

GENOA CHARTER TOWNSHIP BOARD

Regular Meeting

Dec. 15, 2014

6:30 p.m.

AGENDA

Call to Order:

Pledge of Allegiance:

Call to the Public*:

Approval of Consent Agenda:

1. Payment of Bills.
2. Request to Approve Minutes: Dec. 1, 2014
3. Request for approval of a fireworks display by Ace Pyro LLC at Mt. Brighton at 10 p.m. on Dec. 31, 2014.
4. Request for approval of Board of Review appointments.

Approval of Regular Agenda:

5. Request for approval of a proposed third amendment to the Timber Green Planned Unit Development (PUD) Agreement for a proposed 1,440 square foot overhang addition to the approved 5,760 square foot accessory structure at the property located at 3800 Chilson Road, Howell, Michigan 48443, petitioned by Chestnut Development.
6. Request for approval of changes to the Township Personnel Manual.

Correspondence

Member Discussion

Adjournment

*Citizen's Comments- In addition to providing the public with an opportunity to address the Township Board at the beginning of the meeting, opportunity to comment on individual agenda items may be offered by the Chairman as they are presented.

CHECK REGISTERS FOR TOWNSHIP BOARD MEETING

DATE: December 15, 2014

| | |
|---|---------------------|
| TOWNSHIP GENERAL EXPENSES: Thru December 15, 2014 | \$167,306.70 |
| December 5, 2014 Bi Weekly Payroll | \$76,144.27 |
| OPERATING EXPENSES: December 15, 2014 | \$24,078.59 |
| TOTAL: | <u>\$267,529.56</u> |

| <u>Check Number</u> | <u>Vendor No</u> | <u>Vendor Name</u> | <u>Check Date</u> | <u>Check Amount</u> |
|---------------------|------------------|------------------------------------|-------------------|---------------------|
| 31356 | A T & T | A T & T | 11/24/2014 | 59.12 |
| 31357 | ARCHINAL | Michael Archinal | 11/24/2014 | 500.00 |
| 31358 | CARDM | Chase Card Services | 11/24/2014 | 3,012.76 |
| 31359 | COMCAST | Comcast | 11/24/2014 | 138.43 |
| 31360 | DTE EN | DTE Energy | 11/24/2014 | 138.20 |
| 31361 | DYKEMA | Dykema Gossett PLLC | 11/24/2014 | 371.50 |
| 31362 | EHIM | EHIM, INC | 11/24/2014 | 6,152.31 |
| 31363 | LSL | LSL Planning, Inc. | 11/24/2014 | 2,706.70 |
| 31364 | MAA | Michigan Assessors Association | 11/24/2014 | 225.00 |
| 31365 | MASTER M | Master Media Supply | 11/24/2014 | 35.29 |
| 31366 | RELIANCE | Reliance Standard Life Insuran | 11/24/2014 | 1,866.69 |
| 31367 | Saari | Karen Saari | 11/24/2014 | 500.00 |
| 31368 | StateOfM | State of Michigan | 11/24/2014 | 6,475.58 |
| 31369 | VERIZONW | Verizon Wireless | 11/24/2014 | 273.81 |
| 31370 | WAL MART | Wal Mart Stores | 11/24/2014 | 237.88 |
| 31371 | COOPERST | Cooper's Turf Management LLC | 12/03/2014 | 2,354.00 |
| 31372 | CRAMPTON | Crampton Electric Co., Inc. | 12/03/2014 | 125.29 |
| 31373 | Duncan | Duncan Disposal Systems | 12/03/2014 | 79,627.35 |
| 31374 | KERNE | Erik Kern | 12/03/2014 | 50.00 |
| 31375 | LC REG D | Livingston Co. Register Of Dec | 12/03/2014 | 40.00 |
| 31376 | LCCA | Livingston County Clerk | 12/03/2014 | 3,937.00 |
| 31377 | MichMuni | Michigan Municipal Risk Mgmt A | 12/03/2014 | 13,079.92 |
| 31378 | Net serv | Network Services Group, L.L.C. | 12/03/2014 | 1,507.50 |
| 31379 | FIRST IM | First Impression Print & Marketing | 12/03/2014 | 2,372.67 |
| 31380 | StateOfM | State of Michigan | 12/03/2014 | 6,478.90 |
| 31381 | USBANK | U. S. Bank Equipment Finance | 12/03/2014 | 1,245.49 |
| 31385 | AmerAqua | American Aqua | 12/05/2014 | 178.65 |
| 31386 | BLUE CRO | Blue Cross & Blue Shield Of Mi | 12/05/2014 | 27,413.03 |
| 31387 | BRI CHAM | Brighton Area Chamber Of Comm | 12/05/2014 | 200.00 |
| 31388 | Clearwat | Clearwater Systems | 12/05/2014 | 78.00 |
| 31389 | CONTINEN | Continental Linen Service | 12/05/2014 | 102.90 |
| 31390 | DTE LAKE | DTE Energy | 12/05/2014 | 62.75 |
| 31391 | APEX SOF | Apex Software | 12/09/2014 | 765.00 |
| 31392 | AMER IMA | Applied Imaging | 12/09/2014 | 12.32 |
| 31393 | BGS | Barna, Guzy & Steffen, Ltd. | 12/09/2014 | 1,445.50 |
| 31394 | COMC | Comcast | 12/09/2014 | 323.56 |
| 31395 | CONSUMER | Consumers Energy | 12/09/2014 | 147.00 |
| 31396 | CRAINS | Crain's Detroit Business | 12/09/2014 | 29.50 |
| 31397 | MASTER M | Master Media Supply | 12/09/2014 | 196.55 |
| 31398 | PITNEYBO | Pitney Bowes, Inc. | 12/09/2014 | 175.08 |
| 31399 | PRINTING | Printing Systems | 12/09/2014 | 300.29 |
| 31400 | TRI COUN | Tri County Supply, Inc. | 12/09/2014 | 240.18 |
| 31401 | WESTSHOR | West Shore Services, Inc. | 12/09/2014 | 2,125.00 |

Report Total:

167,306.70

Accounts Payable
Computer Check Register

Genoa Township

2911 Dorr Road
Brighton, MI 48116

(810) 227-5225

User: CINDY

Printed: 12/01/2014 - 14:11

Bank Account: 101CH

| Check | Vendor No | Vendor Name | Date | Invoice No | Amount |
|--------------------|-----------|------------------------------|------------|------------|--|
| 13216 | EFT-FED | EFT- Federal Payroll Tax | 12/05/2014 | | 8,002.65 4,446.11 4,446.11 1,039.82 1,039.82 |
| Check 13216 Total: | | | | | 18,974.51 |
| 13217 | EFT-PENS | EFT- Payroll Pens Ln Pyts | 12/05/2014 | | 2,066.51 |
| Check 13217 Total: | | | | | 2,066.51 |
| 13218 | EFT-PRIN | EFT-Principal Retirement 457 | 12/05/2014 | | 895.00 |
| Check 13218 Total: | | | | | 895.00 |
| 13219 | EFT-ROTH | EFT-Principal Roth | 12/05/2014 | | 1,015.00 |
| Check 13219 Total: | | | | | 1,015.00 |
| 13220 | EFT-TASC | EFT-Flex Spending | 12/05/2014 | | 1,171.09 |
| Check 13220 Total: | | | | | 1,171.09 |
| 13221 | FIRST NA | First National Bank | 12/05/2014 | | 3,590.00 48,432.16 |

Check 13221 Total:

52,022.16

Report Total:

76,144.27

3:35 PM

#503 DPW UTILITY FUND
Payment of Bills
 November 21 through December 10, 2014

| <u>Type</u> | <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Memo</u> | <u>Amount</u> |
|-----------------|-------------|------------|-------------|--------------------------------------|------------------|
| Bill Pmt -Check | 11/28/2014 | 3050 | Greg Tatara | December Car Allowance | -500.00 |
| Bill Pmt -Check | 11/28/2014 | 3051 | HUMPHRISS | Car Allowance December 2014 | -250.00 |
| Bill Pmt -Check | 12/02/2014 | 3052 | MMRMA | third Installment M00012432 R0001432 | -8,234.09 |
| Total | | | | | -8,984.09 |

3:17 PM

#595 PINE CREEK W/S FUND
Payment of Bills
 November 21 through December 10, 2014

| <u>Type</u> | <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Memo</u> | <u>Amount</u> |
|-------------|-------------|------------|-------------|-------------|---------------|
|-------------|-------------|------------|-------------|-------------|---------------|

no checks issued

3:14 PM

#592 OAK POINTE WATER/SEWER FUND
Payment of Bills
 November 21 through December 10, 2014

| <u>Type</u> | <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Memo</u> | <u>Amount</u> |
|-----------------|-------------|------------|--------------------------|---|-------------------|
| Bill Pmt -Check | 11/25/2014 | 3176 | AT & T | Telephone Service Oct 012 thru 11-11-14 | -65.00 |
| Bill Pmt -Check | 11/25/2014 | 3177 | State of Michigan' | Invoice 895745 9-30-2014 | -293.00 |
| Bill Pmt -Check | 12/02/2014 | 3178 | CONSUMERS ENERGY | 4505 Club Rd acct#1000 1776 7318 | -210.13 |
| Bill Pmt -Check | 12/02/2014 | 3179 | Kathy Garchow | Reimburse for wall paint | -130.00 |
| Bill Pmt -Check | 12/02/2014 | 3180 | MMRMA | M0001432 Third Installment | -1,783.63 |
| Bill Pmt -Check | 12/04/2014 | 3181 | DTE ENERGY | Electric Bills | -1,790.91 |
| Bill Pmt -Check | 12/04/2014 | 3182 | DTE ENERGY | Electric bills | -5,186.57 |
| Bill Pmt -Check | 12/08/2014 | 3183 | CONSUMERS ENERGY | 5341 Brighton Rd Acct#1000 0776 5098 | -258.16 |
| Bill Pmt -Check | 12/09/2014 | 3184 | BRIGHTON ANALYTICAL, LLC | November Invoices & December Invoices | -871.00 |
| Total | | | | | -10,588.40 |

3:16 PM

#593 LAKE EDGEWOOD W/S FUND
Payment of Bills
 November 21 through December 10, 2014

| <u>Type</u> | <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Memo</u> | <u>Amount</u> |
|-----------------|-------------|------------|----------------------------|-------------------------|------------------|
| Bill Pmt -Check | 12/02/2014 | 2647 | MMRMA | M0001432 | -626.63 |
| Bill Pmt -Check | 12/08/2014 | 2648 | DTE Energy | LE Electricity Billings | -3,541.34 |
| Bill Pmt -Check | 12/09/2014 | 2649 | Brighton Analytical L.L.C. | PROJECT # 32552 | -77.00 |
| Bill Pmt -Check | 12/09/2014 | 2650 | Consumers Energy | Lake Edgewood | -261.13 |
| Total | | | | | -4,506.10 |

GENOA CHARTER ELECTION COMMISSION

Special Meeting

Dec. 1, 2014

MINUTES

Clerk Skolarus called the Special Meeting of the Election Commission to order at 6:25 p.m. at the township hall. The following members were present constituting a quorum for the transaction of business: Paulette Skolarus, Todd Smith and Jean Ledford. Also present were: Gary McCririe, Jean Ledford, Linda Rowell and Jim Mortensen. In addition were Township Manager Michael Archinal and six persons in the audience.

Moved by Ledford and supported by Smith to approve the Agenda as presented. The motion carried unanimously.

I. Discussion of a request for changes to existing precincts and the addition of a new precinct in Genoa Township as requested by Clerk Skolarus, with a recommendation to the Township Board for approval.

Skolarus presented an overview of her recommendation which would provide a more convenient polling location to residents of Sylvan Glen, Grand Beach and North Shore Development with the addition of precinct 13.

Moved by Smith and supported by Ledford to recommend approval of the three changes:

- Correcting the GIS mapping relative to Precinct I
- Moving residents of North-Shore to Three Fires Middle School
- Moving Sylvan Glen and Grand Beach area residents to a new precinct

The motion carried unanimously.

GENOA CHARTER TOWNSHIP BOARD

Regular Meeting

Dec. 1, 2014

MINUTES

Supervisor McCririe called the regular meeting of the Board to order at 6:35 p.m. All persons listed above remained for the regular meeting of the Board. The Pledge of Allegiance was then said.

A Call to the Public was made with no response.

Approval of Consent Agenda:

Moved by Mortensen and supported by Ledford to approve all items listed under the consent agenda as requested. The motion carried unanimously

1. Payment of Bills.

2. Request to Approve Minutes: Nov. 3, 2014

3. Request for approval of the recommendation from the Election Commission for the expansion of and change to the Township precincts.

Approval of Regular Agenda:

Moved by Ledford and supported by Hunt to approve for action all items listed under the regular agenda as requested. The motion carried unanimously.

4. Request for a commitment to proceed with a project with the North Shore Community to upgrade the entrance at Lakewood Shores Drive at a cost of \$30,728 and Township commitment of 25% with an agreement to be drafted by Township Attorney Frank Mancuso.

The request was discussed with concern for a secure method of repayment. Moved by Skolarus and supported by Mortensen to table until Attorney Frank Mancuso could review the request. (Note: The board voiced no objection to the financial support of the township.) The motion carried unanimously.

5. Request to adopt 2015 Board of Review instructions for Poverty Exemption, guidelines for poverty exemption, Poverty Exemption application, and Poverty Exemption worksheet as submitted by the Assessor.

Moved by Ledford and supported by Smith to adopt the Board of Review instruction as requested. The motion carried by roll call vote as follows: Ayes – Ledford, Smith, Hunt, Rowell, Mortensen, Skolarus and McCrie. Nays – None. Absent – None.

6. Request for approval of special land use, environmental impact assessment and sketch plan for a proposed 6,000 square foot baseball facility, located within an existing building at 7341 W. Grand River Avenue, Brighton, Michigan 48116, parcel #4711-13-100-006. The request is petitioned by Batter-Up Batting Cages, LLC.

A. Disposition of the Special Use Permit

Moved by Smith and supported by Rowell to grant conditional approval of the Special Land Use permit for the Batter Up facility located at 7341 W. Grand River, Brighton. This use is consistent with the Township Ordinance and Master Plan and is compatible with the existing use of the property and the neighboring properties. The baseball facility will be allowed operation all year long with staff approval. This action is conditioned on the following:

- 1) To improve compliance with the approved landscape plan, two (2) canopy trees shall be planted within the Grand River greenbelt area and the cut trees (3) within the parking lot islands will be replaced.
- 2) The applicant will work with Township staff to create an action plan to address some of the on-site violations associated with the landscaping business as follows:
 - a. Remove material storage along lot lines south of the storage yard. This includes the pallets/trailer/racks east of building. The landscape bricks along the west side may remain, but shall be cleaned up.
 - b. Remove illegal fuel storage from property (2 tanks) and return dumpster to dumpster enclosure.
 - c. Clean up and remove material storage/waste items from site. Scrap metal, wheelbarrows, construction debris, pallets, and yard waste should be removed and arrangements should be made to address future handling of these items.
 - d. Address mounded dirt/debris pile in northeast corner of the site. This mound appears to consist of dirt, concrete, stumps, garbage, leaves, yard waste and debris. It does a good job of screening from the adjacent office building but should be cleaned up and properly shaped.
 - e. In addition to the requirements addressed in the letter dated Nov. 24, 2014 from Kelly VanMarter, the batter facility will be allowed 12 months of operation provided this action plan is agreeable with staff.

The motion carried unanimously.

B. Disposition of the environmental impact assessment dated 10/20/2014

Moved by Skolarus and supported by Hunt to approve the impact assessment subject to the applicant providing a copy of a septic inspection report indicating that the existing system is in good condition and functioning properly. This report shall become part of the assessment and is requested in lieu of connection to the municipal sanitary sewer system. The motion carried unanimously.

C. Disposition of site sketch

Moved by Skolarus and supported by Rowell to approve the sketch plan with the following conditions:

1. An aerial photo will be used as the sketch plan for this project since the sketch that was provided is outdated.
2. The conditions of the Special Land Use permit shall be completed.
3. The conditions of the Brighton Area Fire Authority contained in their letter of 10/29/14 will be complied with.

The motion carried unanimously.

7. Request for approval of a proposal from Tetra Tech for the design survey phase of sidewalk installation from Sunrise Park to Hacker Road at a cost not to exceed \$18,000.

Moved by Mortensen and supported by Ledford to approve the proposal from Tetra Tech for the installation of sidewalk from Wildwood to Hacker as presented. The motion carried unanimously.

8. Consideration of an agreement for payment of tap fees with Cleary University.

Moved by Smith and supported by Ledford to approve the agreement for payment of connection fee charges with Cleary University and to authorize the Township Treasure to levy a special assessment on parcel 4711-05-400-062 for the payment of connection fees in the amount of \$317,100.00 (21REU) as provided in the agreement for five years with an additional interest charge of 5% per annum on the outstanding principal balance. The motion carried unanimously.

Ledford expressed her concern for the signage being used by the Brighton Area School District that is not in compliance with township standards. (Note: Public schools do not need to seek any approval from local districts in determining standards.)

Archinal advised the Board that SELCRA is considering a recreation millage. There are two options they can pursue. The millage can be by school district boundaries or by jurisdictional boundaries. Because Genoa is split between four different school districts, and a majority of our population is in the Howell School District, it does not appear that a Township wide millage for SELCRA would be approved by the voters.

The regular meeting of the Genoa Charter Township Board was adjourned at 7:40 p.m.



Paulette A. Skolarus, Clerk
Genoa Charter Township

(Press/Argus 12/05/2014)



Mr. Gary McCririe

04 December 2014

Township Supervisor

Genoa Township

2911 Dorr Road

Brighton, MI 48116

Dear Mr. McCririe:

Per the requirements of Genoa Township's Permit Process and BFS-999 Fireworks Display Permit application, This letter serves to notify that any and all 1.3g Fireworks not used, surplus, faulty for return ("Dud") or otherwise unusable 1.3g product will not be kept at the proposed display site set forth in our attached application packet. No onsite storage will take place; 1.3g Fireworks will be shipped directly from our ATF Approved Type 4 Magazine(s), set up at the display site, and used. Any and all unused product will return to said magazine(s) directly.

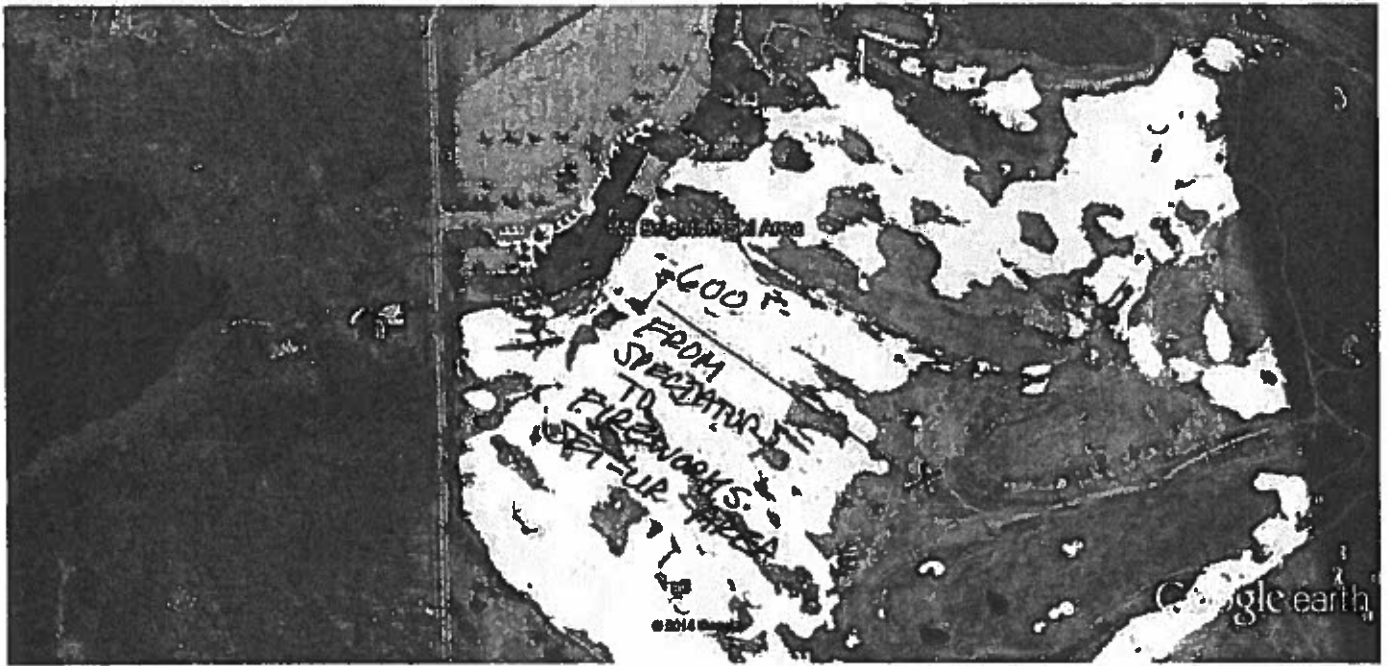
Sincerely,

A handwritten signature in black ink, appearing to read "Michael Freeland".

Michael Freeland PGI/CS

Vice President, Marketing

ACE Pyro, LLC



Google earth



PER NFPA 1123; 600 FOOT CLEAR DISTANCE FROM SPECTATORS [350 IS REQUIRED FOR THIS SETUP]



U.S. Department of Justice
 Bureau of Alcohol, Tobacco, Firearms and Explosives
 Federal Explosives Licensing Center
 244 Needy Road
 Martinsburg, West Virginia 25405

901090: CRR/FLS
 5400
 File Number: 4MI12625

09/18/2014

SUBJECT: EMPLOYEE POSSESSOR LETTER OF CLEARANCE for:

MICHAEL KENNETH FREELAND

GENERAL LAROR
 (248)676-2305

9701 FIVE LANE
 MIFORD, MI 48381

and is ONLY valid under the following Federal explosives license/permit:

4-MI-161-20-70-12625

MANCHESTER, MA 01558

Dear MICHAEL FREELAND:

You have been approved to transport, ship, receive or possess explosive materials as an employee possessor under the Federal explosive license or permit indicated above. **This clearance is only valid under the license or permit referenced above.**

Sincerely,

Christopher R. Reeves

Christopher R. Reeves
 Chief, Federal Explosives Licensing Center (FELC)

FELC Customer Service. If you believe that information on your "Letter of Clearance" is incorrect, please return a COPY of the letter to the Chief, Federal Explosives Licensing Center (FELC), with a statement showing the nature of the error. The Chief, FELC, shall correct the error, and return an amended letter to you.

