

**VILLAGE OF ALMONT OFFICIAL
EMPLOYEE HANDBOOK**

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INTRODUCTION

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

We recommend that you read the entire Handbook as soon as possible so that you will have a better understanding of your position with the Village of Almont. The contents of this Handbook, including policies and benefits, are subject to change by the Village Council, with or without advance notice. In the event of a conflict between this handbook and a collective bargaining agreement, the bargaining agreement shall prevail.

In the event this handbook conflicts with any Almont Police Department Official Orders, the Official Orders shall prevail. If you have any questions regarding this Handbook, please contact the Village Manager. This Handbook in no way represents a contract of employment between any individual and the Village.

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

CUSTOMER SERVICE PHILOSOPHY

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

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

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

MISSION STATEMENT

At all times the Village of Almont and its employees will strive to relentlessly pursue excellence in service, unflinchingly abide by uncompromising ethical standards in their conduct, judiciously and prudently allocate and utilize Village resources, and unfailingly engage in a professional and respectful manner with all residents and guests.

EMPLOYMENT CATEGORIES AND AT-WILL EMPLOYMENT

Employment Categories

Each employee is designated as EXEMPT or NON-EXEMPT from federal wage and hour laws. NON-EXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal wage and hour laws. An employee's EXEMPT or NON-EXEMPT classification may be changed only upon written notification by the Village Manager, under the direction of the Village Council, and in accordance with federal laws and regulations.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME; employees, not designated as Temporary or Introductory Employees, who are typically scheduled to work 40 or more hours per week, or 160 or more hours per month.

PART-TIME; employees, not designated as Temporary or Introductory Employees, who are typically scheduled to work less than 40 hours per week, and less than 160 hours per month.

INTRODUCTORY or PROBATIONARY; Full and or Part-Time employees, not designated as Temporary, who are being evaluated for continued employment or employment for a specific job, or job function, during an introductory or probationary period.

TEMPORARY; employees hired, retained or designated to fill an interim need, to supplement the existing workforce, to perform an interim or seasonal function or complete a designated project.

Employment status will be designated by the Village Manager and may only be altered in writing, at the direction of the Village Council. The benefits attributable to employment status are established in writing by Employment Contract and or Collective Bargaining Agreement and may be altered only in writing.

"At Will" Employment Status

Unless otherwise stated in a Collective Bargaining Agreement covering a particular employee or other written contract, each Employee serves "at-will" and may be terminated with or

without notice and with or without cause at the discretion of the Village Manager. This Employee Handbook is not an employment contract, and does not act to alter, change, amend, or modify each Employee's "at-will" employment status. If an employee believes he/she has any legal claim whatsoever against the Village of Almont, he/she must file his/her claim and/or lawsuit in the appropriate legal forum against the Village within six (6) months of the date of the occurrence of the alleged claim.

U.S. AUTHORIZATION TO WORK

The Village of Almont is committed to employing only United States citizens and immigrants who are authorized to work in the United States. It does not unlawfully discriminate based on citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not previously completed an I-9 with the Village within the past three (3) years of the date that the I-9 was originally completed or if their previous I-9 is no longer retained or valid.

In compliance with the law, the Village prohibits discrimination in hiring, recruiting, referring for a fee, and promoting or discharging based on citizenship or national origin.

EMPLOYMENT PROCESS

Equal Employment Opportunity Policy

The Village of Almont maintains an objective to recruit, hire, and maintain a highly qualified workforce. Equal employment opportunity applies to all areas of employment including: recruitment, selection, hiring, training, transfer, promotion, termination, compensation, and benefits. As an equal employment opportunity employer, the Village does not discriminate in its employment decisions on the basis of race, religion, color, national origin, gender, sexual orientation, age, disability, weight, height, genetic information, marital status, AIDS/HIV status or on any other basis that would be in violation of any applicable federal, state, or local law.

Pursuant to the regulations of Americans with Disabilities Act, the Village will make reasonable accommodations for qualified individuals with known disabilities. If an employee feels he/she requires an accommodation for a disability, he/she is required to notify the Village Manager in writing. Under Michigan law only disabled employees and applicants may request an accommodation of their disability by notifying the Village in writing of the need for accommodation within 182 days of the date the disabled individual knows or should have known that an accommodation is needed. Failure to properly notify the Village may preclude any claim that the Village failed to accommodate the disabled individual.

Any employees with questions or concerns about any type of discrimination in the workplace are required to bring these issues to the attention of their immediate supervisor **and** the Village Manager. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment. A confidential investigation, if warranted, will be initiated immediately upon the receipt of any reported discrimination.

Recruitment

It is the objective of the Village to attract top caliber employees. Recruitment may be conducted in any traditional method including advertising, word of mouth, and referral. All recruitment shall be conducted in a professional, ethical, and non-discriminatory manner. The Village will seek confirmation and verification of all information supplied by the applicant.

Applications

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

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

Employees and applicants for employment must possess a valid government issued license or ID card, unless otherwise stated by the Village Manager. Certain positions may require a CDL.

Hiring

It is the policy of the Village to hire individuals who are qualified or trainable for employment. All decisions regarding the recruitment, selection and placement of employees are made solely based on job related criteria. Every effort will be made to hire new employees for positions which best utilize their abilities and in which they will be able to achieve both personal satisfaction and opportunity for growth.

Background Checks

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

Any applicant who falsifies any information in regards to his/her employment application will not be hired and, if hired before the false information is brought forth, the Village shall reserve the right to terminate the employee. Any employee who is arrested on a felony charge and/or a crime of dishonesty, theft or fraud, which places the employee in a position which creates a conflict of interest or a perceived conflict of interest, or is convicted for any

reason must inform the Village Manager in writing of the arrest or conviction in an efficient and timely manner forthwith. Police officers should refer to the Almont Police Department Official Orders for how to report an arrest or conviction.

The employment status of any employee who correctly reports an arrest or conviction based upon the tenets of this document shall be reviewed on a situational basis. If an employee fails to provide such notice they may be subject to disciplinary measures, up to and including termination.

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

Extension of Job Offers

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

Employee Records and Personnel Files

The Village will maintain personnel records for applicants, employees and past employees in order to document employment-related decisions, evaluate and assess policies, and comply with government record keeping and reporting requirements.

Your personnel file is a record keeping device that documents your employment history and your performance. The contents of your personnel file may be inspected at any reasonable time by filing a request with the Village Manager. Employees may copy, but not remove, documents in the file and all inspections will be conducted in the presence of the Village Manager. Employee personnel files, and the content thereof, may be subject to disclosure under the Bullard-Plawecki Employee Right to Know Act, MCL 423.501, *et seq.*, and/or the Michigan Freedom of Information Act, MCL 15.231, *et seq.*

If you have a change in your home address, telephone number, marital status, number of dependents, or emergency notification data, you must inform the Village Manager as soon as reasonably possible. This information is required for insurance and personnel file purposes. If insurance records are not kept current, it may adversely affect the payment of your medical expenses.

Layoff and Recall

The Village will attempt to avoid layoffs and, whenever possible, consider alternatives to layoffs before any final decisions are made. In the event that a layoff is expected, the Village will attempt to communicate information about it as soon as possible.

GENERAL EMPLOYMENT POLICIES

Employee Orientation Periods

It is the policy of the Village that all new employees serve either a probationary period as established in their collective bargaining agreement or a period of orientation that shall last no longer than twelve (12) months, unless otherwise stated by the Council or Village Manager.

The purpose of the orientation period is to provide an opportunity for both the employee and the Village to determine whether the employee has the ability and other attributes to qualify him/her for regular employee status. For existing employees who are promoted or transferred to a new position, the orientation period will be six (6) months.

Work Schedules

Work schedules for police officers and DPW/WWTP employees are specifically outlined within their respective collective bargaining agreements. Otherwise, the normal work week for all full-time employees shall be forty (40) hours, unless otherwise specified by his/her supervisor. In general, department heads and the Village Manager reserve the right to adjust schedules, as necessary, and with appropriate notice, when possible. Lunch breaks and rest periods will be implemented on a department by department basis, or will be governed by any applicable collective bargaining agreement.

