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TOWNSHIP BOARD WORK-STUDY SESSION

Tuesday, October 21, 2025 at 1:00 PM
Hamburg Township Hall Board Room

AGENDA

CALL TO ORDER

PLEDGE TO THE FLAG

ROLL CALL OF THE BOARD

CALL TO THE PUBLIC

CONSENT AGENDA

APPROVAL OF THE AGENDA

UNFINISHED BUSINESS

1. Administrative Policies and Procedures Manual Updates
2. Employee Handbook changes

CURRENT BUSINESS

CALL TO THE PUBLIC

BOARD COMMENTS

ADJOURNMENT



HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Updated: MM DD, 2025

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Item 1.

TABLE OF CONTENTS

DEFINITIONS 0.0

Definitions	0.0 Page 1
-------------	------------

INTRODUCTION 1.0

Purpose	1.1 Page 7
---------	------------

TOWNSHIP BOARD ADMINISTRATION 2.0

Township Board Powers	2.1 Page 8
Authority Delegated from the Board	2.2 Page 8
Authority to Interpret the Provisions of this Manual	2.3 Page 8
Board Meeting Administration	2.4 Page 8
Committee Administration	2.5 Page 13
Township Board Laptop Computers	2.6 Page 14

PERSONNEL ADMINISTRATION 3.0

Department Heads and Supervisors	3.1 Page 15
Employee Recordkeeping	3.2 Page 15
Classification and Compensation	3.3 Page 16
ADA Coordinator	3.4 Page 17
Authorized Work Force	3.5 Page 17
Employee Selection	3.6 Page 17
Employee Supervision	3.7 Page 18
Employee Evaluation	3.8 Page 19
Employee Discipline	3.9 Page 19
Collective Bargaining	3.10 Page 20
Employee Recognition	3.11 Page 20
Ethical Standards	3.12 Page 20
Workplace Violence	3.13 Page 22
Non-Smoking Policy	3.14 Page 22
Tuition Reimbursement (Non-Bargaining Unit Employees)	3.15 Page 22
Adverse Weather Policy	3.16 Page 23

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

FINANCIAL ADMINISTRATION 4.0

Accounts Payable	4.1 Page 26
Payroll	4.2 Page 26
Cash Receipts	4.3 Page 27
Accounts Receivable	4.4 Page 27
Financial Reporting	4.5 Page 29
Inventory of Fixed Assets	4.6 Page 29
Budgeting	4.7 Page 30
Purchasing Policy	4.8 Page 30
Purchase Control	4.9 Page 30
Expense Reimbursement	4.10 Page 49
Investment Policy	4.11 Page 49
Notary Publicity	4.12 Page 60
Grants	4.13 Page 60
Cell Phone Usage & Re-Imbursement	4.14 Page 65
Automated Clearing House (ACH) Arrangements and Electronic Funds Transfer (EFT) Policy	4.15 Pg 67

PROPERTY MANAGEMENT 5.0

Hours of Business	5.1 Page 70
Building Access	5.2 Page 70
Security	5.3 Page 70
Safety	5.4 Page 70
Staff Use of Township Equipment, Labor or Premises	5.5 Page 71
Vehicle Acquisition, Disposal and Use	5.6 Page 72
Public Use of Township Facilities	5.7 Page 76
Routine Maintenance	5.8 Page 80
Snow Removal Policy	5.9 Page 80

PUBLIC INFORMATION 6.0

Public Contact	6.1 Page 81
Public Information Officer	6.2 Page 81
Public Notices	6.3 Page 82
Freedom of Information Act Requests	6.4 Page 82
Incoming Mail	6.5 Page 86
Outgoing Mail	6.6 Page 87
Confidential Information	6.7 Page 87
Social Media Policy	6.8 Page 87

HAMBURG TOWNSHIP ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Governmental Access Cable Television Channel Capacity Policy
Tax and Assessment Information Policy

6.9 Page 93
6.10 Page 104

CODE OF ORDINANCE 7.0

Ordinance Supplemental Procedure

7.1 Page 105

~~POVERTY-EXEMPTION- POLICY/PROCEDURES 8.0~~

~~ADOPT-A-FEATURE-/GARDEN-PROGRAM 9.0~~

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

0.0 DEFINITIONS

The words and phrases below have the following meanings for the Hamburg Township Administrative Policies and Procedures Manual:

Bankers' Acceptance (BA): A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

Broker: A broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides.

