

The Village of Grass Lake

EMPLOYEE HANDBOOK



TABLE OF CONTENTS

INTRODUCTION	4
CUSTOMER SERVICE PHILOSOPHY	4
EMPLOYMENT CATEGORIES AND AT-WILL EMPLOYMENT	5
EMPLOYMENT PROCESS	6
Applications.....	6
Hiring & Non-Discrimination.....	6
Background Checks	7
Employee Probationary Periods	7
Extension of Job Offers	8
GENERAL EMPLOYMENT POLICIES AND BENEFITS	8
Personal Time Off (PTO).....	8
Bereavement.....	10
Holidays.....	10
Jury Duty	11
Military Service	11
Family Medical Leave Act.....	11
Unpaid Time Off.....	11
Health Care	11
Life Insurance	11
IRA Retirement Plan.....	12
DPW Work Schedules, Overtime, Compensatory Time and Clothing Stipend	12
Office Staff Work Schedules	13
Training	13
Performance Reviews	13
EMPLOYEE GUIDELINES	14
“Open-Door” Policy.....	14
Complaint Procedure/Dispute Resolution	14
Chain of Command	14
Uniforms and Dress Code	15
Lunch and Break Periods.....	15
Absenteeism	15

Time Sheets.....	16
Personal Errands	16
Overtime	16
Smoking is not allowed inside any Village building. An outside smoking area is provided to employees and must be kept clean by employees using it.....	16
Political Activity.....	16
Outside Employment	16
Gifts and Gratuities	16
Social Media Policy	17
Anti-Harassment & Discrimination Policy.....	18
Violence and Weapons in the Workplace Policy	22
Drug Use Policy	23
WORK RULES AND DISCIPLINARY ACTIONS	24
EMPLOYEE SAFETY AND RISK MANAGEMENT POLICY.....	25
Physical Demands and Work Environment:.....	26
On-Call Requirements:.....	26
ACKNOWLEDGEMENT FORM.....	27

INTRODUCTION

We have designed this Employee Handbook for you to use as your personal reference and to answer questions that you may have about your job or Village policies, employee benefit programs, and other terms and conditions of your employment.

We recommend that you read the entire Handbook to have a better understanding of your position with the Village of Grass Lake. The contents of this Handbook, including policies and benefits, are subject to change by the Village Council, with or without advance notice. Benefits may be added to, expanded upon, reduced, deleted, or otherwise modified by the Village of Grass Lake Council.

This Handbook of Policies and Procedures apply to all employees of the Village of Grass Lake.

The Village of Grass Lake is pleased to welcome you to our community. We believe that each employee contributes directly to the Village's growth and success, and we truly hope you take pride in your employment with this community. Together we can make this an enjoyable place to work.

CUSTOMER SERVICE PHILOSOPHY

The perception that our residents and guests have of our government is derived from momentary encounters in which they interact with our employees. Often these encounters occur under stressful conditions, emergency situations, or other instances of conflict in which Village employees must demonstrate excellent communication skills and exemplify high standards of professionalism. The following customer service philosophy has been developed to emphasize our commitments to our residents and guests and to ensure courteous and respectful service from our employees at all times.

Village employees are expected to abide by the following customer service rules and guidelines:

1. Village employees must be direct and honest with residents while maintaining their sense of professionalism.
2. Village employees must honor their word and never promise more than they can deliver.
3. Village employees should always be willing to listen to residents.
4. Village employees must recognize that while they constantly operate within the public sector work environment, the typical resident only interacts with their Village government for an average of 20 minutes per year. It must be the goal of Village employees to deliver superior service each and every time a resident contacts the Village.

This is a municipal/professional office and our staff must be professional as well. We expect you to treat other employees and other people you meet as a function of your employment with respect and courtesy.

EMPLOYMENT CATEGORIES AND AT-WILL EMPLOYMENT

“At-Will” Employment Status

The Village is an at-will employer, and all Village employees are at-will employees. This means your employment may be terminated with or without notice and with or without cause and for any reason. This Employee Handbook is not an employment contract, and does not act to alter, change, amend, or modify each employee’s “at-will” employment status.

REGULAR FULL-TIME; employees, not designated as Temporary or Probationary Employees, who are typically scheduled to work 40 or more hours per week and are eligible for full benefits.

PART-TIME; employees, not designated as Temporary or Probationary Employees, who are typically scheduled to work less than 40 hours per week and are eligible for pro-rated benefits.

PROBATIONARY; Full and or Part-Time employees not designated as Temporary, who are being evaluated for continued employment or employment for a specific job, or job function, during an introductory or probationary period of 90 days. Probationary employees will be eligible for PTO accrual from date of hire, eligible for health insurance at 30 days, and eligible for retirement benefits at 60 days.

TEMPORARY; employees hired, retained or designated to fill an interim need, to supplement the existing workforce, to perform an interim or seasonal function or complete a designated project and are not eligible for benefits except for MI Earned Sick Time.

Employment status will be designated by the Village Manager and may only be altered in writing, at the direction of the Village Council.

EMPLOYMENT PROCESS

Applications

All applicants must complete the Village of Grass Lake employment application. The Village of Grass Lake relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment.

Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment. The Village, as a component of its hiring process, may also require other information to be submitted with the application. Certain positions may require a Commercial Driver's License.

Hiring & Non-Discrimination

The Village of Grass Lake does not, and shall not; discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, height, weight, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

The Village of Grass Lake is an equal opportunity employer. We will not discriminate and will take measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, height, weight, or military status.

