



Personnel Manual

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I Welcome & Introduction

Welcome to the City of Stanton (also referred to as “City of Stanton” and the “City”). As an employee of the City, your mission is to serve the people of the community in a friendly, respectful, dedicated, and effective manner so they may fully enjoy an attractive, clean, safe, secure, and enriching environment. All employees contribute to making Stanton a community of choice.

The primary purpose of this manual is to introduce new employees to the work rules, policies, procedures, and benefit plans that cover all City employees, as well as to serve as a reference for current employees. It is also intended to serve as a communication tool for promoting positive employee relations by providing comprehensive information to employees regarding their employment. This manual does not and cannot provide a policy for every situation that may arise; rather, it is designed to give an overall understanding of City policies and expectations.

This Policy Manual supersedes any and all prior practices and policies of the City, oral or written. Any and all statements and policies herein are subject to unilateral change in whole or in part by the City at any time. The City retains the right to change, modify, suspend, interpret, or cancel in whole or in part any of the published or unpublished Personnel Policies or Procedures of the City without advance notice, in its sole discretion as approved by the City Commission. Recognition of these rights of the City is a term and condition of employment and of continued employment.

This manual, or any other written or verbal communication by the City, is not intended as and does not create a contract of employment, either expressed or implied, and does not constitute contracted obligations between the City and employees.

No person, other than the City Manager as authorized by the City Commission, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the provisions of this manual.

Severability

If one or more provisions of this manual are superseded by or become in conflict with a formal employment contract, insurance plan document, federal, state, or local law, or if a provision is determined by a court of competent jurisdiction to be unenforceable or void, then the balance of the manual shall remain in effect.

Distribution & Revisions

A copy of this manual will be provided to each employee, who will be required to sign a standard form certifying his/her receipt and review of the manual.

Revisions or updates to the manual will be provided to all employees in either paper form, by email, or by other electronic communication such as posting on the City website. Employees are expected to review all changes and updates and remain knowledgeable of all current personnel policies. Periodically, employees may be required to sign an update form that they have received and reviewed the manual and changes in policy.

II Equal Employment Opportunity (EEO) & Non-Discrimination Policy

All employees of the City of Stanton must be either United States citizens or aliens who are authorized by State and Federal laws to work in the United States. The minimum age for regular full-time employment in all departments is eighteen (18) years.

The City of Stanton is firmly committed to non-discriminatory employment practices, including with respect to disabilities, for all employees and applicants for employment. The City will comply with all federal, state, and local laws with respect to the employment relationship. The goal of the City is to provide a positive work environment that demonstrates respect for human differences and guarantees that all employees are treated with dignity, respect, and professionalism.

Every employee has an obligation to promote an inclusive workplace free from discrimination in all employment activities. Management is responsible and accountable to identify and correct any discriminatory actions and to ensure that non-discrimination policies are followed. The City is responsible to take prompt and immediate remedial action to maintain a work environment that is free of unlawful discrimination, harassment, intimidation, or retaliation.

Employees are expected to immediately bring forth any concerns about discrimination, retaliation, or harassment in any form, to the attention of management. All allegations are taken seriously and management is responsible to immediately report concerns to the City Manager for a prompt response and investigation. Please refer to specific employment policies contained in this manual that address compliance.

The City has an Open-Door Policy in effect and employees are encouraged to bring concerns and issues forward for discussion with any member of the City's management team. The City encourages employees to make suggestions and provide feedback for mutual understanding and quick resolution.

It is the intent of the City that no person be denied equal protection of the laws; nor shall any person be denied the enjoyment of his or her civil or political rights or be discriminated against or harassed because of actual or perceived race, color, religion, national origin, sex, age, height, weight, condition of pregnancy, marital status, physical or mental limitation, disability, source of income, familial status, education association, sexual orientation, gender identity or expression, or HIV status.

It is the City's desire to provide good working conditions and maintain harmonious working relationships among employees, as well as between employees and management, because doing so helps to ensure the orderly and efficient operation of City business. In order to correct any work-related problems, the City must be fully informed about them. Therefore, the City has an "open door" policy. You are encouraged to discuss concerns or suggestions with your Department Head. If you believe that your Department Head has not, or cannot, adequately address the situation, you are encouraged to discuss it with the City

Manager. This procedure should in no way foreclose the direct discussions Department Heads have always had on an informal basis with employees.

III. Employment

At-Will Employment

All employees (with the exception of previously approved employment agreements) are considered at-will. This means that the employment relationship is for an indefinite period of time and can be terminated at any time, with or without cause and with or without notice by you or the City. The provisions in this policy manual supersede any and all contrary representations that have been made by either the City or you. No employee, supervisor, member of management, or other person except the City Manager, in writing, and approved by the City Commission, has the authority to enter into any employment agreement on behalf of the City for any specified period of time, pursuant to any particular conditions or to make any agreement contrary to the terms expressed here and in this manual.

Orientation & Training Period

An orientation period of ninety (90) days is established to determine whether the employee relationship meets the goals of the City. The orientation period may be extended if the City of Stanton feels the extension is necessary to fully evaluate an employee. This is the time to ask questions and make certain you understand just what you are expected to accomplish on your job. We realize it takes a while to get adjusted to a new job and new co-workers. Don't hesitate to go to your supervisor with questions or concerns. While it is true we retain the right to terminate employment at any time for any reason, we hired you because we felt you could help us provide quality services to the City.

New employees will go through an orientation period during which time every opportunity will be given to show that required work can be performed satisfactorily in a timely and orderly fashion. All employees should demonstrate that they can give priority to completing their own specific job assignments so that any surplus time may be used for helping other employees or performing other duties as time allows. An employee during orientation may be terminated at any time for unsatisfactory performance or a violation of the work rules.

A performance evaluation will be performed by the employee's supervisor at the end of the orientation period to determine whether the employee has satisfactorily completed the orientation period, and to determine if employment may be continued. An employee will not continue employment beyond the three-month period unless, (1) a satisfactory evaluation is received from the supervisor, or (2) the orientation period is extended.

Temporary, seasonal or part-time employees who are hired on a full-time basis shall begin a new three-month orientation period on the full time hiring date. Up to the first one hundred eighty (180) days of employment is considered to be a period of training. This training period provides intensive training efforts and frequent feedback and

written evaluations at the 90-day mark and again at the one-hundred eighty (180) day intervals. You are encouraged to ask questions and seek additional help during this period to better understand your job expectations, policies, procedures, and goals of the department and City.

182-Day Limitation for Employment Related Claims

As a condition of employment, you agree not to commence any action, claim, or suit relating to your employment or termination of employment against the City more than 182 days after the date you knew or should have known that a claim existed or later than the applicable limitations period established by law, whichever is less. Your written acknowledgement of these policies is also your written agreement to this limitation.

Hours of Work

The normal workday for the City Hall shall be 8:00 AM to 5:00 PM on a regular eight (8) hour day, forty (40) hour work week, Monday through Friday. These hours may vary due to the amount of work and other conditions, but only with the approval of the City Manager. Every employee is to be at his or her position and ready to start work promptly at the starting time. Failure to do this may result in disciplinary action. The pay period begins on Thursday morning and ends on Wednesday evening (14 days).

Accurately recording time worked is the responsibility of every employee. All employees, including salaried, must accurately record the time they begin and end their work day, the beginning and ending of time of each meal period as well as if they have taken a paid time-off /vacation/comp day.

Time sheets must be filled out daily and turned into the City Clerk no later than 4:30 pm every other Wednesday (based on a bi-weekly pay period). The City may alter the pay period from time to time in order to accommodate accounting needs. It is the employee's responsibility to have the time sheet accurately completed, signed, and given to the City Manager or Department Head at the required time. Failure to do so may result in the employee not receiving a paycheck in that pay period. Disciplinary action may also result for failure to satisfy this requirement.

Lunch, Rest Periods, Breaks

The schedule of lunch periods and breaks at the City of Stanton is set by the employee's supervisor or Department Head with the goal of providing the least possible disruption to City operations.

Employee lunch periods are important to employee productivity and employee health. Every employee, except those on continuous operations, shall receive a lunch period during each work shift. Meal periods may not be accumulated, if not taken. Nor may they be used to cover an employee's late arrival or early departure from work unless authorized by the employee's supervisor. For an eight (8) hour shift, the meal period is one (1) hour.

Employees will be permitted two paid fifteen-minute relief periods per eight (8) hour shift. Rest periods may not be accumulated if not taken nor may they be used to cover an employee's late arrival or early departure from work.

Emergency Closings

In cases where a City office is ordered to be closed because of inclement weather, a state of emergency, natural disaster, or other order by the City Manager, all regularly scheduled employees will receive their regular pay based upon hours scheduled to be worked that day. If an employee has a pre-approved scheduled day off, he or she shall not receive an additional day off or additional pay for the day of the emergency closing.

Declared closures may not apply to "essential employees" such as Police, Fire, Public Works, and others as designated by the City Manager.

Anniversary Date

For all purposes regarding the City, including but not limited to, pay and longevity benefits, an employee's anniversary date is defined as the day (day/month/year) work began as a regular full-time or regular part-time employee for the City.

Performance Evaluations

All positions in our organization are evaluated as to training and education required, work performed, and assigned responsibilities. The relationship of one position to all others is also considered.

Employees will typically be evaluated by their immediate supervisors; however, the City Manager may participate in employee evaluations. The City endeavors to provide all employees with an evaluation at least once per calendar year and the City retains the right to evaluate employees more than once per calendar year. The purpose of such evaluation is to enhance communication, maintain clearly understood performance expectations, and identify employee's strengths and weaknesses relative to their job duties.

