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**Clinton Township**

**Resolution 25-7**

**Handbook for**  
**Elected Officials and Employees**

**Office: 172 W Michigan Ave Clinton MI 49236**

## **IMPORTANT DISCLAIMER**

**Clinton Township has prepared this Handbook to summarize many of the Township's policies procedures and programs. No Handbook can anticipate every circumstance or question about policy. The Township reserves the right to revise, add to, or delete any policies or portion of this Handbook at any time as it deems appropriate, in its sole and absolute discretion with or without prior notice. This Handbook replaces any prior written and oral communications about the subjects contained in it**

**Neither this Handbook, nor any Township policy, procedure or communication shall create any right or guarantee status for any period. No representative of the Township may enter into any agreement or make any representations to create a contractual obligation. Only the Township Board may enter into binding commitments, and only when such commitments are in writing and are adopted by the Township Board pursuant to state law.**

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# CLINTON TOWNSHIP

The Township plays an important part of the lives of the citizens it serves. The public expects that its business will be conducted to the highest professional and ethical standards. Public service is an honorable and rewarding endeavor that offers many benefits both personally and professionally.

As a Township volunteer, contractor, vendor and elected or appointed officials have a right to a safe workplace free of discrimination, violence, illegal harassment, and conflict of interests, and have an obligation to conduct themselves consistent with these policies. The Township has a "no tolerance" policy towards workplace wrongdoing.

This Handbook adopted by the Township Board discusses these issues and many other Township personnel policies. You are urged to read this Handbook and become acquainted with its contents. By its very nature, a Handbook cannot be comprehensive or address all possible situations. For this reason, if you have any questions concerning and Township policy, contact the Manager of Human Resources or the Township Administrator for further information.

Neither this Handbook nor any other Township document, confers any contractual right, either expressed or implied. The provisions of this handbook may be amended and supplemented from time to time without notice and at the sole discretion of the Township Board.

All individuals receiving this Handbook are required to sign an acknowledgment of receipt. A copy of this receipt will be maintained by the Township Clerk.

Supervisor, WALTER MURPHY  
APRIL 14, 2025

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## GENERAL POLICY

It is the policy of the Township to treat employees, volunteers, contractors, vendors and elected and appointed officials in a manner consistent with all applicable laws and regulations. The policies and procedures set forth herein shall apply to all employees, volunteers, contractors, vendors and elected and appointed officials.

The Township Board is responsible for the administration of these policies and procedures.

The Township has a "no tolerance" policy towards workplace wrongdoing. Township employees, volunteers, contractors, vendors and elected and appointed officials are to report anything perceived to be improper to the Township. The Township believes strongly in an Open Door Policy and encourages individuals to talk with the Township about any problem.

This Handbook is intended to provide guidelines covering public service and is not a contract. This Handbook contains many, but not necessarily all the rules, regulations, and conditions of Township service. The provisions of this Handbook may be amended and supplemented from time to time without notice and at the sole discretion of the Township.

## **RIGHTS AND OBLIGATIONS**

### **OPEN DOOR POLICY**

The Township encourages all volunteers, contractors, vendors, elected and appointed officials who feel they have been treated unfairly or contrary to the Township's policies to discuss their concerns with the Township. This includes concerns regarding illegal harassment or discrimination. Please refer to the following policies-*Non-Discrimination, Anti-harassment Policy and Complaint Policy* - below as to complaint procedures.

### **NON-DISCRIMINATION**

The Township maintains a policy of non-discrimination on the basis of race, creed, color, religion, sex, sexual orientation, civil union status, gender identity or expression age, national origin, marital status, veteran status, disability or handicap which can be reasonably accommodated without undue hardship, genetic information or any other classification protected by federal, state or local law or regulation.

All Township representatives, including volunteers, contractors, vendors, elected and appointed officials are encouraged to report any instance of alleged discrimination or illegal harassment. All inquiries and reports of discrimination should be directed to the Township.

The Township is committed to creating an environment where all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including illegal harassment. The Township will not tolerate discrimination or illegal harassment of or by any Township representative towards anyone, including any employee, volunteer, contractor, vendor, elected or appointed official or member of the public.

Individuals who feel they have been subject to discrimination or illegal harassment as prohibited above, should file a complaint pursuant to the Township's Anti-harassment Policy Complaint Procedure, noted above.

### **ANTI-HARASSMENT POLICY**

The Township is committed to maintaining a workplace free from illegal harassment (sexual or otherwise) or intimidation of any employee, volunteer, contractor, vendor or elected or appointed official, male or female. The Township does not accept, condone, or tolerate actions of harassment on the basis of race, creed, color, religion, sex, sexual orientation, civil union status, gender identity or expression of national origin, age, marital, or political status, veteran status, disability or handicap, genetic information, or any other classification protected by federal, state or local law.