Mail: ATF
 Chief, FELC
 Attn.: LOC Correction
 244 Needy Road
 Martinsburg, West Virginia 25405

Fax: 1-304-616-4401
 Chief, FELC
 Attn.: LOC Correction

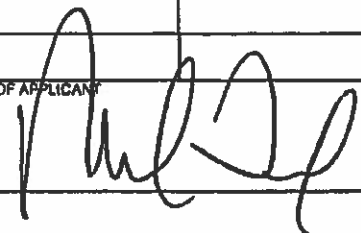
Call toll-free: 1-877-283-3352

MICHAEL KENNETH FREELAND

Employee Possessor Letter of Clearance for:

2014

Application for Fireworks Other Than Consumer or Low Impact
 Michigan Department of Licensing & Regulatory Affairs
 Bureau of Fire Services
 P.O. Box 30700
 Lansing MI 48909
 (517) 241-8847

| | | | |
|---|---|---|-------------------------|
| Authority: Compliance Penalty | 2011 PA 256 Voluntary Permit will not be issued | The Department of Licensing & Regulatory Affairs will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency. | |
| <input type="checkbox"/> Agricultural or wildlife fireworks | | <input type="checkbox"/> Articles Pyrotechnic | |
| <input type="checkbox"/> Special effects manufactured for outdoor pest control or agricultural purposes | | <input checked="" type="checkbox"/> Display Fireworks | |
| | | <input type="checkbox"/> Public Display | |
| | | <input type="checkbox"/> Private Display | |
| NAME OF APPLICANT MICHAEL FREELAND | | ADDRESS 975 LARIVEE LN, MILFORD MI | AGE (18 or over) 53 |
| IF A CORPORATION, NAME OF PRESIDENT AARON ENZER | | ADDRESS 1301 E. AUSTIN RD, MANCHESTER, MI 48158 | |
| IF A NON-RESIDENT APPLICANT, NAME OF MICHIGAN ATTORNEY OR RESIDENT AGENT N/A | | ADDRESS N/A | TELEPHONE NUMBER N/A |
| NAME OF PYROTECHNIC OPERATOR MICHAEL FREELAND | | ADDRESS 975 LARIVEE LN, MILFORD MI 48301 | AGE (18 or over) 53 |
| NO. YEARS EXPERIENCE 21 | NO. DISPLAYS 200+ | WHERE MI, OH, IN, WY, ND, WI, IA; FIFTEEN RECENT PAST DISPLAYS | |
| NAME OF ASSISTANT JOSHUA McANINCH | | ADDRESS 20257 ELMHART, HARPER WOODS, MI | AGE 34 |
| NAME OF OTHER ASSISTANT N/A | | ADDRESS N/A | AGE N/A |
| EXACT LOCATION OF PROPOSED DISPLAY TOP OF SKI HILL BEHIND MT. BRIGHTON LODGE, BAUER RD, BRIGHTON, MI GPS 42° 30' 20.67N 83° 48' 32.68W | | | |
| DATE OF PROPOSED DISPLAY TUE DEC 23 31 DEC 2014 | | TIME OF PROPOSED DISPLAY 2200 TO 2218 MRS E.S.T. | |
| MANNER AND PLACE OF STORAGE SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT NO ONSITE STORAGE - DIRECT SHIPMENT FROM OUR ATF TYPE III APPROVED MAGAZINE(S) | | | |
| AMOUNT OF BOND OR INSURANCE (To be set by local government) FIVE MILLION DOLLARS \$5,000,000.00 | | NAME OF BONDING CORPORATION OR INSURANCE COMPANY THE PARTNERS GROUP, LTD. | |
| ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY 11225 SE. 6TH ST. SUITE 110, BELLEVUE, WA 98004 | | | |
| NUMBER OF FIREWORKS | | KIND OF FIREWORKS TO BE DISPLAYED | |
| 144 + | | 2.5" AERIAL SHELLS | |
| 144 + | | 3.0" AERIAL SHELLS | |
| 48 + | | 4.0" AERIAL SHELLS | |
| 24 | | 5.0" AERIAL SHELLS | |
| 3 | | MULTI-TUBE "CAME" ITEMS | |
| 2 | | 1.1g LAKE PIECE | |
| — NOTHING | | FOLLOWS — NOTHING FOLLOWS — | |
| SIGNATURE OF APPLICANT  | | | DATE 04 DEC 2014 |



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/3/2014

PRODUCER Phone: 425-455-5640 Fax: 425-455-6727
The Partners Group Ltd
11225 SE 6th St., Suite 110
Bellevue WA 98004

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED
Ace Pyro, LLC
13001 E. Austin Rd
Manchester MI 48158

| | |
|-------------------------------------|---------------|
| INSURERS AFFORDING COVERAGE | NAIC # |
| INSURER A: T.H.E. Insurance Company | 12866 |
| INSURER B: | |
| INSURER C: | |
| INSURER D: | |
| INSURER E: | |

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY

| INSR ADD'L LTR INSRD | TYPE OF INSURANCE | POLICY NUMBER | POLICY EFFECTIVE DATE (MM/DD/YYYY) | POLICY EXPIRATION DATE (MM/DD/YYYY) | LIMITS |
|----------------------|--|---------------|------------------------------------|-------------------------------------|---|
| A | GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | CPP010442900 | 11/1/2014 | 11/1/2015 | EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$100,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$ N/A PRODUCTS - COMP/OP AGG \$2,000,000 |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | | | COMBINED SINGLE LIMIT (EA accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| | GARAGE LIABILITY <input type="checkbox"/> ANY AUTO | | | | AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$ |
| A | EXCESS / UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$ | ELP001174700 | 11/1/2014 | 11/1/2015 | EACH OCCURRENCE \$4,000,000 AGGREGATE \$4,000,000 \$ \$ \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under SPECIAL PROVISIONS below | | | | WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |
| | OTHER | | | | |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 The following are Additional Insured on General Liability as their interest may appear as respects operations performed by or on behalf of the Named Insured, as required by written contract.
 Additional Insured: Mt. Brighton Ski Area, Vail Resorts, Genoa Township, its officers, assigns, and volunteers
 Event Location: Mt. Brighton Ski Area 4141 Bauer Rd Brighton, MI 48116
 Event Date: 12/31/2014, Rain Date: N/A

| | |
|---|--|
| <p>CERTIFICATE HOLDER</p> <p style="text-align: center;">Mt. Brighton Ski Area 4141 Bauer Rd Brighton MI 48116</p> | <p>CANCELLATION</p> <p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.</p> <p>AUTHORIZED REPRESENTATIVE <i>[Signature]</i></p> |
|---|--|



Mr. Gary McCririe

04 December 2014

Township Supervisor

Genoa Township

2911 Dorr Road

Brighton, MI 48116

Dear Mr. McCririe:

Here is our completed application packet for Mt. Brighton's 2014 New Year's Eve Celebration Fireworks Show. We are requesting that you forward this application to the Genoa Township Board for review and consideration.

All concerned parties agree with the operational plan set forth in the enclosed application, and have met collectively to discuss the plan prior to approval.

Please contact me with any questions or comments you may have regarding this application package. We look forward to providing yet another safe and enjoyable display for the community – Hope to see you there !

Sincerely,

Michael Freeland PFI/CS

Vice President, Marketing

ACE Pyro, LLC.

December 11, 2014

TO: Township Trustees

FROM: Gary McCririe, Supervisor

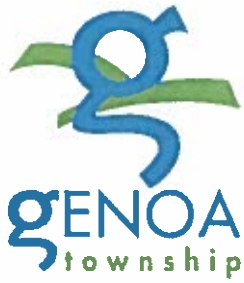
RE: Board of Review Appointments

We are required to appoint board of review members to serve two years beginning at noon on January 1 of each odd numbered year. Because January will begin 2015 the appointments are necessary at this time.

We have two board members, Ronald Matkin and Patricia Petrat, who have done a terrific job for us and have agreed to remain. Barbara Figurski has served as an alternate and has agreed to continue in that capacity as well. You will recall that Robert Lupi resigned this year due to a move out of the township. I am pleased to tell you that one of our current Planning Commission members, Chris Grajek, has agreed to serve on the board of review, filling out the three member board. Chris is a licensed commercial appraiser which is an excellent addition to our board as many of the appeals are commercial properties.

I would be looking for the following motion;

Moved by _____ supported by _____ to appoint Ronald Matkin, Patricia Petrat and Chris Grajek to the Genoa Township board of review for a two year term beginning at noon on January 1, 2015 and to appoint Barb Figurski as alternate to the board of review for a two year term beginning at noon on January 1, 2015.



MEMORANDUM

2911 Dorr Road
Brighton, MI 48116
810.227.5225
810.227.3420 fax
genoa.org

TO: Honorable Board of Trustees
FROM: Kelly VanMarter, Assistant Township Manager/Community Development Director
DATE: December 11, 2014
RE: Timber Green – Third PUD Amendment

MANAGER'S REVIEW: 

Attached please find a proposed Third Amendment to the Timber Green PUD Agreement. The Township Zoning Ordinance provides that any area covered with a roof be considered when calculating the square footage of a building. The proposed pole barn for Mr. Gronow includes a 15' overhang that must be calculated towards the allowable building square footage. The property owner was unaware of this provision and therefore the original request for 5,760 square feet would not allow for the proposed overhang. The applicant has requested consideration of an additional 1,440 square feet of building area so that he may include the 15' x 96' overhang on the side of the proposed structure. The new proposed square footage of the barn would be 7,200 square feet.

The proposed amendment was recommended for approval by the Planning Commission on December 8, 2014. The following staff recommendation is based on the action taken by the Planning Commission and is provided for your consideration.

Third Amendment to PUD Agreement: The Planning Commission has found that the proposed change to the Planned Unit Development Agreement will not have a material adverse impact upon surrounding land uses, services, transportation systems and/or facilities. As a result, I recommend **approval** of the Amendment to the PUD Agreement .

Should you have any questions concerning this matter, please do not hesitate to contact me.

Sincerely,



SUPERVISOR

Gary T. McCririe

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

MANAGER

Michael C. Archinal

TRUSTEES

H. James Mortensen

Jean W. Ledford

Todd W. Smith

Linda Rowell

Mr. Mortensen moved that we approve the sketch plan for a Verizon collocation facility near the city of Brighton water tower, dated November 14, 2014 subject to the following:

1. Two more evergreens will be added, one on the east and one on the west.
2. Prior to a land use permit being granted, documentation will be provided by the City of Brighton ensuring the Township that the evergreens on the Cracker Barrel property will be approved to exist. The form shall be in an amendment to the lease area or other documentation satisfactory to Township staff.
3. In the event that future needs require additional equipment shelter space, the applicant shall agree to cooperate with the City of Brighton on a possible expansion of the proposed shelter as needed and shall submit a statement to that effect in writing.
4. The requirements of the Township Engineer spelled out in his letter of Nov. 21, 2014 and the Fire Department letter from Nov. 21 will be complied with.
5. The light on the north building elevation shall be removed.
6. Genoa Township shall receive a copy of the proposed easement and/or agreement between the City of Brighton and Cracker Barrel.

Supported by Ms. Figurski. **Motion carried unanimously.**

OPEN PUBLIC HEARING #2... Review of a proposed third amendment to the Timber Green Planned Unit Development (PUD) site condominium and agreement for a proposed 1,440 sq ft overhang addition to the approved 5,760 sq ft accessory structure at the property located at 3800 Chilson Road, Howell, Michigan 48443, petitioned by Chestnut Development.

Ms. Laurie Sell addressed the Planning Commission on behalf of the petitioner. Ms. VanMarter indicated that the Planning Commission had approved a 5,760 sq ft building for his property but when the plans came through for a land use permit, the building plans included an overhang portion which is under the roof. The covered area exceeds the dimensions allowed in the previous approval.

Mr. Brown asked what would be stored under the overhang; what would be the reason for the overhang? Mr. Gronow was present by speaker phone and indicated that the overhang is for equipment storage, such as a snow blower and attachments. Mr. Grajek asked if there was any plan to enclose the overhang. Mr. Gronow said no, the overhang is for convenience with equipment. Mr. Brown indicated that this is a small change, given the size of the building already approved. The building is huge and well hidden. Mr. Rauch indicated that approving the storing of equipment outside may not be desirable. Mr. Brown indicated that additional buffering would be good. Mr. Grajek suggested that we should stipulate that the overhang cannot be enclosed.

A call was made to the public with no response.

Planning Commission disposition of petition

- A. Recommendation of PUD Agreement Amendment.

Mr. Mortensen moved that we recommend to the township board an approval of a third revision to the PUD agreement for Timber Green subject to the following change:

1. A parenthetical statement shall be added to the fourth paragraph on the second page of the agreement that no part of the overhang shall be enclosed. This recommendation is made because the Planning Commission believes it is a minor change to the existing amendments, all of which the Planning Commission believes is consistent with requirements of section 19.02 of the Township ordinance.

Supported by Ms. Lowe. **Motion carried unanimously.**

OPEN PUBLIC HEARING #3... Request to table rezoning, PUD amendment, site plan, and environmental impact assessment for a proposed 3,848 sq ft Red Olive Restaurant, located at 3838 E. Grand River Avenue, Howell, Michigan 48443, parcel # 4711-05-400-025. The request is petitioned by PKJJ, LLC.

Planning Commission disposition of petition

- A. Table request to January 12, 2015 meeting.

Mr. Grajek moved to table this public hearing at the request of the applicant.

Supported by Mr. Mortensen. **Motion carried unanimously.**

Administrative Business:

- *Staff report: Ms. VanMarter indicated that a redevelopment has been discussed on one of the most prominent intersections in the township, changing the status of the current Bennigan's location. Also, an office complex is proposed on Grand River and an addition is being proposed at the Battery Solutions location.*
- *Approval of November 10, 2014 Planning Commission meeting minutes. Motion by Ms. Figurski to approve the minutes as amended. Support by Mr. Rauch. **Motion carried unanimously.***
- *Member discussion*
- *Adjournment*

November 17, 2014

Genoa Township Planning Commission
c/o Kelly VanMarter
Assistant Township Manager
Community Development Director
Genoa Charter Township
2911 Dorr Road
Brighton, MI 48116

GENOA TOWNSHIP
NOV 18 2014

Re: Proposed Third Amendment to PUD Agreement for Timber Green

Dear Commissioners:

I am writing to request that the Township approve a Third Amendment to the Planned Unit Development Agreement for Timber Green. The sole purpose of the proposed Third Amendment is to authorize the construction of a 15' X 96' (1,440 square feet) "overhang" to be attached to the 5,760 square feet pole barn that was recently approved through the Second Amendment to the Planned Unit Development Agreement for Timber Green, for a total combined square footage of the barn/overhang in the amount of 7,200 square feet. At the time Chestnut Development sought approval of the pole barn, I was not aware that the "overhang" portion of the barn would be included in the calculation of the total square footage for the barn under the Township's zoning ordinance.

Thank you in advance for your consideration of this proposed amendment.

Very truly yours,



Steve Gronow

Kathryn Poppy

From: Kelly VanMarter
Sent: Wednesday, December 03, 2014 4:29 PM
To: Kathryn Poppy
Subject: FW: Tiber Green PUD

From: Frank Mancuso [<mailto:frank@mancusocameronlaw.com>]
Sent: Wednesday, December 03, 2014 4:28 PM
To: Kelly VanMarter
Cc: Mike Archinal
Subject: Tiber Green PUD

Kelly:

As requested, I have reviewed the proposed Third Amendment to the Timber Green PUD submitted by Mr. Gronow. From a legal perspective, I find the proposed Third Amendment acceptable.

If you have any questions, please let me know.

Regards,

Frank J. Mancuso, Jr.
Mancuso & Cameron, P.C.
722 E. Grand River Ave.
Brighton, MI 48116
Ph: (810) 225-3300
Fax: (810) 225-9110

CONFIDENTIALITY NOTICE: This electronic message and all of its contents contain information from the law firm of Mancuso & Cameron, P.C. which may be privileged, confidential or otherwise protected from disclosure. The information is intended to be for the addressee(s) only. If you are not an addressee, any disclosure, copying, distribution or use of the contents of this message, or any portion thereof, is strictly prohibited. If you have received this electronic message in error, please notify us immediately at (810) 225-3300 and destroy the original message and all copies.

GENOA TOWNSHIP
NOV 18 2014

**THIRD AMENDMENT TO
PLANNED UNIT DEVELOPMENT AGREEMENT
FOR
TIMBER GREEN**

THIS THIRD AMENDMENT TO PLANNED UNIT DEVELOPMENT AGREEMENT ("Third Amendment to PUD Agreement") is made as of the ____ day of November, 2014, by and between Genoa Charter Township (hereinafter called the "Township)," the offices of which are located at 2911 Dorr Road, Brighton, Michigan 48116 and Chestnut Development, L.L.C., a Michigan limited liability company (hereinafter referred to as "Developer"), the address of which is 3800 Chilson Road, Howell, Michigan 48843.

WITNESSETH:

WHEREAS, Developer is the owner and developer of certain land located in the Township of Genoa, County of Livingston, State of Michigan (sometimes hereinafter referred to as the "Property"); and

WHEREAS, in 2003, Developer first submitted its Application for rezoning the Property to Planned Unit Development ("PUD"), its PUD Plan, PUD Agreement and Impact Assessment to the Township for the PUD to be known as "Timber Green"; and

WHEREAS, at its February 16, 2004 regular public meeting, the Township Board approved the PUD Plan, PUD Agreement and Impact Assessment submitted by the Developer and rezoned the property to a PUD Zoning District to permit various land uses under a comprehensive development plan; and

WHEREAS, pursuant to the Township Board Approval and the Township's Ordinances,

the Developer and the Township executed a PUD Agreement for the development of the Timber Green PUD on December 15, 2005; and

WHEREAS, pursuant to the Township Board Approval and the Township's Ordinances, the Developer and the Township executed a First Amendment to PUD Agreement for the development of the Timber Green PUD on September 12, 2014; and

WHEREAS, pursuant to the Township Board Approval and the Township's Ordinances, the Developer and the Township executed a Second Amendment to PUD Agreement for the development of the Timber Green PUD on October 20, 2014; and

WHEREAS, the Developer now wishes to amend the PUD Agreement to permit the construction of a 15' X 96' (1,440 square feet) overhang to be attached to the pole barn consisting of 5,760 square feet approved in the Second Amendment to PUD Agreement dated October 20, 2014, for a combined total square footage of the barn/overhang in the amount of 7,200 square feet; and

WHEREAS, the Township Board in its December, 2014 meeting approved the Developer's request to amend the PUD Agreement consistent with the Developer's request and on the terms and conditions set forth herein;

NOW, THEREFORE, the Developer and the Township, in consideration of the mutual covenants of the parties described herein, agree to amend the PUD Agreement as follows:

1. Approval of Construction of Overhang attached to Pole Barn on Parcel C. The following shall be added at the end of Section II, Paragraph L: "An overhang consisting of 1,440 square feet in size may be constructed and attached to the pole barn consisting of 5,760 square feet on Parcel C, for a combined total square footage of the barn/overhang in the amount of 7,200 square feet."

2. Continuing Effect. Except as amended and modified by this Third Amendment to PUD Agreement, all other terms and conditions of the PUD Agreement, as previously amended, shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have set their hands as of the date set forth at the outset of this Third Amendment to PUD Agreement.

[SIGNATURE PAGE FOLLOWS]

TOWNSHIP,
corporation

GENOA CHARTER
a Michigan municipal

By: _____
Gary McCririe, Supervisor

By: _____
Paulette A. Skolarus, Clerk
STATE OF MICHIGAN)
) SS.
COUNTY OF LIVINGSTON)

The foregoing Third Amendment to Planned Unit Development Agreement was acknowledged before me this _____ day of _____, 2014, by Gary McCririe and _____ Paulette A. Skolarus, the Supervisor and Clerk respectively of Genoa Charter Township, a Michigan municipal corporation, on behalf of the corporation.

_____, Notary Public
_____ County, Michigan

My commission expires:

Acting in _____ County, Michigan

CHESTNUT DEVELOPMENT, L.L.C.,
a Michigan limited liability company

By: _____
Steven J. Gronow, Managing Member

STATE OF MICHIGAN)
) SS.
COUNTY OF LIVINGSTON)

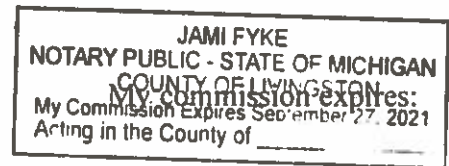
The foregoing Third Amendment to Planned Unit Development Agreement was acknowledged before me this 4 day of November, 2014, by Steven J. Gronow, Managing Member of Chestnut Development, L.L.C., a Michigan limited liability company, on behalf of the limited liability company.