Callable Bond: A bond issue in which all or part of its outstanding principal amount may be redeemed before maturity by the issuer under specified conditions.

Certificate of Deposit: A time deposit with a specific maturity evidenced by a certificate. Large denomination CDs are typically negotiable.

Collateral: Securities or property pledged by a borrower to secure payment.

Commercial Paper: An unsecured promissory note with a fixed maturity of no more than 270 days. Commercial paper is normally sold at a discount from face value.

Construction work: new construction, alterations, repair, installation, completion, demolition, or improvement of a Township-owned or Township-occupied building or other public works.

Construction project: labor and material necessary for the construction, renovation, repair or improvements of a Township-owned building, except repair in emergency situations.

Content: Words, Video, Audio, or any combination of these things, which are used to relay a message to the public through Social Media Networks.

Craftsmen, mechanics and laborers: all skilled and unskilled craftsmen, mechanics, laborers, workers, and apprentices, but not executive, administrative, professional, supervisory, office or custodial employees.

Dealer: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his/her own account.

Debenture: A bond secured only by the general credit of the issuer.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Delivery Versus Payment: There are two methods of delivery of securities: delivery versus payment and delivery versus receipt (also called free). Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

Discount Securities: Non-interest-bearing money market instruments that are issued at a discount and redeemed at maturity for full face value.

Diversification: Dividing investment funds among a variety of securities offering independent returns.

Emergency Management Director: Township Official, or staff member, as listed in the Emergency Management Plan Resolution, who is authorized to direct staff to post on any platform, for purposes of relaying timely information to the public in an emergency situation.

Executive Team: A group of elected officials consisting of the Supervisor, Clerk and Treasurer, who are responsible for providing day-to-day direction and control over all Township activities that are not assigned by State law to another official, and to provide a liaison between the Board and the various Township departments.

Fringe benefits: compensation due an employee pursuant to a written contract or written policy for holiday, time off for sickness or injury, time off for personal reasons or vacation, bonuses, authorized expenses incurred during the course of employment, and contributions made on behalf of an employee.

Federal Deposit Insurance Corporation (FDIC): A federal agency that insures bank and savings bank deposits.

Federal Funds Rate: The rate of interest at which Fed funds are traded. The Federal Reserve currently pegs this rate through open-market operations.

Fed Wire: A computer system linking member banks and other financial institutions to the Fed, used for making inter-bank payments of Fed funds and for making deliveries of and payments for Treasury, agency and book-entry mortgage backed securities.

Investment Adviser's Act: Legislation passed by Congress in 1940 that requires all investment advisers to register with the Securities and Exchange Commission. The Act is designed to protect the public from fraud or misrepresentation by investment advisers.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Liquidity: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value.

Local Government Investment Pool: A pool of funds authorized under the laws of the State that receives deposits from one or more local units and pays returns based upon each local unit's share of investment in the pool.

Locality: the Township of Hamburg or Livingston County.

Lowest responsive, responsible bidder: responsible contractor with the lowest bid which satisfies the requirements of all local, State and Federal laws, this section, any bid documents used to solicit bids, and any other guidelines and specifications required for the construction project.

Mark-to-market: The process whereby the book value or collateral value of a security is adjusted to reflect its current market value.

Market Value: Current market price of a security.

Master Repurchase Agreement: A written contract covering all future transactions between the parties to repurchase or reverse repurchase agreements that establish each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

Maturity: The date upon which the principal or stated value of an investment becomes due and payable.

