and all who sponsored and donated to make the event possible. Hometown Pharmacy was the winner of the window display competition and was awarded a gift basket from Woodland Farm Market. VA Selner and staff are looking forward to making it bigger and better next year.

VA Selner met with Julia Turnbull, the Village's RRC Planner. The Village is nearing completion of RRC Certification with just a few items to complete. The major item will be completion of the Village's Zoning Ordinance rewrite to ensure RRC best practices. In addition, the Village still needs to implement online payments for development/zoning requests; conduct a joint meeting with the Planning Commission and Village Council; and, obtain a copy of the bylaws for the County Brownfield Redevelopment Authority. Once certified, the Village will have annual requirements to complete in order to remain in compliance.

8. DEPARTMENT HEADS' REPORTS:

DPW Supervisor Jeremiah Helenhouse reported that the Christmas Tree at the Pocket Park was donated by Doug and Michelle Pider.

Chief Waltz had nothing to report.

9. CORRESPONDENCE:

a.) Letter from Senator Jon Bumstead

A letter was received from Senator Jon Bumstead stating that the Michigan Senate passed Senate Bill 565 on December 2, 2021. The bill utilizes Restricted and Federal funding totaling \$3.3 billion dollars, which will go toward the protection of natural water sources, dams, drinking water, and many other initiatives. Local communities will see a major benefit from the investment in water infrastructure made under the bill. It includes \$340 million in total payments to local governments, but most of the \$3.3 billion in funding will be made available to local communities through a variety of grant programs.

b.) Email received from Shelby Public Schools Superintendent Tim Reeves

Shelby Public Schools Superintendent Tim Reeves sent an email to Village President Paul Inglis thanking Chief Waltz and the Shelby Police Department for the extra support offered to the school as they navigated the recent negative school communications. The immediate and constant attention that was given to the school helped to keep kids safely and securely in school and reinforce a higher level of normality within the buildings.

10. CITIZEN PARTICIPATION: No Citizen Participation.

11. OLD BUSINESS: No Old Business.

12. NEW BUSINESS:

a.) Fiscal Year 2021/2022 Third Quarter Budget Amendments

The Village is nine months into Fiscal Year 2021/2022. The information is intended to provide a status update; to identify internal amendments made to department budgets; and, to identify budget amendments requiring Council approval. Some of the major budget items to note for the third quarter include:

1. Revenue increase in the General Fund from higher than budgeted property tax revenue.
2. Increase in miscellaneous revenues including reimbursement for the damage at Memorial Park; Rotary Club and Community Foundation donations for downtown Pocket Park amenities; and, the Fall Festival sponsorship money.
3. Wage adjustments in the Clerk, Administrator, DPW, and Parks Departments. DPW wages were higher than normal in the Parks Department due to the work involved with the Pocket Park and the absence of a part-time DPW position.
4. Higher than anticipated health insurance costs in the Police Department. The part-time wages were amended to account for the increase in health insurance costs.

Steve Crothers moved approve the Fiscal Year 2021/2022 third quarter Budget Amendments as presented.

Seconded by: Damian Omness.

Roll Call Vote:

Ayes: Crothers, Omness, Termer, Zaverl, Harris, Sutton, and Inglis.

Motion Carried 7-0.

b.) Employee Handbook and Wage Scale Update

After several months, the Employee Handbook is ready for consideration by Village Council. The Personnel Committee has spent several months reviewing, discussing, and making edits to the document. The Employee Handbook has been recommended by the Personnel Committee for adoption. Once adopted by Village Council, all other agreements and Personnel Policies will be

rescinded. Some notable changes from the Village's current policies:

1. Moving to a single PTO bank accrued per pay period.
2. A change in retirement benefits. Setting a 4-year vesting period (for new hires) and increasing the Village's maximum contribution to 6%.
3. Allowing new hires to begin at a higher wage step if qualifications warrant the increase. Authorizes the Village Administrator to start an employee at Step 2 or 3. Any step above 3 would require Personnel Committee approval.
4. Paying full-time police officers 2,184 hours per year (12-hour shift schedule).
5. Adding continuation of shift language for the Department of Public Works.
6. The addition of one holiday.
7. Providing time and one-half pay for part-time police officers.
8. Allowing temporary status change under extenuating circumstances.
9. Addition of Family or Medical Leave Policy (FMLA).
10. Providing maximum reimbursement amounts to Travel Expense Policy.
11. Giving the authority to Department Heads to terminate/suspend employees with Village Administrator approval and giving the Village Administrator authority to terminate Department Heads with Personnel Committee approval.
12. Purchasing policy authorizes the Village Administrator to dispose of obsolete equipment with the requirement to notify Village Council within 30 days and adds critical infrastructure supplies as a pre-approved expense.
13. Addition of Cellular Telephone Reimbursement Policy for employees that require the use of their cell phones.

In addition to updating Personnel Policies and job descriptions, wage scales have been created. Individual wages will not be changed as part of this process. The wage scales will be used for new hires and possible step increases for current employees after an annual evaluation that reflects positive results.

The goal of the update is to encourage greater employee longevity; provide clear expectations for all employees; and, explain all available benefits offered to employees. Village staff and the Personnel Committee believe the new Employee Handbook will accomplish those goals.

The consensus of the Village Council is to take more time for Council members to thoroughly review the proposed Employee Handbook and to take action at the next Regularly Scheduled Council meeting.

c.) 2022 Village Council and Planning Commission Schedule

To maintain compliance with the Open Meetings Act, Village Council must adopt the 2022 Village of Shelby Council and Planning Commission meeting schedules. The schedules will be posted at the Village Hall; shared with the media; on the Village website; and, on the Village's Facebook page. It is proposed to begin the Village Council meetings at 6:00 P.M. as opposed to 6:30 P.M., and the November Planning Commission meeting was set for November 8th, 2022 to avoid a conflict with opening day of the 2022 deer hunting season.

Steve Crothers moved to adopt the proposed 2022 meeting schedules for the Village of Shelby Council and Village of Shelby Planning Commission.

Seconded by: Dan Zaverl.

Voice Vote: All in favor.

Motion Carried.

d.) Foreclosed Property - 046-618-003-00

Per MCL 211.78m (6), any unsold foreclosed property shall be transferred to the Village in which the property is located prior to year-end. The Village may object in writing to the transfer. If the Village does not object in writing, then the property will be transferred on or before December 21st. If the Village objects to the property transfer, then the property will be transferred to the Oceana County Land Bank Authority for future planning or sale. Parcel 046-618-003-00 which is located on Sessions Road is unsold foreclosed property that is landlocked.

Steve Crothers moved to object to the transfer of property (parcel number 046-618-003-00) to the Village of Shelby and to approve the transfer of said parcel to the Oceana County Land Bank Authority for future planning or sale.

Seconded by: Dan Zaverl.

Roll Call Vote:

Ayes: Crothers, Zaverl, Termer, Omness, Harris, Sutton, and Inglis.

Motion Carried 7-0.

13. COMMITTEE REPORTS:

a. PLANNING COMMISSION: Chair and Ex-Officio: Ross Field, Paul Inglis:

Nothing to report. The Planning Commission meeting in December was cancelled and they will be meeting January 18, 2022.

b. WATER & SANITATION: Chair: Bill Harris, Steve Crothers:

Nothing to report.

c. STREETS AND SIDEWALKS: Chair: Dan Zaverl, Mike Termer:

Nothing to report.

d. PARKS, REC. & BLDGS: Chair: Damian Omness, John Sutton:

Parks, Recreation, and Buildings Committee Chair Damain Omness thanked everyone for the work they did to get ready for the Christmas Tree Lighting. It is planned to make next year bigger and better.

e. FINANCE and INSURANCE: Chair: Steve Crothers, Bill Harris:

f. Nothing to report.

g. PERSONNEL: Chair: John Sutton, Damian Omness:

The Personnel Committee met on December 6, 2021 to review VA Selner’s annual evaluation of his employment. He had a great evaluation and the hope is that he will continue his employment with the Village of Shelby for a few more years.

h. ORDINANCES – Chair Mike Termer, Dan Zaverl:

Nothing to report.

14. PAYMENT OF BILLS: Steve Crothers moved to approve the payment of the bills in the amount of \$125,689.59.

Seconded by: Mike Termer.

Roll Call Vote:

Ayes: Crothers, Termer, Zaverl, Omness, Harris, Sutton, and Inglis.

Motion Carried 7-0.

15. ADJOURNMENT: Bill Harris moved to adjourn the meeting at 7:56 P.M.

Seconded by: Steve Crothers.

Voice Vote: All in favor.

Motion Carried.

Council minutes are not official until approved at the December 28, 2021 Council meeting.

Approved

Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer

Date



Date: December 23, 2021

To: Paul Inglis, Village President
Village Council Members

From: Brady Selner, Village Administrator

Subject: Administrator's Report for the December 28, 2021, Council Meeting

Getty Park Project: The MEDC announced a CDBG Public Gathering Spaces Initiative that will provide grants between \$200,000 to \$1 million for projects like farmers markets, parks, town squares, playgrounds, and amphitheaters. The program addresses the shift toward a greater interest in and use of outdoor public spaces, recognizing the value they provide for community members of all ages and backgrounds to gather year-round. John Wilson and I have discussed this opportunity and we plan to apply for funding to enhance the amenities planned for Getty Park. I grant will not officially open until the new year. I will keep Council updated as we prepare the application into the new year.

Sewer Rate Increase: The Village Voice newsletter was sent out this week to inform residents of the Sewer Rate increase that will take effect January 1st, 2022. The USDA Sewer Bond will be refinanced with a bond issued by Shelby State Bank on a 15-year term. This will reduce the existing term by 9 years, resulting in a savings of just under \$1.3 million. To support the refinance, a 10% sewer rate increase was necessary.

FY2022-2023 Budget: A Finance & Insurance Committee has been tentatively scheduled for Wednesday, January 5th, to review the preliminary budget.

Christmas and New Year's: Village Hall will be closed Friday, December 24th and Monday, December 27th for the Christmas Holiday and on Friday, December 31st, and Monday, January 3rd for New Year's Eve, and observance of New Year's Day.



Shelby Township Public Notice

Please take notice that the Shelby Township Planning Commission will hold a public hearing during its regular meeting on Wednesday January 12, 2022, at 7:00 PM, at the Township Hall, 204 North Michigan Avenue, Shelby, Michigan, for the purpose of considering a proposed Master Plan.

Copies of the proposed Master Plan are available for public viewing during regular business hours at the Township Hall or on the township website, www.shelbytownshipoceana.com.

Written comments will be received at the following address until the night of the hearing:

Shelby Township Planning Commission
204 N Michigan Avenue
PO Box 215
Shelby, MI 49455

If you are planning to attend this hearing and are handicapped requiring any special assistance, please notify the Township Clerk by calling 231-861-5853.



Village Council
Item Cover Page

Meeting Date:	December 28, 2021
Agenda Item:	Employee Handbook and Wage Scale Update
Budget Impact:	Up to \$14,500 across all funds
Recommendation:	Adopt the new Employee Handbook and Wage Scales
Staff Contact:	Brady Selner, Village Administrator

Background:

At the Village Council meeting on December 13th a decision on the Employee Handbook was postponed to allow for additional review of the document. A few minor updates were made to the Employee Handbook. Included in the electronic copy of your packets, is the updated Employee Handbook – with tracked changes and a clean version of the Employee Handbook. Additionally, we have added a table comparing the old time off with the new proposed PTO schedule. Please submit your questions and concerns by December 27th so we can address them at the meeting. Below is the contents from the Item Cover Page from the December 13th Council meeting.

After several months, the Employee Handbook is ready for consideration by Village Council. The Personnel Committee has spent several months reviewing, discussing, and making edits to the document. The Employee Handbook included in your packets is recommended for approval by the Personnel Committee. Once adopted by Village Council, all other agreements and personnel policies will be rescinded. Below are some notable changes from our current policies:

1. Moving to a single PTO bank accrued per pay period.
2. A change in retirement benefits. Setting a 4-year vesting period (for new hires) and increasing the Village's maximum contribution to 6%.
3. Allowing new hires to begin at a higher wage step if qualifications warrant the increase. Authorizes Village Administrator to start an employee at Step 2 or 3. Any step above 3 would require Personnel Committee approval.
4. Paying full-time police officers 2,184 hours per year (12-hour shift schedule).
5. Adding continuation of shift language for the Department of Public Works.
6. The addition of one holiday.
7. Providing 1.5x holiday pay for part-time police officers.

8. Allowing a temporary status change under extenuating circumstances.
9. Addition of Family or Medical Leave Policy (FMLA).
10. Providing maximum reimbursement amounts in Travel Expense Policy.
11. Giving the authority of Department Heads to terminate/suspend employees with Village Administrator approval, giving Village Administrator authority to terminate Department Heads with Personnel Committee approval.
12. Purchasing policy authorizes Village Administrator to dispose of obsolete equipment with the requirement to notify Village Council within 30 days and adds critical infrastructure supplies as a pre-approved expense.
13. Addition of a Cellular Telephone Reimbursement Policy for employees that require the use of their cell phones.

In addition to updating personnel policies and job descriptions, wage scales have been created. Individual wages will not be changed as part of this process. The wage scales will be used for new hires and possible step increases for current employees after an annual evaluation with positive results.

The goal with this update was to encourage greater employee longevity, provide clear expectations for all employees, and explain all available benefits offered to employees. Village staff and the Personnel Committee believe the new Employee Handbook will accomplish these goals.

Supporting Documents:

Employee Handbook – Edited from December 13th (New)

Time Off Comparison (New)

Wage Scale Document

Budget Impact Analysis

Data Used for Wage Scales

MML Benefits Summary

Motion by _____ seconded by _____ to adopt Resolution No. 74-21.

Employee Handbook Acknowledgement and Receipt

I received my copy of the Employee Handbook.

The Employee Handbook describes important information about the Village of Shelby ("Village"), and I understand I should consult the Village Administrator with any questions not answered in the handbook. I have entered my employment relationship with the Village voluntarily and acknowledge that there is no specified length of employment. **Accordingly, absent a Collective Bargaining Agreement that applies to my employment, either I or the Village can terminate the employment, with cause, so long as there is not a violation of applicable federal or state law.**

This Employee Handbook and the policies and procedures contained herein supersede all prior practices, oral or written representations, or statements concerning the terms and conditions of my employment with the Village. By distributing this Employee Handbook, the Village expressly revokes all previous policies and procedures inconsistent with those contained herein. I understand that the policies and procedures contained within the Employee Handbook may be changed at any time by the Village. All such changes will be communicated through official notices, and I understand revised information may supersede, modify, or eliminate existing policies or procedures. Only the Village Administrator, with Village Council approval, has the ability to adopt any revisions to the policies and procedures in this Employee Handbook.

I understand and agree that nothing in the Employee Handbook creates or is intended to create a promise or representation of continued employment and that employment at the Village, absent a Collective Bargaining Agreement that applies to my employment, is employment at-will, which may be terminated, with cause, at the will of the Village or myself. Furthermore, I acknowledge this Employee Handbook is neither a contract of employment nor a legal document.

I reviewed the Employee Handbook, and I understand it is my responsibility to read and comply with the policies and procedures contained in this handbook and any revisions made to it.

Employee Signature

Date

Department Head Signature

Date

TO BE PLACED IN PERSONNEL FILE

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Section 1 - General Policies

Section 1.00 - General Purpose Personnel Policy Statement

I. PURPOSE

To establish policies and procedures to guide administrative action on various personnel activities of the Village of Shelby (“Village”).

II. APPLICATION

The policies and procedures in this Employee Handbook apply to all Village employees. If one or more provisions of this policy are superseded by or become in conflict with state or federal laws, or if they are determined by a court of competent jurisdiction to be inappropriate and voided, then the balance of the policy shall remain in effect.

The Village Council is responsible for the creation of policies for the operation of the Village. The Village Administrator is responsible for implementation of Village policies and has administrative control over Village operations. Any situation, circumstance, or condition not covered by the Employee Handbook shall be referred to the Village Administrator. There are no precedents or understanding, real or imagined, which continue after the effective date of the adoption of the Employee Handbook unless specifically addressed herein.

III. POLICY

- a. Policies have been developed to assist employees of the Village to understand the terms and conditions of their employment. These personnel policies are subject to change.
- b. An Employee Handbook containing applicable personnel policies, procedures, and benefits, shall be given to all employees of the Village. Employees will be required to sign a statement indicating that they have received a copy of the Employee Handbook and that they understand that the policies contained therein, are subject to change, and govern their employment with the Village.
- c. This Employee Handbook, or any other written or verbal communication by the Village, is not intended as and does not create a contract of employment, either expressed or implied.

SECTION 1.01 - Equal Employment Opportunity

I. PURPOSE

To establish a policy guaranteeing equal opportunity in employment. To prevent discrimination and encourage fairness in hiring, promotion, and other workplace practices to encourage a diverse and multi-talented workforce.

II. POLICY

The Village is an equal opportunity employer. The Village provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, marital status, sex, height, weight, military status, or any other category protected by state or federal law. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, promotion, termination, leave of absence, compensation, and training.

If an employee believes that they have been the victim of discrimination, they should report that fact immediately to the Village Administrator. In the event of an alleged act of discrimination caused by the Village Administrator, the complaint shall be made to the Village President with the Village Attorney copied on the complaint. The Village will ensure that a prompt and equitable resolution of the complaint is achieved.

SECTION 1.02 - Harassment Policy

I. PURPOSE

To prohibit sexual harassment, intimidation, or exploitation in the workplace or in connection with Village business and to maintain a workplace free of harassment.

II. POLICY

Harassment

Harassment is unlawful. It is the policy of the Village that any form of harassment of employees or applicants for employment based on race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, marital status, sex, height, weight, military status, or any other category protected by state or federal law is prohibited and will not be tolerated.

Harassment is unwelcome verbal, physical, or written conduct directed toward, or differential treatment of, an employee because of their membership or perceived membership in any protected group, which may include any of the following: offensive or degrading remarks, verbal abuse, or other hostile behavior such as insulting, teasing, mocking, degrading, or ridiculing another person or group; racial slurs, derogatory remarks

about a person's accent, or display of racially offensive symbols; unwelcome or inappropriate physical contact, comments, questions, advances, jokes, epithets, or demands; physical assault or stalking; and/or displays or electronic transmission of derogatory, demeaning, or hostile materials.

The Village has zero tolerance for any form of harassment of employees or applicants for employment based on any protected classification described above. Any employee who feels they are a victim of harassment, including but not limited to any of the conduct listed above, by any department head, other employee, vendor, third-party, or representative of the Village, or any other person in connection with employment with the Village is expected to bring the matter to the *immediate* attention of their department head and/or the Village Administrator.

The Village will promptly investigate and take appropriate action on all allegations of harassment in accordance with Section 8.00 – Grievance Procedure herein.

Sexual Harassment

Sexual harassment is unlawful. It is the policy of the Village that any form of sexual harassment of employees or applicants for employment is prohibited and will not be tolerated.

Sexual harassment is unwelcome sexual conduct, which may include one or more of the following: sexual advances or propositions; requests for sexual favors; verbal abuse of a sexual nature, including sexually explicit or degrading references to another person, or similar language; unwelcome touching; the display of sexually suggestive objects or pictures; sexually explicit or offensive jokes; or physical assault.

Any employee who feels they are a victim of sexual harassment, including but not limited to any of the conduct listed above, by any department head, other employee, vendor, third-party, or representative of the Village, or any other person in connection with employment with the Village is expected to bring the matter to the *immediate* attention of their department head and/or Village Administrator.

The Village will promptly investigate and take appropriate action on all allegation of sexual harassment in accordance with Section 8.00 – Grievance Procedure herein.

SECTION 1.03 - Violence in the Workplace

I. PURPOSE

To comply with the Village's obligation to furnish each employee with a workplace free from recognized hazard that are causing or likely to cause death or serious physical harm to its employees.

II. POLICY

The Village has a zero-tolerance policy toward workplace violence and is committed to compliance with Section 5(a) of the Federal Occupational Safety and Health Act of 1970 which requires the Village to furnish each employee with a workplace free from recognized hazards that are causing or likely to cause death or serious physical harm to its employees.

The Village will not tolerate words, acts, or behaviors that are likely to result in workplace violence and which may include but are not limited to, abusive language, hitting or shoving, threats of bodily harm, threats of violence, verbal or physical assault, intimidation, brandishing an object which may be used as a weapon, or the sending of threatening, harassing, or abusive e-mails or text messages.

All employees are responsible to minimize workplace violence. Any employee who observes any violation of this Policy must immediately report the violation to their department head. In cases where a department head is alleged to have violated this Policy, the report shall be made to the Village Administrator. In cases where the Village Administrator is alleged to have violated this Policy, the report shall be made to the Village President.

III. INVESTIGATIONS AND SANCTIONS

Department heads shall respond promptly to reports of any violation of this Policy through fair and objective investigation. The department head upon receiving a report of workplace violence shall:

1. Determine if an immediate threat to safety of employees or others exist. If yes, call 911.
2. Separate personnel from the point of threat or anger.
3. Attempt to calm the aggressor if it can be done safely.
4. If an employee is the aggressor, suspend them pending an investigation.

5. Notify the Village Administrator of the issue. Based on a determination of the Village Administrator, determine whether notification to the Shelby Police Department is necessary.
6. Initiate a fair and complete investigation.

Any person who, in the opinion of the immediate supervisor, poses a threat to himself or others shall be removed from the premises and shall remain off Village premises pending the outcome of an investigation. Such removal of any employee will be immediately reviewed by the Village Administrator.

The Village reserves the right to use any lawful method of investigation deemed necessary to determine whether an employee has engaged in conduct which violates this Policy. Employees entering or leaving Village premises are subject to questions and search, including lockers, vehicles, and personal possessions. Any search will be undertaken as discreetly as possible and only after the Village has formed reasonable suspicion a violation of this Policy has occurred. Failure to comply or violations of this Policy may result in corrective or disciplinary action, up to and including discharge.

SECTION 1.04 - Social Security Number Privacy Policy

I. PURPOSE

The Village is required by the Michigan Social Security Privacy Act to control the privacy of Social Security Numbers (SSNs). It also requires the establishment, publication, and enforcement of a policy regarding control and privacy.

II. POLICY

In accordance with the Social Security Number Privacy Act, the Village will keep all social security numbers confidential and will not disclose social security numbers unlawfully. Personnel and payroll records are kept in locked file cabinets, only accessible to the Village Clerk/Treasurer and Village Administrator. The Village uses your Social Security Number only for specific limited administrative purposes, allowed by law. Currently, these include to verify employment, investigate driving history, and to administer our various benefit programs. Any documents containing social security numbers that are destroyed will be shredded in accordance with record retention guidelines. Any person who violates this privacy policy is subject to discipline up to and including termination.

SECTION 1.05 - Personal Health Information Policy

I. PURPOSE

The Village sponsors group health plans that provide medical, dental, and other benefits to eligible employees. The Privacy Rules under the Health Insurance Portability and Accountability Act (HIPAA) generally restrict the ability to use and disclose certain health or medical information about you that is created or received by these group health plans or by the Village in connection with these group health plans. This Notice describes how medical information about you may be used or disclosed and describes your legal rights regarding your medical information. References to the Plan throughout this notice also shall mean the Village, as plan sponsor. If you have any questions about this Notice, please contact the Village Clerk/Treasurer, who serves as plan administrator.

II. POLICY

The Health Insurance Portability and Accountability Act (HIPAA) was enacted by Congress in 1996. One of the provisions of the Act provides for privacy in transactions of health information. Privacy regulations were finalized in 2002 and became effective April 14, 2003. The protection of PHI is regulated.

Personal health information, whether transmitted electronically, orally, photographically, or written is strictly confidential and protected by law and this policy. Even verbal transmission is to be of such voice level to prevent being overheard by others. The provision of health care is not intended to be impeded by privacy laws.

The fundamental principle is that all employees are to be sensitive to and make effort to maintain the security of all PHI which comes to our attention and take all steps necessary to avoid inadvertent use or disclosure of PHI.

Employer Responsibilities

The Village is required to comply with HIPAA because the Village has employees covered by a health plan.

1. Prevent the use or disclosure of PHI without the authorization of the affected individual. Employees must specifically indicate whether they want information transmitted to or withheld from family members.
2. Protect all medical records and other individually identifiable health information held or discovered in any form whether electronic, paper, or verbal.
3. Keep records of use of the information, must receive written authorization prior to the dissemination of the information, must train employees on privacy protection, and establish a grievance procedure.

The Village may use or disclose PHI for the purposes of:

1. Treatment, payment, or health care operations.

2. Transmission to the insurance carrier of record.
3. Making determination of employee fitness for duty, promotion, and absences related to performance.
4. Conferring with doctors and health providers when the issue is job related or an on-the-job injury.
5. The exchange of patient information needed for the treatment of the patient, billing, or essential health care operations.

Employee Responsibility

Any employee who by reason of authority, opportunity, accident, or error has knowledge of PHI of any other employee, employee's family, or customer at the Village shall:

1. Keep the information confidential.
2. Refrain from discussing with any other employee or supervisor knowledge of PHI without obtaining consent of the employee.
3. Prevent the sending by mail, or electronic transfer, or by in-person discussion or by telephone or radio waves any PHI without the consent of the individual expect that which is necessary for providing immediate health care.
4. Make a record of, or copy of, information disseminated to show that only the minimum necessary information was divulged. The record will include the reason, and the recipient's information.

Injured employees shall designate either their department head or the Village Administrator as the recipient of pertinent information. (This information will also be available to the worker's compensation carrier.)

Employees involved with dissemination of Police Department reports containing PHI shall ensure such reports are reviewed and PHI is redacted from the reports prior to delivery to any third party.

Employees shall file an authorization form with the Village Clerk/Treasurer before any assistance by the administration provided to rectify problems with insurance carriers or doctors.

Verification Requirements

Prior to disclosure of PHI, the Village must:

1. Verify the identity of the person requesting PHI and the authority of such person to access PHI, if the identity or authority of such person is not already known by the Village; and
2. Obtain any documentation, statements, or representations, whether oral or written, from the person requesting the PHI when such documentation, statement, or representation is a condition of the disclosure under HIPAA.

Freedom of Information

Neither the routine insurance requests nor FOIA requests shall include PHI: This includes photographs, comments in reports, and codes on reports.

Complaint Procedure

If an employee has reason to believe that any PHI has been improperly secured or wrongfully disclosed the procedure for complaints is:

1. Employee shall immediately or as soon as practical notify the Village Administrator of the circumstances.
2. The Village Administrator shall investigate the complaint and respond in writing within ten (10) business days with the following:
 - a. Unsubstantiated – the action was with the parameters of the Village policy and necessary activity.
 - b. Substantiated Without Intent – Error was accidental or inadvertent, disclosure was a violation of the Village policy, and correction action was taken.
 - c. Substantiated with Intent – Corrective action taken, and discipline imposed.
3. A copy of the Village Administrator's disposition will be filed in:
 - a. The Complaint file;
 - b. The Aggrieved employee record; and
 - c. The Violator's file

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Section 2 – Employment Conditions

SECTION 2.00 - Pre-Employment Inquiries and Employee Selection

I. PURPOSE

To establish policies and procedures regarding employee selection and to ensure employees hired can perform the essential functions of the job.

II. POLICY

The Village Council is responsible for the selection, employment, and discharge, of the Village Administrator. The Village Administrator and department heads, when applicable, are responsible for the selection, employment, and discharge of all other employees of the Village.

Applicants offered a position with the Village may be required to undergo either a skills, background, or medical examination to the extent the examination is sufficiently job related. When a medical examination is required, any offer of employment an applicant receives from the Village is contingent upon, among other things, satisfactory completion of this examination and a determination by the Village that the applicant can perform the responsibilities of the position offered.

When a permanent full-time, regular part-time, or on call part-time job vacancy occurs in a Village position, notice of the job or vacancy may be advertised by such means as deemed appropriate by the Village Administrator. Individuals interested in the position may file a written application by the deadline established on the job posting. The applicant considered by the Village Administrator to be the best qualified, shall be awarded the permanent vacancy, but the Village reserves the right to determine that none of the applicants are qualified and leave the position open or to seek further applicants.

III. PROCEDURE

1. All new employees shall be selected exclusively on merit.
2. When a vacancy exists, the Village Administrator will initially consider the feasibility of filling the vacancy by promotion from within the Village. The decision as to whether qualified employees exist within the Village is reserved by the Personnel Committee. They will determine whether solicitation of candidates for the position will be limited to current employees or open to outside candidates as well.
3. Position vacancies will be posted using regularly circulated newspapers, professional publications, listings with employment services, etc. The notice of position vacancy shall include a statement that the Village is an equal opportunity employer and does not discriminate based on religion, race, color, national origin, age, sex, height, weight,

marital status, disability, sexual orientation, or genetic information. Application forms will be available at the Village Hall.

4. Each applicant shall submit a written application and references in the form to be determined by the Village.
5. Applicants will not be employed unless they meet the minimum requirements for the position. The Village may require applicants to undergo written, oral, or physical testing to demonstrate the skills and qualifications necessary for the position.
6. The Village Administrator will set the hiring committee depending on the position to be hired. This could include, but not be limited to, members of Village Council and department heads.
7. Applicants tentatively selected for appointment to a position may be required to undergo a medical examination by a physician designated by the Village at the Village's expense prior to commencement of employment. This pre-employment physical examination will include drug testing. The physician will be provided with a copy of the job description of the position and requested to advise the Village if the applicant can presently perform the essential functions required for that position.

SECTION 2.01 - Probationary Period

I. PURPOSE

To ensure new employees can satisfactorily complete their essential job functions.

II. POLICY

All full-time and regular part-time employees are in a period of probation for their first six (6) months of continuous employment. The Village reserves the right to extend the probationary period of individuals whose service is not entirely satisfactory for a period of an additional three (3) months upon written notice to the employee. The probationary period is a time for an employee to decide whether to continue to work for the Village and for the Village to determine if the employee can provide the level of performance required from Village employees. An employee may be discharged for any reason during the probationary period without recourse. The employment relationship with the employee after probation is subject to the employee's continued performance of assigned work in a manner satisfactory to the Village.

SECTION 2.02 - Employee Classification Categories

I. Purpose

To comply with the Fair Labor Standards Act (FLSA) and to help employees understand employment classifications, employment status, and benefits eligibility.

II. POLICY

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. These classifications do not guarantee employment for any specified period. The right to terminate the at-will employment relationship at any time is retained by both the employee and the Village, subject only to the terms of an applicable Collective Bargaining Agreement, federal or state law.

Nonexempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.

Exempt employees are generally manager or professional, administrative, or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

The Village has the following categories for both nonexempt and exempt employees:

Regular, full-time: Employees not in temporary status who are regularly scheduled to work at least eighty (80) hours per pay period. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions, and limitations of each benefit program.

Regular, part-time: An employee not in temporary status who is regularly scheduled to work less than the full-time schedule, but not more than forty-eight (48) hours each pay period. Regular, part-time employees are ineligible to receive employment benefits unless specially designated herein.

On-call, part-time: An employee not in temporary status who is scheduled to work only when called in. On-call, part-time employees are ineligible to receive employment benefits.

Temporary and/or seasonal employee: An individual hired to work forty (40) hours or less per work week for a limited duration arising out of special projects, abnormal workloads, seasonal employment needs, or emergencies. Temporary and/or seasonal employees are not eligible for Village benefits.

SECTION 2.03 - Job Description Policy

I. PURPOSE

To create a shared understanding regarding the job duties, authorities, responsibilities, essential functions, and measures of performance for each job, to provide the basis for performance evaluation and wage/salary review, and to ensure effective hiring practices that provide equal opportunity to all qualified individuals.

II. POLICY

Job descriptions must be prepared for each Village job. At a minimum, job descriptions must include:

1. Skills and Knowledge. Identify the skills and knowledge needed to do the job.
2. Experience and Education. Identify the minimum experience and education, or the equivalent needed to perform the job.
3. Physical Effort and Dexterity. Indicate whether lifting, climbing, extended sitting or standing, or other physical efforts are normally required. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the essential functions of the job with reasonable accommodation.
4. Visual Acuity, Hearing, and Speaking. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the essential functions of the job with reasonable accommodation.
5. Environment and Scheduling. This covers aspects of the job with which some people may be uncomfortable. It includes aspects of the physical environment, such as exposure to heat, cold, dusty, noise, chemicals, and such matters as demands for frequent travel, overtime, or shift work.

Job descriptions are used as a basis to evaluate positions for the purpose of computing wage scales. All job descriptions must be reviewed and approved by the Village Administrator. Employees receive a copy of their job description once it receives final approval. Employees are required to review and sign a copy of their job description. The signed job description is maintained in the employee's personnel file.

Department heads are required to review the job descriptions for positions they supervise for accuracy and completeness at least every two years. Employees who believe their job description is inaccurate or out-of-date should raise the issue with their department head. Job descriptions are not intended to cover every task or responsibility an employee may be assigned, and do not limit management's right to assign additional duties as required.

SECTION 2.04 - Employee Personnel Records

I. PURPOSE

To ensure compliance with the Michigan Bullard-Plawecki Employee Right to Know Act and to give employees a clear understanding on their right to review their file and responsibility to inform the Village of any changes to documents in their file.

II. POLICY

Employee records are maintained by the Village Administrator and are generally considered confidential, subject to any required disclosure under the Michigan Bullard-Plawecki Employee Right to Know Act or the Freedom of Information Act (FOIA).

Employee records access by current employees and former employees upon written request will generally be permitted, in accordance with the Michigan Bullard-Plawecki Employee Right to Know Act. All employees who want to review their personnel records should make a request in writing to the Village Administrator and schedule an appointment to review such records. Employee records may not be taken outside of the Village Administrator's designated review area. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to employee record information.

Employees must inform the Village Clerk's office immediately regarding any change in status, such as the following: name change by marriage or other reasons, address, telephone number, marital status, beneficiary for insurance purposes, number of dependents or exemptions, and person to be contacted in an emergency.

SECTION 2.05 - Performance Evaluations

I. PURPOSE

To provide the scope and reason for conducting performance evaluations.

II. POLICY

Periodically, employees may be provided with a formal evaluation of their performance by their department head, which will also be reviewed by the Village Administrator. A performance evaluation is an ongoing assessment process that assists employers and employees in reaching organizational goals by providing a formal opportunity to review objectives, identify strengths, and to define training or improvement programs for areas requiring development. Completion of the performance evaluation form and discussion of noted ratings will facilitate communication and an understanding of expectations while providing a history of employee progress and development. A special evaluation of an employee's performance may be required at any time but will typically be conducted on an annual basis.

SECTION 2.06 - Anti-Nepotism, Employment of Relatives, and Personal Relationships
Policy

I. POLICY

To avoid conflicts of interest, the possibility or appearance of favoritism, morale problems, and the potential for emotional interference with job performance.

II. POLICY

The Village has an obligation to ensure Village practices do not create situations such as an actual or perceived conflict of interest or favoritism. This extends to practices that involve employee hiring and promotion. Close relatives, partners, and those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to one another. Close relatives are defined as: spouse, parent, parent-in-law, grandparent, child, child-in-law, aunt, uncle, brother, sister, brother-in-law, and sister-in-law. There may be other conflicts that are up to the Village Administrator whether it is a violation of this policy.

SECTION 2.07 - Termination of Employment

I. PURPOSE

To provide employees with the process for terminating employment.

II. POLICY

Employees desiring to terminate their employment relationship with the Village are encouraged to notify the Village at least two (2) weeks in advance of their intended termination date. Such notice shall be given in writing to the employee's department head. Proper notice allows the Village sufficient time to calculate all accrued overtime (if applicable) as well as other monies to which the employee may be entitled and to include such monies in the employee's final paycheck. Without proper notice, the employee may have to wait until the end of the next normal pay period to receive such payments.

Employees who plan to retire are urged to provide the Village with a minimum of a two (2) month written notice. This will allow ample time for the processing of appropriate retirement forms to ensure that any retirement benefits to which an employee may be entitled commence in a timely manner.

Exit interviews with the employee's department head are normally scheduled for outgoing employees after the department head has received notice of resignation or intent to retire. The purpose of these interviews is to review eligibility for benefit continuation and conversion, to ensure all necessary forms are completed, to collect all property belonging to the Village, and to provide employees with an opportunity to discuss their job-related experience.

An employee who separates from employment with the Village must return all Village property at the time of separation, including cell phones, keys, Village owned technology, and identification and access cards, if applicable. Failure to return Village property may result in deductions from the employee's final paycheck, as permitted by law. Upon hire, an employee will be required to sign the Wage Deduction Authorization Agreement to deduct the costs of such items from the final paycheck.

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Section 3 – Hours and Attendance

SECTION 3.0 - Hours of Work

I. PURPOSE

To establish the hours of work for each department within the Village.

II. POLICY

Regular work schedules for the applicable Village staff are identified below. Village Hall shall maintain regular office hours Monday through Friday from 8:30 a.m. to 4:30 p.m.

Village Hall

A five (5) day, forty (40) hour week shall be the standard work week for all employees working at Village Hall. One (1) lunch period not to exceed thirty (30) minutes is allowed per day. Two (2) break periods not to exceed fifteen (15) minutes each are allowed per day, one (1) in the morning and one (1) in the afternoon. Such relief periods shall be scheduled by the department head to ensure efficient operation of their departments and uninterrupted service to the public.