Inclement Weather

Normally, Village services will not cease due to inclement weather or snowfall. During these times the Village offices will remain open and employees are expected to report for their normally scheduled workday. However, employees should use common sense in determining whether or not they can report to work. If conditions are dangerous enough, the Village Manager or a department head may excuse an employee's absence from work during inclement weather.

"Open -Door" Policy

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

Evaluations

Department supervisors shall regularly monitor the work progress of their employees and may administer an annual evaluation for each employee under their supervision. The schedule for completing such evaluations will be established by the Village Manager on an annual basis.

Uniforms and Dress Code

DPW and WWTP employees and police officers have specific uniform requirements that are contained within their respective collective bargaining agreements or within the Almont Police Department Official Orders.

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

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

Outside Employment

Village employees shall not engage in any outside employment which in any way interferes with the proper performance of their duties to the Village or which results in a conflict of interest. Village employees shall not use Village equipment in connection with outside employment, nor shall they engage in outside employment while on Village time.

COMPENSATION

Salary and Wages

The Village is committed to fairly compensating employees for their contributions to the Village. Specific compensation levels are clearly defined by each respective collective bargaining agreement. Office staff personnel not covered under such an agreement or another employment contract shall enjoy wages that are determined by their direct supervisor as well as the Village Manager.

Vacation Benefits

Collective bargaining agreements govern the vacation benefits enjoyed by members of a Village union. At-will employees who are not a union member shall enjoy vacation benefits as detailed below:

Vacation Eligibility

Non-management office staff employees hired prior to June 1, 2013 shall accrue vacation with pay in accordance with the following schedule:

	<u>Annual Vacation Days</u>	<u>Vacation Accrual Rate</u>
1-3 Years	10 days/annum	.172 days per week

Start of Year 4 – 9 Years	15 days/annum .288 days per
week Start of Year 10 – 14 Years	20 days/annum .384 days
per week Start of Year 15 and Above	25 days/annum .480
days per week	

Non-management office staff employees hired after June 1, 2013 shall accrue vacation with pay in accordance with the following schedule:

	<u>Annual Vacation Days</u>	<u>Vacation Accrual Rate</u>
1-3 Years	7 days/annum	.134 days per week
Start of Year 4 – 9 Years	11 days/annum	.211 days per week
Start of Year 10 – 14 Years	15 days/annum	.288 days per week
Start of Year 15 and Above	20 days/annum	.384 days per week

Village employees may not use vacation days until they have completed one (1) full year of employment. Thereafter, Village employees may use only those vacation days actually accrued but not more than the annual vacation days allotted based on years of service (above).

Vacation Requests

Employees should provide, if possible, two (2) weeks written notice for days they are requesting for use as vacation days. Department supervisors will make every effort to accommodate vacation requests, although such requests are subject to the requests of other employees and general staffing needs.

Sick Leave Benefits

Collective bargaining agreements govern the sick leave benefits enjoyed by members of a Village union. At-will employees who are not a member of a collective bargaining unit shall earn one (1) work day of sick leave for each completed full calendar month of service. Sick leave shall be taken by only full-time employees with an illness or injury. Employees are expected to inform their supervisor as soon as they are aware of the fact that they will not be able to report to work. The Village Manager may require that employees provide specific and detailed medical data from the employee's doctor, and/or a personal affidavit stating the cause of the absence whenever sick leave is taken. Falsification of such evidence shall be cause for discipline.

Sick Hour, Vacation, and Longevity Conversion

Employees of the Village of Almont whose sick leave and vacation leave benefits are not covered by a collective bargaining agreement or written contract may seek to convert unused accumulated sick time to cash payment. Eligible employees must bank at least 30 days of sick leave hours which can never be converted to cash payment. Eligible employees must seek to cash out unused sick leave time over and above the 30 day minimum within one (1) year of the date it has been accrued. The conversion of sick leave hours to cash payment is subject to the discretion of the Village Manager. If the conversion is allowed unused sick leave hours shall be converted to cash at 50% of the eligible employees base salary/hourly rate of pay in the year of conversion.

Unused vacation hours and personal days are lost for any employee hired after August 6, 2013; non-management office staff employees hired prior to August 6, 2013 shall be able to rollover no more than one year of accrued vacation time on their anniversary dates. In no event shall vacation hours and/or personal day hours be converted into cash, unless explicitly authorized by a vote of the Almont Village Council.

Pension Contributions

Office staff employees hired prior to March 1, 2012 are eligible to receive 5% of their gross wages in pension or retirement account contributions. Contributions and pension or retirement plan benefits for employees hired after this date will be determined at the time of hire.

Longevity Payments

Each full-time 'at-will' employee shall receive annual longevity payments, payable at the first pay period in December, in accordance with the following schedule:

\$350 per year	After eight (8) years of service
\$900 per year	After fifteen (15) years of service
\$1,000 per year	After twenty (20) years of service
\$1,200 per year	After thirty (30) years of service

Non department head office staff employees hired prior to March 1, 2012 shall receive longevity payments equivalent to those contained within the police officer's longevity schedule. Each payment shall be made once per year in the sums listed above.

Holidays Observed

Full-time employees are eligible to enjoy paid holidays. The Village observes the following holidays:

New Year's Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	New Year's Eve Day

In addition to these holidays, employees shall also receive four personal days that cannot be cashed out but may be used at the employee's discretion with appropriate advance notice.

Jury Duty

A full-time employee who serves on jury duty shall be paid the difference between his/her pay for jury duty and his/her regular pay.

Bereavement

Full-time employees shall be allowed three (3) consecutive working days with pay as bereavement days, which shall not be deducted from sick leave, for a death in the immediate family. Immediate family members shall include the following: parents, parents of a spouse, a spouse, children, step-children, brothers, sisters, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, grandparents, and grandchildren. Employees shall receive five (5) consecutive work days of bereavement days for an immediate family member when the funeral or service is more than 400 miles away from the Village.

Retirement

At the time of retirement, non-union, full-time employees may petition the Village council to cash out accrued unused sick hours and vacation days. If the Village council grants the request, the employee shall be compensated for accrued unused sick hours and vacation hours at 50% of the employee's base hourly rate of pay for the year of retirement. Longevity payments shall be prorated to the date of retirement.

Worker's Compensation Program

The Village of Almont provides a comprehensive workers' compensation insurance program at no cost. This program covers any injury or illness arising out of and in the course of employment, in accordance with the Michigan Worker's Compensation Disability Act.

Employees who sustain work-related injuries or illnesses must inform their supervisor **immediately**. Failure to do so may result in the denial of any and all coverage. No matter how minor an on-the-job injury may appear, it is important that it be reported. The department head will notify the Village Manager. Upon notification of a work-related injury, the Village Manager's office will have the applicable department head complete an injury report, which must be processed no later than 48 business hours after the injury occurred.

The applicable department head will also prepare a written report on the cause of the injury and what should be done to prevent a similar occurrence. Failure to report an on-duty injury may nullify certain claims.

Disclaimer for Part-Time Employees

Part-time employees and temporary or seasonal employees shall not enjoy any of the aforementioned benefits, with the exception of worker's compensation for on-the-job injuries, in accordance with said Act, unless approved by the Village Manager and Village Council. Such determinations shall be made solely on a case by case basis.

INSURANCE BENEFITS

Insurance Benefits Offered

Insurance benefits are provided by the Village for full-time regular, permanent employees who elect to take them. Alternatively, employees who wish to decline Village health insurance coverage are eligible to receive a flat pay-out for forgoing coverage under the Village's policy, at the discretion of the Village Manager and direction of Village Council. Currently, the Village offers medical, dental, and optical insurance as well as life insurance, and short-term disability insurance. Employees may also enroll in AFLAC through a local representative; employees must pay for their AFLAC coverage, if they elect to take it.

Public Act 152 of 2011 Notification

It is important to know that Public Act 152 of 2011 (SB 7) states the following:

Sec. 6: A public employer may deduct the covered employee's or elected official's portion of the cost of a medical benefit plan from compensation due to the covered employee or elected public official. The employer may condition eligibility for the medical benefit plan on the employee's or elected public official's authorizing the public employer to make the deduction.

