

**CHARTER TOWNSHIP OF REDFORD**

**HANDBOOK FOR**

**BOARD OF TRUSTEES APPOINTED EMPLOYEES**

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## PURPOSE AND INTRODUCTION

The purpose of this Manual is to set forth the policies and procedures of Redford Township and to assist the Board of Trustees Appointed Employees in understanding the employment relationships with the Township.

Consistent application of these policies and procedures will provide an atmosphere of fair and uniform treatment of all employees.

For purposes of the Handbook only, and unless otherwise indicated, the titles of Board of Trustees Appointed Employees shall all be referred to as appointees.

For appointees, employment may be terminated at any time, with or without cause and with or without notice by an authorized department head and the township supervisor or by the township supervisor alone. An appointee may request of the Township Board a review of any disciplinary action up to and including termination. Such a request must be made to the Board of Trustees in writing within 30 days of the date of disciplinary action. Within 60 days of receiving the request the Board of Trustees will hear the appointee's statement of his/her position. A decision on a request for a "no cause" termination will be decided by the Board within 60 days of receiving the request. The decision of the Board of Trustees will be final.

The Township, through its Board of Trustees, may change these policies and procedures at any time by issuing written revisions. These policies and procedures cannot be changed or modified by any verbal statements and verbal statements should not be relied upon.

As a condition of employment, all appointees must abide by these policies and provisions and any revisions to them.

## EQUAL EMPLOYMENT/AFFIRMATIVE ACTION

It is the policy of Redford Township not to discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, age, marital status, weight or handicap.

This policy applies to, but is not limited to, employment, transfer, recruitment, recruitment advertising, scheduling, work assignments, termination, rates of pay, or any other employment-related matters.

## TOWNSHIP DRUG-FREE POLICY STATEMENT

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### EMPLOYER AND EMPLOYEES RESPONSIBILITIES TOWARD THE POLICY

Kindly be advised that at its regular meeting on May 15, 1989, the Board of Trustees approved motion #89:183 which established Redford Township as a drug-free work place.

In compliance with the Drug-Free Work Place Act of 1988, the Charter Township of Redford advises each of its appointees that:

It is unlawful to manufacture, distribute, dispense, possess or use a controlled substance on Township premises. Violation of this prohibition in the work place may subject an appointee to criminal and/or civil legal proceedings. In addition, an infraction of this policy may also result in disciplinary action being taken against the appointee.

Such action may include the appointee's termination from employment. Furthermore, it is a condition of employment that you continue to abide by this policy for the duration of your employment.

Also, be aware that an appointee must notify the Township of any criminal drug statute conviction for a violation occurring in the work place no later than five (5) days after such conviction.

Within ten (10) days after receiving notice, the Township will notify its grantor agency.

Within thirty (30) days of receiving notice, the Township will take one of the following actions:

1. Appropriate personnel action against the appointee up to and including termination of the appointee.

OR

2. Require such an appointee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency.

### CONSUMPTION OF ALCOHOLIC BEVERAGES

The consumption of alcoholic beverages while on duty or on Township property is forbidden. An appointee may not be under the influence of alcohol while on duty in the employ of the Township.

### SMOKING POLICY

Smoking is prohibited in all enclosed areas within the worksite without exception. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, employee lounges, exercise rooms, locker

rooms, stairs, restrooms; township owned and leased vehicles, and all other enclosed facilities.

Furthermore, smoking shall be prohibited within a distance surrounding entrances, windows that may be opened or used for ventilation, and ventilation systems of all worksites and public places covered by this regulation so that persons entering and exiting these buildings may do so without being negatively impacted by secondhand smoke.

### SEXUAL HARASSMENT

It is the policy of Redford Township to ensure that all employees have a work environment free from sexual harassment and to take appropriate action to protect the integrity of the employment relationship. Unwelcome sexual harassment means requests for sexual favors and other verbal or physical conduct of a sexual nature, including, but not limited to, unwelcome touching, gestures, or offensive sexual remarks, sexually explicit photographs and writings and graffiti. Sexual harassment occurs when:

- Submission to such conduct is made, either explicitly or implicitly, as a term or condition of the individual's employment.
- Submission to or rejection of such conduct by an individual is used as a reason for an employment decision affecting such individual.
- Such conduct has a purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive environment.