Disability Accommodation

The Village complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities and/or conditions related to pregnancy, childbirth, and related conditions.

The Village is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which may include providing reasonable accommodation, where appropriate, for employees with disabilities. In general, it is the employee's responsibility to notify the Village of the need for accommodation. If an employee has a disability and feels an accommodation is needed to perform the essential functions of their job, they should notify the Village Manager in writing of the need for a reasonable accommodation. Employees must do so within 182 days after the date the employee knew or reasonably should have known that an accommodation was needed. The Village will make reasonable accommodations that do not pose

an undue hardship. When appropriate, the Village may need your permission to obtain additional information from a physician or other medical or rehabilitation professionals. Without that information, it may not be possible to assess potential accommodations.

Lactation / Breastfeeding Policy

No employee shall be discriminated against for breastfeeding or expressing milk during work, and reasonable efforts will be made to assist employees in meeting their breastfeeding goals while at work. In recognition of state and federal law, it is the Village's policy to support employees who need accommodations to express breast milk during the workday as required by applicable law.

For up to one year after the birth of a child, any employee who is breastfeeding will be provided reasonable break times to express breast milk as needed. The Village will designate a room for this purpose. Any breast milk stored onsite must be labeled with the name of the employee. Breaks of more than 20 minutes will be unpaid.

Background Checks

Recognizing that employment with the Village places one in a position of public trust, it is the policy of the Village that any applicant for employment may be subject to a background check, including past employment, credit, driving, and criminal records prior to beginning their first day of service.

Any employee who is convicted on a felony charge and/or a crime of dishonesty, theft or fraud, which calls into question the truthfulness and trustworthiness of the employee, must inform the Village Manager in writing of the conviction in an efficient and timely manner

Any employee who is required to operate a motor vehicle as part of his/her regular job duties and is convicted of a moving violation or other similar crime including driving under the influence, must inform the Village Manager in writing of the conviction in an efficient and timely manner.

The employment status of any employee who reports a conviction shall be reviewed on a situational basis. If an employee fails to provide such notice they may be subject to disciplinary measures, up to and including termination.

The Village may, at its discretion, also conduct a random and/or periodic criminal record check of existing employees for convictions as permitted by applicable laws.

Employee Probationary Periods

Your first 90 days of employment with the Village of Grass Lake is a probationary period. After 90 days of employment, you will be informed whether we will continue your employment.

The purpose of the probationary period is to provide an opportunity for both the employee and the Village to determine whether the employee has the ability and attributes to qualify him/her for regular employment status. Upon successful completion of probation, employees will be eligible to receive PTO time earned from date of hire.

Extension of Job Offers

Offers to candidates for appointed official positions will first be authorized by the Village Council. The Village Manager will make all employment offers to applicants. All offers will first be extended verbally and then in writing. The written job offer will include the position, job duties, classification, hourly rate or salary, and starting date.

GENERAL EMPLOYMENT POLICIES AND BENEFITS

Personal Time Off (PTO)

PTO hours may be accrued up to a maximum of 300 hours and shall carry over year to year. Any PTO hours above the 300-hour maximum shall be forfeited. Employees will be compensated for up to 160 hours of unused, awarded PTO upon termination of employment so long as they give at least two (2) weeks' notice of the intent to resign or retire. Resignation or retirement without at least two (2) weeks' notice will not entitle an employee to compensation for unused PTO. Involuntary termination of employment will not entitle an employee to compensation for unused PTO.

Requests for more than 3 consecutive PTO days must be submitted in writing two weeks in advance of request. All other requests must be submitted at least 24 hours in advance.

PTO time may be denied if requested less than 24 hours in advance based on the operational needs of the Village. If an employee fails to give notice according to these rules, the employee may be subject to discipline.

Employees who take time off after it has been refused may be subject to discipline, up to and including termination.

DPW Position Specific: Vacation time for DPW staff will be between March 1 and November 1 of each calendar year, unless otherwise approved by the Village Manager. This does not restrict any employee's ability to request and utilize time off that is protected by the Michigan Earned Sick Time Act.

Accrual will be based on the following schedule:

Length of employment	During Year 1	During Year 2	During Years 3-5	During Years 6-9	During Years 10+
Percentage earned per regular hour worked	2.31%	4.23%	6.15%	8.08%	10.00%
Expected annual accrual for full-time employees	48	88	128	168	208

For purposes of PTO accrual, salaried, exempt employees shall be assumed to work 40 hours per week or their ordinary schedule, whichever is less.

To determine proper accrual rates, an employee should multiply their hours worked in a pay period by the percentage that matches their length of employment. For example, a full-time employee with 3 years of service to the Village will earn 4.92 hours of PTO in a regular pay period (80 hours x 6.15% = 4.92 hours of PTO).

PTO may be requested to be cashed out in 8-hour increments up to 80 hours per budget year, with the restriction of requiring that a minimum of 40 hours remain in the employee's PTO bank for future use.

Michigan Earned Sick Time (MIEST)

Grass Lake Village is adopting the Frontload method for providing Michigan Earned Sick Time. Up to 72 hours of MIEST will be added to each employee's MIEST bank, dependent on their scheduled work hours. Employees will be allowed to use up to a maximum of 72 hours of MIEST per benefit year.

MIEST will not be paid out upon termination of employment. In the event an employee separates employment and has utilized a greater number of hours than they would have earned for the benefit year, the Village will attempt to recoup the value of hours used greater than the employee's adjusted balance.

Any employee who is rehired within six (6) months of separation will have their MIEST bank reinstated to the level it was prior to their separation. Any employee separated from employment for six (6) or more months will have their MIEST bank reset to zero upon rehire.