The Village applies this public act so that it does, in fact, condition eligibility for receiving medical plan benefits upon the ability to deduct the portion of an employee's costs from compensation due. Certain employees will also be required to contribute toward the cost of their health benefits if they are hired after January 1, 2012. New employees will need to discuss their required contributions with the Village Manager.

USE OF COMMUNICATION SYSTEMS POLICY

The following policies shall apply to communication systems maintained by the Village.

Telephones, Cell Phones, Radios

The telephones throughout Village facilities are essential to conducting Village business. Employees should avoid using Village communications services and equipment (telephones, cell phones, beepers, radios, etc.) for personal purposes, except in emergencies or when extenuating circumstances warrant it. In the event that an employee abuses communication systems equipment, the Village Manager may require him/her to pay the costs for his/her use of the system.

Distracted Driver Prevention

The Village of Almont deeply values the safety and well-being of all employees. Due to the number of crashes resulting from distracted drivers due to the use of cell phones and texting while driving in an official capacity, this policy is adopted. Almont Police Department and Department of Public Works and Waste Water Treatment Plant employees are permitted to use radio devices during their normal course of business, exercising caution and the safety of others as a top priority. All Employees may not use handheld or hands-free mobile electronic devices or voice features in vehicles while operating a motor vehicle under any of the following situations referenced below:

- When the employee is operating a vehicle owned, leased or rented by the Village of Almont
- When the employee is operating a personal motor vehicle in connections with official business
- When the motor vehicle is on Village property
- When the cellular telephone or mobile electronic device is Village-owned or leased
- When the employee is using a cellular telephone or mobile electronic device to conduct official business

Employees will be given two (2) warnings. The third (3rd) time an employee is found to be in violation of this policy, it is grounds for immediate dismissal.

Mail Systems

The Village's postage machine is for Village business use only.

Office Automation Equipment

Office automation equipment tools allow employees to be more productive. Under certain circumstances, office automation equipment can create liability exposure for the Village. Accordingly, employees should use voice mail, copy machines and fax machines for work related purposes only. Inappropriate material should never make its way to any of these devices. The memories of fax and copy machines (if so equipped) should be cleared periodically. Voice mail messages should be promptly deleted after they have served their purpose.

Computers

Village computers, their software and associated peripherals are the property of the Village and are to be used for work related purposes. The Village reserves the right to monitor all e-mail messages and attachments, sent or received, as needed.

- A. Software - Only software purchased with Village funds is authorized for use on Village computers and must be installed only by authorized personnel. **Never load or open unknown programs or information from a lost or unknown flash drive on a Village of Almont computer!**
- B. E-mail and the Internet - The purpose of the electronic mail (e-mail) system and the Internet is to assist the employees with the day-to-day conduct of Village business.

The e-mail system is the property of the Village. Users of the e-mail system are to use the system as an alternative to written documents for formal communication. It is important for employees to know that E- mail messages composed or received in this system may be considered Village records, depending on their content, and therefore may be subject to Freedom of Information Act (FOIA) requests and other legal disclosures.

SMOKING AND GAMBLING POLICY

The Village complies with all applicable federal, state and local regulations regarding smoking in the workplace in order to provide a work environment that promotes productivity and the well- being of all employees.

Smoking is prohibited at all Village facilities, except for areas where it is specifically authorized. The Village Manager shall be responsible for implementing and monitoring smoking regulations and supervisors are expected to enforce the regulations. Importantly, Village employees should smoke in areas that are not readily visible to the general public.

Gambling on Village property is expressly prohibited. This applies to all employees.

USE OF VILLAGE FUNDS AND RESOURCES POLICY

Act 196 of 1973 specifically states the following, in regards to the use of public funds and resources:

“A public officer or employee shall use personnel resources, property, and funds under the officer or employee's official care and control judiciously and solely in accordance with prescribed constitutional, statutory, and regulatory procedures and not for personal gain or benefit.”

As a result, Village equipment, resources, and funds are to be used for public purposes only, unless otherwise stated in writing by the Village Manager. This policy shall also include, but not be limited to, the taking of Village equipment home for use and borrowing public monies with the intention of paying said funds back at a later date, which is considered criminal conduct. No such conduct will be tolerated and will be grounds for immediate dismissal or disciplinary action.

If an employee's position with the Village of Almont includes the use of a Village vehicle, this vehicle is for the sole purpose of Village of Almont business. Village vehicles may not be used to transport family members, friends or hitchhikers, unless related to police work.

Payment of speeding and/or parking tickets is the sole responsibility of the employee driving the vehicle.

HARASSMENT POLICY

The Village is committed to maintaining a work environment in which all individuals are treated with dignity and respect. Each individual has the right to work in a professional

atmosphere that promotes equal opportunities and prohibits discriminatory practices, including sexual harassment. The Village fully supports and complies with all laws, which have been enacted to protect and safeguard the rights and opportunities of all people to seek, obtain and hold employment without harassment or discrimination in any form.

The Village requires reporting of all perceived incidents of discrimination or harassment. It is the Village's policy to investigate such reports. In addition, the Village prohibits retaliation against any individual who reports discrimination or harassment or participates in the investigation of such reports. Any employee who is found to have taken actions determined to be retaliatory in nature against a complainant will be subject to immediate discipline, up to and including immediate discharge. Any employee who believes that he/she was retaliated against for exercising his or her rights under this policy should immediately file a complaint with the Village Manager. Police officers shall refer to the Almont Police Department official orders for sexual harassment procedures and policies.

Definition of Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under federal and state laws. Sexual harassment is defined as an unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is made either explicitly or implicitly a condition of an Individual's employment.
- B. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting an employee.
- C. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Examples of Sexual Harassment

Any harassment that violates State or federal law will be unacceptable. Examples of harassment include, but are not limited to:

- A. Making derogatory comments, insults, suggestive remarks or jokes based upon a person's sex.
- B. Displaying photographs, cartoons or drawings that would be offensive to a reasonable person.
- C. Engaging in conduct which would have the purpose or effect of degrading or creating an intimidating, hostile or offensive work environment.
- D. Propositions or requests for sexual favors.
- E. Physical conduct of a sexual nature.
- F. Stating or implying that deficient job performance is attributable to a person's

gender.

- G. Possession (while on Village property or while working) of materials of any kind, such as magazines, calendars, etc. which are degrading to an individual or group on the basis of sex (or any other protected characteristic).
- H. The giving of unsolicited or inappropriate personal gift (lingerie, books or any gift inappropriate in nature).
- I. Offensive e-mail or voice-mail messages. (Be careful not to open forwards that may contain offensive material).
- J. Any other conduct deemed inappropriate by the Village.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to the Village of Almont, such as an outside vendor, consultant or customer. Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside of the workplace, such as during business trips, business meetings and business related social events.

Reporting an Incident of Harassment

The Village requires reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Employees who believe that they have been subject to harassment or discrimination must report their concerns to their immediate supervisor and/or the Village Manager. In addition, the Village encourages employees who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it stop. Often this action alone will resolve the problem. The Village also recognizes, however, that an individual may prefer to pursue the matter through a complaint procedure.

Complaint Procedure

a. Where to Report

Any employee who believes that he or she has been the subject of harassment is required to report the alleged act immediately to the employee's supervisor **and** the Village Manager. If a complaint involves a manager or a supervisor, the complaint should be filed directly with the Village Manager. The report should be made within three (3) business days of the occurrence. Supervisors receiving such reports are required to immediately notify the Village Manager.

b. Confidentiality

All complaints will be handled in a timely and confidential manner. Confidentiality will be maintained throughout the investigation process to the extent possible. No one involved will be permitted to discuss the subject outside the investigation. The purpose of this provision is to protect the confidentiality of

the employee who files the complaint, to encourage the reporting of any incidents of harassment, and to protect the reputation of any employee wrongfully charged.

c. Investigation

Investigations of a sexual harassment complaint are **MANDATORY** in **EVERY** instance, will begin immediately, and will normally include conferring with the parties involved and any unnamed or apparent witnesses. Employees will be protected from coercion, intimidation, retaliation, interference or discrimination for filing a complaint or assisting in an investigation.

d. Result

If the investigation reveals that a complaint is valid, prompt corrective and disciplinary action, up to and including discharge, as deemed appropriate under the circumstances, will be taken to remedy the situation. Further steps will also be taken, if necessary, to discourage or prevent future reoccurrences.

e. False Reports

An employee who knowingly, and falsely, reports harassment or discrimination shall be subject to discipline, up to and including discharge.