Jami Fyke, Notary Public
Livingston County, Michigan

9/27/21
Acting in _____ County, Michigan

This Instrument Drafted By:

Roger L. Myers
MYERS & MYERS, PLLC



915 N. Michigan Ave.
Howell, Michigan 48843

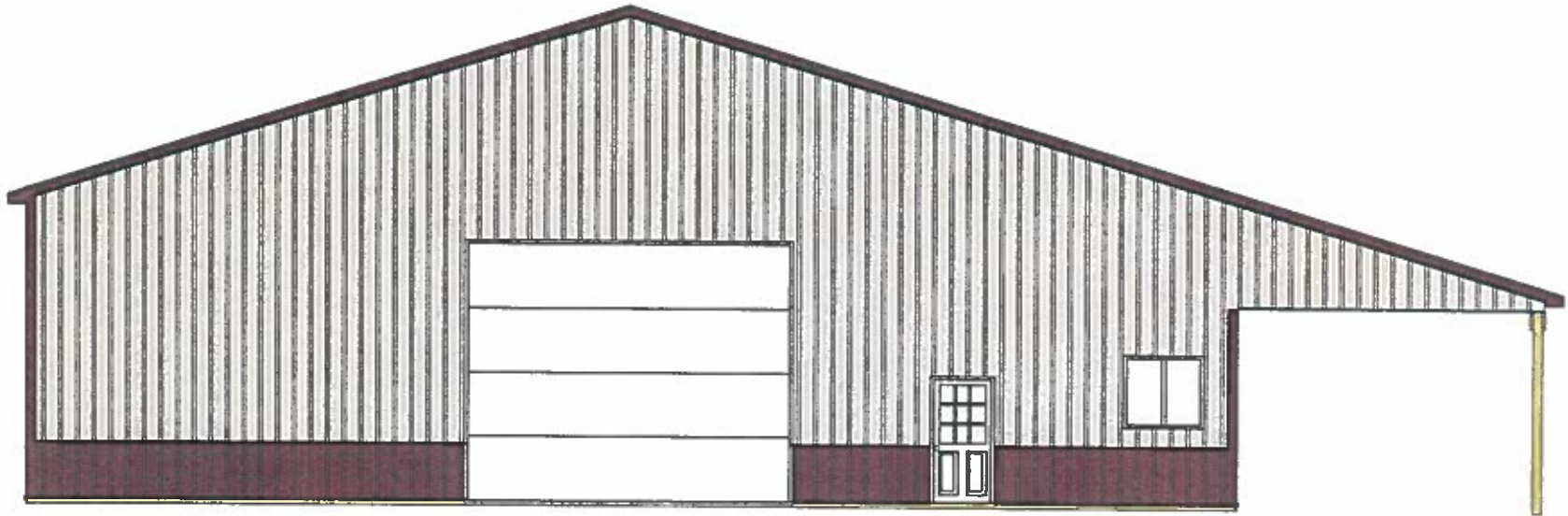
When recorded return to Drafter

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GENOA TOWNSHIP
NOV 18 2014

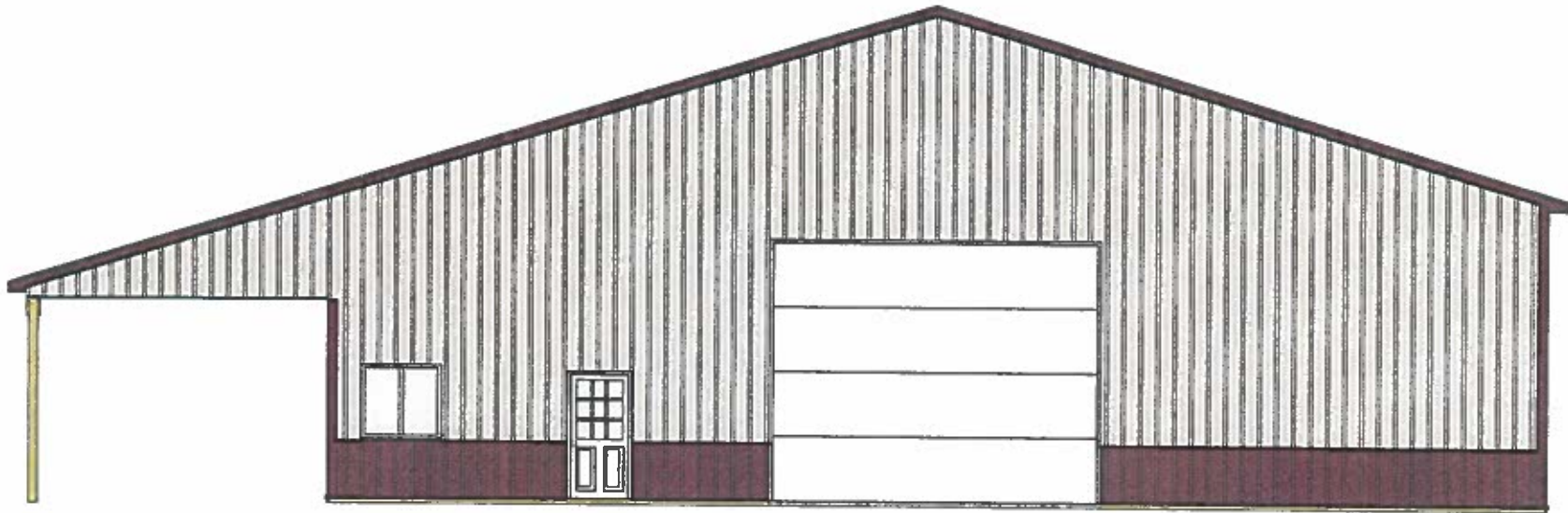


NORTH SIDE-GABLE SIDE 1 ELEVATION



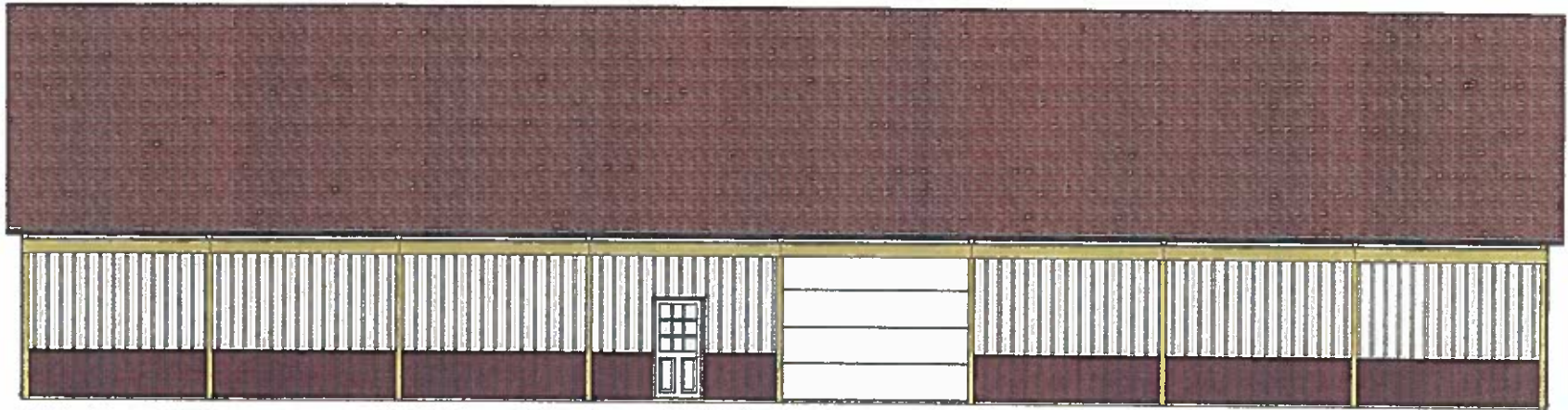


SOUTH SIDE-GABLE SIDE 2 ELEVATION



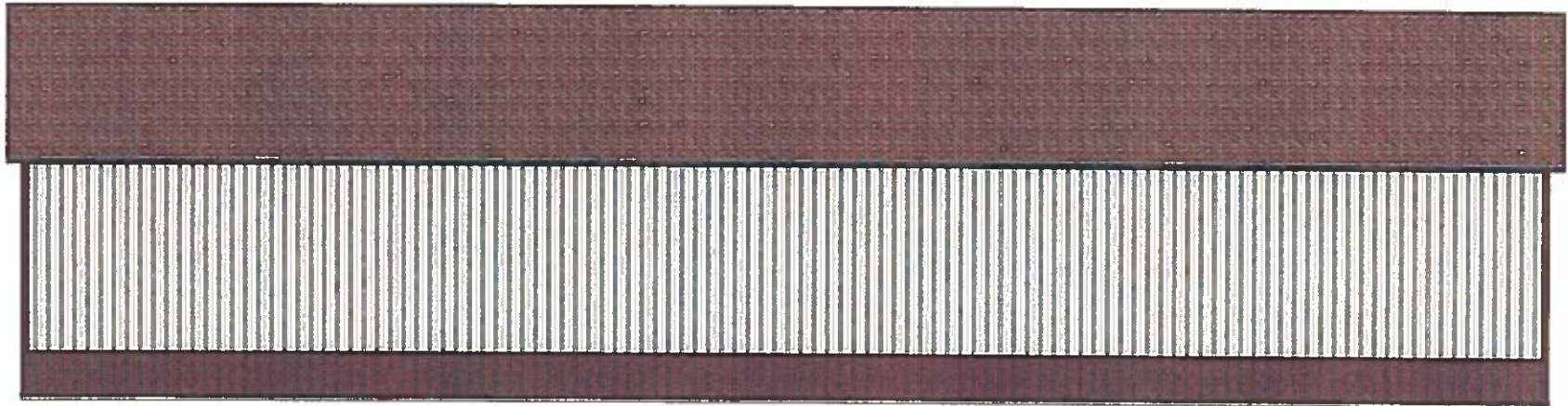


WEST SIDE-EAVE SIDE 2 ELEVATION

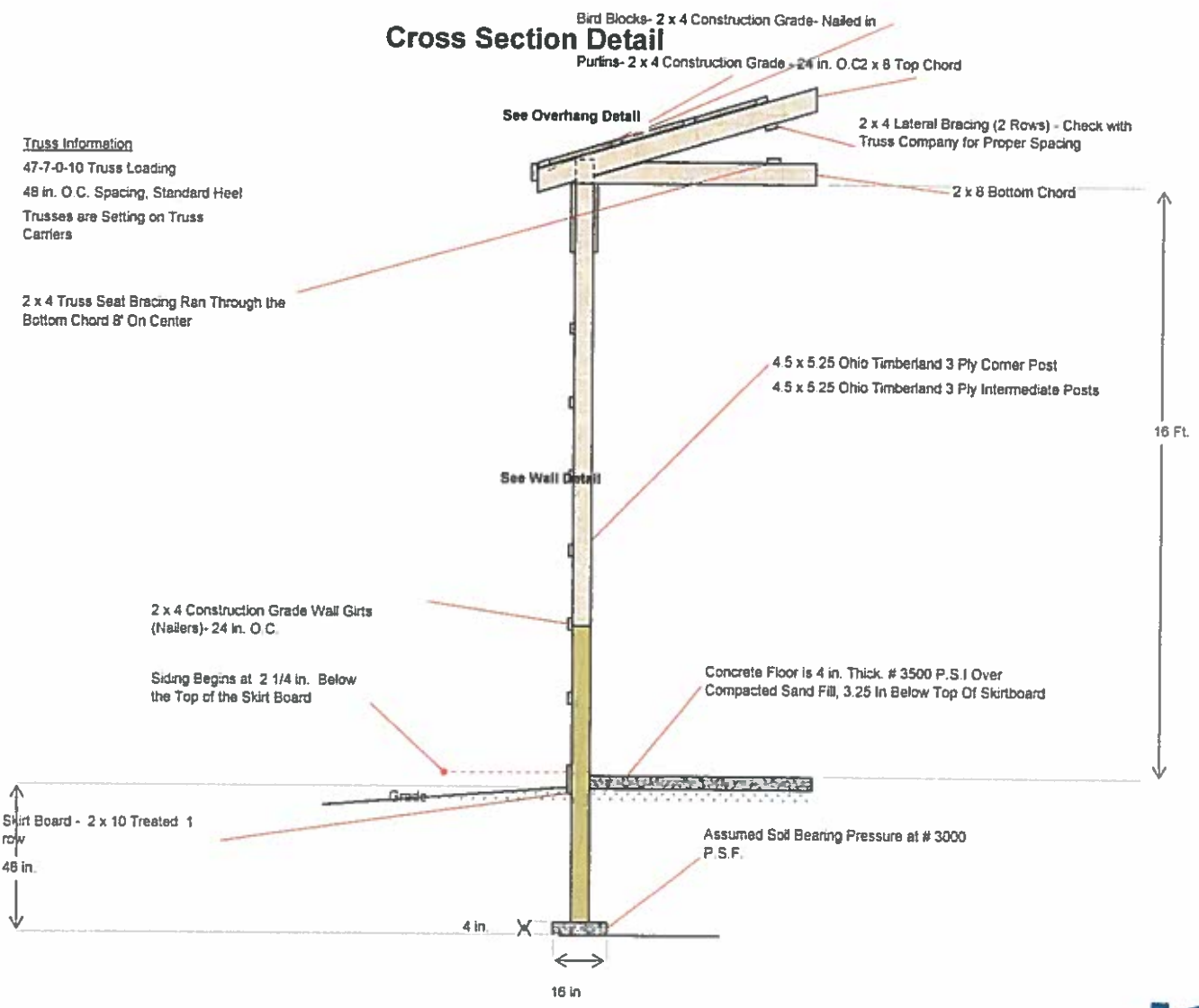




EAST SIDE-EAVE SIDE 1 ELEVATION



Cross Section Detail

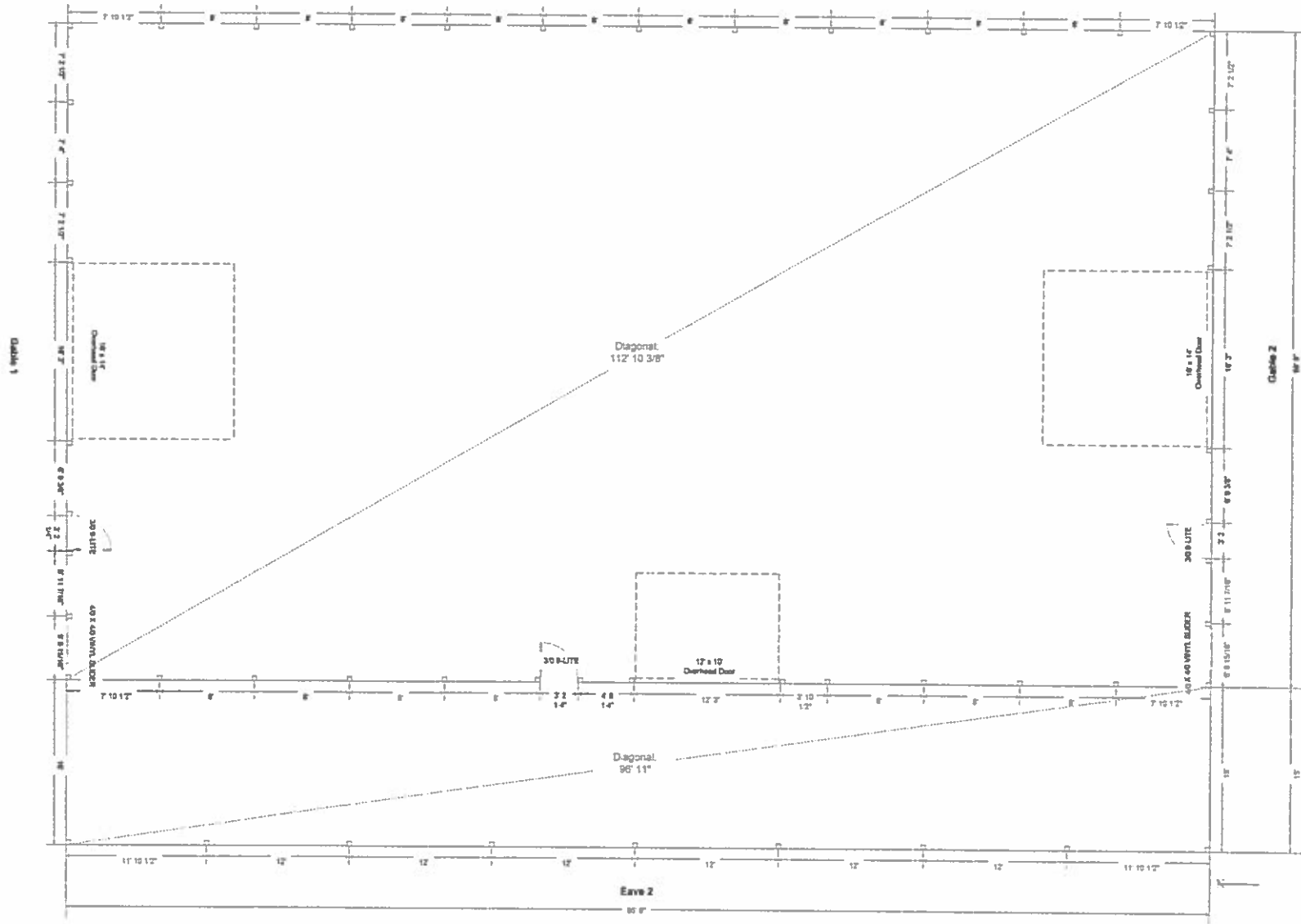




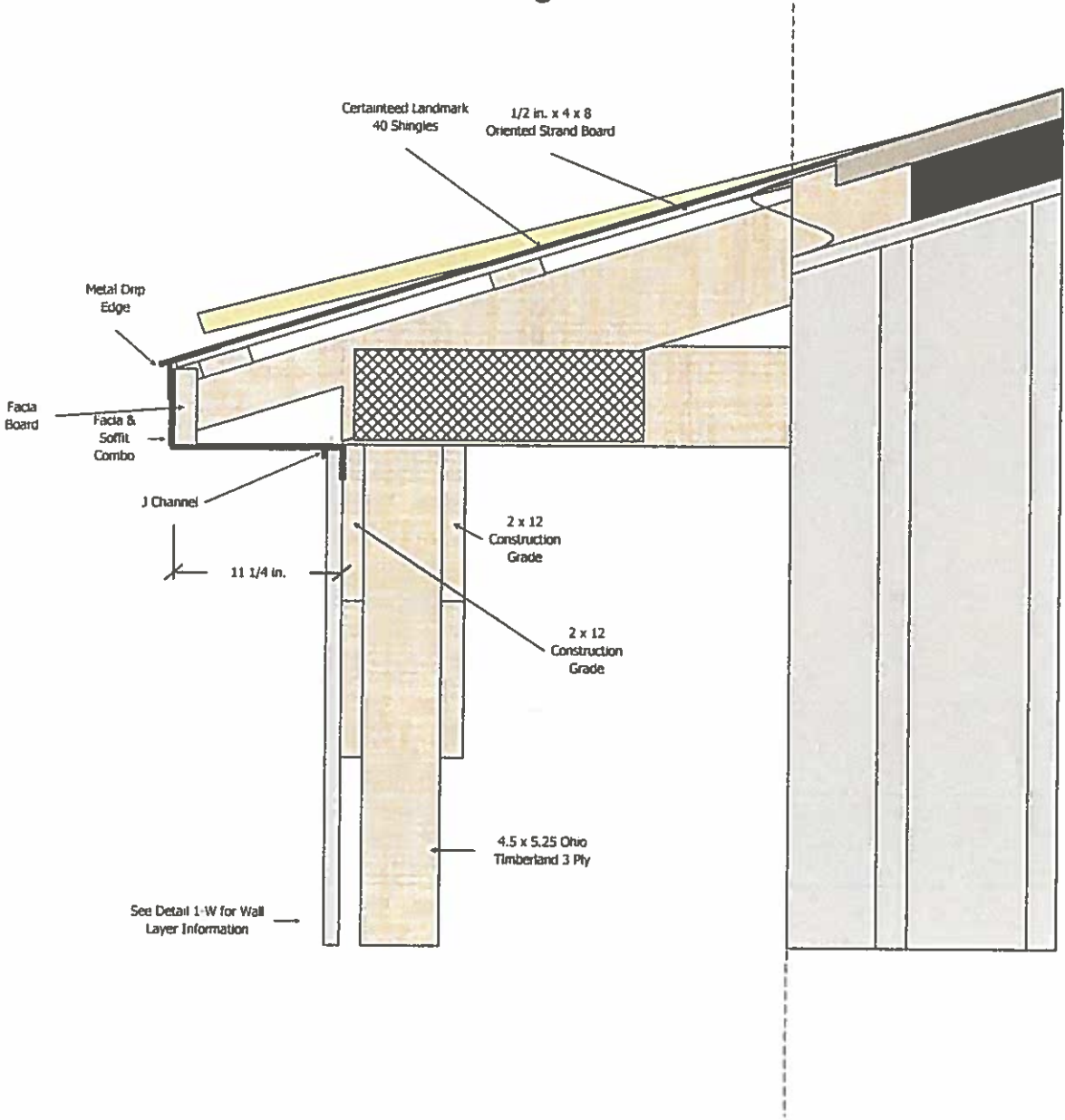
POLE LAYOUT
Personal Use, 870 sq. ft.



Eave 1



Overhang Detail





MEMO

TO: Honorable Members of the Genoa Charter Township Board of Trustees

FROM: Mike Archinal, Manager *MA*
Greg Tatara, Utility Director *GAT*
Kim Lane, Human Resources Generalist *KL*

DATE: December 11, 2014

SUBJECT: Employee Handbook Revisions

.....

The employee handbook acts as a valuable communication tool for both the Township and its employees. As the creators and administrators of our policies, we believe it's important to periodically monitor, review, and make necessary updates to our employment practices and guidelines in order to: 1) ensure that they meet current employment laws and regulations; 2) evaluate their relevancy; and 3) confirm they are as clear as possible so that in the event of a dispute, we can use accurate policy documentation to safeguard the Township.

We are providing the updated Employee Handbook for your review. We have worked extensively with Township Attorney, Frank Mancuso, to assure the nature and language of these policies is both appropriate for our business and is in line with current employment law practices. We are asking for your approval to adopt the new and revised policies of the Genoa Charter Township Employee Handbook:

1) Alcohol and Drug Free Workplace Policy

- We are updating the post-accident section of the Drug Testing Policy. It currently does not address if an employee should be screened for drugs after being involved in a work-related accident. In the past, a decision was made by each supervisor (with guidance from the Utility Director), for each incident that occurred, leaving an inconsistent and subjective process. Going forward, any Utility Employee who is involved in a work-related accident will be driven to Brighton Urgent Care immediately following the occurrence unless the employee is undoubtedly not at fault (i.e. was stopped at a red light when accident occurred). We hope this new process will provide a non-subjective and unified approach moving forward.

2) Anti-Nepotism and Anti-Fraternalization Policy

- This policy is new and meant to address relationships in the workplace that may lead to a conflict of interest or subjective judgment of employee performance. It is meant to promote a positive work environment and avoid the appearance of preferential treatment.

-
- 3) Introduction to “Adoption of Genoa Charter Township Utility Specific Handbook”**
- We’ve added a bullet pointed section that specifies exactly which policies Utility Employees are bound to in the Township Section of the Handbook
 - We’ve also added a paragraph that addresses what to do in the event of a discrepancy between the Township and Utility policy
 - Lastly, we’ve added language to address a stand-alone document that we plan on creating and maintaining. This document, going forward referred to as our “guidance document”, will address department allowances (i.e.: cell phone, clothing, etc...) and/or incentive program budgets (i.e.: educational reimbursement) that may change from one fiscal year to the next.
- 4) Inclement Weather Policy Update – Utility Specific**
- As you know, Utility Department Employees are required to provide uninterrupted service to our citizens; therefore, Utility Department employees are *not* eligible for an ‘inclement weather day’ in terms of having the day off. However, to make the policy more consistent with the Township’s policy, and to provide the employees an incentive to work (when the Township Hall officially closes due to Inclement Weather), we are recommending to amend the policy to provide eligible employees with eight (8) hours of extra vacation leave added to his/her leave bank, in addition to time physically worked. Please refer to attachment for additional policy details.
- 5) Dress Code & Uniform Policy – Utility Specific**
- Wearing suitable pants in terms of style or appearance has always been an expectation of a Utility Field Operator, but we’ve historically not provided any type of allowance specifically for work pants. Going forward, we’ve set aside funds to do so because job conditions of the Field Staff routinely ruins clothing from bleach, sewage, and other hazards. The “Pant Allowance” language has been inserted into the Dress Code and Uniform Policy but the actual quantity of the allowance will be kept in the Department’s Guidance Document.
- 6) Code of Conduct Policy – Utility Specific**
- This policy addresses professional behavior in the workplace and guidelines for when it is acceptable or not acceptable to accept gratuities associated with a bona fide business meeting and provided by a supplier or customer.
- 7) Cellular Phone Policy – Utility Specific**
- Cellular Phone allowances, in terms of the specific dollar amounts, will no longer be referenced in the Employee Manual. Instead, we’ve added language to ramp up the eligibility requirements and the need to alter these allowances based on potential changes in job duties. The Allowance amounts will be kept in the Utility Guidance Document.
- 8) Professional Development Policy – Utility Specific**
- To maintain a consistent approach, we are removing any specified dollar amounts listed in this policy that may fluctuate from year to year; this includes the employee annual allowance, meal expense limits when taking exams, and the License Incentive when employees pass an exam. We are also giving employees extra chances to pass exams that are proven to be very difficult. We are switching to a 4-tiered approach,

with 100% of license fee paid for up front, and the remaining three (3) attempts reimbursed (if passed) as follows:

- i. 100% Reimbursement at 2nd Attempt
- ii. 50% Reimbursement at 3rd Attempt
- iii. 0% Reimbursement thereafter

9) Performance & Salary Review Policy – Utility Specific

1. The Utility Department historically has followed a regimented performance and salary review process, with the end goal in mind to keep an open line of communication and expectations between employees and their supervisors. It has come to our attention that while we may follow this process, it was not written or noted in our Employee Manual.

Thank you in advance for your time and consideration in the adoption of these policies.



