

Village of Roscommon

"Working for a Brighter Future"

Employee Handbook

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INTRODUCTION

This manual reflects the concern the Roscommon Village Council and administration have for the people who make the Village work – its employees. The provisions in this manual replace any other manuals supplied to employees. It rescinds all prior conflicting policies, manuals, procedures or rules whether they are oral or written. Should any provision contained in this manual differ from any formal agreements that the Village may have with employees, the formal agreements shall control.

These policies may change from time to time. They may need to be clarified, amended or supplemented. The Village maintains the responsibility and the right to unilaterally make these changes at any time. Should that happen, the administration will notify you before any change becomes effective. The recognition of this right is a term and condition of employment and continued employment with the Village.

This employee manual is not intended to be a contract of employment. It is intended as a general reference guide to Village procedures, rules, and practices governing your employment.

Unless granted a written employment contract authorized by the Village Council, all employees of the Village of Roscommon are at-will employees. They may be dismissed at any time for any reason or no reason. The employees also have the right to leave the employment of the Village at any time and for any reason.

The Village of Roscommon adheres to the provisions of the Fair Labor Standards Act (FLSA), the Michigan Youth Employment Standards Act, the Americans with Disabilities Act (ADA) and is an Equal Opportunity Employer which does not discriminate on the basis of race, religion, ethnic origin, sex or age.

All employees of the Village of Roscommon shall be issued a copy of this Handbook upon its adoption or at the time of their employment. This Handbook may only be amended by official action of the Village Council.

If you have any questions about this manual, contact your supervisor for clarification.

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DEFINITIONS

AT-WILL EMPLOYEE – An employee who may be terminated at any time, for any reason with or without notice. All Village employees are “at will”.

EMPLOYEE – All persons employed on an hourly or salaried basis by the Village of Roscommon. The term “employee” excludes independent contractors and elected officials.

FULL-TIME EMPLOYEE – Any person hired by the Village whose standard workweek is 40 hours.

PAID TIME OFF (PTO) – That time earned by, or provided to, employees which they may use for the purpose of taking vacation, sick, or personal time.

PART-TIME EMPLOYEE – Any person hired by the Village whose standard workweek is less than 30 hours.

TEMPORARY (SEASONAL) EMPLOYEE – A full-time or part-time employee hired for a specified period of time.

HIRING PROCESS

The Village of Roscommon will provide an application for employment to anyone who requests one. The Village will accept applications for Village employment during normal business hours and keep applications on file for six (6) months.

The Village will publish information concerning any openings that occur. An official Job Summary for open positions may be obtained by contacting Village Hall during normal business hours.

The Village Manager shall be responsible to oversee the hiring of all employees. Village residents shall be given preference in hiring. The Village reserves the right to hire nonresidents if, in the opinion of the Village, they possess superior qualifications.

Falsification of any information by an applicant may be cause for immediate disqualification or dismissal.

The filling of vacancies in elected positions shall be handled in accordance with the General Law Village Act.

PAYROLL/DIRECT DEPOSIT

The payroll period is one week and runs from Wednesday through Tuesday of the next week. Beginning January 1, 2015, all payroll payments will be made by direct deposit to the financial institution of the employee's choice on the Friday following the end of the pay period. Beginning January 1, 2015, the payroll period will be two weeks and run from Wednesday of one week until Tuesday of the second week.

The Village will make deductions from paychecks as required by law. Employees may request additional deductions for deferred contribution or other purposes approved by the Village Council. Deductions will be itemized on the payroll stub.

The Village does not provide pay advances on unearned wages.

WORK SCHEDULES

Regular office hours for Village Hall are Monday through Friday from 8:00 a.m. to noon and 12:30 p.m. to 4:30 p.m. The office will be closed from noon to 12:30 p.m.

Regular work hours for the Department of Public Works are 7:00 a.m. to 3:30 p.m. Monday through Friday with the exception of on-call duty rotated among the crew. Employees may take an unpaid lunch period of one half-hour as scheduled by the DPW Director or Village Manager as appropriate.

Employees also may take fifteen minute morning and afternoon break periods at the discretion of the DPW Director or Village Manager as appropriate.

OVERTIME / COMPENSATORY TIME

All overtime hours must be pre-approved by the DPW Director or Village Manager.