Illegal harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's race, creed, color, religion, sex, sexual orientation, civil union status, gender identity or expression age, national origin, marital status, veteran status, disability, or handicap which can be reasonably accommodated without undue hardship, genetic information or any other classification protected by federal, state, or local law or regulation. Harassment involves behavior that is personally offensive, fails to respect the rights of others, lowers morale, and interferes with work effectiveness. Harassment may take different forms. Whatever form it takes, harassment is insulting and demeaning to the recipient and will not be tolerated by the Township.

The Township will not tolerate harassing conduct that unreasonably interferes with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment

### **Acceptability**

Township officials, appointees, managers, supervisors, employees, volunteers, outside contractors and vendors alike must comply with this policy and take appropriate measures to ensure that such conduct does not occur. This policy does not apply to actions between Township Board members as part of the political process.

### **Sexual Harassment**

One type of harassment is sexual harassment. The Township prohibits sexual harassment in any form. Sexual Harassment of employees by a Township employee or Township Board Member is also prohibited. Such conduct shall result in appropriate action, including termination of all business relationships and volunteer status, where appropriate.

### **Sexual Harassment Defined**

Sexual harassment is unwelcome, unsolicited conduct of a sexual nature or because of one's sex, which an individual reasonably regards as undesirable or offensive. It includes unwelcome sexual advances, requests for sexual favors and any other conduct of a physical, verbal, or nonverbal nature where:

- a) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, or obtaining or retaining a business or volunteer relationship with the Township; or
- b) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's status with the Township; or
- c) That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's status, or creating an intimidating hostile or offensive environment

Unwelcome sexual advances toward non-employees such as, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitute harassment when:

- Submission to such conduct is made either explicitly or implicitly in exchange for a benefit;
- Submission to or rejection of such conduct by an individual is used as the basis for a decision affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's activities or creating an intimidating, hostile or offensive environment

Individuals who believe that they have been subject to illegal harassment should report the incident directly to their supervisor. Individuals should complete a written complaint. The complaining party should specify the name of the alleged harasser and any and all witnesses to such alleged harassment.

Any individual uncomfortable reporting an incident to their supervisor should feel free to go to any Township Board Member that he or she feels most comfortable to relay the problem to the Township Board. Under no circumstance shall an employee be required to make a report of harassment to the person he/she is accusing of harassment.

It is recommended, but not required; that an individual who believes that he/she has been subjected to harassment should confront his/her harasser and make clear that such behavior is not welcome. If this is not practical, or if the individual does not feel comfortable with this avenue of redress, the complaint may be brought directly to the Township Board as set forth above.

The Township encourages individuals who witness conduct which they believe violates the Township's Policy Against Harassment to report the violation pursuant to this complaint procedure. All supervisory personnel are required to ensure adherence to and compliance with this policy.

The Township encourages the prompt reporting of complaints so that rapid response and appropriate action may be taken. Any complaint should be reported within 120 days to be considered current. Nevertheless, due to the sensitive nature of these problems, all complaints will be investigated, regardless of when they are filed.

### **Investigation Procedure**

The Township shall conduct an investigation into all complaints of illegal harassment to determine the merits of the allegations. The Township shall designate an objective investigator to determine the validity of any complaint. The objective investigator may include a Township Board Member or any third-party deemed appropriate. The investigation shall be completed in a reasonable time to resolve the issue and minimize the effects of such investigation on the parties involved.

- The investigation will, at a minimum, include an interview with the complaining party and the accused. In all cases, the alleged harasser must be notified of the filing of a complaint.
- All Township representatives have a responsibility to cooperate fully with the investigation of the harassment. Although the extent of each investigation will vary, discretion and cooperation are crucial at all levels.
- In the event that the Township determines the complaint to be intentionally dishonest, appropriate action may be taken against the individual who caused the complaint to be filed.

### **Privacy**

To the extent possible, all persons involved in a harassment complaint will be given the utmost protection of privacy. Specifically, the Township will strive, both during and after the investigation, to maintain confidentiality to the fullest extent possible, including confidentiality of the identities of all persons involved or alleged to be involved in the incident, revealing only those particulars of the matter to the extent necessary for a thorough investigation. Any individual who unnecessarily compromises the confidentiality of an investigation will be subject to appropriate action.

### **Retaliation Prohibited**

The Township encourages victims of harassment to bring their complaints to management by ensuring that no reprisals or retaliation will result from the good faith reporting of harassment. It is a violation of this policy for any personnel to retaliate against another because he or she filed a complaint or otherwise participated in the complaint procedure.

The work environment shall be closely monitored for any forms of retaliation once an allegation has been made. Any retaliatory conduct or recurrence of the offensive behavior should be reported immediately to the Township Board.

Any individual with questions regarding the Township's Policy Against Harassment may contact the **CLERK KIM SCOTT AT 517-456-6701**

#### **COMPLAINT POLICY**

To foster sound relations through communication and reconciliation of problems, the Township provides employees, volunteers, contractors, vendors, and elected and appointed officials with an established procedure for expressing Township-related concerns. If your complaint is one of discrimination or harassment, please go to the policies on *Non-Discrimination and Anti-Harassment* and follow the procedures noted there.