GENOA CHARTER TOWNSHIP

EMPLOYEE HANDBOOK

Effective Date: March 7, 2011

Latest Revision Date: December 15, 2014



Contents

| | |
|--|----|
| Purpose..... | 7 |
| Scope..... | 7 |
| Employment At-Will | 7 |
| Prior Policies or Practices | 7 |
| Modification..... | 8 |
| Individual Contracts of Employment..... | 8 |
| Equal Employment Opportunity | 8 |
| Accommodations | 8 |
| Harassment..... | 8 |
| General Information..... | 9 |
| A. The Work-Week..... | 9 |
| B. Working Hours | 9 |
| C. Lunch Break | 9 |
| D. Length of Service | 10 |
| E. Anniversary Date..... | 10 |
| F. Employment Status..... | 10 |
| G. Base Pay..... | 10 |
| H. Longevity | 11 |
| I. Overtime | 11 |
| J. Pay Periods..... | 11 |
| K. Medical/Hospital Insurance | 11 |
| L. Pension/Retirement..... | 12 |
| M. Workers' Compensation..... | 12 |
| N. Short and Long Term Disability Insurance..... | 13 |
| Leave of Absence..... | 13 |
| A. Annual Vacation Leave..... | 13 |
| B. Holidays | 14 |
| C. Funeral Leave..... | 15 |
| D. Court Duty..... | 16 |
| E. Inclement Weather..... | 16 |
| F. Sick or Personal Leave | 16 |
| G. Family and Medical Leave Act (FMLA) | 18 |
| H. Military Family Leave | 20 |
| Disciplinary Action..... | 23 |
| A. Disciplinary Offenses..... | 23 |
| B. Disciplinary Penalties..... | 25 |
| C. Testing..... | 25 |
| D. Relationship to At-Will Policy..... | 25 |
| E. Complaint Procedure | 25 |
| Performance Review Policy..... | 26 |
| A. Purpose and Scope | 26 |

| | |
|--|-----------|
| B. Policy..... | 26 |
| Complaint Procedures | 26 |
| Miscellaneous | 27 |
| A. Personal Data | 27 |
| B. Personnel Records | 27 |
| C. Resignation..... | 28 |
| D. Administrative Committee..... | 28 |
| Alcohol and Drug Free Workplace Policy..... | 29 |
| A. Purpose and Scope..... | 29 |
| B. Non-Discrimination..... | 29 |
| C. Policy..... | 29 |
| D. Confidentiality..... | 31 |
| E. Consequences..... | 31 |
| F. Acknowledgement of Receipt of Alcohol and Drug Free Workplace Policy..... | 32 |
| Safe Driver Policy..... | 33 |
| A. Purpose..... | 33 |
| B. Responsibilities | 33 |
| C. Department Heads | 33 |
| D. Supervisors..... | 33 |
| E. Employees | 34 |
| F. Township Administrators | 34 |
| G. Standards & Procedures | 34 |
| H. Corrective Action Including Discipline | 35 |
| Municipal Vehicle Use Policy | 35 |
| A. Purpose and Scope | 35 |
| B. Definitions..... | 36 |
| C. Policy..... | 36 |
| D. Procedures..... | 36 |
| E. Special Circumstances..... | 38 |
| F. Sanctions..... | 38 |
| G. Employee Signature | 38 |
| Anti-Nepotism and Anti-Fraternization Policy..... | 39 |
| A. Policy | 39 |
| B. Procedure..... | 40 |
| ADOPTION OF GENOA TOWNSHIP UTILITY DEPARTMENT SPECIFIC HANDBOOK | 41 |
| Genoa Charter Township Utility Department | 43 |
| Probationary Period Policy | 43 |
| A. Purpose | 43 |
| B. Scope | 43 |
| C. Policy..... | 43 |
| Hours of Operation Policy | 44 |
| A. Purpose and Scope..... | 44 |
| B. Work Week and Normal Working Hours..... | 44 |
| C. Overtime | 44 |
| D. On-Call | 45 |
| E. Lunch Break..... | 47 |
| Inclement Weather Policy..... | 47 |
| A. Purpose | 47 |

| | |
|---|----|
| B. Scope | 47 |
| C. Policy | 47 |
| Dress Code and Uniform Policy | 48 |
| A. Purpose | 48 |
| B. Scope | 48 |
| C. Professional Appearance | 48 |
| D. Safety Clothing Requirement | 48 |
| E. Uniforms / Pant Allowance | 49 |
| F. Pre-Authorization | 49 |
| G. Reimbursement | 49 |
| H. Employee Signature | 50 |
| Building and Site Security Policy | 51 |
| A. Purpose and Scope..... | 51 |
| B. Policy | 51 |
| C. Enforcement..... | 51 |
| D. Employee Signature | 51 |
| Code of Conduct Policy | 52 |
| A. Purpose and Scope..... | 52 |
| B. Policy & Guidelines..... | 52 |
| C. Management Responsibility | 53 |
| D. Enforcement | 53 |
| E. Employee Signature | 53 |
| Safety Policy | 54 |
| A. Purpose and Scope..... | 54 |
| B. Policy Statement | 54 |
| C. Management Responsibility | 54 |
| D. Immediate Supervisor’s Responsibility..... | 54 |
| E. Employee Responsibility | 55 |
| F. Accident, Injury and Incident Reporting..... | 56 |
| G. Enforcement | 56 |
| H. Employee Signature | 57 |
| Municipal Equipment Use Policy | 58 |
| A. Purpose and Scope..... | 58 |
| B. Definition..... | 58 |
| C. Policy | 58 |
| D. Violation of Policy | 58 |
| E. Employee Signature | 59 |
| Municipal Vehicle Use Policy | 60 |
| A. Purpose and Scope..... | 60 |
| B. Definitions | 60 |
| C. Policy | 60 |
| D. Procedures | 60 |
| E. Special Circumstances | 63 |
| F. Sanctions | 63 |
| G. Employee Signature | 63 |
| Cellular Telephone Policy..... | 64 |
| A. Purpose and Scope..... | 64 |
| B. Policy | 64 |

| | |
|--|----|
| C. Liability | 65 |
| D. Employee Signature | 65 |
| Complaint Procedure Policy | 66 |
| A. Purpose and Scope..... | 66 |
| B. Policy..... | 66 |
| C. Problem Resolution Procedures..... | 66 |
| Professional Development Policy | 67 |
| A. Purpose and Introduction..... | 67 |
| B. Scope | 68 |
| C. Employee Responsibility and Allowance..... | 68 |
| D. Exam / Licensing and Licensure Incentive Program..... | 69 |
| E. License Maintenance | 69 |
| F. Professional and Technical Organizations | 70 |
| G. Conferences and Seminars | 70 |
| H. Employee Signature | 70 |
| Credit Card and Account Policy | 70 |
| A. Purpose and Scope..... | 71 |
| B. Policy..... | 71 |
| C. Enforcement..... | 71 |
| D. Fuel Cards..... | 71 |
| E. Pre-paid Debit Cards..... | 72 |
| F. Building Supply Store..... | 72 |
| G. Credit Card | 72 |
| H. Open Account Credit Cards | 73 |
| I. Open Vendor Accounts..... | 73 |
| J. Return of Cards..... | 74 |
| K. Employee Signature | 74 |
| Performance & Salary Review Policy | 75 |
| A. Purpose and Scope..... | 75 |
| B. Annual Performance Review Process..... | 75 |
| C. Department Salary Planning and Individual Equity Review | 76 |
| D. Annual Salary Review Process..... | 76 |
| E. Employee Signature | 77 |
| HANDBOOK ACKNOWLEDGMENT..... | 78 |

Property of Genoa Charter Township

EMPLOYEE HANDBOOK

Issued to:

Date Issued

Genoa Charter Township is an at-will employer that reserves the right to terminate any employee with or without cause; and no language contained in this Handbook is intended to create, nor should it be construed to constitute, a contract between employer and employee. When this Handbook is no longer required by the holder, or upon termination, this copy must be returned to the employee's supervisor, Human Resources Representative, or the Township Manager.

Purpose

Genoa Charter Township from here forward will be referred to as the “Township”. The Township Employee Handbook is provided for informational purposes to all employees of the Township. It does not set forth any express or implied contractual obligations on the part of the Township. The Township retains the right to add, change or delete any of the handbook’s provisions, or any other policies reflected therein, in management’s sole judgment, at any time as circumstances may warrant without obtaining another person’s consent or agreement.

Scope

Each employee is covered by these policies, as well as those policies, procedures, guidelines and/or other directives as may be referenced by this handbook, other than employees who are elected. Each employee will be provided with their own copy of the handbook upon employment, as well as when requested. Due to the size of the handbook, the electronic version of this handbook will be maintained on the Township computers.

Employment At-Will

All employees covered by this handbook are Employees-At-Will. This means that all such employees are employed on an indefinite basis and may be terminated at any time, with or without notice, with or without prior warning or discipline, and with or without cause. This same policy applies as to all other terms and conditions of employment.

No person or representative of the Township, other than the Township Board or Administrative Committee, has authority to enter into any agreement for employment for any definite period of time or to make any agreement contrary to the foregoing. Moreover, no such agreement by the Township Board will be enforceable unless it is in writing and approved and authorized by the Township Board.

Nothing set forth in this handbook is intended to modify the employment at-will relationship in any way. This includes without limitation, anything that is stated in the policies on disciplinary action or performance rating.

Prior Policies or Practices

Except as otherwise stated herein, the terms and conditions in this handbook will supersede and control over any conflicting prior employee manuals/handbooks, policy statements, representations, agreements, or practices.

Modification

The Township reserves the right to modify, amend, supplement, or delete any of the policies set forth in this handbook at any time. No such modification, amendment, supplement or deletion will be valid, however, unless it is in writing and approved by the Township Board. In no circumstances will any oral agreements or unwritten policies control.

Individual Contracts of Employment

From time to time, the Township may enter into individual contracts of employment. Such contracts will be valid provided they are in writing, approved and authorized by the Township Board. To the extent that there is any conflict between the terms of this handbook and the terms of such individual contract of employment, the latter will control.

Equal Employment Opportunity

It is the policy of the Township Board to provide equal employment opportunities to qualified persons without regard to race, color, sex, pregnancy, age, religion, national origin, citizenship status, disability, genetic information, veteran status, marital status, height, weight, sexual orientation or handicap that is unrelated to the individual's ability to perform the duties of a particular job or position, or any other status or criterion which is prohibited by federal, state and local law or ordinance. This policy applies to recruiting, hiring, discharge, compensation, benefits, LOA's, promotions, discipline, performance reviews, and all other terms conditions and privileges of employment.

Accommodations

Any individual needing a reasonable accommodation for a disability must provide the Township with written notice of the need within 182 days after the individual with a disability knows or reasonably should have known that an accommodation is/was needed.

Harassment

Consistent with the Township's policy of equal employment opportunity, harassment in the workplace based on a person's race, color, sex, pregnancy, age, religion, national origin, citizenship status, disability, genetic information, veteran status, marital status, height, weight, sexual orientation or handicap will not be tolerated. As used herein, the term "sexual harassment" includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Sexual harassment will be regarded as a violation of this policy when:

1. submission to such conduct is made a direct or indirect condition of employment; or
2. submission to or rejection of such conduct is used as a factor in employment-related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.; or

3. Such conduct interferes with employment or creates an intimidating, offensive, or hostile working environment.

If you believe you have been the victim of sexual, racial or other form of unlawful harassment, you should immediately come forward and express your complaint to your supervisor and/or your Human Resources Representative. If your complaint is against your supervisor, you should take your complaint to the next level of management and/or Human Resources. An investigation will be promptly conducted following a standardized procedure. Although it is impossible to conduct an investigation and maintain complete confidentiality, anyone reporting or investigating a complaint for sexual harassment shall do so in as confidential a manner as possible. The person making the complaint will be informed of the conclusions reached from the investigation. If harassment is found to have occurred, appropriate action will be taken to prevent further harassment.

No person will suffer adverse action for making a complaint in good faith or for taking part in the investigation of a complaint. It is the policy of the Township to prohibit retaliation against anyone who makes a complaint in good faith or who takes part in the investigation. Nothing set forth in this policy is intended to modify the employment at-will relationship in any way.

General Information

A. The Work-Week

The workweek will normally consist of five (5) working days and /or 40 hours per week. However, nothing contained herein will constitute a guarantee of 40 hours per week. Likewise employees may be required to work overtime.

B. Working Hours

Normal Township working hours will extend from 9:00 a.m. to 5:00 p.m., unless changed by the Township Board.

C. Lunch Break

Each employee will normally be allowed one (1) hour paid break for lunch. The Township Manager may schedule the specific lunch break.

D. Length of Service

Subject to the limitations stated below, length of service will be measured from the employee's date of hire. Length of service may be used to determine vacation time, sick time and other benefits. Length of service will be adjusted if you are on layoff for more than six (6) months, or if your employment is terminated for any reason. Layoffs, which exceed 6 months, shall change one's hire date to the date of return to employment. If you are terminated, your length of service will also be terminated. If you are re-hired, your length of service will be measured from the date of re-hire.

E. Anniversary Date

As used in this handbook, the term "anniversary date" refers to the month and day of commencing employment.

F. Employment Status

1. Regular employees are hired on an indefinite basis to fill job positions that are classified as regular in accordance with assigned job duties and authorized by the Township Board. Funds for regular status positions are budgeted specifically to support the positions. Either full-time or part-time staff may be assigned regular employee status. Regular full-time staff is regularly scheduled to work 40 hours per week. Regular part-time staff is regularly scheduled to work less than 40 hours per week.
2. Temporary employees may be full-time or part-time, and are employed in a position for a specified limited duration. These employees are generally hired for the purpose of relieving regular staff members who are absent due to illness, vacation or leave of absence; or for augmenting the regular staff to meet requirements that may be occasioned by periodic workloads.

G. Base Pay

1. Regular employees, both full-time and part-time, will receive base pay in accordance with the recommended pay scale as set by the Township Board. The pay scale may provide for merit step increases in accordance with the recommendation of the Administrative Committee. Step increases are not automatic. The Administrative Committee may or may not recommend a person for such merit increase. The Administrative Committee will review the employee and advise him or her accordingly.
2. Temporary employees will generally be paid at the base starting rate for the position they hold; any exceptions must be authorized in advance, in writing by the Township Board. Temporary employees

will not be eligible for merit step increases unless otherwise authorized in writing by the Township Board.

3. Temporary employees will not be eligible for merit step increases unless otherwise authorized in writing by the Township Board.

H. Longevity

Longevity compensation will be paid to eligible employees every December 1st, beginning December 1, 2001. To be eligible an employee must attain the specified tenure during the calendar year.

| | |
|---------------|------------|
| 10 - 14 years | \$ 500.00 |
| 15 - 19 years | \$ 750.00 |
| 20 + years | \$1,000.00 |

Part-time employees will be given the longevity bonus based upon the actual hours worked in a calendar year. Their 12-month salary, as of November 30th of a given year, will be divided by the potential salary should they have worked full time. E.g. If their annual salary is calculated to be \$20,000.00 and they earned \$10,000.00, they will receive a bonus equal to 50% of what is allowed. This bonus is applicable to all permanent part-time and full-time employees.

I. Overtime

Overtime is generally discouraged and employees will not be allowed to work overtime without prior authorization from the Department Head or Township Manager. However, on rare occasions when overtime is required, Township will compensate employees at one and one-half times their regular rate of pay to the extent required by applicable state and federal law. For purposes of this policy, overtime for regular full time employees is defined as any hours worked in excess of the normal 40 hour work-week. In certain instances, where prior approval is obtained for certain events, overtime for regular part-time employees and temporary part-time employees may be defined as any hours worked in excess of an 8-hour work day.

J. Pay Periods

Township employees are normally paid every other Friday; there are typically twenty-six (26) pay periods each year. Each pay period covers the previous two weeks of work.

K. Medical/Hospital Insurance

Effective 03/06/07 all regular full-time employees and Township officers (Supervisor, Treasurer and Clerk) are eligible for individual, two person, or family medical and hospital coverage on the first of the month

following 30 days of employment, unless the same carrier previously covered the employee and a transfer can be made. The Township officers and regular full time employees who do not choose coverage will be compensated as determined annually by the Township Board in lieu of the medical/hospital insurance. This sum shall be paid in equal installment contemporaneous with the employee's or officer's regular pay period.

1. The specific terms and conditions of the medical and hospital insurance, including eligibility requirements, will be governed by the applicable contracts and/or benefit plans. If there is any conflict between the terms of this Employee Handbook and the terms of those other plan documents and/or contracts, the latter will control.
2. The Township officers and full time employees may only be allowed to change their status due to a qualifying event such as a birth, death, divorce, marriage or loss of other insurance. Any change to the insurance coverage of any employee of the Township must be reviewed and approved by the Administrative Committee before such change takes place.

L. Pension/Retirement

Effective July 1, 1991 a retirement program providing contributions equal to 10% (amended 06-19-96) of compensation was adopted for all employees working more than 1,000 hours a year, with vesting of 25% after one full year of service, 50% after two years, 75% after three years and 100% after four years of service. This plan is intended to be a qualified retirement plan under Internal Revenue Code Section 401 (a). The Township Board (Treasurer and Clerk) shall serve as the Plan Administrator and Named Fiduciary for the Plan. If there is any conflict between the terms of this Employee Handbook and the terms of the plan documents and/or contracts, the latter will control.

M. Workers' Compensation

Employees involved in a work-related accident or injury may be eligible for workers' compensation benefits in accordance with Michigan law. Any employee involved in a work-related accident or injury must report that accident or injury to the Township Manager as soon as possible after the mishap and fill out the proper reporting forms. Failure to report an injury may disqualify an employee for benefits. No employee will be discriminated or retaliated against because he or she has exercised rights under the Workers' Compensation statute.

N. Short and Long Term Disability Insurance

Effective March 4, 1996 a short and long-term disability insurance program was adopted for all employees by the Township Board. This insurance is provided at no cost to township employees. Terms of the policy are available upon request to Human Resources. If there is a conflict between the terms of this Employee Handbook and the terms of the insurance document, the latter will control.

Leave of Absence

A. Annual Vacation Leave

1. All regular full-time employees are eligible for paid vacation leave based on date of hire. Eligible employees shall accrue, at the onset of employment, on a biweekly pay period basis, paid vacation days in accordance with the following schedule:

| Years of Service* | Yearly | Per Pay Accrual |
|---|---------------|------------------------|
| 1 st thru end of 5th Year | 2 weeks | 3.08 Hours |
| 6 th thru end of 10 th Year | 3 weeks | 4.62 Hours |
| 11 th Year and beyond | 4 weeks | 6.15 Hours |

*Years of service is calculated based on hire date. New accrual amounts will begin the month you reach your 6th and 11th anniversary.

2. For part-time employees, vacation compensation will be based upon the number of hours worked in the period of January 1 through December 31 of the preceding year divided by fifty-two (52) weeks and then multiplied by the number of weeks eligible for vacation worked, to determine the number of benefit hours entitled by the employee. Vacation days will be determined under Leaves of Absence. (For example: a part-time employee who worked 1,560 hours in the previous year and has six years of service would receive 90 hours. $(1,560 / 52) \times 3 = 90$). Payment for vacation time is received in January and is paid at their current hourly rate in lieu of paid time off.
3. Temporary employees are not eligible for vacation benefits.
4. After 90 days of service, employees may request use of accrued vacation time from their supervisor.
5. Employees may accrue up to 160 hours of vacation. Vacation time will cease to accrue, and will therefore be lost, until the number of accrued hours is below 160.

6. Vacations should be planned based on the number of hours accrued and should not cause the account to go negative. (Exceptions to this may be allowed for extenuating circumstances, however, must be approved by the department Director or Supervisor and HR and Payroll should be notified.)
7. Vacation days must be scheduled in advance with the employee's supervisor, who shall retain the right to approve or disapprove, in whole or in part, vacation requests. In general, notice should be provided equivalent to the amount of time requested off.
8. Vacation compensation rates will be based on the employee's regular hours at his or her base rate in effect at the time of the vacation. Bonuses, allowances, overtime etc... will not be used in the calculation of vacation compensation. For part-time employees, the base hourly rate as of December 31st will be used.
9. Upon termination of employment, by either party, for any reason, employees will be paid for any unused accrued vacation time. This time shall be paid at their current rate on the last regular paycheck the employee receives.

B. Holidays

1. All regular full-time and regular part-time employees will receive time off *with* pay. Part time employees will be compensated at the percentage determined by hours worked during the previous year.

| | |
|-----------------------------------|--------------------------------|
| New Year's Day | January 1 |
| Martin Luther King Day | Third Monday in January |
| Memorial Day | Last Monday in May |
| Good Friday | Friday before Easter |
| Independence Day | July 4 |
| Labor Day | First Monday in September |
| Columbus/Stormont Day | Second Monday in October |
| Thanksgiving Day | Fourth Thursday in November |
| Post-Thanksgiving | Friday after Thanksgiving |
| Christmas Eve | December 24 |
| Christmas Day | December 25 |
| New Year's Eve | December 31 |
| Election Day or Floating Holiday* | Presidential and Gubernatorial |

(Temporary employees will receive holiday time off for such holidays, but will not receive holiday pay.)

2. Holiday pay will be based on the employee's regular hours at his or her base rate of pay in effect at the time of the holiday.

3. Two employees, at the Clerk's discretion, may be required to work on Election Day.
4. If a holiday falls on a Saturday, the preceding day will be recognized as the holiday. If the holiday falls on a Sunday, the following Monday will be recognized as the holiday.
5. If the preceding Friday or following Monday is also a holiday, then the preceding Thursday or following Tuesday will be recognized as the holiday, provided, however, by mutual consent of the Township Board or the Township Manager and a majority of the affected employees, the holiday days may be changed to allow the Township Hall to remain open for normal business.

C. Funeral Leave

The funeral leave policy establishes uniform guidelines for all regular full-time and regular part-time employees (provided that it is his/her regular day to work) providing paid time off to employees for absences related to the death of immediate family members. The employee's supervisor authorizes the use the funeral leave as follows:

1. Employees will be allowed up to seven (7) days funeral leave with pay to attend a funeral for the employee's spouse, mother, father, step-mother, step-father, child, step-child, or grandchild.
2. Employees will be allowed up to three (3) days funeral leave, with pay, to attend a funeral for the employee's, mother-in-law, father-in-law, sibling, grandparent, step-sibling, or other legal dependents living with the employee.
3. Employees are allowed one (1) day off from regular scheduled duty with regular pay in the event of death of the employee's niece, nephew, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, cousin, spouse's grandparent or former spouse.
4. Employees are allowed up to four (4) hours of funeral leave to attend the funeral of a fellow current employee or retiree of the Township, provided such absence from duty will not interfere with normal operations of the Township.
5. Supervisors may approve funeral leave for the death of an un-related individual under exceptional circumstances.
6. Any deviation from this Policy must be approved by the Administrative Committee.

Temporary employees are not eligible for funeral leave benefits. Personal leave may be used to attend funerals as provided in Section F. Funeral leave pay will be computed in the same manner as vacation pay and holiday pay. To be eligible for pay under this provision, the employee generally must attend the funeral of the deceased.

D. Court Duty

1. Regular full-time and regular part-time employees, if normally scheduled to work, will be allowed time off, with pay, for jury service or if he/she is subpoenaed as a witness in any case, by anybody empowered by law to compel attendance by subpoena. Temporary employees are not eligible for court leave benefits.
2. The amount of court leave pay will be the difference between the employee's regular wages and the fee he/she receives for acting as a witness or juror upon receipt of a voucher showing the amount received for same.
3. On days when an employee is required to report as a juror or witness and is excused, he/she must report to work immediately to be eligible for the above-stated compensation.

