

Blissfield Township

120 S. Lane Street, P.O. Box 58
Blissfield, MI 49228
517-486-2626



BLISSFIELD TOWNSHIP

**Personnel Policies &
Procedures**

Established: April 10, 2013

Amendments: May 08, 2018

Revised: April 12, 2022

Effective: May 10, 2022

To: All Effected Township Employees

This document is effective May 10, 2022 and replaces all previous documents containing the same title or subject area. This document applies to all employees and appointed Officials of Blissfield Township, unless specifically exempted:

Adolio Q. Navarro, Jr
Blissfield Township Supervisor

Diann Paul-Warner
Blissfield Township Clerk

Welcome to Blissfield Township

This manual provides answers to most of the questions you may have about Blissfield Township benefit and wage programs, as well as the Township Policies and Procedures by which we abide our responsibilities to you and your responsibilities to Blissfield Township. If anything is unclear, please discuss the matter with your Supervisor. You are responsible for reading and understanding this Employee Manual.

From time to time, the information included in our Employee Manual may change. Every effort will be made to keep you informed through suitable lines of communication, including postings on the Township bulletin boards and/or notices sent directly to you in-house.

The policies in this manual are to be considered as guidelines. Blissfield Township, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this manual at any time without prior notice. Any such action shall apply to existing as well as future employees with continued employment being the consideration between the employer and the employee.

No one other than the Blissfield Township Board may alter or modify any of the policies in this manual. Any alteration or modification by the Blissfield Township Board must be in writing, must clearly state that it constitutes an amendment to the Personnel Policies and Procedures Manual and must be signed and dated by both the employee and the Blissfield Township Board.

Notwithstanding anything to the contrary contained herein all employees of Blissfield Township are AT-WILL EMPLOYEES. Nothing shall be construed herein to create any other employment status/relationship.

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I. Terms of Employment

The Township is an at-will employer. As such, the Township reserves the right to increase or decrease staff or workforce levels as may be needed (i.e., for fiscal reasons, operational reasons, etc)

II. Discrimination Policy

It is the policy of the Township that no applicant for employment, nor any actual employee, nor any other Township official, shall be discriminated against because of race, color, religious creed, national or ethnic origin, gender, marital status, political beliefs, organizational affiliation, age, physical characteristic, disability, or sexual orientation, as defined by the U.S. Secretary of Labor in the Age Discrimination and Employment Act of 1967 (as amended), the Americans with Disabilities Act of 1990, and the Michigan Handicapped Civil Rights Act of 1976.

III. New Employees/Probationary Period

New employees, prior to beginning work, must provide the following documents:

- A.** A fully completed employment application as part of the recruitment and hiring process
- B.** Proof of Date-of-Birth
- C.** Valid driver's license (those employee's who will be required to drive Township vehicles/equipment). A State of Michigan issued ID is adequate for those employee's who do not drive Township vehicles/equipment.
- D.** A completed I-9 form

Also, all full-time and part-time, regular Township employees must complete a one-year probationary period. The Township reserves the right to terminate at any time the employment of any regular, full-time employee who is in their probation period, or any part-time, temporary, or seasonal employee. If the employee successfully completes the probationary period, the employee will then be eligible for all wages and privileges available to full-time, or part-time, regular employees. Once an individual's probationary period ends and they become a regular full-time or part-time employee they shall remain/continue to be an at-will employee.

IV. Employment Classifications

At the time you are hired, you are classified as an at-will full-time, part-time, or temporary employee. Unless otherwise specified, the benefits described in this manual apply only to full-time employees. All members of the Blissfield Township Fire Department shall be considered on-call firefighters. No member of the Blissfield Township Fire Department shall be entitled to receive/eligible for any benefits including, but not limited to, health, retirement, or any other benefit provided to any full-time or part-time employee of Blissfield Township. (Except for life insurance coverage, as described below, commencing from the time the member leaves and ending upon member's return to his / her home in response to a fire call.)

V. Work Assignments

Department supervisors may take employee's knowledge, experience, education, preference, and mastered skills into account when determining the employee's assignments. However, it is the Department supervisor's responsibility to assign work tasks to employees. It is the employee's responsibility to perform the work task(s) assigned to them.

VI. Work Hours

Work schedules may vary within the Township. In any event, the regular Blissfield Township Office work week shall consist of 12 hours and the regular Township work day shall consist of 3 hours: 9:00 AM-12:00 PM. The Township Office work week extends from Monday through Friday with the Office closed on Wednesday. However, Township officials may adjust their Office working hours and schedules as events may require. The Township Supervisor may make exceptions to that rule on an occasional basis at the request of an employee.