Medium or media: includes, but is not limited to, website postings, Cable TV postings, advertisement in trade magazines, direct mailings, and advertisement in a newspaper of general circulation in The Township.

Most appropriate medium or media: notification in a medium or combination of media which, in the best judgment of the Department, will result in the greatest number of responsible vendors.

Money Market Mutual Fund: A mutual fund that limits its investments to some or all types of money market instruments.

Net Asset Value: The market value of one share of an investment company, such as a mutual fund.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

No Load Fund: A mutual fund that does not levy a sales charge on the purchase or sale of its shares.

NRSRO: Nationally Recognized Statistical Rating Organizations - organizations that issue credit ratings for securities.

Portfolio: Collection of securities held by an investor.

Primary Dealer: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) registered securities broker/dealers, banks, and a few unregulated firms.

Project: construction work to be contracted by the Township by one or more contracts for which the Township establishes a single budget; or construction work to be contracted by the Township when the Township Board declares a contract or group of contracts to be a project. The Township Board shall make this declaration at the time of establishing the budget for the work or later, but before bidding the contracts for the construction work to be declared a project.

Prudent Person Rule: Standard of investing which states that investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Rate of Return: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

Ratings: An evaluation of an issuer of securities by Moody's, Standard & Poor's, Fitch, or other rating services of a security's credit worthiness.

Repurchase Agreements: A transaction whereby a holder of securities sells securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate the buyer. Dealers use repurchase agreements extensively to finance their positions.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Responsible contractor: any contractor or sub-contractor who is sufficiently qualified to satisfactorily perform the construction project, or any relevant part of the construction project as determined by the Township.

Rule 2a-7 of the Investment Company Act of 1940: Applies to all money market mutual funds and mandates such funds to maintain certain standards, including a 13-month maturity limit a 90-day average maturity on investments and maintenance of a constant net asset value of one dollar (\$1.00).

Safekeeping: Holding of assets (e.g., securities) by a financial institution.

Social Media Activities: Include, but are not limited to: Social Media Posts, Advertising, Township Newsletter, Local Newspaper Articles, Cable Channel Programming, Printed Media, Public speaking engagements and/or presentations.

Social Media Networks: Examples of this are Facebook, Twitter, Instagram, Cable Channel, Website, etc.

Social Media Specialist(s): Staff member and/or Township Board or Committee member who has been granted authority by the Social Media Director to perform the duties outlined in this policy as relates to social media for their particular category.

Social Media Director: Township Official, or designee, who has been granted authority by the Township Board of Trustees to oversee, or perform, all social media activities of the Social Media Specialist, and approve content for the category they have been assigned. They work with the Township Clerk for all press releases no matter the category of content.

Technology Director: Head of the IT Department, or designee, who maintains a list of approved social media networks and sites for official use. Has final authority to edit or remove official social media sites, and any content therein, should there be a security issue, or at the direction of the Township Board.

Township: the Township Board of Trustees, Township Supervisor, Purchasing Agent or their designees.

Township Clerk: Maintains all record of public comment, backups, and is main point of contact for all Press releases.

Treasury Bills: A non-interest-bearing discount security issued by the U.S. Treasury to finance the national debt. Treasury Bills are issued with maturities ranging from a few days to 26 weeks.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Treasury Bonds: Long-term U.S. Treasury securities having initial maturities of more than ten years.

Treasury Notes: Intermediate term coupon bearing U.S. Treasury securities having initial maturities of from one to ten years.

Wages: all earnings of an employee whether determined on the basis of time, task, piece, commission, or other method of calculation for labor or services except those defined as fringe benefits.