The normal benefit year is defined as January 1 – December 31.

Notification

Your immediate supervisor is the person to notify of your wish to use MIENT.

If the need for MIENT is foreseeable, an employee must provide notice of such a request at least 7 days in advance.

If the need for MIENT is unforeseeable, the employee must provide notice as soon as is practicable. Deciding what is practicable is dependent on the unique facts and circumstances of each situation and will be approached reasonably.

Employees must state that they are using Michigan Earned Sick Time when they report their need for an absence.

No Retaliation

The Village prohibits retaliation or discriminatory action against any employee for exercising their rights under the Michigan Earned Sick Time Act.

Bereavement

Employees will be allowed up to four (4) days off with pay for a death in the employee's immediate family or spouse's immediate family. Up to two additional days may be taken from available accrued PTO where the services require out-of-state travel or for other compelling reasons as determined by the Village Manager. For purposes of this article immediate family is defined as the employee's spouse, children, grandchildren, parents, grandparents, foster parents, foster children, parents-in-law, siblings, and any persons whose financial or physical care is the employee's principal responsibility.

Holidays

All Employees will be entitled to paid holidays that the Village Council approves annually each December, and one floating holiday to be used at the discretion of the employee, subject to PTO process. To be eligible for holiday pay an employee must work their full scheduled hours the scheduled day before and after the holiday. The use of approved-in-advance PTO counts as having met this requirement. The use of MI Paid Sick Time does not meet this requirement.

In the event a DPW employee is required to work during one of these holidays, he/she shall be entitled to two hours pay for each hour worked in addition to the eight hours of holiday pay. These two hours may be added to the current pay period or banked as comp time to be taken from regular hours as soon as practicable. If a designated holiday falls on a Saturday, employees will receive the Friday before off. If the holiday falls on a Sunday, employees will receive the following Monday off.

Jury Duty

Employees who are called for jury duty will be compensated for the days they were on duty up to 30 business days, less any compensation received from the court for those days. Employees must present proof of compensation from the court to receive Village compensation.

Military Service

Employees who are members of the National Guard or military reserves may take up to one-month unpaid leave to drill with their unit. The village will follow state and federal laws pertaining to National Guard or military service.

Family Medical Leave Act

The Village of Grass Lake will abide by the provisions of The Family Medical Leave Act. Because the Village does not employ 50 or more individuals, no Village employees are eligible to receive leave under the Family Medical Leave Act.

Unpaid Time Off

If any employee wishes to take unpaid time off, it must be approved at least 24 hours in advance and must be given approval by the Village Manager, in the case of the Village Manager requesting unpaid time off, they will inform the Village President. The Village Manager will inform the Village President. Unpaid time off may be denied based on the needs of the Village and staffing. Available PTO must be used before unpaid time can be requested, and requests must follow the timeline requirements for PTO requests.

Health Care

All full-time employees are eligible for subsidized employer paid health care benefits after 30 days of employment. The employee is required to pay 20% of the premium cost and can elect coverage for a spouse and/or children with responsibility for 100% premium costs for dependents. These benefits are provided through a health care provider of the Village's choice. Part-time and temporary employees are not eligible for health care benefits. Employees should refer to the plan documents and summary plan descriptions for specific questions about the plan. Those documents control over the provisions of this Handbook.

The Village may modify, amend, or terminate any or all benefits at any time at its sole discretion. All changes that affect employees will be communicated to them in writing.

An Annual Healthcare Election Waiver is required for employees choosing to opt out of coverage.

Life Insurance

During employment, the Village of Grass Lake will carry life insurance policies on all full-time employees. The term life insurance provided is subject to the terms and conditions of the policy and insurance carrier. The Village shall set the amount of coverage provided and reserves the right to change carriers, amounts of coverage, or the terms and conditions of coverage at any time. The Village also reserves the right to terminate the policy subject to the restrictions of the policy.

IRA Retirement Plan

Full and part-time employees are eligible to enroll in the Village's retirement plan after 60 days of successful employment. The Village provides a match of contributions up to 3% for deposit into an IRA with the Village's designated investment firm.

Employees should refer to the plan documents and summary plan descriptions for specific questions about the plan. Those documents control over the provisions of this Handbook.

The Village may modify, amend, or terminate any or all benefits at any time at its sole discretion. All changes that affect employees will be communicated to them in writing.

DPW Work Schedules, Overtime, Compensatory Time and Clothing Stipend

The workday shall be a twenty-four (24) hour period starting at midnight and the work week shall be a seven (7) day period beginning and ending at midnight on Sunday. Weekly schedules will be determined by the DPW Supervisor.

Overtime will be paid at a rate of time and one-half of employee's regular straight time hourly rate plus any incentive pay in effect at the time the overtime is worked shall be paid for all hours paid (holidays, paid time off, paid sick leave, bereavement leave and paid jury duty) in excess of eight (8) hours per day or ten (10) hours per day when on four (4) day workweeks or forty (40) hours per work week. Under no circumstances shall there be any use of comp time on an overtime day.

In lieu of overtime pay, an employee may elect to receive comp time, at a rate of one and one-half hours for each hour of overtime worked. The decision between comp time and overtime pay must be made on the date of accrual. The maximum accrual of comp time shall be a rolling forty eight (48) hours per employee. Employees will be entitled to use compensatory time upon request unless the time off would be unduly disruptive to Village operations. Upon the retirement, death, or departure for any reason of an employee, the employee or his/her estate shall receive a full pay out of the employee's unused compensatory time at the hourly rate he/she was paid on the last day he/she worked.