In situations where a complaint is filed, the following steps should be taken:

1. If the individual believes that he/she has a legitimate Township-related complaint, the individual is encouraged to first attempt to resolve the issue(s) through discussions with his/her immediate supervisor and/or the individual in charge of the individual's work for the Township.
2. If the situation is not satisfactorily settled verbally within 48 hours from the time the complaint is discussed pursuant to Step 1. barring extenuating circumstances, the individual may meet with a Township Board Member.

The Township will attempt to resolve the complaint within a reasonable period of time while preserving the confidentiality and privacy of those involved to the extent feasible.

#### **VIOLENCE IN THE WORKPLACE**

The Township maintains the policy that any violent acts or threats of the same, made by any employee, volunteer, contractor, vendor or elected or appointed official against another person's life, health, wellbeing, and family or property or for the purpose of intimidation, are entirely unacceptable and cause for immediate action, including, where appropriate, termination of the relationship with the Township. This policy applies to any threats made on Township property, at Township events or under other circumstances that may negatively affect the Township's ability to conduct business. Such acts or threats of violence whether made directly or indirectly, by words, gestures, or symbols, infringe upon the Township's right or obligation to provide a safe workplace.

Any individual who believes that he or she has been the target of violence or threats of violence or intimidation, or has witnessed or otherwise learned of violent conduct by another in the capacity- described above, should contact the Township person in charge and his or her immediate supervisor immediately.

#### **Prohibited Conduct**

This list of behaviors, while not inclusive, provides examples of conduct that is prohibited.

- a) Causing physical injury to another person:
- b) Making threatening remarks:
- c) Aggressive, hostile, or intimidating behavior that creates a reasonable fear of injury or loss to another person or to personal property or subjects another individual to emotional distress:
- d) Intentionally damaging employer property or property of another:
- e) Committing acts motivated by, or related to, harassment or domestic violence.



## **Reporting Procedures**

Any potentially dangerous situations must be reported immediately to a supervisor or the Township Board. All reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. The Township will actively intervene at any indication of a possible hostile or violent situation.

## **Enforcement**

Threats, threatening or intimidating conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any individual determined to have committed such acts will be subject to immediate discipline or other action, including, where appropriate, termination of the relationship with the Township. Individuals engaged in violent acts on Township premises will also be reported to the proper authorities.

## **AMERICANS WITH DISABILITIES ACT POLICY STATEMENT**

The Township is committed to complying with all applicable provisions of the Americans with Disabilities Act (“ADA”) and the Michigan Law Against Discrimination. It is the Township’s policy not to discriminate against any individual based on the individual’s disability, perceived disability, or handicap so long as the individual can perform the essential functions of his/her position with the Township with or without accommodation. Consistent with this policy of nondiscrimination, the Township will provide reasonable accommodations to individuals with a disability to allow them to perform their position. Accommodations will be made to individuals who have made the Township aware of his or her disability or handicap, provided that such accommodation is reasonable and does not constitute an undue hardship on the Township.

## **ALCOHOL-FREE AND DRUG-FREE POLICY**

The Township has a vital interest in maintaining a safe, healthy, and efficient environment. Being under the influence of drugs or alcohol on Township premises or while on Township business poses a serious safety and health risks to the user and to those who work or come in contact with the user.

Accordingly, the use, sale, purchase, transfer, possession or being under the influence of illegal drugs or alcohol on Township premises poses unacceptable risks for safe, healthy, and efficient operations.

The Township further expresses its intent, through this policy, to comply with federal, state, and local rules, regulations and/or laws that relate to maintenance of a workplace free from illegal drugs and alcohol.

All employees, volunteers, contractors, vendors and elected and appointed officials are required to abide by the terms of this policy and to notify the Township of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Failure to adhere to this policy may result in discipline or other action, including where appropriate, termination of the relationship with the Township.

## **Authorized Use of Prescribed Medication**

Any individual undergoing prescribed medical treatment with any drug that may impair his/her ability to perform his/her position without posing a safety risk to himself/herself or others must report this treatment to the individual who is required to maintain the confidentiality of any information regarding an employee's medical condition(s) in accordance with the Health Insurance Portability and Protection Act(HIPPA).

## **Exceptions**

The policy and procedures set forth herein do not supersede the policy and procedures established by the governing body regarding the use and consumption of alcoholic beverages in any municipal building, park, and/or recreational facility as it pertains to an activity or affair either sponsored by the Township or an outside organization using Township facilities. Such activities or affairs must have the prior approval of the Township. In such cases, the dispensing and consuming of any alcoholic beverage shall be in total compliance with Federal, State and Local laws.

## **EHTICS POLICY**

The Township conducts its business fairly, impartially, in an ethical and proper manner, and in compliance with all laws and regulations.