VII. Training

All positions in the Township workforce may require some type of special training defined by State Law or Township Policy. The Township Supervisor, or Clerk, will be make the final determination as to what constitutes special training. This training may be either to obtain, or maintain a license (required or voluntary), or to maintain other appropriate skills. Within the limits of the Township's annual budget, the Supervisor, or Clerk, will coordinate and schedule the training for the workforce. The Township will pay, within budgetary constraints, all reasonable costs associated with this training, such as:

- A. Registration fees
- B. Meals (related to training)
- C. Lodging charges (if needed)
- D. Mileage (as appropriate)

The employee will reimburse Blissfield Township the costs associated with maintaining such license(s) and certification(s) if leaving employment within one year of obtaining such license and/or certification.

VIII. Performance Evaluations

Each Township employee will be given a written performance evaluation each year, by his/her Department supervisor within 2 weeks of their employment/appointment anniversary. The Township Supervisor will give Department supervisors a written performance evaluation within 2 weeks of their employment appointment anniversary. Copies of this annual formal performance evaluation shall be placed in the employee's official personnel file. Department supervisors are encouraged to discuss job performance and goals on an informal, day-to-day basis. Employees shall be required to sign their evaluation to acknowledge receipt of the performance evaluation.

IX. Safety

The Township takes the safety of its employees and officials very seriously. The Township Supervisor and Department supervisors are responsible to the Township Board for ensuring that all necessary and appropriate safety measures are followed. Employees are responsible to follow these safety measures. Anyone has the right and responsibility to stop an unsafe act from occurring by stopping work and notifying the appropriate Supervisor. In order to ensure a safe work environment, the Township provides adequate safety clothing, equipment, and training. Employees shall wear and use whatever safety clothing and equipment that is appropriate for the job or as directed by their supervisor. Safety training will be provided by regular, weekly or monthly training sessions, conducted by their Department supervisors and/or other subject matter experts. Unsafe work practices or behavior may lead to disciplinary action. In addition, safe operation of Township vehicles is required. Unsafe operation of Township vehicles, or damage to Township vehicles, may lead to disciplinary action as well.

X. Employee Responsibilities.

In addition to the performance of job duties, Township employees have other responsibilities. These responsibilities are a result of the public service nature of Township employment, and include refraining from employee misconduct and gender/ethnic/racial harassment or discrimination, care of Township property, some limitations on outside employment, and the following of the chain-of-command/communication and grievance procedures. The following conduct is prohibited and will not be tolerated by the Township. This list is for illustration purposes only; other types of conduct that may jeopardize the personal safety, security or welfare of the Township or its employees may also be prohibited. This list is not intended to modify your at-will employment relationship. This list is not all inclusive.

- Consuming, possessing, and/or reporting to work under the influence of controlled substances or alcoholic beverages or other narcotics
- Theft of any property of the Township or property of any employee
- Deliberate or careless damage of any property of the Township or property of any employee
- Deliberate destruction of any property of the Township or property of any employee
- Unauthorized use of the property, equipment or facilities of the Township
- Unauthorized use of telephones for personal use
- Unauthorized use of computers
- Possession of another employee's personal equipment or possessions without the employee's permission
- Removal of any property, or records, from the Township without permission from the immediate supervisor or Township Board
- Insubordination, or refusal to obey including willful failure to carry out verbal or written instructions of supervisory personnel
- Participating in horseplay, or practical jokes, during working hours on Township premises
- Provoking a fight, or fighting, during working hours at any time on Township property
- Carrying firearms at any time on Township premises
- Engaging in criminal conduct whether or not related to job performance
- Falsifying records or revealing confidential information to unauthorized persons

- Unlawful harassment or discrimination
- No smoking inside of Township buildings

A. Employee Misconduct.

The Township will not tolerate employee misconduct which falls into two categories: Minor and Major misconduct. While retaining its status as an at-will employer, the Township shall use these disciplinary procedures as an alternative to immediate termination. An employee may appeal any disciplinary action using the grievance procedures outlined on pages 8-9.

Minor misconduct includes, but is not limited to, such behaviors as: loitering, loafing, or otherwise wasting time during working hours; violation of established rules, policies, procedures, and regulations; unsatisfactory job performance; release of confidential information; and/or other similar infractions.

The first violation of a minor misconduct nature shall result in an immediate written Letter of Reprimand to the employee by the Supervisor, or Clerk, to be filed in the employee's official personnel file (with the Township Clerk). The second violation of a minor misconduct nature shall result in, at the Supervisor's discretion, or Clerk's, a three (3) day suspension, without pay, effective the day following the Supervisor's notification, or Clerk's, to the employee of the violation. The suspension shall be accompanied by written documentation to be placed in the employee's official personnel file. The third violation of a minor misconduct nature shall result in termination. Termination shall be accompanied by written documentation to be placed in the employee's official personnel file. Department Supervisor's, and/or Township Supervisor/Clerk, may issue a lesser disciplinary measure than those described here if the circumstances of the situation warrant such action. In any event, all disciplinary action will be reviewed and approved by the Township Supervisor, or Clerk, and termination shall be approved by the Blissfield Township Board.