Copies of all performance evaluations will be given to evaluated employees, as well as to retain in employee personnel files. Employees wishing to appeal their performance evaluations must contact the City Manager within five (5) days after receiving their performance evaluation. The City Manager will handle appeals on a case-by-case basis and will retain any additional documentation regarding the performance evaluation appeal. In the event the Evaluation being appealed was conducted by the City Manager, the appeal shall be forwarded to the City Mayor.

Promotions

City management may choose to promote City employees on the basis of factors such as, but not limited to, positive performance evaluations, and/or merit.

Personnel Files/Data Changes

The City keeps personnel files on all employees. Personnel files may include job applications and related hiring documents, training records, performance

documentation, salary history, and other employment records. Personnel files are the property of the City. Because personnel files contain confidential information, the only people who can see them are people with a legitimate business reason.

If employees wish to review their own file, employees will need to contact the City Manager. Once a request is received by the City Manager, it will be documented in writing and an appointment will be set up within five (5) working days for the employee to review their file. Employees may review their file only when a representative of the City Manager is also present. Copies of the file may be requested, and the City may charge a reasonable copying fee to the employee. Documents will be copied and issued to the employee within five (5) working days.

It is important for the City to have certain personal information about employees in personnel records. Employees must notify the City Manager as soon as there is a change to their mailing address, telephone number, marital status, dependents' information, educational accomplishments, emergency contacts, and other possibly related information. Personal data will be stored by the City Manager in a confidential manner.

The City shall be responsible for maintaining records on each employee to include pertinent personal data such as name, address, telephone number, employment classification, salary and wage history, benefit coverage, and performance evaluations and performance related correspondence as well as other information deemed to be important by the City. All records shall be for official use only and not available to the public except as specifically required by law. Required current information to maintained by the City includes, but is not limited to:

- Address
- Telephone number
- Person to notify in case of an accident/ or illness
- Marital Status
- Number of dependents/Change in withholding tax exemptions
- Insurance beneficiary/Additions or Deletions to Insurance Policy
- Military Status

Social Security Number Privacy & Protection

Stanton values privacy and will take all necessary steps to ensure compliance with the provisions of the Michigan Social Security Number Privacy Act. To protect employee personal information, the City will not use Social Security numbers to identify employees. However, Social Security numbers may be included in job applications and forms sent by mail.

The City will not:

- Publicly post or publicly display employee Social Security numbers.

- Require employees to send their Social Security number over the Internet, unless the connection is secure or the Social Security number is encrypted.
- Require employees to use their Social Security number to access an Internet Website, unless a password or unique personal identification number or another authentication device is also required to access the Internet Website.
- Print employee Social Security numbers on any mailed materials, unless state or federal law requires the Social Security number to be on the document that is mailed.

The City will continue to collect, use, or release Social Security numbers as required by state or federal law, and may use Social Security numbers for City identification or authorization purposes. If you have questions about this policy, please contact the City Manager.

Layoffs & Recalls

In the event of a reduction in force, consideration will be given to the quality of each employee's past performance, the need for the service, and the employee's seniority in that classification, in determining which employees will be retained. Employees to be laid off will be notified at the earliest date possible of that decision, but not less than 14 calendar days' notice will be given.

All layoffs and recalls of positions will be based upon the City's operational needs and financial position. Employee employment history, performance and job-related qualifications, abilities as determined by the City, and seniority may also be considered in making layoff and recall determinations.

Nepotism Policy

The City permits the employment of qualified individuals who are related to a current employee provided that a supervisory/subordinate relationship does not exist as a result of that employment.

Family/relatives includes spouse, child, father, mother, sister, brother, step-parents, step-siblings, half-siblings, mother or father in-law, son or daughter in-law, grandparents, grandchildren, and brother or sister in-law.

If an employee is involved in a dating relationship and works in the same area/department, it may cause difficulties at work. A dating relationship is a relationship that may casually lead to a consensual romantic or sexual relationship. If two employees become relatives, or start a dating relationship and one of them supervises the other, the one who is the supervisor is required to tell the City Manager about the relationship. The City will then ask the two employees to decide which one of them is to be transferred to another available position. If they do not make that decision within 30 calendar days or there is no other available position, the City will decide which one will be transferred or, if necessary, terminated from employment.

There may also be situations when there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct reporting relationship or authority involved. In that case, the City may separate the employees by reassignment or termination of employment.

Employment Classification Categories

City of Stanton has established the following classifications for employees:

- **Regular, full time:** Employees who are not in a temporary status and who are regularly scheduled to work a full-time schedule of 40 hours per week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions, and limitations of each benefits program.
- **Regular, part time:** Employees who are not in a temporary status and who are regularly scheduled to work less than the full-time schedule. These employees are ineligible for leave time and holiday pay.
- **Temporary, full time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work a schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.
- **Temporary, part time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than a full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.
- **Seasonal Workers/Interns:** Employees who are hired as interim workers during the summer months, or on a limited work schedule throughout the year, for a limited duration. Temporary and/or seasonal workers are not eligible for City benefits.

All employees are also designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand their employment classification.

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

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

Background & Reference Checks

To ensure that individuals who join City of Stanton are well qualified and to ensure that we maintain a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who are considered for employment. Background checks may include verification of any information on the applicant's resume or application form, a driving record check, a criminal background check, and in certain positions, a credit report.

All offers of employment are conditional based on a successful background check. All background checks are conducted in compliance with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and anti-discrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

The City also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

Progressive Discipline

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

Stanton supports the use of progressive discipline to address issues such as poor work performance or misconduct. The City's progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. The City's progressive discipline policy has been designed consistent with City values, Human Resources best practices, and employment laws.

The City believes it is important to make sure that all employees are treated fairly and that disciplinary actions are prompt, consistent, and impartial. The major purpose of a disciplinary action is to correct the problem, prevent it from happening again, and prepare the employee for satisfactory performance in the future. This policy describes the procedure for administering fair and consistent discipline for unsatisfactory conduct or performance at the City.

Disciplinary action may be any of the following four types:

- 1) Verbal warning
- 2) Written warning
- 3) Suspension with or without pay
- 4) Termination of employment

When deciding which discipline to impose, the City will administer disciplinary actions on a case-by-case basis depending on how severe the problem is and how often it has happened. There may be circumstances when one or more levels of discipline are bypassed. In many cases, progressive discipline means that the City will normally take action through a warning for a first offense, with more significant discipline for later offenses, up to and including termination.

In very serious situations, some types of employee problems may justify either a suspension, or, in extreme situations, termination of employment without going through the progressive discipline. Employees should consult this Personnel Policy Manual and the City's and their department's work rules and expectations to understand the impact of these guidelines. City of Stanton reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including verbal and written warnings, suspension with or without pay, demotion and termination.

By using progressive discipline, however, the goal is that most employee problems can be corrected at an early stage, benefiting both the employee and the City. The City retains the right to retain any documents related to employee disciplinary actions in employee personnel files in accordance with all applicable federal, state, and local laws.

Major offenses may cause an employee to be terminated immediately. Following is a list of the type of offenses, which are considered "major". Similar offenses not listed below may also subject employees to immediate termination:

- Commission of a felony.
- Sale, possession, use or being under the influence of alcohol or other controlled substances while performing duties for the City.
- Any act which jeopardizes the health or safety of a citizen or fellow employee while performing duties for the City.
- Refusal to complete a legitimate function of the employee's position having received direct instruction from their supervisor to do so.
- Deliberate destruction of abuse of City property or that of other employees or citizens.
- Use or threat of physical violence while performing duties for the City.
- Failure to report accidents involving City property or personnel.

Separation of Employment

Separation of employment can occur for several different reasons.

- **Voluntary Resignation:** Although the City hopes employment will be a mutually rewarding experience, varying circumstances cause employees to voluntarily resign. Resigning employees are requested to provide two weeks' notice, in writing, to facilitate a smooth transition. Management reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant such action. If an employee provides less than two weeks' notice, the employee is disqualified from any payout for accrued vacation or other leave

payments and the City may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.

- **Retirement:** Employees who wish to retire are required to notify the City Manager in writing at least one (1) month before the planned retirement date.
- **Job Abandonment:** Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays will be considered to have abandoned their job and voluntarily quit without notice, effective at the end of their normal shift on the third day. The Supervisor will notify the City Manager at the expiration of the third workday and initiate the paperwork to document the employee's termination. Employees who are separated due to job abandonment are ineligible to receive accrued benefits and are ineligible for rehire.
- **Termination:** Employees are employed on an at-will basis and the City retains the right to terminate an employee at any time.

Health insurance terminates the last day of the month of employment, unless an employee requests immediate termination of benefits. The City of Stanton is not required by law to offer continued health coverage once an employee becomes no longer employed by the City.

Exit Interview

All City employees who terminate employment with the City are encouraged to take part in an exit interview. Exit interviews will take place with their Department Head and/or City Manager.

The City utilizes exit interviews to assess outgoing employee experiences while working for the City. The City may utilize some information discovered during exit interviews to improve employment practices at the City.

The separating employee must return all City property at the time of separation, including credit cards, uniforms, City cell phones, keys, computers, identification cards, etc.

Rehire

Employees who leave the City in good standing may be considered for reemployment. An application must be submitted to the City Hall, and the applicant must meet all minimum qualifications and requirements of the open position.

Supervisors must obtain approval from the City Manager prior to rehiring a former employee. Rehired employees begin benefits just as any other new employee. Previous tenure will not be considered in calculating longevity, leave accruals, or any benefits unless approved in advance by the City Manager.

An applicant or employee who was terminated for violating policy or who resigned in lieu of termination from employment is not eligible for rehire.

IV. Workplace Safety

Drug-Free Workplace

The City of Stanton has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, Stanton is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

Stanton prohibits all employees from manufacturing, distributing, dispensing, possessing, or using an illegal drug in or on City premises or while conducting City business. This prohibition applies to medical marijuana. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs.

The policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment of the City.

Employee Assistance Program & Drug-Free Awareness

Illegal drug use, abuse of legal medications, and alcohol misuse have a number of adverse health and safety consequences. The City will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other policies. Such employees may be allowed to use accrued paid time off, be placed on leaves of absence, referred to treatment providers, and otherwise be accommodated as required by law. Such employees will be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety sensitive or that require driving or if they have violated this policy previously.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restriction to their supervisor. In some positions, employees will not be permitted to return to work if they have restrictions. The City Manager will make the final determination regarding return to work restrictions. The following work rules apply to all employees:

- Whenever employees are working, are operating any City vehicle, are present on City premises, or are conducting related work off-site, they are prohibited from:
 - Using, possessing, buying, selling, manufacturing, or dispensing an illegal drug (which includes possession of drug paraphernalia).
 - Being under the influence of alcohol or an illegal drug or abusing over-the-counter drugs.
- The presence of any detectable amount of any illegal drug or illegally controlled substance in an employee's body while performing City business or while in a City facility or vehicle is prohibited and is grounds for immediate termination.

- Stanton will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform his or her job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist, or provide other proof of the prescribed medication, and be prepared to produce it if asked.
- Any illegal drugs or drug paraphernalia will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.
- The City may require an independent medical exam (IME) that is utilized in concert with the job description. Medications prescribed or over-the-counter medications must allow for the ability to safely execute job functions.

Required Drug & Alcohol Testing

The City retains the right to require the following tests:

- **Pre-employment:** All applicants must pass a drug test after receiving an offer of employment. Refusal to submit to testing will result in disqualification for further employment consideration.
- **Reasonable Suspicion:** Employees are subject to testing based on observation of apparent workplace use, possession, or impairment by a supervisor or other official with formalized training to make a determination on impairment. .
- **Random Drug and Alcohol:** Employees in safety-sensitive positions requiring a CDL are subject to random testing as required by the U.S. Department of Transportation.
- **Post-accident:** Employees shall be subject to testing when involved in or contribute to accidents that damage a company vehicle, machinery or equipment, and/or result in an injury to themselves or another employee requiring off-site medical attention. In any of these instances, the investigation and subsequent testing will take place immediately or within two (2) hours at the clinic, urgent care, emergency room, or hospital.
- **Follow-up:** Depending on the circumstances and the employee's work history/record, the City may offer an employee who violates this policy or tests positive the opportunity to return to work on terms acceptable to the City, which could include follow-up drug testing at various times and frequencies for a minimum of one (1) year.

Consequences

Applicants who fail to take a valid drug test or who test positive will not be hired. Employees who fail to cooperate in required tests or who use, possess, buy, sell, manufacture, or dispense an illegal drug in violation of this policy are subject to termination. If an employee tests positive for alcohol or illegal drug use in violation of this policy, the employee will be subject to discipline up to and including termination.

Employees will be paid for regularly scheduled work hours when they are sent for alcohol/drug testing and during any paid suspension pending the results of the drug/alcohol test. After the results of a test are received, a date/time will be scheduled

to discuss the results of the test. This meeting will include a member of management, and union (if applicable). Should the results prove to be negative, the employee will be informed and reinstated without loss of pay.

Confidentiality

Information and records relating to test results, drug and alcohol dependencies, and medical explanations provided to the City shall be kept confidential to the extent required by law and maintained in secure files separate from regular personnel files.

Workplace Bullying

The City of Stanton defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.” Such behavior violates City of Stanton’s Code of Conduct, which clearly states that all employees will be treated with dignity and respect.

The purpose of addressing bullying is to communicate to all employees, including Supervisors, Managers, and Directors, that the City will not tolerate bullying behavior. Employees found in violation will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when administering discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is more important. The following are examples of bullying behavior:

- Verbal bullying: Slandering, ridiculing, or maligning a person or his/her family; persistent name calling that is hurtful, insulting, or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Cyber bullying: The same definition of verbal bullying, including cyber threats and harassment.
- Physical bullying: Pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault; damage to a person’s work area or property.
- Gesture bullying: Nonverbal threatening gestures or glances that convey threatening messages.
- Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

Violence in the Workplace

All employees, residents, and vendors must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others.

The City encourages employees to bring their disputes to the attention of their supervisors and the City Manager before a situation escalates.

Conduct that threatens, intimidates, coerces, or physically harms another employee, resident, or a vendor will not be tolerated. City resources may not be used to threaten, stalk, or harass anyone at the workplace or outside the workplace. The City handles threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence, and suspicious individuals or activities should be reported as soon as possible to supervisory personnel, City Manager, or to law enforcement. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in danger during an incident.

Employees should promptly inform the City Manager of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regards to domestic violence. The City is committed to supporting victims of domestic violence. The City will not retaliate against employees making good-faith reports.

The City will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence, and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. In order to maintain workplace safety and the integrity of its investigation, the City may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats, intentional acts, or actual violence or other conduct that is in violation of these guidelines will be subject to disciplinary action up to and including termination of employment.

Safety

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all federal, state, and local safety and health regulations and City standards, and with any special safety concerns for use in a particular area.

Although most safety regulations are consistent throughout each department, each employee has the responsibility to identify and familiarize her/himself with the emergency plan for his/her working area. Each facility shall have posted an emergency plan detailing procedure in handling emergencies such as fire, weather-related events, and medical crises.

It is the responsibility of the employee to complete an Incident and Accident Report within 24 hours for each safety and health incident/accident that occurs by an employee or that the employee witnesses. Failure to report such an incident/accident may result in employee disciplinary action up to and including termination.

Right to Know

The City of Stanton adheres to all applicable Michigan Occupational Safety and Health Administration (MIOSHA), federal, state, and local regulations concerning workplace

safety. City employees shall be informed of what hazardous substances are in the workplace and shall also be trained how to properly work with these substances, label these substances as appropriate, and document these substances. Employees who have concerns regarding the City's workplace safety guidelines are encouraged to contact supervisory personnel, Department Heads, and/or the City Manager.

Smoke-Free Workplace

It is the policy of City of Stanton to prohibit smoking and use of tobacco products on all City premises. Smoking is defined as the "act of lighting, smoking, or carrying a lighted or smoldering cigar, cigarette, or pipe of any kind, including e-cigarettes." Tobacco products include chewing tobacco, all smoked tobacco products, and all other forms of smokeless tobacco products.

The smoke-free workplace policy applies to:

- All areas of City buildings.
- All City-sponsored off-site conferences and meetings.
- All vehicles owned or leased by the City.
- All visitors to the City premises.
- All contractors and consultants and/or their employees working on City premises.
- All employees, temporary employees, interns, seasonal workers, and visitors.

Smoking and use of tobacco products is only permitted in parking lots that are at least 50 feet from any municipal building including, but not limited to, the City Hall, the Public Safety Building, the Public Works Buildings, and Fire Station. City of Stanton is not required to give employees any additional breaks for smoking other than the breaks granted to employees outlined in this Personnel Policy Manual. Littering after the use of smoking and tobacco products (including cigarette butts) will not be tolerated on any City property and offenders may be subject to disciplinary action up to and including termination.

V. Workplace Expectations

Code of Conduct, Workplace Etiquette, and Work Rules

The City has a strong commitment to providing an inclusive, non-discriminatory, and professional workplace. Employees of different backgrounds and perspectives add unique insights to the workplace and help foster innovation while providing great value to the City.

The City serves its residents best when functioning as a strong team. As such, the City expects that staff from all departments, at every level of the City, treat each other as respected and valuable colleagues. To promote an inclusive and well-functioning workplace, the City requires employees to act in a professional and courteous manner to each other and the public. Although it is impossible to create an all-encompassing list of prohibited behaviors, below is a list of examples of unacceptable workplace behaviors that may result in discipline up to and including termination, prior

performance or inappropriate behavior will be viewed as part of a totality of circumstances and prior history of an employee's performance:

Reasons for a Reprimand

- Late to work without an excuse acceptable to the City.
- Failure to report personal injury or accident.
- Inattentiveness to work (e.g. loafing, wasting time, failing to start work at the designated time, quitting work before the proper time or leaving the job during working hours without permission of the City.)
- Disregarding job duties by neglect of work, carrying on personal business.
- Unexcused or unauthorized absence on one or more scheduled days of work.
- Establishment of a pattern of sick leave abuse or excessive absenteeism.
- Failure to observe precautions or personal safety, posted rules, signs, safety instructions or to use protective clothing or equipment. Neglect or carelessness' that leads to unsafe conditions of self, other employees or the public.
- Violating traffic regulations, reckless driving or improper operation of a motor vehicle owned by the City.
- Careless workmanship resulting in spoilage or waste or materials or delay in production.
- Failure or delay in carrying out orders, work assignments or instructions.
- Incompetence, inefficiency, or unsatisfactory work performance.
- Stopping work or making preparations to leave work without authorization before the lunch period, official break in work, or before specified quitting time.
- Distraction of the attention of other employees.

Reasons for an Automatic Write Up

- Smoking in unauthorized areas.
- Permitting any person who is not an employee of the City of Stanton to enter or ride in a City vehicle without the written authorization of the supervisor.
- Unauthorized possession of, loss of, or damage to City property or the property of others, or endangering the same through carelessness.
- Gambling or unlawful betting on City premises.
- Covering up or attempting to conceal defective work, removing or destroying the same without permission.
- Unauthorized posting of notices or unauthorized removal of notices or signs from bulletin boards on City property.
- Failure to report for overtime without good reason after being scheduled to work according to overtime policy.

- Use of City vehicles or City equipment or City buildings for other than employer directed use.
- Disrespectful conduct; use of insulting, abusive, threatening, or obscene language toward subordinate, fellow employees or supervisor.
- Failure to report in a prompt and timely manner (repeatedly).