Police Department

The normal bi-weekly pay period shall consist of eighty-four (84) hours (seven 12-hour shifts) for patrol officers. The patrol officer's normal shift is 12 consecutive hours. The shift schedule is determined by the Chief of Police. One (1) lunch period not to exceed forty-five (45) minutes is allowed per day. Two (2) break periods not to exceed fifteen (15) minutes each are allowed per shift, one (1) in the first half of the shift and one (1) in the second half of the shift.

Department of Public Works (DPW)

A five (5) day, forty (40) hour week shall be the standard work week for all DPW employees. Generally, the regular working hours will be from 7:00 a.m. to 3:30 p.m., but is subject to change based on work demands. One (1) lunch period not to exceed thirty (30) minutes is allowed per day. Two (2) break periods not to exceed fifteen (15) minutes each are allowed per day, one (1) in the morning and one (1) in the afternoon. Such relief periods shall be scheduled by the DPW Supervisor to ensure efficient operation of the department and uninterrupted service to the public.

SECTION 3.01 - Overtime and Compensatory Time

I. PURPOSE

To establish the terms and conditions of overtime and compensatory time.

II. POLICY

Non-exempt employees will receive overtime pay (1.5 times the employee's straight pay) or may choose to receive compensatory time at a rate of 1.5 times the actual number of hours worked.

Village Hall

Exempt employees are not covered by the Federal Labor Standards Act overtime provisions and do not receive overtime pay. See Section 3.02 for policy regarding exempt employees. Non-exempt Village Hall employees are entitled to overtime as follows. Any hours worked over ~~eight (8) hours in one (1) day or~~ forty (40) hours in one (1) work week, shall be paid out at 1.5 times the normal rate of pay ~~, or added to a compensatory time bank at a rate of 1.5 times the actual number of hours worked at the discretion of the employee.~~ Part-time employees shall receive overtime (1.5 times) for any hours worked over forty (40) hours in one week. The Village Administrator is responsible for scheduling work as rigidly as possible to minimize overtime.

Compensatory time must be used by the end of the same pay period from when it was earned. If compensatory time earned is not used it gets paid out as overtime. Compensatory time must be approved by the Village Administrator to ensure efficient operation of Village Hall and uninterrupted service to the public.

Police Department

Any hours worked over twelve (12) hours per shift or eighty-four (84) hours per pay period shall be paid out at 1.5 times the normal rate of pay or added to a compensatory time bank at a rate of 1.5 times the actual number of hours worked at the discretion of the employee. Part-time employees shall receive overtime (1.5 times) for any hours worked over forty (40) hours in one week.

Police Officers having court appearances, training, or other necessary meetings outside of regularly scheduled working hours, shall be paid overtime (1.5 times) for the duration of the event with a minimum compensation of two (2) hours overtime.

Compensatory time must be used by the end of the same pay period from when it was earned. If compensatory time earned is not used, it gets paid out as overtime. Compensatory time must be approved by the Police Chief to ensure efficient operation of the department and uninterrupted service to the public.

Department of Public Works (DPW)

Any hours worked over eight (8) hours in one (1) day or forty (40) hours in one (1) work week, shall be paid out at 1.5 times the normal rate of pay or added to a compensatory time

bank at a rate of 1.5 times the actual number of hours worked at the discretion of the employee. Part-time employees shall receive overtime (1.5 times) for any hours worked over forty (40) hours in one (1) week. The DPW Supervisor is responsible for scheduling work as rigidly as possible as to minimize overtime.

Compensatory time must be used by the end of the same pay period from when it was earned. If compensatory time earned is not used, it gets paid out as overtime. Compensatory time must be approved by the DPW Supervisor to ensure efficient operation of the department and uninterrupted service to the public.

SECTION 3.02 - Discretionary (Flex) Time for Exempt Employees

I. PURPOSE

To establish the terms and conditions regarding discretionary (flex) time for exempt employees.

II. POLICY

Exempt employees may be required to work more than forty (40) hours in a workweek to satisfy work demands or to attend evening meetings. In these instances, exempt employees may take discretionary time off provided such time does not adversely impact operations.

Discretionary time off for exempt employees is provided as a professional courtesy and is not an entitlement, nor is it to be viewed as an hour-for-hour offset to hours worked in excess of forty (40) hours. Exempt employees should expect that, from time-to-time, more than forty hours is required of their position.

Exempt employees should coordinate their use of discretionary time with the Village Administrator to ensure proper coverage and recognize that, in some cases, operational needs may not allow the use of discretionary time off.

Flex time should be used no later than the following pay period.

SECTION 3.03 - Emergency Call-in (Department of Public Works)

I. PURPOSE

To establish the terms and conditions regarding DPW staff on call scheduling and procedure.

II. POLICY

Employees who are called in to work at times other than their regularly scheduled shift shall be paid for two (2) hours at one and one half (1.5) times their regular straight rate or for the time worked at one and one half (1.5) times their regular straight time rate, whichever is

greater. Employees are not required to remain at work for the entire two-hour overtime pay guarantee period if the project for which they are called in is completed sooner, but any additional call in that occurs during the guarantee period will be considered a continuation of the original call rather than a new call. This compensation guarantee shall only apply to a physical requirement to appear at Village premises. Employees who are called by phone at home and are not physically required to appear at work shall be paid in 15-minute increments, dependent on the nature and longevity of the phone call, but pay for this phone call that occurs during the guarantee period will not result in additional compensation. If the on-call phone is ringing on a regular basis due to any unusual circumstance, the employee shall call the DPW Supervisor to determine the action they should take.

Call-in pay is not applicable in instances where the employee is called in to work within two (2) hours of the start of the shift or within two (2) hours of the end of the regularly scheduled shift. This will be considered a continuation of shift and overtime would end at the conclusion of the emergency or call-in. All time worked over eight (8) hours in one day is still eligible for overtime or compensatory time.

DPW employees who are on call will receive 8 hours per week of straight pay for being on call. On call hours can be traded. It is the responsibility of the employees to agree on the terms of any traded on-call time.

SECTION 3.04 - Attendance

I. PURPOSE

To minimize the impact of Village operations, lost productivity of absent employees, and problems with employee morale created by excessive employee absenteeism or tardiness.

II. POLICY

Employees shall report promptly for work and remain at work until the end of the work schedule. If an employee is unable to report for work, they must notify their department head as soon as possible prior to the beginning of the normal workday. Employees are encouraged to schedule time off well in advance, but in circumstances where it is necessary to seek time off without advance notice, an employee must notify their department head no later than 30 minutes before the start of their shift.

An employee is deemed absent when they are unavailable for work as scheduled and such time off was not approved in advance.

An employee who is absent from duty for a day or part thereof when such absence is not authorized by a specific leave of absence under the appropriate provision of this Employee Handbook, is deemed to be absent without leave and will receive no pay for that period of time.

Tardiness

An employee is deemed tardy when they:

1. Fail to report to work at the scheduled work time.
2. Leaves work prior to the end of the scheduled work time without prior department head approval.
3. Takes an extended meal or break period without approval.

Any employee with three (3) such occurrences in a six (6) month period will be subject to a coaching session with their department head. The fourth occurrence in a six (6) month period is subject to a written reprimand that will be filed in the employee's personnel file. A no call – no show will be an automatic written reprimand placed in the employee's personnel file.

Call In

A call in is defined as an employee notifying a department head, they are unable to come to work without advance notice, typically within sixteen (16) hours of the start of their next shift.

Failure to call in three or more days will be considered abandonment of position and a voluntary resignation. A doctor's verification may be required where abuse of PTO is suspected. The Village may, in its discretion, require an employee to submit competent medical verification of any use of paid time off if:

1. The employee has called in three (3) consecutive scheduled working days.
2. The employee has called in a total of six (6) scheduled working days (whether or not consecutive) in a calendar year.
3. The employee demonstrates a call-in pattern – e.g.: using Fridays or Mondays on a recurring basis.

Medical verification of illness in connection with an employee's paid time off shall be in the form of a doctor's certificate if the employee was seen by a physician or, if the employee was not seen by a physician, such verification shall be in the form of a signed statement by the employee specifying the nature and duration of the illness or reason for call-in.

Failure to provide medical verification for PTO, and/or abuse of PTO, shall be grounds for discipline. After six (6) call ins in a twelve (12) month period, the employee will be subject to a coaching session with their department head. The seventh occurrence in a twelve (12) month period is subject to a written reprimand that will be filed in the employee's personnel file.

SECTION 3.05 - Time Reporting

I. PURPOSE

To ensure the accurate documentation of hours worked for each employee of the Village.

II. POLICY

Hourly employees are required to record their hours of work through the utilization of the appropriate time sheet and/or daily activity report. Exempt employees are required to report their normal working hours and any deviation from their regular hours and the type of leave to be utilized for the period of absence. By submitting hours to the time sheet document, the employee acknowledges and certifies that it accurately and completely reflects all time working during the pay period and that the employee did not work any hours that are not reflected on the time sheet and/or daily activity report. Any employee found to be inaccurately recording hours work may be subject to disciplinary action.

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Section 4 – Compensation and Benefits

SECTION 4.00 - Employee Compensation

I. PURPOSE

To ensure employees are being paid a fair wage for the work they perform while also considering the fiscal condition of the Village.

II. POLICY

The Village maintains a pay range for each job classification. Employees normally begin at the "start" step, but the Village Administrator reserves the right to start a new employee at Step 2 or Step 3 on the pay range based upon prior employment experience. Employees seeking to begin at Step 4 or Step 5 on the pay range require approval from the Personnel Committee and Village Council. Employees are eligible to advance from step to step in the pay range upon demonstration of the skills required for the classification; provided that the Village Administrator may withhold a step increase from employees whose performance has not been satisfactory. An employee's regular straight time rate of pay is established by the employee's placement on the wage scale.

The pay range for each classification will be related to the duties and responsibilities of the position, the educational requirement for that position, the prevailing rates of pay for comparable work, increases in the cost of living, the financial condition of the Village, and other relevant considerations. The Village Administrator will review these factors and make recommendations for cost of living increases on an annual basis as part of the annual budgeting process.

Pay scales will include 5 steps. Once an employee reaches the top of the pay scale, they are entitled to any increases set during the annual budgeting process. The Village reserves the right to conduct a wage study at any time and adjust pay scales accordingly.

SECTION 4.01 - Retirement

I. PURPOSE

To provide an understanding of the Village's matching contributions for retirement and the Village's vesting period.

II. POLICY

The Village participates in a defined contribution plan through the Michigan Employees Retirement System (MERS). The Village will provide a dollar for dollar match up to 6.00%. Employees may make additional voluntary contributions above 6.00%. Information pertaining to this plan shall be available to all employees from the Village Clerk/Treasurer.

Employee Contribution	Employer Contribution	Total
0%	0%	0%
1%	1%	2%
2%	2%	4%
3%	3%	6%
4%	4%	8%
5%	5%	10%
6%	6%	12%

Employees hired after January 1, 2022, will have the vesting period listed below. If employment is terminated before becoming fully vested, the employer contribution will be forfeited besides the vested amount based on the list below. For example, if an employee left after one year of service, they would forfeit 75% of the employer contribution, but keep 25%.

Completion of 1 year of service	25%
Completion of 2 years of service	50%
Completion of 3 years of service	75%
Completion of 4 years of service	100%

SECTION 4.02 - Professional and Service Memberships

I. PURPOSE

To provide a benefit for employees to seek continuing professional development.

II. POLICY

The Village encourages department heads and employees to take part in the activities of professional and service organizations and may pay the cost of certain job-related memberships to professional organizations, job-related trainings, seminars, conferences, and related events that enhance the employee's job knowledge and performance. The Village may pay the cost to become licensed or certified in a job-related field and may pay the cost to remain qualified. Employer-paid memberships, training, licensing, and certifications are subject to budgetary approval and require advance approval.

SECTION 4.03 - Travel Expense Reimbursement

I. PURPOSE

To provide employees the authorized amounts to spend during travel.

II. POLICY

Employees who use their own car for official Village business shall be reimbursed for mileage at the current IRS rate of reimbursement.

Village employees may, in the best interest of the Village and subject to the approval of department head and Village Administrator attend meetings, seminars, and/or conferences. Reimbursements for costs associated with attending, shall be approved, in advance, by the department head and Village Administrator.

When approved, the actual costs of travel including mileage, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the Village. All employees shall submit documentation of reimbursable expenses. Proper documentation includes Village reimbursement forms and all receipts. No reimbursement will be paid for any such requests submitted more than thirty (30) days after the date of the occurrence. Per Diem food expenses shall not exceed the following:

1. Breakfast - \$10.00
2. Lunch - \$15.00
3. Dinner - \$25.00

Tips not exceeding 15% of the total cost of a meal or 10% of a taxi or ride share service are reimbursable under this Policy in addition to the per diem cost of the meal or ride.

Charges considered unacceptable for reimbursement to an employee are as follows:

1. Entertainment
2. Alcoholic Beverages
3. Travel not related to Village business.

With prior approval of the department head and Village Administrator, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel if time away from work is approved. Additional expenses arising from such nonbusiness travel are the responsibility of the employee.

Abuse of this Policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment. Employees shall provide a copy of car insurance if taking their own vehicle.

SECTION 4.04 - Cellular Telephone Reimbursement Policy

I. PURPOSE

To establish a policy for cellular telephone use and compensation allowance for full-time employees.

II. POLICY

The cellular telephone allowance or issuance must be approved by the employee's department head and the Village Administrator.

In general, the Village may provide a cellular telephone allowance or cellular telephone to an employee if at least one of the following criteria are met:

1. The job requires considerable time outside the office or away from the employee's works station (job need, travel, meetings, etc.) and use of the cellular telephone facilitates the effective conduct of business operations while the employee is away.
2. The job requires the employee to be immediately accessible to receive and/or make frequent business telephone calls outside of working hours.
3. Job duties away from the office may expose the employee or others to immediate harm or danger.

Eligibility for the cellular telephone allowance or issuance is subject to change or cancellation as determined by the employee's department head and/or Village Administrator.

Department heads and/or the Village Administrator may periodically request documentation of business use to determine the appropriateness of eligibility of the reimbursement amount. All cellular telephone benefits are subject to applicable federal, state, and local income tax withholdings.

Employee Responsibilities

1. Employees shall sign a Village of Shelby Cellular Telephone Request Form to certify the employee meets eligibility for cellular telephone reimbursement and has read and agrees to abide by the Village Cellular Telephone Reimbursement Policy.
2. Employees shall inform the Village to discontinue the reimbursement when the eligibility criteria are no longer met or when cellular service is cancelled. If such notification is not submitted within thirty (30) days of no longer meeting the criteria or service cancellation, the employee may be asked to repay any reimbursement received.
3. Employees shall comply with all applicable laws regarding the use of cellular telephones while driving and avoid cellular telephone use that may jeopardize the safety of the employee or others. Such use may include texting, emailing, or verbal communication.

4. Employees are prohibited from text messaging while driving a Village owned vehicle, or while driving their own privately-owned vehicle during official Village business, or from using a Village-supplied electronic equipment to text message or email when driving.
5. Employees by using a cellular telephone for Village business acknowledge cellular telephone transmissions are not secure and that employees should use discretion in relaying confidential information over cellular telephones. Cellular telephones may not be used to defame, harass, intimidate, or threaten any person. Employees are prohibited from using their cellular telephones in any illegal, illicit, or offensive manner. The employee should be aware that information relating to Village business is subject to the Freedom of Information Act (FOIA).

Cellular Telephone Reimbursement Amounts

Maximum Telephone reimbursement are as follows:

1. Department Heads – Standard reimbursement of \$50 a month.
2. Other Employees – Standard reimbursement of \$30 a month.

The cost to purchase, replace and/or upgrade phones shall be the sole responsibility of the employee, and shall not be reimbursed or otherwise funded by the Village.

Section 5 – Leaves of Absences

SECTION 5.00 - Paid Time Off

I. PURPOSE

To allow staff to take time off to encourage work-life balance, improve employee's productivity and overall health.

II. POLICY

Paid Time Off (PTO)

The Village provides a combined PTO bank for full-time and part-time employees to utilize for planned and unplanned time off. PTO may be used for vacations, sick leave, personal business (including to care for family members), or any other purposes the employee chooses, subject to the rules and procedures of scheduling time off. All PTO requests are subject to approval of the employee's department head and may be denied to accommodate operational demands.

Leave Requests

PTO should be used only after it is earned. The Village will attempt to honor reasonable PTO requests but reserves the right to deny a request if it would interfere with the efficient operation of a department, if PTO abuse is suspected, or other valid reasons. Some PTO requests, such as vacations, can be planned in advance, and employees are expected to provide advance notice of their request to leave to their department head. In certain situations, a department head may not allow more than one employee to take PTO leave at the same time. PTO requests will be approved on the basis of seniority if submitted more than thirty (30) days in advance. PTO requests with less than thirty (30) days' notice will be considered on a first come first serve basis.

In the case of unplanned PTO, for illness, unanticipated personal business, or other emergent reasons, employees should call their department head at least thirty (30) minutes prior to the start of their shift. Employees are expected to call in each day of unplanned absence to their department head unless specific arrangements are made with their department head for a return-to-work date. Refer to Section 3.04 for specific details for calling in.

Accrual

Annual PTO accruals are based on the former Personnel Policy vacation and PTO time. PTO does not accrue on unpaid leaves of absence or on call hours or overtime hours (including worker's compensation and paid on call). Employees become eligible for the higher accrual rate on the first day of the period in which the employee's anniversary date falls. On the effective date of this Employee Handbook all employees current vacation time and PTO time will be moved into the new PTO bank and will begin the new accrual rate. PTO is accrued each pay period immediately upon hire based on continuous service according to the schedule below.

Full-Time Employee Accrual Rates.

Years of Service	Accrual Rate per Bi-Weekly Pay Period	Annual PTO Accrual
Less than 1 year	5.538 hours	144 hours
At least 1 but less than 5 years	6.923 hours	180 hours
At least 5 but less than 11 years	8.308 hours	216 hours
At least 11 years	10.154 hours	264 hours

Full-time employees may not carry over more than 50% of their annual number of allocated hours for any given year. At no time shall a full-time employee's accrued PTO exceed the following:

Full-Time Employee Maximum Accrual Rates

Years of Service	Maximum PTO Accrual
Less than 1 year	144 hours
At least 1 but less than 5 years	270 hours
At least 5 but less than 11 years	324 hours
At least 11 years	396 hours

Regular Part-Time Employee Accrual Rates

Years of Service	Accrual Rate per Bi-Weekly Pay Period	Annual PTO Accrual
Less than 1 year	0.923 hours	24 hours
At least 1 but less than 5 years	1.846 hours	48 hours
At least 5 but less than 11 years	2.769 hours	72 hours
At least 11 years	3.692 hours	96 hours

Employees may not carry over more than 50% of their annual number of allocated hours for any given year. At no time shall a part-time employee's accrued PTO exceed the following:

Years of Service	Maximum PTO Accrual
Less than 1 year	36 hours
At least 1 but less than 5 years	72 hours
At least 5 but less than 11 years	108 hours
At least 11 years	144 hours

Cash Out

For full-time and regular part-time employees, any PTO that is not used above the maximum accrual amount shall be cashed out at the employee's current base rate of pay on the employee's anniversary date. The Village will only cash out hours above the maximum PTO accrual amounts listed above, but not to exceed 80 hours. Any hours over the maximum PTO accrual and 80 hour payout will be forfeited.

Payment upon Termination

Employees who leave the employment of the Village may receive full pay for accrued but unused paid time off. In the event of the death of an employee, paid time off shall be paid to the employee's estate.

SECTION 5.01 - Family or Medical Leave

I. PURPOSE

To provide extended unpaid leaves of absence for reasons identified in the Family Medical Leave (FMLA) act.

II. POLICY

The FMLA provides eligible employees up to twelve (12) weeks of unpaid, job-protected leave for certain family and medical reasons. In all respects, leaves of absence under this policy shall be administered and provided in a manner consistent with the FMLA and its regulations.

Eligibility

Employees are eligible for FMLA leave only if they have been employed for at least twelve months and have worked at least 1,250 hours over the previous twelve (12) months of employment.

Basic Leave Entitlement

Eligible employees may take up to a total of twelve (12) work weeks of leave in any 12-month period for the following reasons:

1. For the employee's own serious health condition (defined below) that makes them unable to perform the essential functions of their job.
2. To care for the employee's spouse, parent, or dependent child because of that family member's serious health condition.
3. For incapacity due to pregnancy, prenatal medical care, or childbirth.
4. To care for the employee's childbirth, placement for adoption, or foster care placement.
5. For an employee's "qualifying exigency" resulting from the fact that the employee's spouse, parent, son, or daughter (1) is a member of a regular component of the Armed Forces and is deployed (or has been notified of an order of deployment) with the Armed Forces to a foreign country; or (2) is a member of a reserve component of the Armed Forces and is deployed (or has been notified of an order of deployment) with the Armed Forces to a foreign country under a call or order to active duty. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment or reintegration briefings.

The amount of FMLA leave time an employee has available (for the above reasons) on any given date is equal to twelve (12) weeks minus the amount the employee has used in the preceding twelve (12) months.

Servicemember Family Leave

An eligible employee may request up to twenty-six (26) weeks of FMLA leave in a single FMLA year to care for the employee's spouse, son, daughter, parent, or next of kin who is a covered servicemember, defined as either:

1. A current member of the Armed Forces who incurred or aggravated a serious illness or injury in line of duty on active duty; may be medically unfit to perform the duties of his or her office, grade, rank, or rating because of the serious illness or injury; and is undergoing medical treatment, recuperation, or therapy, or is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness; or
2. A veteran of the Armed Forces who incurred or aggravated a qualifying injury or illness in line of duty on active duty; is undergoing medical treatment, recuperation, or therapy for a serious injury or illness; and was a member of the Armed Forces at any time during the five years preceding the date on which the veteran undergoes that medical treatment; recuperation, or therapy.

In a year in which an employee uses leave to care for a covered servicemember, twenty-six (26) weeks is the maximum amount of FMLA leave that the employee may use in total for all types of FMLA leave.

Definition of a Serious Health Condition

A “serious health condition” is an illness, injury, impairment, or physical, or mental condition that involves either:

1. An overnight inpatient stay in a medical care facility; or
2. Continuing treatment by a health care provider for a condition that either prevents the employee from performing the essential functions of the employee’s job, or prevents the qualified family member from participating in work, school, or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by:
 - a. a period of incapacity of more than three consecutive full calendar days combined with either at least two visits to a health care provider within certain time frames, or one visit to a health care provider within a certain time frame and a regimen of continuing treatment;
 - b. incapacity due to pregnancy or prenatal care;
 - c. incapacity due to a chronic condition that continues for an extended period and requires at least two visits to a health care provider per year for treatment; or
 - d. permanent or long-term incapacity, or conditions requiring multiple treatments.

Use of Leave

When medically necessary, leave may be taken on an intermittent basis or by a reduced work schedule. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt Village operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employee Responsibility to Give Notice of the Need for Leave

Employees must notify their department head and Village Administrator of any need to take FMLA leave (including any absence, late arrival, or early leaving related to FMLA leave). Employees must give this notice at least thirty (30) days in advance of a foreseeable need for FMLA leave. If it is impossible to give thirty (30) days’ advance notice, employees must notify their department head and Village Administrator as soon as practicable. Employees must follow all Village rules for calling in to report absence, tardiness, or leaving early.

Whenever requesting FMLA leave, employees must provide sufficient information for the Village to determine whether the leave qualifies as FMLA leave and the anticipated timing and duration of the leave. Employees must also inform the Village if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Once an employee has requested FMLA leave, the Village will inform the employee whether they are eligible to take FMLA leave and explain the employee’s rights and responsibilities under FMLA. After the employee returns all required forms, the Village will inform the employee whether the leave will be designated as FMLA leave.

Medical Certification

When the Village requests it, an employee must provide complete and sufficient certification from a health care provider verifying the need for leave (at the employee's expense), using the Village's form. The employee must return the completed certification form to the Village Administrator within fifteen (15) days. Failure to do so may result in the delay and/or denial of FMLA leave. The Village may require subsequent opinions from a different health care provider (at its expense). The Village may also require periodic re-certifications of the need for leave.

Wages and Insurance Benefits during FMLA Leave

Wages are not paid during FMLA leave. The Village will maintain any applicable health coverage under any group health plan for covered FMLA leave as long as the employee maintains their contributions during the leave. Under certain circumstances, the Village may recover its share of the health plan premiums it paid during unpaid FMLA leave from an employee if the employee fails to return to work after the employee's FMLA leave entitlement has been exhausted or expires.

Contact with the Village during Leave

While on FMLA leave, employees are required to report to their department head regarding their status and intention to return to work. Likewise, it may be necessary for the Village to contact an employee for those reasons. If the employee cannot be reached at the phone number on file with the Village and the leave is in excess of five (5) working days, the employee must provide a telephone number and address at which they can be contacted.

Returning to Work

Before returning to work from a leave due to their own serious health condition, employees must provide medical verification of their fitness for duty. The Village will provide a list of the essential functions of the employee's job for that purpose. If the employee is taking leave intermittently or on a reduced work schedule, the Village may require a certification of fitness to return to duty under certain circumstances.

Most employees will be returned to their original position or an equivalent one, with equivalent pay, benefits, and other employment terms. Use of FMLA leave will not result in the loss of any benefit that accrued prior to the start of the leave. Employees will not continue to accrue benefits while taking FMLA leave.

Termination of FMLA Leave

An employee's FMLA leave and accompanying benefits will cease under the following circumstances:

1. The employment relationship would have terminated if the employee had not taken FMLA leave;
2. The employee informs the Village of their intent not to return from leave;
3. The employee fails to return a medical certification as required;
4. The Village honestly believes that the employee fraudulently obtained FMLA leave or misused FMLA leave;

5. The employee fails to return to work at the end of an approved FMLA leave and is not approved for additional leave;
6. The employee continues on unapproved leave after exhausting their FMLA leave entitlement;
7. While on FMLA leave, the employee engages in conduct that is inconsistent with the need for leave; or
8. The employee begins employment with another employer or engages in self-employment without the Village's approval during FMLA leave.

Enforcement

Any employee who believes that their rights under the FMLA have been violated is to report this immediately to their department head or Village Administrator. Any complaint will be investigated thoroughly and promptly. No employee will be retaliated against for making a good faith complaint. The FMLA also states that employees can file a complaint with the U.S. Department of Labor or in an appropriate court.

SECTION 5.02 - Personal Leave of Absence

I. PURPOSE

To provide regular full-time employees of the Village with unpaid leave of absence when justified by compelling personal circumstances and not covered under FMLA.

II. POLICY

At the sole discretion of the Village, a personal leave of absence without pay may be granted upon the showing of a proper need. This leave shall not exceed thirty (30) working days per year. Requests for a Personal Leave of Absence must be in writing and approved by the department head, Village Administrator, and Village President prior to taking the leave. An employee must use all unused PTO during their leave of absence.

Employees who are absent from work due to any authorized unpaid personal leave will not be eligible for any employment benefits and PTO accrual will not continue until the employee returns to work. A maximum of thirty (30) days personal leave may be granted in a rolling twelve (12) month period.

If the employee fails to return to work after the personal leave of absence, the Village may determine the employee has voluntarily resigned their position and their employment will therefore be terminated.

SECTION 5.03 - Temporary Status Change

I. PURPOSE

To provide employees with an opportunity to change job classifications when needed for extenuating circumstances.

II. POLICY

On a case-by-case basis and subject to review and approval by the department head and Village Administrator an employee can request a temporary change in their job classification. Approval will be based on whether the change in classification would interfere with the efficient operation of a department. The terms of the temporary status change will be documented and placed in the employee's personnel file. An employee will continue to receive all benefits of a full-time employee for a period not to exceed 90 days. If the temporary status change is a promotion to a higher job classification, the employee will be paid at the starting wage for the higher classification.

SECTION 5.04 - Jury Duty Leave

III. PURPOSE

To comply with the Village's obligations under MCL 600.1348 and to provide employees summoned for jury duty, who serve on a jury, a leave of absence.

IV. POLICY

The Village does not discriminate against an employee for taking time off to serve as a juror at trial or when the employee is a victim of a crime and required to appear as a witness. Employees notified of a summons for jury duty should immediately notify their department head. Any employee excused from jury duty with at least four (4) hours remaining on their shift shall report for work.

The Village does not deduct for absences due to jury duty or attendance as a witness in compliance with 29 CFR 541.602(a). The Village may however offset any jury or witness pay received by the employee against the salary due for the week in question in accordance with 29 CFR 541.602(b)(3). Time spent on jury duty shall not be counted as time worked in computing overtime eligibility.

SECTION 5.05 - Military Leave

I. PURPOSE

To meet the Village's affirmative obligation to provide employees with leave to serve in the military and reinstate employees returning from military leave, and to train or to otherwise qualify returning employees in accordance with applicable state and federal law.

II. POLICY

The Village grants employees leave for military service in accordance with the Uniformed Services Employment and Re-employment Rights Act (USERRA). If the employee's pay, under their military position, is lower than their normal straight pay with the Village, the Village will pay the difference.

Employees must provide advanced notice of their military service obligations to the Village. This notice may be oral or in writing and may be provided by the employee or by an officer of the military branch in which the employee is serving. The Village will accept copies of employee military orders, training notices, or induction information. No advanced notice is required if military necessity precludes doing so or if it is otherwise impossible or unreasonable as defined by military regulations.

If an employee fails to report to work or to re-apply for employment within the appropriate time frame under USERRA, the employee is subject to the Village's Policy regarding un-excused absences.

SECTION 5.06 - Bereavement Leave

I. PURPOSE

To provide employees with time to attend the funeral of a family member and to handle personal affairs without disrupting employee income.

II. POLICY

Regular full-time employees shall be provided up to five (5) days of paid leave for the death of their current spouse, child, or parent. Employees will be provided three (3) days because of the death of an immediate family member. Immediate family member is defined as follows: brother, sister, step-children, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, and grandchildren.

To be eligible for funeral leave and said pay, the employee must notify the Village as soon as possible of the necessity for such absence, and if requested by the Village, present proof of death. Employees needing additional time may request to utilize accrued paid time off.

Time off will be granted to attend the funeral of an employee's relative, other than immediate family. This time may be without pay, or at the employee's option, taken via any paid time off benefit.

SECTION 5.07 - Worker's Compensation Leave

I. PURPOSE

To comply with the Village's obligations under the workers' compensation laws in the State of Michigan, and to provide employees who get injured at work, a leave of absence if unable to perform the essential functions of the position.

II. POLICY

A leave of absence for a period of not more than twelve (12) consecutive months will be granted to employees who are unable to continue to work for the Village because of a work-related injury or disease for which the employee is entitled to receive benefits under the workers' compensation laws of the State of Michigan, subject to the Village's right to require medical proof. This leave is unpaid, but employees may use accrued paid time off to cover the leave or supplement worker's compensation wage loss benefits they may be eligible for. The Village may require at any time, as a condition of continuance of workers' compensation leave of absence, proof of a continuing inability to perform work for the Village. In the event it is determined that the employee is capable of returning to work, whether to the employee's former job or in some other capacity, the employee's leave of absence shall immediately end. During this leave, the Village will continue the employee's health insurance.

Section 6 – Holidays

SECTION 6.00 - Holidays

I. PURPOSE

To provide employees with paid time off during recognized holidays, and to determine additional pay for overtime-eligible employees that are required to work on a holiday.

II. POLICY

Official Village-observed holidays are:

Village Holidays
New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve

When a holiday falls on a Saturday, said holiday shall be observed on the preceding Friday. When a holiday falls on a Sunday, the following Monday shall be the authorized day off, and this applies to all full-time Village Hall employees, full-time Department of Public Works employees, and the Police Chief. When New Year's Eve, New Year's Day, Christmas Eve, and Christmas Day fall on a Friday and Saturday or on a Sunday and Monday, the observed holidays will be set by the employer.

One holiday equals eight (8) hours pay at the employee's straight time hourly rate for regular full-time employees working a forty (40) hour work week.

One holiday equals twelve (12) hours pay at the employee's straight time hourly rate for regular full-time employees working eighty-four (84) hours in a pay period.

Department of Public Works:

Overtime-eligible employees required to work on a holiday shall be paid holiday pay plus two (2) times their normal rate of pay for actual hours worked during the designated holiday. For purposes of earning double-time, time must be worked on the actual holiday, not the observed holiday.

Police Department:

Holidays start with the day shift on the date of the holiday and continue for twenty-four (24) consecutive hours. Personnel scheduled to work the holiday shall receive two (2) times their normal rate of pay. Full-time personnel on a normally scheduled day off will receive twelve (12) hours of additional pay. If a part-time police officer is scheduled to work a holiday, they shall receive one and one half (1.5) times their normal rate of pay. Employees

scheduled to work a holiday may take the holiday off in lieu of any holiday pay, without any loss of PTO, with the approval from the Chief of Police.

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Section 7 – Insurance

SECTION 7.00 - Health Insurance

I. PURPOSE

To provide eligible employees with health coverage including medical, dental, and vision.

II. POLICY

The Village provides a health insurance plan for all regular full-time employees. The Village reserves the right to select or change insurance coverage, carriers, insurance policies, and funding options. Summary descriptions of the plan are available in the Village Clerk's office. The specific terms and conditions governing the insurance program are set forth in detail in the policies governing the plan as issued by the carrier or carriers. If there are any inconsistencies between the information contained herein and the plan documents, the plan documents control.

The Village's participation in payment for health care benefits, including medical, dental, and vision benefits, shall be capped at the annual *hard cap* amounts as calculated by the Michigan Department of Treasury pursuant to Public Act 152 of 2011. The Village payment will begin on the first day of eligibility in monthly increments toward the employee's health care premiums. The employee portion of health care premiums, if applicable, shall be deducted from the employee's bi-weekly pay.

The Village will continue its payments during medical leave for up to twelve (12) weeks provided that the employee is eligible under FMLA and the employee's premium payments are made.

Health insurance terminates the last day of the last month of employment unless an employee request immediate termination of benefits. Information for continue health coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be provided.

SECTION 7.01 - Payment in-Lieu-of Health Insurance

I. PURPOSE

To offer regular-full time employees an incentive to opt-out of Village health insurance plan.

II. POLICY

Each full-time employee will be given the option of accepting a payment in-lieu-of participating in the Village's health insurance plan. Payments will be \$250 every other pay period.

To obtain this payment, the employee must make their election by the end of the health insurance open enrollment period. Should the employee elect to waive their insurance and obtain the payment, they shall not be eligible to participate in the Village's health insurance program for that premium year unless a qualifying event per state law. This payment is not available to Village employees who are married to another Village employee. Employees electing to opt out of the group medical insurance plan must present proof of other insurance.

SECTION 7.02 - Life Insurance

I. PURPOSE

To provide life insurance benefits to all regular-full time employees.

II. POLICY

The Village at its discretion maintains a life insurance program that includes fifty thousand dollars (\$50,000) for all regular full-time employees. The specific terms and conditions governing the term life insurance coverage are set forth in detail in the policies issued by the carrier. Information pertaining to this plan is available from the Village Clerk/Treasurer.

SECTION 7.03 – Continuation of Insurance Premiums

I. PURPOSE

To allow for the continuation of insurance premiums in certain circumstances.

II. POLICY

Under the following circumstances, the Village will continue to pay for the employee's health, dental, vision, and life insurance premiums when the employee is not able to work:

1. When an employee is off work due to a work-related injury or work-related disease, the Village will continue to pay for health, dental, vision insurance for a period not to exceed three (3) months. Continuation of the life insurance benefit is dependent upon the terms and conditions of the Village's group life insurance policy.
2. For other leaves of absence, the Village will continue insurance premium payments for the duration of the unpaid leave of absence. ~~beyond the month in which the unpaid leave of absence commences~~. Continuation of the life insurance benefit is dependent upon the terms and conditions of the Village's group life insurance policy.

Health insurance terminates the last day of the month in which the employee is officially separated from employment. Employees will be provided with information regarding continuing health insurance benefits at your own cost through the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Section 8 – Grievance Procedures

SECTION 8.00 - Complaint and Investigation Procedure

I. PURPOSE

To provide employees with the process to manage complaints and to provide employees with the Village's investigation procedure.

II. POLICY

Grievances

The Village intends to provide a constructive, positive work environment in which employees are empowered to contribute to the continuous improvement in the operations and services provided by the Village. To this end, a formal grievance procedure is available to help resolve complaints of employees who believe they are not receiving fair treatment in the workplace.

STEP 1: Verbal Communication with Department Head

Employees are encouraged to share their suggestions, as well as discuss any complaints or issues that may arise related to their employment and work environment with their immediate supervisor within five working days from the time of the occurrence. The supervisor will try to provide a verbal response to the complainant within five working days of the discussion with the employee.

STEP 2: Written Communication with Department Head

Should an employee not find adequate resolution through verbal discussion with their immediate supervisor, the complaint should be made in writing to the employee's department head within five working days from the oral response in Step 1.

The employee will submit their written grievance to their department head which must include:

1. Date of incident
2. Description of incident
3. Summary of previous discussion(s) with supervisor regarding the incident
4. Desired resolution
5. Employee's printed name, signature, and date of submission

The department head will provide a written response to the employee within five working days of the receipt of the grievance.