VIOLENCE AND WEAPONS IN THE WORKPLACE POLICY

Purpose

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

Policy

The Village of Almont prohibits all employees of the Village of Almont from carrying a handgun, firearm, or weapon of any kind on to the property regardless of whether the person is licensed to carry the weapon or not.

The policy applies to all Village of Almont employees and contract or temporary employees who come on to Village of Almont property regardless of whether these persons are licensed to carry a weapon or not. Further, all Village of Almont employees are prohibited from carrying a weapon while in the course and scope of performing their duties for the Village of Almont, whether they are on Village of Almont property or not.

This policy also prohibits Village of Almont employees from carrying weapons at any Village of Almont sponsored function or event. Excepted from this policy are Law Enforcement Officers and other persons who have been specifically authorized by the Village of Almont to carry a weapon while conducting Village of Almont business.

Prohibited Weapons

Prohibited weapons include any form of weapon or explosive, restricted or regulated under local, state or federal regulation. This includes all firearms, knives and other weapons, including chemical dispensing devices such as pepper spray and electronic control devices such as a taser. If you have a question about whether an item is covered by this policy, you must call the Village Manager. You are responsible for making sure that any potential covered item you possess is not prohibited by the policy.

Village of Almont Property

“Village of Almont Property” as described in this policy includes, without limitation, all property owned or leased by the Village of Almont, and the surrounding areas, such as sidewalks, walkways, driveways, and parking lots on or adjacent to the Village of Almont property. Village of Almont vehicles are covered by this policy at all times regardless of whether they are on Village of Almont property at the time of the occurrence.

Violations

Failure to abide by the terms and conditions of this policy may result in discipline up to and including termination. Further, carrying a weapon on to Village of Almont property in violation of this policy is an act of criminal trespass providing grounds for immediate removal from the Village property and possible prosecution.

If you become aware of anyone involved in conduct which violates this policy, you must report that conduct immediately to the Village Manager.

This policy shall not be construed to create any duty or obligation on the part of the Village of Almont beyond those required of any employer under existing law.

ETHICS AND PRIVACY POLICY

Ethical behavior in the public work place must be regarded as sacrosanct; violating this trust is strictly forbidden.

Employee Ethics

All employees are expected to act honestly, ethically and with integrity at all times. In addition, employees should demonstrate through both their words and actions on the job, support for the Village’s policies, procedures and programs. Disagreements in regards to policies and procedures should be handled professionally and should be resolved by meeting face to face with a department head or the Village Manager.

Conflicts of Interest

A conflict of interest exists when an employee has a relationship with an entity or another individual that may affect the employee's ability to make decisions that are in the best interest of the Village of Almont. It is the responsibility of each employee to avoid any potential or actual conflicts of interest as well as the appearance of impropriety.

Employees are expected to use good judgment and avoid situations that create an actual or perceived conflict between their personal interest and those of the Village. The tenets in this

policy outline some basic guidelines for ethical behavior while employed by the Village. Whenever employees are in doubt, they should consult with their supervisor or the Village Manager. Conflicts of interests or unethical behavior may take many forms including, but not limited to, the following:

- 1) Gifts may only be accepted if they have a nominal retail value less than \$100. All gifts, excluding business lunches, must be reported to the Village Manager.
- 2) Employees must not accept any form of remuneration or cash payments from any outside vendor.
- 3) Employees may not sell third parties any information, products, or materials acquired from the Village.
- 4) Employees may engage in outside business activities, provided such activities do not adversely affect the Village or the employee's job performance, and the employee does not work for a vendor.
- 5) Employees are prohibited from engaging in financial participation or any other business undertaking that is prejudicial to the best interest of the Village.
- 6) Employees may not use proprietary and/or confidential information for personal gain or to the Village's detriment nor may they use assets or labor for personal use.

If an employee or someone with whom the employee has a close personal relationship has a financial or employment relationship with a vendor or potential vendor of the organization, the employee must disclose this fact in writing to the Village Manager.

The Village will determine what course of action must be taken to resolve any conflict it believes may exist. If the conflict is severe enough, the Village may be forced to ask the employee to tender his/her resignation. The Village has sole discretion to determine whether such a conflict of interest exists.

Employees are encouraged to seek assistance from their supervisors with any legal or ethical concerns. However, the Village realizes this may not always be possible. As a result, employees may contact the Village Manager to report anything that they cannot discuss with their supervisor. In general, an employee should refrain from engaging in an activity if they have any doubts. Police officers should refer to the Almont Police Department Official Orders for further details regarding ethics and privacy policies.

Employee Privacy

Any request for personal information regarding any employee of the Village of Almont should be referred to the Village Manager. The employee receiving the request for personal information should not respond directly. Employees should also be aware that providing such information, without approval of the affected employee, could subject the Village and/or the person providing the unauthorized information to legal liability exposure.

Information that **may be** provided is limited to employment specific items such as the

individual's business phone contact information, business address, position/job title, position/job responsibilities, date employed, scheduled work hours and the name of an employee's supervisor.

Information that **SHOULD NOT** be given out includes, but is not limited to, home address, home phone number(s), family information, social security number, medical information and any other information of a personal/private nature. Requests for personal information (like a home phone number) between Village employees for an official/work related purpose is permissible.

However, anyone providing such information should be certain of whom they are giving the information to, and for what reason, especially over the phone. Any questions regarding this matter should be directed to the Village Manager.

MATERNITY LEAVE POLICY

General

In order to protect the welfare of employees and the interest of the Village, a regular, permanent employee who becomes pregnant will be granted a leave of absence in accordance with the provisions set forth below.

Duration

The length of maternity leave is a combination of employee discretion, supervisory approval and a doctor's recommendation. Employees should submit their request, in writing, to the Village Manager via their Department Head. The request should state how much time they desire along with how they wish their time off to be accounted for. Any combination of accumulated vacation days, personal days, and sick leave may be used.

Under the Family Medical Leave Act of 1993, employees are entitled to a maximum of 12 weeks of FMLA leave, over a 12-month period. Maternity leave in connection with delivery and aftercare will not normally be longer than a total of 12 weeks. Additional time off, unless otherwise covered by provisions of the FMLA, must be in concert with a written doctor's order. In addition, a doctor's written permission to return to work is required.

Pay

Maternity is covered as a disability under the Village's sickness and disability insurance carrier. Accordingly, payment of benefits is the same as it is for a non-occupational sickness or disability.

FAMILY MEDICAL LEAVE ACT (FMLA) POLICY

Overview

The Family and Medical Leave Act of 1993 (FMLA) is a federal law that helps employees get

time off from work when needed to handle medical situations involving their family or themselves. The FMLA requires employers to provide up to 12 work weeks of unpaid, job-protected leave for certain family and medical reasons.

The Village recognizes that the employee's life is a mixture of professional obligations and personal responsibilities. Most of the time, employees are able to balance family needs with their regular work schedule. However, the Village also recognizes that there are occasions in which family or personal needs are too pressing and there is a need to shift this balance temporarily. FMLA can help employees do that in a way that is fair to both them and the Village. This policy is not meant to be all-inclusive and highlights the provisions of the FMLA, which are subject to detailed and specific regulations. This policy is not meant to conflict with either the FMLA or its regulations. Should there be any inconsistency between this policy and the FMLA or any applicable regulations, the statute and regulations shall prevail. For specific questions and the forms necessary to take FMLA leave, contact the Village Manager.

Eligibility

The individual must be employed for 12 months and work at least 1250 hours to be eligible. The employee is eligible for up to 12 weeks in a 12-month period. The Village will measure the 12-month period as a rolling 12 month period measured backward from the date an employee uses any leave under this policy. For example, if an employee is on an FMLA leave in June for 4 weeks for the birth of a child, and that employee's parents become ill in March of the following year, the employee is only eligible for 8 weeks of leave. Intermittent leaves are allowed only as required by FMLA.