All employees have a right to work in an atmosphere free of sexual harassment.

Employees are encouraged to report any sexual harassment to an immediate

supervisor. The immediate supervisor shall notify the Department Head of all such complaints, written or unwritten. If the immediate supervisor is the person alleged to be committing the harassment, employees shall submit their complaints to the Department Head and/or the employee's next highest-ranking supervisor. If the person alleged to be committing the conduct is an elected or appointed official or Department Head, employees should submit their complaint directly to the Township Clerk, the Township Supervisor or the Personnel Director.

Upon notification of improper conduct, the Township will immediately investigate the matter and will take whatever action is necessary, up to and including possible discharge of the wrongdoer, to ensure adherence to both the law and Township policy. During all investigations, the employee shall have an opportunity to present the facts and allegations orally and/or in writing to the investigating person or persons.

#### NEPOTISM AND EMPLOYMENT OF RELATIVES

It is the policy of the Township of Redford that relationship (defined ahead) to another individual employed by the Township shall not constitute a bar to hiring or promotion, except as noted below, nor shall relatives be given preferential hire or promotion treatment. Standards for employment shall consist of individual ability, performance and qualifications for the position.

No employee shall be assigned to a division or department under the direct supervision or control of a relative.

The employment of relatives in the same unit or department or under the same supervisor may be authorized only with the prior written approval of the Administrative Committee.

For purposes of this section, "relative" includes:

1. Spouse
2. Children
3. Parents
4. Sisters/Brothers
5. Grandparents
6. Mother-in Law/Father-in-Law
7. Son-in-Law/Daughter-in-Law
8. Aunts/Uncles
9. Stepchildren

### WORKERS' COMPENSATION

As an employee of Redford Township you are covered by workers' compensation insurance. Should you sustain a work-related injury you are obligated to report it to your immediate supervisor or other management personnel. Should your injury require more than immediate first aid, you will be taken to a Township authorized medical facility.

When receiving treatment for a work-related injury DO NOT use your personal medical insurance. You should inform the attending physician or admitting clerk that your injury is work-related. Furthermore, within twenty-four hours of its occurrence, you are also required to submit a Report of Work-Related Accident or Injury to the Personnel Office. Copies of these forms are available in each department.

In the event an appointee is injured while in the service of the Township, the appointee shall receive the difference between the appointee's full pay and appointee's Workers' Compensation for the period of the appointee's disability, not to exceed one (1) year.

Thereafter, the appointee shall receive Workers' Compensation only for the length of the appointee's injury if eligible under the Workers' Compensation statute.

### INSURANCE BENEFITS UNDER THE MICHIGAN NO-FAULT ACT

The intent of this section is to prevent the Township from having to pay duplicate benefits to an employee arising out of a motor vehicle accident. In the event an appointee is injured in a motor vehicle accident in the course of the appointee's duty, so as to be eligible for personal protection insurance benefits under the Michigan No-Fault Act, MCLA 500.3101, et seq., payable from the Township, any Workers' Compensation benefits and duty disability benefits to which the appointee may be entitled shall be subtracted from the personal protection insurance benefits otherwise payable for the injury. This provision shall not be construed to prevent an appointee from recovering damages from a third party or parties who may be responsible for the injury and any such damages shall not be subtracted from personal protection insurance benefits otherwise payable for the injury.

### USE OF TIME CLOCK

Appointees are not required to punch in and out on time cards.

### LUNCH PERIODS

Appointees are encouraged to take a daily lunch period for a reasonable length of time.

### OVERTIME WAGES

Appointees are not compensated for hours worked in excess of eight (8) hours in the workday or forty (40) in the workweek.

### JURY DUTY & WITNESS FEES

Appointees shall receive their full pay during the period they are called for jury duty or to serve as a witness in court. Any monies collected for the performance of jury service and appearing as a witness may be retained by the appointee. Such monies received shall be in lieu of parking, mileage, meals, etc. Subpoena fees for the production of Township records must be surrendered to the Township. This paragraph is not applicable when the Township does not sanction an appointee's involvement in a lawsuit.