STEP 3: Written Communication with Village Administrator

If the grievance is not resolved in the first two steps, the employee may request a meeting with the Village Administrator. This request must be in writing, dated, and submitted within five working days after receiving the response from Step 2. The department head shall be copied on the request.

The meeting with the Village Administrator and the employee will occur within ten working days of receipt of the request to meet, or on a date mutually convenient for all parties. At the Administrator's discretion, this meeting may include the department head and/or other Village representatives as appropriate. At the employee's option, the meeting may include a fellow employee or other representative of the employee's choosing.

The Village Administrator, or designated representative, will provide a written response to the employee within ten working days of the meeting. The Village Administrator's response to the grievance can be appealed to the Personnel Committee. The Personnel Committee meeting decision is final.

Harassment Investigation Procedure

If you believe you are the victim of any form of discrimination, sexual harassment, or harassment you should *immediately* report any violation of this policy to your department head or the Village Administrator. Although no fixed report period is established, early reporting and intervention are proven to be the most effective method to resolve actual or perceived incidents of harassment. Early reporting of potential violations allows the Village to respond before conduct becomes severe or pervasive.

The Village will promptly investigate all allegations of discrimination, sexual harassment, or harassment in as confidential a manner as possible. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

The Village strictly prohibits any retaliation against anyone who, in good faith, has registered a complaint or who cooperates with an investigation under any Village policy.

Any employee, department head, or other representative of the Village who, after investigation, has been found to have retaliated against any employee for using any Village complaint procedure, or for participating in an investigation, will be subject to corrective or disciplinary action, up to, and including discharge.

Section 9 – Discipline

SECTION 9.00 - Discipline Procedure

I. PURPOSE

To develop a procedure to be followed in any disciplinary action.

II. POLICY

It is the intention of the Village to utilize disciplinary action in a constructive manner to motivate the employee toward proper conduct in the future. Situations of a minor nature are expected to be handled informally by the employee's department head and may result in a verbal warning which may be documented and retained in the employee's personnel file. Habitual minor offenses shall be considered serious and shall be entered into the personnel file.

Formal disciplinary action of employees will be administered by the department head in coordination with the Village Administrator. Formal disciplinary action of department heads will be administered by the Village Administrator in coordination with the Personnel Committee. Suspensions and discharges of employees are administered by the department head with Village Administrator approval. Suspensions of department heads are administered by the Village Administrator. Discharges of department heads are administered by the Village Administrator with Personnel Committee approval.

III. PROCEDURES

Disciplinary actions may include any or all the following, which are not necessarily administered in order, nor are all types of disciplinary action required prior to discharge. The Village may immediately discharge an employee.

Oral Reprimand

A verbal notice to an employee that their behavior or performance must be improved or corrected. A written record of the oral reprimand will be placed in the employee's personnel file and a copy provided to the employee.

Written Reprimand

A written notice to an employee that their behavior or performance must be improved or corrected. Written reprimands will be placed in the employee's personnel file and furnished to the employee.

Suspension

The temporary removal of an employee from duty, with or without pay. Suspensions will vary in length depending upon the seriousness of the offense or frequency of occurrence. Suspensions will be documented and placed in the employee's personnel file.

Discharge

The removal of an employee from the employment of the Village (also may be referred to as Dismissal or Involuntary Termination).

Employees may submit written explanations or responses to disciplinary actions to their personnel file. In some cases, particularly discharge, an employee may have certain additional due process rights.

The Village expects that the personal and professional conduct of its employees will conform to acceptable standards. In instances where an employee fails to comply with these standards, an attempt may be made to correct an employee's conduct using progressive discipline, but commission of the following offenses or any other improper employee action may result in disciplinary action up to and including discharge, depending upon the seriousness of the offense in the judgment of the Village Administrator. This list of unacceptable employee conduct does not include all examples of improper conduct but is provided for the guidance of employees. Employees with questions concerning the propriety of any contemplated action should consult with their department head and/or Village Administrator before engaging in the activity.

In cases where an employee has made several continuous minor offenses or has not been satisfactorily completing their job duties for an extended period, they will be placed under a corrective action plan (CAP). The CAP should state the expectations for improvement and the consequences for not meeting said expectations. While under a CAP, the employee should expect to meet with their department head and/or Village Administrator monthly to discuss progress. If improvements are not made by the end of the time frame identified in the CAP, it may result in termination of employment.

Below is a list of major and minor offenses. This list is not exhaustive.

Major Offenses

1. Theft or dishonesty of any kind, related to work activity.
2. Knowingly falsifying personnel records or timecards, Village records, or submitting false reports.
3. Possession and/or use of alcoholic beverages and/or controlled substances while on duty.
4. Absent three (3) consecutive days without notifying the Village of the reason.
5. Flagrant disobeying of safety related procedures, refusal to do work assigned, or insubordination.

6. Loss of license, including Commercial Driver's License, with necessary endorsements.
7. Non-physical conduct (bullying), which includes intimidating, threatening, or coercive treatment of another employee.
8. Intentional conduct that results in injury to person or property.

Minor Offenses

1. Sleeping on duty during assigned worktime or neglect of duty.
2. Discourtesy to the public.
3. Reporting late for work.
4. Excessive absenteeism.
5. Failure to notify his or her department head at least one-half (1/2) hour before his or her regular scheduled shift.
6. Failure to report any equipment requiring maintenance, repair, or safety attention, or failure to maintain such machines, tools, equipment, or vehicles.
7. Posting, making, or publishing false or malicious statements concerning the Village or any Village employee or operation.

Personnel File Record Retention

Corrective actions will be held in an employee's personnel file for a period of six (6) years after the person has left employment with the Village. ~~not to exceed three years contingent on no additional disciplinary action within that three-year period.~~

SECTION 9.01 - Involuntary Termination and Procedural Rights

I. PURPOSE

To establish policies regarding involuntary termination and procedural rights.

II. POLICY

Employees who are involuntarily separated (dismissed or discharged) from employment will be paid for actual time worked, any overtime, and unused paid time off.

Terminated employees have certain due process rights prior to discharge.

Where an employment decision could be stigmatizing to the employee, and the Village intends to place a record of the action in the employee's personnel file (which makes it potentially subject to public disclosure) or if the action would foreclose a definite range of future employment opportunities, an employee will be provided notice of the action and an opportunity to respond prior to the employment action.

Stigmatizing reasons for discipline or discharge may include dishonesty, immorality, moral turpitude, criminality, harassment, falsifying forms, drug use, use of position to obtain kickbacks or other privileges, or other charges impugning the employee's moral character.

Charges of incompetence, negligence, poor attendance, insubordination, failure to meet performance standards, failure to submit required forms, or documentation and related performance-based criteria have typically been held to be insufficiently stigmatizing.

In cases where public disclosure of stigmatizing information is possible, the employee will receive written notice of the charges, an explanation of the evidence and an opportunity to respond and clear their name prior to the decision being finalized and documented in the personnel file. Typically, the employee would direct their response to the Village Administrator who will consult with Village Council, or its designated committee as needed.

This process is a procedural protection and in no way limits the Village's at-will employment status. If there is sufficient just cause for termination, the findings of the Village Administrator are final. This will be stated in writing and provided to the employee as well as documented within the personnel file.

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Section 10 - Miscellaneous

SECTION 10.00 - Use of Village Equipment

I. PURPOSE

To establish a policy regarding personal use of Village equipment and property.

II. POLICY

No property belonging to the Village may be borrowed for personal use by employees. With department head approval, and if not on Village time, an employee may use Village equipment for minor tasks. In no case shall Village property be removed from the property for personal use. If a third-party (other governmental unit or contractor) requests Village equipment they must reduce the request to writing and it must be approved by the department head.

SECTION 10.01 - Use of Village Vehicles

I. PURPOSE

To establish a policy regarding the use of Village vehicles.

II. POLICY

The use of Village-owned vehicles is confined to that necessary to conduct official Village business. Under no circumstances will Village vehicles be used for personal business.

Employees driving Village vehicles must obey all traffic laws and will be responsible for any tickets issued because of failure to obey traffic laws. Employees shall report all citations and accidents that involve Village owned vehicles, immediately to their department head or the Village Administrator.

All employees using Village owned vehicles must have a valid Michigan driver's license and a satisfactory driving record. Any restrictions on, or revocation of, an employees' legal right to drive must be immediately reported to their department head.

Village vehicles should be washed regularly, with the interiors kept neat, and free of garbage. Routine maintenance on every Village vehicle should be conducted frequently, as determined by the department head.

SECTION 10.02 - Personal Conduct, Appearance, and Hygiene

I. PURPOSE

To ensure employees present and carry themselves in a professional manner.

II. POLICY

The personal conduct of every employee effect the work environment and, in all cases, can affect the public opinion or a citizen's image of the Village. We expect all employees, regardless of position or job category, to always conduct themselves in a professional manner. If a resident has any questions or concerns that a subordinate employee might not know how to address, the employee should provide the contact information of their department head or Village Administrator to assist.

Employee appearance is important to demonstrating the professionalism of our organization. For this reason, each employee is expected to report for work each day with appropriate hygiene, appearance, and attire for their position.

Attire should be consistent with job responsibilities and should not jeopardize the safety of the employee. Anyone reporting to work in inappropriate clothing will be sent home to change.

SECTION 10.03 - Computer Network, Employer Issued Electronic Device, and Internet Usage Policy

I. PURPOSE

To inform all Village employees and elected officials of the legal guidelines, expectations, and prohibitions in the use of the Village computer network, Village issued electronic devices, and Village provided internet.

II. POLICY

The Village's computers, computer files, e-mail system, software, and telephone systems are intended for Village business only. All information on Village computers, email, and voicemail systems is the sole and exclusive property of the Village. Such information may not be disclosed to any person outside the Village.

Because of the nature of this data, we reserve the right to access all information on the Village computers, email, and voicemail systems, even when personal passwords have been assigned. Employees do not have a personal privacy right in any matter created, received, or sent from the Village's telephone, Internet, or E-Mail systems. Therefore, employees should

not put personal data or other information on Village computers. Employees should not use a password, access a file, or retrieve any stored communication without authorization from the Village. E-Mail may not be used to solicit or to advocate non-village or purely personal interests, religious, or political causes. Inappropriate, offensive, or sexual or racial communication is a violation of our policies and strictly prohibited.

Employees are prohibited from downloading or copying any software without prior written consent from the Village Administrator. Care should be taken when opening emails with attachments.

Where applicable, the Village also reserve the right to access email and voicemail systems, even where personal passwords have been assigned. Placing inappropriate, offensive, or sexual or racial messages on our system is a violation of our no harassment policy and can result in termination. To ensure compliance with this policy, computer and e-mail usage may be monitored.

Village Issued Electronic Devices

The purpose of a Village issued electronic device (laptop, cellular telephone, camera, or otherwise) is to enhance, enrich, and facilitate the employees' ability to perform the duties of their position with the Village. Devices are to be used for Village-related business, research, communications, or other business-related purpose. Internet activities on issued devices must be consistent with this policy.

Users are responsible for the general care of any electronic device they have been issued by the Village. Electronic devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Village.

Village issued electronic devices are property of the Village and there is no expectation of privacy regarding an employee's use of any such device. This includes, but is not limited to: hardware, software, files (current or deleted), portable media, portable storage devices, mobile devices, and the Internet, e-mail, and attachments.

If the device is lost, stolen or damaged while on or off Village property, the incident must be reported with twenty-four (24) hours to the Village Administrator and/or local police. If the lost, stolen, or damaged device and/or accessories are determined to be caused by negligence or intentional misuse, the employee may be asked to assume full financial responsibility for repair costs or fair market value of assessed equipment.

Violations of this Policy by an employee may result in disciplinary action up to and including discharge.

SECTION 10.04 - Social Media and Internet Policy

I. PURPOSE

The purpose of this Policy is to inform all Village employees, elected officials, volunteers, and other potential users of the Village's social media resources about the legal guidelines, expectations, and prohibitions in the use of Village run social media resources the Village deems fit to satisfy the residents and visitors of the Village of Shelby.

II. POLICY

All Village employees shall use social media and the Village website in a responsible, legal, ethical, effective, and productive manner.

Facebook

The Village uses Facebook to increase communication with the residents it serves.

Village Employee Conduct

The lines between public and private, personal, and professional are blurred in online social networks. By virtue of identifying oneself as an employee of the Village online, the employee carries an obligation to conduct themselves in a professional and civil manner.

Village Employee Use of social media

Employees are permitted to use Village computers and personal electronic equipment for personal matters, only to the extent that such use is de minimis and occurs during the employee's regular breaks. If an employee is found to be using social media excessively and during Village time, corrective action will be implemented.

SECTION 10.05 - Drug and Alcohol-Free Workplace

I. PURPOSE

The Village of Shelby is committed to creating a drug- and alcohol-free working environment for its workforce. The use of alcohol and/or drugs in the workplace jeopardizes safety, lowers productivity, and undermines public confidence.

II. POLICY

All the Village of Shelby premises, including work sites and all Village of Shelby vehicles, are declared to be drug/alcohol-free workplaces. Village of Shelby employees are prohibited from unlawfully manufacturing, distributing, dispensing, possessing, or using controlled substances and/or alcohol in the workplace.

Employees who are taking prescription medication that may impair their ability to drive and/or operate equipment/machinery shall notify their department head prior to engaging in that activity for an alternative assignment.

Employees found to be in violation of this policy will be subject to appropriate disciplinary action up to and including termination for the first offense, and/or other remedial measures as the individual circumstances warrant.

Employees required to maintain a Commercial Driver's License as a condition of their employment are subject to state and federal provisions regarding Department of Transportation ("DOT") drug testing.

SECTION 10.06 - Public Statement/Press Calls

I. PURPOSE

To inform employees on the procedure regarding public statement/press calls.

II. POLICY

Unless otherwise delegated, the Village Administrator is the official designated spokesperson for Village staff. Employees should refer all requests for formal statements, interviews, and related activities to the Village Administrator. Employees may not make formal statements on behalf of the Village, except in cases of sharing routine, factual information, without prior authorization.

For Police related incidents, the Police Chief is authorized to make public comments.

SECTION 10.07 - Village Credit Card

I. PURPOSE

To establish the rules regarding the use of the Village credit card.

II. POLICY

The credit card must only be used for purchase of goods or services related to the official business of the Village. It is not to be used for any personal business. The credit card must be kept in the Village Clerk/Treasurer office. If needed to make a purchase, the credit card shall be promptly returned to the Village Clerk/Treasurer office.

Any misuse of the Village credit card is subject to disciplinary action, up to and including termination.

SECTION 10.08 - Gifts and Gratuities

I. PURPOSE

To establish the procedure regarding the acceptance of gifts.

II. POLICY

As public servants, services must be rendered, and business contracts awarded without favoritism or the suggestion that gifts and/or gratuities are expected in return. The Village Administrator may approve the acceptance of gifts presented for the benefit of the Village as a whole, its employees and the public (such as a food basket that can be set out for general consumption). If a situation should arise that an employee considers inappropriate, they should promptly report it to the Village Administrator.

Employees may not request or accept any personal gift of any kind from a citizen or vendor.

SECTION 10.09 - Police Department Uniforms

I. PURPOSE

To establish the procedure regarding uniforms for the Police Department.

II. POLICY

The Village will provide uniforms for the Police Department. The items and quantities that make up the provided uniforms are listed below. All uniforms or work equipment purchased by the Village shall remain the property of the Village and should only be worn while at work.

Police Department	
Item	Quantity
Short Sleeve Shirt	2
Long Sleeve Shirt	2
Uniform Pants	2

Body Armor	1
Winter Jacket	1
Tie	1
Name Bar	1
Badge	1
Duty Belt (with necessary accessories)	1
Duty Weapon	1
Taser	1
Handcuffs	1
Flashlight	1
Reflective Traffic Vest	1
Baton	1
Black Duty Boots	1

The Village will replace any part of the uniform at the discretion of the Police Chief and within the Village's purchasing policy.

Within reason, uniforms must be kept clean, neat, and in good condition, and must only be worn while performing duties for the Village. At the time of separation from employment with the Village, employees must return uniforms. A charge will be made for returnable uniforms which are lost or unreturned. Employees who separate from employment with the Village within their probationary period may be required to reimburse the Village for the actual cost of supplied uniforms.

SECTION 10.10 - DPW Uniforms/Clothing Reimbursement

I. PURPOSE

To establish the procedure regarding DPW uniforms and to a clothing reimbursement for the Department of Public Works.

II. POLICY

The Village will provide the following clothing for the Department of Public Works. All clothing with the Village of Shelby’s logo shall remain the property of the Village and should only be worn while at work.

Department of Public Works	
Item	Quantity
Short Sleeve Shirt	6
Long Sleeve Shirt	3
Sweatshirt	2
Winter Jacket	1

In addition, the Village will provide up to a four hundred (\$400) reimbursement for the purpose of purchasing any other clothing necessary for DPW employees to conduct the function of their job. This can include, but not necessarily be limited to boots, work pants, and overall bibs. Employees must submit a Clothing Reimbursement Request Form (including a receipt) to the Village Clerk/Treasurer prior to receiving the reimbursement.

Within reason, uniforms must be kept clean, neat, and in good condition. At the time of separation from employment with the Village, employees must return any clothing with the Village of Shelby logo. A charge may be made for returnable clothing which are lost or otherwise unreturned. Employees who separate from employment with the Village within their probationary period may be required to reimburse the Village for the actual cost of supplied uniforms and/or clothing reimbursement.

SECTION 10.11 - Commercial Driver's License Reimbursement

I. PURPOSE

To inform employees of the Villages reimbursement policy to obtain a commercial driver's license.

II. POLICY

All full-time Department of Public Works employees are required to have a valid State of Michigan commercial driver's license with the proper endorsement(s) to perform their duties. Employees are eligible to receive a reimbursement above the cost of the standard Michigan driver's license upon renewal. Employees must submit proof of payment for their license renewal from the Michigan Secretary of State to the Village Clerk/Treasurer to be eligible for the reimbursement.

SECTION 10.12 - Employee Training Day

I. PURPOSE

To set the expectations for paid time while at employee training events.

II. POLICY

Training and development are mutually beneficial. Occasionally, flexibility in shift schedules and regularly scheduled days off are necessary to attend training or to take certification tests. Training or testing that occurs during the employee's work schedule and lasts more than six (6) hours in length (including commute time), shall count as a full day. If the employee is on a normally scheduled day off, and required to attend a training, the employee will be granted a different day off, as agreeable with the Chief of Police or DPW Supervisor and needs of the respective department.

SECTION 10.13 - Purchasing Policy

I. PURPOSE

To ensure that the purchasing of goods and services for the Village results in the most economical and/or advantageous procurement in accordance with sound purchasing principals. All purchases, regardless of size, shall be covered by this policy. It is also the intent of this policy that the Village will attempt to purchase goods and services from businesses located within the Village limits when the availability, price, quality, service, and other relevant factors relating to the goods and services are comparable with out-of-town businesses.

II. POLICY

Purchasing Agent

The Village Administrator shall act as the Purchasing Agent for the Village and shall be authorized to purchase supplies, materials, equipment, and services for the Village **for which funds are provided in a budget approved by the Village Council** and dispose of surplus supplies, materials, and equipment in accordance with this policy. The Purchasing Agent shall prepare and/or approve all forms and additional procedures required to carry out this policy.

Purchasing Guidelines

Except as otherwise provided in this policy, the expected cost of a purchase of supplies, materials, equipment, and services shall determine which procedures are required, as set forth below. **Purchases can only be made pursuant to these guidelines if funds are included in a budget approved by the Village Council.** If not included, the Village Council shall approve a budget amendment before the purchase can be made. If the quotes or bids obtained for a purchase fall into a higher cost classification than expected the procedures for the higher classification must be followed.

Cost of Purchase	Procedures
Up to and including \$250	<ul style="list-style-type: none">• Effort shall be made to obtain best price via telephone, catalog, or internet quotations.• No formal request for written quotations is required.• Approval of the Department Head required.
\$251 to and including \$2,000	<ul style="list-style-type: none">• Whenever possible, at least three written quotations required.• Approval of Village Administrator required.

<p>\$2,001 to and including \$10,000</p>	<ul style="list-style-type: none"> • At least three written quotations required. • Approval of Village Council required regardless of whether or not included in a currently approved Village budget.
<p>\$10,001 and greater</p>	<ul style="list-style-type: none"> • Bid solicitation as determined by Village Administrator and/or Finance & Insurance Committee. • Sealed bids may be required. • Approval of Village Council required regardless of whether or not included in a currently approved Village budget.

Evaluation and Acceptance of Quotes and Bids

Quotes and bids shall be evaluated with the objective of getting the best quality goods and services at the lowest price. The Village shall evaluate all quotes and bids objectively. In such evaluation it shall be noted whether price or quality is the predominant consideration and what other criteria will affect the evaluation. Any or all quotations or bids or portions thereof may be rejected. Quotes and bids may be approved or awarded where applicable as a total packet or on an item-by-item basis.

Pre-Approved Expenses

1. Bond payments for interest and/or principal.
2. Employee payroll, taxes, and benefits.
3. Utility payments.
4. Supplies for the operation of critical infrastructure.
5. Gasoline and diesel fuel.
6. Village liability and property insurance.

Exemptions to Quotes and Bids

Informal competitive quotes or formal competitive bids in according with this policy shall not be required (i) in the employment of professional services; (ii) for purchases from, or joint purchases, with another governmental unit; (iii) where the purchase involves the use of State of Michigan or federal funds and State or federal rules, regulations, and procedures with respect to purchases apply.

Emergency Purchases

In an emergency or an apparent emergency endangering the public peace, health, and safety of the Village which requires the immediate purchase of supplies, materials, equipment or services, the Purchasing Agent may purchase any supplies, materials, equipment, or services which they deem immediately necessary. In the case of emergency

purchases, a full report of the circumstances of the emergency shall be filed within 30 days of the purchase with the Village Council.

Prohibitions

No purchase or contract shall be subdivided to avoid the requirements of this policy.

No officer or employee shall have a financial interest directly or indirectly in any purchase or contract unless Village Council determines by majority vote that waiver of such requirement is in the best interest of the Village.

Disqualification of Vendor

No quote or bid shall be accepted from a vendor who is in arrears to the Village, who is in default on a contract with or payment due to the Village or has previously demonstrated bad faith in dealing with the Village.

Local Vendors Preference

The Village recognizes the need to support its area businesses. In the event that two quotes or bids are received, one being from a local vendor, both of which are for the same total amount or unit price, quality, and service, and both of which otherwise meet the requirements of this policy, specifically the evaluation and acceptance of quotes and bids, the local vendor shall be selected.

Retention of Quote and Bid Documents

A record of all quotation and bid documents related to the purchase of supplies, materials, and equipment shall be retained by the Village until completion of the financial audit for the fiscal year of the purchase.

Disposal of Surplus Supplies, Materials, and Equipment

The Purchasing Agent may dispose of supplies, materials, and equipment of the Village which are surplus, unsuitable, or unusable, or may exchange the same for other supplies, materials, and equipment. Such supplies, materials, and equipment shall be sold in such manner as shall be determined by the Purchasing Agent who shall within 30 days of disposal report any such disposal sale to the Village Council.

Handbook Revisions

This Handbook may be revised prospectively at the sole discretion of the Village. However, no one is authorized to make changes in the terms of this Handbook, except through written revision adopted by the Village Council. No officer, employee, agent, or other representative of the Village has any power to create, modify, or enter into any agreement for employment or relating to terms and conditions of employment outside of this Employee Handbook unless part of a Collective Bargaining Unit Contract.

Effective

January 1, 2022

Revisions

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Employee Handbook Acknowledgement and Receipt

I received my copy of the Employee Handbook.

The Employee Handbook describes important information about the Village of Shelby (“Village”), and I understand I should consult the Village Administrator with any questions not answered in the handbook. I have entered my employment relationship with the Village voluntarily and acknowledge that there is no specified length of employment. **Accordingly, absent a Collective Bargaining Agreement that applies to my employment, either I or the Village can terminate the employment, with cause, so long as there is not a violation of applicable federal or state law.**

This Employee Handbook and the policies and procedures contained herein supersede all prior practices, oral or written representations, or statements concerning the terms and conditions of my employment with the Village. By distributing this Employee Handbook, the Village expressly revokes all previous policies and procedures inconsistent with those contained herein. I understand that the policies and procedures contained within the Employee Handbook may be changed at any time by the Village. All such changes will be communicated through official notices, and I understand revised information may supersede, modify, or eliminate existing policies or procedures. Only the Village Administrator, with Village Council approval, has the ability to adopt any revisions to the policies and procedures in this Employee Handbook.

I understand and agree that nothing in the Employee Handbook creates or is intended to create a promise or representation of continued employment and that employment at the Village, absent a Collective Bargaining Agreement that applies to my employment, is employment at-will, which may be terminated, with cause, at the will of the Village or myself. Furthermore, I acknowledge this Employee Handbook is neither a contract of employment nor a legal document.

I reviewed the Employee Handbook, and I understand it is my responsibility to read and comply with the policies and procedures contained in this handbook and any revisions made to it.

Employee Signature

Date

Department Head Signature

Date

TO BE PLACED IN PERSONNEL FILE

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Section 1 - General Policies

Section 1.00 - General Purpose Personnel Policy Statement

I. PURPOSE

To establish policies and procedures to guide administrative action on various personnel activities of the Village of Shelby (“Village”).

II. APPLICATION

The policies and procedures in this Employee Handbook apply to all Village employees. If one or more provisions of this policy are superseded by or become in conflict with state or federal laws, or if they are determined by a court of competent jurisdiction to be inappropriate and voided, then the balance of the policy shall remain in effect.

The Village Council is responsible for the creation of policies for the operation of the Village. The Village Administrator is responsible for implementation of Village policies and has administrative control over Village operations. Any situation, circumstance, or condition not covered by the Employee Handbook shall be referred to the Village Administrator. There are no precedents or understanding, real or imagined, which continue after the effective date of the adoption of the Employee Handbook unless specifically addressed herein.

III. POLICY

- a. Policies have been developed to assist employees of the Village to understand the terms and conditions of their employment. These personnel policies are subject to change.
- b. An Employee Handbook containing applicable personnel policies, procedures, and benefits, shall be given to all employees of the Village. Employees will be required to sign a statement indicating that they have received a copy of the Employee Handbook and that they understand that the policies contained therein, are subject to change, and govern their employment with the Village.
- c. This Employee Handbook, or any other written or verbal communication by the Village, is not intended as and does not create a contract of employment, either expressed or implied.

SECTION 1.01 - Equal Employment Opportunity

I. PURPOSE

To establish a policy guaranteeing equal opportunity in employment. To prevent discrimination and encourage fairness in hiring, promotion, and other workplace practices to encourage a diverse and multi-talented workforce.

II. POLICY

The Village is an equal opportunity employer. The Village provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, marital status, sex, height, weight, military status, or any other category protected by state or federal law. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, promotion, termination, leave of absence, compensation, and training.

If an employee believes that they have been the victim of discrimination, they should report that fact immediately to the Village Administrator. In the event of an alleged act of discrimination caused by the Village Administrator, the complaint shall be made to the Village President with the Village Attorney copied on the complaint. The Village will ensure that a prompt and equitable resolution of the complaint is achieved.

SECTION 1.02 - Harassment Policy

I. PURPOSE

To prohibit sexual harassment, intimidation, or exploitation in the workplace or in connection with Village business and to maintain a workplace free of harassment.

II. POLICY

Harassment

Harassment is unlawful. It is the policy of the Village that any form of harassment of employees or applicants for employment based on race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, marital status, sex, height, weight, military status, or any other category protected by state or federal law is prohibited and will not be tolerated.

Harassment is unwelcome verbal, physical, or written conduct directed toward, or differential treatment of, an employee because of their membership or perceived membership in any protected group, which may include any of the following: offensive or degrading remarks, verbal abuse, or other hostile behavior such as insulting, teasing, mocking, degrading, or ridiculing another person or group; racial slurs, derogatory remarks

about a person's accent, or display of racially offensive symbols; unwelcome or inappropriate physical contact, comments, questions, advances, jokes, epithets, or demands; physical assault or stalking; and/or displays or electronic transmission of derogatory, demeaning, or hostile materials.

The Village has zero tolerance for any form of harassment of employees or applicants for employment based on any protected classification described above. Any employee who feels they are a victim of harassment, including but not limited to any of the conduct listed above, by any department head, other employee, vendor, third-party, or representative of the Village, or any other person in connection with employment with the Village is expected to bring the matter to the *immediate* attention of their department head and/or the Village Administrator.

The Village will promptly investigate and take appropriate action on all allegations of harassment in accordance with Section 8.00 – Grievance Procedure herein.

Sexual Harassment

Sexual harassment is unlawful. It is the policy of the Village that any form of sexual harassment of employees or applicants for employment is prohibited and will not be tolerated.

Sexual harassment is unwelcome sexual conduct, which may include one or more of the following: sexual advances or propositions; requests for sexual favors; verbal abuse of a sexual nature, including sexually explicit or degrading references to another person, or similar language; unwelcome touching; the display of sexually suggestive objects or pictures; sexually explicit or offensive jokes; or physical assault.

Any employee who feels they are a victim of sexual harassment, including but not limited to any of the conduct listed above, by any department head, other employee, vendor, third-party, or representative of the Village, or any other person in connection with employment with the Village is expected to bring the matter to the *immediate* attention of their department head and/or Village Administrator.

The Village will promptly investigate and take appropriate action on all allegation of sexual harassment in accordance with Section 8.00 – Grievance Procedure herein.

SECTION 1.03 - Violence in the Workplace

I. PURPOSE

To comply with the Village's obligation to furnish each employee with a workplace free from recognized hazard that are causing or likely to cause death or serious physical harm to its employees.

II. POLICY

The Village has a zero-tolerance policy toward workplace violence and is committed to compliance with Section 5(a) of the Federal Occupational Safety and Health Act of 1970 which requires the Village to furnish each employee with a workplace free from recognized hazards that are causing or likely to cause death or serious physical harm to its employees.

The Village will not tolerate words, acts, or behaviors that are likely to result in workplace violence and which may include but are not limited to, abusive language, hitting or shoving, threats of bodily harm, threats of violence, verbal or physical assault, intimidation, brandishing an object which may be used as a weapon, or the sending of threatening, harassing, or abusive e-mails or text messages.

All employees are responsible to minimize workplace violence. Any employee who observes any violation of this Policy must immediately report the violation to their department head. In cases where a department head is alleged to have violated this Policy, the report shall be made to the Village Administrator. In cases where the Village Administrator is alleged to have violated this Policy, the report shall be made to the Village President.

III. INVESTIGATIONS AND SANCTIONS

Department heads shall respond promptly to reports of any violation of this Policy through fair and objective investigation. The department head upon receiving a report of workplace violence shall:

1. Determine if an immediate threat to safety of employees or others exist. If yes, call 911.
2. Separate personnel from the point of threat or anger.
3. Attempt to calm the aggressor if it can be done safely.
4. If an employee is the aggressor, suspend them pending an investigation.

5. Notify the Village Administrator of the issue. Based on a determination of the Village Administrator, determine whether notification to the Shelby Police Department is necessary.
6. Initiate a fair and complete investigation.

Any person who, in the opinion of the immediate supervisor, poses a threat to himself or others shall be removed from the premises and shall remain off Village premises pending the outcome of an investigation. Such removal of any employee will be immediately reviewed by the Village Administrator.

The Village reserves the right to use any lawful method of investigation deemed necessary to determine whether an employee has engaged in conduct which violates this Policy. Employees entering or leaving Village premises are subject to questions and search, including lockers, vehicles, and personal possessions. Any search will be undertaken as discreetly as possible and only after the Village has formed reasonable suspicion a violation of this Policy has occurred. Failure to comply or violations of this Policy may result in corrective or disciplinary action, up to and including discharge.

SECTION 1.04 - Social Security Number Privacy Policy

I. PURPOSE

The Village is required by the Michigan Social Security Privacy Act to control the privacy of Social Security Numbers (SSNs). It also requires the establishment, publication, and enforcement of a policy regarding control and privacy.

II. POLICY

In accordance with the Social Security Number Privacy Act, the Village will keep all social security numbers confidential and will not disclose social security numbers unlawfully. Personnel and payroll records are kept in locked file cabinets, only accessible to the Village Clerk/Treasurer and Village Administrator. The Village uses your Social Security Number only for specific limited administrative purposes, allowed by law. Currently, these include to verify employment, investigate driving history, and to administer our various benefit programs. Any documents containing social security numbers that are destroyed will be shredded in accordance with record retention guidelines. Any person who violates this privacy policy is subject to discipline up to and including termination.

SECTION 1.05 - Personal Health Information Policy

I. PURPOSE

The Village sponsors group health plans that provide medical, dental, and other benefits to eligible employees. The Privacy Rules under the Health Insurance Portability and Accountability Act (HIPAA) generally restrict the ability to use and disclose certain health or medical information about you that is created or received by these group health plans or by the Village in connection with these group health plans. This Notice describes how medical information about you may be used or disclosed and describes your legal rights regarding your medical information. References to the Plan throughout this notice also shall mean the Village, as plan sponsor. If you have any questions about this Notice, please contact the Village Clerk/Treasurer, who serves as plan administrator.

II. POLICY

The Health Insurance Portability and Accountability Act (HIPAA) was enacted by Congress in 1996. One of the provisions of the Act provides for privacy in transactions of health information. Privacy regulations were finalized in 2002 and became effective April 14, 2003. The protection of PHI is regulated.

Personal health information, whether transmitted electronically, orally, photographically, or written is strictly confidential and protected by law and this policy. Even verbal transmission is to be of such voice level to prevent being overheard by others. The provision of health care is not intended to be impeded by privacy laws.

The fundamental principle is that all employees are to be sensitive to and make effort to maintain the security of all PHI which comes to our attention and take all steps necessary to avoid inadvertent use or disclosure of PHI.

Employer Responsibilities

The Village is required to comply with HIPAA because the Village has employees covered by a health plan.

1. Prevent the use or disclosure of PHI without the authorization of the affected individual. Employees must specifically indicate whether they want information transmitted to or withheld from family members.
2. Protect all medical records and other individually identifiable health information held or discovered in any form whether electronic, paper, or verbal.
3. Keep records of use of the information, must receive written authorization prior to the dissemination of the information, must train employees on privacy protection, and establish a grievance procedure.

The Village may use or disclose PHI for the purposes of:

1. Treatment, payment, or health care operations.

2. Transmission to the insurance carrier of record.
3. Making determination of employee fitness for duty, promotion, and absences related to performance.
4. Conferring with doctors and health providers when the issue is job related or an on-the-job injury.
5. The exchange of patient information needed for the treatment of the patient, billing, or essential health care operations.

Employee Responsibility

Any employee who by reason of authority, opportunity, accident, or error has knowledge of PHI of any other employee, employee's family, or customer at the Village shall:

1. Keep the information confidential.
2. Refrain from discussing with any other employee or supervisor knowledge of PHI without obtaining consent of the employee.
3. Prevent the sending by mail, or electronic transfer, or by in-person discussion or by telephone or radio waves any PHI without the consent of the individual expect that which is necessary for providing immediate health care.
4. Make a record of, or copy of, information disseminated to show that only the minimum necessary information was divulged. The record will include the reason, and the recipient's information.

Injured employees shall designate either their department head or the Village Administrator as the recipient of pertinent information. (This information will also be available to the worker's compensation carrier.)

Employees involved with dissemination of Police Department reports containing PHI shall ensure such reports are reviewed and PHI is redacted from the reports prior to delivery to any third party.

Employees shall file an authorization form with the Village Clerk/Treasurer before any assistance by the administration provided to rectify problems with insurance carriers or doctors.

Verification Requirements

Prior to disclosure of PHI, the Village must:

1. Verify the identity of the person requesting PHI and the authority of such person to access PHI, if the identity or authority of such person is not already known by the Village; and
2. Obtain any documentation, statements, or representations, whether oral or written, from the person requesting the PHI when such documentation, statement, or representation is a condition of the disclosure under HIPAA.

Freedom of Information

Neither the routine insurance requests nor FOIA requests shall include PHI: This includes photographs, comments in reports, and codes on reports.

Complaint Procedure

If an employee has reason to believe that any PHI has been improperly secured or wrongfully disclosed the procedure for complaints is:

1. Employee shall immediately or as soon as practical notify the Village Administrator of the circumstances.
2. The Village Administrator shall investigate the complaint and respond in writing within ten (10) business days with the following:
 - a. Unsubstantiated – the action was within the parameters of the Village policy and necessary activity.
 - b. Substantiated Without Intent – Error was accidental or inadvertent, disclosure was a violation of the Village policy, and corrective action was taken.
 - c. Substantiated with Intent – Corrective action taken, and discipline imposed.
3. A copy of the Village Administrator's disposition will be filed in:
 - a. The Complaint file;
 - b. The Aggrieved employee record; and
 - c. The Violator's file

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Section 2 – Employment Conditions

SECTION 2.00 - Pre-Employment Inquiries and Employee Selection

I. PURPOSE

To establish policies and procedures regarding employee selection and to ensure employees hired can perform the essential functions of the job.

II. POLICY

The Village Council is responsible for the selection, employment, and discharge, of the Village Administrator. The Village Administrator and department heads, when applicable, are responsible for the selection, employment, and discharge of all other employees of the Village.