Reasons for Taking FMLA Leave

- (1) To care for employee's child after birth, or placement for adoption or foster care.
- (2) To care for the employee's spouse, son or daughter, or parent, who has a serious health condition.
- (3) A serious health condition that makes the employee unable to perform his/her job duties.

Notice Requirements

Except as otherwise specified in the FMLA, the employee must provide the Village with not less than 30 days written notice before the date the leave is to begin, whenever possible. If a request is based on a "serious health condition," the employee must support the request with a certification issued by his/her health care provider (or the health care provider for eligible family member, as appropriate).

See the Village Manager for certification requirements. The Village may require a second opinion. In addition, the employee may be required to obtain a certification to return to work. The Village Manager will notify an employee that eligible medical leave time meets the requirements of FMLA and shall be counted against his/her FMLA leave entitlement within two

business days of receiving an employee's notice of a need for leave. If the Village was not aware of the reason for the leave, the leave may be designated as FMLA leave retroactively only while the leave is in progress or within two business days of the employee's return to work.

FMLA Benefits

The Village shall honor the following obligations:

- (1) For the duration of FMLA leave, health insurance coverage will be maintained.
- (2) Employees will be returned to an equivalent position with equivalent pay, benefits and other employment terms and conditions upon return from FMLA leave.
- (3) Employee paid time off such as sick days, personal days, and vacation time will be charged for FMLA leave as allowed by legal regulations. Unpaid FMLA will not be granted until all paid time off to which an employee is entitled is exhausted.
- (4) Accrued benefit time, no matter when earned, will be charged for FMLA leave time taken.
- (5) The FMLA does not require that an employee actually ask for FMLA leave in order that the employer be permitted to charge paid time off, if the purpose for the leave is a purpose which qualifies under the law.
- (6) Employees will not be penalized by such rules affecting bonus payments for non-use of sick time and longevity payments for eligible absences permitted by the FMLA (accrual of vacation and personal paid time off and benefits will be specific to each collective bargaining agreement).

Intermittent/Reduced Work Schedule Requests

- (1) Intermittent/reduced work schedule requests will only be granted under certain circumstances and only granted when medically necessary to care for a seriously ill family member or because of the employee's serious health condition. Other requests for intermittent or reduced work schedule may not be granted.
- (2) Intermittent/reduced work schedule requests must also be scheduled so as not to unduly disrupt operations, subject to the approval of a health care provider. If operations will be disrupted, the Village reserves the right to temporarily transfer an employee to an alternative position with equivalent pay and benefits which will accommodate the recurring leave better than the regular position.
- (3) Medical treatment must be scheduled so as to minimize the loss of work time. Appointments scheduled during work hours must have written verification from the provider of the health care service that such a provider does not offer appointment hours which do not conflict with the employee's hours and does not offer hours which will conflict with the employee's regular scheduled hours.

Village Obligations

The Village will not interfere with, restrain, or deny the exercise of any right provided under FMLA. The Village will not discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA

Employee Obligations

- (1) When the leave is foreseeable, and at least thirty (30) days advance notice has been provided, the employee should provide the documented medical certification requested by the Village before the leave begins. When this is not possible, the employee must provide the requested certification to the Village within the time frame requested by the Village unless it is not possible under the particular circumstances to do despite the employee's diligent, good faith efforts. If an employee fails to provide the requested medical certification in a timely manner, the Village may delay commencement or continuation of the employee's FMLA leave until the certification is submitted. If the employee never submits the certification, the leave is not FMLA protected leave.
- (2) When the need for leave is not foreseeable, or in the case of recertification, an employee must provide certification (or recertification) within the time frame requested by the Village or as soon as reasonably possible under the particular facts and circumstances. If an employee fails to provide a medical certification within a reasonable time under the circumstances, the Village may delay the employee's commencement or continuation of FMLA leave until certification is submitted. If the employee never submits the certification, the leave is not FMLA protected leave.
- (3) The employee will keep the Manager's office informed of any changes necessary to the original request for FMLA leave (i.e. change of expected return to work date, etc.).
- (4) Employees must provide notice to the Village Manager at least two (2) workdays advance notice of their intent to return to work, if it is different than stated on the latest medical certification.
- (5) Dependent upon a medical situation, employees should be readily available by telephone to respond to questions and concerns.

DRUG USE POLICY

Alcohol, Drugs and Narcotics

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

Alcohol

Any employee, except a Police Officer in the discharge of his/her duty, who is found drinking alcoholic beverages or who is under the influence of alcohol during work hours is subject to discipline up to and including discharge.

An employee who reports to work and appears to be under the influence of alcohol may be taken to the Village Police Department for an assessment. If the assessment is positive, the employee will be suspended, pending appropriate disciplinary action.

Drugs and Illegal Narcotics

Any employee, except a Police Officer in the discharge of his/her duty, that is found selling or possessing illegal drugs on Village property is subject to discipline up to and including discharge. Any employee who is found using illegal drugs on Village property is subject to discipline up to and including discharge.

Drug Testing/Screening

Employees may be requested to take a drug test if probable cause exists to merit such a request. Positive tests or a refusal to consent to a random drug test will result in disciplinary action, up to and including discharge. Tests that are paid for by the Village are the property of the Village and the examination records will be treated as confidential and held in separate medical files. The pre-employment physical examination given to each new employee includes a drug screen.

Discretionary Discipline

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

At the discretion of the Village Manager, the Village may allow an employee to correct their substance abuse behavior as a condition of their continued employment. Police officers and personnel shall refer to the Almont Police Department Official Orders for additional policies regarding drug use and testing.

EMPLOYEE SAFETY AND RISK MANAGEMENT POLICY

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

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

- a. No job is so urgent, no work so important, that employees cannot take the time to do it

safely.

- b. Wear safety glasses, ear protection and other protective devices as required in shop and work areas, or as directed by your supervisor.
- c. Hard leather shoes/boots must be worn in all shop and work areas.
- d. Wear appropriate clothing for the job.
- e. Learn how to lift properly. Bend your knees and keep your back erect. Get help for heavy loads. Distribute weight evenly. Always look for an automated alternative before trying to lift or move something yourself.
- f. Make sure that safety guards and other protective devices are on power equipment when in operation.
- g. Maintain hand tools properly.
- h. Each employee is responsible for keeping his or her work area neat and orderly. All debris must be put in waste cans. Walkways must be kept clear at all times.
- i. Extreme caution must be used at all times when operating vehicles and seat belts must be worn at all times when operating Village vehicles.
- j. Report unsafe working conditions immediately to your supervisor.
- k. With all the health risks inherent in coming into contact with blood borne pathogens and bodily fluids, if someone is bleeding and they cannot help themselves, call 911. Untrained and unequipped employees should not attempt to provide first aid in cases of bleeding.

The bottom line is this: SAFETY IS NOT OPTIONAL.

The Village participates in the Michigan Municipal League “Risk Management is Good Management” program. It is incumbent upon every employee to learn how these policies are implemented and the responsibility of each employee to learn and apply all of these policies which are applicable to their position.

CREDIT CARD USE POLICY

This policy is adopted in accordance with Public Act 266 of 1995, which requires that all municipalities have a written policy when authorizing the use of credit cards to purchase goods and services for the official business of the municipality. This policy does not include gasoline cards. The guidelines for credit card use are the following:

Issuance of Credit Cards

Individual credit cards may only be issued to the Village Manager, the Clerk/Treasurer, the

Chief of Police, and Department Heads unless otherwise stated by the Village Council.

Card Use

The use of credit cards for Village business shall be allowed with any vendor or merchant who accepts said credit card. The Village Manager shall have an authorized maximum transaction limit of \$5,000 while the Chief of Police, Clerk/Treasurer and Department Heads shall have a limit of \$2,000 each; these limits may be amended from time to time by a motion of the Almont Village Council.