### HOLIDAYS

Appointees may be granted the day off with pay for recognized holidays. The recognized holidays are the same as those given to the Township employees who are members of the Michigan Association of Public Employees. Appointees will not receive any additional compensation for time worked on holidays.

### LEAVE DAYS

Leave days are in lieu of vacation, sick, personal and bereavement leave days. Upon appointment and each anniversary of appointment thereafter (except as otherwise noted), an appointee shall receive 31 leave days. From the date of Board of Trustee adoption of this handbook to your anniversary date, you will receive on a prorated basis 31 leave days. Any fraction of a whole leave day as a result of prorating will be rounded to the closest whole number. Leave days may be used for vacation, sick, personal or bereavement purposes. Unused leave days may accumulate without limit, but with a monetary value not to exceed the provisions of this handbook.

Except as noted below appointees are required to take as leave days at least 10 workdays off in the course of the Township fiscal year for vacation; at least five of the 10 leave days shall be consecutive.

The two exceptions to this policy are:

1. An appointee is not required to use leave time in the first year of the appointee's employment.
2. An appointee is not required to use leave time in the final year of the appointee's employment.

#### PAYMENT FOR UNUSED LEAVE

**Payment for Unused Leave at Either; Retirement, Resignation or Termination for Cause**

An appointee's unused leave pay shall be limited to the lesser of the appointee's unused leave time or 100% of the highest maximum number of days or hours available for lump sum pay-out as contracted between the Township and any of its bargaining units.

**Payment for Unused Leave - For Termination Without Cause**

An appointee who is terminated without cause shall receive unused leave pay that shall consist of:

The lesser of the appointee's unused leave time or 100% of the highest maximum number of days or hours available for lump sum pay-out as contracted between the Township and any of its bargaining units. Plus 30 leave days.

Note: For purposes of this handbook unused accumulated leave days do not include leave days lost due to prior disciplinary action.

## FAMILY AND MEDICAL LEAVE ACT POLICY

This policy is not to be all-inclusive and merely highlights the provisions of the FMLA which are subject to detailed and specific implementing regulations. This Policy is not meant to conflict with either the FMLA or its implementing regulations. Should there be any inconsistency between this policy, the FMLA or the implementing regulations, the statute and regulations control.

### ELIGIBILITY

Employees are entitled to up to twelve (12) weeks of job protected leave for certain family and medical reasons if they have worked for at least one (1) year and for 1,250 hours over the previous twelve (12) months.

All employees who are designated as "key employees" for FMLA leave might not qualify for reinstatement to their or similar positions upon the end of their leave. A "key" employee is a salaried FMLA-eligible employee who is among the highest paid 10 percent of all the employees employed by the employer within 75 miles of the employee's worksite.

### REASONS FOR TAKING FMLA LEAVE:

1. to care for the employee's child after birth or placement for adoption or for state supervised foster care;
2. to care for the employee's spouse, son or daughter or parent who has a serious health condition; or
3. for a serious health condition that makes the employee unable to perform the employee's job.

### ADVANCE NOTICE AND MEDICAL CERTIFICATION

The employee is required to provide advance leave notice and medical certification should FMLA leave be desired by the employee. FMLA leave may be denied if the notice and certification requirements are not met.

The employee must ordinarily provide thirty (30) days advance notice when the leave is "foreseeable".

If thirty (30) days notice is not practical, taking into account all of the facts and circumstances in the individual case, then notice must be given within one (1) or two (2) business days of when the need for leave becomes known to the employee.

Leave requests must be in writing and must set forth the reasons, anticipated duration, and anticipated start of the leave with medical certification attached. The Township may require an employee to obtain a second medical opinion, at Township expense. If the opinion of the two health care providers differs, the Township may require a third opinion, at Township expense, from a health care provider mutually agreed upon by the employer and employee.

Medical treatment must be scheduled so as to minimize loss of work time.

Appointments scheduled during work hours must have written verification from the provider of the health care service that such provider does not offer appointment hours which do not conflict with the employees shift hours and does not offer Saturday hours.