When overtime is to be worked, employees involved will be given reasonable advance notice, if possible. When it is necessary to work overtime because of weather conditions or other emergencies, it shall be a condition of continued employment that employees work the necessary overtime. In non-emergency situations, if the employer notifies an employee at least one (1) hour before the end of his/her regular shift before the overtime is to be worked; the Employer shall have the right to require such employee to work the overtime. Employees will be excused from

working overtime if they have an emergency situation and they shall be expected to give the employer as much advance notice as is reasonably possible. When the work to be performed on an overtime basis is a continuation of a specific job that was being performed during the normal workday prior to the overtime period, it shall be performed by the employee or employees who were performing the specific job prior to the occurrence of the overtime period unless those employees are excused for an emergency reason. When the overtime is not a continuation of a specific job that was being performed during the normal workday and it is in addition to the work performed by those already called in, it shall normally be performed by the employees who are normally assigned to the job or work area involved and whose piece of equipment is being utilized.

The annual clothing stipend is \$200.00, of which the first half is paid with the first paycheck in January, with the balance to be paid with the first paycheck in July.

Office Staff Work Schedules

The workday shall be a twenty-four (24) hour period starting at midnight and the work week shall be a seven (7) day period beginning and ending at midnight on Sunday.

Office Staff, Exempt: The normal work week shall be up to twenty six (26) hours: three days per week during regular office hours, plus time allotted for meetings outside of regular office hours, and additional hours to complete the regular duties of the position.

Office Staff, Part-Time Non-Exempt: The normal work week shall be twelve to fifteen (12-15) hours: two days per week during regular office hours, or as needed to complete duties of the position.

Training

The Village will pay for classroom training and lodging at testing sites approved in advance by management. If testing is a requirement of the training and the employee fails to pass the first exam, the employee will be responsible for 35% of the exam costs for the second test. If a third exam is required, the employee will be responsible for 65% of the exam fees.

The Village will individually rate the value of each certificate, license, and other training completed during the course of employment for one-time payouts or hourly wage increases.

Performance Reviews

All employees will be formally evaluated by direct supervisor prior to the conclusion of the probationary period. Annual reviews are conducted on a schedule determined by the Village Council. Informal evaluation of employee performance is on-going throughout the year.

EMPLOYEE GUIDELINES

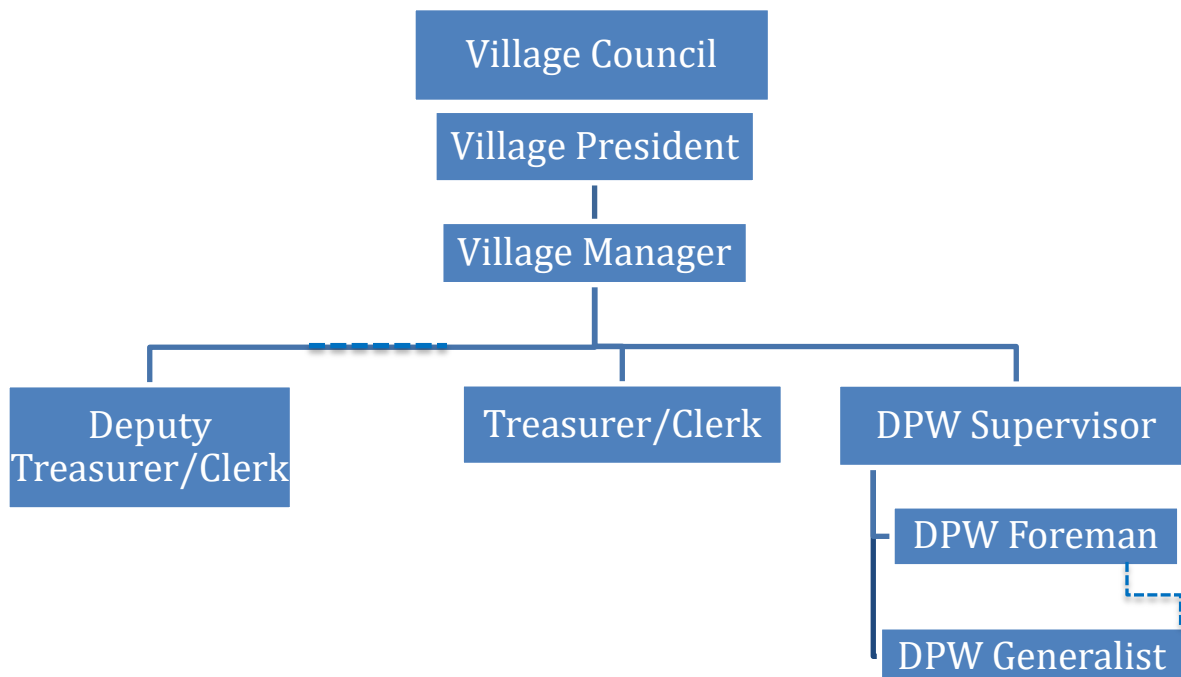
“Open-Door” Policy

The Village maintains an open-door policy under which all employees maintain the right to interact directly with their supervisors and other members of management. However, employees should first take any issue or concern to their immediate supervisor before approaching the Village Manager, who resolves issues that cannot be resolved by a department supervisor.

Complaint Procedure/Dispute Resolution

All work-related concerns, interpretations of working conditions, or other questions that may arise with respect to the responsibilities of the employee will first be brought to the next level up in the chain of command. If a complaint is unresolved, it may be advanced to the next level of the chain of command. In the event that the Village Manager or Village President is not able to resolve the complaint, the matter may be requested to be reviewed by the Village Council President appointed Staff Engagement Committee.