- 1) The credit card shall be used only for the purchases of goods and services that are for the official business of the Village, when the normal accounts payable procedure cannot be utilized (i.e. petroleum purchases, travel related expenses, conference registration fees, etc.).
- 2) The credit card shall not be used for personal use, cash advances, or other merchant category exclusions (i.e. tobacco products or liquor).

Credit Card Transactions

Credit card transactions may be performed in person, over the telephone, via the Internet, or through the mail. When using a Village credit card, authorized employees are required to follow the below listed procedures:

- 1) If the transaction is in person, present the credit card to the vendor or merchant and advise that the item(s) is being purchased with a Village credit card. If the transaction is via telephone order, Internet, or mail order, the vendor or merchant must be provided with the credit card account number, security code and expiration date.
- 2) Retain all receipts and credit card slips.
- 3) Inform the vendor that it is a tax exempt purchase.

Credit Card Security

The credit card should always be treated with a level of care that will secure the card.

- 1) Keep the credit card in an accessible, but secure, location.
- 2) Guard the credit card account number carefully. Do not write or post the number.
- 3) If the credit card is lost or stolen, immediately notify the Village Manager or Clerk/Treasurer. If this is after hours, notify the financial institution that issued the card.
- 4) The credit card will not impact the cardholder's personal credit reference. The Village issued credit card is a corporate liability card, not a

personal liability card. The cardholder does, however, have a responsibility to use the credit card in an appropriate manner.

Misuse of Credit Cards

Any employee of the Village of Almont who knowingly violates the provisions of this policy shall be subject to disciplinary action, up to and including discharge, and/or civil or criminal action.

TRAVEL REIMBURSEMENT POLICY

The Village of Almont will use this policy to provide a consistent standard for travel reimbursement. It is the intent of the Village that employees neither gain nor lose personal funds. It is also the intent of the Village that all travel be both necessary and reasonable.

All Village of Almont travel is an expenditure of Village funds and must be conducted in compliance with all applicable Village policies.

Representation During Travel

Employee travelers are considered representatives of the Village of Almont while traveling on Village business. As such, personal behavior must be conducted in a manner that conforms to professional expectations. The employee should carefully monitor personal conduct.

Reimbursable Travel Expenses

The Village of Almont will reimburse employees for reasonable business travel expenses incurred while away from their normal work location. All business travel must be approved in advance by the Village Manager.

The following are guidelines for business travel expenses:

- 1) The mileage rate for the use of personal vehicles for official Village business shall be the IRS allowable amount for business purposes. Village vehicles should be used whenever possible. Use of a private vehicle should be preapproved by your supervisor if you plan to be reimbursed for mileage.
- 2) Expenses for family members attending conferences or meetings shall not be paid from Village funds.
- 3) Gratuities in excess of 20% are considered a personal expense.
- 4) Receipts shall be included with the expense voucher whenever possible.
- 5) Reimbursements shall be limited to actual expenses incurred.
- 6) Meal expenses up to \$11 for breakfast, \$12 for lunch, and \$23 for dinner (including gratuity), with appropriate documentation, are allowable. Expenses for

alcoholic beverages are not eligible for reimbursement.

- 7) All overnight lodging expenses must be approved by the Village Manager. Generally overnight expenses will not be approved for destinations less than 100 miles away.
- 8) The Village Manager must preapprove all arrangements for overnight lodging. Hotel arrangements should be made for the employee by the Village office.
- 9) Traffic and parking violations are not reimbursable.
- 10) No expense items of a personal nature are reimbursable.
- 11) Advancement of funds for travel must be authorized by the Village Manager. If an employee does not attend the related function, these funds must be reimbursed to the Village within thirty (30) days. The Village Council must authorize any forwarded funds appropriated for the Village Manager and the Clerk/Treasurer.

Abuse of this business travel policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

SOCIAL MEDIA POLICY

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

Purpose

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

The Village of Almont has an overriding interest and expectation in deciding what is “spoken” on behalf of the Village on Village social media sites.

For purposes of this policy, “social media” is understood to be content created by individuals, using accessible, expandable, and upgradeable publishing technologies, through and on the Internet. Examples of social media resources, which include, but are not limited to Facebook, blogs, MySpace, RSS, YouTube, Second Life, Twitter, LinkedIn, and Flickr. For purposes of this policy, “comments” include information, articles, pictures, videos or any other form of communicative content posted on a Village of Almont social media site.

General Policy

1. The establishment and use of Village social media sites are subject to approval by the Village Manager or his/her designees. All Village of Almont social media sites shall be administered by the Almont Village Manager

2. Village social media sites should make clear that they are maintained by the Village of Almont and are governed by this policy.
3. Wherever possible, Village social media sites should link back to the official Village of Almont website for forms, documents, online services and other information necessary to conduct business with the Village of Almont.
4. The Village Manager will monitor content on Village social media sites to ensure adherence to both the Village's Social Media Policy and the interest and goals of the Village of Almont.
5. The Village reserves the right to restrict or remove any content that is deemed in violation of this Social Media Policy or any applicable law. Any content removed based on these guidelines must be retained by the Village Manager for a reasonable period of time, including the time, date and identity of the poster, when available.
6. These guidelines must be displayed to users or made available by hyperlink.
7. The Village will approach the use of social media tools as consistently as possible, enterprise wide.
8. The Village of Almont's website at www.almontvillage.org will remain the Village's primary and predominant internet presence.
9. All Village social media sites shall adhere to applicable federal, state and local laws, regulations and policies.
10. Village social media sites are subject to the Michigan Freedom of Information Act. Any content maintained in a social media format that is related to Village business, including a list of subscribers, posted communication, and communication submitted for posting, may be a public record subject to public disclosure.
11. Comments on topics or issues not within the jurisdictional purview of the Village of Almont may be removed.
12. Employees representing the Village government via Village social media sites must conduct themselves at all times as a representative of the Village and in accordance with all Village policies.
13. This Social Media Policy may be revised at any time.

Comment Policy

1. As a public entity the Village must abide by certain standards to serve all its constituents in a civil and unbiased manner.
2. The intended purpose behind establishing Village of Almont social media sites is to disseminate information from the Village, about the Village, to its citizens.

3. Comments containing any of the following inappropriate forms of content shall not be permitted on Village of Almont social media sites and are subject to removal and/or restriction by the Village Manager or his/her designees:
 - a. Comments not related to the original topic, including random or unintelligible comments.
 - b. Profane, obscene, violent, or pornographic content and/or language.
 - c. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, sexual orientation or national origin.
 - d. Defamatory or personal attacks.
 - e. Threats to any person or organization, overt or implicit.
 - f. Comments in support of, or in opposition to, any political campaigns or ballot measures.
 - g. Solicitation of commerce, including but not limited to advertising of any business or product for sale.
 - h. Conduct in violation of any federal, state or local law
 - i. Encouragement of illegal activity.
 - j. Information that may tend to compromise the safety or security of the public or public systems.
 - k. Content that violates a legal ownership interest, such as a copyright, of any party.
4. A comment posted by a member of the public on any Village of Almont social media site is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, the Village of Almont, nor do such comments necessarily reflect the opinions or policies of the Village of Almont.
5. The Village of Almont reserves the right to deny access to Village of Almont social media sites for any individual, who violates the Village of Almont's Social Media Policy, at any time and without prior notice.
6. When a Village of Almont employee responds to a comment, in his/her capacity as a Village of Almont employee, the employee's name and title shall be made available, and the employee shall not share personal information about himself or herself, or other Village employees. In general, Village employees should only respond to requests for services, and never to a personal opinion.

All of these actions will be taken within the boundaries of the First Amendment to the U.S. Constitution. **Employees must receive social media training from the Village Manager prior to engaging in any Village social media activities.**

All comments posted to any Village of Almont Facebook site would be bound by Facebook's Statement of Rights and Responsibilities, located at <http://www.facebook.com/terms.php>, and the Village of Almont reserves the right to report any violation of Facebook's Statement of Rights and Responsibilities to Facebook with the intent of Facebook taking appropriate and reasonable responsive action.