Reasons for Suspension or Dismissal

- Disorderly conduct; fighting or engaging in dangerous horseplay.
- Mistreating, intimidating, coercing, or interfering with employees or supervision at any time.
- Resisting competent authority.
- Reporting for duty or being on duty under the influence of intoxicants; unauthorized possession of, or attempting to bring, intoxicants on City premises.
- Selling intoxicants or narcotics on City premises.
- Sleeping during working hours.
- Possession of firearms, explosives, or other weapons on the employer's premise, unless the employee has a valid license to carry a concealed pistol, and has informed the City Manager that he/she has a valid CPL and has a firearm in his/her possession. In such cases the employee shall be solely responsible for the safety of the firearm, and shall not openly display or brandish the firearm in view of the public.
- Conviction of a felony while in the employ of the City.
- Conviction of drunk or reckless driving while operating a City owned vehicle.
- Being under the influence of narcotics or drugs without the written orders of a physician during working hours.
- The making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, the City, or its operations.
- Actual or attempted theft of City property or the property of others.
- Immoral, indecent or notoriously disgraceful conduct.
- Discrimination against any employee or applicant because of race, color, religion, sex, national origin, weight, sexual orientation, age, or handicap, and any reprisal action against an employee for reporting such discrimination.
- Falsification, misstatement, exaggeration, or concealment of material facts in connection with the employment, promotion, and record investigations or other proper proceeding concerning an employee or applicant.
- Falsifying attendance record for oneself or another employee.
- Disobedience to constituted authorities, or deliberate refusal to carry out any proper order from any supervisor having responsibility for the work of the employee. (Insubordination.)

- Making false claims or misrepresentations in attempt to obtain sickness or accident benefits, workmen's compensation, or unemployment compensation payments.
Accepting bribes in the course of work.

In general, the City expects that common sense, professionalism, and general decency will govern personal conduct. Please contact the City Manager if you have any questions regarding the City's Code of Conduct.

Confidentiality

Employees at the City may overhear or have knowledge of confidential information from various sources (e.g. residents, businesses, etc.). It is the City's policy that all information employees receive should be considered confidential unless the context clearly indicates otherwise. Confidential information will not be disclosed to external parties or to other employees without a legitimate business reason. If a City employee has any questions about whether information is considered confidential, he/she should check with his or her supervisor or the City Manager.

This policy is to alert employees to the need for discretion at all time and is not intended to inhibit normal City communications. All inquiries from the media should be referred to the City Manager, Mayor or the Freedom of Information Officer. Any inquiry by a representative of any government agency or bureau, state, local, or federal agency, should be referred to your supervisor immediately.

Conflicts of Interest

City employees must avoid any relationship or activity that might impair, or even appear to impair their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which actions taken on behalf of the City may conflict with the employee's own personal interest. City property, information, or business opportunities may not be used for personal gain.

Listed below are examples that may lead to conflicts of interest, but not limited to:

- Obtaining or continuing outside employment that may impair an employee's City work responsibilities.
- Hiring family members or closely related persons, where the employee may have a personal interest.
- Serving as a board member or elected official for an outside organization, where the employee's responsibilities to the organization could conflict with the employee's responsibilities to the City.
- Accepting gifts, discounts, favors, or services from a business based on one's status as a City employee.

Gifts & Favors

No employee shall solicit directly or indirectly or accept any gift, whether in the form of service, loan, thing, or promise, from any person, firm, or corporation, in order to influence his/her City decision-making.

Outside Employment

Employees may engage in outside employment in accordance with the following limitations. In no case shall outside employment conflict with or impair work responsibilities to the City.

Outside employment is defined as any paid employment a City employee participates in outside of their City work responsibilities. Approval shall be reviewed at least on an annual basis.

Any full-time employee desiring to participate in outside employment must obtain written permission from the City Manager prior to beginning his/her outside employment. Unless granted expressed written permission from the City Manager, a City employee shall not be allowed to engage in any outside employment while on a paid or unpaid leave of absence from the City where benefits may be maintained.

Employees engaged in outside or supplemental employment shall:

- Not use City facilities as a source of referral for private customers or clients.
- Not be engaged in outside employment during the employee's regularly scheduled working hours.
- Not use the name of the City as a reference or credential in advertising or soliciting customers or clients.
- Not use any City supplies, facilities, staff, or equipment, including computers or technology, with any outside employment or private practice.
- Maintain a clear separation of outside or supplemental employment from activities performed for the City.
- Not cause any incompatibility, conflict of interest, or any possible appearance of a conflict of interest.

The City shall not be liable, either directly or indirectly, for any activities performed by an employee participating in outside employment. Additionally, the City retains the right to review and change any decisions granting a City employee permission to obtain or participate in outside employment while employed by City.

Attendance & Punctuality

Attendance and punctuality are critical to the service the City provides to its residents. Therefore, employees are expected to be on time and present at work when able. Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off. Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances. Vacation and personal leave must be scheduled with one's supervisor in advance. Sick leave may be used in the case of emergency or sudden illness without prior scheduling.

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no-call/no-show will result in not less than a written warning. The second separate offense may result in more serious discipline up to termination of employment. A no-call/no-show lasting three days will be considered job abandonment and will be deemed an employee's voluntary resignation of employment.

Attire & Grooming

As public servants, it is important for all employees to project a professional image while at work by being appropriately attired. City of Stanton employees are expected to be neat, clean, and well groomed while on the job. Clothing must be consistent with the standards for a business environment and must be appropriate to the type of work being performed. Employees in City departments required to wear uniforms must do so and apply by all uniform policies implemented by the specific department.

The City is confident that employees will use their best judgment regarding attire and appearance. Management reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or in some cases may be sent home to change clothes.

Examples of unprofessional attire include but are not limited to:

- Sweatpants, yoga pants, exercise wear (spandex), and any pants or jeans that are worn or that have tears or holes.
- Beachwear, crop tops, clothing showing midriff, tops with spaghetti straps, and sleeveless t-shirts.
- Any clothing with a printed message, slogan, political message/endorsement, picture, or art depicting drugs, alcohol, sex, weapons, violence, or anything that is obscene, disrespectful, or offensive.

In keeping with appropriate attire and grooming, the City allows reasonable self-expression through personal appearance unless it conflicts with an employee's ability to perform his or her position effectively or it is regarded offensive or harassing towards co-workers, residents or others with whom the City conducts business.

The City permits employees to wear jewelry or to display tattoos at the workplace with the following guidelines. Factors that management will consider to determine whether jewelry or tattoos may pose a conflict with an employee's job or work environment include:

- Personal safety of self or others.
- Productivity or performance expectations.
- Offensiveness to co-workers, customers, residents, vendors, or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature.
- Customer or resident complaints.

If management determines an employee's jewelry or tattoos may present such a conflict, the employee will be encouraged to identify appropriate options, such as removal of excess or offensive jewelry, covering of tattoos, or other reasonable means to resolve the conflict.

Right to Monitor

All City-supplied technology and City-supplied work records belong to the City and not to the employee. The City may routinely monitor the use of City-supplied technology. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination of employment.

Inspection

The City reserves the right to inspect all portions of its premises for drugs, alcohol, or other contraband. All employees may be asked to cooperate in inspections of their persons, work areas, and property that might conceal drugs, alcohol, or other contraband. Employees who possess such contraband or refuse to cooperate in such inspection are subject to appropriate discipline up to and including termination.

Solicitation, Distribution, & Posting of Materials

Except with respect to protected labor relations activities, the City prohibits the solicitation, distribution, and posting of material on or at City property by or to an employee during work time, except as may be permitted by this policy. The sole exceptions to this policy are City-sponsored programs related to City of Stanton's employee activities.

Provisions: Except for protected labor relations activity:

- Non-employees may not solicit employees or distribute literature of any kind in the workplace during work time.
- Employees may only admit non-employees to work areas with management approval or as part of a City-sponsored program. These visits should not disrupt workflow. An employee must accompany the non-employee at all times. Former employees are not permitted in City workspaces unless on official business or invited by management. Protected labor relations activities are not permitted during scheduled working hours in the workplace unless prior approval is received.
- Employees may not solicit other employees during work times, except in connection with a City-approved or sponsored event for employees.
- Employees may not distribute literature of any kind during work times or in any work area at any time, except in connection with a City-sponsored employee event, or approved by the City Manager.
- The posting of material or electronic announcements related to employees are permitted with approval from the City Manager.

Violations of this policy should be reported to the City Manager and are subject to disciplinary actions up to and including termination of employment.

Personal Social Media Policy

The City respects employees' rights to express themselves through social media and additionally adheres to all provisions in Michigan's Internet Privacy Protection Act. However, all content shared by City of Stanton employees on their personal social media accounts should be considered public and permanent, and may be monitored by the City.

Personal social media use is considered as employees using social media on their own personal accounts, not representing the City in an official capacity. Although not all-encompassing, the following is a list of guidelines for an employee to consider when using personal social media:

- Identification – If an employee of City of Stanton identifies themselves as an employee of City of Stanton on a personal social media account, the employee should note that the account is non-official.
- Disclaimer Recommendation – Employees who identify themselves as City employees on personal social media accounts may want to consider posting a disclaimer on their account stating, “The views and opinions expressed here are the views of the writer and do not necessarily reflect the views and opinions of the City of Stanton.”
- Be Respectful - Always be fair and courteous to fellow employees, the public, vendors or people who work on behalf of the City. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open-Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage co-workers, customers, associates or suppliers, or that might constitute harassment or bullying.
- Obscene Content – City employees should refrain from publicly sharing obscene content on personal social media accounts.
- Confidential Information – City employees may not publicly share confidential City information on personal social media accounts.
- Use of City Logos – City employees may not use any City logos on their personal social media accounts without the expressed written permission by the City Manager.