Applicants offered a position with the Village may be required to undergo either a skills, background, or medical examination to the extent the examination is sufficiently job related. When a medical examination is required, any offer of employment an applicant receives from the Village is contingent upon, among other things, satisfactory completion of this examination and a determination by the Village that the applicant can perform the responsibilities of the position offered.

When a permanent full-time, regular part-time, or on call part-time job vacancy occurs in a Village position, notice of the job or vacancy may be advertised by such means as deemed appropriate by the Village Administrator. Individuals interested in the position may file a written application by the deadline established on the job posting. The applicant considered by the Village Administrator to be the best qualified, shall be awarded the permanent vacancy, but the Village reserves the right to determine that none of the applicants are qualified and leave the position open or to seek further applicants.

III. PROCEDURE

1. All new employees shall be selected exclusively on merit.
2. When a vacancy exists, the Village Administrator will initially consider the feasibility of filling the vacancy by promotion from within the Village. The decision as to whether qualified employees exist within the Village is reserved by the Personnel Committee. They will determine whether solicitation of candidates for the position will be limited to current employees or open to outside candidates as well.
3. Position vacancies will be posted using regularly circulated newspapers, professional publications, listings with employment services, etc. The notice of position vacancy shall include a statement that the Village is an equal opportunity employer and does not discriminate based on religion, race, color, national origin, age, sex, height, weight,

marital status, disability, sexual orientation, or genetic information. Application forms will be available at the Village Hall.

4. Each applicant shall submit a written application and references in the form to be determined by the Village.
5. Applicants will not be employed unless they meet the minimum requirements for the position. The Village may require applicants to undergo written, oral, or physical testing to demonstrate the skills and qualifications necessary for the position.
6. The Village Administrator will set the hiring committee depending on the position to be hired. This could include, but not be limited to, members of Village Council and department heads.
7. Applicants tentatively selected for appointment to a position may be required to undergo a medical examination by a physician designated by the Village at the Village's expense prior to commencement of employment. This pre-employment physical examination will include drug testing. The physician will be provided with a copy of the job description of the position and requested to advise the Village if the applicant can presently perform the essential functions required for that position.

SECTION 2.01 - Probationary Period

I. PURPOSE

To ensure new employees can satisfactorily complete their essential job functions.

II. POLICY

All full-time and regular part-time employees are in a period of probation for their first six (6) months of continuous employment. The Village reserves the right to extend the probationary period of individuals whose service is not entirely satisfactory for a period of an additional three (3) months upon written notice to the employee. The probationary period is a time for an employee to decide whether to continue to work for the Village and for the Village to determine if the employee can provide the level of performance required from Village employees. An employee may be discharged for any reason during the probationary period without recourse. The employment relationship with the employee after probation is subject to the employee's continued performance of assigned work in a manner satisfactory to the Village.

SECTION 2.02 - Employee Classification Categories

I. Purpose

To comply with the Fair Labor Standards Act (FLSA) and to help employees understand employment classifications, employment status, and benefits eligibility.

II. POLICY

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. These classifications do not guarantee employment for any specified period. The right to terminate the at-will employment relationship at any time is retained by both the employee and the Village, subject only to the terms of an applicable Collective Bargaining Agreement, federal or state law.

Nonexempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.

Exempt employees are generally manager or professional, administrative, or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

The Village has the following categories for both nonexempt and exempt employees:

Regular, full-time: Employees not in temporary status who are regularly scheduled to work at least eighty (80) hours per pay period. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions, and limitations of each benefit program.

Regular, part-time: An employee not in temporary status who is regularly scheduled to work less than the full-time schedule, but not more than forty-eight (48) hours each pay period. Regular, part-time employees are ineligible to receive employment benefits unless specially designated herein.

On-call, part-time: An employee not in temporary status who is scheduled to work only when called in. On-call, part-time employees are ineligible to receive employment benefits.

Temporary and/or seasonal employee: An individual hired to work forty (40) hours or less per work week for a limited duration arising out of special projects, abnormal workloads, seasonal employment needs, or emergencies. Temporary and/or seasonal employees are not eligible for Village benefits.

SECTION 2.03 - Job Description Policy

I. PURPOSE

To create a shared understanding regarding the job duties, authorities, responsibilities, essential functions, and measures of performance for each job, to provide the basis for performance evaluation and wage/salary review, and to ensure effective hiring practices that provide equal opportunity to all qualified individuals.

II. POLICY

Job descriptions must be prepared for each Village job. At a minimum, job descriptions must include:

1. Skills and Knowledge. Identify the skills and knowledge needed to do the job.
2. Experience and Education. Identify the minimum experience and education, or the equivalent needed to perform the job.
3. Physical Effort and Dexterity. Indicate whether lifting, climbing, extended sitting or standing, or other physical efforts are normally required. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the essential functions of the job with reasonable accommodation.
4. Visual Acuity, Hearing, and Speaking. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the essential functions of the job with reasonable accommodation.
5. Environment and Scheduling. This covers aspects of the job with which some people may be uncomfortable. It includes aspects of the physical environment, such as exposure to heat, cold, dusty, noise, chemicals, and such matters as demands for frequent travel, overtime, or shift work.

Job descriptions are used as a basis to evaluate positions for the purpose of computing wage scales. All job descriptions must be reviewed and approved by the Village Administrator. Employees receive a copy of their job description once it receives final approval. Employees are required to review and sign a copy of their job description. The signed job description is maintained in the employee's personnel file.

Department heads are required to review the job descriptions for positions they supervise for accuracy and completeness at least every two years. Employees who believe their job description is inaccurate or out-of-date should raise the issue with their department head. Job descriptions are not intended to cover every task or responsibility an employee may be assigned, and do not limit management's right to assign additional duties as required.

SECTION 2.04 - Employee Personnel Records

I. PURPOSE

To ensure compliance with the Michigan Bullard-Plawecki Employee Right to Know Act and to give employees a clear understanding on their right to review their file and responsibility to inform the Village of any changes to documents in their file.

II. POLICY

Employee records are maintained by the Village Administrator and are generally considered confidential, subject to any required disclosure under the Michigan Bullard-Plawecki Employee Right to Know Act or the Freedom of Information Act (FOIA).

Employee records access by current employees and former employees upon written request will generally be permitted, in accordance with the Michigan Bullard-Plawecki Employee Right to Know Act. All employees who want to review their personnel records should make a request in writing to the Village Administrator and schedule an appointment to review such records. Employee records may not be taken outside of the Village Administrator's designated review area. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to employee record information.

Employees must inform the Village Clerk's office immediately regarding any change in status, such as the following: name change by marriage or other reasons, address, telephone number, marital status, beneficiary for insurance purposes, number of dependents or exemptions, and person to be contacted in an emergency.

SECTION 2.05 - Performance Evaluations

I. PURPOSE

To provide the scope and reason for conducting performance evaluations.

II. POLICY

Periodically, employees may be provided with a formal evaluation of their performance by their department head, which will also be reviewed by the Village Administrator. A performance evaluation is an ongoing assessment process that assists employers and employees in reaching organizational goals by providing a formal opportunity to review objectives, identify strengths, and to define training or improvement programs for areas requiring development. Completion of the performance evaluation form and discussion of noted ratings will facilitate communication and an understanding of expectations while providing a history of employee progress and development. A special evaluation of an employee's performance may be required at any time but will typically be conducted on an annual basis.

SECTION 2.06 - Anti-Nepotism, Employment of Relatives, and Personal Relationships Policy

I. POLICY

To avoid conflicts of interest, the possibility or appearance of favoritism, morale problems, and the potential for emotional interference with job performance.

II. POLICY

The Village has an obligation to ensure Village practices do not create situations such as an actual or perceived conflict of interest or favoritism. This extends to practices that involve employee hiring and promotion. Close relatives, partners, and those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to one another. Close relatives are defined as: spouse, parent, parent-in-law, grandparent, child, child-in-law, aunt, uncle, brother, sister, brother-in-law, and sister-in-law. There may be other conflicts that are up to the Village Administrator whether it is a violation of this policy.

SECTION 2.07 - Termination of Employment

I. PURPOSE

To provide employees with the process for terminating employment.

II. POLICY

Employees desiring to terminate their employment relationship with the Village are encouraged to notify the Village at least two (2) weeks in advance of their intended termination date. Such notice shall be given in writing to the employee's department head. Proper notice allows the Village sufficient time to calculate all accrued overtime (if applicable) as well as other monies to which the employee may be entitled and to include such monies in the employee's final paycheck. Without proper notice, the employee may have to wait until the end of the next normal pay period to receive such payments.

Employees who plan to retire are urged to provide the Village with a minimum of a two (2) month written notice. This will allow ample time for the processing of appropriate retirement forms to ensure that any retirement benefits to which an employee may be entitled commence in a timely manner.

Exit interviews with the employee's department head are normally scheduled for outgoing employees after the department head has received notice of resignation or intent to retire. The purpose of these interviews is to review eligibility for benefit continuation and conversion, to ensure all necessary forms are completed, to collect all property belonging to the Village, and to provide employees with an opportunity to discuss their job-related experience.

An employee who separates from employment with the Village must return all Village property at the time of separation, including cell phones, keys, Village owned technology, and identification and access cards, if applicable. Failure to return Village property may result in deductions from the employee's final paycheck, as permitted by law. Upon hire, an employee will be required to sign the Wage Deduction Authorization Agreement to deduct the costs of such items from the final paycheck.

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Section 3 – Hours and Attendance

SECTION 3.0 - Hours of Work

I. PURPOSE

To establish the hours of work for each department within the Village.

II. POLICY

Regular work schedules for the applicable Village staff are identified below. Village Hall shall maintain regular office hours Monday through Friday from 8:30 a.m. to 4:30 p.m.

Village Hall

A five (5) day, forty (40) hour week shall be the standard work week for all employees working at Village Hall. One (1) lunch period not to exceed thirty (30) minutes is allowed per day. Two (2) break periods not to exceed fifteen (15) minutes each are allowed per day, one (1) in the morning and one (1) in the afternoon. Such relief periods shall be scheduled by the department head to ensure efficient operation of their departments and uninterrupted service to the public.

Police Department

The normal bi-weekly pay period shall consist of eighty-four (84) hours (seven 12-hour shifts) for patrol officers. The patrol officer's normal shift is 12 consecutive hours. The shift schedule is determined by the Chief of Police. One (1) lunch period not to exceed forty-five (45) minutes is allowed per day. Two (2) break periods not to exceed fifteen (15) minutes each are allowed per shift, one (1) in the first half of the shift and one (1) in the second half of the shift.

Department of Public Works (DPW)

A five (5) day, forty (40) hour week shall be the standard work week for all DPW employees. Generally, the regular working hours will be from 7:00 a.m. to 3:30 p.m., but is subject to change based on work demands. One (1) lunch period not to exceed thirty (30) minutes is allowed per day. Two (2) break periods not to exceed fifteen (15) minutes each are allowed per day, one (1) in the morning and one (1) in the afternoon. Such relief periods shall be scheduled by the DPW Supervisor to ensure efficient operation of the department and uninterrupted service to the public.

SECTION 3.01 - Overtime and Compensatory Time

I. PURPOSE

To establish the terms and conditions of overtime and compensatory time.

II. POLICY

Non-exempt employees will receive overtime pay (1.5 times the employee's straight pay) or may choose to receive compensatory time at a rate of 1.5 times the actual number of hours worked.

Village Hall

Exempt employees are not covered by the Federal Labor Standards Act overtime provisions and do not receive overtime pay. See Section 3.02 for policy regarding exempt employees. Non-exempt Village Hall employees are entitled to overtime as follows. Any hours worked over forty (40) hours in one (1) work week, shall be paid out at 1.5 times the normal rate of pay. Part-time employees shall receive overtime (1.5 times) for any hours worked over forty (40) hours in one week. The Village Administrator is responsible for scheduling work as rigidly as possible to minimize overtime.

Compensatory time must be used by the end of the same pay period from when it was earned. If compensatory time earned is not used it gets paid out as overtime. Compensatory time must be approved by the Village Administrator to ensure efficient operation of Village Hall and uninterrupted service to the public.

Police Department

Any hours worked over twelve (12) hours per shift or eighty-four (84) hours per pay period shall be paid out at 1.5 times the normal rate of pay or added to a compensatory time bank at a rate of 1.5 times the actual number of hours worked at the discretion of the employee. Part-time employees shall receive overtime (1.5 times) for any hours worked over forty (40) hours in one week.

Police Officers having court appearances, training, or other necessary meetings outside of regularly scheduled working hours, shall be paid overtime (1.5 times) for the duration of the event with a minimum compensation of two (2) hours overtime.

Compensatory time must be used by the end of the same pay period from when it was earned. If compensatory time earned is not used, it gets paid out as overtime. Compensatory time must be approved by the Police Chief to ensure efficient operation of the department and uninterrupted service to the public.

Department of Public Works (DPW)

Any hours worked over eight (8) hours in one (1) day or forty (40) hours in one (1) work week, shall be paid out at 1.5 times the normal rate of pay or added to a compensatory time bank at a rate of 1.5 times the actual number of hours worked at the discretion of the employee. Part-time employees shall receive overtime (1.5 times) for any hours worked

over forty (40) hours in one (1) week. The DPW Supervisor is responsible for scheduling work as rigidly as possible as to minimize overtime.

Compensatory time must be used by the end of the same pay period from when it was earned. If compensatory time earned is not used, it gets paid out as overtime. Compensatory time must be approved by the DPW Supervisor to ensure efficient operation of the department and uninterrupted service to the public.

SECTION 3.02 - Discretionary (Flex) Time for Exempt Employees

I. PURPOSE

To establish the terms and conditions regarding discretionary (flex) time for exempt employees.

II. POLICY

Exempt employees may be required to work more than forty (40) hours in a workweek to satisfy work demands or to attend evening meetings. In these instances, exempt employees may take discretionary time off provided such time does not adversely impact operations.

Discretionary time off for exempt employees is provided as a professional courtesy and is not an entitlement, nor is it to be viewed as an hour-for-hour offset to hours worked in excess of forty (40) hours. Exempt employees should expect that, from time-to-time, more than forty hours is required of their position.

Exempt employees should coordinate their use of discretionary time with the Village Administrator to ensure proper coverage and recognize that, in some cases, operational needs may not allow the use of discretionary time off.

Flex time should be used no later than the following pay period.

SECTION 3.03 - Emergency Call-in (Department of Public Works)

I. PURPOSE

To establish the terms and conditions regarding DPW staff on call scheduling and procedure.

II. POLICY

Employees who are called in to work at times other than their regularly scheduled shift shall be paid for two (2) hours at one and one half (1.5) times their regular straight rate or for the time worked at one and one half (1.5) times their regular straight time rate, whichever is greater. Employees are not required to remain at work for the entire two-hour overtime pay guarantee period if the project for which they are called in is completed sooner, but any

additional call in that occurs during the guarantee period will be considered a continuation of the original call rather than a new call. This compensation guarantee shall only apply to a physical requirement to appear at Village premises. Employees who are called by phone at home and are not physically required to appear at work shall be paid in 15-minute increments, dependent on the nature and longevity of the phone call, but pay for this phone call that occurs during the guarantee period will not result in additional compensation. If the on-call phone is ringing on a regular basis due to any unusual circumstance, the employee shall call the DPW Supervisor to determine the action they should take.

Call-in pay is not applicable in instances where the employee is called in to work within two (2) hours of the start of the shift or within two (2) hours of the end of the regularly scheduled shift. This will be considered a continuation of shift and overtime would end at the conclusion of the emergency or call-in. All time worked over eight (8) hours in one day is still eligible for overtime or compensatory time.

DPW employees who are on call will receive 8 hours per week of straight pay for being on call. On call hours can be traded. It is the responsibility of the employees to agree on the terms of any traded on-call time.

SECTION 3.04 - Attendance

I. PURPOSE

To minimize the impact of Village operations, lost productivity of absent employees, and problems with employee morale created by excessive employee absenteeism or tardiness.

II. POLICY

Employees shall report promptly for work and remain at work until the end of the work schedule. If an employee is unable to report for work, they must notify their department head as soon as possible prior to the beginning of the normal workday. Employees are encouraged to schedule time off well in advance, but in circumstances where it is necessary to seek time off without advance notice, an employee must notify their department head no later than 30 minutes before the start of their shift.

An employee is deemed absent when they are unavailable for work as scheduled and such time off was not approved in advance.

An employee who is absent from duty for a day or part thereof when such absence is not authorized by a specific leave of absence under the appropriate provision of this Employee Handbook, is deemed to be absent without leave and will receive no pay for that period of time.

Tardiness

An employee is deemed tardy when they:

1. Fail to report to work at the scheduled work time.
2. Leaves work prior to the end of the scheduled work time without prior department head approval.
3. Takes an extended meal or break period without approval.

Any employee with three (3) such occurrences in a six (6) month period will be subject to a coaching session with their department head. The fourth occurrence in a six (6) month period is subject to a written reprimand that will be filed in the employee's personnel file. A no call – no show will be an automatic written reprimand placed in the employee's personnel file.

Call In

A call in is defined as an employee notifying a department head, they are unable to come to work without advance notice, typically within sixteen (16) hours of the start of their next shift.

Failure to call in three or more days will be considered abandonment of position and a voluntary resignation. A doctor's verification may be required where abuse of PTO is suspected. The Village may, in its discretion, require an employee to submit competent medical verification of any use of paid time off if:

1. The employee has called in three (3) consecutive scheduled working days.
2. The employee has called in a total of six (6) scheduled working days (whether or not consecutive) in a calendar year.
3. The employee demonstrates a call-in pattern – e.g.: using Fridays or Mondays on a recurring basis.

Medical verification of illness in connection with an employee's paid time off shall be in the form of a doctor's certificate if the employee was seen by a physician or, if the employee was not seen by a physician, such verification shall be in the form of a signed statement by the employee specifying the nature and duration of the illness or reason for call-in.

Failure to provide medical verification for PTO, and/or abuse of PTO, shall be grounds for discipline. After six (6) call ins in a twelve (12) month period, the employee will be subject to a coaching session with their department head. The seventh occurrence in a twelve (12) month period is subject to a written reprimand that will be filed in the employee's personnel file.

SECTION 3.05 - Time Reporting

I. PURPOSE

To ensure the accurate documentation of hours worked for each employee of the Village.

II. POLICY

Hourly employees are required to record their hours of work through the utilization of the appropriate time sheet and/or daily activity report. Exempt employees are required to report their normal working hours and any deviation from their regular hours and the type of leave to be utilized for the period of absence. By submitting hours to the time sheet document, the employee acknowledges and certifies that it accurately and completely reflects all time working during the pay period and that the employee did not work any hours that are not reflected on the time sheet and/or daily activity report. Any employee found to be inaccurately recording hours work may be subject to disciplinary action.

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Section 4 – Compensation and Benefits

SECTION 4.00 - Employee Compensation

I. PURPOSE

To ensure employees are being paid a fair wage for the work they perform while also considering the fiscal condition of the Village.

II. POLICY

The Village maintains a pay range for each job classification. Employees normally begin at the "start" step, but the Village Administrator reserves the right to start a new employee at Step 2 or Step 3 on the pay range based upon prior employment experience. Employees seeking to begin at Step 4 or Step 5 on the pay range require approval from the Personnel Committee and Village Council. Employees are eligible to advance from step to step in the pay range upon demonstration of the skills required for the classification; provided that the Village Administrator may withhold a step increase from employees whose performance has not been satisfactory. An employee's regular straight time rate of pay is established by the employee's placement on the wage scale.

The pay range for each classification will be related to the duties and responsibilities of the position, the educational requirement for that position, the prevailing rates of pay for comparable work, increases in the cost of living, the financial condition of the Village, and other relevant considerations. The Village Administrator will review these factors and make recommendations for cost of living increases on an annual basis as part of the annual budgeting process.

Pay scales will include 5 steps. Once an employee reaches the top of the pay scale, they are entitled to any increases set during the annual budgeting process. The Village reserves the right to conduct a wage study at any time and adjust pay scales accordingly.

SECTION 4.01 - Retirement

I. PURPOSE

To provide an understanding of the Village's matching contributions for retirement and the Village's vesting period.

II. POLICY

The Village participates in a defined contribution plan through the Michigan Employees Retirement System (MERS). The Village will provide a dollar for dollar match up to 6.00%. Employees may make additional voluntary contributions above 6.00%. Information pertaining to this plan shall be available to all employees from the Village Clerk/Treasurer.

Employee Contribution	Employer Contribution	Total
0%	0%	0%
1%	1%	2%
2%	2%	4%
3%	3%	6%
4%	4%	8%
5%	5%	10%
6%	6%	12%

Employees hired after January 1, 2022, will have the vesting period listed below. If employment is terminated before becoming fully vested, the employer contribution will be forfeited besides the vested amount based on the list below. For example, if an employee left after one year of service, they would forfeit 75% of the employer contribution, but keep 25%.

Completion of 1 year of service	25%
Completion of 2 years of service	50%
Completion of 3 years of service	75%
Completion of 4 years of service	100%

SECTION 4.02 - Professional and Service Memberships

I. PURPOSE

To provide a benefit for employees to seek continuing professional development.

II. POLICY

The Village encourages department heads and employees to take part in the activities of professional and service organizations and may pay the cost of certain job-related memberships to professional organizations, job-related trainings, seminars, conferences, and related events that enhance the employee's job knowledge and performance. The Village may pay the cost to become licensed or certified in a job-related field and may pay the cost to remain qualified. Employer-paid memberships, training, licensing, and certifications are subject to budgetary approval and require advance approval.

SECTION 4.03 - Travel Expense Reimbursement

I. PURPOSE

To provide employees the authorized amounts to spend during travel.

II. POLICY

Employees who use their own car for official Village business shall be reimbursed for mileage at the current IRS rate of reimbursement.

Village employees may, in the best interest of the Village and subject to the approval of department head and Village Administrator attend meetings, seminars, and/or conferences. Reimbursements for costs associated with attending, shall be approved, in advance, by the department head and Village Administrator.

When approved, the actual costs of travel including mileage, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the Village. All employees shall submit documentation of reimbursable expenses. Proper documentation includes Village reimbursement forms and all receipts. No reimbursement will be paid for any such requests submitted more than thirty (30) days after the date of the occurrence. Per Diem food expenses shall not exceed the following:

1. Breakfast - \$10.00
2. Lunch - \$15.00
3. Dinner - \$25.00

Tips not exceeding 15% of the total cost of a meal or 10% of a taxi or ride share service are reimbursable under this Policy in addition to the per diem cost of the meal or ride.

Charges considered unacceptable for reimbursement to an employee are as follows:

1. Entertainment
2. Alcoholic Beverages
3. Travel not related to Village business.

With prior approval of the department head and Village Administrator, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel if time away from work is approved. Additional expenses arising from such nonbusiness travel are the responsibility of the employee.

Abuse of this Policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment. Employees shall provide a copy of car insurance if taking their own vehicle.

SECTION 4.04 - Cellular Telephone Reimbursement Policy

I. PURPOSE

To establish a policy for cellular telephone use and compensation allowance for full-time employees.

II. POLICY

The cellular telephone allowance or issuance must be approved by the employee's department head and the Village Administrator.

In general, the Village may provide a cellular telephone allowance or cellular telephone to an employee if at least one of the following criteria are met:

1. The job requires considerable time outside the office or away from the employee's works station (job need, travel, meetings, etc.) and use of the cellular telephone facilitates the effective conduct of business operations while the employee is away.
2. The job requires the employee to be immediately accessible to receive and/or make frequent business telephone calls outside of working hours.
3. Job duties away from the office may expose the employee or others to immediate harm or danger.

Eligibility for the cellular telephone allowance or issuance is subject to change or cancellation as determined by the employee's department head and/or Village Administrator.

Department heads and/or the Village Administrator may periodically request documentation of business use to determine the appropriateness of eligibility of the reimbursement amount. All cellular telephone benefits are subject to applicable federal, state, and local income tax withholdings.

Employee Responsibilities

1. Employees shall sign a Village of Shelby Cellular Telephone Request Form to certify the employee meets eligibility for cellular telephone reimbursement and has read and agrees to abide by the Village Cellular Telephone Reimbursement Policy.
2. Employees shall inform the Village to discontinue the reimbursement when the eligibility criteria are no longer met or when cellular service is cancelled. If such notification is not submitted within thirty (30) days of no longer meeting the criteria or service cancellation, the employee may be asked to repay any reimbursement received.
3. Employees shall comply with all applicable laws regarding the use of cellular telephones while driving and avoid cellular telephone use that may jeopardize the safety of the employee or others. Such use may include texting, emailing, or verbal communication.

4. Employees are prohibited from text messaging while driving a Village owned vehicle, or while driving their own privately-owned vehicle during official Village business, or from using a Village-supplied electronic equipment to text message or email when driving.
5. Employees by using a cellular telephone for Village business acknowledge cellular telephone transmissions are not secure and that employees should use discretion in relaying confidential information over cellular telephones. Cellular telephones may not be used to defame, harass, intimidate, or threaten any person. Employees are prohibited from using their cellular telephones in any illegal, illicit, or offensive manner. The employee should be aware that information relating to Village business is subject to the Freedom of Information Act (FOIA).

Cellular Telephone Reimbursement Amounts

Maximum Telephone reimbursement are as follows:

1. Department Heads – Standard reimbursement of \$50 a month.
2. Other Employees – Standard reimbursement of \$30 a month.

The cost to purchase, replace and/or upgrade phones shall be the sole responsibility of the employee, and shall not be reimbursed or otherwise funded by the Village.

Section 5 – Leaves of Absences

SECTION 5.00 - Paid Time Off

I. PURPOSE

To allow staff to take time off to encourage work-life balance, improve employee's productivity and overall health.

II. POLICY

Paid Time Off (PTO)

The Village provides a combined PTO bank for full-time and part-time employees to utilize for planned and unplanned time off. PTO may be used for vacations, sick leave, personal business (including to care for family members), or any other purposes the employee chooses, subject to the rules and procedures of scheduling time off. All PTO requests are subject to approval of the employee's department head and may be denied to accommodate operational demands.

Leave Requests

PTO should be used only after it is earned. The Village will attempt to honor reasonable PTO requests but reserves the right to deny a request if it would interfere with the efficient operation of a department, if PTO abuse is suspected, or other valid reasons. Some PTO requests, such as vacations, can be planned in advance, and employees are expected to provide advance notice of their request to leave to their department head. In certain situations, a department head may not allow more than one employee to take PTO leave at the same time. PTO requests will be approved on the basis of seniority if submitted more than thirty (30) days in advance. PTO requests with less than thirty (30) days' notice will be considered on a first come first serve basis.

In the case of unplanned PTO, for illness, unanticipated personal business, or other emergent reasons, employees should call their department head at least thirty (30) minutes prior to the start of their shift. Employees are expected to call in each day of unplanned absence to their department head unless specific arrangements are made with their department head for a return-to-work date. Refer to Section 3.04 for specific details for calling in.

Accrual

Annual PTO accruals are based on the former Personnel Policy vacation and PTO time. PTO does not accrue on unpaid leaves of absence or on call hours or overtime hours (including worker's compensation and paid on call). Employees become eligible for the higher accrual rate on the first day of the period in which the employee's anniversary date falls. On the effective date of this Employee Handbook all employees current vacation time and PTO time will be moved into the new PTO bank and will begin the new accrual rate. PTO is accrued each pay period immediately upon hire based on continuous service according to the schedule below.

Full-Time Employee Accrual Rates.

Years of Service	Accrual Rate per Bi-Weekly Pay Period	Annual PTO Accrual
Less than 1 year	5.538 hours	144 hours
At least 1 but less than 5 years	6.923 hours	180 hours
At least 5 but less than 11 years	8.308 hours	216 hours
At least 11 years	10.154 hours	264 hours

Full-time employees may not carry over more than 50% of their annual number of allocated hours for any given year. At no time shall a full-time employee's accrued PTO exceed the following:

Full-Time Employee Maximum Accrual Rates

Years of Service	Maximum PTO Accrual
Less than 1 year	144 hours
At least 1 but less than 5 years	270 hours
At least 5 but less than 11 years	324 hours
At least 11 years	396 hours

Regular Part-Time Employee Accrual Rates

Years of Service	Accrual Rate per Bi-Weekly Pay Period	Annual PTO Accrual
Less than 1 year	0.923 hours	24 hours
At least 1 but less than 5 years	1.846 hours	48 hours
At least 5 but less than 11 years	2.769 hours	72 hours
At least 11 years	3.692 hours	96 hours

Employees may not carry over more than 50% of their annual number of allocated hours for any given year. At no time shall a part-time employee's accrued PTO exceed the following:

Years of Service	Maximum PTO Accrual
Less than 1 year	36 hours
At least 1 but less than 5 years	72 hours
At least 5 but less than 11 years	108 hours
At least 11 years	144 hours

Cash Out

For full-time and regular part-time employees, any PTO that is not used above the maximum accrual amount shall be cashed out at the employee's current base rate of pay on the employee's anniversary date. The Village will only cash out hours above the maximum PTO accrual amounts listed above, but not to exceed 80 hours. Any hours over the maximum PTO accrual and 80 hour payout will be forfeited.

Payment upon Termination

Employees who leave the employment of the Village may receive full pay for accrued but unused paid time off. In the event of the death of an employee, paid time off shall be paid to the employee's estate.

SECTION 5.01 - Family or Medical Leave

I. PURPOSE

To provide extended unpaid leaves of absence for reasons identified in the Family Medical Leave (FMLA) act.

II. POLICY

The FMLA provides eligible employees up to twelve (12) weeks of unpaid, job-protected leave for certain family and medical reasons. In all respects, leaves of absence under this policy shall be administered and provided in a manner consistent with the FMLA and its regulations.

Eligibility

Employees are eligible for FMLA leave only if they have been employed for at least twelve months and have worked at least 1,250 hours over the previous twelve (12) months of employment.

Basic Leave Entitlement

Eligible employees may take up to a total of twelve (12) work weeks of leave in any 12-month period for the following reasons:

1. For the employee's own serious health condition (defined below) that makes them unable to perform the essential functions of their job.
2. To care for the employee's spouse, parent, or dependent child because of that family member's serious health condition.
3. For incapacity due to pregnancy, prenatal medical care, or childbirth.
4. To care for the employee's childbirth, placement for adoption, or foster care placement.
5. For an employee's "qualifying exigency" resulting from the fact that the employee's spouse, parent, son, or daughter (1) is a member of a regular component of the Armed Forces and is deployed (or has been notified of an order of deployment) with the Armed Forces to a foreign country; or (2) is a member of a reserve component of the Armed Forces and is deployed (or has been notified of an order of deployment) with the Armed Forces to a foreign country under a call or order to active duty. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment or reintegration briefings.

The amount of FMLA leave time an employee has available (for the above reasons) on any given date is equal to twelve (12) weeks minus the amount the employee has used in the preceding twelve (12) months.

Servicemember Family Leave

An eligible employee may request up to twenty-six (26) weeks of FMLA leave in a single FMLA year to care for the employee's spouse, son, daughter, parent, or next of kin who is a covered servicemember, defined as either:

1. A current member of the Armed Forces who incurred or aggravated a serious illness or injury in line of duty on active duty; may be medically unfit to perform the duties of his or her office, grade, rank, or rating because of the serious illness or injury; and is undergoing medical treatment, recuperation, or therapy, or is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness; or
2. A veteran of the Armed Forces who incurred or aggravated a qualifying injury or illness in line of duty on active duty; is undergoing medical treatment, recuperation, or therapy for a serious injury or illness; and was a member of the Armed Forces at any time during the five years preceding the date on which the veteran undergoes that medical treatment; recuperation, or therapy.

In a year in which an employee uses leave to care for a covered servicemember, twenty-six (26) weeks is the maximum amount of FMLA leave that the employee may use in total for all types of FMLA leave.

Definition of a Serious Health Condition

A “serious health condition” is an illness, injury, impairment, or physical, or mental condition that involves either:

1. An overnight inpatient stay in a medical care facility; or
2. Continuing treatment by a health care provider for a condition that either prevents the employee from performing the essential functions of the employee’s job, or prevents the qualified family member from participating in work, school, or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by:
 - a. a period of incapacity of more than three consecutive full calendar days combined with either at least two visits to a health care provider within certain time frames, or one visit to a health care provider within a certain time frame and a regimen of continuing treatment;
 - b. incapacity due to pregnancy or prenatal care;
 - c. incapacity due to a chronic condition that continues for an extended period and requires at least two visits to a health care provider per year for treatment; or
 - d. permanent or long-term incapacity, or conditions requiring multiple treatments.

Use of Leave

When medically necessary, leave may be taken on an intermittent basis or by a reduced work schedule. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt Village operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employee Responsibility to Give Notice of the Need for Leave

Employees must notify their department head and Village Administrator of any need to take FMLA leave (including any absence, late arrival, or early leaving related to FMLA leave). Employees must give this notice at least thirty (30) days in advance of a foreseeable need for FMLA leave. If it is impossible to give thirty (30) days’ advance notice, employees must notify their department head and Village Administrator as soon as practicable. Employees must follow all Village rules for calling in to report absence, tardiness, or leaving early.

Whenever requesting FMLA leave, employees must provide sufficient information for the Village to determine whether the leave qualifies as FMLA leave and the anticipated timing and duration of the leave. Employees must also inform the Village if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Once an employee has requested FMLA leave, the Village will inform the employee whether they are eligible to take FMLA leave and explain the employee’s rights and responsibilities under FMLA. After the employee returns all required forms, the Village will inform the employee whether the leave will be designated as FMLA leave.

Medical Certification

When the Village requests it, an employee must provide complete and sufficient certification from a health care provider verifying the need for leave (at the employee's expense), using the Village's form. The employee must return the completed certification form to the Village Administrator within fifteen (15) days. Failure to do so may result in the delay and/or denial of FMLA leave. The Village may require subsequent opinions from a different health care provider (at its expense). The Village may also require periodic re-certifications of the need for leave.

Wages and Insurance Benefits during FMLA Leave

Wages are not paid during FMLA leave. The Village will maintain any applicable health coverage under any group health plan for covered FMLA leave as long as the employee maintains their contributions during the leave. Under certain circumstances, the Village may recover its share of the health plan premiums it paid during unpaid FMLA leave from an employee if the employee fails to return to work after the employee's FMLA leave entitlement has been exhausted or expires.

Contact with the Village during Leave

While on FMLA leave, employees are required to report to their department head regarding their status and intention to return to work. Likewise, it may be necessary for the Village to contact an employee for those reasons. If the employee cannot be reached at the phone number on file with the Village and the leave is in excess of five (5) working days, the employee must provide a telephone number and address at which they can be contacted.

Returning to Work

Before returning to work from a leave due to their own serious health condition, employees must provide medical verification of their fitness for duty. The Village will provide a list of the essential functions of the employee's job for that purpose. If the employee is taking leave intermittently or on a reduced work schedule, the Village may require a certification of fitness to return to duty under certain circumstances.

Most employees will be returned to their original position or an equivalent one, with equivalent pay, benefits, and other employment terms. Use of FMLA leave will not result in the loss of any benefit that accrued prior to the start of the leave. Employees will not continue to accrue benefits while taking FMLA leave.

Termination of FMLA Leave

An employee's FMLA leave and accompanying benefits will cease under the following circumstances:

1. The employment relationship would have terminated if the employee had not taken FMLA leave;
2. The employee informs the Village of their intent not to return from leave;
3. The employee fails to return a medical certification as required;
4. The Village honestly believes that the employee fraudulently obtained FMLA leave or misused FMLA leave;

5. The employee fails to return to work at the end of an approved FMLA leave and is not approved for additional leave;
6. The employee continues on unapproved leave after exhausting their FMLA leave entitlement;
7. While on FMLA leave, the employee engages in conduct that is inconsistent with the need for leave; or
8. The employee begins employment with another employer or engages in self-employment without the Village's approval during FMLA leave.

Enforcement

Any employee who believes that their rights under the FMLA have been violated is to report this immediately to their department head or Village Administrator. Any complaint will be investigated thoroughly and promptly. No employee will be retaliated against for making a good faith complaint. The FMLA also states that employees can file a complaint with the U.S. Department of Labor or in an appropriate court.

SECTION 5.02 - Personal Leave of Absence

I. PURPOSE

To provide regular full-time employees of the Village with unpaid leave of absence when justified by compelling personal circumstances and not covered under FMLA.

II. POLICY

At the sole discretion of the Village, a personal leave of absence without pay may be granted upon the showing of a proper need. This leave shall not exceed thirty (30) working days per year. Requests for a Personal Leave of Absence must be in writing and approved by the department head, Village Administrator, and Village President prior to taking the leave. An employee must use all unused PTO during their leave of absence.

Employees who are absent from work due to any authorized unpaid personal leave will not be eligible for any employment benefits and PTO accrual will not continue until the employee returns to work. A maximum of thirty (30) days personal leave may be granted in a rolling twelve (12) month period.

If the employee fails to return to work after the personal leave of absence, the Village may determine the employee has voluntarily resigned their position and their employment will therefore be terminated.

SECTION 5.03 - Temporary Status Change

I. PURPOSE

To provide employees with an opportunity to change job classifications when needed for extenuating circumstances.