The Township is committed to conducting its business with integrity underlying all relationships, including those with citizens, customers, suppliers, and communities, and among employee's. The highest standards of ethical business conduct are required of Township Officials, Employees and Volunteers in performance of their responsibilities. Officials, Employees and Volunteers will not engage in conduct or activity that may raise questions as to the Township's honesty, impartiality or reputation or otherwise cause embarrassment to the Township. Officials, Employees and Volunteers will avoid any action, whether or not specifically prohibited in the personnel policies, which might result in or reasonably be expected to create an appearance of:

- Using public office or public position for private gain;
- Giving preferential treatment to any person or entity;
- Losing impartiality;
- Adversely affecting the confidence of the public in the integrity of the Township

Every Official, Employee and Volunteer has the responsibility to ask questions, seek guidance, report suspected violations and express concerns regarding compliance with this policy.

Concerns should be directed to the Township for review and investigation. Retaliation against Officials, Employees or Volunteers who use this reporting mechanism to raise genuine concerns will not be tolerated.

## **CONFLICT OF INTEREST STATEMENT**

The Township recognizes the importance of maintaining a fair and impartial hiring process while respecting individuals' rights to work in the public sector. It is the Township's policy that relatives of employees, volunteers, contractors, vendors, and elected or appointed officials may be hired by the Township, provided that certain safeguards are in place to prevent any conflicts of interest or undue influence in the decision-making process.

### **Hiring of Relatives:**

Relatives, including a spouse, significant other, child, parent, stepchild, siblings, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in the individual's household, may be considered for employment with the Township.

### **Abstention from Voting:**

Any employee, elected or appointed official, or individual involved in the hiring process who has a relative being considered for employment must abstain from voting or influencing the hiring decision. This includes any decision-making body or process where the relative's application is being reviewed or considered.

### **Disclosure Requirement:**

In situations where a relative is being considered for hire, the individual with the familial connection must disclose this relationship appropriate governing body or authority before the decision-making process begins. This disclosure must be made to ensure transparency and to allow the Township to assess any potential conflicts of interest.

## **SAFETY POLICY**

The Township will provide a safe and health work environment and shall comply with the Michigan Occupational Safety and Health Act (MIOSHA Act 154 of 1974, and as amended). The Township is equally concerned about the safety of the public. Employees, volunteers, contractors, vendors, and elected and appointed officials are responsible for observing safety rules. Any occupational or public unsafe condition, practice, procedure, or act must be immediately reported to the Township. Any on the job accident or accident involving Township facilities, equipment or motor vehicles must also be immediately reported.

## **POLITICAL ACTIVITY**

It shall be declared policy of the Township to appoint or hire all employees, volunteers, contractors, and vendors without regard to political considerations.

No Township employee, volunteer, contractor, vendor, elected or appointed official shall directly or indirectly use or seek to use his/her authority for contributions for political campaign purposes.

## **EMAIL AND INTERNET CODE OF CONDUCT POLICY**

Access to the Internet may be provided to volunteers, contractors, vendors, elected and appointed officials for the benefit of the Township and its residents. All such Internet users have a responsibility to maintain and enhance the Township's public image and to use the Internet in a productive manner. To ensure that all Internet users are protecting the Township's public image, the following guidelines have been established for using the Internet

### **Confidentiality, Privacy and Monitoring**

All Township computer systems, including email and Internet connections, are the property of the Township. All documents, information and data created, stored and/or copied to the Township's computer system are the property of the Township and may not be copied or in any form transmitted to any third-party other than in the ordinary course of business on behalf of the Township. Anyone using the Township's computer systems are cautioned that email and Internet systems do not provide complete confidentiality and no Township Internet user has any right to privacy when they use Township systems. The Township has the right to access, monitor and disclose the contents of any file or electronic message composed, sent, received, or viewed on Township computer systems, including but not limited to breaches of security, violations of Township policy or other computer system or email misuse.

Each individual elected or appointed to any board, committee, or commission in The Township understands that the use of personal email accounts to engage in Township business may result in those personal accounts being subject to the provisions of the Freedom of Information Act (MCL 15231- 15.246) and/or other statutes pertaining to access to government records.

### **Acceptable Uses of the Internet**

Individuals accessing the Township's Internet systems are representing the Township. All communications should be for professional reasons. Users are responsible for seeing that the Internet is used in an effective, ethical, and lawful manner. Databases may be accessed for information as needed for Township business. Email may be used for business contacts.

## **Unacceptable Uses of the Internet**

The internet should not be used for the personal gain or advancement of individual views. Solicitation of non-Township business or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of the Township network or the networks of other users.

## **Email Communications**

All Township Internet users are responsible for the content of all text, audio, or images that they place or send over the Internet. Fraudulent, harassing, or obscene messages are prohibited. All messages communicated on the Internet should have the sender's name attached. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. A generic signature of name, title, and contact number should be included in your email communications. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane, or offensive language may be transmitted through the system. Township Internet users are prohibited from expressing personal opinions through use of the Township's Internet names and connections.

Notwithstanding the Township's right to read and retrieve any electronic mail message, such messages should be treated as confidential and accessed only by the intended recipient. Users are not authorized to retrieve or read any email messages that are not sent to them. Any exception to this policy must receive prior approval from the Township. Users should not attempt to gain access to another user's messages without the latter's permission. All computer passwords and login names must be submitted to the Township. No codes may be used that are unknown to the Township.