The Township will place on family medical leave a qualified non-key employee who experiences an event that qualifies for family and medical leave when the event is anticipated or known by the Township.

## BENEFITS

For the duration of FMLA leave, health insurance coverage will be maintained.

Employees will be returned to their original or an equivalent position upon return from FMLA leave.

Accrued benefit time, no matter when earned, will be charged for FMLA leave time taken.

When FMLA Leave is taken for the employee's serious health condition (#3 above) the employee's leave banks will be used in the following order; sick days, personal days, vacation time, chit time, and leave time will be charged for FMLA leave pursuant to the statutory option granted to the employer.

When FMLA Leave is taken for the care of the employee's spouse, child or parent (#1 and #2 above) the employee's leave banks will be used in the following order; personal days, chit time, vacation time, leave time, and sick days will be charged for FMLA leave pursuant to the statutory option granted to the employer.

The FMLA does not require that an employee actually ask for FMLA leave in order that the employer be permitted to charge paid time off.

If FMLA leave time is otherwise unpaid, benefit time and seniority time does not accrue. FMLA leave will be based on a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

Under the FMLA provision, an eligible husband and wife employed by Redford Township are limited to a combined total of 12 weeks of leave during any 12-month period for any one (or all) of the following reasons:

- Birth of the employee's son or daughter or to care for such child after birth
- Placement of a son or daughter with the employee for adoption or foster care, or to care for a child after such placement
- To care for the employee's parent with a serious health condition

The marriage penalty does not apply to FMLA leave taken for any other qualifying reason, including the following reasons:

- For the employee to recover from, or receive treatment for, his or her serious health condition
- To care for the employee's spouse with a serious health condition
- To care for the employee's child with a serious health condition (including a newborn child or a child recently placed for adoption or foster care with the couple)

If one spouse is ineligible for FMLA leave, the other spouse is entitled to a full 12 weeks of FMLA leave for any qualifying reason.

### ATTENDANCE RULES

Absences permitted by the FMLA will not be counted under the attendance policy as absence incidents.

### NOTICE OF EMPLOYER EXPECTATIONS AND OBLIGATIONS OF EMPLOYEE

Paid and unpaid leave pursuant to the FMLA will be counted against the employee's FMLA entitlement.

An employee must furnish to the employer medical certification of necessity for the leave within fifteen (15) days of any request for FMLA leave. If the medical certification is found to be incomplete the employee will be provided a reasonable opportunity to correct such deficiency. In the case of foreseeable leave, failure to provide medical certification will cause the leave to be denied until the required certification is provided. When the need for FMLA is not foreseeable, certification must be provided at least fifteen (15) days after the employee gives notice of the need for the leave or as soon as practical under the facts and circumstances requiring the leave.

The employer requires the exhaustion of all paid leave prior to taking unpaid leave. If the employee has an obligation to pay part of that employee's health care premiums as of the time of the FMLA leave, the employee must make provisions with the benefits department to continue such payments during the leave.

Prior to returning to work, the employee will be required to submit a fitness for duty certificate to the personnel director.

Upon return to work, the employee will be reinstated to the same or equivalent job. Should an employee on a FMLA leave decide not to return to work, the employer is entitled to recover its share of health plan premiums paid by the employer during such a period of FMLA leave subject to certain exceptions.

## PERSONNEL DEPARTMENT

- Will provide an employee requesting FMLA leave with written notice detailing the specific expectations and obligations of the employee and explaining any consequences of a failure to meet these obligations.
- Will provide an employee with a copy of the FMLA Fact Sheet.
- Will provide an employee with requisite forms for medical certification.
- Will answer questions regarding the FMLA rights, duties and obligations of the employee.

## PERSONAL LEAVES OF ABSENCE

Any appointee with a suitable reason may apply for an unpaid leave of absence. The appointee's supervisor in his/her sole discretion shall determine whether to grant a leave. Each leave must designate a return to work date. Failure to report for work on the designated date, unless excused by the appointee's supervisor, shall be deemed a voluntary quit. Unless otherwise provided in writing by the Township Board, the Township will not pay for insurance benefits during an unpaid leave of absence. Appointees do not accrue leave time while on an unpaid leave of absence.