Chain of Command



Uniforms and Dress Code

In general, common sense and professional pride should dictate daily attire. Village employees must always be appropriately groomed, neatly dressed and present a professional appearance. Department supervisors will be responsible for determining appropriateness of attire and shall be responsible for pointing out inappropriateness to employees, if necessary.

For office personnel: the Village will maintain a “business casual” dress code. Because the Village serves the public, it is important to maintain an excellent public image. Employees are expected and required to dress in a manner suitable to the work they are performing, always recognizing that the goal is to present a professional business appearance.

The following items are unacceptable: halters, short shorts, and extremely tight-fitting clothes. The determination of what is appropriate or inappropriate shall be made by the employee’s Department Head, the Village Manager, and/or the Village Council.

The Village will provide work uniforms to employees in the Department of Public Works. The Village will be responsible for replacing uniforms damaged or destroyed over the course of time by normal, on-the-job wear and tear. Employees will bear the cost of replacing lost uniforms or uniforms damaged or destroyed off duty or due to an employee’s negligence.

Lunch and Break Periods

DPW Employees will be allowed one thirty (30) minute unpaid lunch period per eight (8) hour day. DPW Employees may take a fifteen (15) minute rest period in the A.M. and a fifteen (15) minute rest period in the P.M. Break periods shall not be used to show up late to work or leave work early.

Office staff shall take their lunch during the one-hour closure of the office between 12 noon – 1:00 p.m.

Absenteeism

An employee who is absent or expects to be absent must notify the supervisor within 15 minutes prior to the start of normal business hours if the need is foreseeable. Unacceptable attendance may subject an employee to disciplinary action up to and including discharge. Failing to report for 3 days without notification may be considered a voluntary resignation by the employee if the absences are not protected by the MI Paid Sick Time Act.

An employee is considered tardy if not at work and ready to begin work at the scheduled time. Excessive tardiness may subject an employee to disciplinary action up to and including discharge.

Time Sheets

All employees are required to maintain a time sheet on a daily basis which may be periodically reviewed. Employees must record time accurately. Falsifying a time sheet may subject an employee to disciplinary action up to and including discharge. Time sheets are turned in to the Village Clerk for payroll processing bi-weekly.

Personal Errands

Before leaving the office for a personal errand, you must obtain the approval of your manager. Any time an employee leaves the office for a non-Village errand, the employee shall not include this time on their timesheet. Any Village errand must be approved by your manager

Overtime

Any overtime worked must be approved by your supervisor in advance. If not pre-approved, and deemed by management to have been unnecessary (not an emergency or unavoidable), disciplinary measures up to and including discharge may occur at the discretion of management.

Smoking is not allowed inside any Village building. An outside smoking area is provided to employees and must be kept clean by employees using it.

Political Activity

Employees are free to express political opinions outside of working hours. During working hours, employees cannot engage in or use their position for political purposes. Banned political activities during working hours include, but are not limited to, wearing political buttons, soliciting political contributions, circulating petitions, or distributing political materials.

Outside Employment

Employees may take additional employment outside their position at the Village of Grass Lake. Any such outside employment shall not be a conflict of interest with any Village business and shall not interfere with the employee's duties with the Village. If the Village determines that outside employment creates a conflict of interest or interferes with the employee's duties with the Village, the employee may be required to resign the outside employment or, if the employee refuses, be discharged from Village employment.

Gifts and Gratuities

Except for nominal gifts of \$25.00 or less, i.e., caps, shirts, pens, promotional trinkets, employees shall not accept any gifts or gratuities from a person or firm that does business or seeks to do business with the Village.

Social Security Number Privacy

To ensure, to the extent practical, the confidentiality of our employees' Social Security Numbers (SSNs), no employee may acquire, disclose, transfer or unlawfully use the SSN of any employee except in accordance with this policy. The release of employee SSNs to external parties is prohibited except where required by law. Internal access to employee SSNs is restricted to employees with a legitimate business need for the information.

Except where permitted by state or federal law, the Village and its employees will not: 1) publicly display all or more than four sequential digits of an employee's SSN; 2) use all or more than four sequential digits of an employee's SSN as the primary account number for an individual; 3) visibly print all or more than four sequential digits of an employee's SSN on any identification badge or card; 4) require an individual to use or transmit all or more than four sequential digits of their SSN to gain access to an Internet web site or computer system or network unless the connection is secure, the transmission is encrypted, or a password or unique PIN is also required to gain access; 5) include all or more than four sequential digits of an employee's SSN in or on any document or information mailed or otherwise sent to an individual if it is visible on or without manipulation from outside the envelope or packaging; or 6) include all or more than four sequential digits of an employee's SSN in any document or information mailed to a person.

Employee SSNs may be collected in the ordinary course of business for the purpose of identity verification or to administer benefits and in accordance with state and federal laws. Any documents that include an employee's SSN that are discarded, must be shredded.

Social Media Policy

The Village may utilize social media resources such as Facebook or Twitter to connect with its residents more effectively. In the event the Village establishes such an account, it shall be governed by the following policy:

Purpose

This policy establishes guidelines for the establishment and use of social media sites including, but not limited to Facebook and Twitter, by the Village of Grass Lake as a means of conveying Village information to its residents and guests.

General Policy

The establishment and use of Village social media sites is subject to approval by the Village Manager or his/her designee and are administered by the same.