HANDLING OF SOCIAL SECURITY NUMBERS POLICY

Purpose

This Privacy Policy sets forth the Village policies and procedures regarding how Social Security numbers are obtained, stored, transferred, used, disclosed and disposed of in compliance with Michigan's Social Security Number Privacy Act.

Policy

The Village policy is to protect the confidentiality of Social Security numbers obtained in the ordinary course of Village business from employees, vendors, contractors, customers or others. No person shall knowingly obtain, store, transfer, use, disclose, or dispose of a Social Security number that the Village obtains or possesses except in accordance with the Act and this Privacy Policy.

Procedure

1. **Obtaining Social Security Numbers.** Social Security numbers should be collected only when required by federal and state law or as otherwise permitted by federal and state law for legitimate reasons consistent with this Privacy Policy. Legitimate reasons include, but are not limited to:
 - a) Applicants may be required to provide a Social Security number for purposes of a pre-employment background check.
 - b) Copies of Social Security cards may be obtained for purposes of verifying
 - c) Associate eligibility for employment.
 - d) Social Security numbers may be obtained from employees for tax reporting purposes, for new hire reporting or for purposes of enrollment in employee benefit plans.
 - e) Social Security numbers may be obtained from creditors or vendors for tax reporting purposes.
2. **Public Display.** No more than the last four sequential digits of a Social Security number shall be placed on identification cards, badges, time cards, bulletin boards, permits, licenses or any other materials or documents designed for public display. Documents, materials or computer screens that display more than the last four sequential digits of a Social Security number shall be kept out of public view at all times.

3. **Account Numbers.** No more than the last four sequential digits of a Social Security number shall be used as a primary account number for an individual.
4. **Computer Transmission.** No more than the last four sequential digits of a Social Security number shall be used or transmitted on the Internet or on a computer system or network unless the connection is secure or the transmission is encrypted.
5. **Mailed Documents.** Documents containing more than the last four sequential digits of a Social Security number shall only be sent in cases where state or federal law, rule, regulation, or court order or rule authorizes, permits or requires that a Social Security number appear in the document. Documents containing more than the last four sequential digits of a Social Security number that are sent through the mail shall not reveal the number through the envelope window or otherwise be visible from outside the envelope or package.
6. **Storage.** All documents containing more than the last four Social Security numbers shall be stored in a physically secure manner. No more than the last four Social Security numbers shall be stored on computers or other electronic devices that are not secured against unauthorized access.
7. **Access to Social Security Numbers.** Only personnel who have legitimate business reasons to know will have access to records containing more than the last four Social Security numbers. Personnel using records containing more than the last four Social Security numbers must take appropriate steps to secure such records when not in immediate use.
8. **Disposal.** Documents containing more than the last four Social Security numbers will be retained in accordance with the requirements of state and federal laws. When documents containing more than the last four Social Security numbers are disposed of, disposal shall be accomplished in a manner that protects the confidentiality of the Social Security numbers (e.g., shredding).
9. **Unauthorized Use or Disclosure of Social Security Numbers.** The Village shall take reasonable measures to enforce this Privacy Policy and to correct and prevent the reoccurrence of any known violations. Any employee, who knowingly obtains, uses or discloses more than the last four Social Security numbers for unlawful purposes or contrary to the requirements of this privacy policy shall be subject to discipline up to and including discharge.

Disciplinary Action Policy

This discussion is intended to be general and representative of the type of behavior that may result in corrective or disciplinary action. The discussion is not intended to be comprehensive and does not alter the employment at-will relationship between the employee and the Village of Almont. The Village of Almont reserves the right to terminate any employee for any reason, at any time, and with or without cause or notice. Those bound by union contracts will be disciplined as required by contract.

The purpose of this policy is to establish an Identity Theft Prevention Program designed to detect, prevent, and mitigate identity theft in connection with the opening of a covered account and to provide for continued administration of the Program in compliance with the Federal Trade Commission's Red Flags Rule (Part 681 of Title 16 of the Code of Federal Regulations) implementing Sections 114 and 315 of the Fair and Accurate Credit Transactions Act (FACTA) of 2003.

Under the Red Flag Rule, every financial institution and creditor is required to establish an "Identity Theft Prevention Program" tailored to its size, complexity and the nature of its operation. Each program must contain reasonable policies and procedures to:

1. Identify relevant Red Flags for new and existing covered accounts and incorporate those Red Flags into the Program:
2. Detect Red Flags that have been incorporated into the Program.
3. Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft.
4. Ensure the Program is updated periodically, to reflect changes in risks to customers or to the safety and soundness of the creditor from Identity Theft.

Definitions

Identifying information means any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including: name, address, telephone number, social security number, date of birth, government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, unique electronic identification number, computer's Internet Protocol address, or routing code.

Identify theft means fraud committed or attempted, using the identifying information of another person without authority.

A *covered account* means:

1. An account that a financial institution or creditor offers or maintains, primarily for personal, family, or household purposes that involves or is designed to permit multiple payments or transactions. Covered accounts include credit card accounts, mortgage loans, automobile loans, margin accounts, cell phone accounts, utility accounts, checking accounts and savings accounts; and
2. Any other account that the financial institution or creditor offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the financial institution or creditor from identity theft, including financial, operational, compliance, reputation or litigation risks.

A *red flag* means a pattern, practice or specific activity that indicates the possible existence of

identity theft.

Policy

A. IDENTIFICATION OF RED FLAGS. The Village identifies the following red flags, in each of the listed categories:

1. Suspicious Documents
 - i. Identification document or card that appears to be forged, altered or inauthentic;
 - ii. Identification document or card on which a person's photograph or physical description is not consistent with the person presenting the document;
 - iii. Other document with information that is not consistent with existing customer; and
 - iv. Application for service that appears to have been altered or forged.
2. Suspicious Personal Identifying Information
 - i. Identifying information presented that is inconsistent with other information the customer provides;
 - ii. Identifying information presented that is inconsistent with other sources of information;
 - iii. Identifying information presented that is the same as information shown on other applications that were found to be fraudulent;
 - iv. Identifying information presented that is consistent with fraudulent activity;
 - v. An address or phone number presented that is the same as that of another person;
 - vi. A person fails to provide complete personal identifying information on an application when reminded to do so (however, by law social security numbers must not be required); and
 - vii. A person's identifying information is not consistent with the information that is on file for the customer.
3. Suspicious Account Activity or Unusual Use of Account
 - i. Change of address for an account followed by a request to change the account holder's name;
 - ii. Payments stop on an otherwise consistently up-to-date account;
 - iii. Mail sent to the account holder is repeatedly returned as undeliverable;
 - iv. Notice to the Village that a customer is not receiving mail sent by the Village;
 - v. Notice to the Village that an account has unauthorized activity;
 - vi. Breach in the Village's computer system security; and
 - vii. Unauthorized access to or use of customer account information.
4. Alerts from Others
 - i. Notice to the Village from a customer, identity theft victim, law enforcement or other person that it has opened or is maintaining a fraudulent account for a person engaged in Identity Theft.

B. DETECTING RED FLAGS.

1. New Accounts. In order to detect any of the Red Flags identified above associated with the opening of a new account, Village personnel will take the following steps to obtain and verify the identity of the person opening the account:

- i. Require certain identifying information such as name, residential or business address, Homestead Exemption Affidavit or other identification;
- ii. Verify the customer's identity (for instance, review a driver's license or other identification card);
- iii. Review documentation showing the existence of a business entity; and/or
- iv. Independently contact the customer.

2. Existing Accounts. In order to detect any of the Red Flags identified above for an existing account, Village personnel will take the following steps to monitor transactions with an account:

- i. Verify the validity of requests to change billing addresses; and
- ii. Verify changes in banking information given for billing and payment purposes.

C. PREVENTING AND MITIGATING IDENTITY THEFT.

In the event Village personnel detect any identified Red Flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

1. Prevent and Mitigate

- i. Continue to monitor an account for evidence of Identity Theft;
- ii. Contact the customer;
- iii. Change any passwords or other security devices that permit access to accounts;
- iv. Not open a new account;
- v. Close an existing account;
- vi. Reopen an account with a new number;
- vii. Notify the Village Clerk/Treasurer for determination of the appropriate step(s) to take;
- viii. Notify law enforcement; and/or
- ix. Determine that no response is warranted under the particular circumstances.