## HEALTH INSURANCE

Appointees shall receive the same health care benefits with the same co-pays and premium sharing as received by the Township employees who are members of the Michigan Association of Public Employees (MAPE).

Should a vested appointee with at least 8 years of continuous Township service die while in the employ of the Township, the vested appointee's spouse and eligible

dependents shall receive the same health insurance as the spouse and dependents of a qualified retiring appointee as defined below.

Should an appointee (regardless of vesting status) die a duty related death, the appointee's spouse and eligible dependents shall receive the same health insurance as the spouse and dependents of a qualified retiring appointee as defined below.

At the time of their retirement, qualified retiring appointees, their spouse and eligible dependents (as defined by the insurer) shall receive the same health care benefits with the same co-pays and premium sharing as the Township's retiring employees who are members of the MAPE.

These payments must be paid monthly to the Charter Township of Redford, or as otherwise agreed by the Township.

The qualifications for retiring appointees are:

1. A retiring appointee must have accumulated seventy (70) points based upon age and years of service, one point being given for each year of age and one point for each year of service.
2. Qualification 1 will be waived for appointees who retire from Redford Township with either a duty-related disability pension or a non-duty related disability pension.
3. This coverage will be available only to participants in the Municipal Employees Retirement System and not to appointees who are also participants in another pension pursuant to a negotiated health benefit program with the Township.
4. Retiring appointees shall apply, upon becoming eligible for Medicare benefits including parts "A" and "B", which benefits shall be primary and coordinated

with the health insurance benefits provided retirees under this agreement, so long as the retiree shall suffer no reduction in health insurance coverage.

Medicare part "B" will be at the retiree's expense.

5. When the retired appointee has available other medical coverage, that coverage will be primary and the Township medical benefit coverage will be secondary.
6. Other dependents may be covered for medical benefits at the retired appointee's sole expense.

#### PROVISION FOR CONTINUATION OF HEALTH CARE BENEFITS

Federal law gives employees of the Township, their spouses and their dependent children, who are receiving health care benefits from the Township, the option to continue self-paid health care coverage after coverage would normally cease due to the following reasons:

1. The employee's termination of employment or a reduction of hours resulting in the loss of eligibility to participate in the employer's group health plan.  
Employees terminated for reasons of gross misconduct shall not be eligible for extended self-pay benefits.
2. Divorce or legal separation from an employee.
3. Death of the employee.
4. Dependent children who cease to be eligible under the provisions of the current health plan.
5. Employee becomes eligible for Medicare benefits.

The continued coverage under the health plan may be applied for by an employee, the employee's spouse, or the dependents of the employee. To be eligible, the individual must cease to be covered under the group health plan because of one of the five (5) reasons listed above. Continued coverage will be paid for by the person being insured at a rate just slightly higher than the group rate paid by the Township. All information regarding this option may be obtained from the Personnel Director's office.

### MEDIUM TERM DISABILITY INSURANCE

Appointees will be provided with medium term disability (MTD) insurance for 80% of their salary for up to two full years. Such benefit shall activate after an absence of 30 consecutive work days for an appointee's non-work related medical condition only, verified by a physician's written statement. Appointees may at their option delay going on MTD until they have exhausted their leave bank. Appointees must use their accrued leave days (if available) during the 30 day qualification period before receiving MTD benefits.

Should an appointee's anniversary occur while the appointee is on MTD, the employee's leave allotment for that year shall be prorated (to the nearest whole day) when the appointee returns to active duty.

### LIFE INSURANCE

The Township provides, at no cost to the appointee while an employee of the Township, a Fifty Thousand and no/100 (\$50,000.00) Dollars, Group Life Insurance Policy with an accidental death and dismemberment policy.

Upon retirement or other voluntary departure the appointee may continue such insurance at the appointee's expense.

Retirees will be given a Two Thousand (\$2,000.00) Dollar death benefit insurance plan at no cost to the retiree until age 65.

### LONGEVITY

- A. An appointee's longevity will be the same as contracted between the Township and the Michigan Association of Public Employees.
- B. Payment: Appointees shall receive their longevity pay on the same date as the Township's general fund employees receive their longevity payment.
- C. Termination: Upon termination of employment for any reason other than cause, longevity payments shall be pro-rated for the year of termination and the appropriate amount paid to the appointee, or in the event of his/her death, to his/her heir or estate.