Resolving Grievances

Should a dispute arise between the City and one or more employees as to whether the City has breached or violated any of the provisions of this Handbook, an earnest effort shall be made to resolve such dispute promptly and the following procedure shall be adhered to:

- A. Step 1. Any employee having a grievance shall first take up the matter with his/her immediate supervisor. If not settled it shall be reduced to writing and signed by the grievant within 10 days of an alleged violation. The written form shall contain all the facts in detail; shall define the alleged violation of a specific article of this

Handbook; shall state the date of occurrence of the alleged violation; and shall state a correction or solution to the alleged regulation violation.

- B. Step 2. The written grievance shall be discussed between the employee or his/her designated representative and the department head. The department head shall give his/her written response within 5 working days (excluding Saturdays, Sundays, and Holidays) of the receipt of the written grievance. Acceptance or rejection of the receipt of the department head's response will be promptly written on the grievance form by the employee and delivered to the.
- C. Step 3. In the event the grievance is not settled in Step 2, the Grievant shall submit grievance to the within City Manager 5 working days. The City Manager and his/her representative(s) and the employee and his/her representative(s) shall meet to discuss and attempt to resolve said grievance. This meeting shall be scheduled at a mutually agreeable time, which time shall not exceed, however, five (5) working days from the time the grievance form is filed with the City Manager unless a longer time is mutually agreed upon. If the parties in this meeting are unable to resolve the grievance and reduce their agreement to writing, the matter may be submitted to the City Commission.

All claims for back wages shall be limited to the amount of wage that the employee would otherwise have earned less, any unemployment compensation or compensation for personal services that he/she may have received, or could have received from any source during the period in question.

Whistle Blower Protection Policy

If an employee has a reasonable belief that an employee or the City of Stanton has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to City Manager or Mayor.

All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, the City will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

The City will not retaliate against an employee in the terms and conditions of employment because that employee: (a) reports to a supervisor, to the City Manager, the City Commission or to a federal, state or local agency what the employee believes in good faith to be a violation of the law; or (b) participates in good faith in any resulting investigation or proceeding, or (c) exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's rights.

The City may take disciplinary action (up to and including termination) against an employee who in management's assessment has engaged in retaliatory conduct in violation of this policy.

VI. Time Off

Holidays

Each full-time employee having completed ninety (90) calendar days of employment with the City will receive eight (8) hours of pay at his/her regular hourly rate, based on an eight (8) hour shift, for the following holidays, provided that the employee works his/her scheduled hours on the last work day prior to and the next workday after such a holiday. Holidays observed by the City of Stanton and time off granted by the City include:

New Year's Day	(1 day)
Good Friday	(1/2 day)
Memorial Day	(1 day)
Fourth of July	(1 day)
Labor Day	(1 day)
Veterans Day	(1 day)
Thanksgiving Day	(1 day)
Day after Thanksgiving	(1 day)
Christmas Eve Day	(1/2 day)
Christmas Day	(1 day)
Day After Christmas	(1 day)
New Year's Eve Day	(1/2 day)

Employee eligibility for holiday pay is subject to the following conditions and qualifications: employee must work the last regularly scheduled day before and the first regularly scheduled day after the holiday unless otherwise excused by the City Manager. If on vacation at the time of the holiday, the day shall not be charged against vacation time.

Each full-time employee will receive eight (8) hours of pay, or pay equal to the number of hours of the full-time employee's normal work day, at the employee's regular hourly rate. Unpaid time off may be granted by the City Manager to employees who desire to observe a religious holiday that is not recognized by the City, such time granted shall not count against the employee's personal time, comp time, or vacation time.

Holidays falling on a Sunday will be observed by the City the following Monday.
Holidays falling on Saturday will be observed by the City the preceding Friday.
Holidays paid but not worked are not included in calculating weekly overtime pay.

A full-time employee who is scheduled to and does work on a holiday because of the nature of their position and upon the request of the City Manager will be paid time and one half (1 ½) in addition to their regular hourly straight time pay. Employees who perform no work on a holiday shall be paid their regularly scheduled hours, up to a maximum of ten (10) hours.

A salaried employee who is required to work on a legal or additional holiday will be paid their regular salary and will receive equivalent time off during the calendar year at

a time agreeable to both the employee and the employee's supervisor(s). If an employee terminates his/her employment, he/she will not receive pay for holidays occurring after the last day worked. An employee who is scheduled to work on a holiday and is absent without an excuse acceptable to the City Manager shall, not be eligible for holiday pay.

Vacation

Regular full-time employees who have completed the following years of service shall be entitled to the following vacation time:

Years Completed	Vacation Days
1-9	10 per year
10-14	15 per year
15 and beyond	20 per year

Vacation may be taken at any time during the fiscal year. Vacation shall be charged in increments of no less than one half (1/2) day. Advance leave may be requested in writing from the City Manager. Vacation must be used within the same Fiscal Year accrued. Payment will not be made for any unearned vacation time. An Employee may carry over fifteen (15) days of vacation time into the next fiscal year upon written request of an employee and approval by the City Manager, however, any excess vacation time will be lost if not used within the fiscal year.

Each employee is encouraged to use earned vacation for rest and relaxation. The amount of vacation leave used by an employee shall be equal to the number of regularly scheduled hours they would otherwise have worked during his/her absence. If a change in the workweek occurs for a full-time permanent employee, accumulated vacation leave shall be credited on the basis of the new work schedule.

All vacations shall be scheduled at least (2) weeks in advance through the City Manager, except in emergency situations when notice shall be given as soon as possible. Vacation requests will then be approved or denied within three (3) days of receipt. To schedule a vacation, an employee shall complete and file a Vacation Request Form (see the Appendix) at least two (2) weeks prior to the beginning of the requested vacation leave with his/her immediate supervisor. The form must include the day that the employee will begin the vacation and the day that the employee will return from vacation.

Vacations will normally be granted for the time period requested by the employee. Although the City will make every effort to accommodate vacation requests, if there are insufficient employees to operate a department, an employee of that department may be required to reschedule his/her vacation.

Upon separation from employment due to a voluntary resignation or retirement, employees will be paid a maximum of 25 unused vacation days to be compensated on an hourly rate equal to the employee's base rate of pay.

Paid Time Off

Paid Time Off (PTO) may be used during an employee's own illness, to care for an ill child, or for medical, legal or other personal business appointments which can only be scheduled during business hours. Each full time employee working for the City shall receive forty-eight (48) hours of PTO each fiscal year, which shall be paid at the employee's regular straight time rate of pay, and pro-rated if the employee is employed for less than one year. Regular, part-time employees receive pro-rated hours based on hours worked. PTO must be used by the end of the fiscal year (July 1 – June 30). PTO shall not be cumulative. PTO also may not be used in conjunction with regularly established vacation periods and may not be scheduled consecutively at the end of the fiscal year. Unused leave will be forfeited at the end of the fiscal year.

Bereavement Leave

In the event of a death in the immediate family of an employee, the employee should notify their supervisor as soon as possible of an absence due to a funeral.

For all full-time employees there shall be:

- One (1) funeral leave day allowed for the remaining undefined relative(s) including but not limited to all other in-laws and cousins.
- Three (3) consecutive funeral leave days allowed for each of the following relatives: brother, brother-in-law, sister, sister-in-law, mother-in-law, father-in-law, niece, nephew, aunt, uncle, grandparent, grandchild, daughter-in-law, and son-in-law.
- Five (5) consecutive days leave with pay, when a death occurs in the employee's immediate family. Immediate family is defined as: Parents, spouse, children and stepchildren.

If the employee is required to make at least a four hundred (400) mile trip for the funeral, an additional day may be requested and approved by the City Manager for travel time.

A full-time employee granted bereavement leave shall receive eight hours of pay equal to the number of hours of the employee's normal work day for each day of work missed, at the employee's regular rate of pay. No bereavement pay will be paid if the funeral falls on holiday, weekend, unscheduled workday, if the employee is on leave of absences or if the employee is on layoff.

If an employee is on a scheduled vacation, he/she may reschedule the vacation at a later time and receive bereavement leave. Bereavement leave, jury leave, sick leave, and leaves of absences shall not be eligible for purposes of computing overtime.

Jury Duty

It is the policy of the City to cooperate in every way with local and national governmental agencies. The City also realizes that it is an obligation of citizenship to serve on a jury. If you receive a jury summons, report the fact promptly to your

supervisor so that arrangements can be made to excuse you from work. The City may request that you be excused from jury duty due to the importance of your position.

In the event that an employee is called to jury duty, full compensation shall be received while on jury duty.

Election Leave

Employees who are chosen to serve as an election official at polling sites will be permitted to take required time off to serve in this capacity. It is incumbent on employees who are chosen to act as election officials to notify their supervisor or Director a minimum of seven (7) days in advance of the need for time off in order to accommodate the necessary rescheduling of work periods. Time engaged as an election official should be reported and coded appropriately on timekeeping records.

Military Leave of Absence

The City is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the City's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or company policy. If any employee believes that he or she has been subjected to discrimination in violation of company policy, the employee should immediately contact the City Manager.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the Uniformed Services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time being spent being examined to determine fitness to perform such service.

Employees requesting leave for military duty should contact their supervisor to request leave as soon as they are aware of the need for leave.

Parental Leave

An employee who becomes pregnant must notify her department head, no later than the fourth month of her pregnancy, of the expected delivery date. An employee who is pregnant will not be prevented from working during pregnancy providing her physician has ascertained it safe for her to do so.