II. POLICY

On a case-by-case basis and subject to review and approval by the department head and Village Administrator an employee can request a temporary change in their job classification. Approval will be based on whether the change in classification would interfere with the efficient operation of a department. The terms of the temporary status change will be documented and placed in the employee's personnel file. An employee will continue to receive all benefits of a full-time employee for a period not to exceed 90 days. If the temporary status change is a promotion to a higher job classification, the employee will be paid at the starting wage for the higher classification.

SECTION 5.04 - Jury Duty Leave

III. PURPOSE

To comply with the Village's obligations under MCL 600.1348 and to provide employees summoned for jury duty, who serve on a jury, a leave of absence.

IV. POLICY

The Village does not discriminate against an employee for taking time off to serve as a juror at trial or when the employee is a victim of a crime and required to appear as a witness. Employees notified of a summons for jury duty should immediately notify their department head. Any employee excused from jury duty with at least four (4) hours remaining on their shift shall report for work.

The Village does not deduct for absences due to jury duty or attendance as a witness in compliance with 29 CFR 541.602(a). The Village may however offset any jury or witness pay received by the employee against the salary due for the week in question in accordance with 29 CFR 541.602(b)(3). Time spent on jury duty shall not be counted as time worked in computing overtime eligibility.

SECTION 5.05 - Military Leave

I. PURPOSE

To meet the Village's affirmative obligation to provide employees with leave to serve in the military and reinstate employees returning from military leave, and to train or to otherwise qualify returning employees in accordance with applicable state and federal law.

II. POLICY

The Village grants employees leave for military service in accordance with the Uniformed Services Employment and Re-employment Rights Act (USERRA). If the employee's pay, under their military position, is lower than their normal straight pay with the Village, the Village will pay the difference.

Employees must provide advanced notice of their military service obligations to the Village. This notice may be oral or in writing and may be provided by the employee or by an officer of the military branch in which the employee is serving. The Village will accept copies of employee military orders, training notices, or induction information. No advanced notice is required if military necessity precludes doing so or if it is otherwise impossible or unreasonable as defined by military regulations.

If an employee fails to report to work or to re-apply for employment within the appropriate time frame under USERRA, the employee is subject to the Village's Policy regarding un-excused absences.

SECTION 5.06 - Bereavement Leave

I. PURPOSE

To provide employees with time to attend the funeral of a family member and to handle personal affairs without disrupting employee income.

II. POLICY

Regular full-time employees shall be provided up to five (5) days of paid leave for the death of their current spouse, child, or parent. Employees will be provided three (3) days because of the death of an immediate family member. Immediate family member is defined as follows: brother, sister, step-children, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, and grandchildren.

To be eligible for funeral leave and said pay, the employee must notify the Village as soon as possible of the necessity for such absence, and if requested by the Village, present proof of death. Employees needing additional time may request to utilize accrued paid time off.

Time off will be granted to attend the funeral of an employee's relative, other than immediate family. This time may be without pay, or at the employee's option, taken via any paid time off benefit.

SECTION 5.07 - Worker's Compensation Leave

I. PURPOSE

To comply with the Village's obligations under the workers' compensation laws in the State of Michigan, and to provide employees who get injured at work, a leave of absence if unable to perform the essential functions of the position.

II. POLICY

A leave of absence for a period of not more than twelve (12) consecutive months will be granted to employees who are unable to continue to work for the Village because of a work-related injury or disease for which the employee is entitled to receive benefits under the workers' compensation laws of the State of Michigan, subject to the Village's right to require medical proof. This leave is unpaid, but employees may use accrued paid time off to cover the leave or supplement worker's compensation wage loss benefits they may be eligible for. The Village may require at any time, as a condition of continuance of workers' compensation leave of absence, proof of a continuing inability to perform work for the Village. In the event it is determined that the employee is capable of returning to work, whether to the employee's former job or in some other capacity, the employee's leave of absence shall immediately end. During this leave, the Village will continue the employee's health insurance.

Section 6 – Holidays

SECTION 6.00 - Holidays

I. PURPOSE

To provide employees with paid time off during recognized holidays, and to determine additional pay for overtime-eligible employees that are required to work on a holiday.

II. POLICY

Official Village-observed holidays are:

Village Holidays
New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve

When a holiday falls on a Saturday, said holiday shall be observed on the preceding Friday. When a holiday falls on a Sunday, the following Monday shall be the authorized day off, and this applies to all full-time Village Hall employees, full-time Department of Public Works employees, and the Police Chief. When New Year's Eve, New Year's Day, Christmas Eve, and Christmas Day fall on a Friday and Saturday or on a Sunday and Monday, the observed holidays will be set by the employer.

One holiday equals eight (8) hours pay at the employee's straight time hourly rate for regular full-time employees working a forty (40) hour work week.

One holiday equals twelve (12) hours pay at the employee's straight time hourly rate for regular full-time employees working eighty-four (84) hours in a pay period.

Department of Public Works:

Overtime-eligible employees required to work on a holiday shall be paid holiday pay plus two (2) times their normal rate of pay for actual hours worked during the designated holiday. For purposes of earning double-time, time must be worked on the actual holiday, not the observed holiday.

Police Department:

Holidays start with the day shift on the date of the holiday and continue for twenty-four (24) consecutive hours. Personnel scheduled to work the holiday shall receive two (2) times their normal rate of pay. Full-time personnel on a normally scheduled day off will receive twelve (12) hours of additional pay. If a part-time police officer is scheduled to work a holiday, they shall receive one and one half (1.5) times their normal rate of pay. Employees

scheduled to work a holiday may take the holiday off in lieu of any holiday pay, without any loss of PTO, with the approval from the Chief of Police.

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Section 7 – Insurance

SECTION 7.00 - Health Insurance

I. PURPOSE

To provide eligible employees with health coverage including medical, dental, and vision.

II. POLICY

The Village provides a health insurance plan for all regular full-time employees. The Village reserves the right to select or change insurance coverage, carriers, insurance policies, and funding options. Summary descriptions of the plan are available in the Village Clerk's office. The specific terms and conditions governing the insurance program are set forth in detail in the policies governing the plan as issued by the carrier or carriers. If there are any inconsistencies between the information contained herein and the plan documents, the plan documents control.

The Village's participation in payment for health care benefits, including medical, dental, and vision benefits, shall be capped at the annual *hard cap* amounts as calculated by the Michigan Department of Treasury pursuant to Public Act 152 of 2011. The Village payment will begin on the first day of eligibility in monthly increments toward the employee's health care premiums. The employee portion of health care premiums, if applicable, shall be deducted from the employee's bi-weekly pay.

The Village will continue its payments during medical leave for up to twelve (12) weeks provided that the employee is eligible under FMLA and the employee's premium payments are made.

Health insurance terminates the last day of the last month of employment unless an employee request immediate termination of benefits. Information for continue health coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be provided.

SECTION 7.01 - Payment in-Lieu-of Health Insurance

I. PURPOSE

To offer regular-full time employees an incentive to opt-out of Village health insurance plan.

II. POLICY

Each full-time employee will be given the option of accepting a payment in-lieu-of participating in the Village's health insurance plan. Payments will be \$250 every other pay period.

To obtain this payment, the employee must make their election by the end of the health insurance open enrollment period. Should the employee elect to waive their insurance and obtain the payment, they shall not be eligible to participate in the Village's health insurance program for that premium year unless a qualifying event per state law. This payment is not available to Village employees who are married to another Village employee. Employees electing to opt out of the group medical insurance plan must present proof of other insurance.

SECTION 7.02 - Life Insurance

I. PURPOSE

To provide life insurance benefits to all regular-full time employees.

II. POLICY

The Village at its discretion maintains a life insurance program that includes fifty thousand dollars (\$50,000) for all regular full-time employees. The specific terms and conditions governing the term life insurance coverage are set forth in detail in the policies issued by the carrier. Information pertaining to this plan is available from the Village Clerk/Treasurer.

SECTION 7.03 – Continuation of Insurance Premiums

I. PURPOSE

To allow for the continuation of insurance premiums in certain circumstances.

II. POLICY

Under the following circumstances, the Village will continue to pay for the employee's health, dental, vision, and life insurance premiums when the employee is not able to work:

1. When an employee is off work due to a work-related injury or work-related disease, the Village will continue to pay for health, dental, vision insurance for a period not to exceed three (3) months. Continuation of the life insurance benefit is dependent upon the terms and conditions of the Village's group life insurance policy.
2. For other leaves of absence, the Village will continue insurance premium payments for the duration of the unpaid leave of absence. Continuation of the life insurance benefit is dependent upon the terms and conditions of the Village's group life insurance policy.

Health insurance terminates the last day of the month in which the employee is officially separated from employment. Employees will be provided with information regarding continuing health insurance benefits at your own cost through the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Section 8 – Grievance Procedures

SECTION 8.00 - Complaint and Investigation Procedure

I. PURPOSE

To provide employees with the process to manage complaints and to provide employees with the Village's investigation procedure.

II. POLICY

Grievances

The Village intends to provide a constructive, positive work environment in which employees are empowered to contribute to the continuous improvement in the operations and services provided by the Village. To this end, a formal grievance procedure is available to help resolve complaints of employees who believe they are not receiving fair treatment in the workplace.

STEP 1: Verbal Communication with Department Head

Employees are encouraged to share their suggestions, as well as discuss any complaints or issues that may arise related to their employment and work environment with their immediate supervisor within five working days from the time of the occurrence. The supervisor will try to provide a verbal response to the complainant within five working days of the discussion with the employee.

STEP 2: Written Communication with Department Head

Should an employee not find adequate resolution through verbal discussion with their immediate supervisor, the complaint should be made in writing to the employee's department head within five working days from the oral response in Step 1.

The employee will submit their written grievance to their department head which must include:

1. Date of incident
2. Description of incident
3. Summary of previous discussion(s) with supervisor regarding the incident
4. Desired resolution
5. Employee's printed name, signature, and date of submission

The department head will provide a written response to the employee within five working days of the receipt of the grievance.

STEP 3: Written Communication with Village Administrator

If the grievance is not resolved in the first two steps, the employee may request a meeting with the Village Administrator. This request must be in writing, dated, and submitted within five working days after receiving the response from Step 2. The department head shall be copied on the request.

The meeting with the Village Administrator and the employee will occur within ten working days of receipt of the request to meet, or on a date mutually convenient for all parties. At the Administrator's discretion, this meeting may include the department head and/or other Village representatives as appropriate. At the employee's option, the meeting may include a fellow employee or other representative of the employee's choosing.

The Village Administrator, or designated representative, will provide a written response to the employee within ten working days of the meeting. The Village Administrator's response to the grievance can be appealed to the Personnel Committee. The Personnel Committee meeting decision is final.

Harassment Investigation Procedure

If you believe you are the victim of any form of discrimination, sexual harassment, or harassment you should *immediately* report any violation of this policy to your department head or the Village Administrator. Although no fixed report period is established, early reporting and intervention are proven to be the most effective method to resolve actual or perceived incidents of harassment. Early reporting of potential violations allows the Village to respond before conduct becomes severe or pervasive.

The Village will promptly investigate all allegations of discrimination, sexual harassment, or harassment in as confidential a manner as possible. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

The Village strictly prohibits any retaliation against anyone who, in good faith, has registered a complaint or who cooperates with an investigation under any Village policy.

Any employee, department head, or other representative of the Village who, after investigation, has been found to have retaliated against any employee for using any Village complaint procedure, or for participating in an investigation, will be subject to corrective or disciplinary action, up to, and including discharge.

Section 9 – Discipline

SECTION 9.00 - Discipline Procedure

I. PURPOSE

To develop a procedure to be followed in any disciplinary action.

II. POLICY

It is the intention of the Village to utilize disciplinary action in a constructive manner to motivate the employee toward proper conduct in the future. Situations of a minor nature are expected to be handled informally by the employee's department head and may result in a verbal warning which may be documented and retained in the employee's personnel file. Habitual minor offenses shall be considered serious and shall be entered into the personnel file.

Formal disciplinary action of employees will be administered by the department head in coordination with the Village Administrator. Formal disciplinary action of department heads will be administered by the Village Administrator in coordination with the Personnel Committee. Suspensions and discharges of employees are administered by the department head with Village Administrator approval. Suspensions of department heads are administered by the Village Administrator. Discharges of department heads are administered by the Village Administrator with Personnel Committee approval.

III. PROCEDURES

Disciplinary actions may include any or all the following, which are not necessarily administered in order, nor are all types of disciplinary action required prior to discharge. The Village may immediately discharge an employee.

Oral Reprimand

A verbal notice to an employee that their behavior or performance must be improved or corrected. A written record of the oral reprimand will be placed in the employee's personnel file and a copy provided to the employee.

Written Reprimand

A written notice to an employee that their behavior or performance must be improved or corrected. Written reprimands will be placed in the employee's personnel file and furnished to the employee.

Suspension

The temporary removal of an employee from duty, with or without pay. Suspensions will vary in length depending upon the seriousness of the offense or frequency of occurrence. Suspensions will be documented and placed in the employee's personnel file.

Discharge

The removal of an employee from the employment of the Village (also may be referred to as Dismissal or Involuntary Termination).

Employees may submit written explanations or responses to disciplinary actions to their personnel file. In some cases, particularly discharge, an employee may have certain additional due process rights.

The Village expects that the personal and professional conduct of its employees will conform to acceptable standards. In instances where an employee fails to comply with these standards, an attempt may be made to correct an employee's conduct using progressive discipline, but commission of the following offenses or any other improper employee action may result in disciplinary action up to and including discharge, depending upon the seriousness of the offense in the judgment of the Village Administrator. This list of unacceptable employee conduct does not include all examples of improper conduct but is provided for the guidance of employees. Employees with questions concerning the propriety of any contemplated action should consult with their department head and/or Village Administrator before engaging in the activity.

In cases where an employee has made several continuous minor offenses or has not been satisfactorily completing their job duties for an extended period, they will be placed under a corrective action plan (CAP). The CAP should state the expectations for improvement and the consequences for not meeting said expectations. While under a CAP, the employee should expect to meet with their department head and/or Village Administrator monthly to discuss progress. If improvements are not made by the end of the time frame identified in the CAP, it may result in termination of employment.

Below is a list of major and minor offenses. This list is not exhaustive.

Major Offenses

1. Theft or dishonesty of any kind, related to work activity.
2. Knowingly falsifying personnel records or timecards, Village records, or submitting false reports.
3. Possession and/or use of alcoholic beverages and/or controlled substances while on duty.
4. Absent three (3) consecutive days without notifying the Village of the reason.
5. Flagrant disobeying of safety related procedures, refusal to do work assigned, or insubordination.

6. Loss of license, including Commercial Driver's License, with necessary endorsements.
7. Non-physical conduct (bullying), which includes intimidating, threatening, or coercive treatment of another employee.
8. Intentional conduct that results in injury to person or property.

Minor Offenses

1. Sleeping on duty during assigned worktime or neglect of duty.
2. Discourtesy to the public.
3. Reporting late for work.
4. Excessive absenteeism.
5. Failure to notify his or her department head at least one-half (1/2) hour before his or her regular scheduled shift.
6. Failure to report any equipment requiring maintenance, repair, or safety attention, or failure to maintain such machines, tools, equipment, or vehicles.
7. Posting, making, or publishing false or malicious statements concerning the Village or any Village employee or operation.

Personnel File Record Retention

Corrective actions will be held in an employee's personnel file for a period of six (6) years after the person has left employment with the Village.

SECTION 9.01 - Involuntary Termination and Procedural Rights

I. PURPOSE

To establish policies regarding involuntary termination and procedural rights.

II. POLICY

Employees who are involuntarily separated (dismissed or discharged) from employment will be paid for actual time worked, any overtime, and unused paid time off.

Terminated employees have certain due process rights prior to discharge.

Where an employment decision could be stigmatizing to the employee, and the Village intends to place a record of the action in the employee's personnel file (which makes it potentially subject to public disclosure) or if the action would foreclose a definite range of future employment opportunities, an employee will be provided notice of the action and an opportunity to respond prior to the employment action.

Stigmatizing reasons for discipline or discharge may include dishonesty, immorality, moral turpitude, criminality, harassment, falsifying forms, drug use, use of position to obtain kickbacks or other privileges, or other charges impugning the employee's moral character.

Charges of incompetence, negligence, poor attendance, insubordination, failure to meet performance standards, failure to submit required forms, or documentation and related performance-based criteria have typically been held to be insufficiently stigmatizing.

In cases where public disclosure of stigmatizing information is possible, the employee will receive written notice of the charges, an explanation of the evidence and an opportunity to respond and clear their name prior to the decision being finalized and documented in the personnel file. Typically, the employee would direct their response to the Village Administrator who will consult with Village Council, or its designated committee as needed.

This process is a procedural protection and in no way limits the Village's at-will employment status. If there is sufficient just cause for termination, the findings of the Village Administrator are final. This will be stated in writing and provided to the employee as well as documented within the personnel file.

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Section 10 - Miscellaneous

SECTION 10.00 - Use of Village Equipment

I. PURPOSE

To establish a policy regarding personal use of Village equipment and property.

II. POLICY

No property belonging to the Village may be borrowed for personal use by employees. With department head approval, and if not on Village time, an employee may use Village equipment for minor tasks. In no case shall Village property be removed from the property for personal use. If a third-party (other governmental unit or contractor) requests Village equipment they must reduce the request to writing and it must be approved by the department head.

SECTION 10.01 - Use of Village Vehicles

I. PURPOSE

To establish a policy regarding the use of Village vehicles.

II. POLICY

The use of Village-owned vehicles is confined to that necessary to conduct official Village business. Under no circumstances will Village vehicles be used for personal business.

Employees driving Village vehicles must obey all traffic laws and will be responsible for any tickets issued because of failure to obey traffic laws. Employees shall report all citations and accidents that involve Village owned vehicles, immediately to their department head or the Village Administrator.

All employees using Village owned vehicles must have a valid Michigan driver's license and a satisfactory driving record. Any restrictions on, or revocation of, an employees' legal right to drive must be immediately reported to their department head.

Village vehicles should be washed regularly, with the interiors kept neat, and free of garbage. Routine maintenance on every Village vehicle should be conducted frequently, as determined by the department head.

SECTION 10.02 - Personal Conduct, Appearance, and Hygiene

I. PURPOSE

To ensure employees present and carry themselves in a professional manner.

II. POLICY

The personal conduct of every employee effect the work environment and, in all cases, can affect the public opinion or a citizen's image of the Village. We expect all employees, regardless of position or job category, to always conduct themselves in a professional manner. If a resident has any questions or concerns that a subordinate employee might not know how to address, the employee should provide the contact information of their department head or Village Administrator to assist.

Employee appearance is important to demonstrating the professionalism of our organization. For this reason, each employee is expected to report for work each day with appropriate hygiene, appearance, and attire for their position.

Attire should be consistent with job responsibilities and should not jeopardize the safety of the employee. Anyone reporting to work in inappropriate clothing will be sent home to change.

SECTION 10.03 - Computer Network, Employer Issued Electronic Device, and Internet Usage Policy

I. PURPOSE

To inform all Village employees and elected officials of the legal guidelines, expectations, and prohibitions in the use of the Village computer network, Village issued electronic devices, and Village provided internet.

II. POLICY

The Village's computers, computer files, e-mail system, software, and telephone systems are intended for Village business only. All information on Village computers, email, and voicemail systems is the sole and exclusive property of the Village. Such information may not be disclosed to any person outside the Village.

Because of the nature of this data, we reserve the right to access all information on the Village computers, email, and voicemail systems, even when personal passwords have been assigned. Employees do not have a personal privacy right in any matter created, received, or sent from the Village's telephone, Internet, or E-Mail systems. Therefore, employees should

not put personal data or other information on Village computers. Employees should not use a password, access a file, or retrieve any stored communication without authorization from the Village. E-Mail may not be used to solicit or to advocate non-village or purely personal interests, religious, or political causes. Inappropriate, offensive, or sexual or racial communication is a violation of our policies and strictly prohibited.

Employees are prohibited from downloading or copying any software without prior written consent from the Village Administrator. Care should be taken when opening emails with attachments.

Where applicable, the Village also reserve the right to access email and voicemail systems, even where personal passwords have been assigned. Placing inappropriate, offensive, or sexual or racial messages on our system is a violation of our no harassment policy and can result in termination. To ensure compliance with this policy, computer and e-mail usage may be monitored.

Village Issued Electronic Devices

The purpose of a Village issued electronic device (laptop, cellular telephone, camera, or otherwise) is to enhance, enrich, and facilitate the employees' ability to perform the duties of their position with the Village. Devices are to be used for Village-related business, research, communications, or other business-related purpose. Internet activities on issued devices must be consistent with this policy.

Users are responsible for the general care of any electronic device they have been issued by the Village. Electronic devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Village.

Village issued electronic devices are property of the Village and there is no expectation of privacy regarding an employee's use of any such device. This includes, but is not limited to: hardware, software, files (current or deleted), portable media, portable storage devices, mobile devices, and the Internet, e-mail, and attachments.

If the device is lost, stolen or damaged while on or off Village property, the incident must be reported with twenty-four (24) hours to the Village Administrator and/or local police. If the lost, stolen, or damaged device and/or accessories are determined to be caused by negligence or intentional misuse, the employee may be asked to assume full financial responsibility for repair costs or fair market value of assessed equipment.

Violations of this Policy by an employee may result in disciplinary action up to and including discharge.

SECTION 10.04 - Social Media and Internet Policy

I. PURPOSE

The purpose of this Policy is to inform all Village employees, elected officials, volunteers, and other potential users of the Village's social media resources about the legal guidelines, expectations, and prohibitions in the use of Village run social media resources the Village deems fit to satisfy the residents and visitors of the Village of Shelby.

II. POLICY

All Village employees shall use social media and the Village website in a responsible, legal, ethical, effective, and productive manner.

Facebook

The Village uses Facebook to increase communication with the residents it serves.

Village Employee Conduct

The lines between public and private, personal, and professional are blurred in online social networks. By virtue of identifying oneself as an employee of the Village online, the employee carries an obligation to conduct themselves in a professional and civil manner.

Village Employee Use of social media

Employees are permitted to use Village computers and personal electronic equipment for personal matters, only to the extent that such use is de minimis and occurs during the employee's regular breaks. If an employee is found to be using social media excessively and during Village time, corrective action will be implemented.

SECTION 10.05 - Drug and Alcohol-Free Workplace

I. PURPOSE

The Village of Shelby is committed to creating a drug- and alcohol-free working environment for its workforce. The use of alcohol and/or drugs in the workplace jeopardizes safety, lowers productivity, and undermines public confidence.

II. POLICY

All the Village of Shelby premises, including work sites and all Village of Shelby vehicles, are declared to be drug/alcohol-free workplaces. Village of Shelby employees are prohibited from unlawfully manufacturing, distributing, dispensing, possessing, or using controlled substances and/or alcohol in the workplace.

Employees who are taking prescription medication that may impair their ability to drive and/or operate equipment/machinery shall notify their department head prior to engaging in that activity for an alternative assignment.

Employees found to be in violation of this policy will be subject to appropriate disciplinary action up to and including termination for the first offense, and/or other remedial measures as the individual circumstances warrant.

Employees required to maintain a Commercial Driver's License as a condition of their employment are subject to state and federal provisions regarding Department of Transportation ("DOT") drug testing.

SECTION 10.06 - Public Statement/Press Calls

I. PURPOSE

To inform employees on the procedure regarding public statement/press calls.

II. POLICY

Unless otherwise delegated, the Village Administrator is the official designated spokesperson for Village staff. Employees should refer all requests for formal statements, interviews, and related activities to the Village Administrator. Employees may not make formal statements on behalf of the Village, except in cases of sharing routine, factual information, without prior authorization.

For Police related incidents, the Police Chief is authorized to make public comments.

SECTION 10.07 - Village Credit Card

I. PURPOSE

To establish the rules regarding the use of the Village credit card.

II. POLICY

The credit card must only be used for purchase of goods or services related to the official business of the Village. It is not to be used for any personal business. The credit card must be kept in the Village Clerk/Treasurer office. If needed to make a purchase, the credit card shall be promptly returned to the Village Clerk/Treasurer office.

Any misuse of the Village credit card is subject to disciplinary action, up to and including termination.

SECTION 10.08 - Gifts and Gratuities

I. PURPOSE

To establish the procedure regarding the acceptance of gifts.

II. POLICY

As public servants, services must be rendered, and business contracts awarded without favoritism or the suggestion that gifts and/or gratuities are expected in return. The Village Administrator may approve the acceptance of gifts presented for the benefit of the Village as a whole, its employees and the public (such as a food basket that can be set out for general consumption). If a situation should arise that an employee considers inappropriate, they should promptly report it to the Village Administrator.

Employees may not request or accept any personal gift of any kind from a citizen or vendor.

SECTION 10.09 - Police Department Uniforms

I. PURPOSE

To establish the procedure regarding uniforms for the Police Department.

II. POLICY

The Village will provide uniforms for the Police Department. The items and quantities that make up the provided uniforms are listed below. All uniforms or work equipment purchased by the Village shall remain the property of the Village and should only be worn while at work.

Police Department	
Item	Quantity
Short Sleeve Shirt	2
Long Sleeve Shirt	2
Uniform Pants	2

Body Armor	1
Winter Jacket	1
Tie	1
Name Bar	1
Badge	1
Duty Belt (with necessary accessories)	1
Duty Weapon	1
Taser	1
Handcuffs	1
Flashlight	1
Reflective Traffic Vest	1
Baton	1
Black Duty Boots	1

The Village will replace any part of the uniform at the discretion of the Police Chief and within the Village's purchasing policy.

Within reason, uniforms must be kept clean, neat, and in good condition, and must only be worn while performing duties for the Village. At the time of separation from employment with the Village, employees must return uniforms. A charge will be made for returnable uniforms which are lost or unreturned. Employees who separate from employment with the Village within their probationary period may be required to reimburse the Village for the actual cost of supplied uniforms.

SECTION 10.10 - DPW Uniforms/Clothing Reimbursement

I. PURPOSE

To establish the procedure regarding DPW uniforms and to a clothing reimbursement for the Department of Public Works.

II. POLICY

The Village will provide the following clothing for the Department of Public Works. All clothing with the Village of Shelby’s logo shall remain the property of the Village and should only be worn while at work.

Department of Public Works	
Item	Quantity
Short Sleeve Shirt	6
Long Sleeve Shirt	3
Sweatshirt	2
Winter Jacket	1

In addition, the Village will provide up to a four hundred (\$400) reimbursement for the purpose of purchasing any other clothing necessary for DPW employees to conduct the function of their job. This can include, but not necessarily be limited to boots, work pants, and overall bibs. Employees must submit a Clothing Reimbursement Request Form (including a receipt) to the Village Clerk/Treasurer prior to receiving the reimbursement.

Within reason, uniforms must be kept clean, neat, and in good condition. At the time of separation from employment with the Village, employees must return any clothing with the Village of Shelby logo. A charge may be made for returnable clothing which are lost or otherwise unreturned. Employees who separate from employment with the Village within their probationary period may be required to reimburse the Village for the actual cost of supplied uniforms and/or clothing reimbursement.

SECTION 10.11 - Commercial Driver's License Reimbursement

I. PURPOSE

To inform employees of the Villages reimbursement policy to obtain a commercial driver's license.

II. POLICY

All full-time Department of Public Works employees are required to have a valid State of Michigan commercial driver's license with the proper endorsement(s) to perform their duties. Employees are eligible to receive a reimbursement above the cost of the standard Michigan driver's license upon renewal. Employees must submit proof of payment for their license renewal from the Michigan Secretary of State to the Village Clerk/Treasurer to be eligible for the reimbursement.

SECTION 10.12 - Employee Training Day

I. PURPOSE

To set the expectations for paid time while at employee training events.

II. POLICY

Training and development are mutually beneficial. Occasionally, flexibility in shift schedules and regularly scheduled days off are necessary to attend training or to take certification tests. Training or testing that occurs during the employee's work schedule and lasts more than six (6) hours in length (including commute time), shall count as a full day. If the employee is on a normally scheduled day off, and required to attend a training, the employee will be granted a different day off, as agreeable with the Chief of Police or DPW Supervisor and needs of the respective department.

SECTION 10.13 - Purchasing Policy

I. PURPOSE

To ensure that the purchasing of goods and services for the Village results in the most economical and/or advantageous procurement in accordance with sound purchasing principals. All purchases, regardless of size, shall be covered by this policy. It is also the intent of this policy that the Village will attempt to purchase goods and services from businesses located within the Village limits when the availability, price, quality, service, and other relevant factors relating to the goods and services are comparable with out-of-town businesses.

II. POLICY

Purchasing Agent

The Village Administrator shall act as the Purchasing Agent for the Village and shall be authorized to purchase supplies, materials, equipment, and services for the Village **for which funds are provided in a budget approved by the Village Council** and dispose of surplus supplies, materials, and equipment in accordance with this policy. The Purchasing Agent shall prepare and/or approve all forms and additional procedures required to carry out this policy.

Purchasing Guidelines

Except as otherwise provided in this policy, the expected cost of a purchase of supplies, materials, equipment, and services shall determine which procedures are required, as set forth below. **Purchases can only be made pursuant to these guidelines if funds are included in a budget approved by the Village Council.** If not included, the Village Council shall approve a budget amendment before the purchase can be made. If the quotes or bids obtained for a purchase fall into a higher cost classification than expected the procedures for the higher classification must be followed.

Cost of Purchase	Procedures
Up to and including \$250	<ul style="list-style-type: none">• Effort shall be made to obtain best price via telephone, catalog, or internet quotations.• No formal request for written quotations is required.• Approval of the Department Head required.
\$251 to and including \$2,000	<ul style="list-style-type: none">• Whenever possible, at least three written quotations required.• Approval of Village Administrator required.

<p>\$2,001 to and including \$10,000</p>	<ul style="list-style-type: none"> • At least three written quotations required. • Approval of Village Council required regardless of whether or not included in a currently approved Village budget.
<p>\$10,001 and greater</p>	<ul style="list-style-type: none"> • Bid solicitation as determined by Village Administrator and/or Finance & Insurance Committee. • Sealed bids may be required. • Approval of Village Council required regardless of whether or not included in a currently approved Village budget.

Evaluation and Acceptance of Quotes and Bids

Quotes and bids shall be evaluated with the objective of getting the best quality goods and services at the lowest price. The Village shall evaluate all quotes and bids objectively. In such evaluation it shall be noted whether price or quality is the predominant consideration and what other criteria will affect the evaluation. Any or all quotations or bids or portions thereof may be rejected. Quotes and bids may be approved or awarded where applicable as a total packet or on an item-by-item basis.

Pre-Approved Expenses

1. Bond payments for interest and/or principal.
2. Employee payroll, taxes, and benefits.
3. Utility payments.
4. Supplies for the operation of critical infrastructure.
5. Gasoline and diesel fuel.
6. Village liability and property insurance.

Exemptions to Quotes and Bids

Informal competitive quotes or formal competitive bids in according with this policy shall not be required (i) in the employment of professional services; (ii) for purchases from, or joint purchases, with another governmental unit; (iii) where the purchase involves the use of State of Michigan or federal funds and State or federal rules, regulations, and procedures with respect to purchases apply.

Emergency Purchases

In an emergency or an apparent emergency endangering the public peace, health, and safety of the Village which requires the immediate purchase of supplies, materials, equipment or services, the Purchasing Agent may purchase any supplies, materials, equipment, or services which they deem immediately necessary. In the case of emergency

purchases, a full report of the circumstances of the emergency shall be filed within 30 days of the purchase with the Village Council.

Prohibitions

No purchase or contract shall be subdivided to avoid the requirements of this policy.

No officer or employee shall have a financial interest directly or indirectly in any purchase or contract unless Village Council determines by majority vote that waiver of such requirement is in the best interest of the Village.

Disqualification of Vendor

No quote or bid shall be accepted from a vendor who is in arrears to the Village, who is in default on a contract with or payment due to the Village or has previously demonstrated bad faith in dealing with the Village.

Local Vendors Preference

The Village recognizes the need to support its area businesses. In the event that two quotes or bids are received, one being from a local vendor, both of which are for the same total amount or unit price, quality, and service, and both of which otherwise meet the requirements of this policy, specifically the evaluation and acceptance of quotes and bids, the local vendor shall be selected.

Retention of Quote and Bid Documents

A record of all quotation and bid documents related to the purchase of supplies, materials, and equipment shall be retained by the Village until completion of the financial audit for the fiscal year of the purchase.

Disposal of Surplus Supplies, Materials, and Equipment

The Purchasing Agent may dispose of supplies, materials, and equipment of the Village which are surplus, unsuitable, or unusable, or may exchange the same for other supplies, materials, and equipment. Such supplies, materials, and equipment shall be sold in such manner as shall be determined by the Purchasing Agent who shall within 30 days of disposal report any such disposal sale to the Village Council.

Handbook Revisions

This Handbook may be revised prospectively at the sole discretion of the Village. However, no one is authorized to make changes in the terms of this Handbook, except through written revision adopted by the Village Council. No officer, employee, agent, or other representative of the Village has any power to create, modify, or enter into any agreement for employment or relating to terms and conditions of employment outside of this Employee Handbook unless part of a Collective Bargaining Unit Contract.

Effective

January 1, 2022

Revisions

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Current Policy Time off	PTO	Vacation	Total
1 to 2 years of service	24	40	64
3 to 4 years of service	96	80	176
5 to 10 years of service	96	120	216
11 or more years of service	96	160	256

Proposed Policy Time off	PTO		Total
1 year	144		144
1 but less than 5 years	180		180
5 but less than 11 years	216		216
11 or more years	264		264

Village of Shelby Salary and Wage Schedule

Cost of Living increases will be considered annually during the budget adoption.

	<u>2022</u>	<u>Mar-22</u>	<u>2023</u>
Clerk/Treasurer		2%	Wage scale moves to the wage scale from March 1 of the previous year until next cost of living increase on March 1, 2023.
Start	\$37,440.00	\$38,188.80	
After one year service	\$40,367.60	\$41,174.95	
After two years service	\$43,295.20	\$44,161.10	
After three years service	\$46,222.80	\$47,147.26	
After four years service	\$49,150.40	\$50,133.41	
Deputy Clerk/Treasurer (Part-Time)			
Start	\$14.40	\$14.69	
After one year service	\$15.53	\$15.84	
After two years service	\$16.65	\$16.98	
After three years service	\$17.78	\$18.14	
After four years service	\$18.90	\$19.28	
Police Chief			
Start	\$55,000.00	\$56,100.00	
After one year service	\$57,000.00	\$58,140.00	
After two years service	\$59,000.00	\$60,180.00	
After three years service	\$61,000.00	\$62,220.00	
After four years service	\$63,000.00	\$64,260.00	
Police Officer			
Start	\$48,048.00	\$49,008.96	
After one year service	\$49,140.00	\$50,122.80	
After two years service	\$50,232.00	\$51,236.64	
After three years service	\$51,324.00	\$52,350.48	
After four years service	\$52,416.00	\$53,464.32	
Part-Time Police Officer	\$17.00	\$17.34	
DPW Supervisor			
Start	\$51,000.00	\$52,020.00	
After one year service	\$53,000.00	\$54,060.00	
After two years service	\$55,000.00	\$56,100.00	
After three years service	\$57,000.00	\$58,140.00	
After four years service	\$59,000.00	\$60,180.00	
DPW Laborer			
Start	\$37,440.00	\$38,188.80	
After one year service	\$39,520.00	\$40,310.40	
After two years service	\$41,600.00	\$42,432.00	
After three years service	\$43,680.00	\$44,553.60	
After four years service	\$45,760.00	\$46,675.20	
DPW Laborer (Part-Time)	\$14.00	\$14.28	
Custodian	\$13.00	\$13.26	

Police Dept.