Village social media sites should make clear that they are maintained by the Village of Grass Lake and are governed by this policy.

Wherever possible, Village social media sites should link back to the official Village of Grass Lake website for forms, documents, online services, and other information necessary to conduct business with the Village of Grass Lake.

The Village Manager will monitor content on Village social media sites to ensure adherence to both the Village's Social Media Policy and the interest and goals of the Village of Grass Lake.

The Village reserves the right to restrict or remove any content that is deemed in violation of this Social Media Policy or any applicable law. Any content removed based on these guidelines must be retained by the Village for a reasonable period of time, including the time, date and identity of the poster, when available.

The Village of Grass Lake website at www.villageofgrasslake.com will remain the Village's primary and predominant internet presence.

Employees representing the Village government via social media sites must conduct themselves at all times as a representative of the Village and in accordance with all Village policies.

All Village social media sites shall adhere to applicable federal, state and local laws, regulations and policies.

This Social Media Policy may be revised at any time.

Anti-Harassment & Discrimination Policy

The Village is committed to providing a work environment free of unlawful harassment, discrimination, or retaliation. The Village prohibits behavior that is offensive, abusive, threatening, intimidating, or disruptive to others on the basis of their race, national origin, color, sex, sexual orientation, gender identity/expression, pregnancy, disability, religion, age, height, weight, familial status, marital status, veteran or active military status, genetic information or any other legally protected characteristic. Through enforcement of this Policy and by education of employees, the Village will seek to prevent and correct behavior that violates this Policy.

Prohibited Conduct - Discrimination

It is a violation of this Policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, an individual's race, national origin, color, sex, sexual orientation, gender identity/expression, pregnancy, disability, religion, age, height, weight, familial status, marital status, veteran or active military status, genetic information or any other legally protected characteristic. Discrimination violates this Policy regardless of whether the applicant or employee actually has the protected characteristic or is merely perceived to have it.

Discrimination in violation of this Policy will be subject to disciplinary measures up to and including termination.

Prohibited Conduct - Harassment

The Village prohibits unlawful harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this Policy. For purposes of this Policy, harassment is any disrespectful or unprofessional conduct that is not welcomed by the person being harassed and is designed to threaten, intimidate or coerce an employee, co-worker, or any person working for or on behalf of the Village and is based solely or in part on the individual's race, national origin, color, sex, sexual orientation, gender identity/expression, pregnancy, disability, religion, age, height, weight, familial status, marital status, veteran or active military status, genetic information or any other legally protected characteristic.. Harassment violates this Policy regardless of whether the applicant or employee actually has the protected characteristic or is merely perceived to have it. Harassment also violates this Policy when it's based on a combination of two or more protected characteristics or the protected characteristic of someone with whom the applicant or employee is associated, such as a family member or friend.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this Policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's race, national origin, color, sex, sexual orientation, gender identity/expression, pregnancy, disability, religion, age, height, weight, familial status, marital status, veteran or active military status, genetic information or any other legally protected characteristic, including epithets, slurs and negative stereotyping.
- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of race, national origin, color, sex, sexual orientation, gender identity/expression, pregnancy, disability, religion, age, height, weight, familial status, marital status, veteran or active military status, genetic information or any other legally protected characteristic..
- Such unlawful harassment or discrimination may include epithets, slurs and derogatory remarks, stereotypes, jokes, posters, cartoons or any form of stalking or bullying based on individual's race, national origin, color, sex, sexual orientation, gender identity/expression, pregnancy, disability, religion, age, height, weight, familial status, marital status, veteran or active military status, genetic information or any other legally protected characteristic.

Prohibited Conduct - Sexual Harassment

The Village expressly prohibits any form of unlawful harassment based on a characteristic protected by law, including but not limited to sexual harassment. Sexual harassment is defined as verbal or physical conduct or communication when:

- Submission to the conduct or communication is made either an explicit or implicit term or condition of employment;

- Submission to or rejection of the conduct or communication by an individual is used as a basis for an employment decision affecting that individual; or
- The conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this Policy:

- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); any form of stalking or bullying; and verbal abuse or "kidding" that is oriented toward a prohibited form of harassment, including that which is sexual in nature and unwelcome.
- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters, notes, facsimiles, e-mails, photos, text messages, Internet postings; or other forms of communication that are sexual in nature and offensive.
- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forced sexual intercourse or assault.

All forms of harassment are prohibited both in the workplace and at employer-sponsored events. Prohibited harassment also may include conduct that occurs through the use of the Village's electronic communications system or through other online conduct.

Harassment prohibited by this Policy must be distinguished from conduct or communication that, even though unpleasant, is not inappropriate in the context of carrying out instructional, advisory, counseling, or supervisory responsibilities.

Prohibited Conduct - Retaliation

As used in this Policy, "retaliation" means any adverse employment action taken against an applicant or employee because that person participated in activity protected under this Policy or reasonably thought to be protected under this Policy. Examples of protected activities include, but are not limited to:

- Reporting or assisting someone in reporting suspected violations of this Policy
- Cooperating in investigations or proceedings arising out of a violation of this Policy
- Filing a complaint with the Michigan Department of Civil Rights or the U.S. Equal Employment Opportunity Commission.

“Adverse employment action” is conduct or an action that materially affects the terms and conditions of the applicant’s or employee’s employment status or is reasonably likely to discourage the person from engaging in a protected activity. Even actions that do not result in a direct loss of compensation or in termination may be regarded as an adverse employment action when considered in the totality of the circumstances.