After delivery, the employee may return to work at any time, provided her physician has stated it is safe for her to do so. Should the employee have leave available, she may choose to use it prior to delivery or during her recovery period, provided her physician has ascertained she cannot safely return to work. An employee who is pregnant will be provided for six (6) weeks of paid maternity leave. Additionally, an employee who is

pregnant will be allowed up to six (6) months leave without pay, prior to or after delivery combined, and her position shall be available to her upon her return.

Further, a full-time employee whose spouse or partner delivers a baby shall be entitled to three (3) months of leave without pay, during the first year after birth, and his/her position shall be available upon his return. The same holds true of adoptive parents, in that they are allowed six months leave without pay, during the year following adoption, and their position shall be available upon their return. Should any employee, for any reason, require additional time off beyond six months, the City does not guarantee they will be able to return to their previous position. Further, any time beyond six months must be approved by the City Manager or it will constitute voluntary resignation.

VII Benefits

Insurance

The City currently offers new regular full-time employees and part-time employees working 30 hours or more per week or one hundred and thirty (130) hours per month under terms approved by City Commission. The following insurance coverage benefits:

Benefits
Medical/Drug Insurance
Dental Insurance
Vision Insurance
Short-Term Disability Insurance

The City reserves the right to add, change, modify, reduce, or eliminate any fringe benefit subject to local, state and federal law.

Retirement

The City currently offers new employee the ability to participate in a retirement program through Municipal Employees Retirement System (MERS). The City will annually match up to 6% of the employee's base salary when participating in a retirement plan offered by MERS. Employees wishing to participate in other retirement programs or plans of a similar nature with a different vendor are required to submit a written request to the City Manager. Upon approval by the City Manager, the City will match up to 6% of the employee's base salary in such approved program or plan.

COBRA

The City is not obligated to provide continued group health coverage for Employees themselves when they terminate employment at the City.

Occupational Injury

If, during the workday, an employee becomes ill or is injured for reasons attributable to employment; no portion of a paid time off or any other leave shall be charged against the employee. Verification of a job-related injury or illness must be authenticated by an acceptable medical and/or dental authority to qualify the employee to be eligible for full compensation.

The employee is expected to return to work within a reasonable period of time, as authorized by an acceptable physician's report. At the end of twenty-two weeks, the employee's case shall be reviewed by the City and the employee. If it is determined that the employee will not be able to resume normal duties until after twenty-six weeks have lapsed, the City may, at its option, proceed as follows:

- The City may pay the employee full or part pay by using personal leave and/or vacation credits.
- Request the employee go on disability retirement.
- The employee may elect voluntary resignation.

All injuries, no matter how slight, must be reported the day the injury occurs, to your immediate supervisor.

This procedure must be followed if the insurance company carrying our Workman's Compensation coverage is to honor any claim that develops as a result of the injury occurring during working hours. In the case of compensational injuries, an employee is required to go to the doctor(s) designated by the City or insurance carrier.

In accordance with the law, the City of Stanton provides benefits as prescribed under the Worker's Disability Compensation Act, for injuries/illnesses occurring while engaged in the performance of City duties. All work-related injuries, no matter how minor, must be reported immediately to the employee's immediate supervisor. All Worker's Compensation claims and incident reports must be filed with the City Manager within twenty-four (24) hours of the occurrence or detection of work related injuries.

Unless the injury is life-threatening, the employee should be directed to the City's designated medical care provider. The City reserves the right to require medical or psychiatric examination before issuance of benefits. Incident reports are the property of the City and will be considered confidential information.

Worker's Compensation

An employee who receives compensation under the Michigan Workers' Compensation Act may supplement workers' compensation benefits with the use of sick leave but only to the extent that the sick leave, together with workers' compensation benefits, does not result in regular take home pay that exceeds what the employee would have received for working his or her regular shift. An employee will not accrue additional vacation, sick leave, personal leave, or holiday pay while receiving workers' compensation. The City will provide health, dental and vision insurance benefits equivalent to those received by active employees for up to a total of six (6) months while an employee is on a leave covered by workers' compensation.

VIII Compensation

Overtime Pay

Non-exempt employees who work more than 40 hours in a workweek will be paid time and one half for all hours worked over 40 in a workweek.

Employees who anticipate the need for overtime to complete their work must notify their supervisor in advance and obtain approval before working hours that extend beyond their normal schedule.

Comp Time

Non-exempt employees paid at an overtime rate for hours worked over 40 in a workweek may elect to receive compensatory time to be used for additional time off in lieu of overtime pay. Time worked over 40 hours in a workweek will be eligible for compensatory time. Compensatory time is earned at the rate of one and one-half hour for each hour worked over 40 hours in a workweek. Accumulated compensatory time shall not exceed 20 hours.

Longevity

The City will pay longevity bonuses to employees as part of the first pay-period in the month of December. Part-time employees eligible for longevity pay shall have worked at least 400 hours during the first 11 months of the calendar year. The City reserves the right to add, changes, modify, reduce, or eliminate bonuses. Longevity bonuses shall be based upon the following schedule:

Part-Time Employees	Full-Time Employees
Amount Before Taxes	Amount Before Taxes
\$75.00	\$150.00

IX Harassment Policy

Objective

The objective of the City in implementing and enforcing this policy is to define workplace harassment, prohibit it in all forms, provide procedures for lodging complaints about conduct that violates this policy, investigate claims of unlawful harassment, and carry out appropriate disciplinary measures in the case of violations.

Workplace Harassment

The City expects employees to respect the dignity and rights of others. Consistent with our policy of equal employment opportunity, harassment or discrimination in the workplace based on a race, color, ancestry, religion, sex, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, gender identity or expression or any other characteristic protected by applicable law (workplace harassment, including cyber harassment and cyber sexual harassment) will not be tolerated. It is the City’s policy that all employees are responsible for assuring that the workplace is free from discrimination and unlawful harassment against any employee, including sexual harassment and harassment on the basis of their protected characteristics. Actions, words, jokes, or comments based on or ridiculing an individual’s protected characteristic will not be tolerated. Any employee found in

violation of this policy will be subject to disciplinary action, up to and including termination.

Defining Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature that is sufficiently persistent or offensive to unreasonably interfere with an employee's job performance or creates an intimidating, hostile, or offensive working environment. Sexual harassment is defined by the Equal Employment Opportunity Commission Guidelines as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Under Title VII of the Civil Rights Act of 1964, there are two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment can be physical and psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing.

Employees are prohibited from sexually harassing other employees whether or not the incidents of harassment occur on City premises and whether or not the incidents occur during working hours. City of Stanton adheres to all federal, state, and local laws applying to sexual harassment including Michigan's Elliot-Larsen Civil Rights Act.

Examples of Prohibited Conduct

Though sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include the following:

- Physical assaults of a sexual nature, such as rape, sexual battery, molestation, or attempts to commit these assaults, and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body, or poking another employee's body.
- Unwelcome sexual advances, propositions, or other sexual comments, such as sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience.
- Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward.
- Sexual or discriminatory displays or publications anywhere in the City workplace.
- Retaliation for sexual harassment complaints.

Complaint Resolution Procedures

Employees

If an employee believes that he or she has been subjected to unlawful harassment on the basis of sex or any other protected characteristic or any unwelcome attention on the basis of a protected characteristic, he or she may address the situation directly and immediately to the harasser, if possible. If the inappropriate conduct does not cease, or if the employee is unable to or is uncomfortable with addressing the alleged harasser directly, he or she must report the incident to his or her own supervisor or City Manager. If the alleged harassment complaint is directly related to the City Manager, the employee may report the incident to the City President.

It is important to report any and all concerns of unlawful harassment or inappropriate conduct as soon as possible, but no later than 182 days from the initial event. Management must be made aware of the situation so that it can conduct an immediate and impartial investigation and take appropriate action to remediate or prevent the prohibited conduct from continuing.

To initiate a formal investigation into an alleged violation of this policy, employees are asked to provide a statement about the alleged misconduct to the City Manager or Mayor.

To ensure the prompt and thorough investigation of a complaint of unlawful harassment, the complainant should provide as much of the following information as is possible:

- The name, department, and position of the person or persons allegedly engaging the harassment.
- A description of the incident(s), including the date(s), location(s), and the presence of any witnesses.
- The effect of the incident(s) on the complainant's ability to perform his or her job, or on other terms or conditions of his or her employment.
- The names of the other individuals who might have been subject to the same or similar harassment.
- Any other information the complainant believes to be relevant to the harassment complaint.

Directors, Managers, and Supervisors

Directors, Managers, and Supervisors must deal expeditiously and fairly with allegations of unlawful harassment within their departments whether or not there has been a written or formal complaint. They must:

- Take all complaints or concerns of alleged or possible harassment or discrimination seriously no matter how minor or who is involved.
- Ensure that harassment or inappropriate sexual oriented conduct is immediately reported to the City Manager or Mayor so that a prompt investigation can occur.

- Take appropriate action to prevent retaliation or prohibited conduct from recurring during and after any investigations or complaints.

Directors, Managers and Supervisors who knowingly allow and tolerate unlawful harassment or retaliation, including the failure to immediately report such conduct to Human Resources, are in violation of this policy and subject to discipline up to and including termination.

City Manager / Mayor

The City Manager / Mayor is responsible for:

- Ensuring that both the individual filing the complaint and the allegedly accused individual are aware of the seriousness of a harassment complaint.
- Explaining this policy and investigation procedures to the complainant and the respondent.
- Exploring informal means of resolving harassment complaints.
- Arranging for and conducting an investigation of the alleged harassment and the preparation of a written report.
- Submitting a written report summarizing the results of the investigation.
- Notifying the complainant and the accused of the corrective actions to be taken, if any, and administering those actions.

Confidentiality

In order to protect the interests of all involved, confidentiality will be maintained to the extent practicable and deemed appropriate by the City.