E. Inclement Weather

When weather conditions prevent employees from reporting to work, or when the Township Hall is closed due to weather conditions, all regular full-time and regular part-time employees shall be paid for such time off. Temporary employees will not be eligible for such pay. Any two of the following may approve inclement weather days: Manager, Supervisor, Clerk or Treasurer. *NOTE: Employees who have scheduled vacation/personal/sick time, etc. will not be paid for the inclement weather day.*

F. Sick or Personal Leave

1. All regular full-time employees will be entitled to sick time and personal time off with pay. Temporary employees and regular part-time employees may be allowed such time off but will not be eligible for pay.
 - a. Effective 1-1-90, for each month of service, eligible employees will earn one day off, with pay, which may be used for the following purposes:
 - i. Personal illness or physical incapacity, including pregnancy;
 - ii. Exposure to contagious disease;
 - iii. Illness of family member residing in the employee's household;
 - iv. Medical or dental examinations;
 - v. Personal business days.

In addition, such time off may be used for funeral leave in excess of the three- (3) days allowed under the funeral leave policy or for attendance at funerals other than immediate family members.

2. Unused personal leave time may be accumulated up to a total of 240 hours.

3. The Township Manager or employee's supervisor must approve personal leave at least 24 hours in advance.

4. A doctor's statement may be required to substantiate any leave based on illness.

Anyone returning from sick leave of more than three (3) days may be asked to submit a doctor's statement. Likewise, a doctor's statement may be required for any leave, not pre-approved, the day before or day after a holiday. Any time off that is not approved by the Township Manager will not be compensated and may result in disciplinary action.

5. Unpaid time off may be allowed after review and approval of the Administrative Committee.

6. No sick/personal time off will be allowed for more than 30 consecutive days, unless taken under the terms of the short and/or long-term disability insurance program.

7. During an approved time off, the Township may continue to provide medical and hospital insurance for the employee.

8. Failure to return to work at the end of a leave of absence may result in termination.

9. Upon returning from time off, the employee will be returned to his/her prior position, if available. If the position is no longer available, the employee will be considered for other job openings for which he/she is qualified in the Township's judgment. If there are no such openings, the employee will be placed on a preferential hire list for 30 days and will be considered for any job openings for which he/she is qualified within the Township's judgment. If the employee is not returned to work within such 30-day period, his/her employment will be terminated.

10. An employee who has accumulated 240 hours of personal leave will be compensated at a rate of half-pay for any unused personal leave time in excess of 240 hours at the end of each calendar year.

11. Upon voluntary separation, employees will be compensated at a rate of half-pay for any unused disability leave/personal leave days, provided the employee has given two weeks written notice. In all other circumstances except death (as described in paragraph F), upon separation from employment, employees will not be compensated for any unused disability/personal leave days.

12. In the event of death all unused leave and vacation time will be paid at the full rate of pay.

13. Sick time that extends longer than 90 days and does not permit a person to work full time will be reviewed by the Administrative Committee for possible change to part time status.

G. Family and Medical Leave Act (FMLA)

1. An employee who has been employed for at least twelve (12) months and working at least 1250 hours during the previous twelve (12) month period is entitled to a total of twelve (12) weeks of **unpaid** leave during any twelve (12) month period. The twelve (12) month period will be calculated on a calendar year basis.
2. Nothing in the FMLA supersedes any provision of state or local law that affords greater family or medical leave rights than those provided by the FMLA. If leave qualifies under the FMLA and under state law, the leave used counts against the employee's entitlement under both laws.
3. Family and Medical Leave may be taken for one or more of the following reasons:
 - A. The birth of a child of the employee and to care for the child;
 - B. Placement of a child with the employee for adoption or foster care;
 - C. To care for a parent, spouse or child with a serious health condition; or
 - D. A serious health condition that makes the employee unable to perform his/her job functions

“**Serious health condition**” means an illness, injury, impairment, or physical or mental condition that involves either:

(A.) Inpatient care (*i.e.*, an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity (*i.e.*, inability to work, attend school, or perform other regular daily activities) or subsequent treatment in connection with such inpatient care; **or**

(B.) Continuing treatment by a health care provider, which includes:

(i.) A period of incapacity lasting more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that **also** includes:

(a.) treatment two or more times by or under the supervision of a health care provider (*i.e.*, in-person visits, the first within seven (7) days and both within thirty (30) days of the first day of incapacity); **or** (b.) one treatment by a health care provider (*i.e.*, an in-person visit within seven (7) days of the first day of incapacity) with a continuing regimen of treatment (*e.g.*, prescription medication, physical therapy); **or**

(ii.) Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence; **or**

(iii.) Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence; **or**

(iv.) A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; **or**

(v.) Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.

4. An employee who takes leave for a birth or placement of a child for adoption or foster care must take the leave within a year of the birth or placement.
5. An employee *may* use any accrued vacation, sick or personal leave as part of their leave period.
6. When leave is foreseeable, an employee is expected to give at least thirty (30) days' notice in writing of their plan to take leave (or as much notice as is possible under the circumstances).
7. If both husband and wife work for Genoa Township, and both are eligible for leave, they are limited to twelve (12) weeks leave per year combined for the birth of a child, adoption or foster care placement, or care of a family member. But if either spouse develops a serious health condition and is unable to perform the essential functions of the job, each would be entitled to the full twelve (12) weeks of unpaid leave per year for personal illness.
8. Employees on Family and Medical Leave will be restored to their previous position or an equivalent position with equivalent benefits, pay or other terms and conditions of employment. However, an employee on FMLA leave has no greater right to employment than if the employee had not taken leave; if employment would have been terminated anyway, the employee has no right to reinstatement. For example, if an employee's position was terminated due to lack of funding, and the employee would have been terminated even if he/she had been continuously employed, the employee would not have a right to reinstatement.
9. Medical coverage for an employee enrolled under Genoa Township's group health plan will continue while on Family or Medical Leave under the same terms and conditions as when the employee was working. If an employee fails to return to work from Family and Medical Leave, the employee must reimburse Genoa Township for the premiums it paid for continuing medical coverage. If an employee

cannot return to work because of continuing or recurring health problems or for other reasons beyond their control, the employee will not be required to reimburse Genoa Township for premiums paid.

10. Employees returning to work from Family and Medical Leave must give at least one (1) week notice to the Township Manager prior to returning from leave. Those employees not intending to return after the completion of leave must also provide the Township Manager at least one (1) week notice of their intent not to return after leave. Failure to return to work on the scheduled date of return will indicate that the employee has resigned his/her employment with Genoa Township.
11. The employee shall provide their Supervisor with bi-weekly notification of their status while on leave and the date they intend to return to work.
12. Annual, Sick and Personal Leave do not accrue during Family and Medical Leave.
13. A medical certification may be required from a health care provider for Family and Medical Leave to care for a seriously ill parent, spouse, or child, or for an employee's own medical leave.
14. An employee may be required to obtain a medical certification from his/her health care provider stating that the employee is able (or unable) to return to work (i.e., a "fitness-for-duty" report).
15. Intermittent Leave to care for a new child is not permitted. Intermittent Leave is permitted for serious illness when it is medically necessary. Medical certification is required prior to granting intermittent leave. If leave is required on an intermittent basis or reduced leave basis, Genoa Township may require the employee to transfer temporarily to an alternative position that better accommodates the intermittent leave or a part-time schedule, provided the position has equivalent pay and benefits. The employee must discuss the proposed intermittent leave schedule with his/her supervisor before leave begins.

H. Military Family Leave

Military Caregiver Leave. The FMLA also includes a special leave entitlement that permits an eligible employee (an employee who has been employed for at least twelve (12) months and working at least 1250 hours during the previous twelve (12) month period) who is a spouse, son, daughter, parent or next of kin of a covered service member with a serious injury or illness to take up to twenty six (26) work weeks of **unpaid** leave to care for a covered service member during a single twelve (12) month period.

1. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

2. A serious injury or illness is one that was incurred by a service member in the line of duty on active duty that may render the service member medically unfit to perform duties of his or her office, grade, rank, or rating.
3. Employees seeking to use military caregiver leave must provide 30 days advance notice of the need to take FMLA leave for planned medical treatment for a serious injury or illness of a covered service member. If leave is foreseeable but 30 days advance notice is not practicable, the employee must provide notice as soon as practicable – generally, either the same or next business day.
4. The “single twelve (12) month period” begins on the first day the eligible employee takes leave and ends twelve (12) months later, regardless of the twelve (12) month period established for other types of FMLA leave.
5. An eligible employee is limited to a **combined** total of twenty six (26) workweeks of leave for any FMLA qualifying reason during the “single twelve (12) month period.” (Only twelve (12) of the twenty six (26) weeks total may be used for a FMLA qualifying reason other than to care for a covered service member.)

Qualifying Exigency Leave. An eligible employee (an employee who has been employed for at least twelve (12) months and working at least 1250 hours during the previous twelve (12) month period) is entitled to up to a total of twelve (12) workweeks of **unpaid** leave during the normal twelve (12) month period established for FMLA leave for qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation *A qualifying exigency leave is available to a family member of a military member in the National Guard or Reserves; it does not extend to family members in the Regular Armed Forces.* Qualifying exigencies include:

1. Issue(s) arising from a covered military member’s short notice deployment (i.e., deployment on seven (7) or less days of notice) for a period of seven (7) days from the date of notification;
2. Military events and related activities, such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered military member;
3. Certain childcare and related activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative childcare, providing childcare on a non-

routine, urgent, immediate need basis, enrolling or transferring a child in a new school or day care facility, and attending certain meetings at a school or a day care facility if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member;

4. Making or updating financial and legal arrangements to address a covered military member's absence;
5. Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or the child of the covered military member, the need for which arises from the active duty or call to active duty status of the covered military member;
6. Taking up to five (5) days of leave to spend time with a covered military member who is on short-term temporary, rest and recuperation leave during deployment;
7. Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of ninety (90) days following the termination of the covered military member's active duty status, and addressing issues arising from the death of a covered military member;
8. Any other event that the employee and employer agree is a qualifying exigency.

Spouses employed by Genoa Township are limited to a **combined** total of twenty six (26) workweeks in a "single twelve (12) month period" if the leave is to care for a covered service member with a serious injury or illness.

FMLA leave may be taken intermittently whenever **medically necessary** to care for a covered service member with a serious injury or illness.

FMLA leave also may be taken intermittently for a qualifying exigency arising out of the active duty status or call to active duty of a covered military member.

When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt Genoa Township's operation.

An employee must provide notice of the need for foreseeable leave due to a qualifying exigency as soon as practicable. When the need for military family leave is not foreseeable, the employee must provide notice to Genoa Township as soon as practicable under the facts and circumstances of the particular case.

The employee must provide "sufficient information" to make Genoa Township aware of the need for FMLA leave and the anticipated timing and duration of the leave. Depending on the situation, such information may include, as applicable:

- (a.) that the leave is for a qualifying family member who is a covered service member with a serious injury or illness and the anticipated duration of the leave;

(b.) that the requested leave is for a particular qualifying exigency related to the active duty or call to active duty status of a covered military member and the anticipated duration of the leave.

Certification Requirements. Genoa Township may require that an employee’s request for military family leave be supported by an appropriate certification. Genoa Township may require that:

- (a.) leave to care for a covered service member with a serious injury or illness be supported by a certification completed by an authorized health care provider or by a copy of an Invitational Travel Order (ITO) or Invitational Travel Authorization (ITA) issued to any member of the covered service member’s family;
- (b.) leave for a qualifying exigency be supported by a copy of the covered military member’s active duty orders and certification providing the appropriate facts related to the particular qualifying exigency for which leave is sought, including contact information if the leave involves meeting with a third party.

Genoa Township may use a health care provider, a human resource professional, a leave administrator, or a management official – but not the employee’s direct supervisor – to authenticate or clarify a medical certification of a serious injury or illness, or an ITO or ITA. Additionally, Genoa Township may contact the individual or entity named in a certification of leave for a qualifying exigency for purposes of verifying the existence and nature of the meeting.

Disciplinary Action

A. Disciplinary Offenses

All Township employees are expected to adhere to the following rules of conduct, as well as the rules and policies previously mentioned.

1. Telephone calls: The use of Township telephones should be limited when it comes to personal calls. The Township Manager may require employees to log all telephone calls should it be determined that the phone is being misused.
2. Tardiness: Employees who are late may be docked for time lost or otherwise disciplined.
3. Absenteeism: Unless an employee is on an approved leave of absence, that employee is expected to report to work for each day scheduled. Failure to do so may result in discipline. In addition, employees are required to notify the Township Manager of any expected absence, as soon as possible. Failure to do so may also result in discipline.

4. Dress and Grooming: Employees are expected to maintain a neat and well-groomed appearance in accordance with their position and working conditions.
5. Fridays will be deemed "casual dress days". Employees may wear blue jeans but not shorts or t-shirts.
6. Public Decorum: All employees must maintain a pleasant and helpful attitude in dealing with members of the public and co-workers, whether by telephone or in person.
7. Acceptance of Gifts: Employees may not solicit nor accept any gifts or gratuity from any individual or agency that may be construed as influencing a decision of the Township employee.
8. Visitors: Friends, relatives and children of employees are allowed in the working areas, but visits should be brief and non-disruptive. Children should be accompanied by an adult at all times.
9. Harassment: Sexual, racial and other forms of unlawful harassment are strictly prohibited. Any employee engaging in such harassment shall be subject to disciplinary measures.
10. Theft: The theft, attempted theft, or neglect of property of the Township, its visitors, or other employees is prohibited and subject to immediate termination.
11. Unauthorized Use: Employees shall conform to all rules for use and treatment of Township facilities and property and shall not use Township property, equipment, facilities or staff for personal matters of gain. Unauthorized use of Township property, equipment or facilities (including telephone and duplicating equipment) is restricted to minimal use and will be considered at review time.
12. Falsification: Unauthorized altering of employment application information, dishonest in reporting hours worked (falsifying timesheets), records (payroll or program record), or Township records are strictly prohibited.
13. Insubordination: Refusal to obey or willful failure to carry out the instructions of supervisory personnel, including assigned duties of the job, is prohibited.
14. Other: The following are also prohibited.
 - a. Failing to report to work when scheduled;
 - b. Improper use of sick/personal leave or other leaves of absence;
 - c. Falsification of information to secure sick leave or other leaves of absence;
 - d. Abuse of lunch period;
 - e. Violation of departmental rules and confidentiality;
 - f. Inefficiency, incompetence or neglect of duty;
 - g. Being under the influence of alcohol or illegal drugs while at work;
 - h. Use, sale or possession of alcohol or illegal drugs on Township premises or property while on or off duty;

- i. Use of obscene language;
- j. Threatening other persons or instigating a fight;
- k. Unauthorized possession of firearms, dangerous weapons or personal protection devices;
- l. Verbally abusing or physically attacking customers, clients, visitors or Township personnel;
- m. Conduct disruptive to the work of other employees;
- n. Carelessness or negligence which results in injury to another person;
- o. Illegal activity on Township premises (misdemeanor or felony) during work or non-work hours;
- p. Instigating, aiding or participating in any illegal strike or work stoppage;
- q. Disrespect or verbal abuse or insubordination of a supervisor or manager or elected official; and
- r. Soliciting of funds or employment from any person affiliated with the Township.

The foregoing offenses are intended to serve as guidelines and do not include all of the offenses for which disciplinary action may result.

B. Disciplinary Penalties

Disciplinary penalties may include verbal or written warning, verbal or written reprimand, suspension, probation, or discharge, depending on the Township's judgment as to the seriousness or the offense and other relevant circumstances.

C. Testing

The Township reserves the right to require testing, including but not limited to urinalyses and blood testing, of any employee suspected of violation of the rules on alcohol or drug use. An employee's consent to such testing will be a condition for continued employment.

D. Relationship to At-Will Policy

Nothing set forth in this disciplinary policy is intended to modify the employment-at-will policy. The Township reserves the right to discipline and discharge at any time, with or without notice, with or without prior warning or discipline, and with or without just cause.

E. Complaint Procedure

Any dispute regarding discipline and discharge will be resolved in accordance with the complaint procedure, the results of which will be final and binding.

Performance Review Policy

A. Purpose and Scope

The Township is committed to the success and growth of its employees. Performance reviews may be given to assist employees and the Township in determining if the goals and policies of the Township, and its employees, are being met.

This policy applies to all Township employees, regardless of employment status.

B. Policy

The Township is committed to maintaining open lines of communication and setting clear and obtainable expectations and goals for each and every employee. In addition to the 90-day review (refer to Probationary Period Policy for details), employees *may* be given a formal performance review every six months for the first two years and then on an annual basis in each calendar year. Performance reviews may also be given at any time the Administrative Committee, Department Head, Utility Director, Deputy Director or Supervisor deems necessary when an employee demonstrates unsatisfactory performance, customer service, or a disciplinary offense has occurred.

Each supervisor will evaluate his or her employee using the Performance Evaluation form provided by the Township. Areas of performance strengths and weaknesses will be addressed during the evaluation. Employees are encouraged to provide input to the process and may include written comment if desired.

The performance review is one factor that is considered at the time of salary review. While a satisfactory review is important for ensuring your eligibility for a salary increase, it does not guarantee that an increase will subsequently follow. Salary reviews and potential increases are tied to performance but also to external factors, such as market compensation data, the economy, and Township funding.

This policy does not alter your at-will employment status meaning that you or the Township may terminate your employment at any time, with or without cause and with or without notice. The Performance Review and subsequent rating is not intended to express or imply that you will be working for any particular duration or under a contract of employment.

Complaint Procedures

- A. If any employee covered by this Handbook has any complaint regarding interpretation or application of a Township policy, that complaint will be resolved in accordance with this procedure. Included are complaints regarding discipline, discharge, or harassment.
- B. The procedure is as follows:

STEP ONE: The first step is to put the complaint in writing and submit it to the Administrative Committee. The complaint must be submitted within five (5) working days after its occurrence, or when the employee should reasonably have obtained knowledge of its occurrence.

STEP TWO: Upon receipt of such complaint, the Administrative Committee will investigate the matter and will render a decision in writing.

STEP THREE: If the employee is not satisfied with the decision of the Administrative Committee, he or she may appeal to the Township Board. Such appeal must be filed in writing within ten (10) working days after receipt of the decision of the Administrative Committee. Upon receipt of such appeal, the Township Board will schedule a hearing and will render a decision, which will be final and binding. The employee will receive reasonable notice of the hearing, including reasonable notice as to the issues to be decided. At the hearing, the employee will be allowed to present evidence and arguments in support of his/her position and will be allowed an opportunity to rebut any evidence or arguments against his/her position.

C. This complaint procedure is intended to be the exclusive remedy for any disputes that are within its scope.

D. If the employee fails to file a complaint within the time limits stated above or fails to take a timely appeal to the next step, the claim will be waived.

Miscellaneous

A. Personal Data

If you change your name, marry, have children, change your telephone number or address, it is important that you inform the Clerk's office as soon as possible so that your records and insurance can be adjusted. It is your responsibility to keep the Clerk up-to-date regarding these matters.

B. Personnel Records

Personnel records are maintained in the Clerk's office for employees. These records include information on initial employment or re-employment, professional credentials, salary increases, promotions, demotions, disciplinary action, and other pertinent information. Employees will be allowed to review their personnel records in accordance with applicable law.

Social Security Numbers are used in the administration of payroll, pension and medical records. Social Security Numbers, as provided by employees in the initial hiring of an individual and the maintenance of employee records, will be kept under lock and key in the Office of the Township Clerk. Social Security Numbers are not subject to release pursuant to the Freedom of Information Act. Documents containing an

employee's social security number will be retained in the office of the clerk until such time as it is determined that they should be destroyed. At that time any documents will be shredded in an effort to conceal and provide security for any individual who has voluntarily supplied this information to the Township. (*Reference: Adopted Addendum-A –“ Social Security Number Privacy Policy” - Public Act 454 of 2004, attached to the personnel policy.*)

C. Resignation

Employees are asked to give at least two (2) weeks written notice when they decide to resign their employment. Among other things, this provides an opportunity for the employees and the Township to explore the reason(s), if any, for the resignation and whether corrective action is appropriate and will influence the employee's decision. However, the Township reserves the right to accept or reject the offered two (2) week notice. The last day the employee actually works will be considered the date of termination.

D. Administrative Committee

1. The Administrative Committee shall consist of the Supervisor, Clerk, Treasurer, and Manager. This committee will be responsible for all employment conditions in the Township, such as the review of applications for employment, the hiring and firing of non-contract employees, employee performance evaluations, job transfers, working conditions, employee complaints and other responsibilities assigned by the Township Board.
2. Any discussion with Township employees regarding changes in wages, hours, work assignments or other terms for employment shall be held only after review and agreement by the Administrative Committee.

Alcohol and Drug Free Workplace Policy

A. Purpose and Scope

Genoa Charter Township (the “Township”) believes that a healthy work force, free from the effects of alcohol and/or drugs/controlled substances, helps to ensure the provision of quality service to the Township’s customers. Conversely, the abuse of alcohol and/or drugs/controlled substances may create a variety of work force and workplace problems, including increased absenteeism, increased on-the-job injuries, increased cost for health care and other benefits programs, and decreased employee morale, resulting in a loss of productivity and a decline in the quality of services provided to the Township’s customers.

The Township reserves the right to inspect Township vehicles (including Utility Department vehicles), all Township property, including, without limitation, Township real estate, facilities and property (including offices, desks, lockers, computers, mobile phones and other property) with or without notice.

B. Non-Discrimination

In accordance with the requirements of the Americans with Disabilities Act, the Township does not discriminate against employees or applicants who are qualified individuals with a disability, including disabilities related to alcohol or drug abuse, who are not currently engaged in the use of illegal drugs and who do not otherwise violate the provisions of this Policy, including but not limited to individuals who: 1) have successfully completed or who are currently participating in a supervised rehabilitation program and are no longer engaging in such use; or 2) have otherwise been rehabilitated successfully and are no longer engaging in such use.

C. Policy

1. Policy Prohibitions.

Township employees are strictly prohibited from engaging in the following conduct on Township property (including Utility Department property) or customer property before, during or after work hours:

- (a) Using, consuming, being under the influence of, testing positive for, or otherwise having in one’s system alcohol or illegal drugs;
- (b) Bringing and/or storing illegal drugs or drug paraphernalia;
- (c) Transporting, distributing or attempting to distribute, manufacture, sell or dispense illegal drugs;

- (d) Abusing prescription drugs which includes exceeding the recommended prescribed dosage or using others' prescribed medications;
- (e) Switching, tampering with or adulterating any specimen or sample collected under this policy;
- (f) Working while impaired due to the use of prescription medications; or
- (g) Refusing to cooperate with the terms of this policy, including, without limitation, refusing to submit to questioning, drug or alcohol testing, medical or physical tests or examinations;

2. Testing.

The Township will test employees or any person who has been offered employment with the Township for the presence of alcohol or illegally used drugs/controlled substances in accordance with the provisions of this policy.

For purposes of this policy:

- "*Alcohol*" means ethyl alcohol or ethanol, the types of alcohol found in alcoholic beverages.
- "*Drugs*" means any substance recognized as a drug in the official United States Pharmacopoeia, the National Formulary, the official Homeopathic Pharmacopoeia of the United States, or other drug compendia, or supplement to any of those compendia; and as otherwise defined by Article 7, Part 71 of the Michigan Public Health Code, being MCL 333.7101 et seq, and as amended.
- "*Controlled substance*" means a drug, substance, or immediate precursor included in schedules 1 to 5 of Article 7, part 72 of the Michigan Public Health Code, being MCL 333.7201 et seq, and as amended and includes a controlled substance analogue as that term is defined by Article 7, Part 71 of the Michigan Public Health Code, being MCL 333.7101, et seq, and as amended.