## **Instant Messaging**

All users of instant messaging in any form (web-based, application, mobile), on any Township owned equipment must have approval of the Township.

## **Work Product Ownership**

The Township retains legal ownership of the work product of all Elected Officials. Work product includes: written and electronic documents, audio and video recordings, system code, and any concepts, ideas or other intellectual property developed for the Township regardless of whether the intellectual property is actually used by the Township. No work product created while an individual is elected to office in the Township can be claimed, construed, or presented as their property, even after their commission with the Township is terminated or the relevant project completed. If any individual requests use of a document created by them, the release of said document shall be with the written authorization of the Township.

## **Software**

To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading of any software. All software downloads will be done through the Township or someone designated to do so on behalf of the Township.

## **Copyright Issues**

Copyrighted materials belonging to entities may not be transmitted on the Internet. One copy of the copyrighted material may be downloaded for your own personal use in research. Users are not permitted to copy, transfer, rename and/or delete information or programs belonging to other users unless given express written permission to do so by the owner. Failure to observe copyright or license agreements may result in legal action by the copyright owner.

## **Security**

All messages created, sent or retrieved over the Internet are the property of the Township. The Township reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. The confidentiality of any messages should not be assumed. Even when a message is erased, it is possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All communications, including text and images, can be disclosed to law enforcement or other third-parties without prior consent of the sender or the receiver.

Computer documents, including email, and instant messages are considered Township documents and may be disclosed under the Michigan Open Meeting Act (MCL 15.261-15.275).

## **Harassment**

Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's or group's race, religion, national origin, physical attributes, or sexual preference may be transmitted.

## **Violations**

Violations of any guidelines listed above will be presented to the Township. If necessary, the Township will advise appropriate legal officials of any violations.

## **SMOKING POLICY**

The Michigan Legislator has declared that in all governmental buildings the rights of non-smokers to breathe clean air supersedes the rights of smokers. In accordance with State Law, the Township has adopted a smoke-free policy for all buildings. Township facilities shall be smoke-free and no one will be permitted to smoke anywhere in Township buildings.

Smoking is permitted outside Township buildings at designated locations so as to not allow the re-entry of smoke into building entrances. This policy shall be strictly enforced.

## **PERSONNEL FILES**

Separate personnel files are established and maintained by the Township on all employees and elected officials. These files are confidential records and will be maintained in a locked file. Medical information is maintained separate from non-medical information. Only the Township Clerk may have access to these files for legitimate Township reasons. The Township Clerk, shall be responsible for controlling access to these files. The Township Clerk shall be informed prior to any member accessing any such file.

## **CELL PHONE POLICY**

This policy outlines the use of personal cell phones at work, the personal use of business cell phones and the safe use of cell phones by employees while driving. This policy also includes walkie/talkie systems such as Push to Talk systems.

### **Personal Cellular Phones**

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for use of Township phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. A reasonable standard the Township encourages is to limit personal calls during work time to no more than one per day as needed. Employees are therefore asked to make any other personal calls on non-work time where possible and to ensure that friends and family members are aware of the Township's policy. Flexibility will be provided in circumstances demanding immediate attention.

The Township will not be liable for the loss of personal cellular phones brought into the workplace.

### **Personal Use of Township-Provided Cellular Phones**

Where job or business needs demand immediate access to an employee the Township may issue a business cell phone to an employee for work related communications. To protect the employee from incurring a tax liability for the personal use of this equipment, such phones are to be used for business reasons only.

Each employee will be provided with a plan that allows a specific number of minutes on a monthly basis. If an employee exceeds the allowable monthly minutes, the employee will be responsible for reimbursing the Township for the overcharge. The employee may provide reimbursement through authorizing a payroll deduction or via personal check. Failure to reimburse the Township for the cost of the call will result in tax liability for the employee as well as possible disciplinary action. If the overage is due to business use the employee should notify the Township so alternative plans may be reviewed.

Employees in possession of Township equipment such as cellular phones are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection. Employees unable to present the phone in good working condition within the time period requested (for example, 24 hours) may be expected to bear the cost of a replacement

Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

### **Safety Issues for Cellular Phone Use**

Employees whose job responsibilities include the regular or occasional driving and who are issued a cell phone for business use are expected to refrain from using their phone while driving, except with the use of a hands free device.

### **Safety must come before all other concerns**

Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands free options, refrain from discussion of complicated or emotional discussions and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area.

In situations where job responsibilities include regular driving and accepting of business call, hands free equipment will be provided to facilitate the provisions of this policy.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cell phone for business use, are also expected to abide by the provisions above.

**Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.**

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Violations of this policy will be subject to the highest forms of discipline, including termination.

### **Special Responsibilities for Managerial Staff**

As with any policy, management employees are expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

### **ELECTRONIC RECORDING POLICY**

An incidental, but necessary portion of all employees' job duties with the Township requires that employees attend Departmental meetings or inter-Departmental meetings. During those meetings, whether they are group meetings, one-on-one meetings, or meetings between Supervisors and/or employees, information discussed regarding internal operations of the Township. The meetings may contain information regarding Township strategies, tactics and other internal operations or personal matters of the Township.