The Village will not permit coercion, intimidation, retaliation, interference, or discrimination for filing a complaint or assisting in an investigation. However, the Village may take disciplinary action if an employee:

1. *Intentionally* files a false complaint; *or*
2. *Intentionally* provides false information during an investigation or review of a complaint.

Complaints made in good faith, even if they are not substantiated by an investigation, will not subject the employee to discipline or termination. The Village will also take appropriate steps to assure that the person against whom such an allegation is made is treated fairly.

Any person who is found to have violated this aspect of the Policy will be subject to discipline up to and including termination of employment.

Reporting

Any employee who feels that they are the victim of unlawful harassment or discrimination in violation of this Policy should immediately report the matter to the Village Supervisor. If the complaint concerns the Supervisor, an employee may report the matter to another elected official of the Village. In no case will an employee be required to make a complaint to the alleged harasser.

Any employee or applicant who experiences or witnesses behavior they believe violates this Policy is encouraged to immediately tell the offending individual to stop and that the behavior is inappropriate and unwelcome, but only if they feel comfortable doing so. The applicant or employee should also immediately report the alleged violation as provided above. A complaint may be verbal or in writing. While there is no requirement that the incident be reported in writing, a written report that details the nature of the harassment, dates, times and other persons present when the harassment occurred will better enable the Village to take effective, timely and constructive action.

Supervisors or managers who learn of any potential violation of this Policy are required to immediately report the matter to the Village Supervisor or other appropriate individual.

Upon receipt of any complaint, the Village will conduct, or will retain someone to conduct, a prompt and thorough investigation. The investigation may include interviews with the parties involved and may also include interviews with individuals who may have witnessed the alleged misconduct or who may have other relevant personal knowledge. The Village will investigate all reports as confidentially as permitted under the law, and participants in the investigation may be asked to maintain confidentiality during open investigations to ensure the integrity of the investigation. Retaliation against anyone who reports a violation of this Policy or participates in an investigation is strictly prohibited, regardless of the merit of the complaint. Nothing in this

Policy should be interpreted to interfere with any employee rights under state or federal law, including rights under the Public Employment Relations Act.

Enforcement

Any employee who violates this Policy will be subject to disciplinary action, up to and including termination of employment. To the extent a customer, vendor, or other person with whom the Village does business engages in unlawful harassment, discrimination, or retaliation, the Village will take appropriate action to remedy the situation.

The Village will resolve all complaints pursuant to applicable law. If the Village determines that the complaint is valid, the Village will take prompt action designed to stop the harassment immediately and to prevent its recurrence, which may include termination of the offending employee.

If you are unclear on any provisions of this Policy, please contact the Village Supervisor for more information.

Confidentiality

To the extent possible, the Village will endeavor to keep the reporting of the applicant or employee's concerns confidential; however, complete confidentiality cannot be guaranteed when it interferes with the Village ability to fulfill its obligations under this Policy, applicable law, and any court order. All employees are required to cooperate fully with any investigation.

Violence and Weapons in the Workplace Policy

Purpose

The purpose of this policy is to promote a safe environment for employees and members of the public while on Village of Grass Lake property and during the course of conducting Village of Grass Lake business.

Policy

The Village of Grass Lake prohibits all employees of the Village of Grass Lake from carrying a handgun, firearm, or weapon of any kind on to the property, excluding law enforcement personnel, regardless of whether the person is licensed to carry the weapon or not. A reasonably sized blade that is necessary for job duties shall not be considered a weapon under this Policy. Determinations about whether a blade is a weapon or a tool shall be made by the Village Manager.

“Threat” is the expression of the intent to cause physical or mental harm. An expression constitutes a threat without regard to whether the party communicating the threat has the present ability to carry it out and without regard to whether the expression is contingent, conditional, or future. “Physical attack” is unwanted or hostile physical contact such as hitting, fighting, pushing, shoving, biting, spitting and throwing objects. “Property damage” is intentional

damage to property which includes property owned by the Village, employees, visitors or vendors.

The Village of Grass Lake will not tolerate threats, threatening behavior, or acts of violence against employees, visitors, or other individuals by anyone on Village property. This includes physical attacks, verbal or physical threats, destruction of property, sexual harassment, intimidation, or abusive language.

It is a violation of this policy to engage in any act of workplace violence. Any person who, in the opinion of a supervisor, poses a threat to him or herself or others shall be removed from the premises and shall remain off the premises pending the outcome of an investigation. Appropriate responses may include, but are not limited to, suspension and/or discharge of employment and/or referral to law enforcement or the County Prosecutor's Office.

In the workplace, an employee witnessing violence shall call a department head or 9-1-1 depending on the situation. The employee shall also observe the situation in an attempt to get information such as the name and description of the perpetrator, but only if it can be done without endangering the employee or others. Any employee having knowledge of workplace violence involving any other employee, as victim or perpetrator, must report such act to their department head immediately. Disciplinary action may result for failure to do so.

Drug Use Policy


The Village has a strong commitment to its employees to provide an alcohol and drug-free working environment. It is equally obligated to its administration, citizens, customers, local businesses and the public to operate its business safely and prudently.

Alcohol and THC

Any employee who is found drinking alcoholic beverages, consuming THC products, or who is under the influence of alcohol or drugs including THC during work hours is subject to discipline up to and including discharge.

An employee who appears to be under the influence of alcohol, THC or other drugs while working may be taken to the Police Department for an assessment. If the assessment is positive, the employee will be suspended, pending appropriate disciplinary action.

Alcohol, Drugs and Illegal Narcotics

Any employee that is found selling or possessing  alcohol, THC products or illegal drugs on Village property while working is subject to discipline up to and including discharge.