(a) Pre-employment

Any individual offered employment with the Township, as part of his or her general post-offer, pre-hire physical, will undergo testing for the presence of alcohol or illegally used drugs/controlled substances. A negative result (as well as demonstrated ability to perform the essential functions of the job offered) is required as a condition of hire. Conversely, candidates who test positive (or do not demonstrate the ability to perform the essential functions of the job) will not be hired. This contingency will be written in the employee's offer letter.

The prospective employee will not be compensated for time nor reimbursed for transportation or other expenses.

(b) Active Employment

(i) Random

All Township employees are subject to random testing. The selection process will be managed by a third-party vendor.

(ii) Reasonable suspicion

When there is reasonable suspicion that an employee is using alcohol and/or drugs/controlled substances and has reported to work or is working while impaired, the employee may be subject to alcohol/drug/controlled substance testing.

(iii) Post-Accident

Involvement in or responsibility for a work-related accident or safety incident is cause for alcohol/drug/controlled substance testing. Alcohol/drug/controlled substance testing shall occur during or immediately after the regular work period of current employees.

3. Cost of Testing.

All alcohol/drug/controlled substance testing under this policy will be performed by a recognized health service provider selected by the Township. The Township shall pay for the cost of all testing performed under this policy.

D. Confidentiality

All alcohol/drug/controlled substance test results reported to the Township will remain and be considered confidential. Results will only be disclosed within the Township and on a need-to-know basis and as allowed by law and retained in a secure location with controlled access. Information about an employee's medical condition or history obtained in connection with an alcohol/drug/controlled substance test will be kept in a file separate and apart from the employee's personnel file. The release of an individual's alcohol/drug/controlled substance test results and other information gained in the testing process will only be otherwise disclosed in accordance with an individual's written authorization or as otherwise required by applicable law.

E. Consequences of a violation of this Alcohol and Drug Free Workplace Policy.

Employees who violate this policy will be subject to corrective action up to and including termination of employment.

The Township reserves the right to change or suspend this policy or any part thereof at any time and at its sole discretion.

E. Acknowledgment of Receipt of Genoa Charter Township Alcohol and Drug Free Workplace Policy

I have received and reviewed a copy of the Genoa Charter Township Alcohol and Drug Free Workplace Policy.

Employee Signature

Today's Date

Employee name printed

Safe Driver Policy

A. Purpose

The Township places the highest value on the safety and health of its employees and wellbeing of its citizenry. The Township acknowledges that the safe operation of motor vehicles by municipal employees is essential to ensuring the safety and well-being of all, and has established as its goal to ensure that all individuals who are granted the privilege of driving a municipal vehicle are safe and properly licensed operators.

The Township has full authority to determine who shall drive a vehicle, to establish vehicle operator standards, and to revoke the right to drive for failure to meet the standards. This policy defines the minimum standards for all Township employees. Nothing herein shall be constructed as to limit departments from setting higher standards that may be needed to meet the particular needs of the individual departments.

B. Responsibilities

The Township's safe driver program depends on the participation and cooperation of employees at all levels of the organization. The specific responsibilities of the employees are identified below:

C. Department Heads

Department heads or their designees shall:

- Ensure that all employees are informed of this policy.
- Ensure the safe maintenance and operation of all assigned municipal vehicles
- Ensure that all vehicle operators are trained in the safe operation of all assigned motor vehicles.
- Enforce Township and departmental vehicle operating standards and procedures.
- Ensure that all assigned vehicles are inspected as prescribed by the Administration.
- Identify all employees who operate a vehicle and include those employees in the municipality's motor vehicle record flag program.
- Ensure that any individual departmental policies that define how unsafe vehicle operators will be disciplined are consistent with the overall intent of this policy.

D. Supervisors

Supervisors shall:

- Ensure the safe operation of assigned municipal vehicles.

- Administer and enforce all Township and departmental policies and procedures regarding vehicle operation.

E. Employees

All vehicle operators shall:

- Safely operate their assigned municipal vehicles.
- Maintain a valid and properly classed operator's license.
- Advise the Township Manager immediately of the loss of a valid operator's license by suspension, revocation, or expiration. Failure to comply may result in discipline up to and including employment termination.
- Perform safety checks of vehicles at the beginning of each work shift as described in the unit work rules.
- Promptly report to an on duty supervisor any vehicle safety defect found during inspection. Failure to report safety defects found during inspection may result in discipline up to and including termination.
- Maintain an assigned municipal vehicle's cab, bed and/or body in a clean and safe condition.
- Properly use furnished seat belts and/or other vehicle safety restraints.

F. Township Administrators

The Genoa Charter Township Administration shall:

- Maintain the motor vehicle record flag program.
- In cooperation with other departments ensure that all employees who operate vehicles have a valid operator's license.
- Monitor the motor vehicle records of all employees who may operate a vehicle and report record development to employee's department.
- Provide consultation and training to the departments as needed.

G. Standards & Procedures

No employee shall knowingly operate a vehicle found to be in violation of a state safety code of the laws of the State of Michigan. Employees shall use seatbelts or other safety restraints provided whenever they are operating or riding in a vehicle. Only those employees who are determined to be safe operators will be allowed to drive a vehicle on behalf of the municipality.

H. Corrective Action Including Discipline

Each department is encouraged to develop and implement a plan for reviewing vehicle accidents and administering appropriate corrective action. The following are minimum standards, which should be included in departmental plans:

The goal of corrective action is to ensure that employees who are entrusted with the operation of vehicles are safe drivers. Awareness and knowledge through training are the keys to safe driving. Whenever possible, training should be a first step in a corrective action program. Discipline may also be an appropriate form of corrective action.

An unacceptable motor vehicle driving record is one indication that an employee may not be a safer driver. The Administration will identify employees who develop unacceptable driving records and notify the appropriate department. Departments are encouraged to immediately enroll these employees in municipal-sponsored drivers training programs, or consult with the Administrative Committee about other appropriate training opportunities, and monitor the employees driving performance.

Preventable accidents involving stationary objects are the most frequently and preventable form of vehicular accident. Preventable accidents involving stationary objects may result in disciplinary action up to and including discharge. Involvement in a preventable accident shall be considered unsatisfactory job performance, which may result in disciplinary action up to and including discharge.

Failure to comply with any part of this policy shall be considered unsatisfactory job performance, which may result in disciplinary action.

All vehicles shall be safely checked at the beginning of each shift by the assigned vehicle operator to ensure safe operating condition according to unit work rules.

Report any vehicle deficiencies according to department policies. Each department shall be responsible for ensuring that a quarterly safety inspection of all assigned vehicles occur, and are properly documented.

No smoking will be allowed in any township vehicle.

Municipal Vehicle Use Policy

A. Purpose and Scope

The purpose of this policy is to set forth the guidelines under which municipal vehicles will be authorized to Township employees and the guidelines under which Township vehicles may be used.

B. Definitions

Municipal Vehicle – those automobiles, trucks, vans, or other self-propelled equipment owned, rented, or leased by the Township and licensed for travel on a public way

Township – shall mean Genoa Charter Township.

Employees – shall mean any person performing work on behalf of the Township through full time employment, part time employment, temporary employment, or through a contractual arrangement.

C. Policy

It is the policy of the Township that certain positions require access to municipal vehicles, either during the work shift or on a 24 hour on-call basis. Township vehicles are not personal vehicles and are not for personal use. Township vehicles should be viewed as belonging to citizens and are assigned solely for the purpose consistent with providing services to those citizens.

D. Procedures

A. Assignment of a Municipal Vehicle

The assignment of a municipal vehicle during work time is based on job description. Appointing authorities who have municipal vehicles available for this purpose may assign such vehicles in a manner consistent with departmental workload and employee function. The assignment of vehicles may be rescinded at any time by the Township Manager or appointing authority / department manager.

B. Assignment of a Municipal Vehicle for 24 – Hour Use (Vehicle Use Approved for Commuting Purposes)

1. The assignment of vehicles for 24 hour use will only be considered for employees who require a vehicle for the ordinary and necessary discharge of their job functions. Criteria which will be used in the determination of eligibility for 24-hour vehicle use include:
 - Officially designated on-call status;
 - Requirement for emergency availability;
 - Emergency of other equipment contained in the vehicle; and/or
2. Vehicle use is limited to travel to and from the residence and place of work. The vehicle should not be utilized for travel outside a direct commuting route for personal use.
3. Whenever a position becomes vacant, the authorization for 24 hour use shall be re-evaluated.
4. Township personnel assigned a municipal vehicle on a 24 hour basis will be provided a copy of this policy and will be required to sign a confirmation of receipt.

C. General Rules Governing Municipal Vehicle Use

1. Municipal vehicles may only be used for legitimate municipal business.
2. Municipal vehicles will not be used to transport any individual who is not directly or indirectly related to municipal business. Passengers shall be limited to employees and individuals who are directly associated with Township work activity (board members, consultants, contractors, etc...) Family members shall not be transported in Township vehicles.
3. Vehicles should contain only those items for which the vehicle is designed. The Township shall not be liable for the loss or damage of any personal property transported in the vehicle.
4. Employees are expected to keep municipal vehicles clean, perform necessary preventative maintenance, and report damage or malfunction to their supervisors immediately.
5. Employee's assigned vehicles for commuting purposes are expected to park such vehicles in a safe location.
6. Employees must wear seatbelts in vehicles so equipped during operation of the vehicle and otherwise comply with the Township safe driver policy.
7. Employees may not operate municipal vehicles under the influence of alcohol, illegal drugs, or prescription drugs or medications which may interfere with effective and safe operation.
8. Employees who operate municipal vehicles must have a valid motor vehicle license issued the by the state of their residence and may be required to provide proof of valid motor vehicle license once every six (6) months.
9. Employees driving municipal vehicles shall obey all applicable traffic and parking regulations, ordinances, and laws.
 - a. Employees who incur parking or other fines in municipal vehicles will generally be personally responsible for payment of such fines unless the payment of such fines is approved by the Township Manager.
 - b. Employees who are issued citations for any offense while using a municipal vehicle must notify their supervisor immediately when practicable, but in no case later than 24 hours after the accident or citation. Failure to provide such notice will be grounds for disciplinary action in accordance with Section VI of this policy.
 - c. An employee who is assigned a municipal vehicle and who is arrested for or charged with a motor vehicle offense for which punishment includes suspension or revocation of the motor vehicle license, with in his/her personal vehicle or in a municipal vehicle, must notify his/her

supervisor within 24 hours. Conviction of such an offense may be grounds for loss of municipal vehicle privileges and/or further disciplinary action.

E. Special Circumstances

This policy is intended to provide a basic framework governing the use of municipal vehicles, and as such, cannot contain provisions governing every situation that might arise. Employees seeking clarification of or exemption from the provisions of this policy should contact the Township Manager who will provide such clarification and may authorize exceptions to the policy under mitigating circumstances.

F. Sanctions

Failure to comply with any provisions of this policy may result in disciplinary action up to and including removal of municipal vehicle privileges, suspension, and/or termination from Township service.

G. Employee Signature

I, _____, having read this policy, agree to comply with the provisions of Genoa Charter Township's vehicle use policy.

Employee Signature

Today's Date

Anti-Nepotism & Anti-Fraternization Policy

A. POLICY

1. DEFINITIONS:

For purposes of this policy, the following terms shall have the following definitions:

Relative – Parent, foster parent, spouse, child, sibling, grandparent, grandchild, aunt, uncle, cousin, in-law or step relative, or any person with whom the employee has a Close Personal Relationship or who resides in the same household as the employee.

Close Personal Relationship – A relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature.

Fraternization – relationship of an intimate or romantic nature between a supervisor and his/her subordinate or conduct that creates the appearance that such a relationship exists.

2. PURPOSE:

Genoa Charter Township is committed to the highest standards of professional conduct and expects all employees to adhere to them. Township employees must take care to ensure that relationships within the Township offices and the community do not create actual or perceived conflicts of interest or situations that might impair objective judgment. The purpose of this Anti-Nepotism & Anti-Fraternization policy is to promote a positive work environment and to avoid the appearance of preferential treatment of employees who are Relatives.

3. POLICY STATEMENT:

It is Genoa Charter Township's policy to hire, promote and transfer employees on the basis of individual merit and to avoid any suggestion of favoritism or discrimination in making such decisions. The employment of persons in positions where one might have supervisory authority or influence over a Relative's status or job security is regarded as a violation of this policy.

It is therefore, the Township's policy to prohibit the appointment or hiring of a person in situations where a Relative would be under direct or general supervision of an elected official, department head or supervisor, or to employ a person where the status of employment of that person might be influenced by an elected official, department head or supervisor who is a Relative.

Supervisors are prohibited from dating subordinates or engaging in any type of Fraternization and may be disciplined for such action, up to and including termination, notwithstanding the provisions of Section B below.

4. APPLICABILITY:

All employees, elected officials, independent contractors, and student interns.

B. PROCEDURE:

If a person is in violation of this policy, it is the responsibility and obligation of the persons involved to disclose the existence of the relationship to their supervisor or department head. If in fact a violation of this policy is found, the individuals concerned will be given the opportunity to decide who is to be transferred to another position or terminated if no position is available. If they do not choose, both persons may be separated from Township services (unless one is an elected official, in which case the other person's service shall be terminated). A person in violation of this policy at the time of its original adoption shall be exempt so long as the person remains in their current position. Any change in position or status will require the person to be in compliance with this policy.

Any employee or person who feels that there is improper conduct, discrimination or harassment because of a relationship must contact their department head, human resources or the Township Supervisor.

ADOPTION OF GENOA CHARTER TOWNSHIP UTILITY DEPARTMENT SPECIFIC HANDBOOK

Due to the nature of the work that the Township Utility Department employees perform, specific policies have been carefully developed that apply solely to Utility Department employees. Utility Department employees, however, are also required to review and acknowledge receipt of the Genoa Charter Township Employee Handbook that was originally adopted on May 21, 1990 and amended from time to time. In addition to being covered by the Utility Department Specific Policy Handbook, all Genoa Township Utility Department employees are also covered by the following policies in the Genoa Charter Township Employee Handbook (including any subsequent amendments to the polices):

- Purpose, Page 7
- Scope, Page 7
- Employment At-Will, Page 7
- Prior Policies or Practices, Page 7
- Modification, Page 8
- Equal Employment Opportunity, Page 8
- Accommodations, Page 8
- Harassment, Page 8
- **General Information:**
 - Length of Service, Page 10
 - Anniversary Date, Page 10
 - Employment Status, Page 10
 - Base Pay, Page 10
 - Longevity, Page 11
 - Pay Periods, Page 12
 - Medical/Hospital Insurance, Page 12
 - Pension/Retirement, Page 12
 - Workers' Compensation, Page 12
 - Short and Long Term Disability Insurance, Page 13

- **Leave of Absence:**
 - Annual Vacation Leave, Page 13
 - Holidays, Page 14
 - Funeral Leave, Page 15
 - Court Duty, Page 16
 - Sick or Personal Leave, Page 16
 - Family and Medical Leave Act, Page 17
 - Military Family Leave, Page 20
- **Disciplinary Action:**
 - Discipline Offenses, Page 23
 - Disciplinary Penalties, Page 25
 - Testing, Page 25
 - Relationship to At-Will Policy, Page 25
- **Miscellaneous:**
 - Personal Data, Page 27
 - Personnel Records, Page 27
 - Resignation, Page 28
 - Administrative Committee, Page 28
- Alcohol and Drug Free Workplace Policy, Page 28
- Anti-Nepotism and Anti-Fraternization Policy, Page 39

In the event of a conflict between this Utility Department Specific Handbook and the Township Employee Handbook in interpretation of a policy or practice, the Utility Department Specific policy will supersede the conflicting provisions of the Township Employee Handbook.

Human Resources will maintain and update certain Utility Department Plan/Guidance Documents where an allowance amount or employee incentive program is not defined in the Utility Department Handbook. Utility Department employees are also subject to the provisions of the Utility Department Plan/Guidance Documents. If there is any conflict between the terms of this Employee Handbook and the terms of the guidance documents, the Utility Department Plan/Guidance Documents will control.

GENOA CHARTER TOWNSHIP UTILITY DEPARTMENT

Probationary Period Policy

A. Purpose

Genoa Charter Township (hereinafter referred to as the “Township”) places the highest value on integrating new employees into the Township and making sure that they are successful. We feel that it is important to identify an Introductory Period in which your performance, based on clearly identified expectations, is being evaluated. Genoa Charter Township identifies this period as the “Probationary Period”. We sincerely value the input of all employees and hope you find your employment with us rewarding, enjoyable and sustainable.

B. Scope

This policy applies to all Genoa Charter Township Utility Department employees, regardless of employment status. As such, all references in this Policy to “employee” includes all regular full-time, part-time and temporary employees.

C. Policy

The first 90 days of your employment are considered to be a Probationary Period that gives you and the Township a chance to get to know each other. Your performance will be evaluated during this time to assess your potential for continued employment. This period also provides you with the opportunity to evaluate us as an employer. You will have a formal review at the end of this 90-day period. We encourage you to share your thoughts with your supervisor during your 90-day review, as well as throughout your employment.

This policy does not alter your at-will employment status meaning that you or the Township may terminate your employment at any time, with or without cause and with or without notice. The Probationary Period is not intended to express or imply that you will be working for any particular duration or under a contract of employment.

Hours of Operation Policy

A. Purpose and Scope

The purpose of this policy is to provide employees with the guidelines for what Genoa Charter Township considers normal workplace practices for Utility Employees that affect day-to-day activities. Such practices include, but are not limited to, an employee's work week and normal work hours, employment status, lunch break, and overtime.

This policy applies to all Genoa Township Utility Department employees, regardless of employment status. As such, all references in this Policy to "employee" includes all regular full-time, regular part-time and temporary employees.

B. Work Week and Normal Working Hours

Regular Township Office working hours are Monday through Friday, 9:00 a.m. to 5:00 p.m., as indicated in the Genoa Charter Township Employee Handbook. The workweek will normally consist of five (5) working days and/or 40 hours per week; however, nothing in this policy will constitute a guarantee of 40 hours per week. Some Utility Employees will have schedules that vary from the Township Office hours; those schedules are set and approved in advance by the Utility Director and the employee's supervisor, and are subject to change.

Generally speaking, for water and wastewater operations, the typical work week is Monday through Friday, 8:00 a.m. to 4:00 p.m., with a half-hour paid lunch break. However, for public safety, it is necessary to staff certain functions seven (7) days a week. As a result, operators may have work schedules that facilitate seven (7) day a week operation and minimize overtime. This may be accomplished by operators working weekends and having weekdays off or eight (8) hour shifts with different start and end times than the standard 8:00 am - 4:00 pm.

C. Overtime

A willingness to work overtime as necessitated by workload and job function may be a requirement of employment. Overtime is defined as hours worked in excess of 40 hours per work-week. For positions that are classified as non-exempt/hourly, overtime will be paid at time-and-one-half the hourly rate of pay.

The overtime policy for office personnel is outlined in the Township Employee Handbook (please see page 10 for details); overtime for office personnel is generally discouraged, and requires prior authorization.

D. On-Call

The Township will appoint weekly primary “on-call” employees for emergency purposes and to cover unplanned events. The primary “on-call” employee will receive a three (3) hour minimum of overtime pay per week (if qualified in chart below), whether he or she is called out for service or not. This time is to cover the general calls and questions that arise after normal work hours where an employee responds by phone or remote computer access, but does not physically have to leave their residence to address a situation. When completing the Utility Department weekly timesheets, this time worked should be recorded under the “Primary Pager” column as three (3) hours. The three (3) hour overtime payment for being the primary on call person shall be listed on the timesheet for the Friday the operator is on call or once the operator has reached their 40 hours of work.

In the event an employee is physically called out to perform service or an inspection after hours, they will claim a minimum of two (2) hours on their timesheet, even if the call is less than two hours. This minimum will be from the time the “on-call” employee leaves to respond to a call out. The on-call employee is expected to respond to emergency call outs appropriately based on the risk to property, health, or the environment. This overtime (if qualified in chart below) will be counted from the time of departure to the time of return with a maximum of thirty (30) mile radius allowed for drive time (one-way).

The following details will clarify the On-Call policy:

- The weekly “on-call” period is from Monday at 8:00 am to the following Monday at 8:00 am, unless a different schedule has been previously arranged with other operators and approved by his/her supervisor.
- If the on-call designated employee is physically called in, and he or she works more than the two (2) hour minimum, the employee is entitled to receive regular overtime hours (if qualified in chart below) for the time worked over 40 hours
- While on-call or when required to work overtime, personal and/or vacation time can be used to reach 40 hours per week, should the employees regular hours not reach 40 hours due to illness or approved time off work.
- The two (2) hour minimum call out payment is specific to the operator being called out to perform service or an inspection after the employee has left the Township/Utility premises (i.e. their place of residence / off the project-site).

- If an operator is called into an alarm situation prior to starting their normal scheduled work day, they will receive the minimum call out time as long as the call out is at least one hour prior to the normal scheduled day.
- If an operator receives another call while at work servicing the first call, that second call shall not receive the minimum two (2) hour call out. However, if an operator returns home, and is called out again, then that call shall receive the minimum call out time of two (2) hours.
- If an operator is called out and spends more than two (2) on the call out, then the operator will be paid for the actual hours worked and not two hours added onto the total work time.
- The amount of hours an employee works per week is dependent upon his or her employment status. The following table reflects the Township’s employment status classifications and their respective scheduled hours and pay statuses

| | <u><i>Full-time regular</i></u> | <u><i>Part-time regular</i></u> | <u><i>Temporary Employees</i></u> |
|---------------------------------|--|--|-----------------------------------|
| Scheduled weekly hours | 40 | Less than 40 but a routine amount/week | Varies based on assignment |
| Overtime Pay Eligibility | Determined by Job Classification: Non-Exempt → Yes Exempt → No | All Non-Exempt: Yes | All Non-Exempt: Yes |

Special Conditions

The above policy provides guidance for overtime and special working hours for most fully staffed conditions. Based on workload and staffing levels, it may be necessary to modify this policy and authorized overtime. Conditions not fitting into this policy shall be brought to the supervisor who will consult with the Utility Director for guidance and approval of special overtime conditions.

Non-Exempt and Exempt Employees:

When hired, you will be classified as either an exempt or non-exempt employee. This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty hours (40) per work week. These employees are referred to as non-exempt in this policy. This means that they are not exempt from (and therefore should receive) overtime pay.

Exempt employees are, for example, managers, supervisors, professional staff, and others whose duties and responsibilities allow them to be exempt from overtime pay provisions as provided by the Federal Fair

Labor Standards Act ("FLSA") and applicable state law. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted.

E. Lunch Break

Each employee will normally be allowed a thirty (30) minute paid lunch break. This break should be scheduled between 11:00 a.m. to 1:00 p.m.

Inclement Weather Policy

A. Purpose

The purpose of this policy is to address the Utility Department's practice in the event of inclement weather.

B. Scope

This policy applies to all Genoa Township Utility Department employees, regardless of employment status. As such, all references in this Policy to "employee" includes all regular full-time, regular part-time and temporary employees.

C. Policy

While the Township will always keep the safety of its employees in mind, due to the nature of sewer and water operation, we are required to provide uninterrupted service to our citizens. As a result, Township Utility Department facilities and sites are never officially closed. It is the employee's responsibility to report to active duty on time and on the day he or she is scheduled to work, regardless of the weather conditions. So that we can maintain "24-hour 365-day per year" service, in the event it becomes necessary for a Utility Department employee to be absent due to inclement weather, the employee must report their absence with sufficient notice so that arrangements can be made to cover the essential duties of the absent employee.