In light of the above, the Township hereby directs as policy that no electronic recording, whether audio or video recording, of Township Departmental meetings shall occur without the permission of the Township.

Any employee who violates this policy will be subject to discipline, up to and including dismissal from employment

## **PROGRESSIVE DISCIPLINARY POLICY**

Clinton Township wants every employee to contribute and grow while at Clinton Township. When an employee's actions or in-actions detract from the success of the Clinton Township or its employee's, associates, people, etc... or clients, customers, mission, general public, etc..., management may invoke disciplinary measures.

Whether or not disciplinary measures are invoked are at the discretion of management. Below are some of the disciplinary measures management has the option to choose from when it believes discipline is necessary.

Please note that management may choose any or none of the steps at its discretion and is not required to follow any step by step procedure.

### **Disciplinary Warning**

A disciplinary warning is a form of discipline and notice that you should discontinue some action or take action immediately. For example, should you fail to follow your [manager, supervisor, e.g.] instructions or violate a provision of this handbook, you may receive a disciplinary warning.

More than one disciplinary warning can lead to a reprimand, negative evaluation, or even termination.

Management has the discretion of offering two types of disciplinary warnings: verbal or written. Verbal disciplinary warnings are issued orally from a supervisor. At their discretion, a supervisor can record a verbal warning into writing and place it in your employee file.

Written disciplinary warnings are warnings that are put into writing, signed by the supervisor and read to you. Whether or not a warning is placed into your file is at the discretion of management. Written disciplinary warnings are placed in your employment file for future reference.

Disciplinary warnings are not a pre-requisite before issuing a reprimand or terminating your employment

### **Reprimand**

A reprimand is a form of discipline that is more serious than a disciplinary warning. A reprimand is a written rebuke or admonishment for an action taken or not taken. It is signed by management [and acknowledged by you] and is placed in your employment file.

Whether or not a reprimand is issued at the discretion of management. No counseling or warning is required on the part of management before a reprimand is issued.

Reprimands are reviewed for determining an employee's contribution to the Township during evaluations and other important employer decisions.



### **Suspension Without Pay**

At management's discretion, employees may be suspended without pay for a period of time as a consequence for an action taken or not taken. During this time, an employee is not permitted to work for the employer and no wage or salary is provided for the time the employee is suspended.

In addition to suspension without pay, a reprimand is placed in the employee's employment file.

Whether or not a suspension without pay is levied is at the discretion of management. No counseling, disciplinary warning or other discipline is required on the part of management before suspension without pay is issued.

Suspensions without pay are reviewed for determining an employee's contribution to the (Township) during evaluations and other important employer decisions.

### **Progressive Discipline**

Management may discipline an employee in the manner it determines is best and terminate the employment relationship at any time with or without warning or notice even if an employee is or has in the past been progressively disciplined for the same offense.

Even so, it is the desire of the Township to discipline employees in a constructive and progressive manner. If circumstances permit, management has the discretion to follow a progressive discipline process before terminating an employee. An example of a progressive discipline process is listed below:

- |                       |   |
|-----------------------|---|
| <b>FIRST OFFENSE</b>  | - <i>Warning Disciplinary Warning e.g.</i>        |
| <b>SECOND OFFENSE</b> | - <i>Disciplinary Warning, Reprimand e.g.</i>     |
| <b>THIRD OFFENSE</b>  | - <i>Reprimand, Suspension Without Pay e.g.</i>   |
| <b>FORTH OFFENSE</b>  | - <i>Suspension Without Pay, Termination e.g.</i> |

### **REPORTING UNFAIR DISCIPLINE**

If you believe that you are being disciplined unfairly or in a discriminatory manner, or that your discipline constitutes abuse, including abuse of power, you should report your concerns immediately to the (Township) Board (if applicable Human Resource Department, Personnel Department, Compliance Department, e.g.). You do not have to confront the person who has disciplined you to report unfair discipline.

Good faith reports of abuse of discipline will be managed with the attention they deserve, including investigation of the charges. False reports of abuse can lead to more discipline, including termination.

If you do not feel comfortable reporting as listed above, or if you did report and are not satisfied with the response, then you should direct your report to the (Township) Board (if applicable Human Resource Department, Personnel Department, EEO Department, Compliance Department, e.g.).

Please note that you are not required to confront the person or persons that have given you reason to report. However, if you experienced what you believe is unfair discipline, you must make a reasonable effort to make the wrong known as soon as you experience or discover it, or soon after. Discussing or reporting acts of unfair discipline to any person not listed above does not constitute a report.

## **AT-WILL EMPLOYEE**

Please note, you are an **At-Will** employee, and nothing in this employee handbook or this particular policy shall constitute a contract requiring certain actions be taken before termination, including any step-by-step or progressive discipline procedure. The (Township) has the right to terminate your employment at any time and for any lawful reason with or without rendering counseling, warnings, reprimands, or other forms of discipline. Likewise, you may terminate your employment with the (Township) at any time and for any reason.