Discipline

Employees who violate this policy are subject to appropriate discipline. If an investigation results in finding that this policy has been violated, the mandatory minimum discipline is a written warning. The discipline for very serious or repeat violations is termination of employment.

X Family & Medical Leave Act Policy

About

The function of this policy is to provide City employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law. If you have any questions, concerns, or disputes related to this policy, you must contact the City Manager in writing.

General Provisions

Under this policy, the City will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid, or a

combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

Eligibility

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

1. The employee must have worked for the City for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven (7) years. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
2. The employee must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave. The 1,250 hours do not include time spent on paid or unpaid leave. Consequently, these hours of leave will not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

Types of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

1. The birth of a child and in order to care for that child.
2. The placement of a child for adoption or foster care and to care for the newly placed child.
3. To care for a spouse, child, or parent with a serious health condition.
4. The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven (7) days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year. Pregnancy (including pre-natal medical appointments, incapacity due to related sickness, and medical required bed rest) is also covered. Employees with questions about what illnesses are covered under this FMLA policy or under the City's sick leave policy are encouraged to consult with the City Manager.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the City may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

5. Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

The qualifying exigency must be one of the following:

- a. Short-notice deployment
- b. Military events and activities
- c. Child care and school activities
- d. Financial and legal arrangements
- e. Counseling
- f. Rest and recuperation
- g. Post-deployment activities
- h. Additional activities that arise out of active duty provided that the employer and employee agree, including agreement on timing and duration of the leave.

Eligible employees are entitled to FMLA leave to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, and members on the permanent disability retired list.

In order to care for a covered service member, an eligible employee must be the spouse, son, daughter, or parent, or next of kin of a covered service member. Any employee with specific eligibility questions should seek assistance from the City Manager.

Amount of Leave

An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this policy during any 12-month period. The City will measure the 12-month period as a rolling 12-month period measured forward from the date an employee uses any leave under this policy.

An eligible employee can take up to 26 weeks for the FMLA circumstance military qualifying exigencies during a single 12-month period. For this military caregiver leave, the City will measure the 12-month period as a rolling 12-month period

measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the City and each wish to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the City and each wish to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

Employee Status & Benefits During Leave

While an employee is on leave, the City will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the City may require the employee to reimburse the City the amount it paid for the employee's health insurance premium during the leave period.

The City shall have no obligation to pay health care premiums for the employee on unpaid leave for any time after the employee's approved FMLA absence from work. Employees may continue insurance coverage at their own expense during approved, unpaid leave of absence. An employee will not accumulate sick or vacation leave, nor be paid for holidays, which may fall during the unpaid leave period.

If the employee does not continue these payments, the City may discontinue coverage during the leave. If the City maintains coverage, the City may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work. The City will provide 15 calendar days' notice prior to the employee's loss of coverage.

Employee Status After Leave

In order to return to work an employee who takes leave under this policy will be asked to provide a fitness for duty without restrictions from the health care provider. This requirement will be included in the City's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one, which is equivalent in terms of pay, benefits and working conditions. The City may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

Use of Paid & Unpaid Leave

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid sick leave prior to the use of personal and vacation leave. FMLA leave will be unpaid

except that employees must exhaust any accumulated sick leave time as compensation during the FMLA leave. FMLA leave will run concurrently with all paid sick leave that must be exhausted or that is voluntarily taken, all workers compensation leaves and all long-term disability leaves. An employee who is using military FMLA leave for a qualifying exigency must use all paid sick leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid sick leave prior to being eligible for unpaid leave.

Intermittent Leave or a Reduced Work Schedule

City employees may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take time when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period). In all cases, the leave must be qualified leave under the FMLA.

The City may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the City and its employees must mutually agree to a schedule before any employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If an employee is taking leave for a serious health condition or because of a serious health condition of a family member, the employee should try to reach agreement with the City before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

Certification for the Employee's Serious Health Condition / Family Member / Qualifying Military Exigency

The City will require certification for an employee's/family member's serious health condition or qualifying exigency. The employee must respond to such a request within 15 calendar days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the U.S. Department of Labor (DOL) Certification of Health Care Provider for Employees/Family Members Serious Health Condition and the DOL Certification of Qualifying Exigency.

The City may directly contact the employee's health care provider for verification or clarification purposes using a health care professional, a Human Resources employee, leave administrator, or management official. The City will not use the employee's

direct supervisor for this contact. Before the City makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the City will obtain the employee's permission for clarification of individually identifiable health information.

The City has the right to ask for a second opinion if it has reason to doubt the certification. The City will pay for the employee to get a certification from a second doctor, which the City will select. The City may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion.

If necessary to resolve a conflict between the original certification and the second opinion, the City will require the opinion of a third doctor. The City and the employee will mutually select the third doctor, and the City will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA policy pending the second or third medical opinion.

Recertification

The City may request recertification for the serious health condition of an employee or the employee's family member, or military/family service member no more frequently than every 30 days unless circumstances have changed significantly, or if the City receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of the leave.

Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the City Manager. Within five (5) business days after the employee has provided this notice, the City Manager will complete and provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the City with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the City's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

Designation of FMLA Leave

Within five (5) business days after the employee has submitted the appropriate certification form, the City will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

Intent to Return to Work from FMLA Leave

The City may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work. Prior to returning to work, an employee must provide a fitness for duty release from the physician.

XI Reasonable Accommodations Americans with Disabilities Act (ADA)

Reasonable Accommodation/ Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) and the State of Michigan's Persons With Disabilities Civil Rights Act provide an opportunity for greater economic security for a significant number of citizens by providing Equal Employment Opportunity (EEO) protection for achieving and maintaining employment. The City strives to demonstrate its commitment to this concept by requiring the removal of unnecessary and artificial barriers to employee selection and work access and by maintaining an orderly and structured process for working with employees in an interactive process to make reasonable accommodations that allow an otherwise qualified individual with a disability to perform the essential functions of a job assignment. It is the policy of the City to provide reasonable accommodations in employment to qualified individuals with disabilities unless the accommodation would impose an undue hardship on City operations or would change the essential functions of the position. Retaliation against an individual with a disability for using this policy is prohibited.

Notification and Medical Documentation

In general, it is the responsibility of an applicant or employee with a disability to inform the City that a need for an accommodation exists or that some adjustment or change is needed to perform the essential function of a job because of limitations caused by a disability. A reasonable accommodation refers to change or adjustment in the job or the work environment that allows a qualified employee with a disability to perform the essential functions of his or her job.

Generally speaking, any request for an accommodation should be made in writing within 182 days or sooner after you know or reasonably should have known of the need for accommodation.

When the City is so notified, the City Manager initiates the interactive process with the individual by requesting the employee to identify what accommodations are requested (if known) and to provide appropriate medical documentation.

Appropriate medical documentation should:

1. Describe the nature, severity, and duration of the employee's impairment.
2. Describe the activity or activities that the impairment limits.
3. Describe the extent to which the impairment limits the employee's ability to perform any specific employment activity or activities.
4. Substantiate the need for accommodation and makes suggestions, if reasonably possible, for any specific accommodations.

Employees seeking accommodation will be notified if their documentation is insufficient. In obtaining this information, employees are cautioned that the City is not requesting nor should the employee provide part of his or her medical documentation

any genetic information regarding the employee or a family member protected by the Genetic Information Nondiscrimination Act (GINA).

Interactive Process

Once a request has been made and appropriate medical documentation supporting the need for accommodation has been provided, then the circumstances will be addressed on a case-by-case basis. This process may encompass one or more of the following steps or other efforts not listed below that are reasonably needed to determine where an applicant's or employee's needs can be met through the reasonable accommodation process:

- Job analysis, job description review, and review of any other relevant data regarding job requirements and functions.
- Consultations with the appropriate supervisor and Human Resources, and others as necessary, to define possible accommodation that might be reasonably necessary to permit or allow an otherwise qualified person with a disability to participate in the screening process in the case of applicants, or to perform the job assignment under consideration for employees.
- Applicant accommodation requests will be handled by Human Resources in conjunction with the selection manager.
- Among the points to be addressed in the analysis are whether, based on the information available, the employee is otherwise qualified to perform the essential job functions; the physical and/or mental work requirements; physical barriers, if any, based on the work location; the effect of accommodations on related jobs or individuals; any possible threats to the health/safety of the person with a disability or to others in the work place; any undue hardship on the City in providing the accommodation; and estimated dollar costs (if any) to accomplish the desired accommodation.

All applicants and employees are expected to cooperate in the interactive process. As part of the process, employees should also remember that the City is not obligated to and will not provide personal use items needed in accomplishing daily activities, such as eye glasses or hearing aids, but will consider work-specific equipment, such as but not limited to, voice-activated software or adaptive technology where appropriate.

Decision on Accommodation & Recordkeeping

Once the interactive process is complete and a decision is made regarding accommodations, the employee will be notified by City Manager. The employee will also be notified if/when documentation needs to be renewed or updated.

Terms Used in This Policy

- *Disability*: A physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.

- *Major life activities*: Term includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.
- *Major bodily functions*: Term includes physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability (formerly termed “mental retardation”), organic brain syndrome, emotional or mental illness and specific learning disabilities.
- *Substantially limiting*: In accordance with the ADAAA final regulations, the determination of whether an impairment substantially limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder, and schizophrenia. An impairment, such as cancer that is in remission but that may possibly return in a substantially limiting form, is also considered a disability under US Equal Employment Opportunity Commission (EEOC) final ADA Amendments Act of 2008 (ADAAA) regulations.
- *Direct threat*: A significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.
- *Qualified individual*: An individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.
- *Reasonable accommodation*: Includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

Appeals

If the employee disagrees with the accommodation selected or has been denied an accommodation to which the employee believes he/she is entitled to, the employee may appeal the decision to the City Manager within twenty (20) working days of the date of the decision.