Hourly Employees

Hourly employees will receive overtime pay for hours in a pay week in excess of 40 hours paid. No hourly employee may work more than forty hours in a workweek without the consent of the Village Manager or DPW Director.

Employees have the option of taking compensatory time in lieu of overtime pay. Compensatory time may not be accumulated. It must be used within one month of when it is earned. If it is not used it will be forfeited. The Village Manager or DPW Director must approve when the comp time will be used. Comp time must be depleted before PTO is used. In the event of an emergency, the time period to use the comp time may be extended. Approved comp time and used comp time must appear on the employee's time sheet.

If an employee must miss work, he/she may be able to make up the hours missed under the following conditions:

1. The hours are made up within the current or next pay period.
2. The Village Manager approves of the flextime.
3. The employee may not work hours that must be paid at the overtime rate.

Salaried Employees

Salaried employees are expected to work at least 40 hours in each pay period. They are also required to work as many hours as are necessary to do their job. They should be available as much as possible during regular office hours. On some occasions, it may be necessary to work at other hours. If an employee is required to work or attend meetings at other hours, the Village Manager may approve compensatory time for those hours worked. Comp time must be used during the current or next pay period. If it is not used, it will be forfeited. The Village Manager must approve when the comp time will be used.

ON-CALL

On-call hours are scheduled weekly within the DPW on a rotating basis to cover any emergencies that occur. Each employee will be on-call from Wednesday noon until Wednesday noon of the following week. The 911 Dispatch Center, DPW Director, Village Manager, or other designee is able to call in the on-call worker. Prior to responding to calls from any other source, authorization must first be obtained from the 911 Dispatch Center, Village Manager, DPW Director or their designee. The employee who is on-call must be able to respond within 20 minutes.

Compensation for on-call is \$1.50/hr. for each hour. This includes hours other than the normally scheduled workday, and 24 hours per day on weekends and holidays. If that employee is called in they will be paid a minimum of two hours of overtime. The employee does not receive the on-call pay when being paid this hourly rate.

OUTSIDE EMPLOYMENT

The Village expects each employee to perform his or her job responsibilities faithfully and competently. Outside employment is permitted to the extent that it does not interfere with the employee's duties or create a conflict of interest. Outside employment is any engagement to perform services of any kind for compensation including the operation of a business. Any employee who wishes to engage in outside employment must notify his or her supervisor prior to beginning the employment.

Outside employment must be on the employee's time. Village employees may not change their work schedule to work elsewhere. If an employee is scheduled to work when they want to engage in other employment, they must use vacation time to cover the missed time at the Village.

JOB INJURIES

Employees shall immediately report all job-related accidents, injuries or illnesses to the Village Manager.

EMPLOYEE CONDUCT

The purpose of these guidelines is not to restrict an employee's rights, but to protect the rights of all and to promote a safe, efficient and cooperative working environment. Engaging in any of the following behaviors while representing the Village shall be subject to disciplinary action up to and including dismissal at the discretion of the Village Manager. The following list is not all-inclusive, but serves as a reasonable guide. The Village is an "at will" employer and as such may terminate the employment of any employee at any time for any reason with or without notice.

- Absence from work without prior notification or permission.
- Willfully misusing Village property or resources.
- Failure to wear Village supplied work clothing.
- Failure to follow instructions of the supervisor.
- Creating or contributing to unsanitary conditions.
- Failure to work in an efficient, cooperative or productive manner.

- Reckless behavior.
- Failure or refusal to adhere to proper safety procedures.
- Possession of a firearm.
- Insubordination.
- Threatening, intimidating or abusive behavior or language.
- Gambling, fighting, theft, illegal drug use, alcohol use, and immoral or indecent conduct while on duty.
- Using racial or sexually offensive remarks.

NO SMOKING

All Village owned buildings and vehicles are designated Non-Smoking Areas.

OPEN COMMUNICATIONS POLICY

The Village of Roscommon believes in open communication without fear of repercussion. If you have a suggestion or concern, we would like to know about it. The Village Manager is responsible for supervisory control over all departments as well as personnel matters for the Village and is responsible to investigate all complaints concerning the administration of the Village. All suggestions and concerns should be addressed to his/her attention.

If the employee is not satisfied that the issue has been effectively resolved, he or she may request an inquiry on the issue. Such request must be submitted to the Village Clerk in writing. The matter shall then be submitted to a committee established by the Village President for final disposition.