## **QUESTIONS ABOUT THIS POLICY**

If you have questions, suggestions, or concerns about this policy, you should direct them to [your manager, your supervisor, the Human Resources Department, the Personnel Department e.g.].

If you feel uncomfortable discussing your questions, suggestions, or concerns about this policy with [the person, the persons, the department e.g.] listed above, you can direct them to the (Township) Board.

## **TERMINATION OF AT-WILL EMPLOYMENT**

The Township of Clinton hopes that its relationship with its employees is mutually beneficial for both parties. When circumstances occur that make the relationship less than mutually beneficial, the Township of Clinton or you have the option to terminate the employment relationship.

Whether or not to terminate an employment relationship is at the sole discretion of the Township or you and can be made at any time with or without warning or notice. No reason is necessary for terminating the employment relationship, and if reason is given, it can be for any reason so long as the reason is lawful.

The Township of Clinton may classify termination as they occur. The following are the different termination clarifications:

## **RESIGNATION**

A resignation is when an employee terminates his or her employment on his or her own accord and provides reasonable notice to the Township of his or her intent to resign. Reasonable notice is defined as a written notice of intent to resign as an employee 30 days prior to the date of departure.

Employees that provide 30 day written notice of their resignation may be considered for reemployment with the (Township) so long as their employment record with the Township is satisfactory. Whether or not an employee's record with the Township is satisfactory is at the discretion of management

## **LAYOFF**

Situations or conditions, economics or otherwise, may require the Township to lay off employees. Employees that are laid off are eligible for rehire at the discretion of management. Rehiring after layoff is not guaranteed.

Who is rehired and the priority of rehiring is at the discretion of management and is [determined by seniority; is determined by need; is determined by length of time unemployed; is determined by many factors e.g.]

## **VOLUNTARY TERMINATION**

A voluntary termination is when an employee terminates his or her employment without notice.

For example, employees that do not work when scheduled after four days of work and do not provide reasonable cause for their absenteeism are considered to have voluntarily terminated their employment

At its discretion, the Township may rescind any voluntary termination so long as it is determined that the employee acted in good faith and has reasonable cause for not providing notice.

[Employees that voluntarily terminate their employment are not eligible for rehire.]

## **REPORTING ABUSE**

If you believe that you were terminated unfairly, wrongly or in a discriminatory manner [or that your termination constituted abuse, including abuse of power], you should report your concerns immediately to your [Human Resources Department, Personnel Department, Compliance Department, e.g.]. You do not have to confront the person who terminated you to report abuse.

Good faith reports of a wrongful termination or abuse will be managed with the attention they deserve, including investigation of the charges.

## **AT-WILL**

Please note, if you are an At-Will employee, and nothing in this employee handbook manual or this particular policy shall constitute a contract requiring certain actions be taken before termination, including any step-by-step or progressive discipline procedure. The Township has the right to terminate your employment at any time and for any lawful reason with or without rendering counseling, warnings, reprimands, or other forms of discipline. Likewise, you may terminate your employment with the Township at any time and for any reason.

**RECEIPT OF HANDBOOK**

I acknowledge that I have received a copy of the Township's Employment Handbook. I agree to read it thoroughly, including the statements in the foreword describing the purpose and effect of the Handbook. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from the Township.

I understand that the purpose of this Handbook is to inform me about the Township's current policies and procedures, and that nothing in this Handbook constitutes a contract. I further understand that this Handbook is meant as a guideline only and does not create a binding contract with the Township for any purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time with or without prior notice to me.

I understand that as a elected or appointed official, full time, part time or volunteer employee, I am representing the Township. I understand that I am bound by the policies and practices herein established.

Please sign and date this receipt and return it to the Township Clerk.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position:  
\_\_\_\_\_

**INCIDENT-REPORT**

Date \_\_\_\_\_  
Employee/Volunteer \_\_\_\_\_  
Employee/Volunteer ID \_\_\_\_\_  
Department \_\_\_\_\_  
Location \_\_\_\_\_  
Supervisor \_\_\_\_\_

Accident/Injury-Work-related physical injury or illness or incident that could have caused an injury  
Committed Wrongdoing—Committed an improper or illegal act  
Poor Customer Service—Failed to meet customer expectations; unfriendly  
Poor Performance—Failed to meet the production or other workplace expectations; irresponsible  
Unsafe Work Practices - Endangered the health or safety of himself/herself or others  
Violated Policy/Procedure - Breached written or verbal policy; failed to follow procedure  
Other \_\_\_\_\_

**General Information About Incident**

Date of Incident \_\_\_\_\_  
Time of Incident \_\_\_\_\_  
Location of Incident \_\_\_\_\_  
Witness 1 \_\_\_\_\_  
Witness 2 \_\_\_\_\_  
Other Witness \_\_\_\_\_

**Incident Reported; (select one or more)**

- Accident/injury
- Unsafe Work Practices
- Committed Wrongdoing
- Poor Customer Service
- Violated Policy/Procedure
- Other \_\_\_\_\_