2. Protect customer identifying information

- i. In order to further prevent the likelihood of identity theft occurring with respect to Village accounts, the Village will take the following steps with respect to its internal operating procedures to protect customer identifying information:
- ii. Ensure that its website is secure or provide clear notice that the website is not secure;
- iii. Ensure complete and secure destruction of paper documents and computer files containing customer information;
- iv. Ensure that office computers are password protected;
- v. Keep offices clear of papers containing customer information;

- vi. Ensure computer virus protection is up to date; and
- vii. Require and keep only the kinds of customer information that are necessary for utility purposes.

D. PROGRAM UPDATES. This Program will be periodically reviewed and updated to reflect changes in risks to customers and the soundness of the Village to prevent Identity Theft. The Village Clerk/Treasurer will consider the Village's experiences with Identity Theft situation, changes in Identity Theft methods, changes in Identity Theft detection and prevention methods, changes in types of accounts the Village maintains and changes in the Village's business arrangements with other entities. After considering these factors, the Village Clerk/Treasurer will determine whether changes to the Program, including the listing of Red Flags, are warranted. If warranted, the Village Clerk/Treasurer will present the Village Council with his/her recommended changes and the Council will make a determination of whether to accept, modify or reject those changes to the Program.

E. PROGRAM ADMINISTRATION.

1. Oversight. Responsibility for developing, implementing and updating this Program lies with an Identity Theft Committee for the Village. The Committee is headed by the Village Clerk/Treasurer, with the Manager and Deputy Clerk/Treasurer comprising the remainder of the committee membership. The Village Clerk/Treasurer will be responsible for the Program administration, for ensuring appropriate training of Village staff on the Program, for reviewing any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating Identity Theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the Program.

2. Staff Training and Reports. Village staff responsible for implementing the Program shall be trained either by or under the direction of the Village Clerk/Treasurer in the detection of Red Flags, and the responsive steps to be taken when a Red Flag is detected. Village staff is required to provide reports to the Program Administrator on incidents of Identity Theft, the Village's compliance with the Program and the effectiveness of the Program.

3. Specific Program Elements and Confidentiality. For the effectiveness of Identity Theft Prevention Programs, the Red Flag Rule envisions a degree of confidentiality regarding the Village's specific practices relating to Identity Theft detection, prevention and mitigation. Therefore, under this Program, knowledge of such specific practices are to be limited to the Identity Theft Committee and those employees who need to know them for purposes of preventing Identity Theft. Because this Program is to be adopted by a public body and thus publicly available, it would be counterproductive to list these specific practices here. Therefore, only the Program's general red flag detection, implementation and prevention practices are listed in this document.

Authority & Revisions

This policy was enacted by approval of the Village Council, as reflected in the regular meeting minutes dated October 21, 2008. Revisions to this policy shall only be enacted when approved

by the Village Council and reflected in the applicable meeting minutes. This policy shall be reviewed at least annually by the Village Clerk/Treasurer and updated as appropriate.

THE INTENT OF THIS HANDBOOK

The intent of this handbook is to comply with the following laws and regulations:

- Title VII of the Civil Rights Act of 1964
- The Civil Rights Act of 1991
- The Age Discrimination Act of 1967
- The Vocational Rehabilitation Act of 1973
- The Americans with Disabilities Act of 1990
- The Employee Retirement Income Security Act (ERISA)
- The Equal Pay Act of 1963
- The Immigration Reform and Control Act of 1986
- Executive Order 11246
- Executive Order 11141
- The Fair Labor Standards Act
- The Occupational Safety and Health Act
- The Family Medical Leave Act of 1993
- The Michigan Handicapper's Civil Rights Act
- The Michigan Whistleblower's Protection Act
- The Michigan Wage Payment Act
- The Polygraph Protection Act of 1981
- The State of Michigan Constitution
- The U.S. Constitution
- And all other applicable laws not mentioned.

If this handbook shall conflict with any applicable portion of these laws the established law shall prevail.

SEVERABILITY

If any provision of this handbook shall be found to be unenforceable the remainder of the handbook shall remain in full force and effect.

COBRA NOTIFICATION

THIS IS YOUR COBRA NOTIFICATION

The Consolidated Omnibus Budget Reconciliation Act (COBRA) was enacted in 1986 and requires the Village (as well as most other employers) to offer coverage in their group health plan to certain former employees and their families.

COBRA is the opportunity for a temporary extension of health plan coverage (continuation coverage) at group rates at the employee's expense. This notice is intended to inform you, in a summary fashion, of your rights and obligations under the continuation coverage provisions of the law. **YOU, YOUR SPOUSE AND YOUR DEPENDENTS SHOULD TAKE THE**

TIME TO READ THIS NOTICE.

As an employee of the Village of Almont, covered by the Village's Employee Health Benefit Plan, you have the right to choose continuation coverage if you lose your group health coverage because of a reduction in your hours of employment or the termination of your employment for reasons other than gross misconduct on your part.

Your spouse, if covered by the Village's Employee Health Benefit Plan, has the right to choose continuation coverage for his/her own benefit if he/she loses group health coverage for any of the following four reasons:

- a. Your death
- b. Reduction in your hours of employment or the termination of your employment for reasons other than gross misconduct on your part;
- c. Divorce; or
- d. You become eligible for Medicare.

Your dependent child has the right to choose continuation coverage for his/her own benefit if he/she loses group health coverage for any of the following five reasons:

- a. Your death,
- b. Reduction in your hours of employment or the termination of your employment for reasons other than gross misconduct on your part;
- c. You become eligible for Medicare;
- d. Your dependent ceases to be a "dependent child" as defined under the Village's Employee Health Benefit Plan.

Employee Responsibility

You and your covered dependents have the responsibility to inform the Village Manager of a divorce, legal separation, or a child losing dependent status under the Village's health care plan. When the Village Manager is notified that one of these events has happened, he or she will in turn notify you or the appropriate dependent of his/her right to continue coverage.

Under the law you and/or your dependent have at least sixty days from the date you receive notification to elect coverage.

COBRA Coverage

- a. If you choose **not to** continue coverage, your group health insurance coverage will end.

- b. You or your dependent(s) may choose to remain covered under your current benefit plan for up to 18 months or, under certain circumstances, such as divorce, up to 36 months. A child born to or placed for adoption with a COBRA continuee is also eligible for coverage. It is the responsibility of the COBRA continuee to notify the Village Manager of the birth or adoption. The new parent may add the new child to the policy; if the new parent has individual coverage under the policy he/she may elect family coverage. You do not have to show that you are insurable to choose continuation coverage.
- c. If the Social Security Administration determines that a COBRA continuee was disabled any time during the first sixty days of the continuation coverage and the COBRA continuee informs the coverage carrier before the end of the 18 month period, then the period of continuation coverage **for the disabled person** may be extended for up to 29 months.
- d. In no case will the covered person, or his/her dependents receive more than 36 months of continued coverage.

Cost

COBRA coverage cost is the monthly charge imposed on the Village for its group health insurance. The Village does not send monthly bills for COBRA payments. Continuees must mail or drop off payments to the office of the Clerk/Treasurer by the 15th of each month. The Village, consistent with applicable laws, may add a 5% administration cost for employees receiving COBRA benefits.

COBRA Terminations

COBRA terminations can occur when:

- a. The Village no longer provides group health coverage to any of its employees,
- b. The premium for continuation of coverage is not paid.
- c. The COBRA continuee becomes covered under another group health plan that does not include a pre-existing conditions clause applicable to the COBRA continuee.
- d. The COBRA continuee becomes eligible for Medicare.

ACKNOWLEDGEMENT FORM

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

This handbook is provided as information only and is not, nor is it intended to be, a contract of employment.

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

I have read and fully understand the policies and procedures described in the Village handbook. Furthermore, I agree to abide by the terms and conditions set forth in this handbook (unless such terms and conditions are superseded by a collective bargaining agreement or the Almont Police Department Official Orders) as a condition of employment.

Employee Signature

Date

Print Name