Joe VonDrak	\$ 24.00	2184	\$ 52,416.00
	\$ 24.00	2080	\$ 49,920.00
	\$ 17.00	48 additional PTO	\$ (816.00)
			\$ 1,680.00
Dave Krause	\$ 24.00	2184	\$ 52,416.00
	\$ 24.00	2080	\$ 49,920.00
	\$ 17.00	48 additional PTO	\$ (816.00)
			\$ 1,680.00
Total Increase			\$ 3,360.00

MERS		4%	6%	Difference
Total Wages	\$ 466,960.00	\$ 18,678.40	\$ 28,017.60	\$ 9,339.20

Phone Reimbursement	\$30/month	5 employees	\$1,800 / year
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municipalit county	population Municipality	County	Population	Position	Hours per Week	Wage Per Year	Gov Type
Caseville Huron	777 Caseville	Huron	777	Police Officer (FULL TIME)	40	24.06	HRC
Vernon Shiawassee	783 Vernon	Shiawassee	783	Police Officer (FULL TIME)	40	17.97	GLV
Mackinaw Emmet	806 Mackinaw City	Emmet	806	Police Officer (FULL TIME)	40	26.13	GLV
Ubly Huron	858 Ubly	Huron	858	Police Officer (FULL TIME)	40	23.5	GLV
Hesperia Oceana	954 Hesperia	Oceana	954	Police Officer (FULL TIME)	40	19.95	GLV
Beaverton Gladwin	1,071 Beaverton	Gladwin	1071	Police Officer (FULL TIME)	40	22.44	HRC
Bellaire Antrim	1,086 Bellaire	Antrim	1086	Police Officer (FULL TIME)	40	20.99	GLV
Lexington Sanilac	1,178 Lexington	Sanilac	1178	Police Officer (FULL TIME)	40	22.38	GLV
Memphis Macomb	1,183 Memphis	Macomb	1183	Police Officer (FULL TIME)	26-40	20.25	HRC
Pigeon Huron	1,208 Pigeon	Huron	1208	Police Officer (FULL TIME)	40	34.52	GLV
Douglas Allegan	1,232 Douglas	Allegan	1232	Police Officer (FULL TIME)	40	29.85	HRC
Brown City Sanilac	1,325 Brown City	Sanilac	1325	Police Officer (FULL TIME)	40	20.79	HRC
Litchfield Hillsdale	1,369 Litchfield	Hillsdale	1369	Police Officer (FULL TIME)	40	19.15	HRC
White Clou Newaygo	1,408 White Cloud	Newaygo	1408	Police Officer (FULL TIME)	40	19.59	HRC
Reese Tuscola	1,454 Reese	Tuscola	1454	Police Officer (FULL TIME)	40	20.67	GLV
Shepherd Isabella	1,515 Shepherd	Isabella	1515	Police Officer (FULL TIME)	40	22.22	GLV
White Pige Saint Josep	1,522 White Pigeon	Saint Joseph	1522	Police Officer (FULL TIME)	40	27.52	GLV
Schoolcraft Kalamazoo	1,525 Schoolcraft	Kalamazoo	1525	Police Officer (FULL TIME)	44.4	23.53	GLV
Birch Run Saginaw	1,555 Birch Run	Saginaw	1555	Police Officer (FULL TIME)	40	26.58	HRV
Three Oaks Berrien	1,622 Three Oaks	Berrien	1622	Police Officer (FULL TIME)	40	18.5	GLV
Elk Rapids Antrim	1,642 Elk Rapids	Antrim	1642	Police Officer (FULL TIME)	40	28.25	GLV
Zilwaukee Saginaw	1,658 Zilwaukee	Saginaw	1658	Police Officer (FULL TIME)	30	18.5	HRC
Sylvan Lake Oakland	1,720 Sylvan Lake	Oakland	1720	Police Officer (FULL TIME)	40	30.15	HRC
Armada Macomb	1,730 Armada	Macomb	1730	Police Officer (FULL TIME)	40	29.24	GLV
Sebewaing Huron	1,759 Sebewaing	Huron	1759	Police Officer (FULL TIME)	40	23.14	GLV
Tawas City Iosco	1,827 Tawas City	Iosco	1827	Police Officer (FULL TIME)	40	23.97	HRC
Leslie Ingham	1,851 Leslie	Ingham	1851	Police Officer (FULL TIME)	40	24.62	HRC
Marlette Sanilac	1,875 Marlette	Sanilac	1875	Police Officer (FULL TIME)	40	23.08	HRC
Lawton Van Buren	1,900 Lawton	Van Buren	1900	Police Officer (FULL TIME)	40	22.06	GLV
Ewart Osceola	1,903 Ewart	Osceola	1903	Police Officer (FULL TIME)	40	18.54	HRC
Newaygo Newaygo	1,976 Newaygo	Newaygo	1976	Police Officer (FULL TIME)	40	25.12	HRC
Laurium Houghton	1,977 Laurium	Houghton	1977	Police Officer (FULL TIME)	40	22.59	GLV
Lake Odessa Ionia	2,018 Lake Odessa	Ionia	2018	Police Officer (FULL TIME)	40	22.25	GLV
Kalkaska Kalkaska	2,020 Kalkaska	Kalkaska	2020	Police Officer (FULL TIME)	40	22.5	GLV
Saint Charles Saginaw	2,054 Saint Charles	Saginaw	2054	Police Officer (FULL TIME)	40	23.09	GLV
Shelby Oceana	2,065 Shelby	Oceana	2065	Police Officer (FULL TIME)	40	23.5	GLV
Constantin Saint Josep	2,076 Constantine	Saint Joseph	2076	Police Officer (FULL TIME)	40	26.1	GLV
Hart Oceana	2,126 Hart	Oceana	2126	Police Officer (FULL TIME)	40	27.55	HRC
West Branch Ogemaw	2,139 West Branch	Ogemaw	2139	Police Officer (FULL TIME)	40	24.09	HRC
Perry Shiawassee	2,188 Perry	Shiawassee	2188	Police Officer (FULL TIME)	40	25.65	HRC
Morenci Lenawee	2,220 Morenci	Lenawee	2220	Police Officer (FULL TIME)	40	19.59	HRC
Jonesville Hillsdale	2,258 Jonesville	Hillsdale	2258	Police Officer (FULL TIME)	40	23.72	HRC
Bridgman Berrien	2,291 Bridgman	Berrien	2291	Police Officer (FULL TIME)	40	28.8	HRC
Bronson Branch	2,349 Bronson	Branch	2349	Police Officer (FULL TIME)	40	24.57	HRC
East Jordan Charlevoix	2,351 East Jordan	Charlevoix	2351	Police Officer (FULL TIME)	40	23.19	HRC
Reed City Osceola	2,425 Reed City	Osceola	2425	Police Officer (FULL TIME)	40	24.89	HRC
Cass City Tuscola	2,428 Cass City	Tuscola	2428	Police Officer (FULL TIME)	40	24.66	GLV
Croswell Sanilac	2,447 Croswell	Sanilac	2447	Police Officer (FULL TIME)	40	27.7	HRC
Charlevoix Charlevoix	2,513 Charlevoix	Charlevoix	2513	Police Officer (FULL TIME)	40	25.75	HRC
Pleasant Ridge Oakland	2,526 Pleasant Ridge	Oakland	2526	Police Officer (FULL TIME)	40	33.88	HRC
Potterville Eaton	2,617 Potterville	Eaton	2617	Police Officer (FULL TIME)	40	27.37	HRC
Almont Lapeer	2,674 Almont	Lapeer	2674	Police Officer (FULL TIME)	42	27.96	HRV
Sandusky Sanilac	2,679 Sandusky	Sanilac	2679	Police Officer (FULL TIME)	42	24.93	HRC-F
Vassar Tuscola	2,697 Vassar	Tuscola	2697	Police Officer (FULL TIME)	40	27.58	HRC
Rogers City Presque Isle	2,827 Rogers City	Presque Isle	2827	Police Officer (FULL TIME)	40	25.94	HRC
Fowlerville Livingston	2,886 Fowlerville	Livingston	2886	Police Officer (FULL TIME)	40	26.44	GLV
Gladwin Gladwin	2,933 Gladwin	Gladwin	2933	Police Officer (FULL TIME)	40	29.19	HRC
Keego Harbor Oakland	2,970 Keego Harbor	Oakland	2970	Police Officer (FULL TIME)	40	31.52	HRC
Lake Orion Oakland	2,973 Lake Orion	Oakland	2973	Police Officer (FULL TIME)	40	26.5	HRV

24.55525424

Municipality	County	Population	Position	Hours Per Week	Wage per Hour	Gov Type
Ovid	Clinton	1,603	Deputy Treasurer	35	12.24	HRC
Elk Rapids	Antrim	1,642	Deputy Treasurer	40	17.00	GLV
Ithaca	Gratiot	2,910	Deputy Treasurer	40	19.23	HRC
Iron River	Iron	3,029	Deputy Treasurer	40	15.87	HRC
Cedar Springs	Kent	3,509	Deputy Treasurer	24	17.07	HRC
Lowell	Kent	3,783	Deputy Treasurer	40	23.82	HRC
North Muskegon	Muskegon	3,786	Deputy Treasurer	40	18.50	HRC
Williamston	Ingham	3,854	Deputy Treasurer	40	22.14	HRC
Linden	Genesee	3,991	Deputy Treasurer	38	18.00	HRC

18.21

Municipality	County	Population	Position	Hours Per Week	Wage per Hour	Gov Type
Metamora	Lapeer	565	Deputy Clerk	as needed	11.27	GLV
Peck	Sanilac	632	Deputy Clerk	28	16.25	GLV
Kent City	Kent	1,057	Deputy Clerk	10	10.97	GLV
Memphis	Macomb	1,183	Deputy Clerk	32	15.80	HRC
Douglas	Allegan	1,232	Deputy Clerk	40	19.86	HRC
Litchfield	Hillsdale	1,369	Deputy Clerk	30	17.82	HRC
Luna Pier	Monroe	1,436	Deputy Clerk	40	21.11	HRC
Crystal Falls	Iron	1,469	Deputy Clerk	27	14.00	HRC
Elk Rapids	Antrim	1,642	Deputy Clerk	40	17.25	GLV
Sylvan Lake	Oakland	1,720	Deputy Clerk	40	20.55	HRC
Tawas City	Iosco	1,827	Deputy Clerk	40	16.59	HRC
Goodrich	Genesee	1,860	Deputy Clerk	25	17.90	HRV
Kalkaska	Kalkaska	2,020	Deputy Clerk	40	25.50	GLV
Morenci	Lenawee	2,220	Deputy Clerk	20	17.85	HRC
Reed City	Osceola	2,425	Deputy Clerk	40	17.00	HRC
Almont	Lapeer	2,674	Deputy Clerk	40	18.66	HRV
East Tawas	Iosco	2,808	Deputy Clerk	40	18.06	HRC
Rogers City	Presque Isl	2,827	Deputy Clerk	40	18.76	HRC
Ithaca	Gratiot	2,910	Deputy Clerk	40	17.40	HRC
Keego Harbor	Oakland	2,970	Deputy Clerk	30	22.00	HRC

17.73

Municipality	County	Population	Position	Hours per Week	Wage Per Year	Gov Type
Sand Lake	Kent	500	Director of Public Works	40	48000.00	GLV
Hillman	Montmorency	701	Director of Public Works	40	47136.00	GLV
Caseville	Huron	777	Director of Public Works	40	69992.00	HRC
Gobles	Van Buren	829	Director of Public Works	40	39629.52	HRC
Stephenson	Menominee	862	Director of Public Works	40	52728.00	HRC
Onsted	Lenawee	917	Director of Public Works	20	62400.00	GLV
Saugatuck	Allegan	925	Director of Public Works	40	56659.20	HRC
North Branch	Lapeer	1,033	Director of Public Works	40	49816.00	GLV
Beaverton	Gladwin	1,071	Director of Public Works	40	63000.00	HRC
Bellaire	Antrim	1,086	Director of Public Works	40	47486.39	GLV
Grass Lake	Jackson	1,173	Director of Public Works	40	52000.00	GLV
Harbor Springs	Emmet	1,194	Director of Public Works	40	83200.00	HRC
Edmore	Montcalm	1,201	Director of Public Works	40	50003.20	GLV
Brooklyn	Jackson	1,206	Director of Public Works	40	51138.00	GLV
Marcellus	Cass	1,207	Director of Public Works	40	49920.00	GLV
Pigeon	Huron	1,208	Director of Public Works	40	47320.00	GLV
Webberville	Ingham	1,272	Director of Public Works	40	64272.00	GLV
Bellevue	Eaton	1,282	Director of Public Works	40	51584.00	GLV
Manton	Wexford	1,287	Director of Public Works	40	54080.00	HRC
Lakewood Club	Muskegon	1,291	Director of Public Works	40	43387.20	GLV
Saranac	Ionia	1,325	Director of Public Works	50	65133.00	GLV
Brown City	Sanilac	1,325	Director of Public Works	40	43867.20	HRC
Litchfield	Hillsdale	1,369	Director of Public Works	40	52790.39	HRC
Stanton	Montcalm	1,417	Director of Public Works	40	50315.00	HRC
Schoolcraft	Kalamazoo	1,525	Director of Public Works	40	57398.00	GLV
Montrose	Genesee	1,657	Director of Public Works	40	41766.39	HRC
Zilwaukee	Saginaw	1,658	Director of Public Works	40	44907.20	HRC
Armada	Macomb	1,730	Director of Public Works	40	76460.79	GLV
Watervliet	Berrien	1,735	Director of Public Works	40	53000.00	HRC
Sebewaing	Huron	1,759	Director of Public Works	40	52000.00	GLV
Berrien Springs	Berrien	1,800	Director of Public Works	40	74984.00	GLV
Tawas City	Iosco	1,827	Director of Public Works	40	59280.00	HRC
Leslie	Ingham	1,851	Director of Public Works	40	62130.00	HRC
Lawton	Van Buren	1,900	Director of Public Works	40	60008.00	GLV
Ewart	Osceola	1,903	Director of Public Works	40	65625.00	HRC
Bessemer	Gogebic	1,905	Director of Public Works	40	48464.00	HRC
Lake Odessa	Ionia	2,018	Director of Public Works	40	68180.12	GLV
Saint Charles	Saginaw	2,054	Director of Public Works	40	56284.80	GLV
Auburn	Bay	2,087	Director of Public Works	40	54080.00	HRC
West Branch	Ogemaw	2,139	Director of Public Works	40	64298.76	HRC
Perry	Shiawassee	2,188	Director of Public Works	40	59910.00	HRC
Cass City	Tuscola	2,428	Director of Public Works	40	73182.00	GLV
Croswell	Sanilac	2,447	Director of Public Works	40	71499.11	HRC
Charlevoix	Charlevoix	2,513	Director of Public Works	40	85618.42	HRC
Pleasant Ridge	Oakland	2,526	Director of Public Works	40	53037.08	HRC
Almont	Lapeer	2,674	Director of Public Works	40	66518.40	HRV
Sandusky	Sanilac	2,679	Director of Public Works	40	55166.80	HRC-F
Whitehall	Muskegon	2,706	Director of Public Works	40	52042.00	HRC
East Tawas	Iosco	2,808	Director of Public Works	40	55827.00	HRC
Fowlerville	Livingston	2,886	Director of Public Works	40	57803.20	GLV
Ferrysburg	Ottawa	2,892	Director of Public Works	40	70990.40	HRC
Vicksburg	Kalamazoo	2,906	Director of Public Works	40	57149.25	GLV
Ithaca	Gratiot	2,910	Director of Public Works	40	66560.00	HRC
Lake Orion	Oakland	2,973	Director of Public Works	40	60008.00	HRV
					57778.44	

*31,200 salary doubled to equal a 40hr per week.

Municipality	County	Population	Position	Hours per Week	Wage Per Year	Gov Type
Lake Angelus	Oakland	290	Police Chief	40.00	64480.00	HRC
Caseville	Huron	777	Police Chief	40.00	53019.20	HRC
Mackinaw City	Emmet	806	Police Chief	40.00	64821.00	GLV
Pentwater	Oceana	857	Police Chief	40.00	59000.00	GLV
Grant	Newaygo	894	Police Chief	40.00	44000.00	HRC
Caspian	Iron	906	Police Chief	40.00	45552.00	HRC
Beaverton	Gladwin	1,071	Police Chief	40.00	59663.00	HRC
Bellaire	Antrim	1,086	Police Chief	40.00	49920.00	GLV
Memphis	Macomb	1,183	Police Chief	40.00	58240.00	HRC
Harbor Springs	Emmet	1,194	Police Chief	40.00	84489.60	HRC
Pigeon	Huron	1,208	Police Chief	40.00	82368.00	GLV
Bellevue	Eaton	1,282	Police Chief	40.00	45468.80	GLV
Frankfort	Benzie	1,286	Police Chief	40.00	65264.16	HRC
Manton	Wexford	1,287	Police Chief	40.00	42640.00	HRC
Brown City	Sanilac	1,325	Police Chief	40.00	52291.20	HRC
Litchfield	Hillsdale	1,369	Police Chief	40.00	49212.80	HRC
Mancelona	Antrim	1,390	Police Chief	40.00	51896.00	GLV
Fennville	Allegan	1,398	Police Chief	40.00	53560.00	HRC
White Cloud	Newaygo	1,408	Police Chief	40.00	46363.20	HRC
Stanton	Montcalm	1,417	Police Chief	40.00	35880.00	HRC
Luna Pier	Monroe	1,436	Police Chief	40.00	39936.00	HRC
Reese	Tuscola	1,454	Police Chief	40.00	61484.80	GLV
Crystal Falls	Iron	1,469	Police Chief	40.00	58190.82	HRC
Shepherd	Isabella	1,515	Police Chief	40.00	51792.00	GLV
Schoolcraft	Kalamazoo	1,525	Police Chief	40.00	64000.00	GLV
Birch Run	Saginaw	1,555	Police Chief	40.00	58350.00	HRV
Ovid	Clinton	1,603	Police Chief	40.00	47278.40	HRC
Three Oaks	Berrien	1,622	Police Chief	40.00	52000.00	GLV
Elk Rapids	Antrim	1,642	Police Chief	40.00	63353.45	GLV
Zilwaukee	Saginaw	1,658	Police Chief	40.00	44408.00	HRC
Sylvan Lake	Oakland	1,720	Police Chief	40.00	87360.00	HRC
Armada	Macomb	1,730	Police Chief	40.00	63980.80	GLV
Sebewaing	Huron	1,759	Police Chief	40.00	52000.00	GLV
Decatur	Van Buren	1,819	Police Chief	40.00	62643.78	GLV
Leslie	Ingham	1,851	Police Chief	40.00	63540.00	HRC
Capac	Saint Clair	1,890	Police Chief	40.00	54080.00	GLV
Lawton	Van Buren	1,900	Police Chief	40.00	52020.00	GLV
Evart	Osceola	1,903	Police Chief	40.00	57000.00	HRC
Newaygo	Newaygo	1,976	Police Chief	40.00	66082.00	HRC
Lake Odessa	Ionia	2,018	Police Chief	40.00	61660.33	GLV
Saint Charles	Saginaw	2,054	Police Chief	40.00	56284.80	GLV
Shelby	Oceana	2,065	Police Chief	40.00	58000.00	GLV
Hart	Oceana	2,126	Police Chief	40.00	65644.80	HRC
West Branch	Ogemaw	2,139	Police Chief	40.00	64789.38	HRC
Perry	Shiawassee	2,188	Police Chief	40.00	66890.00	HRC
Jonesville	Hillsdale	2,258	Police Chief	40.00	63096.00	HRC

Clinton	Lenawee	2,336	Police Chief	40.00	73403.20	GLV
Bronson	Branch	2,349	Police Chief	40.00	67787.20	HRC
Munising	Alger	2,355	Police Chief	40.00	66361.00	HRC
Orchard Lake Village	Oakland	2,375	Police Chief	40.00	109463.50	HRC
Chesaning	Saginaw	2,394	Police Chief	40.00	49608.00	GLV
Reed City	Osceola	2,425	Police Chief	40.00	62000.00	HRC
Cass City	Tuscola	2,428	Police Chief	40.00	63857.00	GLV
Charlevoix	Charlevoix	2,513	Police Chief	40.00	86440.85	HRC
Pleasant Ridge	Oakland	2,526	Police Chief	40.00	86585.81	HRC
Almont	Lapeer	2,674	Police Chief	40.00	80000.00	HRV
Sandusky	Sanilac	2,679	Police Chief	40.00	70227.30	HRC-F
Hartford	Van Buren	2,688	Police Chief	40.00	48500.00	HRC
Vassar	Tuscola	2,697	Police Chief	40.00	60723.66	HRC
Whitehall	Muskegon	2,706	Police Chief	40.00	82722.00	HRC
Rogers City	Presque Isle	2,827	Police Chief	40.00	64223.53	HRC
Norway	Dickinson	2,845	Police Chief	40.00	70225.00	HRC
Fowlerville	Livingston	2,886	Police Chief	40.00	73315.29	GLV
Vicksburg	Kalamazoo	2,906	Police Chief	40.00	66539.20	GLV
Lake Orion	Oakland	2,973	Police Chief	40.00	69376.00	HRV
					61466.97	



michigan municipal league



2020/21

Benefits Summary

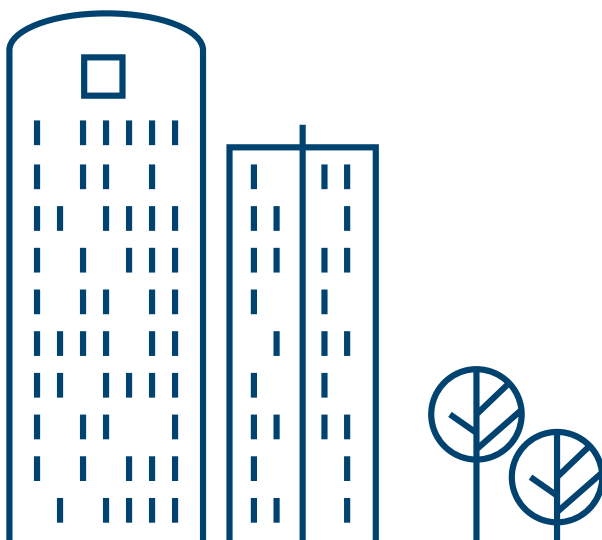
A total of 251 communities responded to the League's Wage and Salary Survey as of October 15, 2020.

Of these respondents, 79% provided benefits information as well as pay data. Many have multiple employee groups or bargaining units; the benefits analysis below includes data across 24 employee groups from the 198 communities who provided benefits information.

PAID TIME OFF (IN DAYS)

- 12% of employee groups utilize a combined approach to paid time off (PTO). This is a progressive approach to time off and usually means fewer total days are offered, but with more flexibility for use.
- 88% of employee groups offer separate banks for sick, vacation, and personal time.
- A summary of paid time off averages for the different time off categories is provided below.

Paid Time Off Averages (annually)	# of Days
Holidays	11.6
Personal Days	3.6
Sick Days	10.6
Vacation Days Earned @ 1 year	9.0
Vacation Days Earned @ 5 years	13.2
Vacation Days Earned @ 10 years	17.2
Vacation Days Earned @ 15 years	20.3
Vacation Days Earned @ 20 years	22.4
PTO Days Earned @ 1 year	16.9
PTO Days Earned @ 5 years	22.5
PTO Days Earned @ 10 years	25.8
PTO Days Earned @ 15 years	28.7
PTO Days Earned @ 20 years	30.4



INSURANCES BENEFITS

- Required Employee Contribution to Healthcare Premiums
 - Of those that utilize a percentage basis for calculating employee premium contributions, 76% of the employee groups require a 20% employee contribution towards insurance premiums. Overall, the average employee contribution toward premiums is 17.9%.
 - 30% of employee groups don't require an employee contribution toward premium
- Payment in Lieu of Health Insurance
 - The average annual payment to employees who opt-out of the employer's insurance plan is \$2,961 for those groups providing a flat-dollar payment. Among the employee groups that base the payment to employees on a percentage of premiums, the average payment is 45% of the premium cost.
- Dental / Vision
 - 95% of employee groups offer some form of employer paid dental coverage.
 - 80% of employee groups offer some form employer paid vision coverage.
- Retiree Health Insurance
 - 71% of responding employee groups report offering employer-paid retiree healthcare.
 - Of those that offer this benefit, 62% do so on a "grandfathered" basis, meaning this benefit is not available to new employees.
 - Among those who provide this benefit, 28% of employers pay 100% of the premium. The remaining employers cover some portion of the cost.
 - 58% of employer groups offer a retiree health savings plan. This is a defined-contribution style savings program that allows employees to save for the cost of healthcare in retirement, either with or without employer contributions. It is a progressive approach to retiree healthcare to help employers better control their budgets, long-range financial plans, and future liabilities.

RETIREMENT SAVINGS

- Defined Benefits (Traditional Pension Plans)
 - 79% of responding employee groups indicated that they offer a defined "grandfathered" benefit pension plan.
 - Of those reporting on pension multipliers, data can be summarized as follows:

Pension Multiplier	% of Respondents
Under 2.0%	11%
2.0-2.24%	20%
2.25-2.49%	19%
2.5%	33%
Over 2.5%	17%

- Defined Contribution Plan
 - 67% of responding employee groups indicated that they offer a defined contribution plan.
 - Of those who reported data, employer contributions to the retirement plan can be summarized as follows:

Max Employer Contribution	% of Respondents
0%	18%
1.0-3.0%	6%
3.1-6.0%	27%
6.1-8.0%	13%
8.1-10%	23%
Over 10%	13%

- Hybrid Pension Plan
 - A hybrid pension plan is retirement program that combines some elements of a traditional pension plan and a defined contribution plan with employee and/or employer contributions. It is a strategic approach some employers use to provide employees with the benefits of a pension plan while helping control or reduce future liabilities.
 - 24% of responding employer groups indicated that they utilize a hybrid retirement plan.



December 28, 2021

RESOLUTION

No. 74-21

RESOLVED BY THE COUNCIL OF THE VILLAGE OF SHELBY to adopt the Employee Handbook as presented and the Wage Scale attached as Exhibit A, effective January 1, 2022.

Moved: _____

Seconded: _____

Yes: _____

No: _____

ABSENT: _____

RESOLUTION No. 74-21 Declared ADOPTED.

ADOPTED ON: December 28, 2021



Village Council
Item Cover Page

Meeting Date: December 28, 2021
Agenda Item: Sewer Revenue Bond Authorizing Ordinance
Budget Impact: Budgeted Item - \$17,000 to \$18,000 additional payment per year.
Recommendation: Approve Sewer Revenue Bond Authorizing Ordinance
Staff Contact: Brady Selner, Village Administrator

Background:

Dykema Gossett PLLC has prepared the required Bond Authorizing Ordinance for the issuance and sale of revenue refunding bonds to refund the Village's existing USDA Sewer Bond and to pay the cost of issuance of the refunding bonds. The Ordinance will be published in the Oceana Herald on Thursday, January 6th, 2022, and the closing date for the refunding bond is anticipated for January 13th, 2022.

Supporting Documents:

Refunding Report – Baker Tilly Municipal Advisors, LLC
Sewer Bond Authorizing Ordinance
Resolution No. 77-21

Motion _____ by seconded by _____ to adopt Resolution No. 77-21.

Village of Shelby

Sewage Disposal System Revenue Refunding Bonds, Series 2022

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Village of Shelby

Sewage Disposal System Revenue Refunding Bonds, Series 2022

Sources & Uses

Dated 01/13/2022 | Delivered 01/13/2022

Sources Of Funds

Par Amount of Bonds	\$2,337,000.00
Transfers from Prior Issue DSR Funds	163,000.00
Total Sources	\$2,500,000.00

Uses Of Funds

Costs of Issuance	27,067.40
Deposit to Current Refunding Fund	2,472,585.28
Rounding Amount	347.32
Total Uses	\$2,500,000.00

Village of Shelby

Sewage Disposal System Revenue Refunding Bonds, Series 2022

Gross Debt Service Comparison

Date	Principal	Coupon	Interest	New D/S	Old D/S	Savings
07/01/2022	137,000.00	1.600%	17,449.60	154,449.60	104,466.25	(49,983.35)
07/01/2023	141,000.00	1.600%	35,200.00	176,200.00	156,722.50	(19,477.50)
07/01/2024	144,000.00	1.600%	32,944.00	176,944.00	157,427.50	(19,516.50)
07/01/2025	146,000.00	1.600%	30,640.00	176,640.00	157,005.00	(19,635.00)
07/01/2026	148,000.00	1.600%	28,304.00	176,304.00	157,497.50	(18,806.50)
07/01/2027	151,000.00	1.600%	25,936.00	176,936.00	157,862.50	(19,073.50)
07/01/2028	153,000.00	1.600%	23,520.00	176,520.00	158,100.00	(18,420.00)
07/01/2029	156,000.00	1.600%	21,072.00	177,072.00	158,210.00	(18,862.00)
07/01/2030	158,000.00	1.600%	18,576.00	176,576.00	158,192.50	(18,383.50)
07/01/2031	161,000.00	1.600%	16,048.00	177,048.00	158,047.50	(19,000.50)
07/01/2032	163,000.00	1.600%	13,472.00	176,472.00	158,775.00	(17,697.00)
07/01/2033	166,000.00	1.600%	10,864.00	176,864.00	158,332.50	(18,531.50)
07/01/2034	168,000.00	1.600%	8,208.00	176,208.00	158,762.50	(17,445.50)
07/01/2035	171,000.00	1.600%	5,520.00	176,520.00	159,022.50	(17,497.50)
07/01/2036	174,000.00	1.600%	2,784.00	176,784.00	159,112.50	(17,671.50)
07/01/2037	-	-	-	-	160,032.50	160,032.50
07/01/2038	-	-	-	-	159,740.00	159,740.00
07/01/2039	-	-	-	-	160,277.50	160,277.50
07/01/2040	-	-	-	-	160,602.50	160,602.50
07/01/2041	-	-	-	-	160,715.00	160,715.00
07/01/2042	-	-	-	-	160,615.00	160,615.00
07/01/2043	-	-	-	-	161,302.50	161,302.50
07/01/2044	-	-	-	-	161,735.00	161,735.00
07/01/2045	-	-	-	-	161,912.50	161,912.50
07/01/2046	-	-	-	-	161,835.00	161,835.00
07/01/2047	-	-	-	-	159,502.50	159,502.50
Total	\$2,337,000.00	-	\$290,537.60	\$2,627,537.60	\$4,085,806.25	\$1,458,268.65
					Less: Transfers from Prior Issue DSR Fund	(163,000.00)
					Add: Contingency	347.32
					Gross Debt Service Savings	\$1,295,615.97

PV Analysis Summary (Gross to Gross)

Gross PV Debt Service Savings	1,002,328.85
Transfers from Prior Issue DSR Fund	(163,000.00)
Contingency or Rounding Amount	347.32
Net Present Value Benefit	\$839,676.17
Net PV Benefit / \$2,469,000 Refunded Principal	34.009%
Net PV Benefit / \$2,337,000 Refunding Principal	35.930%

Refunding Bond Information

Refunding Dated Date	1/13/2022
Refunding Delivery Date	1/13/2022

Village of Shelby

Sewage Disposal System Revenue Refunding Bonds, Series 2022

Debt Service Schedule

Date	Principal	Coupon	Interest	Total
07/01/2022	137,000.00	1.600%	17,449.60	154,449.60
07/01/2023	141,000.00	1.600%	35,200.00	176,200.00
07/01/2024	144,000.00	1.600%	32,944.00	176,944.00
07/01/2025	146,000.00	1.600%	30,640.00	176,640.00
07/01/2026	148,000.00	1.600%	28,304.00	176,304.00
07/01/2027	151,000.00	1.600%	25,936.00	176,936.00
07/01/2028	153,000.00	1.600%	23,520.00	176,520.00
07/01/2029	156,000.00	1.600%	21,072.00	177,072.00
07/01/2030	158,000.00	1.600%	18,576.00	176,576.00
07/01/2031	161,000.00	1.600%	16,048.00	177,048.00
07/01/2032	163,000.00	1.600%	13,472.00	176,472.00
07/01/2033	166,000.00	1.600%	10,864.00	176,864.00
07/01/2034	168,000.00	1.600%	8,208.00	176,208.00
07/01/2035	171,000.00	1.600%	5,520.00	176,520.00
07/01/2036	174,000.00	1.600%	2,784.00	176,784.00
Total	\$2,337,000.00	-	\$290,537.60	\$2,627,537.60

Yield Statistics

Bond Year Dollars	\$18,158.60
Average Life	7.770 Years
Average Coupon	1.6000000%
Net Interest Cost (NIC)	1.6000000%
True Interest Cost (TIC)	1.6000276%
Bond Yield for Arbitrage Purposes	1.6000276%
All Inclusive Cost (AIC)	1.7634010%

IRS Form 8038

Net Interest Cost	1.6000000%
Weighted Average Maturity	7.770 Years

Village of Shelby

2007 Sewage Disposal Revenue

Debt Service To Maturity And To Call

Date	Refunded Bonds	Refunded Interest	D/S To Call	Principal	Coupon	Interest	Refunded D/S
07/01/2022	2,469,000.00	3,497.75	2,472,497.75	52,000.00	4.250%	52,466.25	104,466.25
07/01/2023	-	-	-	54,000.00	4.250%	102,722.50	156,722.50
07/01/2024	-	-	-	57,000.00	4.250%	100,427.50	157,427.50
07/01/2025	-	-	-	59,000.00	4.250%	98,005.00	157,005.00
07/01/2026	-	-	-	62,000.00	4.250%	95,497.50	157,497.50
07/01/2027	-	-	-	65,000.00	4.250%	92,862.50	157,862.50
07/01/2028	-	-	-	68,000.00	4.250%	90,100.00	158,100.00
07/01/2029	-	-	-	71,000.00	4.250%	87,210.00	158,210.00
07/01/2030	-	-	-	74,000.00	4.250%	84,192.50	158,192.50
07/01/2031	-	-	-	77,000.00	4.250%	81,047.50	158,047.50
07/01/2032	-	-	-	81,000.00	4.250%	77,775.00	158,775.00
07/01/2033	-	-	-	84,000.00	4.250%	74,332.50	158,332.50
07/01/2034	-	-	-	88,000.00	4.250%	70,762.50	158,762.50
07/01/2035	-	-	-	92,000.00	4.250%	67,022.50	159,022.50
07/01/2036	-	-	-	96,000.00	4.250%	63,112.50	159,112.50
07/01/2037	-	-	-	101,000.00	4.250%	59,032.50	160,032.50
07/01/2038	-	-	-	105,000.00	4.250%	54,740.00	159,740.00
07/01/2039	-	-	-	110,000.00	4.250%	50,277.50	160,277.50
07/01/2040	-	-	-	115,000.00	4.250%	45,602.50	160,602.50
07/01/2041	-	-	-	120,000.00	4.250%	40,715.00	160,715.00
07/01/2042	-	-	-	125,000.00	4.250%	35,615.00	160,615.00
07/01/2043	-	-	-	131,000.00	4.250%	30,302.50	161,302.50
07/01/2044	-	-	-	137,000.00	4.250%	24,735.00	161,735.00
07/01/2045	-	-	-	143,000.00	4.250%	18,912.50	161,912.50
07/01/2046	-	-	-	149,000.00	4.250%	12,835.00	161,835.00
07/01/2047	-	-	-	153,000.00	4.250%	6,502.50	159,502.50
Total	\$2,469,000.00	\$3,497.75	\$2,472,497.75	\$2,469,000.00	-	\$1,616,806.25	\$4,085,806.25

Yield Statistics

Base date for Avg. Life & Avg. Coupon Calculation	1/13/2022
Average Life	15.375 Years
Average Coupon	4.250000%
Weighted Average Maturity (Par Basis)	15.375 Years
Weighted Average Maturity (Original Price Basis)	15.375 Years

Refunding Bond Information

Refunding Dated Date	1/13/2022
Refunding Delivery Date	1/13/2022

Village of Shelby

Sewage Disposal System Revenue Refunding Bonds, Series 2022

Current Refunding Escrow

Date	Rate	Receipts	Disbursements	Cash Balance
01/13/2022	-	2,472,585.28	2,472,585.28	-
Total	-	\$2,472,585.28	\$2,472,585.28	-

Investment Parameters

Investment Model [PV, GIC, or Securities]	Securities
Default investment yield target	Unrestricted
Cash Deposit	2,472,585.28
Total Cost of Investments	\$2,472,585.28
Target Cost of Investments at bond yield	\$2,472,585.28
Yield to Receipt	-
Yield for Arbitrage Purposes	1.6000276%

Village of Shelby

Sewage Disposal System Revenue Refunding Bonds, Series 2022

Pricing Summary

Maturity	Type of Bond	Coupon	Yield	Maturity Value	Price	Dollar Price
07/01/2022	Serial Coupon	1.600%	1.600%	137,000.00	100.000%	137,000.00
07/01/2023	Serial Coupon	1.600%	1.600%	141,000.00	100.000%	141,000.00
07/01/2024	Serial Coupon	1.600%	1.600%	144,000.00	100.000%	144,000.00
07/01/2025	Serial Coupon	1.600%	1.600%	146,000.00	100.000%	146,000.00
07/01/2026	Serial Coupon	1.600%	1.600%	148,000.00	100.000%	148,000.00
07/01/2027	Serial Coupon	1.600%	1.600%	151,000.00	100.000%	151,000.00
07/01/2028	Serial Coupon	1.600%	1.600%	153,000.00	100.000%	153,000.00
07/01/2029	Serial Coupon	1.600%	1.600%	156,000.00	100.000%	156,000.00
07/01/2030	Serial Coupon	1.600%	1.600%	158,000.00	100.000%	158,000.00
07/01/2031	Serial Coupon	1.600%	1.600%	161,000.00	100.000%	161,000.00
07/01/2032	Serial Coupon	1.600%	1.600%	163,000.00	100.000%	163,000.00
07/01/2033	Serial Coupon	1.600%	1.600%	166,000.00	100.000%	166,000.00
07/01/2034	Serial Coupon	1.600%	1.600%	168,000.00	100.000%	168,000.00
07/01/2035	Serial Coupon	1.600%	1.600%	171,000.00	100.000%	171,000.00
07/01/2036	Serial Coupon	1.600%	1.600%	174,000.00	100.000%	174,000.00
Total	-	-	-	\$2,337,000.00	-	\$2,337,000.00

Bid Information

Par Amount of Bonds	\$2,337,000.00
Gross Production	\$2,337,000.00
Bid (100.000%)	2,337,000.00
Total Purchase Price	\$2,337,000.00
Bond Year Dollars	\$18,158.60
Average Life	7.770 Years
Average Coupon	1.6000000%
Net Interest Cost (NIC)	1.6000000%
True Interest Cost (TIC)	1.6000276%