### PENSION PLAN

Employees of Redford Township are members of the Municipal Employees Retirement System (MERS). Appointees shall contribute 0 % of their gross salary for pension contributions. The Township shall make the required contribution (Board action 13:027). Appointees are eligible for retirement with any of the following combinations of age and year of Township employment:

| <u>Age</u> | <u>Years of Employment</u> |
|------------|----------------------------|
| No minimum | 25                         |
| 55         | 20                         |
| 60         | 8                          |

Vesting occurs at eight (8) years of service.

Benefit at retirement is based on a 2.5% of the appointee's final average compensation (FAC) multiplied by the number of years of service.

FAC is the appointee's highest 36 consecutive months of earnings divided by 3. An appointee's severance pay at retirement will be added to the FAC if it is not included with the appointee's highest 36 consecutive months of earnings.

This benefit shall not exceed 80% of the appointees' final average compensation.

For additional information on the retirement benefit refer to the Provisions in Brief pamphlet provided by MERS.

### RECOVERY OF DAMAGE OR LOSS

When a retired appointee has been convicted of a felony that involves damage or loss to the Township, the Supervisor of the Township shall take those steps permitted under state and federal law authorizing government to seek reimbursement for losses suffered by government at the hands of the retired appointee.

### CONFERENCES & TRAVEL (revised 10/14/08)

- I. The provisions of these guidelines shall apply to all employees of the Charter Township of Redford, including those who are elected or who are appointed.
- II. Eligible Conference/Travel Expenditures: It is the intent of the Township to enhance the professional development of the employee and official by sponsoring participation in approved learning activities. These activities, conferences, seminars, conventions, workshops, etc. must have adequate budgeted funds available for participation.

- a. Conferences/Seminars: The activities must be directly related to that Person's Township job function. Funds to support attendance must have previously been budgeted. Township reimbursement may not exceed the pre-approved registration fee.
- b. Mileage: Persons who are required to use their privately-owned vehicles while on Township business shall be reimbursed upon Township Board approval of the expense report. The Township reimbursement rate for mileage shall be the current IRS rate in effect on the actual travel date(s). Employees who receive traffic citations are responsible for subsequent fines.
- c. Airfare: Airfare expenses will be pre-paid by the Township prior to the date of the conference. In accordance with what is standard in private business and most government jurisdictions, airfare will be allowed at "less than first class" rates. In most cases, this will be the coach rate. Employees are encouraged to seek business or discount rates.
- d. Lodging: Generally, persons traveling on Township business will have their lodging expenses pre-paid. In those cases where pre-payment is not possible, reimbursements will be made for the actual expenses incurred. Employees seeking to attend a conference or a seminar must request a copy of the Township's Tax Exemption Forms. Failure to request such a form prior to the conference or request the mailing of such a form with the registration will result in the employee not being reimbursed for any additional taxes the Township is normally exempt from paying. Receipts must be obtained for lodging and all expenses

documented. Ideally, lodging would occur at the hotel sponsoring the conference or at a convenient hotel where arrangements have been made by the sponsoring agency.

- e. Meals: While traveling on Township business, employees and officials will be reimbursed at a rate of \$50.00 per day. If detailed receipts are not provided to the Township by the employee, their per diem allocation will be as follows:

\$10.00 credit for breakfast

\$15.00 credit for lunch

\$25.00 credit for dinner

While traveling on Township business, employees and officials will be reimbursed for reasonable expenses for meals and gratuities. All detailed receipts must be included. In cases where the conference registration includes meal(s), the per diem allocation will be reduced as follows:

\$10.00 credit for breakfast

\$15.00 credit for lunch

\$25.00 credit for dinner

**IN NO CASE WILL TOWNSHIP FUNDS BE ALLOWED FOR THE PURCHASE OF ALCOHOLIC BEVERAGES.**

- f. Reimbursement for people other than the Township employee, commission member and/or official who attend conferences or conventions shall not be aided by public funds.