Drug Testing/Screening

The pre-employment physical examination given to each new employee includes a drug screen. Employees may be requested to take a drug test if reasonable suspicion exists to merit such a request. Positive tests or a refusal to consent to a drug test will result in disciplinary action, up to

and including discharge. Tests that are paid for by the Village are the property of the Village and the examination records will be treated as confidential and held in separate medical files.

The Village of Grass Lake will comply with all applicable federal, state, and local laws in administering drug tests as well as any resulting disciplinary measures.

WORK RULES AND DISCIPLINARY ACTIONS

The following actions may result in discipline, discharge, loss of benefits, and/or prosecution. The Employer strives for the concept of corrective discipline for any employee for minor offenses. However, in the case of major infractions, suspension or discharge may be invoked for a first offense.

1. Theft of any kind or dishonesty affecting the workplace.
2. Falsification of personnel and/or other Village records.
3. Job abandonment, or leaving early without management approval.
4. Insubordination including but not limited to failure or refusal to do work assigned.
5. Physical or verbal altercations with co-workers during working hours, breaks, or while on Village property or conducting Village business.
6. Negligent or intentional conduct which results in injury to person or property.
7. Threatening, intimidating or coercing employees or the public.
8. Deliberate failure, or refusal to follow workplace safety rules.

EMPLOYEE SAFETY AND RISK MANAGEMENT POLICY

Safety and accident prevention are particularly important. It is our goal to prevent personal injury to our employees and our guests. Safety, however, is also a matter of individual responsibility. We are all responsible for practicing safety on a day-to-day basis. Employees are expected to comply with all safety and health requirements, whether established by the Village or by Federal, State or local law.

To ensure the safety of our employees, the Village has established and enforces the following safety practices:

1. No job is so urgent, no work so important, that employees cannot take the time to do it safely.
2. Wear safety glasses, ear protection and other protective devices as required in shop and work areas, or as directed by your supervisor.
3. Hard leather shoes/boots must be worn in all shop and work areas.
4. Wear appropriate clothing for the job.
5. Learn how to lift properly. Bend your knees and keep your back erect. Get help for heavy loads. Distribute weight evenly. Always look for an automated alternative before trying to lift or move something yourself.
6. Make sure that safety guards and other protective devices are on power equipment when in operation.
7. Maintain hand tools properly.
8. Each employee is responsible for keeping his or her work area neat and orderly. All debris must be put in waste cans. Walkways must be kept clear at all times.
9. Extreme caution must be used at all times when operating vehicles and seat belts must be worn at all times when operating Village vehicles.
10. Report unsafe working conditions immediately to your supervisor.
11. With all the health risks inherent in coming into contact with blood borne pathogens and bodily fluids, if someone is bleeding and they cannot help themselves, call 911. Untrained and unequipped employees should not attempt to provide first aid in cases of bleeding.

Environmental Factors:

DPW Specific: Tasks are regularly performed with exposure to adverse environmental conditions including, but not limited to, dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, and toxic agents.

Sensory Requirements:

DPW Specific:

Some tasks require the ability to perceive and discern colors or shades of colors.

Some tasks require the ability to perceive and discern sounds. Some tasks require the ability to perceive and discern tastes. Some tasks require the ability to perceive and discern odors. Some tasks require depth perception. Some tasks require the ability to perceive and discern textures. Some tasks require visual perception and discrimination. Some tasks require oral communication ability.

Physical Demands and Work Environment:

DPW Specific: Physical Abilities: Tasks involve the ability to exert physical effort in moderate to intense work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, shoveling, carrying, pushing, and/or pulling of objects and materials of moderate weight (up to 125 pounds). The majority of a normal workday involves standing or walking.

On-Call Requirements:

DPW Specific: Operational needs may require employees to be on-call during non-working hours. On-call responsibilities shall be rotated among qualified staff within each department, and call assignments will be seven (7) consecutive days. Additional compensation of 2 hours of regular pay shall be paid for each 7-day call rotation. While on-call, employees will carry a phone which must be turned on and with the employee at all times. When called into work, employees must respond to the call within 30 minutes and arrive within 60 minutes of the call. When called in, employees will work or be paid a minimum of 2 hours of the employee's regular hourly rate for either the number of hours worked or 2 hours; whichever is greater excluding hours worked during the regular shift. Failure to answer the call or to appear upon being called shall subject an employee to disciplinary action. Call assignments may be traded among employees. All proposed trades must be presented, in writing, to and preapproved by the appropriate Supervisor or Village Manager. Such approval shall not be unreasonably withheld.

ACKNOWLEDGEMENT FORM

This handbook is intended to be a set of guidelines of Village policies and practices. The Village Council reserves the right to interpret the intention of any provision or policy and any decision rendered regarding these interpretations shall be considered final.

This handbook is provided as information only and is not, nor is it intended to be, a contract of employment. This handbook does not alter the at-will employment relationship between the Village and any employee.

The Village reserves the right, at its sole discretion, to revise, delete, and add to the provision of this handbook. No oral statements or representations can change the provisions of the handbook.

Please consult with the Village Manager or your Department Head if you have any questions about the contents of your handbook. In addition, you should always feel free to speak to your Department Head or the Village Manager about any issue of concern.

I HAVE READ AND UNDERSTAND THE EMPLOYEE HANDBOOK AND A COPY OF THIS HANDBOOK HAS BEEN GIVEN TO ME. I agree to abide by the terms and conditions set forth in this handbook

Employee Signature _____ Date _____

Employer Signature _____ Date _____