Village of Shelby

2007 Sewage Disposal Revenue

Total Refunded Debt Service

Date	Principal	Coupon	Interest	Total P+I
07/01/2022	52,000.00	4.250%	52,466.25	104,466.25
07/01/2023	54,000.00	4.250%	102,722.50	156,722.50
07/01/2024	57,000.00	4.250%	100,427.50	157,427.50
07/01/2025	59,000.00	4.250%	98,005.00	157,005.00
07/01/2026	62,000.00	4.250%	95,497.50	157,497.50
07/01/2027	65,000.00	4.250%	92,862.50	157,862.50
07/01/2028	68,000.00	4.250%	90,100.00	158,100.00
07/01/2029	71,000.00	4.250%	87,210.00	158,210.00
07/01/2030	74,000.00	4.250%	84,192.50	158,192.50
07/01/2031	77,000.00	4.250%	81,047.50	158,047.50
07/01/2032	81,000.00	4.250%	77,775.00	158,775.00
07/01/2033	84,000.00	4.250%	74,332.50	158,332.50
07/01/2034	88,000.00	4.250%	70,762.50	158,762.50
07/01/2035	92,000.00	4.250%	67,022.50	159,022.50
07/01/2036	96,000.00	4.250%	63,112.50	159,112.50
07/01/2037	101,000.00	4.250%	59,032.50	160,032.50
07/01/2038	105,000.00	4.250%	54,740.00	159,740.00
07/01/2039	110,000.00	4.250%	50,277.50	160,277.50
07/01/2040	115,000.00	4.250%	45,602.50	160,602.50
07/01/2041	120,000.00	4.250%	40,715.00	160,715.00
07/01/2042	125,000.00	4.250%	35,615.00	160,615.00
07/01/2043	131,000.00	4.250%	30,302.50	161,302.50
07/01/2044	137,000.00	4.250%	24,735.00	161,735.00
07/01/2045	143,000.00	4.250%	18,912.50	161,912.50
07/01/2046	149,000.00	4.250%	12,835.00	161,835.00
07/01/2047	153,000.00	4.250%	6,502.50	159,502.50
Total	\$2,469,000.00	-	\$1,616,806.25	\$4,085,806.25

Yield Statistics

Base date for Avg. Life & Avg. Coupon Calculation	1/13/2022
Average Life	15.375 Years
Average Coupon	4.250000%
Weighted Average Maturity (Par Basis)	15.375 Years
Weighted Average Maturity (Original Price Basis)	15.375 Years

Refunding Bond Information

Refunding Dated Date	1/13/2022
Refunding Delivery Date	1/13/2022

Village of Shelby

Sewage Disposal System Revenue Refunding Bonds, Series 2022

PROOF OF GROSS D/S SAVINGS @ 1.6000276%

Part 1 of 2

Date	NEW GROSS D/S	OLD GROSS D/S	SAVINGS	PV Factor	Present Value
01/13/2022	-	-	-	1.0000000x	-
07/01/2022	154,449.60	104,466.25	(49,983.35)	0.9925905x	(49,613.00)
01/01/2023	17,600.00	51,361.25	33,761.25	0.9847127x	33,245.13
07/01/2023	158,600.00	105,361.25	(53,238.75)	0.9768974x	(52,008.79)
01/01/2024	16,472.00	50,213.75	33,741.75	0.9691441x	32,700.62
07/01/2024	160,472.00	107,213.75	(53,258.25)	0.9614523x	(51,205.27)
01/01/2025	15,320.00	49,002.50	33,682.50	0.9538216x	32,127.10
07/01/2025	161,320.00	108,002.50	(53,317.50)	0.9462515x	(50,451.76)
01/01/2026	14,152.00	47,748.75	33,596.75	0.9387414x	31,538.66
07/01/2026	162,152.00	109,748.75	(52,403.25)	0.9312909x	(48,802.67)
01/01/2027	12,968.00	46,431.25	33,463.25	0.9238996x	30,916.68
07/01/2027	163,968.00	111,431.25	(52,536.75)	0.9165670x	(48,153.45)
01/01/2028	11,760.00	45,050.00	33,290.00	0.9092925x	30,270.35
07/01/2028	164,760.00	113,050.00	(51,710.00)	0.9020758x	(46,646.34)
01/01/2029	10,536.00	43,605.00	33,069.00	0.8949163x	29,593.99
07/01/2029	166,536.00	114,605.00	(51,931.00)	0.8878137x	(46,105.05)
01/01/2030	9,288.00	42,096.25	32,808.25	0.8807674x	28,896.44
07/01/2030	167,288.00	116,096.25	(51,191.75)	0.8737771x	(44,730.18)
01/01/2031	8,024.00	40,523.75	32,499.75	0.8668422x	28,172.16
07/01/2031	169,024.00	117,523.75	(51,500.25)	0.8599624x	(44,288.28)
01/01/2032	6,736.00	38,887.50	32,151.50	0.8531372x	27,429.64
07/01/2032	169,736.00	119,887.50	(49,848.50)	0.8463661x	(42,190.08)
01/01/2033	5,432.00	37,166.25	31,734.25	0.8396488x	26,645.63
07/01/2033	171,432.00	121,166.25	(50,265.75)	0.8329848x	(41,870.61)
01/01/2034	4,104.00	35,381.25	31,277.25	0.8263737x	25,846.70
07/01/2034	172,104.00	123,381.25	(48,722.75)	0.8198151x	(39,943.65)
01/01/2035	2,760.00	33,511.25	30,751.25	0.8133085x	25,010.25
07/01/2035	173,760.00	125,511.25	(48,248.75)	0.8068536x	(38,929.68)
01/01/2036	1,392.00	31,556.25	30,164.25	0.8004499x	24,144.97
07/01/2036	175,392.00	127,556.25	(47,835.75)	0.7940970x	(37,986.23)
01/01/2037	-	29,516.25	29,516.25	0.7877945x	23,252.74
07/01/2037	-	130,516.25	130,516.25	0.7815421x	102,003.94
01/01/2038	-	27,370.00	27,370.00	0.7753393x	21,221.04
07/01/2038	-	132,370.00	132,370.00	0.7691857x	101,817.11
01/01/2039	-	25,138.75	25,138.75	0.7630809x	19,182.90
07/01/2039	-	135,138.75	135,138.75	0.7570246x	102,303.36
01/01/2040	-	22,801.25	22,801.25	0.7510164x	17,124.11
07/01/2040	-	137,801.25	137,801.25	0.7450558x	102,669.63
01/01/2041	-	20,357.50	20,357.50	0.7391426x	15,047.10
07/01/2041	-	140,357.50	140,357.50	0.7332763x	102,920.83
01/01/2042	-	17,807.50	17,807.50	0.7274565x	12,954.18
07/01/2042	-	142,807.50	142,807.50	0.7216830x	103,061.74
01/01/2043	-	15,151.25	15,151.25	0.7159552x	10,847.62
07/01/2043	-	146,151.25	146,151.25	0.7102729x	103,807.28
01/01/2044	-	12,367.50	12,367.50	0.7046358x	8,714.58

Village of Shelby

Sewage Disposal System Revenue Refunding Bonds, Series 2022

PROOF OF GROSS D/S SAVINGS @ 1.6000276%

Part 2 of 2

Date	NEW GROSS D/S	OLD GROSS D/S	SAVINGS	PV Factor	Present Value
07/01/2044	-	149,367.50	149,367.50	0.6990433x	104,414.35
01/01/2045	-	9,456.25	9,456.25	0.6934953x	6,557.86
07/01/2045	-	152,456.25	152,456.25	0.6879912x	104,888.56
01/01/2046	-	6,417.50	6,417.50	0.6825309x	4,380.14
07/01/2046	-	155,417.50	155,417.50	0.6771139x	105,235.35
01/01/2047	-	3,251.25	3,251.25	0.6717399x	2,183.99
07/01/2047	-	156,251.25	156,251.25	0.6664085x	104,127.16
Total	\$2,627,537.60	\$4,085,806.25	\$1,458,268.65	-	\$1,002,328.85

Village of Shelby

Sewage Disposal System Revenue Refunding Bonds, Series 2022

Summary Of Bonds Refunded

	Issue	Maturity	Type	of Bond	Coupon	Maturity Value	Call Date	Call Price
Dated 7/01/2018 Delivered 7/01/2018								
2007 Sewage Disposal Revenue Bond		07/01/2022	Serial	Coupon	4.250%	52,000	01/13/2022	100.000%
2007 Sewage Disposal Revenue Bond		07/01/2023	Serial	Coupon	4.250%	54,000	01/13/2022	100.000%
2007 Sewage Disposal Revenue Bond		07/01/2024	Serial	Coupon	4.250%	57,000	01/13/2022	100.000%
2007 Sewage Disposal Revenue Bond		07/01/2025	Serial	Coupon	4.250%	59,000	01/13/2022	100.000%
2007 Sewage Disposal Revenue Bond		07/01/2026	Serial	Coupon	4.250%	62,000	01/13/2022	100.000%
2007 Sewage Disposal Revenue Bond		07/01/2027	Serial	Coupon	4.250%	65,000	01/13/2022	100.000%
2007 Sewage Disposal Revenue Bond		07/01/2028	Serial	Coupon	4.250%	68,000	01/13/2022	100.000%
2007 Sewage Disposal Revenue Bond		07/01/2029	Serial	Coupon	4.250%	71,000	01/13/2022	100.000%
2007 Sewage Disposal Revenue Bond		07/01/2030	Serial	Coupon	4.250%	74,000	01/13/2022	100.000%
2007 Sewage Disposal Revenue Bond		07/01/2031	Serial	Coupon	4.250%	77,000	01/13/2022	100.000%
2007 Sewage Disposal Revenue Bond		07/01/2032	Serial	Coupon	4.250%	81,000	01/13/2022	100.000%
2007 Sewage Disposal Revenue Bond		07/01/2033	Serial	Coupon	4.250%	84,000	01/13/2022	100.000%
2007 Sewage Disposal Revenue Bond		07/01/2034	Serial	Coupon	4.250%	88,000	01/13/2022	100.000%
2007 Sewage Disposal Revenue Bond		07/01/2035	Serial	Coupon	4.250%	92,000	01/13/2022	100.000%
2007 Sewage Disposal Revenue Bond		07/01/2036	Serial	Coupon	4.250%	96,000	01/13/2022	100.000%
2007 Sewage Disposal Revenue Bond		07/01/2037	Serial	Coupon	4.250%	101,000	01/13/2022	100.000%
2007 Sewage Disposal Revenue Bond		07/01/2038	Serial	Coupon	4.250%	105,000	01/13/2022	100.000%
2007 Sewage Disposal Revenue Bond		07/01/2039	Serial	Coupon	4.250%	110,000	01/13/2022	100.000%
2007 Sewage Disposal Revenue Bond		07/01/2040	Serial	Coupon	4.250%	115,000	01/13/2022	100.000%
2007 Sewage Disposal Revenue Bond		07/01/2041	Serial	Coupon	4.250%	120,000	01/13/2022	100.000%
2007 Sewage Disposal Revenue Bond		07/01/2042	Serial	Coupon	4.250%	125,000	01/13/2022	100.000%
2007 Sewage Disposal Revenue Bond		07/01/2043	Serial	Coupon	4.250%	131,000	01/13/2022	100.000%
2007 Sewage Disposal Revenue Bond		07/01/2044	Serial	Coupon	4.250%	137,000	01/13/2022	100.000%
2007 Sewage Disposal Revenue Bond		07/01/2045	Serial	Coupon	4.250%	143,000	01/13/2022	100.000%
2007 Sewage Disposal Revenue Bond		07/01/2046	Serial	Coupon	4.250%	149,000	01/13/2022	100.000%
2007 Sewage Disposal Revenue Bond		07/01/2047	Serial	Coupon	4.250%	153,000	01/13/2022	100.000%
	Subtotal	-	-	-	-	\$2,469,000	-	-
	Total	-	-	-	-	\$2,469,000	-	-

Village of Shelby

Sewage Disposal System Revenue Refunding Bonds, Series 2022

Refunding Summary

Part 1 of 2

Dated 01/13/2022 | Delivered 01/13/2022

Sources Of Funds

Par Amount of Bonds	\$2,337,000.00
Transfers from Prior Issue DSR Funds	163,000.00
Total Sources	\$2,500,000.00

Uses Of Funds

Costs of Issuance	27,067.40
Deposit to Current Refunding Fund	2,472,585.28
Rounding Amount	347.32
Total Uses	\$2,500,000.00

Flow of Funds Detail

State and Local Government Series (SLGS) rates for
Date of OMP Candidates

Current Refunding Escrow Solution Method	Net Funded
Total Cost of Investments	\$2,472,585.28
Total Draws	\$2,472,585.28

Issues Refunded And Call Dates

2007 Sewage Disposal Revenue Bond	1/13/2022
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PV Analysis Summary (Gross to Gross)

Gross PV Debt Service Savings	1,002,328.85
Transfers from Prior Issue DSR Fund	(163,000.00)
Contingency or Rounding Amount	347.32
Net Present Value Benefit	\$839,676.17
Net PV Benefit / \$2,469,000 Refunded Principal	34.009%
Net PV Benefit / \$2,337,000 Refunding Principal	35.930%
Average Annual Cash Flow Savings	56,087.26
Total New Net D/S	2,627,537.60
Total Prior D/S	4,085,806.25
Total Cashflow Savings	1,458,268.65

Village of Shelby

Sewage Disposal System Revenue Refunding Bonds, Series 2022

Refunding Summary

Part 2 of 2

Dated 01/13/2022 | Delivered 01/13/2022

Bond Statistics

Average Life	7.770 Years
Average Coupon	1.6000000%
Net Interest Cost (NIC)	1.6000000%
Bond Yield for Arbitrage Purposes	1.6000276%
True Interest Cost (TIC)	1.6000276%
All Inclusive Cost (AIC)	1.7634010%

ORDINANCE NO. 2021-1

AN ORDINANCE TO PROVIDE FOR THE ISSUANCE AND SALE OF REVENUE REFUNDING BONDS TO REFUND ALL OR A PORTION OF THE VILLAGE OF SHELBY'S OUTSTANDING SEWAGE DISPOSAL SYSTEM REVENUE BONDS, SERIES 2007, AND TO PAY THE COSTS OF ISSUANCE OF THE REFUNDING BONDS; TO PRESCRIBE THE FORM OF THE REFUNDING BONDS; TO INCORPORATE PROVISIONS FOR THE COLLECTION OF REVENUES FROM THE SYSTEM SUFFICIENT FOR THE PURPOSE OF PAYING THE PRINCIPAL OF AND INTEREST ON THE REFUNDING BONDS; TO INCORPORATE PROVISIONS FOR THE SEGREGATION AND DISTRIBUTION OF THE REVENUES OF THE SYSTEM; TO PROVIDE FOR THE RIGHTS OF THE HOLDERS OF THE REFUNDING BONDS IN THE ENFORCEMENT THEREOF; AND TO PROVIDE FOR OTHER MATTERS RELATING TO THE SYSTEM AND THE REFUNDING BONDS

WHEREAS, the Village of Shelby, County of Oceana (the "Village"), has previously issued the Prior Bonds;

WHEREAS, the Village desires to issue revenue refunding bonds to refund all or a portion of the remaining outstanding Prior Bonds, as described in this Ordinance;

WHEREAS, the Village desires the Refunding Bonds to be payable from the Revenues of the System as described in Ordinance No. 2006-1 and in this Ordinance; and

WHEREAS, the Village has determined that the Refunding Bonds may be issued in compliance with the additional bonds test set forth in Ordinance No. 2006-1;

NOW, THEREFORE, THE VILLAGE OF SHELBY ORDAINS:

Section 1. Definitions. Whenever used in this Ordinance, the following terms have the following meanings unless the context clearly indicates that a different meaning is intended:

- (a) "Act 94" means Act No. 94, Public Acts of Michigan, 1933, as amended.
- (b) "Authorized Officer" means the Village President, Village Administrator, and Village Clerk/Treasurer.
- (c) "Bond Counsel" means the law firm of Dykema Gossett PLLC, Lansing, Michigan.
- (d) "Bond Registrar" means any bank or trust company permitted by law to offer the services required by this Ordinance for the authentication, payment, registration, transfer and exchange of the Refunding Bonds, appointed in writing by an Authorized Officer who, on behalf of the Village, shall be authorized to enter into a written agreement with the Bond Registrar for such services. An Authorized Officer may appoint a similarly qualified successor Bond Registrar as required from time to time, and the term "Bond Registrar" shall include any successor so appointed. Alternatively, if acceptable to the holder of the Refunding Bonds, the Village Clerk/Treasurer may serve as its Bond Registrar.

(e) “Financial Advisor” means the firm of Baker Tilly Municipal Advisors, LLC, East Lansing, Michigan.

(f) “Mandatory Redemption Requirements” means the mandatory prior redemption requirements for the Refunding Bonds that are term bonds, if any, as specified in any subsequent ordinance or successful bid in connection with the issuance of bonds.

(g) “Prior Bonds” means the Village’s outstanding Sewage Disposal System Revenue Bonds, Series 2007 that are refunded with the proceeds of the Refunding Bonds.

(h) “Refunding Bonds” means the Village’s Sewage Disposal System Revenue Refunding Bonds, Series 2022, in the principal amount of not to exceed \$2,500,000 authorized by this Ordinance.

(i) “Revenues” and “Net Revenues” mean the revenues and net revenues of the System and shall be construed as defined in Section 3 of Act 94, including with respect to “Revenues”, the earnings derived from the investment and reinvestment of moneys at any time in the various funds and accounts established by this Ordinance.

(j) “Sufficient Government Obligations” means direct obligations of the United States of America or obligations the principal of and interest on which are fully guaranteed by the United States of America, not redeemable at the option of the issuer, the principal and interest payments upon which, without reinvestment of the interest, come due at such times and in such amounts as to be fully sufficient to pay the principal of and interest and redemption premium, if any, on the Refunding Bonds as they come due, whether at stated maturity or upon earlier redemption. Securities representing Sufficient Government Obligations shall be placed in trust with a bank or trust company (which may be the Bond Registrar), and if any of the Refunding Bonds are to be called for redemption prior to maturity, irrevocable instructions to call such bonds for redemption shall be given to the Bond Registrar, acting as the paying agent for the Refunding Bonds.

(k) “System” means the existing sanitary sewer collection and treatment system of the Village, and all future additions, enlargements, extensions, repairs and improvements to the Village’s sanitary sewer collection and treatment system.

Section 2. Details of the Refunding Bonds. Bonds of the Village in the maximum aggregate principal amount not to exceed \$2,500,000, subject to final determination by an Authorized Officer prior to the date of the delivery of the Refunding Bonds, shall be issued for the purpose of refunding all of the Prior Bonds. The Refunding Bonds shall be issued in substantially the form of Exhibit A to this Ordinance, with such changes, modifications and additions as may be approved by an Authorized Officer. The Refunding Bonds are hereby designated and shall be known as “Village of Shelby Sewage Disposal System Revenue Refunding Bonds, Series 2022.” Refunding Bonds initially issued shall be dated as of their date of delivery. The Refunding Bonds issued thereafter shall bear interest from the interest payment date through which interest has been paid, and if no interest has yet been paid, they shall bear interest from their date of issue. The Refunding Bonds shall be fully registered bonds, both as to principal and interest, in any denomination which is \$5,000 or any integral multiple thereof, numbered from 1 upwards, and

shall mature on such dates as may be determined by an Authorized Officer prior to the sale of the Refunding Bonds, in the principal amounts as designated by an Authorized Officer.

Section 3. Payment of Principal and Interest; Record Dates. The principal of and interest on the Refunding Bonds shall be paid in lawful money of the United States. The Refunding Bonds shall be payable in annual serial principal installments beginning on July 1, 2022, or on such other dates as may be determined by an Authorized Officer prior to the sale of the Refunding Bonds. Interest on the Refunding Bonds shall be paid on each July 1 and January 1, commencing on July 1, 2022, or such other date as shall be designated in writing by an Authorized Officer prior to the sale of the Refunding Bonds, until maturity, by check or draft mailed by first-class United States mail to the registered owners of the Refunding Bonds as of the applicable record date. The record date for each interest payment shall be the 15th day of the month before such payment is due.

Section 4. Redemption. The Refunding Bonds shall be subject to redemption prior to maturity to the extent (if any) as determined by an Authorized Officer prior to the sale of the Refunding Bonds.

Section 5. Method of Sale – Private Placement. The Village shall sell the Refunding Bonds by private placement which is defined as a negotiated sale pursuant to Section 309(1) of Act 34 Public Acts of Michigan 2001. The Village hereby determines that such sale will provide additional flexibility in the structure, terms and timing of the sale and delivery of the Refunding Bonds. Each Authorized Officer is authorized to award the sale of the Refunding Bonds to a purchaser, provided that the terms of such sale are within the parameters set forth in this Ordinance.

Section 6. Approval of Sale of the Refunding Bonds to Shelby State Bank. The Village has received a term sheet dated November 29, 2021 from Shelby State Bank for the purchase of the Refunding Bonds and a copy of such term sheet is on file with the records of the Village Council. The Village Council hereby approves the sale of the Refunding Bonds to Shelby State Bank pursuant to the terms and conditions set forth in such term sheet.

Section 7. Use of Proceeds. The proceeds from the sale of the Refunding Bonds, along with any applicable contributions of funds from the System, shall be used as follows:

(a) On the closing date of its Refunding Bonds, an amount sufficient to pay the outstanding principal of and accrued interest on its Prior Bonds shall be paid and transferred to the holder of its Prior Bonds; and

(b) Next, the balance of the proceeds shall be used to pay the costs of issuance of the Refunding Bonds, including but not limited to, publication costs, financial consultant costs, legal counsel fees, printing costs, application fees, and any other fees or costs incurred in connection with the sale of the Refunding Bonds and the refunding of the Prior Bonds.

Section 8. Final Determination of Aggregate Principal Amount. The aggregate principal amount of the Refunding Bonds to be issued hereunder shall be finally determined by an Authorized Officer on the date of delivery of the Refunding Bonds, after consultation with and on the advice of the Village's Bond Counsel and Financial Advisor. The principal amount to be issued shall not be more than either (i) the amount that is permitted pursuant to applicable regulations of the United States Treasury Department under the Internal Revenue Code of 1986,

as amended (the “Code”), for the purpose of carrying out the refunding contemplated hereby in order to pay the Prior Bonds and to pay the costs of issuance of the Refunding Bonds, or (ii) the amount authorized pursuant to Section 2 of this Ordinance.

Section 9. Paying Agent and Bond Registrar. The Refunding Bonds shall be registrable upon the books of the Bond Registrar.

Section 10. Execution and Delivery of Refunding Bonds. The Village President is authorized and directed to execute the Refunding Bonds on behalf of the Village, and the Village Clerk/Treasurer is authorized to countersign the Refunding Bonds on behalf of the Village, in each case with his or her manual signature. When so executed, the Refunding Bonds shall be delivered to the purchaser thereof upon receipt of the purchase price therefor.

Section 11. Transfer or Exchange of Refunding Bonds. Any Refunding Bond may be transferred on the bond registration books maintained by the Bond Registrar at any time before the record date preceding an interest payment date upon surrender of the Refunding Bond together with an assignment executed by the registered owner of the Refunding Bond (or such owner’s duly authorized attorney-in-fact) in form reasonably satisfactory to the Bond Registrar. Upon receipt of a properly assigned Refunding Bond, the Bond Registrar shall authenticate and deliver a new Refunding Bond or Refunding Bonds in equal aggregate principal amount and like interest rate and maturity to the designated transferee(s) and cancel the Refunding Bond presented for transfer.

Any Refunding Bond likewise may be exchanged before the record date preceding an interest payment date for one or more Refunding Bonds with the same interest rate and maturity in authorized denominations aggregating the same principal amount as the Refunding Bond being exchanged. Such exchange shall be effected by surrender of the Refunding Bond to be exchanged to the Bond Registrar with written instructions signed by the registered owner of the Refunding Bond (or such owner’s duly authorized attorney-in-fact) in form reasonably satisfactory to the Bond Registrar. Upon receipt of a Refunding Bond with proper instructions, the Bond Registrar shall authenticate and deliver a new Refunding Bond or Refunding Bonds to the registered owner of the Refunding Bond or such owner’s properly designated transferee(s) and cancel the Refunding Bond presented for exchange.

The Bond Registrar shall not be required to honor any transfer or exchange of Refunding Bonds during the period from the record date for an interest payment to the date of such payment. Any service charge made by the Bond Registrar for any such registration, transfer or exchange shall be paid by the Village. However, the Bond Registrar may require payment by a bondholder of an amount sufficient to cover any tax or similar governmental charge payable in connection with such registration, transfer or exchange.

Section 12. Security for Payment of Refunding Bonds. The Refunding Bonds, other bonds to be issued in the future on a parity basis with the Refunding Bonds, and the interest thereon shall be payable in the first instance from the Net Revenues, and to secure such payment, there is hereby created in favor of the holders of the Refunding Bonds a lien (made a statutory lien by Act 94) upon the whole of the Net Revenues. Such lien shall be a first lien and shall continue until payment in full of the principal of and interest on the Refunding Bonds payable from Net Revenues or until sufficient cash or Sufficient Government Obligations (or a combination of cash and Sufficient

Government Obligations) have been deposited in trust for payment in full of all Refunding Bonds of a series then outstanding, the principal of and interest on such Refunding Bonds to maturity or, if called for redemption, to the date fixed for redemption together with the amount of any applicable redemption premium. Upon deposit of such cash or Sufficient Government Obligations, or both, the statutory lien shall be terminated with respect to that series of Refunding Bonds, the holders of the Refunding Bonds of that series shall have no further rights under this Ordinance (except for the right to receive payment from the cash and/or Sufficient Government Obligations so deposited), and the Refunding Bonds of that series shall no longer be considered outstanding under this Ordinance.

Section 13. Bondholders' Rights. The holder or holders of Refunding Bonds representing in the aggregate not less than 20% of the entire principal amount of the Refunding Bonds then outstanding, by suit, action, mandamus or other proceedings, may protect and enforce the statutory lien on the Net Revenues of the System and enforce and compel performance of all duties of the Village, including the duty to fix sufficient rates and to collect and properly segregate and apply the Revenues of the System, provided that such statutory lien shall not be construed to compel the sale of the System or any part thereof.

If there is a default in the payment of the principal of or interest on the Refunding Bonds, any court having jurisdiction in any proper proceeding may appoint a receiver to administer and operate the System on behalf of the Village and under the direction of the court and, with the approval of the court, to perform all of the duties of the officers of the Village more particularly set forth in Act 94.

The holder or holders of the Refunding Bonds shall have all other rights and remedies given by Act 94 and law for the payment and enforcement of the Refunding Bonds and the security therefor.

Section 14. Management and Fiscal Year. The operation, repair and maintenance of the System shall be under the supervision and control of the Village Council, and the fiscal year of the System shall commence on March 1 of each year and end on the last day of February of the following year. The Village may employ such person(s) in such capacities as the Village Council deems advisable to carry out the efficient management and operation of the System. The Village Council may make, and revise from time to time, such rules and regulations as it deems necessary or advisable to assure the efficient management and operation of the System.

Section 15. No Free Service or Use. No free service or use of the System, or service or use of the System at less than the reasonable cost and value thereof, shall be furnished to any person, firm or corporation (public or private) or to any public agency or instrumentality including the Village.

Section 16. Rates and Charges. The rates and charges for service furnished by, and for the use of, the System and the methods of collection and enforcement of the collection of such rates and charges shall be those established by resolution of the Village Council, which shall be adjusted from time to time by resolution of the Village Council.

Section 17. Fixing and Revising Rates and Charges. The rates and charges in effect on the date of adoption of this Ordinance are estimated to be sufficient to provide for the payment of the expenses of administration and operation and such expenses of maintenance of the System as are necessary to preserve the System in good repair and working order, to provide for the payment of the principal of and interest on the Refunding Bonds as they become due and to provide for all other obligations, expenditures and funds for the System required by law and this Ordinance. The rates and charges shall be reviewed not less than once each year and shall be fixed and revised from time to time as may be necessary to produce amounts sufficient for the foregoing purposes, and the Village hereby covenants and agrees to fix and maintain rates and charges for services furnished by the System at all times sufficient to provide for the foregoing.

Section 18. Penalty for Late Payment. The Village shall charge late payment fees and penalties if a user of the System does not timely pay the rates and charges that have been billed for the use of the System. The amount of the late payment fees and penalties, and the times when they shall be imposed, may be adjusted from time to time by resolution of the Village Council.

Section 19. Delinquent Rates and Charges. In the event that a user of the System does not timely pay the rates and charges that have been billed to such user, the Village shall take the necessary action, in accordance with applicable Michigan statutes, to have such delinquent rates and charges added to the user's ad valorem property tax bills.

Section 20. Hardship Deferrals. The Village Council shall have the right, by resolution, to defer the payment of a user's rates and charges, under such conditions as the Village Council may establish from time to time.

Section 21. Continuing Rate Covenant. The Village hereby covenants to establish rates and charges each year so as to produce Net Revenues based on the Village's reasonable expectations at least equal to 100% of the debt service requirements on the Refunding Bonds, and on any other bonds that may be of equal standing with the Refunding Bonds, for the next fiscal year.

Section 22. Funds and Accounts and Flow of Funds. All Revenues shall be set aside as collected to a fund designated the Village Operating Fund (the "Operating Fund"). The Revenues in the Operating Fund are pledged for the purposes of the following funds and shall be transferred or debited from the Operating Fund periodically and in the order of priority specified in this Section:

(a) Operation, Administration and Maintenance of the System:

Revenues credited to the Operating Fund shall be used to provide for the payment of the operation, administration and maintenance of the System, including expenses for the maintenance of the System as may be necessary to preserve the System in good repair and working order. A budget, showing in detail the estimated costs of administration, operation and maintenance of the System for the next operating year, shall be prepared by the Village Council at least 30 days before the commencement of the operating year to which it applies. No payments shall be made to the Village from moneys credited to the Operating Fund except for services directly rendered to the System by the Village or its personnel and except as otherwise provided by this Ordinance.

(b) Bond and Interest Bond Payment Fund:

There shall be established and maintained a separate depository account designated Bond and Interest Bond Payment Fund (the "Bond Payment Fund") (referred to in Act 94 as the Bond and Interest Redemption Account). The moneys on deposit in the Bond Payment Fund from time to time shall be used solely to pay the principal of and redemption premium, if any, and interest on the Refunding Bonds.

Out of the Revenues remaining in the Operating Fund after provision for the operation, administration and maintenance of the System, there shall be set aside from time to time in the Bond Payment Fund amounts sufficient to provide for the payment of the principal of and the redemption premium, if any, and interest on the Refunding Bonds as and when the Refunding Bonds become due and payable. If there is any deficiency in the amount previously set aside in the Bond Payment Fund, the full amount of that deficiency shall be set aside in the next succeeding fiscal year.

(c) Additional Funds:

The Village has previously established certain funds and accounts, and may in the future establish additional funds and accounts, to be used in connection with the operation of the System in addition to those accounts described above (the "Additional Accounts"). The Village may make periodic transfers from the Operating Fund to the Additional Accounts, provided that (i) any such amounts are not needed for the then current costs of operation, administration and maintenance of the System, and (ii) the Village has transferred to the Bond Payment Fund, or is scheduled to transfer to the Bond Payment Fund, sums sufficient to provide for the payment of the principal of and the redemption premium, if any, and interest on the Refunding Bonds that are due and payable on the next interest payment date.

(d) Surplus Moneys:

All moneys remaining in the Operating Fund after satisfying all of the foregoing requirements of this Section, at the option of the Village Council, may be (a) retained in the Operating Fund, or (b) transferred to the Bond Payment Fund and used to redeem Refunding Bonds prior to maturity, or (c) transferred to one or more of the Additional Accounts, or (d) at the end of the Village's fiscal year transferred from the Operating Fund to any Village fund or account as designated by the Village Council.

Section 23. Priority of Funds. If the moneys in the Operating Fund are insufficient to provide for the current requirements of the operation, administration and maintenance of the System or the Bond Payment Fund, any moneys or securities in other funds of the System (other than proceeds from the sale of the Refunding Bonds) shall be credited or transferred, first, for the operation, administration and maintenance of the System and second, to the Bond Payment Fund.

Section 24. Depository and Funds on Hand. Except otherwise provided by this Ordinance, moneys in the several funds and accounts established by or pursuant to this Ordinance may be kept in one or more bank accounts at a bank or banks designated by resolution(s) of the Village Council, and if kept in one bank account, such moneys shall be allocated on the Village's books in the manner and at the times required by this Ordinance.

Section 25. Investments. Moneys in the funds and accounts established by or pursuant to this Ordinance may be invested by the Village in (a) obligations of the United States of America, (b) obligations the principal of and interest on which are fully guaranteed by the United States of America, and (c) certificates of deposit of any bank in which deposits are insured by the federal Deposit Insurance Corporation and which (i) has unsecured, uninsured and unguaranteed outstanding obligations that are rated “A2” or better by Moody’s Investor Service or “A” or better by S&P Global Ratings or (ii) is the lead bank of a bank holding company that has outstanding obligations so rated.

Investments of moneys in the Bond Payment Fund being accumulated for payment of the next maturing principal of or interest on the Refunding Bonds shall be limited to obligations otherwise permitted by this Section that mature before the date of such payment.

Any securities representing any investment permitted by this Section shall be kept on deposit at the bank or trust company having on deposit the fund or account from which the investments were purchased. Profits realized on interest earned on investments of moneys in the Operating Fund or the Bond Payment Fund shall be deposited in or credited to the Operating Fund.

Section 26. Special Covenants of the Village. The Village covenants and agrees with the holder or holders of the Refunding Bonds that so long as the Refunding Bonds remain outstanding and unpaid as to either principal or interest:

(a) The Village will maintain the System in good repair and working order, will operate the System efficiently, faithfully and punctually, and will perform all duties respecting the System as required by the Constitution and laws of the State of Michigan (including in particular Act 94) and this Ordinance.

(b) The Village will keep proper books of record and account separate from all other records and accounts of the Village, in which shall be made full and correct entries of all transactions relating to the System. The Village shall have an annual audit of the books of record and account of the System for the preceding operating year by an independent certified public accounting firm. The auditor shall comment on the manner in which the Village is complying with the requirements of this Ordinance respecting the setting aside and investing of moneys and obtaining and maintaining insurance. The audit shall be completed and so made available not more than six months after the close of the fiscal year that it covers.

(c) The Village will obtain and maintain insurance on all physical properties of the System, and liability insurance, against such risks and in such amounts as normally are carried by municipalities engaged in the ownership and operation of sewer systems comparable to the System. All moneys received for losses under any policy of such insurance shall be applied solely to the repair, replacement or restoration of property of the System that is damaged or destroyed, and to the extent not so used, shall be used to redeem or purchase Refunding Bonds.

(d) The Village will not sell, lease or otherwise dispose of the System, in whole or substantial part, until the principal of or interest on the Refunding Bonds have been paid in full or provision for such payment has been made in accordance with this Ordinance. The Village will operate the System in a commercially reasonable manner, will make all repairs and replacements

necessary to keep the System in good repair and working order, and will not do or permit to be done any act within its control that would affect the System in a way that has a material adverse effect on the security for the Refunding Bonds.

(e) The Village will not operate, or grant any franchise or other rights to any person, firm or corporation to operate a system that will compete with the System.

Section 27. Qualified Tax-Exempt Obligation. The Refunding Bonds are hereby designated as a “qualified tax-exempt obligations” for purposes of the deduction of interest expense by financial institutions under the provisions of Section 265 of the Code, provided that such designation shall have no effect if, at the time of the delivery of the Refunding Bonds, the Refunding Bonds have been determined to be ineligible to be so designated on the basis of the Village’s reasonable expectations at the time of delivery of its Refunding Bonds.

Section 28. Defeasance. If at any time,

(a) the whole amount of the principal of and premium, if any, and interest on all outstanding Refunding Bonds shall be paid, or

(b) if sufficient moneys, or Government Obligations not callable prior to maturity, the principal of and interest on which, when due and payable will provide such sufficient moneys, shall be deposited with and held by a trustee for the purpose of paying principal of and premium, if any, and interest on outstanding Refunding Bonds, and if all outstanding Refunding Bonds to be redeemed prior to maturity shall have been duly called for redemption or irrevocable instructions to call such Refunding Bonds for redemption shall have been given to such trustee, then the right, title and interest of the holders of the Refunding Bonds shall thereupon cease, terminate and become void and the Village shall be released from the obligations of this Ordinance and any moneys or other funds held pursuant to this Ordinance for the purpose of paying the principal of and premium, if any, and interest on the Refunding Bonds then outstanding (other than the aforementioned funds on deposit with the trustee for redemption of the outstanding Refunding Bonds) shall be released from the conditions of this Ordinance and paid over to the Village and considered excess proceeds of the Refunding Bonds. All moneys and Government Obligations held by such trustee pursuant to this Section shall be held in trust and applied to the payment, when due, of the obligations payable therewith as provided hereinabove.

The trustee or escrow agent referred to in this Section shall (i) be a bank or trust company permitted by law to offer and offering the required services, (ii) be appointed by an Authorized Officer and (iii) at the time of its appointment and so long as it is serving as such, have at least \$25,000,000 of capital and unimpaired surplus. The same bank or trust company may serve as trustee or escrow agent under this Section and as Bond Registrar so long as it is otherwise eligible to serve in each such capacity.