XII Military Leave Policy (USERRA)

City of Stanton values its employees who also serve in the military. It is the policy of the Stanton to comply with the Uniformed Services Employment and Reemployment Act of 1994 (USERRA), as revised, and applicable state laws that protect job rights and benefits

for veterans and members of the reserves. The laws cover all persons serving in the Army, Navy, Marine Corps, Air Force, Coast Guard, Public Health Service commissioned corps, and the reserve components of these services, and the National Guard.

USERRA provides protection to employees who are absent from work for active duty, active duty for training, initial active duty for training, funeral honors duty, inactive duty training, full-time National Guard duty under federal direction, and a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any of those duties. In addition, also protected are those in service in the commissioned corps of the Public Health Service, those attending a military service academy, and those participating in a ROTC active or inactive duty training program. Covered service also includes an employee's service as an intermittent disaster-response appointee upon activation of the National Disaster Medical System (NDMS) or as a participant in the authorized NDMS training program. Finally, in times of war or national emergency, the President has the authority to designate any category of persons called into the country's service at such times as a service member covered by USERRA's rights and protections.

A. Notice Required

An employee taking leave provided in USERRA (or appropriate commanding officer of the employee) must provide as much advance written or oral notice as possible of the need for leave, unless impossible because of military necessity or otherwise impracticable or unreasonable. Consistent with the Department of Defense recommendations, the City requests at least thirty (30) days' notice.

B. Documentation

An employee taking leave provided in USERRA is required to provide documentation confirming his or her military service for leave that is longer than thirty (30) days. The City requests that employees provide documentation for all leave taken under USERRA.

C. Confirmation of Service

An employee taking leave provided in USERRA must provide the name and contact information of his or her commanding officer. The City reserves the right provided in USERRA to contact the commanding officer of an employee to confirm the service related to any leave.

A. Employment & Pay

Upon presentation by a regular full-time employee of compensation records identifying the date of and payment made for the training program, the City shall pay the difference between the compensation received for the training and the compensation that would have been received had the regular full-time employee worked as scheduled for up to ten (10) working days annually. In the event that the annual training required for an employee exceeds the ten (10) days specified above, the additional days shall be granted as a leave of absence without pay (or charged against the employee's accumulated vacation leave, if requested by the employee).

B. Reemployment

Under USERRA, an employee is entitled to reemployment upon separation from military leave, if the employee:

- Was honorably discharged or terminated from service;
- Was employed in a position for which there was an expectation of continued employment;
- Has not been absent for duty in the military for longer than a cumulative period of five years, unless involuntarily retained in the military;
- Reported to work or notified his or her supervisor of an intention to return to work, at the proper time, as indicated within this policy.

Period of Service	Required Employee Action	When Action Must Be Taken
1 – 30 days	Report to work	(1) On the next regularly scheduled work shift on the first full calendar day after service ended, plus the time for safe transportation back to his/her residence and eight hours of rest – OR – (2) As soon as possible after the eight hour rest period, if, through no fault of the employee, it would be impossible or unreasonable to report within the time described in (1)
31 – 180 days	Notify his or her supervisor in writing of the employee’s intent to return to work	Within 14 calendar days (Unless impossible or unreasonable through no fault of the employee, then the next first full calendar day that submitting the request becomes possible)
181+ days	Submit a written request for	Within 90 days after completing service

This policy may not address all issues concerning your rights during military leave. If issues arise that are not addressed in this policy, the City will abide by USERRA and other applicable laws. Should you have any questions or require further information, please see the City Manager.

XIII Travel & Reimbursement

Mileage & Expenses

Employees will be reimbursed for reasonable expenses and applicable IRS mileage reimbursements incurred in connection with City Manager approved travel on behalf of the City.

It shall be the responsibility of each employee traveling as an official representative of the City of Stanton to keep sufficient records in order to make a complete and detailed report of all authorized expenses to be paid for by the City. This shall mean that, when practical, actual receipts will be obtained and attached to the expense report.

Employees traveling for the City will be allowed reasonable meal expenses and reimbursement based on IRS approved rates. These expenses will be subject to the approval of the City Manager. No reimbursement will be made for entertainment or for meals for persons other than City employees unless such expenses are specifically approved in advance by the City Manager.

Employees may be allowed an amount not greater than the cost of a medium priced, single room for lodging while traveling at the expense of the City. No provisions shall be made for an advance or a reimbursement for lodging expenses for relatives and friends of employees. All lodging must be supported by receipts.

City employees may be reimbursed for reasonable tips, telephone and tax expenses, provided these expenses were business purposes only. Parking costs will be reimbursed if the employee uses a City owned or a private vehicle.

Use of Personal Vehicle

A private automobile may be authorized for City business if prior approval of the City Manager is obtained before the trip is taken. If a private automobile is permitted to travel within the state, the reimbursement shall be paid at the rate of the current federal per diem plus parking charges. If a private automobile is permitted for travel out of state, reimbursement expenses shall be limited to a maximum dollar amount equal to coach class airplane and shall not include tolls on roads or bridges, lodging, meals, and other expenses en route that would not be paid if commercial transportation were used. In the event approval is received for two or more employees to travel by private car, only the one party will estimate and receive transportation costs.

City Vehicles

The City of Stanton possesses and maintains a wide array of costly equipment and rolling stock. Employees are expected to follow prescribed procedures for equipment and vehicle usage, refrain from equipment abuse and guard against equipment loss.

Should an employee encounter equipment malfunction or be involved in an accident, the incident should be immediately reported to the appropriate supervisor or department head. Intentional equipment abuse, careless use of equipment, or habitual loss of equipment may result in disciplinary action, up to and including termination.

All vehicles will be operated in accordance with applicable federal, state, and local traffic laws. Operators are responsible for reasonable vehicle maintenance checks (gas, oil, fluid levels, tires, unusual operation symptoms, noises, interior and exterior cleaning, etc.) and reporting vehicle problems to their supervisor.

Employees who receive a moving violation(s) may have the use of City vehicles restricted by the City Manager and may be subject to discipline.

Safe Driver Requirements

All individuals who operate City vehicles, who operate personal vehicles on City business, who receive payment related to vehicle expenses, and/or are required to drive as a necessary part of their job must possess and maintain a valid Driver's License and proper insurance for their personal vehicles.

Individuals who fail to possess a valid Driver's License will be prohibited from driving City vehicles and/or driving their personal vehicles on City business. Should this prohibition prevent an employee from performing his/her assigned job duties, negative employment action could occur. This negative employment action could include, but is not limited to transfer, demotion, suspension, discharge, or loss of reimbursement of expenses.

Individuals who drive agency vehicles or are required to drive as a necessary part of their jobs must notify their immediate supervisor if they receive a ticket or citation for Operating While Impaired, Operating While Intoxicated, or Operating While Under the Influence of Narcotics. Such notification must take place immediately upon reporting for work after receipt of the citation.

Individuals are prohibited from operating an agency vehicle or personal vehicle on agency business when their driving ability has been impaired for any reason, including but not limited to the ingestion of drugs, medication, or alcoholic beverages; physical impairment or restrictions; or other situations/conditions within the individual's control.

Any illegal use of controlled substances is strictly prohibited. Individuals must immediately notify their supervisor if their operator's license is restricted, limited, suspended or revoked.

City employees shall wear a seatbelt at all times while operating a City vehicle, or their personal vehicle while conducting City business.

Personal Use of City Equipment

The personal use of City owned equipment outside of the scope of employment is prohibited for uses of a personal nature. Any exceptions to this policy shall be approved by the City Manager.

XIV

Continuing Education & Professional Membership

Professional Conferences & Conventions

The City of Stanton may reimburse an employee for expenses incurred as a result of attending approved professional conferences or conventions. All such conferences and conventions must be directly related to the employee's professional field and position with the City. The City Manager must specifically approve attendance at such a conference or convention prior to authorizing the reimbursement or advancement or expense.

Schools & Training Sessions

The City Manager may authorize an employee to attend schools and training sessions directly connected with their position and duties with the City of Stanton.

Professional Membership

Membership dues for a related trade or professional organizations may be paid for by the City at the prior approval of the City Manager and at their discretion. All additional continued training required for the employee's position shall be fully paid for by the City.

Continuing Education

The City encourages all personnel to continually upgrade their personal knowledge and job proficiency through ongoing education. Educational activities are not compensable and are considered to be self-improvement for the employee above and beyond that required by their position with the City.

Attendance of personnel at special workshops and seminars is based upon the needs of the City for information or training in special areas. Such attendance shall be at the discretion and approval of the City Manager.

XV Reading of Employee Handbook

A clear understanding of personnel policies by both employees and their supervisors is necessary in order to avoid possible misunderstandings and/or inappropriate conduct. In order to ensure that all employees have read and understand the personnel policies of the City of Stanton, all employees will be given a copy of the personnel manual. All employees are required to read the personnel manual and sign the Employee Statement of Understanding stating that they have read and understood the personnel manual. This form must be completed and returned to the City manager within one week from the date the employee receives a copy of the City of Stanton Personnel Manual and shall become a permanent part of the employee's personnel file.

A complete and proper understanding of employee benefits, policies, and procedures is essential in order to avoid possible misunderstandings and/or appropriate conduct. In order to facilitate this objective, the City of Stanton requires all employees to read the Personnel Manual and sign the following statement.

I, the undersigned, do hereby certify that I have read the City of Stanton Personnel Manual and addressed any questions or concerns concerning the Personnel Manual to the City Manager. I understand the employee benefits, policies, and procedures as outlined in the Personnel Manual and have had any questions or concerns regarding the Personnel Manual adequately addressed by the City Manager.

Employee Signature

Date

Note: A copy of this form is required by City Policy to become a permanent part of each employee's personnel file.