Yield: The rate of annual income returns on an investment, expressed as a percentage.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

1.0 INTRODUCTION

1.1 Purpose

The administrative policies and procedures manual is adopted to provide for the efficient and uniform application of administrative policies and procedures in Hamburg Township, where such procedures have not been provided for under State law. This policy and procedure manual supersedes any and all prior practices and policies of the Township, oral or written, and rescinds prior policies, procedures, handbooks, or general Township rules previously in effect.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

2.0 TOWNSHIP BOARD ADMINISTRATION

2.1 Township Board Powers

The Township Board of Hamburg Township retains the power to determine the administrative policies and procedures for Hamburg Township, except where the laws of the State of Michigan have assigned such power to a specific elected Township official. The authority to adopt any administrative policy or determine appropriate procedures not provided for in this manual or provided for by State law shall be retained by the Township Board. The Township Board also reserves the right to alter, modify, amend or repeal any or all provisions of the administrative policies and procedures manual at any time.

2.2 Authority Delegated from the Board

In the interest of promoting the efficient operation of the Township, and pursuant to MCL41.96, as well as implied powers of the Township Board, the Hamburg Township Board assigns to various Township elected and appointed officials the authority to exercise the following non-statutory administrative responsibilities, in accordance with the specific policies and procedures contained herein.

2.3 Authority to Interpret the Provisions of this Manual Updated by Board of Trustees xx/xx/xx

The ~~Township Supervisor, Clerk, and Treasurer~~ Executive Team shall provide to department heads and employees, interpretations to implement the provisions of the administrative policies and procedures manual. These interpretations shall be considered authoritative and binding unless the interpretation is appealed to the Township Board. Any such appeal shall be made at the next regular meeting of the Township Board. The Township Board may uphold, overturn or alter all or part of any interpretations made pursuant to this section.

2.4 Board Meeting Administration

2.4(a) Postings

Updated by Board of Trustees xx/xx/xx

The Township Clerk shall be responsible for posting all regular and special meetings of the Township Board. The Township Clerk will post annually all special and regular meetings of the Commissions in conformance with the Michigan Open Meetings Act.

2.4(b) Meeting Agenda

Updated by Board of Trustees xx/xx/xx

The Township Clerk in consultation with the Supervisor and Treasurer shall prepare the agenda at least four days prior to every Township Board meeting. Any board member or department head, who desires to have an item placed on the agenda will notify the Clerk with a cover memo and supporting documentation in the "V" drive under Digital Packets and a completed Check List Form Municode by 12:00 PM on the ~~Thursday~~ Wednesday

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

the week before the meeting. Information required to be redacted (i.e. social security numbers, personal phone numbers, name etc.) from items are the responsibility of the board member or department head who places said item on the agenda. The general public wishing to add agenda items ~~shall~~ may make a request ~~by a email, a letter to the board or to~~ by addressing the board at the Call to the Public of any Board meeting, see section 2.4(f). Digital Packets will be available on the Township website ~~Friday~~ Thursday by 5:00 p.m. before the Tuesday meeting. Closed session information will be provided in paper form to Board members, and to Legal Counsel. Agenda requests will be evaluated for inclusion on the agenda by the Board.

The proposed agenda shall be approved by majority vote following the roll call of the Board members at each Board meeting. The agenda shall conform to the following format:

1. Call to Order
2. Pledge to the Flag
3. Roll Call of the Board
4. Call to the Public
5. Approval of the Consent Agenda
6. Approval of the Agenda
7. Unfinished Business
8. Current Business
9. Call to the Public
10. Board Comments
11. Adjournment

2.4(c) Consent Agenda

Updated by Board of Trustees xx/xx/xx

The Supervisor and Clerk shall prepare a consent agenda for the Board which shall be provided to each board member prior to the meeting, along with the meeting agenda. The consent agenda shall contain all items of business such as, but not limited to, the following:

1. Correspondence
2. Public Information
3. Board and Committee Meeting Minutes
4. Clerk's Warrant & Payables
5. Committee/Boards/Department Monthly Reports

Any Board member may request that an item be removed from the consent agenda and be placed on the regular agenda under new business.