Section 29. Additional Bonds. Except as hereinafter provided, the Village will not issue any bonds of equal or prior standing with the Refunding Bonds. The Village reserves the right in accordance with Act 94 to issue additional bonds payable from the Revenues of the System which shall be of equal standing and priority of lien on the Net Revenues of the System with the Refunding Bonds, but only for the following purposes and on the following conditions:

(a) *For repairs, extensions, enlargements and improvements to the System or for the purpose of refunding all or part of the Refunding Bonds then outstanding and paying the costs of issuing such additional bonds.* Bonds issued for such purposes shall not be issued pursuant to this subsection (a) unless the average actual augmented Net Revenues of the System for the then last two preceding 12-month operating years, or (if lower than such average) the actual or augmented Net Revenues for the last preceding 12-month operating year shall be equal to at least 100% of the average annual amount of principal and interest thereafter coming due in future operating years on the then outstanding Refunding Bonds and the additional bonds then being issued. If the additional bonds are to be issued in whole or in part to refund outstanding Refunding Bonds, the average annual principal and interest requirements shall be determined by deducting from the principal and interest requirements for each operating year the annual principal and interest requirements of the prior bonds to be refunded from the proceeds of such additional bonds. For purposes of this subsection (a), the Village may elect to use (i) as the last preceding operating year, any operating year ended not more than 16 month from the date of delivery of the additional bonds, and (ii) as the next to the last preceding operating year, any operating year ended not more than 28 months from such date of delivery. If the System's rates and charges shall be increased at or before the time the additional bonds are authorized, the Net Revenues for each of the two preceding operating years shall be augmented by an amount reflecting the effect of such increase had the System's billings during such operating years been at the increased rates. In addition, the actual Net Revenues for each of the two preceding operating years may be augmented by the estimated increase in Net Revenues to accrue as a result of the repairs, extensions, enlargements and improvements to be paid in whole or in part from the proceeds of the additional bonds. The determination of the Village Council as to the existence of the conditions that permit the issuance of additional bonds shall be conclusive. No additional bonds of equal standing as to the Net Revenues of the System shall be issued pursuant to the authorization contained in this subsection (a) if the Village then shall be in default in making any required payments to the Bond Payment Fund; or

(b) *For refunding all or a part of the Refunding Bonds then outstanding and paying the costs of issuing the additional bonds.* No additional bonds shall be issued pursuant to this subsection (b) unless the maximum amount of principal and interest coming due in any operating year, after giving effect to the refunding, shall be less than the maximum amount of principal and interest coming due in any future operating year before giving effect to the refunding.

Section 30. Tax Matters. Notwithstanding any other provision of this Ordinance or the Form of the Refunding Bonds attached as Exhibit A, the Village covenants that it will not at any time:

(a) Permit any proceeds of the Refunding Bonds or any other funds of the Village or under its control to be used directly or indirectly (i) to acquire any securities or obligations, the acquisition of which would cause any Village bonds to be an "arbitrage bond" as defined in Section 148 of the Code or (ii) in a manner that would result in the exclusion of any Village bonds from the treatment afforded by Section 103(a) of the Code by reason of the classification of such bonds as a "private activity bond" within the meaning of Section 141(a) of the Code or as an obligation guaranteed by the United States of America within the meaning of Section 149(b) of the Code; or

(b) Take any action, or fail to take any action (including failure to file any required information or other returns with the United States Internal Revenue Service or to rebate amounts to the United States, if required, at or before the time or times required), within its control if such action or failure to act would (i) cause the interest on the Refunding Bonds to be includible in gross income for federal income tax purposes, cause the interest on the Refunding Bonds to be includible in computing any alternative minimum tax (other than the alternative minimum tax applicable to tax-exempt obligations generally) or cause the proceeds of the Refunding Bonds to be used directly or indirectly by an organization described in Section 501(c)(3) of the Code or (ii) adversely affect the exemption of the Refunding Bonds and the interest thereon from State of Michigan income taxation.

Section 31. Retention of Bond Counsel. The firm of Dykema Gossett PLLC, Lansing, Michigan, is hereby retained to act as Bond Counsel for the Village in connection with the issuance, sale and delivery of the Refunding Bonds.

Section 32. Retention of Financial Advisor. Baker Tilly Municipal Advisors, LLC, East Lansing, Michigan, is hereby retained to act as Financial Advisor to the Village in connection with the issuance, sale and delivery of the Refunding Bonds.

Section 33. Publication and Recording. Promptly after its adoption, this Ordinance shall be published in full in a newspaper of general circulation in the Village, that is qualified under the laws of the State of Michigan to publish legal notices, and shall be recorded in the official proceedings of the Village and such recording shall be authenticated by the signatures of the Village President and Village Clerk/Treasurer.

Section 34. Effective Date. This Ordinance shall be effective immediately upon its adoption.

CERTIFICATE

The undersigned, being the Clerk/Treasurer of the Village of Shelby, hereby certifies that (1) the foregoing is a true and complete copy of an Ordinance duly adopted by the Village Council at a regular meeting held on December 28, 2021; (2) the original of such an Ordinance is on file in the records of the Village; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended) and (4) minutes of such meeting were kept and have been (or will be) made available as required by the Open Meetings Act.

I further certify that the following members of the Village Council were present: _____
and the following members were absent: _____.

I further certify that a motion was made and seconded to adopt the Ordinance, and that a roll call vote was taken on the Ordinance and was as follows:

YES: _____

NO: _____

ABSTAIN: _____

I further certify that the Ordinance has been properly recorded in the official proceedings of the Village.

Village Clerk/Treasurer

Attest:

Village President

Exhibit A

Form of Bond

Reference is made to the Ordinance for a complete statement of the revenues from which and the conditions under which this Bond and the series of Bonds of which this one are payable, a statement of the conditions under which additional bonds of equal standing as to the Net Revenues of the System may be issued and the covenants and conditions pursuant to which this Bond and the series of Bonds of which this is one were issued.

THIS BOND IS ISSUED UNDER ACT 94. IT IS A SELF-LIQUIDATING BOND, THE PRINCIPAL OF AND INTEREST ON WHICH ARE PAYABLE SOLELY FROM THE NET REVENUES. THIS BOND IS NOT A GENERAL OBLIGATION OF THE VILLAGE AND THIS BOND DOES NOT CONSTITUTE INDEBTEDNESS OF THE VILLAGE WITHIN ANY CONSTITUTIONAL, STATUTORY OR CHARTER LIMITATIONS.

Principal installments of this Bond are subject to redemption prior to maturity at the Village's option on any date, and in such order as specified by the Village, but with not less than thirty (30) days prior written notice to the Registered Owner of this Bond. No premium will be paid for any portion of this Bond called for optional redemption.

This Bond shall be registered as to principal and interest on the books of the Village kept by the Village Clerk/Treasurer and may be transferred only upon surrender of this Bond by the registered owner of record in person, duly authorized in writing, to the Village Clerk/Treasurer

It is hereby certified, recited and declared that all acts, conditions and things required to exist, happen and be performed precedent to and in connection with the issuance of this Bond and the other bonds of this series, existed, have happened and have been performed in due time, form and manner as required by the Constitution and statutes of the State of Michigan.

[Remainder of Page Intentionally Left Blank]

IN WITNESS WHEREOF, the Village of Shelby, Oceana County, Michigan, has caused this Bond to be executed in its name with the signature of its President and Countersigned by the Village Clerk/Treasurer as of the Date of Issuance.

VILLAGE OF SHELBY

By:
Its: President

Countersigned By:
Its: Village Clerk/Treasurer

Schedule A

<u>Principal Instalments Due on July 1</u>	<u>Amount of Principal Installment</u>
2022	\$
2023	
2024	
2025	
2026	
2027	
2028	
2029	
2030	
2031	
2032	
2033	
2034	
2035	
2036	
2037	
2038	
2039	
2040	
2041	
2042	
2043	
2044	
2045	
2046	
2047 (Maturity)	



December 28, 2021

RESOLUTION

No. 77-21

RESOLVED BY THE COUNCIL OF THE VILLAGE OF SHELBY to adopt the Ordinance NO. 2021 – 1, an Ordinance to provide for the issuance and sale of revenue refunding bonds to refund all or a portion of the Village of Shelby’s outstanding sewerage disposal system revenue bonds, Series 2007, and to pay the costs of issuance of the refunding bonds.

Moved: _____

Seconded: _____

Yes: _____

No: _____

ABSENT: _____

RESOLUTION No. 77-21 Declared ADOPTED.

ADOPTED ON: December 28, 2021

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Database: Shelby

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Payroll ID: 543

Check Post Date: 12/22/2021

Pay Period End Date: 12/19/2021

Application: PR

Name: 30077 - BUDDÉ , CRYSTAL

Active

Employee ID: 30077	Department ID: 215	Gross for Check: 1,825.60	Net After Dir Dep: 0.00
Withholding Status: Married	Federal Allow.: 1	Net for Check: 1,259.76	Total Deductions: 565.84
Pay Period End Date: 12/19/2021	State Allow.: 1	Reg. Hours: 83.00	Direct Deposit: 1,259.76
Check Date: 12/22/2021		OT Hours: 0.00	YTD Gross: 46,089.96
	Local Allow.: 00	Suppl. Hours: 0.00	Comp Hrs Wrkd: 0.00
		Deduction Refund: 0.00	

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
215	CLERK/TREASURER	20.50	64.00	0.00	1,312.00	38,330.26	FITW	95.76	2,354.91
101	101-215.000-702.000	40.00	3.00	0.00	120.00	1,960.00	SITW	58.30	1,468.04
VACATION	CLERK/TREASURER	20.50	16.00	0.00	328.00	328.00	SOCSEC_EE	111.03	2,801.48
457 SS TAX	457 C/T ALLOC	65.60	0.00	0.00	65.60	1,691.20	MEDICARE_EE	25.96	655.18
							DELTA DENTAL	34.80	904.84
							457_EE	230.60	5,744.00
							VISION	9.39	273.99
							SSB	100.00	DEPOSIT
							SSB	1,159.76	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	57.50		0.00	0.00	0.00	0.00	0.00	0.00	57.50
VAC	VACATION	120.00		0.00	0.00	16.00	0.00	0.00	-16.00	104.00

Name: 30084 - CROTHERS, STEVEN W

Active

Employee ID: 30084	Department ID: 101	Gross for Check: 350.00	Net After Dir Dep: 308.35
Withholding Status: Married	Federal Allow.: 0	Net for Check: 308.35	Total Deductions: 41.65
Pay Period End Date: 12/19/2021	State Allow.: 0	Reg. Hours: 7.00	Direct Deposit: 0.00
Check Date: 12/22/2021		OT Hours: 0.00	YTD Gross: 1,700.00
	Local Allow.: 00	Suppl. Hours: 0.00	Comp Hrs Wrkd: 0.00
		Deduction Refund: 0.00	

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
101	101-101.000-702.000	50.00	6.00	0.00	300.00	1,250.00	SITW	14.88	72.26
101 C	101-101.000-702.000	50.00	1.00	0.00	50.00	450.00	SOCSEC_EE	21.70	105.40
							MEDICARE_EE	5.07	24.65

Name: 30033 - FIELD, ROSS A

Active

Employee ID: 30033	Department ID: 400	Gross for Check: 80.00	Net After Dir Dep: 73.88
Withholding Status: Married	Federal Allow.: 3	Net for Check: 73.88	Total Deductions: 6.12
Pay Period End Date: 12/19/2021	State Allow.: 3	Reg. Hours: 2.00	Direct Deposit: 0.00
Check Date: 12/22/2021		OT Hours: 0.00	YTD Gross: 160.00

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Payroll ID: 543 Check Post Date: 12/22/2021 Pay Period End Date: 12/19/2021 Application: PR

Local Allow.: 00 Suppl. Hours: 0.00 Comp Hrs Wrkd: 0.00
 Deduction Refund: 0.00

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
400 PC	101-400.000-702.000	40.00	2.00	0.00	80.00	160.00	SOCSEC_EE	4.96	9.92
							MEDICARE_EE	1.16	2.32

Name: 30102 - FREES, DARRYL E Active

Employee ID: 30102 Department ID: 441 Gross for Check: 2,359.45 Net After Dir Dep: 0.00
 Withholding Status: Married Federal Allow.: 0 Net for Check: 1,548.54 Total Deductions: 810.91
 Pay Period End Date: 12/19/2021 State Allow.: 0 Reg. Hours: 80.00 Direct Deposit: 1,548.54
 Check Date: 12/22/2021 OT Hours: 11.50 YTD Gross: 40,675.53
 Local Allow.: 00 Suppl. Hours: 0.00 Comp Hrs Wrkd: 0.00
 Deduction Refund: 0.00

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
441 H	101-441.000-702.000	21.00	10.00	0.00	210.00	31,480.25	FITW	303.94	4,540.80
441 H	101-691.000-702.000	21.00	2.00	0.00	42.00		SITW	100.28	1,728.76
441 H	202-463.000-702.000	21.00	3.00	0.00	63.00		SOCSEC_EE	146.28	2,521.88
441 H	202-478.000-702.000	21.00	5.00	2.50	183.75		MEDICARE_EE	34.22	589.80
441 H	203-463.000-702.000	21.00	3.00	0.00	63.00		UNION_AFL_CIO	21.45	64.35
441 H	203-478.000-702.000	21.00	5.00	2.50	183.75		457_EE %	204.74	3,650.66
441 H	590-000.000-702.000	21.00	15.00	4.00	441.00		SSB	200.00	DEPOSIT
441 H	591-000.000-702.000	21.00	13.00	2.00	336.00		SSB	1,348.54	DEPOSIT
441 H	661-000.000-702.000	21.00	16.00	0.50	351.75				
441 H	DPW	21.00	8.00	0.00	168.00				
INSURANCE	DPW	250.00	0.00	0.00	250.00	3,250.00			
457 SS TAX	DPW 457 ALLOC	67.20	0.00	0.00	67.20	1,319.28			

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	N/A	43.00		0.00	0.00	0.00	0.00	0.00	0.00	43.00
VAC	VACATION	88.00		0.00	0.00	0.00	0.00	0.00	0.00	88.00

Name: 30042 - HARRIS, WILLIAM P Active

Employee ID: 30042 Department ID: 101 Gross for Check: 350.00 Net After Dir Dep: 323.23
 Withholding Status: Married Federal Allow.: 2 Net for Check: 323.23 Total Deductions: 26.77
 Pay Period End Date: 12/19/2021 State Allow.: 2 Reg. Hours: 7.00 Direct Deposit: 0.00
 Check Date: 12/22/2021 OT Hours: 0.00 YTD Gross: 1,600.00
 Local Allow.: 00 Suppl. Hours: 0.00 Comp Hrs Wrkd: 0.00
 Deduction Refund: 0.00

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
101	101-101.000-702.000	50.00	6.00	0.00	300.00	1,250.00	SOCSEC_EE	21.70	99.20
101 C	101-101.000-702.000	50.00	1.00	0.00	50.00	350.00	MEDICARE_EE	5.07	23.20

= Deposited Ded/Exp * = Check Adjustment >> = Pre-Tax Deductions capped at Applicable Gross

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Payroll ID: 543

Check Post Date: 12/22/2021

Pay Period End Date: 12/19/2021

Application: PR

Name: 30083 - HELENHOUSE, JEREMIAH P

Active

Employee ID: 30083	Department ID: 441	Gross for Check: 2,362.96	Net After Dir Dep: 0.00
Withholding Status: Single	Federal Allow.: 2	Net for Check: 1,649.00	Total Deductions: 713.96
Pay Period End Date: 12/19/2021	State Allow.: 2	Reg. Hours: 80.00	Direct Deposit: 1,649.00
Check Date: 12/22/2021		OT Hours: 0.00	YTD Gross: 55,226.32
	Local Allow.: 00	Suppl. Hours: 0.00	Comp Hrs Wrkd: 0.00
		Deduction Refund: 0.00	

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
441 H	DPW SUPERVISOR	27.80	61.50	0.00	1,709.70	46,828.53	SITW	73.35	1,738.11
PTO	DPW SUPERVISOR	27.80	18.50	0.00	514.30	876.55	SOCSEC_EE	144.34	3,400.27
PHONE	DPW SUPERVISOR	50.00	0.00	0.00	50.00	300.00	MEDICARE_EE	33.75	795.22
457 SS TAX	DPW SUPERVISOR	88.96	0.00	0.00	88.96	1,849.80	457_EE	225.40	5,048.32
							FITW	192.89	4,983.10
							VISION	9.39	103.29
							DELTA DENTAL	34.84	383.24
							SSB	1,649.00	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	142.50		0.00	0.00	18.50	0.00	0.00	-18.50	124.00
	VACATION			0.00						
VAC	VACATION	120.00		0.00	0.00	0.00	0.00	0.00	0.00	120.00

Name: 30021 - HORTON, TIMOTHY R

Active

Employee ID: 30021	Department ID: 400	Gross for Check: 40.00	Net After Dir Dep: 36.94
Withholding Status: Married	Federal Allow.: 4	Net for Check: 36.94	Total Deductions: 3.06
Pay Period End Date: 12/19/2021	State Allow.: 4	Reg. Hours: 1.00	Direct Deposit: 0.00
Check Date: 12/22/2021		OT Hours: 0.00	YTD Gross: 240.00
	Local Allow.: 00	Suppl. Hours: 0.00	Comp Hrs Wrkd: 0.00
		Deduction Refund: 0.00	

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
400 PC	101-400.000-702.000	40.00	1.00	0.00	40.00	240.00	SOCSEC_EE	2.48	14.88
							MEDICARE_EE	0.58	3.48

Name: 30066 - INGLIS, PAUL E

Active

Employee ID: 30066	Department ID: 101	Gross for Check: 830.00	Net After Dir Dep: 766.51
Withholding Status: Single	Federal Allow.: 1	Net for Check: 766.51	Total Deductions: 63.49
Pay Period End Date: 12/19/2021	State Allow.: 1	Reg. Hours: 14.00	Direct Deposit: 0.00
Check Date: 12/22/2021		OT Hours: 0.00	YTD Gross: 3,400.00
	Local Allow.: 00	Suppl. Hours: 0.00	Comp Hrs Wrkd: 0.00
		Deduction Refund: 0.00	

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
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= Deposited Ded/Exp * = Check Adjustment >> = Pre-Tax Deductions capped at Applicable Gross

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Payroll ID: 543 Check Post Date: 12/22/2021 Pay Period End Date: 12/19/2021 Application: PR

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
101 P	101-101.000-702.000	75.00	6.00	0.00	450.00	1,800.00	SOCSEC_EE	51.46	210.80
101 C	101-101.000-702.000	50.00	6.00	0.00	300.00	1,200.00	MEDICARE_EE	12.03	49.30
400 PC	101-400.000-702.000	40.00	2.00	0.00	80.00	400.00			

Name: 30109 - KRAUSE, DAVID K Active

Employee ID:	30109	Department ID:	301	Gross for Check:	2,025.70	Net After Dir Dep:	0.00
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	1,496.58	Total Deductions:	529.12
Pay Period End Date:	12/19/2021	State Allow.:	0	Reg. Hours:	80.00	Direct Deposit:	1,546.58
Check Date:	12/22/2021	Local Allow.:	00	OT Hours:	2.00	YTD Gross:	45,201.15
				Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
301	101-301.000-702.000	23.50	80.00	2.00	1,950.50	33,146.77	FITW	86.01	2,006.66
457 SS TAX	101-301.000-715.100	75.20	0.00	0.00	75.20	1,504.00	SITW	76.91	1,737.77
							SOCSEC_EE	121.70	2,728.55
							MEDICARE_EE	28.46	638.13
							##HSA	50.00	1,000.00
							457_EE	153.22	3,119.74
							DELTA DENTAL	12.82	192.30
							HUNT	1,496.58	DEPOSIT
							WSB	50.00	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	16.00		0.00	0.00	0.00	0.00	0.00	0.00	16.00

Name: 30104 - NEAR, SAMANTHA M Active

Employee ID:	30104	Department ID:	400	Gross for Check:	40.00	Net After Dir Dep:	0.00
Withholding Status:	Single	Federal Allow.:	0	Net for Check:	35.24	Total Deductions:	4.76
Pay Period End Date:	12/19/2021	State Allow.:	0	Reg. Hours:	1.00	Direct Deposit:	35.24
Check Date:	12/22/2021	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	360.00
				Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
400 PC	101-400.000-702.000	40.00	1.00	0.00	40.00	360.00	SITW	1.70	15.30
							SOCSEC_EE	2.48	22.32
							MEDICARE_EE	0.58	5.22
							HUNT	35.24	DEPOSIT

Name: 30117 - OMNESS, DAMIAN Active

Employee ID:	30117	Department ID:	101	Gross for Check:	450.00	Net After Dir Dep:	375.23
Withholding Status:	Single	Federal Allow.:	0	Net for Check:	375.23	Total Deductions:	74.77

= Deposited Ded/Exp * = Check Adjustment >> = Pre-Tax Deductions capped at Applicable Gross

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Payroll ID: 543 Check Post Date: 12/22/2021 Pay Period End Date: 12/19/2021 Application: PR

Pay Period End Date: 12/19/2021	State Allow.: 0	Reg. Hours: 9.00	Direct Deposit: 0.00
Check Date: 12/22/2021		OT Hours: 0.00	YTD Gross: 1,950.00
	Local Allow.: 00	Suppl. Hours: 0.00	Comp Hrs Wrkd: 0.00
		Deduction Refund: 0.00	

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
101	101-101.000-702.000	50.00	5.00	0.00	250.00	1,250.00	FITW	21.21	105.30
101 C	101-101.000-702.000	50.00	4.00	0.00	200.00	700.00	SITW	19.13	82.89
							SOCSEC_EE	27.90	120.90
							MEDICARE_EE	6.53	28.28

Name: 30111 - OMNESS, KELLY A Active

Employee ID: 30111	Department ID: 265	Gross for Check: 772.00	Net After Dir Dep: 0.00
Withholding Status: Married	Federal Allow.: 0	Net for Check: 680.14	Total Deductions: 91.86
Pay Period End Date: 12/19/2021	State Allow.: 0	Reg. Hours: 48.25	Direct Deposit: 680.14
Check Date: 12/22/2021		OT Hours: 0.00	YTD Gross: 18,780.00
	Local Allow.: 00	Suppl. Hours: 0.00	Comp Hrs Wrkd: 0.00
		Deduction Refund: 0.00	

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
265	ADM ASSIST	16.00	48.25	0.00	772.00	18,524.00	SITW	32.81	798.15
							SOCSEC_EE	47.86	1,164.36
							MEDICARE_EE	11.19	272.31
							SSB	680.14	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	8.00		0.00	0.00	0.00	0.00	0.00	0.00	8.00

Name: 30100 - POLACEK, JAMIE M Active

Employee ID: 30100	Department ID: 265	Gross for Check: 57.85	Net After Dir Dep: 50.98
Withholding Status: Married	Federal Allow.: 0	Net for Check: 50.98	Total Deductions: 6.87
Pay Period End Date: 12/19/2021	State Allow.: 0	Reg. Hours: 4.45	Direct Deposit: 0.00
Check Date: 12/22/2021		OT Hours: 0.00	YTD Gross: 2,392.00
	Local Allow.: 00	Suppl. Hours: 0.00	Comp Hrs Wrkd: 0.00
		Deduction Refund: 0.00	

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
265	101-265.000-702.000	13.00	4.45	0.00	57.85	2,392.00	SITW	2.46	101.68
							SOCSEC_EE	3.58	148.30
							MEDICARE_EE	0.83	34.68

Name: 30098 - ROESLER, DEAN C Active

Employee ID: 30098	Department ID: 301	Gross for Check: 510.00	Net After Dir Dep: 414.98
Withholding Status: Single	Federal Allow.: 1	Net for Check: 414.98	Total Deductions: 95.02

= Deposited Ded/Exp * = Check Adjustment >> = Pre-Tax Deductions capped at Applicable Gross

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Payroll ID: 543 Check Post Date: 12/22/2021 Pay Period End Date: 12/19/2021 Application: PR

Pay Period End Date: 12/19/2021	State Allow.: 1	Reg. Hours: 30.00	Direct Deposit: 0.00
Check Date: 12/22/2021		OT Hours: 0.00	YTD Gross: 8,424.00
	Local Allow.: 00	Suppl. Hours: 0.00	Comp Hrs Wrkd: 0.00
		Deduction Refund: 0.00	

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
301 P	101-301.000-702.100	17.00	30.00	0.00	510.00	8,424.00	FITW	38.33	497.15
							SITW	17.67	254.32
							SOCSEC_EE	31.62	522.29
							MEDICARE_EE	7.40	122.15

Name: 30078 - SEABOLT, KIRK

Active

Employee ID: 30078	Department ID: 441	Gross for Check: 1,830.40	Net After Dir Dep: 0.00
Withholding Status: Married	Federal Allow.: 0	Net for Check: 1,126.56	Total Deductions: 703.84
Pay Period End Date: 12/19/2021	State Allow.: 0	Reg. Hours: 80.00	Direct Deposit: 1,226.56
Check Date: 12/22/2021		OT Hours: 0.00	YTD Gross: 51,634.40
	Local Allow.: 00	Suppl. Hours: 0.00	Comp Hrs Wrkd: 0.00
		Deduction Refund: 0.00	

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
441 H	101-441.000-702.000	22.00	25.00	0.00	550.00	42,366.50	SITW	66.81	1,964.17
441 H	101-691.000-702.000	22.00	7.00	0.00	154.00		MEDICARE_EE	25.09	732.75
441 H	202-463.000-702.000	22.00	8.50	0.00	187.00		SOCSEC_EE	107.28	3,133.13
441 H	202-478.000-702.000	22.00	1.00	0.00	22.00		FITW	167.02	4,983.83
441 H	203-463.000-702.000	22.00	8.50	0.00	187.00		457_EE	158.40	4,319.02
441 H	203-478.000-702.000	22.00	1.00	0.00	22.00		HEALTH	76.40	2,291.65
441 H	590-000.000-702.000	22.00	4.00	0.00	88.00		VISION	2.84	82.99
441 H	591-000.000-702.000	22.00	16.50	0.00	363.00		##HSA	100.00	1,100.00
441 H	661-000.000-702.000	22.00	2.50	0.00	55.00		SSB	100.00	DEPOSIT
PTO	DPW	22.00	3.00	0.00	66.00	2,513.50	SSB	1,126.56	DEPOSIT
VACATION	DPW	22.00	3.00	0.00	66.00	2,640.00			
457 SS TAX	DPW 457 ALLOC	70.40	0.00	0.00	70.40	1,830.40			

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	3.25		0.00	0.00	3.00	0.00	0.00	-3.00	0.25
VAC	VACATION	3.00		0.00	0.00	3.00	0.00	0.00	-3.00	0.00

Name: 30114 - SELNER, BRADY D

Active

Employee ID: 30114	Department ID: 255	Gross for Check: 3,261.87	Net After Dir Dep: 0.00
Withholding Status: Married	Federal Allow.: 0	Net for Check: 2,432.15	Total Deductions: 829.72
Pay Period End Date: 12/19/2021	State Allow.: 2	Reg. Hours: 80.00	Direct Deposit: 2,432.15
Check Date: 12/22/2021		OT Hours: 0.00	YTD Gross: 70,585.21
	Local Allow.: 00	Suppl. Hours: 0.00	Comp Hrs Wrkd: 0.00
		Deduction Refund: 0.00	

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Payroll ID: 543 Check Post Date: 12/22/2021 Pay Period End Date: 12/19/2021 Application: PR

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
HOURLY	VILLAGE ADMIN	35.96	80.00	0.00	2,876.80	62,143.94	FITW	212.74	4,488.81
457 SS TAX	457 VA ALLOCATE	104.61	0.00	0.00	115.07	748.58	SITW	111.83	2,510.57
INSURANCE	VILLAGE ADMIN	250.00	0.00	0.00	250.00	250.00	SOCSEC_EE	201.44	4,357.58
PHONE	VILLAGE ADMIN	20.00	0.00	0.00	20.00	20.00	MEDICARE_EE	47.11	1,019.11
							DELTA DENTAL	12.82	282.04
							VISION	2.84	31.24
							457_EE	240.94	1,412.57
							LAKE	2,432.15	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	123.75		0.00	0.00	0.00	0.00	0.00	0.00	123.75
VAC	VACATION	80.00		0.00	0.00	0.00	0.00	0.00	0.00	80.00

Name: 30115 - SIMONS, BRADLEY A Active

Employee ID:	30115	Department ID:	441	Gross for Check:	1,962.00	Net After Dir Dep:	1,585.13
Withholding Status:	Single	Federal Allow.:	0	Net for Check:	1,585.13	Total Deductions:	376.87
Pay Period End Date:	12/19/2021	State Allow.:	1	Reg. Hours:	88.00	Direct Deposit:	0.00
Check Date:	12/22/2021	Local Allow.:	00	OT Hours:	14.00	YTD Gross:	25,996.00
				Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
441 H	101-441.000-702.000	18.00	15.50	2.00	333.00	25,366.00	FITW	151.40	1,271.28
441 H	101-691.000-702.000	18.00	2.00	0.00	36.00		SITW	75.38	920.62
441 H	202-463.000-702.000	18.00	3.00	0.00	54.00		SOCSEC_EE	121.64	1,611.75
441 H	202-478.000-702.000	18.00	4.00	4.00	180.00		MEDICARE_EE	28.45	376.94
441 H	203-463.000-702.000	18.00	3.00	0.00	54.00				
441 H	203-478.000-702.000	18.00	4.00	4.00	180.00				
441 H	590-000.000-702.000	18.00	15.00	2.00	324.00				
441 H	591-000.000-702.000	18.00	8.50	2.00	207.00				
441 H	661-000.000-702.000	18.00	25.00	0.00	450.00				
441 H	DPW	18.00	8.00	0.00	144.00				

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	24.00		0.00	0.00	0.00	0.00	0.00	0.00	24.00

Name: 30037 - SUTTON, JOHN G Active

Employee ID:	30037	Department ID:	101	Gross for Check:	580.00	Net After Dir Dep:	0.00
Withholding Status:	Single	Federal Allow.:	0	Net for Check:	535.63	Total Deductions:	44.37
Pay Period End Date:	12/19/2021	State Allow.:	1	Reg. Hours:	12.00	Direct Deposit:	535.63
Check Date:	12/22/2021	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	2,400.00
				Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

= Deposited Ded/Exp * = Check Adjustment >> = Pre-Tax Deductions capped at Applicable Gross

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Payroll ID: 543 Check Post Date: 12/22/2021 Pay Period End Date: 12/19/2021 Application: PR

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
101	101-101.000-702.000	50.00	6.00	0.00	300.00	1,300.00	SOCSEC_EE	35.96	148.80
101 C	101-101.000-702.000	50.00	4.00	0.00	200.00	700.00	MEDICARE_EE	8.41	34.80
400 PC	101-400.000-702.000	40.00	2.00	0.00	80.00	400.00	HARB	535.63	DEPOSIT

Name: 30118 - TERMER, MICHAEL Active

Employee ID:	30118	Department ID:	101	Gross for Check:	350.00	Net After Dir Dep:	323.22
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	323.22	Total Deductions:	26.78
Pay Period End Date:	12/19/2021	State Allow.:	3	Reg. Hours:	7.00	Direct Deposit:	0.00
Check Date:	12/22/2021	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	550.00
				Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
101	101-101.000-702.000	50.00	6.00	0.00	300.00	500.00	SOCSEC_EE	21.70	34.10
101 C	101-101.000-702.000	50.00	1.00	0.00	50.00	50.00	MEDICARE_EE	5.08	7.98

Name: 30091 - VON DRAK, JOSEPH W Active

Employee ID:	30091	Department ID:	301	Gross for Check:	1,955.20	Net After Dir Dep:	0.00
Withholding Status:	Single	Federal Allow.:	0	Net for Check:	1,268.25	Total Deductions:	686.95
Pay Period End Date:	12/19/2021	State Allow.:	0	Reg. Hours:	80.00	Direct Deposit:	1,268.25
Check Date:	12/22/2021	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	55,037.48
				Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
301 P	101-301.000-702.000	23.50	65.00	0.00	1,527.50	45,329.38	FITW	234.18	5,714.10
PTO	101-301.000-702.000	23.50	15.00	0.00	352.50	1,856.50	SITW	73.63	2,091.71
457 SS TAX	101-301.000-715.100	75.20	0.00	0.00	75.20	1,897.60	SOCSEC_EE	119.06	3,356.20
							MEDICARE_EE	27.85	784.92
							DELTA DENTAL	34.84	905.24
							457_EE	188.00	4,916.73
							VISION	9.39	273.99
							PREFERRED	1,268.25	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	80.50		0.00	0.00	15.00	0.00	0.00	-15.00	65.50
VAC	VACATION	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Name: 30112 - WALTZ, STEVEN A Active

Employee ID:	30112	Department ID:	301	Gross for Check:	2,780.19	Net After Dir Dep:	0.00
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	2,085.05	Total Deductions:	695.14
Pay Period End Date:	12/19/2021	State Allow.:	1	Reg. Hours:	80.00	Direct Deposit:	2,085.05
Check Date:	12/22/2021			OT Hours:	0.00	YTD Gross:	65,866.59

= Deposited Ded/Exp * = Check Adjustment >> = Pre-Tax Deductions capped at Applicable Gross

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Payroll ID: 543

Check Post Date: 12/22/2021

Pay Period End Date: 12/19/2021

Application: PR

Local Allow.:	00	Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
		Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
301 P	101-301.000-702.000	29.81	80.00	0.00	2,384.80	54,082.06	FITW	178.14	3,923.49
457 SS TAX	101-301.000-715.100	89.25	0.00	0.00	95.39	2,332.78	SITW	101.53	2,388.95
INSURANCE	101-301.000-702.000	250.00	0.00	0.00	250.00	3,250.00	SOCSEC_EE	172.37	4,083.73
PHONE	101-301.000-702.000	50.00	0.00	0.00	50.00	600.00	MEDICARE_EE	40.32	955.07
							457_EE	202.78	4,754.17
							HUNT	2,085.05	DEPOSIT

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	152.25		0.00	0.00	0.00	0.00	0.00	0.00	152.25
VAC	VACATION	80.00		0.00	0.00	0.00	0.00	0.00	0.00	80.00

Name: 30044 - ZAVERL, DANIEL T

Active

Employee ID: 30044	Department ID: 101	Gross for Check:	350.00	Net After Dir Dep:	308.34
Withholding Status: Single	Federal Allow.: 0	Net for Check:	308.34	Total Deductions:	41.66
Pay Period End Date: 12/19/2021	State Allow.: 0	Reg. Hours:	7.00	Direct Deposit:	0.00
Check Date: 12/22/2021		OT Hours:	0.00	YTD Gross:	1,450.00
	Local Allow.: 00	Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
		Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
101	101-101.000-702.000	50.00	6.00	0.00	300.00	1,250.00	SITW	14.88	61.64
101 C	101-101.000-702.000	50.00	1.00	0.00	50.00	200.00	SOCSEC_EE	21.70	89.90
							MEDICARE_EE	5.08	21.03

Report to Finance
December 28, 2021

	Description	General	Major St	Local St.	Sewer	Water	Motor Pool	Total
AT&T Mobility	Air Cards - PD	\$ 158.92						\$ 158.92
Cardmember Services	Village Hall Computer Software	\$ 813.95						\$ 813.95
Charter Spectrum	Village Hall Internet Services	\$ 227.42						\$ 227.42
Consumers Energy	Street Lights	\$ 3,235.25						\$ 3,235.25
Delta Dental	Employee Dental Premiums	\$ 156.43	\$ 49.06	\$ 49.06	\$ 61.20	\$ 61.20	\$ 13.96	\$ 390.91
Fleis & Vandenbrink	Engineering numerous projects	\$ 852.00				\$ 3,122.95		\$ 3,974.95
Great Lakes Energy	Street Lights	\$ 9.78						\$ 9.78
Kennedy Industries	Lagoon Blower				\$ 12,655.00			\$ 12,655.00
Michigan Municipal League	Membership and Dues	\$ 1,542.00						\$ 1,542.00
Printing Systems Inc.	Billing Post Cards				\$ 327.33	\$ 327.32		\$ 654.65
Priority Health	Employee Health Premiums	\$ 2,598.00	\$ 279.54	\$ 279.54	\$ 832.81	\$ 832.81	\$ 133.74	\$ 4,956.44
Quadient Finance	Postage				\$ 400.00	\$ 400.00		\$ 800.00
Small Business Association	Employee Life Insurance Premium	\$ 77.07	\$ 26.54	\$ 26.54	\$ 24.00	\$ 24.00	\$ 5.75	\$ 183.90
Trace Analytical Labs	Weekly Discharge				\$ 135.00			\$ 135.00
Tri Terra	CDBG Environmental Assessment					\$ 2,600.00		\$ 2,600.00
Verizon	DPW On Call Phone & Alarms	\$ 15.22				\$ 38.01		\$ 53.23
Vision Care	Employee Vision Premiums	\$ 68.18	\$ 12.60	\$ 12.60	\$ 14.31	\$ 14.31	\$ 3.18	\$ 125.18
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General	\$	20,180.02						\$ -
Major Street	\$	1,919.39						
Local Street	\$	1,919.36						
Sewer	\$	16,565.49						
Water	\$	9,543.69						
Motor Pool	\$	1,072.33						
Total	\$	59,540.27						
Check Total	\$	32,516.58						

Signature: Steven Crothers
Date: 12/23/2021