- g. Miscellaneous: Reimbursement for other expenses, such as baggage handling, tolls, taxis, parking and other expenses, will be allowed with the approval of the Department Head. Under no circumstances will expenses of a personal nature be included in a charge against public funds. Receipts must be submitted to the Bookkeeping Department if reimbursement is requested.
- h. Extended Travel: If the conference or seminar is longer than three days duration, advance payment of meals may be requested. This request should be made two weeks prior to departure date. The authorized advance payment is set at \$50.00 per diem. No receipts at the \$50.00 rate will be necessary for reimbursement. However, if the employee chooses to present receipts, he/she will be allowed reimbursement in accordance with the provisions of Section (e) above. Receipts must be provided.

### EDUCATIONAL ASSISTANCE

The Township may provide educational assistance funds for Township-related education. The assistance shall be in the form of a refund of tuition, books, and fees if applicable subject to the following restrictions:

- a. The Administrative Committee must approve the course.
- b. The appointee must successfully complete the course. (If the course is graded, the appointed must receive a grade of "C" or an equivalent score or better.)

- c. By accepting educational assistance funds an appointee agrees to remain in the employ of the Township. Such period of employment commitment shall be for one year after the course or courses supported by the Township is completed.
- d. Should an appointee terminate his/her employment prior to the expiration of the period of employment commitment, the amount of educational assistance funds provided to the appointee for the course or courses taken that correspond to the period of service being prematurely terminated must be refunded to the Township by the appointee. The appointee may agree to have such an amount withheld from their severance pay. Such withholding requires written consent of the appointee. However, the appointee remains responsible for full repayment to the Township.

### CONFLICT OF INTEREST

No Township appointee shall engage in any business or transaction or shall have a financial or other personal benefiting interest which is incompatible with the proper discharge of his/her official duties or would tend to impair his/her independence of judgment or action in the performance of his/her duties.

Appointees, while performing their duties and responsibilities for compensation by the Township, may not be in the employ or receive any fees for service from another employer. Exceptions to this rule are when an appointee is on personal or annual leave. Violation of this policy will result in disciplinary action against the appointee up to and including termination of employment.

## MISCELLANEOUS PROVISIONS

- a. Courtesy: Redford Township policy mandates that common courtesy be extended to citizens and fellow employees. This includes telephone conversations, personal contacts and written communications.
- b. Solicitations: Employees are prohibited from soliciting contributions, memberships, purchases or sales on Township premises without prior approval of their supervisor.

### Township Vehicles and Equipment:

1. For those appointees who operate Township motor vehicles while on Township business the appointee must possess and maintain a valid driver license with five or fewer points.
2. Prior approval must be obtained from one of the three full time elected officials before a Township vehicle may be used for personal use. If prior approval is granted the prorated value of the Township vehicle for appointee's personal use will be reported on the appointee's Form W-2 Annual Wage and Tax Statement and to the Internal Revenue Service.
3. Compliance with Laws: All Redford Township business transactions must comply with applicable State or Federal laws and regulations. If an appointee is unsure of the pertinent laws and regulations, that appointee should consult his/her supervisor.

## PERSONAL PHONE CALLS

Appointees are permitted to make or receive brief personal local calls. While such calls are permitted, appointees are asked to exercise discretion and to keep such calls to a minimum. Personal long distance calls must be charged to the appointee.

### PERSONAL PROPERTY

The Township shall not be held responsible for the loss of an appointee's or official's money or other valuables.

CHARTER TOWNSHIP OF REDFORD  
BOARD OF TRUSTEES APPOINTED EMPLOYEES  
ACKNOWLEDGMENT FORM

I, \_\_\_\_\_, acknowledge that I have received a copy of the Charter Township of Redford Handbook for Board of Trustees Appointed Employees. I further acknowledge that I have reviewed the handbook and understand its provisions and agree to comply with the policies and procedures contained in the handbook. These policies and procedures supersede any previous policies and procedures, written or oral, which may exist within the Township.

I further acknowledge and understand my employment is at will and may be terminated by either party at any time with or without notice and with or without cause.

\_\_\_\_\_  
Appointee

\_\_\_\_\_  
Date