2.4(d) Board Rules

Updated by Board of Trustees xx/xx/xx

~~All Board meetings shall be conducted in the spirit of modified Robert's Rules of Order. However, the Chairman of the meeting may deviate as necessary.~~

Orderly meetings will be conducted using parliamentary procedure and utilizing Robert's

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Rules of Order simplified per the following guide to conduct meetings fairly and efficiently.

Motions:

- All motions must be seconded and are adopted by a majority vote unless otherwise noted.
- All motions may be debated.
- Each motion presented for consideration is entitled to full and free debate with each Board member being given fair and equal time for discussion.
- Every member has rights equal to every other member and shall fully participate in the meetings.

Points:

- Point of Order: When a Board member believes that the rules of the Board are being violated, he/she can make a Point of Order (or raise a question of order) thereby calling upon the chair for a ruling and an enforcement of the rules.
- Point of Information: a request for information on a specific question, either about process or about the content of the motion.

Amendments:

- An amendment is a motion to change, to add words, or to omit words from, a pending motion.

Table:

- A motion to table is to set aside temporarily without setting a time for resuming its consideration but with the provision that the motion can be taken up again whenever the majority decides.

Abstaining:

- A Board member must abstain (refrain from voting) when he/she has a conflict of interest. A Township Board member has a conflict of interest when he or she, individually, has a direct personal financial interest in the matter before the Board.
- If a Board member or commission member has a conflict of interest, he or she shall recuse him or herself. The person must remove him or herself from participating in any discussion, hearings, deliberations and information gathering regarding that decision.
- A Township Board cannot force a member to abstain. Where there is no conflict of interest, a Board Member has a duty to vote.

2.4(e) Board – Work-study Session

Updated by Board of Trustees xx/xx/xx

The Township Board shall conduct a Work-study session ~~at 2:00 p.m., or earlier~~ if necessary, prior to the ~~first monthly~~ regularly scheduled meeting of the Board of Trustees, providing a request has been submitted. Any elected official, or department head, requesting the meeting with the Board during this session shall submit to the Clerk through email (~~clerk@hamburg.mi.us~~) Municode the following by noon the ~~Thursday~~ Wednesday prior to the ~~first~~ Board Meeting ~~of the month~~:

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

1. State the Objective of the Meeting
2. Supporting Documentation
3. Motion/End Action Plan

The Clerk shall then post the notice and provide the ~~notice in the~~ packet ~~for the Regular Board Meeting to the Board of Trustees~~. Work-study sessions shall be a publicly noticed meeting that shall not be televised. Minutes from the Work-study session shall be provided to the Board of Trustees along with the minutes for the Regular Board Meeting that follows the Work-study session.

2.4(e) Board Work-Study Session – 12-17-24 approved language

The Township Board shall conduct a work-study session prior to each regularly scheduled meeting of the Board of Trustees, provided a request has been submitted. Any elected official, or department head, requesting the meeting with the Board must do so by noon on the Thursday preceding the work-study by submitting a memo and any supporting documents into Municode.

The Clerk will notify the Board of Trustees, via email, if the work-study session has been canceled due to lack of an agenda. Work-Study sessions shall be publicly noticed meetings that will not be televised but rather audio recorded. Minutes from the work-study session will be included in the succeeding consent agenda.

1. Personnel matters are to originate through a work-study session
2. No motions are to be made in a work-study session
3. No action will take place in the board meeting that immediately follows the originating work-study session where an issue is raised but may be included and any other future meeting as directed by the Board.

2.(f) Public Participation

Members of the public shall have an opportunity, under Call to the Public, to address the Board for no more than three (3) minutes on any item. The Board may suspend the time limitation when warranted. When all persons who wish to address the Board have been heard, the Supervisor shall announce that public comment is concluded.