In the event the Township Hall officially closes due to Inclement Weather, all Utility employees scheduled to work that day, and not already otherwise on vacation, personal leave, or other leave who report to work, will be paid at their regular rate AND will be provided with eight (8) hours of vacation leave added to his/her leave bank. For employees that do not accrue personal leave, an alternative method will be applied.

Exempt Employees who do not report to work will be required to use accrued leave. Non-Exempt employees who do not report to work will not be paid for the time missed.

Dress Code and Uniform Policy

A. Purpose

The purpose of this policy is to address the Utility Department's practice regarding dress and uniform policy.

B. Scope

This policy applies to all Genoa Charter Township Utility Department employees, regardless of employment status. As such, all references in this Policy to "employee" includes all regular full-time, part-time and temporary employees.

C. Professional Appearance

Professional appearance, attitude and manner enhance the impression our community has of the Utility Systems. Employees should be cognizant of this and dress appropriately for the activity involved. Attire considered unsuitable for any business organization should be avoided. Examples of unsuitable attire are torn and tattered clothing, shorts, revealing low cut tops, t-shirts with offensive language, sleeveless shirts, capris, flip-flops, etc. If in question, don't wear it. If an employee's supervisor advises the employee that his or her attire is unacceptable, he or she may be sent home to change. This time is generally not paid by the Township.

D. Safety Clothing Requirement

For the employees' safety, all Township utility **field staff** will be required to wear protective footwear. Safety boots must be manufactured and labeled in accordance with Occupational Safety and Health Administration (OSHA) and the Township's standards. Boots must be leather, safety-toed, all weather purpose, and have a minimum of six inch ankle height. The Township will cover the cost for one pair of approved safety boots per year. A year is calculated from the date of the purchase. All safety boot requests should be directed to Human Resources prior to purchase.

All Field Employees will be provided appropriate reflective vests for traffic safety. When working in a road right of way, it is a requirement that these safety or reflective vests be worn by all employees of the utility department. Additionally, employees will be provided hard hats, safety glasses, and gloves as appropriate Personal Protective Equipment. These provided safety supplies need to worn by employees as site conditions indicate in conformance with the Township Safety Program.

E. Uniforms / Pant Allowance

The Township will issue uniform shirts and may purchase inclement weather clothing (Winter Bibs, Jackets, Hats, and Rain Gear) initially for each non primary office employee and from time to time thereafter as needed. Genoa Township Utility Staff will receive five (5) uniform shirts each spring and fall. If needed, the employee may request replacement of worn uniform clothing which may, at the discretion of the Utility Director, be replaced at the cost of the Township. It is the responsibility of the employee to purchase his or her own pants. Pants must be jeans or traditional work pants and must not have any holes. Managers who make appearances in the field are also subject to wear appropriately deemed work pants as described above. The Township, at the beginning of each Utility Department Fiscal Year, will provide eligible Staff with a Pant Allowance. This allowance will be deposited directly into the employee's paycheck. The amount of the Pant Allowance will be determined each year by the Utility Director and is subject to change and may be discontinued at any time at the discretion of the Utility Director.

It is mandatory that Township issued clothing be worn during an employee's shift. This policy is also applicable to the Utility Office Staff, unless the Township deems the day as a "casual work day". Casual work days are typically held each Friday. If an employee is attending a professional work conference or an approved business event, he or she is not required to wear Township issued clothing. Employees must return Township issued uniforms to Human Resources prior to his/her last day of work.

F. Pre-Authorization

As stated in the policy, all boot and uniform requests should be directed to employee's supervisor prior to purchase. The Township has established contracts with local vendors who supply the type of uniforms and boots that we require. Therefore, in most cases, the Township will pay for the cost of the approved purchases by way of a direct bill. A list of pre-approved stores will be provided to employees. Employees may be required to bring a voucher into the store so that employment can be verified. This voucher should be requested and obtained from the employee's supervisor or Human Resources after official authorization has been granted.

G. Reimbursement

In some cases, the employee may need to purchase his/her work boots and/or uniform attire such as winter bibs or coveralls at his own expense and submit a request for reimbursement. When possible, this situation should be avoided.

As stated above, all purchases require Supervisors and/or Human Resources approval. If an employee makes a purchase without prior authorization, the Township may deny the reimbursement request.

H. Employee Signature

I, _____, having read this policy, agree to comply with the provisions of Genoa Charter Township's Utility Department Dress Code and Uniform Policy.

Employee Signature

Today's Date

Building and Site Security Policy

A. Purpose and Scope

The purpose of this policy is to provide employees with the guidelines of the Township’s building and site security procedures.

The policy is applicable to all regular full-time, part-time, and temporary employees.

B. Policy

The Township maintains building security systems to protect office and facility property (i.e. water and wastewater treatment plants, pump stations, etc.), municipal equipment, and work-in-progress. Maintaining the security of municipal buildings/facilities and vehicles is the responsibility of every employee and should be treated seriously. Employees will be advised about the proper building entrances, exits, and lock-up procedures at the time of hire and when changes in security practices or procedures occur. Confidential information, master records or procedures, and personal property of value should be securely stored in desks or filing cabinets as appropriate. Visitors should be kept to a minimum.

Questions regarding building or site security procedures and practices should be directed to the employee’s supervisor or the Utility Department Administrators.

C. Enforcement

Failure to comply with any provisions of this policy may result in disciplinary action up to and including removal of building access, municipal vehicle privileges, suspension with or without pay, and/or termination of employment.

D. Employee Signature

I, _____, having read this policy, agree to comply with the provisions of Genoa Charter Township Utility Department Building and Site Security Policy.

Employee Signature

Today’s Date

Code of Conduct Policy

A. Purpose and Scope

This Code of Conduct Policy is directed toward conduct that may project potential image problems for the Township. The policy also is intended to ensure that no favors, gifts, gratuities, personal gain, or benefits are received for actions taken.

The policy is applicable to all regular full-time, part-time, and temporary employees. As such, all references in this Policy to “employee” includes all regular full-time, part-time and temporary employees.

B. Policy & Guidelines

An employee should always be cognizant that while dressed in company attire he or she is projecting a professional image of the Township to the Township’s current and potential customers. Employees should not visit certain questionable establishments while in uniform or while driving Township vehicles. Visiting such establishments for example, massage parlors, bars, gentlemen’s clubs, etc., jeopardizes the professional image of the Township. For this same reason, municipal vehicles shall not be parked at such establishments.

Likewise, unprofessional behavior in the workplace, such as rude or vulgar language, sexually related conversations, inappropriate touching (i.e. kissing, hugging, massaging, sitting on laps) of another employee or customer, and any other behavior of a sexual or unprofessional nature is prohibited.

Township Utility Department Employees may not solicit or accept monetary gifts or items of more than nominal value that would suggest or create an obligation of the department or the employee. Examples of non-monetary unsolicited gifts of nominal value include calendars, pens, pencil holders, rulers, scratch pads, etc. Under no circumstances should any gift or gratuity be accepted which would influence the employee’s professional judgment. Employees may not accept or solicit samples of merchandise for their personal use nor may they accept money from the general public for their services. Flowers, cards, candy, fruit or other similar expressions of appreciation which do not imply future obligations may be accepted on behalf of the Utility Department.

Entertainment and meals offered by a supplier or customer (i.e. golf outings, sporting event tickets, luncheons, etc.) may be accepted by an employee when they are reasonable, are associated with a bona fide business meeting, are provided by the supplier or customer to others in similar roles as a normal part of its business and are disclosed to the Utility Department Director prior to acceptance by the employee. Any excessive meals or entertainment paid for by a supplier or customer may not be accepted. Time spent to attend events such as recreational or social functions during an employee’s normally scheduled working hours must be

reported as time spent outside of regular business hours and documented accordingly on timesheets using normal lunch break time, vacation, or personal leave.

If there is a period of time where the Township is bidding on a new vendor or new contract, no gifts, items, meals, services, or entertainment of any value may be accepted by such vendors that are associated with that bidding process.

C. Management Responsibility

Supervisors are responsible for creating and maintaining a positive, productive, and professional work environment. Supervisors are required to notify the Township’s Utility Director immediately of any allegations or evidence of misconduct or abuse of this policy. As representatives of the Township, supervisors and other members of management understand that they may be held responsible for acts of misconduct that they commit, condone, tolerate or fail to report and/or investigate. The Township requires all members of management to cooperate completely in the investigation of any claims of misconduct, and to refrain from penalizing any person for making a complaint of misconduct or abuse.

D. Enforcement

All new Township Utility Department employees will receive a copy of this policy and existing employees may be required to periodically review and acknowledge their understanding of this policy. Failure to comply with any provisions of this policy may result in disciplinary action up to and including suspension with or without pay and/or termination of employment. This applies to all Utility Department employees, including supervisors and management.

E. I, _____, having read this policy, agree to comply with the provisions of Genoa Charter Township's Utility Department Code of Conduct Policy.

Employee Signature

Today’s Date

Safety Policy

A. Purpose and Scope

The Township is committed to providing and maintaining a healthy and safe work environment for all employees. A strong health and safety program protects employees, customers, and the Township and ensures the success of all parties involved.

This policy applies to all Township Utility employees.

B. Policy Statement

The Township recognizes that the health and safety of our employees and the public we serve is of paramount importance in the delivery of our services. Safety shall be the first consideration in the design, delivery and performance of any job, task or assignment. The health and safety of our employees and public will not be compromised in order to provide expedient service.

C. Management Responsibility

The management and leadership of the Township do, and will continue to, use its best efforts to ensure that an effective health and safety program is developed, implemented, periodically reviewed, and maintained. This program, including all applicable rules, policies and procedures, shall meet or exceed established federal, state, and local laws or regulations as well as those accepted as general industry practices. The Township's health and safety program shall be administered under the guidance of the Township Utility Director and Deputy Director.

Employees will be provided with ongoing training and education relative to preventative measures that can help minimize, control or eliminate known work place hazards. Employees will also be provided with the appropriate personal protective equipment to help guard against such hazards, and as such, shall be properly trained in its application and use.

D. Immediate Supervisor's Responsibility

During any working time, emergency response or training, the immediate supervisor is responsible for assuring that all safety regulations, rules, policies and procedures are implemented and properly adhered to. The immediate supervisor shall also ensure that subordinates exercise the proper use of personal protective equipment in conjunction with receiving the appropriate safety training for their assigned duties. The immediate supervisor is also responsible for responding to employee safety complaints, concerns or potential uncontrolled hazards that may be identified. This is then followed up

through the use of the chain of command and shall involve the Township's Utility Director and/or Deputy Director as needed.

E. Employee Responsibility

Each employee of the Township has an important role in assuring the success of the health and safety program. The employee's responsibilities include, but are not limited to, the following:

- Remain safety conscious at all times, both on and off the job.
- Follow established health and safety rules, policies and procedures in the performance of their duties and assignments.
- Always use, and correctly wear, the appropriate personal protective equipment that has been provided and is relevant to the hazards of the task or duties assigned.
- Request additional information or clarification on any assignments that are unclear and for which there may be an unknown or uncontrolled hazard present.
- Operate all equipment, tools, machinery and vehicles in accordance with the manufacturer guidelines, safety practices and operator training instructions.
- Perform all assigned tasks and duties in accordance with the Township's policies, procedures, standard operating guidelines and training provided.
- Always use seat belts when operating or riding as a passenger in Township and privately owned vehicles (as stated in the Vehicle Use Policy).
- Immediately report to your immediate supervisor and co-workers any unsafe working condition, equipment malfunction, or other situation that could endanger you, other employees, or the public.
- Immediately report any injury, accident or incident involving injury, loss or a near miss that could have resulted in injury or loss, to your immediate supervisor.
- Cooperate and assist in the investigation of any injury, accident, incident or near miss investigation as may be required.
- Do not accept short cuts, alternative plans or actions, equipment, tasks or duties that may not comply with the Township's standards or that may present an uncontrolled hazard to you, other employees or the public.

New and existing Township Utility department employees will be trained relative to their job function and work requirements. Under no circumstance should an untrained or unequipped employee complete a task that could put him or her in danger.

F. Accident, Injury and Incident Reporting

As previously mentioned, an employee shall immediately notify his or her Supervisor of any accident or incident that involves injury, damage, loss of property, private property, or well-being of a citizen. Immediately is defined as within 24 hours of the occurrence, preferably sooner.

The supervisory personnel, upon notification of an accident, incident, or near miss, shall immediately initiate an investigation including any rescue, medical response or care, scene stabilization, evidence preservation and/or corrective action as may be necessary. This investigation shall be documented utilizing the Township's process and forms, and shall include the immediate notification of the Utility Director and Deputy Utility Director. Initial documentation of the event should be submitted within 24 hours of the occurrence, to the administrative offices, understanding that additional follow-up, actions and/or measures may continue past this time period. In the unfortunate instance where notification of a family member or emergency contact may need to be made, it shall be the responsibility of the officer in charge or supervisor on duty and immediate notification shall also be made to the Utility Director.

The Township Utility Director and Deputy Director shall review all documentation of the event and perform follow-up as may be warranted. Each incident will be reviewed to determine the root cause of the incident and any potential corrective actions that may need to be taken to help prevent the reoccurrence, or reduce the potential impact of such an event. Policies, procedures, standard operating guidelines, work practices, personal protective equipment and the overall conditions of the event will be reviewed to determine if there is the need to change, modify or improve such measures.

G. Enforcement

All Township Utility employees must comply with the health and safety standards and policies applicable to their job function. Clear and willful violation and disregard of this policy will be considered grounds for disciplinary action, up to and including termination of employment.

H. Employee Signature

I, _____, having read this policy, agree to comply with the provisions of Genoa Charter Township Utility Department Safety Policy.

Employee Signature

Today's Date

Municipal Equipment Use Policy

A. Purpose and Scope

The purpose of this policy is to provide employees with the guidelines under which Township owned equipment will be authorized to employees and the rules under which the equipment may be used.

The policy is applicable to all full-time employees, part-time employees, and temporary employees.

B. Definition

Municipal equipment is defined as any equipment that is owned, rented or leased by the Township, Marion, Howell, Ocoola and Genoa Sewer and Water Authority ("MHOG"), or Genoa Ocoola Sewer and Water Authority. (Examples of municipal owned equipment are, but not limited to, leaf blowers, chainsaws, snow removal equipment, lawn equipment, hand tools, lights, and power equipment.)

C. Policy

The municipal equipment is restricted to be used for business purposes only and is to be used only during an employee's shift. Employees are expected to maintain and treat municipal equipment at least as well as they would their personal equipment. Any damage to this equipment should be reported immediately to employee's supervisor.

The use of municipal equipment for personal use is strictly prohibited.

If an employee is assigned to a municipal vehicle for 24-hour use and that vehicle stores municipal owned equipment, that equipment should remain in the vehicle while at employee's place of residence.

D. Violation of Policy

If the Township discovers that an employee is using municipal owned equipment for personal use, the employee would be in direct violation of this policy. This may result in disciplinary action up to and including removal of municipal equipment privileges, suspension with or without pay, and/or termination of employment.

E. Employee Signature

I, _____, having read this policy, agree to comply with the provisions of Genoa Charter Township's Utility Department Municipal Equipment Use Policy.

Employee Signature

Today's Date

Municipal Vehicle Use Policy

A. Purpose and Scope

The Township places the highest value on the safety and health of its employees and well-being of its citizens. The Township acknowledges that the safe operation of motor vehicles by Utility employees is essential to ensuring the safety and well-being of all, and has established its goal to ensure that all individuals who are granted the privilege of driving a municipal vehicle are safe and properly licensed operators. The purpose of this policy is to set forth the guidelines under which municipal vehicles will be authorized to Township employees and the guidelines under which the Township vehicles may be used.

B. Definitions

Municipal Vehicles – are defined as those automobiles, trucks, vans, or other self-propelled equipment owned, rented, or leased by the Township and licensed for travel on a public way.

Township – shall mean the Genoa Charter Township Utility Department.

Employees – are defined as any person performing work on behalf of the Township through full-time employment, part-time employment, temporary employment, or through a contractual arrangement.

C. Policy

It is the policy of the Township that certain positions require access to municipal vehicles, either during the work shift or on a 24 hour on-call basis. Township vehicles are not personal vehicles and are not for personal use. Township vehicles should be viewed as belonging to citizens and are assigned solely for the purpose consistent with providing services to those citizens.

D. Procedures

I. Approved Drivers: Employees will be approved for driving Municipal Vehicles provided they meet all of the following criteria:

- Hold a valid driver's license in the state of residency.
- Have a driving record acceptable to Genoa Charter Township's insurance carrier.
- Have not had approval denied in writing by Genoa Charter Township within the last 12 months.

II. Assignment of a Municipal Vehicle:

The assignment of a municipal vehicle during work time is based on job description. Appointing authorities who have municipal vehicles available for this purpose may assign such

vehicles in a manner consistent with departmental workload and employee function. The assignment of vehicles may be rescinded at any time by the Utility Director or appointing authority / department manager.

III. Assignment of a Municipal Vehicle for On-Call Use (Vehicle Use Approved for Commuting Purposes):

The assignment of vehicles for on-call use will only be considered for employees who require a vehicle for the ordinary and necessary discharge of their job functions. Criteria which will be used in the determination of eligibility for on-call vehicle use include:

- Officially designated on-call status
 - Requirement for emergency availability
 - Emergency of other equipment contained in the vehicle; and/or
 - Vehicle use is limited to travel to and from the residence and place of work. The vehicle should not be utilized for travel outside a direct commuting route for personal use. If an employee is in violation of this policy and using a Municipal Vehicle for personal use, the employee may be responsible for the full cost of any damages and/or liabilities that occur during such use.
1. Whenever a position approved for on-call use becomes vacant, the authorization for on-call use shall be re-evaluated.
 2. Township personnel assigned a municipal vehicle on an on-call basis will be trained in the safe operation of all assigned municipal vehicles and be expected to maintain the municipalities' motor vehicle record log, in addition to signing confirmation of receipt of this policy.

IV. General Rules Governing Municipal Vehicle Use

1. Municipal vehicles may only be used for legitimate municipal business.
2. Municipal vehicles will not be used to transport any individual who is not directly or indirectly related to municipal business. Passengers shall be limited to employees and individuals who are directly associated with Township work activity (board members, consultants, contractors, etc...) Family members shall not be transported in Township vehicles.
3. Vehicles should contain only those items for which the vehicle is designed. The Township shall not be liable for the loss or damage of any personal property transported in the vehicle.
4. Employees are expected to maintain and treat Municipal Vehicles at least as well as they would their personal vehicle. Employees are expected to keep municipal vehicles clean, perform

necessary preventative maintenance, and report damage or malfunction to their supervisors immediately. A vehicle record log should be kept in the municipal vehicle and usage should be tracked by drivers on a **periodic basis**. Oil is to be checked per manufacturer's guidelines. Vehicle record logs are collected from vehicles periodically.

5. Employee's assigned vehicles for commuting purposes are expected to park such vehicles in a safe location.
6. Employees must wear seatbelts in vehicles so equipped during operation of the vehicle.
7. No smoking will be allowed in any Township vehicle.
8. In accordance to Michigan Law, employees shall not read, manually type, or send a text message on a wireless 2-way communication device that is located in the employee's hand or in the employee's lap, including a wireless telephone used in cellular telephone service or personal communication service, while operating a Township vehicle that is moving on a highway or street.
9. Employees may not operate municipal vehicles under the influence of alcohol, illegal drugs, or prescription drugs or medications which may interfere with effective and safe operation.
10. Employees who operate municipal vehicles must have a valid motor vehicle license issued the by the state of their residence and may be required to provide proof of valid motor vehicle license once every six (6) months.
11. Employees driving municipal vehicles shall obey all applicable traffic and parking regulations, ordinances, and laws.
 - a. Employees who incur parking or other fines in municipal vehicles will generally be personally responsible for payment of such fines unless the payment of such fines is approved by the Township Manager. Every effort will be made to make a fair and consistent judgment call and the Township may require a written statement of events that led to the fine.
 - b. Employees who are issued citations for any offense while using a municipal vehicle must notify their supervisor immediately when practicable, but in no case later than 24 hours. Failure to provide such notice will be grounds for disciplinary action in accordance with Section VI of this policy.
 - c. An employee who is assigned a municipal vehicle and who is arrested for or charged with a motor vehicle offense for which punishment includes suspension or revocation of the motor vehicle license, with in his/her personal vehicle or in a municipal vehicle, must notify his/her

supervisor within 24 hours. Conviction of such an offense may be grounds for loss of municipal vehicle privileges and/or further disciplinary action.

V. Check-in/Return of Vehicle

Employees’ adherence to the following check-in procedures should ensure that vehicles are kept clean and in good operating condition and minimize inconvenience to other drivers. Upon return of Municipal Vehicle to the Township:

1. Fill up the gas tank if it is less than ½ full.
2. Remove all trash and equipment from vehicle.
3. Clean the interior and exterior - wipe up dust, sweep out mud and dirt, and clean seats and floor mats if needed. Clean out the bed of the pick-up.
4. Take vehicle to the car wash if warranted.

Any significant information relative to the condition or operation of a vehicle (strange noises, malfunctions, dents or scratches, necessary maintenance, etc.) is to be reported by the driver to the Facilities and Equipment Coordinator.

E. Special Circumstances

This policy is intended to provide a basic framework governing the use of municipal vehicles, and as such, cannot contain provisions governing every situation that might arise. Employees seeking clarification of or exemption from the provisions of this policy should contact the Township Manager who will provide such clarification and may authorize exceptions to the policy under mitigating circumstances.

F. Sanctions

Failure to comply with any provisions of this policy may result in disciplinary action up to and including removal of municipal vehicle privileges, suspension, and/or termination from Township service.

G. Employee Signature

I, _____, having read this policy, agree to comply with the provisions of Genoa Charter Township Utility Department Municipal Vehicle Use Policy.

Employee Signature

Today’s Date

Cellular Telephone Policy

A. Purpose and Scope

The purpose of this policy is to provide employees with the guidelines under which cellular phones and applicable allowances will be authorized to Township Utility Department employees and the rules under which the cellular telephones should be used for business purposes.

The policy is applicable to eligible full and part-time regular employees, eligible full-time temporary employees, and eligible Utility Office Staff.

B. Policy

As a condition of employment, all Township Utility Department employees are required to carry a cellular telephone and be available for business calls and text messages during the employee's shift as well as when he or she is assigned to be available for on-call coverage. While working an assigned shift, personal calls should be made during breaks or after regular business hours.

The Township understands that it is more convenient to carry one cellular device for both personal and business use. For this reason, the Township is providing an allowance for the use of personal cellular telephones for business purposes. In consideration for use of a personal phone for business purposes, eligible employees will receive a monthly allowance. Eligibility and Allowance is pre-determined by the Utility Director and subject to change at any time. The Utility Director also maintains the right to alter cellular phone allowances and eligibility based on the employee's job duties and potential changes in employee's employment status. This allowance will be paid out in twenty-six equal bi-weekly installments and added directly to the employee's bi-weekly pay and may be subject to all applicable tax withholdings. Since the Township is providing an allowance, it is expected that eligible employees will maintain a working cellular phone at all times. It is critical that downtime of service be kept to a minimum.