Should an employee or office have a concern or complaint regarding the Village Manager, the complaint should be addressed to the Village President.

USE OF VILLAGE EQUIPMENT AND FACILITIES

No Village vehicle shall be used for private purposes. Employees may use the Village vehicle assigned to them to go to lunch or break. Such use shall be directly to and from the job site. Vehicles which require a CDL for operation shall only be driven by Village employees with a valid CDL. Anyone operating a Village vehicle will be responsible for routine maintenance of the vehicle prior to, during and after operating such equipment. If an employee discovers any mechanical problems during these checks, he/she should report them to the supervisor in writing, immediately upon noting the problem.

All Village vehicles must be operated in a safe and courteous manner at all times. Drivers must obey all traffic and safety laws and regulations.

Employees who wish to use Village facilities outside of normal working hours must obtain prior approval from the Village Manager. Permission will be granted based on policies adopted by the Village Council.

USE OF VILLAGE TELEPHONES

Any charges incurred by an employee using Village telephones for private purposes shall be the financial responsibility of that employee.

USE OF PRIVATE VEHICLE

In the event that an employee or elected official of the Village is required to use their personal vehicle for Village business, the Village will reimburse for such vehicle use at the rate established by the Village Travel Policy.

PAID TIME OFF (PTO)

The Village of Roscommon provides Paid Time Off (PTO) for all full-time employees only. PTO combines vacation, personal and sick leave into a single bank of time which an employee will earn and may utilize with pay subject to criteria below.

All full-time employees will begin earning PTO benefits on their date of hire. Earned PTO is determined by years of service, with hours deposited into an employee's PTO bank on a weekly basis. For full-time employees to earn PTO for each week, they must show 40 paid hours for that week.

The use of PTO must be pre-approved. In the event of illness or emergency use, notification shall be made to the DPW Director or Village Manager's office prior to the beginning of the scheduled workday or prior to leaving during a workday.

<u>YEARS OF SERVICE</u>	<u>PTO EARNED/WK.</u>
Hire date thru year 1	3.5 hours / week
Year 2 thru year 5	4.0 hours / week
Year 6 thru year 10	4.5 hours / week
Year 11 and beyond	5.0 hours / week

The maximum accumulation of PTO for full time employees is 300 hours. In the event an employee is at the 300 hour limit and a situation arises where the employee's services are needed, the Village Manager may grant an exception to the 300 hour rule. Three times each year, employees can cash out PTO time at their hourly rate. Full-time employees can be paid for no more than 60 hours in excess of 40 hours accumulated

each time. At the time of voluntary or involuntary termination, an employee shall be paid for all their earned and unused PTO hours. Payment will be made at the hourly rate in effect for the employee at the time of payment.

RETURN TO SERVICE

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. Before returning to work from a sick leave absence of seven or more workdays, an employee must provide a physician's verification that he or she may safely return to work. Such verification may be requested for other sick leave absences as well and may be required as a condition for receiving PTO.

Time off due to a job-related injury will not be charged against accumulated PTO.

OTHER EXCUSED ABSENCES FROM WORK

Military Service

Employees who are called to military duty shall be entitled to those re-employment rights as prescribed by Federal Law. Employees who are members of the National Guard or an armed forces reserve unit and are called to duty for an annual training period, not to exceed two (2) weeks, shall be entitled to an unpaid leave of absence.

Jury Duty

An employee who is serving jury duty is expected to be at work at all normal hours when not serving as a juror. Full-time employees are entitled to a leave of absence for jury duty with full pay, less the amount received by the employee for jury duty.

Fire and Ambulance Runs

All employees who are members of the Higgins Township Fire Department may respond to calls during normal working hours with pay upon prior approval of their supervisor.

Bereavement Leave

In the case of death of an immediate family member, an employee shall be granted a leave of absence with pay for the workdays falling within the period between the time of death and day of the funeral. Paid bereavement leave shall not exceed three (3) days. Additional days will be granted in accordance with the Village PTO policy.

Immediate family is defined as husband, wife, child, mother, father, sister, brother, step child, step parent, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandfather-in-law, grandmother-in-law or a relative residing in the employee's household.