Major misconduct includes, but is not limited to, such behaviors as: insubordination, gender/racial harassment; theft; destruction of Township property; illegal use of funds, fraudulent activity; violent behavior; etc. Any violation of a major misconduct nature shall result in, at the Supervisor's discretion, or Clerk's, either a five (5) work day suspension, without pay, effective the day following the Supervisor's notification, or Clerk's, to the employee of the violation, or termination. Either shall be accompanied by written documentation to be placed in the employee's official personnel file. Department Supervisor's, and/or Township Supervisor/Clerk, may issue a lesser disciplinary measure than those described here if the circumstances of the situation warrant such action. In any event, all disciplinary action will be reviewed and approved by the Township Supervisor, or Clerk, and termination shall be approved by the Blissfield Township Board.

B. Gender/Ethnic/Racial Harassment and/or Discrimination

Blissfield Township prohibits any form of gender-based, racial, or ethnic harassment or discrimination involving any Township employee in their capacity as a Township employee. It is the Township's policy that all employees are entitled to a workplace that is free from discrimination or harassment in any form. Gender-based harassment is defined as: unwelcome sexual advances; requests for sexual favors; and other verbal and/or physical conduct of a sexual nature. Racial and ethnic harassment is defined as: any remarks or behavior directed at an individual based on that individual's racial or ethnic background or status. Any of this conduct constitutes gross misconduct when:

1. Submission to, or rejection of, the gender-based harassment is explicitly or implicitly a term or condition of employment, or is the basis for employment decisions.
2. Any of this harassment has the purpose, or effect, of substantially interfering with an employee's work performance or creates an intimidating, hostile, or offensive work environment.
3. Any of the harassment contains an explicit threat of violence.

All Employees have the responsibility to notify the Township Supervisor, or Clerk, of any form of gender, racial, or ethnic harassment or discrimination. Any employee who believes they are being harassed needs to report it immediately to the Supervisor or Clerk. Fire Personnel shall report it immediately to the Fire Chief who will notify the Supervisor or Clerk. Upon such notification, the Township Supervisor, or Clerk, shall investigate the circumstances of any employee who believes that he/she is the victim of these types of harassment or discrimination. The Township Supervisor, or Clerk, shall review the results of the investigation with the employee. The appropriate disciplinary action, as outlined in the above Misconduct rules, shall be taken against any employee who engages in gender-based, racial, or ethnic harassment or discrimination.

C. Personal Property.

The Township is not responsible for any personal property that an employee or official may bring/have on Township premises. They should use reasonable care and judgment in safeguarding their valuables, just as they would do elsewhere. The Township also reserves the right to inspect at any time for any reason

all Township property, including desks, lockers, vehicles, etc. Personal property may be inspected at the discretion of the Township Supervisor, or Clerk, and with reasonable suspicion.

D. Township Property

- 1: Security:** Township employees are expected to take responsibility for the security of Township property when they occupy it. Everyone is required to make sure that the doors are locked and all lights are off before they leave the building. Under no circumstances should keys or lock combinations be shared with those who are not employed by the Township.
- 2: Property:** It is understood that it may be necessary for you to remove Township property from the facilities. If property is removed, the employee will document, and sign, for the property taken. The employee will document, and sign, when the property is returned to the Township. It is expected that all property that is removed will be returned as soon as is practical and due care and diligence to protect the integrity and well-being of the property will be exercised while it is in your possession. It is also understood that all property and documents will only be removed as is necessary to perform the business of the Township.
- 3: Computer Use:** The Township licenses all computers and software owned by the Township and thus access is restricted to employees of the Township. Any data that is created or transmitted via the Township's computers or through the use of the Township's software is the property of the Township. Communications are expected to be professional and for business purposes only. Messages can be monitored, and may be, periodically. Thus, employees may not expect that their communications are confidential. Employees may not delete, alter, reconfigure hardware or software in any way, nor may hardware or software be added without the express authorization of the Township Board. Township-owned computers are to be used for official business only.
- 4: Phone Use:** The Township phones shall be used only for Township business and no calls for personal Business shall be made from Blissfield Township phones.