Employees are responsible for making their cellular telephone payments, even when the cost exceeds the monthly allowance. If the employee does not own a cellular telephone, he or she is required to purchase one prior to their first day of employment. The Township has chosen Verizon as their "carrier of choice" and as a result requires that all eligible employees purchase their cellular telephone devices thru this chosen carrier. A new employee is not expected to drop a current contract with another vendor but upon expiration of a non-Verizon contract agrees to sign on with Verizon. The employee will be responsible for the cost of his or her own cellular phone accessories (e.g. charger, headset, Bluetooth devices, etc.) unless approved by the Township in advance.

C. Liability

Employees are responsible for their cellular telephones. If a device is lost, stolen, or damaged, the employee should immediately report this to his or her cell phone carrier and supervisor. Employees should resolve cellular telephone issues within five business days and may request the use of a Township loaner phone while their personal device is in service. We highly recommend that your personal cellular telephone plan includes an insurance policy. The Township will not be held liable for any cell phone contractual obligations in the event of voluntary or involuntary separation of employment.

D. Employee Signature

I, _____, having read this policy, agree to comply with the provisions of Genoa Charter Township Utility Department Cellular Telephone Policy.

Employee Signature

Today's Date

Complaint Procedure Policy

A. Purpose and Scope

The Township recognizes that problems will arise from time to time and believes all employees should be treated in a fair and equitable manner. Thus, the following procedures have been established to achieve equitable resolution.

The Township as a whole is committed to maintaining an open door policy. Any discrimination or allegation against an employee for presenting an issue, problem or complaint is prohibited.

This policy applies to all Township Utility Department employees, regardless of employment status.

B. Policy

General - Any problems brought to the attention of the Township Utility or Deputy Director by an employee will receive an objective and unbiased hearing and, if appropriate, investigation. Every effort will be made to promptly resolve the issue in a fair and equitable manner without prejudice to any individual.

Responsibility - Each manager responsible for supervision and direction of other employees is responsible for the successful administration of this policy. In general, problems directly related to particular projects should be addressed to the appropriate supervisor first.

C. Problem Resolution Procedures

1. Problems should be orally addressed with the appropriate supervisor as soon as possible, preferably within five (5) working days after its occurrence, or when the employee should reasonably have obtained knowledge of its occurrence. The discussion should include (a) a summary of the problem; b) the suspected cause; and c) possible solutions.
2. The employee should personally present the case.
3. The employee's direct supervisor will make every effort to resolve the issue. Should the questions be beyond the scope of existing policy or precedent, the supervisor shall seek the advice of the Township Utility or Deputy Director. In any event, a decision will be communicated by the supervisor to the employee as soon as possible.
4. Depending on the severity of the complaint, the problem and its solution may be recorded and include the signatures of the employee and the supervisor. The data collected may become a part of the employee's personnel record.

5. If the issue cannot be resolved within a reasonable period of time by the Director, or if the employee is not satisfied with the resolution, the problem may be submitted in writing to the Township Manager for further discussion and resolution attempts. Upon receipt of such complaint, the Township Manager will seek the advice of the Administrative Committee and together will investigate the matter and will render a decision in writing.
6. If the employee is not satisfied with the decision of the Administrative Committee, he or she may appeal to the Township Board, as outlined in the Genoa Township Employee Handbook. Such appeal must be filed in writing within ten (10) working days after receipt of the decision of the Administrative Committee. Upon receipt of such appeal, the Township Board will schedule a hearing and will render a decision, which will be final and binding. The employee will receive reasonable notice of the hearing, including reasonable notice as to the issues to be decided. At the hearing, the employee will be allowed to present evidence and arguments in support of his/her position and will be allowed an opportunity to rebut any evidence or arguments against his/her position.
7. If the employee fails to file a complaint within the time limits state above or fails to take a timely appeal to the next step, the claim may be waived.

Professional Development Policy

A. Purpose and Introduction

The Professional Development policy has been implemented because the Township Utility Department feels that it is important to encourage and promote the required continuous technical and professional advancement of its employees. The Township Utility Department requires that all Utility Department employees in positions that require licensing by the State of Michigan possess at a minimum, the license(s) required for the position and participate in all continuing education required to maintain their license. The Township Utility Department acknowledges that for licensed professionals involved in the sewer and water treatment industry, education beyond the State of Michigan required minimum benefits the employees, as well as the safety of citizens the Utility Department provides services to.

The Township strives to maximize professional potential in a way that is equitable among staff and mindful of the cost of the investment. The following components encompass the Utility Department's approach to fostering professional development.

B. Scope

This policy applies to all regular full-time and regular part-time Utility Department employees. The Township will cover the allowable costs if the following conditions are met:

- The license/certification or training being sought directly relates to an employee's current job responsibilities or one to which the employee can reasonably aspire within the Department.
- Prior approval is obtained from the employee's supervisor and the Utility Director or Deputy Utility Directors.

Certifications/licenses and training expenses that are covered under this policy (the "allowable costs") include, subject to the approval of the Utility Director: (a) exam fees for obtaining a relevant license; (b) expenses for training directly related to water and sewer operation; (c) continuing education credits (CEC's) for license maintenance; (d) professional and technical memberships; and (e) conferences and seminars. Specific examples of reimbursable licenses/certifications include, but are not limited to, Municipal Wastewater Treatment Plant Operator, Storm Water Operator, Drinking Water and Wastewater System Operator, Distribution Operator, Industrial Wastewater Treatment Plant Operator, etc. The Utility Director may also consider reimbursement for tuition-based classes that will enhance the employee's job related skill set.

C. Employee Responsibility and Allowance

Each employee is provided with a pre-determined allowance per fiscal year to use for approved professional development expenses. Expenses that meet the criteria, as described in the Scope of this policy and further clarified below, will be deducted out of this budget. A fiscal year is defined from April 1st to March 31st. Any funds that are not used within the fiscal year will be forfeited. The Professional Development allowance is determined by the Utility Director and is subject to change.

In the event the Township Utility Department covers the cost for a professional exam and/or training at the request of an employee, and the employee voluntarily resigns prior to the test or completion of the class, the employee is responsible for repayment of all expenses covered in accordance with this policy.

After obtaining proper approval, the employee can either pay directly for the professional development expense and seek reimbursement through Human Resources, or submit a request for payment with Human Resources for payment directly to the service provider. Regardless of how payment is handled, Human Resources will track each employee's professional training expenses. It is also expected that the employee will manage his/her training budget. Unless approved by the Utility Director in advance, each employee cannot

exceed the budgeted yearly allowance for approved professional development expenses per fiscal year as stated above.

D. Exam / Licensing and Licensure Incentive Program

The Township Utility Department will cover the cost for license application and exam fees associated with obtaining sewer and water licenses as long as the cost does not exceed the employee’s allotted budget.

The Township Utility Department will not reimburse the employee if the employee withdraws from an exam, unless the withdrawal was requested by the Township. Payment for attempt at first exam is paid for 100% in advance by the Township Utility Department. Should the employee fail the exam, the following will occur in terms of reimbursement to the employee, if the employee passes subsequent attempts at the same exam, if any:

- 100% Reimbursement, 2nd Attempt
- 50% Reimbursement, 3rd Attempt
- 0% Reimbursement Thereafter

Time required for review courses, sitting for exams, etc. is also covered by the Township Utility Department, subject to approval by the Utility Director and within budgetary limits. Meal expenses (one meal per exam only if exam is a full day) will also be covered, at an amount determined by the Utility Director. Travel expenses should be covered by using a Township vehicle and carpooling whenever possible.

Because of the personal time associated with preparation for a license exam, and because exam certifications improve the Township Utility Department’s standing as a Utility as viewed by the Michigan Department of Environmental Quality, upon receipt of the employee’s professional registrations, the employee will be rewarded with an incentive provided through payroll according to the following table:

| <u>Type of License:</u> | <u>Incentive Amount:</u> |
|--------------------------------|---------------------------------|
| D4, D3, S4, S3, D, C, F4, F3 | Determined by Utility Director |
| D2, D1, S2, S1, B, A, F2, F1 | Determined by Utility Director |

Recognition for multiple licenses will be honored regardless if the cost was covered by the Township or by the employee.

E. License Maintenance

The Township will cover the cost for the continual renewal of professional licenses as long as the cost does not exceed the employee’s allotted budget. Continuing education credits (CEC’s) are necessary to maintain

licenses, registrations and certifications. It is the responsibility of the licensed professional to maintain his/her records of continuing education activities and to submit the record to their registration board upon request.

F. Professional and Technical Organizations

The Township encourages active participation in technical and professional organizations and will pay annual dues to organizations for each employee, provided they are directly related to job duties. Such memberships may be paid by the Township Utility Department only with the approval of the Utility Director who will assess the overall benefit to the Department. Specific examples of such organizations include, but are not limited to, American Water Works Association, Michigan Water Environment Association, Water Environment Federation, American Society of Civil Engineers, and Society of Human Resource Management.

G. Conferences and Seminars

Employees may obtain approval by the Utility Director to attend professional conferences or seminars to give a technical presentation or accept an award on behalf of the Utility Department. All such technical presentations must be reviewed with and approved by the Utility Director prior to presentation. Approval will be subject to the availability of funds, work schedule, and the relevance of the conference to the Department’s needs. Meal, travel, and registration expenses may also be covered with advanced approval.

H. Employee Signature

I, _____ (*print name*), having read this policy, agree to comply with the provisions of Genoa Charter Township Utility Department Professional Development Policy.

Employee Signature

Today’s Date

**GENOA CHARTER TOWNSHIP: UTILITY DEPARTMENT
CREDIT CARD AND ACCOUNT POLICY**

A. Purpose and Scope

The purpose of this policy is to provide Genoa Charter Township Utility Department employees with the guidelines for use of credit cards and accounts for the purpose of securing parts, supplies, equipment and fuel.

The policy is applicable to all regular full-time, part-time, and temporary employees.

B. Policy

The Township Utility Department maintains a credit card, fleet cards, account cards, and accounts at local businesses to provide staff with an effective means to procure an adequate supply of materials to effectively carry out sewer and water operations and respond to emergency service. Additionally, many of the accounts established provide the ability to purchase supplies and materials tax free, thus reducing operational costs. This policy provides the guidelines for use of these purchasing options to avoid the potential for abuse, theft, or fraud. This policy provides specific guidelines for each type of account available to staff. The Utility Director is responsible for overseeing compliance with this policy. The Utilities Administrator is responsible for collecting receipts for any transactions that are associated with the use of these credit and account cards and validating the transactions against the invoices. Any discrepancies found shall be reported to the Utilities Director immediately.

Questions regarding credit card or account procedures and practices should be directed to the employee's supervisor or the Utility Department Administrators.

C. Enforcement

Failure to comply with any provisions of this policy may result in disciplinary action up to and including removal of credit or account cards, suspension with or without pay, and/or termination of employment.

D. Fuel Cards

Each municipal vehicle shall have a fuel fleet card. These cards shall be restricted to purchase of fuel, oil, vehicle washes, or vehicle maintenance only. Upon purchasing fuel, employees shall initial the purchase and return the receipts monthly to the Township Human Resources Department. If fuel is purchased for equipment use not specific to vehicle, this specific usage shall be indicated on the receipt. Fuel shall only be

purchased for specific township vehicles and equipment. Under no circumstance should the fleet cards be used for personal vehicle or equipment use.

E. Pre-paid Debit Cards

Supervisors shall be assigned a pre-paid debit card for use in transactions where townships accounts are not present. Examples of applicable uses for these cards include one-time purchases from vendors or suppliers where account establishment is not warranted, shipping of parts and supplies, and emergency purchases. Employees assigned a pre-paid debit card shall retain all receipts totaling the amount on the card. The employee shall indicate on each receipt the system and purpose for each purchase made on the card. Each pre-paid debit card has a maximum spending allowance of \$450. Once the card requires re-loading, the employee shall turn in all receipts for purchases. These cards shall be used only for direct utility department supplies and services for which other means of payment are not available.

F. Building Supply Store

Supervisors and key lead operators shall be assigned a home supply store card for use in purchase of utility department supplies. The township currently utilizes Lowe's for these purchases. Employees assigned a home supply store card shall retain all receipts totaling the amount on the card. The employee shall indicate on each receipt the system and purpose for each purchase made on the card. These cards shall be used only for direct utility department supplies and services for which other means of payment are not available.

An employee who is issued a credit card is responsible for its protection and custody. If a card is lost or stolen, the Utility Director shall be notified as soon as practically possible. The entity issuing the card shall be immediately notified and the card canceled.

G. Credit Card

The Utility Director shall be issued a card for use in purchase of utility department supplies where another account is not available. An employee who is issued a credit card is responsible for its protection and custody. If a card is lost or stolen, the entity issuing the card shall be immediately notified and the card canceled. The utility director shall indicate on each receipt the system and purpose for each purchase made on

the card. These cards shall be used only for direct utility department supplies and services for which other means of payment are not available.

An employee who is issued a credit card is responsible for its protection and custody. If a card is lost or stolen, Human Resources shall be notified as soon as practically possible. The entity issuing the card shall be immediately notified and the card canceled.

H. Open Account Credit Cards

The Township Utility Department maintains revolving account credit cards with various local stores for purposes of purchasing departmental supplies and materials. Examples of such retail stores are, but not limited to, Staples, Wal-Mart and Gordon Food Services. These account cards are kept in a secure location at the Township office. Employees can borrow an account card with permission from the Utility Director or Administrators. Upon establishment of account, an employee roster is provided to the entity. Employees must provide proof of identity, such as a driver's license, upon purchase of supply or material so that the store can verify employment. Employees shall return the account credit card to the Township office after purchase is made.

An employee who borrows a credit card is responsible for its protection and custody. If a card is lost or stolen, the Utility Director shall be notified as soon as practically possible. The entity issuing the card shall be immediately notified and the card cancelled.

I. Open Vendor Accounts

The Township Utility Department has established various vendor accounts with local business. The Utility Director maintains a master list of such vendors. An employee who wishes to purchase material or supplies must gain verbal authorization from the employee's supervisor or the Utility Director prior to purchase being made. Upon establishment of account, an employee roster is provided to the vendor. No credit card is needed to make purchase. Employee shall show proof of identity, however, to purchase any materials or supplies. Employees shall indicate on each receipt the system and purpose for each purchase made to the account and return the receipts to the Utilities Administrator. Transactions that do not appear to comply with this policy shall be reported to the Township Utilities Director and will be investigated immediately.

J. Return of Cards

Employees who use a township issued credit card or vendor account card in a manner contrary to this policy shall be subject to the following disciplinary actions, as deemed appropriate by the Utility Director:

- Verbal warning and counseling
- Written reprimand
- Suspension with or without pay
- Termination of employment
- Reimbursement to the Township for unauthorized expenditures

An employee issued a credit or account card shall return the card to the Township Utilities Director or Human Resources Department upon termination of his or her employment or service with the Township.

K. Employee Signature

I, _____, having read this policy, agree to comply with the provisions of Genoa Charter Township Utility Department Credit Card and Account Policy.

Employee Signature

Today's Date

PERFORMANCE & SALARY REVIEW POLICY

A. Purpose and Scope

Genoa Charter Township Utility Department is committed to the success and growth of its employees. The Utility Department relies on the performance of its employees to deliver exceptional service to our community and its residents. Performance reviews are provided to all Utility Department employees to determine if expectations, goals, and responsibilities are being met. These reviews are also a process to ensure that individual job satisfaction is being pursued by both the Township Utility Department and its employees. It is also the goal of the Utility Department to maintain competitive salary levels in relation to other local municipalities and within its own organization to attract and retain capable, well-qualified, and talented employees.

This policy applies to all GCT Utility Department employees, except as determined by the Utility Director.

B. Annual Performance Review Process

The Township Utility Department is committed to maintaining open lines of communication and setting clear and obtainable expectations and goals for every Utility Department employee. Each supervisor is expected to evaluate his or her employees on an annual basis using the Performance Evaluation Form provided by Human Resources. The process typically begins in February of every year. In most cases, employees will be given a chance to complete self-evaluations as part of the evaluation process. Areas of performance strengths and weaknesses should be addressed during the evaluation. Employees are encouraged to provide input to the process and may include written commentary if desired.

Regular performance appraisals are beneficial and effective because they:

- Help employees clearly define and understand their responsibilities, provide criteria by which their performance will be evaluated, and suggest ways in which they can improve performance.
- Identify employees with potential for advancement within the Organization.
- Help managers distribute and achieve departmental goals.
- Provide a fair basis for awarding compensation based on merit.

Performance appraisals also influence salaries, promotions and transfers, so it is critical that supervisors be objective in conducting performance reviews and in assigning overall performance ratings. Only employees for whom a formal performance review is completed will be eligible for a salary adjustment. A performance review; however, does not always result in an automatic salary increase nor is an increase automatically given simply because of continued employment with the Township.

The performance evaluation will be discussed with the employee to ensure that all strengths, areas for improvement, and job goals for the next review period are clearly communicated. The employee's supervisor will sign the performance evaluation and the employee is will be asked to comment on the review and sign the performance evaluation. The completed evaluation will be retained in the employee's personnel file and copies will be provided to each employee.

C. Department Salary Planning and Individual Equity Review

Overall merit budget allocations, in terms of a total dollar value, are planned for and allotted for prior to the start of each fiscal year. A fiscal year is considered April 1 through March 31 of any given year. This planning tool is designed to assist the Township Utility Director in planning and allocating merit and promotional increases that:

- Reward individual performance;
- Are market competitive;
- Are internally equitable;
- Are comparable with the Township's DPW operating budget; and
- Are equitably allocated among individual employees, taking into consideration all available factors at one point in time.

The Township also maintains salary grades and applicable pay scale ranges for benchmarking and job progression purposes. At the start of the salary review process, an analysis of each employee's salary will be made available for the supervisors to review.

D. Annual Salary Review Process

Each employee is considered, at least annually, for a salary increase. This process usually begins in February and changes typically take effect during the month of April.

An employee’s job performance, responsibility level, and independent decision-making skills are directly related to his or her pay. Other factors such as internal equity, external market conditions, position in pay scale, and the pay increase budget also are influencers of pay rates and adjustments. Since a “meeting expectations” or higher performance review score is required in order to be considered for a salary adjustment, the performance review discussions will typically occur prior to evaluating compensation and discussing salary adjustments. However, a “meeting expectations” or higher performance review does not guarantee that an employee will receive a pay raise.

Each Supervisor is responsible for completing and submitting the salary adjustment recommendation form to Human Resources. Human Resources, along with the Utility Director and Deputy Directors, will review all salary increase/adjustment requests to ensure compliance with the Township Utility Department policy to ensure that they fall within the provided guidelines. The supervisor should not discuss any proposed action with the employee until all written approvals are obtained. Once supervisors receive final salary information, they should meet briefly with each employee, informing him/her of the increase decision.

Out-of-cycle salary increases are infrequent and must be pre-approved by the Utility Director, Human Resources Director and the employee’s Manager.

E. Employee Signature

I, _____, having read this policy, agree to comply with the provisions of Genoa Charter Township's Utility Department Performance & Salary Review Policy.

Employee Signature

Today’s Date

HANDBOOK ACKNOWLEDGMENT

By signing below, I acknowledge that I have received a copy of the Genoa Township Employee Handbook, dated March 2011, and as amended. I understand that, except as provided in the Handbook, the terms and conditions of the Handbook supersede and control over any prior conflicting policy statements, representations, agreements or practices. I further understand that the Township reserves the right to modify, amend, supplement or delete any of the policies set forth in the Employee Handbook at any time, but that no such modification, amendment, supplement or deletion is valid unless it is in writing and approved by the Township Board.

Further, by signing below, I agree to be bound by the terms and provisions of the Genoa Township Employee Handbook, dated March 2011, as amended.

I expressly acknowledge that no provision of this Handbook, any other document or any prior or future discussions/communications with Genoa Township personnel shall create a for cause contract of employment with Genoa Township. I acknowledge and understand that unless my written employment agreement specifically states otherwise, Genoa Township has the right to terminate the employment relationship at any time, for any reason whatsoever or no reason at all, with or without notice, and I also have the right to terminate the employment relationship at any time, for any reason whatsoever or no reason at all and with or without notice.

Employee Signature _____

Today's Date _____



December 2, 2014

2911 Dorr Road
 Brighton, MI 48116
 810.227.5225
 810.227.3420 fax
 genoa.org

Livingston County Election Commission
 C/O Margaret Dunleavy, Clerk
 200 E. Grand River Ave.
 Howell, MI 48843

Honorable County Election Commission:

Please be advised that on Dec. 1, 2014, at a special meeting of the Genoa Township Election Commission, it was recommended to the Genoa Charter Township Board that the precinct boundaries be changed and that a 13th precinct be added in Genoa Charter Township. The Genoa Charter Township Board approved this recommendation during a regular meeting of the board on that same date.

The changes included the following:

- Correcting the GIS mapping relative to Precinct 1
- Moving residents of North-Shore to Three Fires Middle School
- Moving Sylvan Glen and Grand Beach area residents to a new precinct

On Monday, Nov 24th I met with Sandin Lettieri of the County GIS and set the parameters for the new precinct and polling place changes. The polling place is yet to be determined, however, we are considering the 2/42 Church on Grand River should we receive your approval.

Sincerely,

Paulette A. Skolarus, Clerk
 Genoa Charter Township

CC: Genoa Charter Township Board

SUPERVISOR

Gary T. McCririe

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

H. James Mortensen

Jean W. Ledford

Todd W. Smith

Linda Rowell

MANAGER

Michael C. Archinal

10 DECEMBER 14/15/14

RESOLUTION

NO: 2014-11-317

LIVINGSTON COUNTY

DATE: November 17, 2014

RESOLUTION EXPRESSING THE IMMEDIATE NEED TO FUND THE REPAIR OF MICHIGAN'S ROADS FOR THE SAFETY OF OUR RESIDENTS AND FOR THE FISCAL HEALTH OF OUR STATE AND LOCAL COMMUNITIES – Board of Commissioners

WHEREAS, let it be known that Michigan is losing \$3 million per day and more than \$1 billion per year due to maintenance costs and increased wear and tear on our roads and bridges; and

WHEREAS, Michigan's roads are consistently ranked among the nation's worst; and

WHEREAS, one-third of all fatal and serious traffic crashes in Michigan can be linked, in part, to poor road conditions; and

WHEREAS, Michigan's gas tax – the user fee that is the primary source of transportation funding – has not increased since 1997. At the same time, the gas tax revenue collected today, adjusted for inflation is equal to that which was collected in 1974; and

WHEREAS, the state's 6 percent sales tax goes into the general fund, not toward road repairs; and

WHEREAS, we risk a future fiscal crisis if we do not increase our investment in transportation. Currently 32 percent of Michigan's roads are ranked as being in poor condition. By 2018 this number is expected to jump to more than 65 percent; and

WHEREAS, bringing a road from poor to good pavement condition costs 6 times more than it does to bring a road from fair to good condition; and

WHEREAS, investing \$10 billion over the next ten years to fix Michigan's roads and bridges would create 12,000 jobs and prevent 100 crash-related deaths per year.

NOW, THEREFORE, BE IT RESOLVED, the Livingston County Board of Commissioners hereby reaffirms its position and urges Gov. Snyder and Michigan legislators to save taxpayer dollars, save lives and improve our economy by making the necessary investments to repair our roads and bridges so that our transportation systems can function at peak performance.

#

MOVED: Commissioner Domas
SECONDED: Commissioner Lawrence
CARRIED: 9-0-0