Medical Leave of Absence

An employee who is unable to perform his/her assigned duties because of personal illness or disability and who has exhausted all PTO, may apply for an unpaid leave of absence. A written request for such a leave must be submitted to the Village Manager prior to the start of the leave along with a written recommendation from a physician. The Village Council may grant a medical leave of absence without pay for the duration of said illness or disability up to a maximum of six months. Within thirty days prior to the expiration of the leave, the employee shall notify the Village in writing of his/her intent to return to work accompanied by a written statement from a physician certifying the fitness of the employee to fulfill his or her duties. The Village cannot guarantee that the employee will be provided the same job or equivalent position for any leave exceeding a 365-day period. During such discretionary leave of absence, the employee is responsible for the payment of all his or her health insurance premiums.

Discretionary Leave of Absence

An employee desiring a leave of absence without pay from his/her employment for a reason other than illness or disability shall secure written permission from the Village Council at least 30 days prior to the start of said leave. Conditions attached to use of said leave shall be established by the Village Council at the time such leave is authorized.

HOLIDAYS

The following shall be considered paid holidays for all full-time employees of the Village. Village offices will be closed on these days.

New Year's Day
Martin Luther King Jr. Day
Presidents' Day
Good Friday
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve Day
Christmas Day

If any of the above listed holidays falls on a Saturday, the paid holiday shall be on the preceding day. If any of the above listed holidays falls on a Sunday, the paid holiday shall be on the following day.

Employees who are required to work on a holiday shall be paid at a rate of one and one half their regular hourly rate for each hour worked in addition to the paid holiday.

JOB SUMMARIES AND PAY RANGES

The Village maintains a Job Summary for each non-elected position with the Village. Each Job Summary is developed and maintained by the Village Manager with Village Council oversight. Compensation for employees and officers shall be established in accordance with the Village Manager's Ordinance.

PERSONNEL FILES

It is the responsibility of each employee to promptly notify the Village of any changes in his or her mailing address, telephone number, number and names of dependents, individuals to be contacted in the case of an emergency.

Personnel files are the property of the Village and access to the information they contain is restricted. Only individuals who have a legitimate reason to review the file will be allowed to do so. Any valid request under the Freedom of Information Act will be honored; however, the only information that will be released is what the Village is legally bound to release. The employee will be notified when the Village receives a request to view the file.

Employees are encouraged to review their own file on an annual basis. No material may be removed from the file; however, the employee may insert comments if desired.

INSURANCE AND RETIREMENT BENEFITS

Hospital and Medical Insurance:

The Village of Roscommon will pay the following for Hospital and Medical Insurance after a ninety (90) day waiting period for full-time employees:

Full-time employees hired on or before June 13, 2011 – 100% of premium

Full-time employees hired June 14, 2011 or after – 80% of premium

Dental Insurance:

The Village of Roscommon will pay the following for Dental Insurance after a ninety (90) day waiting period for full-time employees:

Full-time employees hired on or before June 13, 2011 – 100% of premium

Full-time employees hired June 14, 2011 or after – 80% of premium

Retirement:

The Village of Roscommon currently offers Defined Contribution Retirement Plan to full-time employees. Employees are required to pay 3% of their gross wage or salary. The Village will pay the following:

10% for full-time employees eligible for social security and hired after June 13, 2011.

13% for all other full-time employees.

Deferred Compensation:

Full-time and part-time employees may contribute up to the legal limit into a 457 Deferred Compensation Plan underwritten by ICMA/MERS.

Term Life Insurance and Accidental Death and Dismemberment:

All full-time employees shall be covered with a \$25,000 term life insurance policy including accidental death and dismemberment while they are employed by the Village.

Insurance and retirement benefits are not available to part-time, seasonal or temporary employees.

Employee Acknowledgement

I acknowledge that the Village of Roscommon Employee Handbook is not a contract for employment. I have voluntarily entered into my employment relationship with the Village of Roscommon, and I acknowledge that my employment is for no specified period of time. Either the Village or I can unilaterally terminate the employment relationship at any time, with or without cause, so long as there is no violation of applicable federal or state law or valid employment contract. I further understand that the at-will nature of my employment relationship can be modified only by an agreement set forth in writing between the Village and myself.

I acknowledge that I have received the Village Employee Handbook. I understand that it is my responsibility to read and comply with all of the policies contained in that Handbook, including any revisions made to it. I understand that I should consult my Supervisor regarding any questions I might have that are not answered in the Handbook.

Employee Signature

Date