E. Outside Employment

All non-probationary employees and Officials are permitted to engage in any legal outside employment, provided that employment:

1. Does not interfere with the employee's ability to give adequate attention to his/her Township work
2. Does not involve the use of confidential Township information in the outside employment
3. Does not involve a real or apparent conflict of interest with the Township's employment
4. Is not with a company that contracts with the Township
5. Does not involve the use of Township property

F. Grievance Procedures

While retaining its status as an at-will employer, the Township shall use the following procedures as a means for employees and Officials to submit grievances, to appeal disciplinary actions, or to appeal other employment decisions:

1. All grievances shall be submitted to the Township Supervisor, or Clerk, in his/her absence, in writing, within five (5) Township Office working days of the incident/action that resulted in the grievance. It is the employee's responsibility to convey the nature and seriousness of the problem. It is then the Township Supervisor's, or Clerk, responsibility to attempt to solve the problem. The Township Supervisor, or Clerk, shall respond to the grievance, in writing, within five (5) Township Office working days of the filing of the grievance/appeal.
2. If the Township Supervisor does not resolve the grievance to the employee's satisfaction, the employee may then submit it, in writing through the Township Supervisor, or Clerk, to the Blissfield

Township Board within five (5) Township Office working days of the Township Supervisor's written response. The Blissfield Township Board will then schedule a hearing with the employee (in accordance with the Michigan Open Meetings Act-the Township Board shall inform the employee of his/her rights under the Act) at the Township Board's next regular meeting. The Township Board shall act on the grievance at the next regular Township Board meeting after the hearing and shall respond to the grievance, in writing, within ten (10) Township Office working days of the Township Board's action. The decision of the Township Board shall constitute the final and official ruling of Blissfield Township on the matter.

3. If two or more employees have a common grievance, they may use this process collectively.
4. Employees shall be free to use this process without restraint, interference, coercion, discrimination, or reprisal. An employee, whether acting in an official capacity for the Township or in any other basis, shall not attempt to interfere with another employee's rights under this process.
5. At no time shall any employee, or Official, of the Township bypass the chain-of-command/ communication in this or any other process.

XI. Wages and Fringe Benefits

A. Wages

The Township Board shall set the wages for employees and Officials through the use of a standard wage scale and the budgeting process. The Township Board sets these wages, as well as the wages for other Township Officials and employees through the annual budget development and adoption process.

The Township provides direct deposit for paychecks at area banks and other financial institutions. Paychecks are issued on the first day of the current month and are direct deposited to employee accounts.

To the extent possible, all employees shall submit completed and signed time sheets to their supervisors at the end of the pay period. Supervisors will then, to the extent possible, review and sign the time sheets and submit them to the Township Office.

B. Fringe Benefits

The Township provides the following fringe benefits to its employees and Officials (unless otherwise noted):

1: Worker's Compensation: The Township provides worker's compensation which covers medical expenses and loss of income as a result of an injury while actually working and on duty for the Township. This benefit is available to all Township employees. The Township Clerk has details.

2: Social Security (FICA): The Township provides contributions for all Township officials and employees into the federal Social Security Fund (FICA) as required by law.

3: Pension: The Township provides a defined benefit pension plan to its full-time regular employees. The Township Clerk has details.

4: Holidays: The Township recognizes the following holidays for its full-time, regular employees:

- New Year's Day: If it falls on a Saturday or Sunday, then it shall be observed on the following Monday
- Martin Luthor King Day: 3rd Monday in January
- President's Day: 3rd Monday in February
- Memorial Day:
- Independence Day: If it falls on a Saturday or Sunday, then it shall be observed on the following Monday

- Labor Day
- Indigenous People Day/Columbus Day: October 11
- Veteran's Day: November 11
- Thanksgiving Day
- The Friday following Thanksgiving Day:
- Christmas Eve: If it falls on a Saturday or Sunday, then it shall be observed on the preceding Friday
- Christmas Day: If it falls on a Saturday or Sunday, then it shall be observed on the following Monday
- New Year's Eve: If it falls on a Saturday or Sunday, then it shall be observed on the preceding Friday

5: Mileage: The Township reimburses employees and officials for mileage for the use of employee-owned vehicles for Township business, outside the Township limits, as approved by the Township Supervisor, or Clerk. The mileage is reimbursed at the then-current IRS mileage rate.

6: Uniform/Clothing: The Township shall provide uniform/clothing items to full-time Fire Department employees on an employment basis, provided the items are actually needed, with Township Board prior approval.

7: Dress Code/Personal Appearance: Administrative staff employees shall wear appropriate office attire during regular Township Office business hours. Please understand that you are expected to dress yourself in accordance with accepted social and business standards, particularly if your job involves dealing with customers or visitors in person. The Township Supervisor, or Clerk, shall decide what constitutes appropriate attire at the Township Office.

8: Fire-Fighter/EMS Insurance: Blissfield Township will provide all Firefighters/EMS employees with a Fire-Fighter/EMS Death & Dismemberment Insurance Policy.