**Description of Incident**

I, the undersigned employee/volunteer, acknowledge reporting this Incident as above described

Employee/volunteer \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
Personnel Director \_\_\_\_\_ Date \_\_\_\_\_

**WARNING**

---

Date \_\_\_\_\_  
Employee/volunteer \_\_\_\_\_  
Department \_\_\_\_\_  
Location \_\_\_\_\_  
Supervisor \_\_\_\_\_

Warning for:  
 committed Wrongdoing  
 failure to communicate  
 improper care of equipment  
 lack of judgement  
 poor attitude  
 poor customer service  
 poor work quality  
 tardy  
 unsafe work practices  
 violated policy/procedure  
 other

**Committed Wrongdoing**- Committed an improper or illegal act.  
**Failure to Communicate**- Does not communicate or communicates poorly.  
**Improper Care of Equipment**-Lack of care taken for tools or equipment.  
**Lack of Judgment** – Poor decision-making or evaluation of circumstances.  
**Poor Attitude** – Does not work well with others; uncooperative; negative; no initiative.  
**Poor Customer Service** – Failed to meet customer expectations; unfriendly.  
**Poor Performance** –Failure to meet production or other workplace expectations; irresponsible.  
**Poor Work Quality** – Inaccurate, unreliable; poor workmanship.  
**Tardy** – Failed to be present when required.  
**Unsafe Work Practices** – Endangered the health or safety of himself/herself or others.  
**Violated Policy/Procedure** – Breached written or verbal policy; failed to follow procedure.  
**Other** \_\_\_\_\_

Comments:

Warning was delivered to employee/volunteer:

I, the undersigned employee/volunteer, acknowledge receiving this Warning

\_\_\_\_\_  
Employee/volunteer Date

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Personnel Director \_\_\_\_\_ Date \_\_\_\_\_

## REPRIMAND

Date Employee/Volunteer \_\_\_\_\_

Employee/Volunteer ID \_\_\_\_\_

Department \_\_\_\_\_

Location \_\_\_\_\_

Supervisor \_\_\_\_\_

Committed Wrongdoing - Committed an improper or illegal act  
Failure to Communicate - Does not communicate or communicates poorly  
Improper Care of Equipment - Lack of care taken for tools or equipment  
Lack of Judgment - Poor decision-making or evaluation of circumstances  
Poor Attitude - Does not work well with others; uncooperative; negative; no initiative  
Poor Customer Service - Failed to meet customer expectations; unfriendly  
Poor Performance - Failure to meet production or other workplace expectations; irresponsible  
Poor Work Quality - Inaccurate, unreliable; poor workmanship  
Tardy - Failed to be present when required  
Unsafe Work Practices - Endangered the health or safety of himself/ herself or others  
Violated Policy/Procedure - Breached written or verbal policy; failed to follow procedure  
Other

### Reprimand For:

Committed Wrongdoing   Failure to Communicate (improper Care of Equipment   Lack of Judgment	Poor Attitude	(Tardy
	] Poor Customer Service	(Unsafe Work Practices
	Poor Performance (Poor Work Quality	(Violated Policy/Procedure
		(Other

### Comments

Reprimand was delivered to employee/volunteer: (Verbally  
(Written

I, the undersigned employee/volunteer, acknowledge receiving this Reprimand

\_\_\_\_\_

Employee/Volunteer \_\_\_\_\_

Date \_\_\_\_\_

Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Personnel Director \_\_\_\_\_

Date \_\_\_\_\_



## **CONFLICT OF INTEREST POLICY**

All employees and/or elected officials of Clinton Township are required to as a continued relationship with the township, to avoid all actual or potential conflicts of interest in any and all solicitation of bids, goods recurring services and contract labor.

For purposes of this policy, the term "Conflict of Interest shall mean a financial interest, present or future, real or foreseeable which would undermine the township goal of assuring an independent, impartial and honest bid process.

An employee or elected official shall disclose, in writing, to the purchasing agent and the township board, any and all potential conflicts of interest in connection with the bid process for recurring services or contract labor and shall remove themselves from any discussion related to the bid process whether those discussions are in public or private meetings in order to avoid both the appearance of impropriety and the potential of discouraging open debate regarding competing proposals and/or vendors.

### **Conflict of Interest - Employees:**

No employee will participate directly or indirectly in a procurement when the employee knows that the employee or any member of the employee's immediate family has a financial interest in the procurement; when a business or organization in which the employee, or any member of the employee's immediate family has a financial interest pertaining to the procurement; or when any other person, business or organization with whom the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

Upon discovery of the actual or potential conflict of interest, an employee shall promptly file a written statement of disqualification and shall withdraw from any further participation in the transaction involved. Failure to do so could result in immediate dismissal.

### **Conflict of Interest-Board Members**

The township can enter into a contract with a vendor which a township member has a conflict of interest as defined in the section above titled Conflict of Interest - Employees. In entering into a contract with this vendor the township member must not vote on the contract and must disclose any pecuniary interest.

Implemented on 4/14/2025