2.4(g) Board Correspondence

Board Correspondence shall be included in the Consent Agenda. A motion may be made to consider the correspondent's request under current business. If no motion is made to consider the request, the correspondence will be received and filed.

Informational written correspondence that does not require Board action will be forwarded to Board members in a timely fashion.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

2.4(h) Board Consultants

The Township Board reserves to itself the authority to appoint the following consultants:

1. Attorney
2. Auditor
3. Engineer
4. Labor Relations Attorney
5. Planning Consultant
6. Risk Manager
7. Bond Counsel
8. Other (As Appropriate)

A letter of agreement shall be executed between the Board and each consultant that will address the following:

1. Term of the Agreement
2. Description of Services
3. Method of Payment (retainer, hourly, project, or combination thereof)
4. Schedule of Payment
5. Documentation of Services Provided
6. Method of Resolving Disputes
7. Which Township Officials are Authorized to Direct Work or Assign Tasks to Consultant

Consultants shall serve at the pleasure of the Board. The Board shall establish a line item for consulting services.

2.4(i) Litigation

- The initiation of any lawsuit, litigation, claim for injunctive relief or writ of mandamus shall require a majority vote of the Township Board, except when there are extenuating circumstances, as defined below:
- Extenuating circumstances are defined as an emergency situation or a situation in which a violation of any State, Federal, or local ordinance constitutes a public nuisance or otherwise endangers the public and in which the continued existence of such a condition, emergency or violation shall be detrimental to the health, safety and welfare of the Township.
- Extenuating circumstances also include any case where the continued existence of any condition, emergency or violation may jeopardize the legal position of the Township in securing the intended remedy in any lawsuit, litigation or other proceeding.
- The initiation of a lawsuit, litigation or other proceeding for extenuating circumstances shall be allowed only upon the written directive of the Supervisor,

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Clerk and one other Board Member. In the event that such action is taken, the matter shall be brought to the Board's attention at its next meeting. The Board shall meet in closed session to discuss the litigation, including the reasons for initiating legal action, without the full board's prior review and approval.

2.4(j) Direction and Control of Day-to-Day Administration

Updated by Board of Trustees xx/xx/xx

To promote efficient administration, the Township Board authorizes the Executive Team, to provide day-to-day direction and control over all Township activities that are not assigned by State law to another official, and to provide a liaison between the Board and the various Township departments.

Any directives or complaints made by a member of the Board regarding a department head or employee, shall be directed to the elected official responsible for the department. All requests for information by a board member should be directed ~~by~~ to the ~~Department Head~~ responsible elected official.

2.4(k) Board Minutes

Trustees xx/xx/xx

Updated by Board of

~~Minutes will be prepared and published according to the MTA Clerk Guide to Township Government, and applicable MCL(s). Minutes will be prepared by the committee secretary, approved by Committee, and submitted to the Township Clerk. The Clerk is designated as the keeper of the minutes and is responsible for forwarding a copy of the approved minutes to the Township Board. The Clerk may appoint & compensate a keeper recording secretary of the minutes. All committees shall have board approved bylaws governing their operations.~~

2.5 Committee Administration

All sub-committees, boards, and commissions of the Hamburg Township Board shall be conducted in accordance with the Michigan Open Meetings Act.

2.5(a) Committee Postings

of Trustees xx/xx/xx

Updated by Board

~~The Township Clerk shall be responsible for posting all regular meetings.~~ Department Heads are responsible for posting any ~~special~~ meetings for any boards, commissions, or committees related to their department.

2.5(b) Committee Rules

Updated by Board of Trustees xx/xx/xx

~~All meetings shall be conducted in the spirit of modified Robert's Rules of Order. However, the Chairman of the meeting may deviate as necessary. All other boards,~~

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

commissions or committees not addressed in section 2.4 shall follow their applicable bylaws.

2.5(c) Committee Meeting Participation

Members of the public shall have an opportunity, under the Call to the Public portion of the agenda, to address the Committee for three (3) minutes on any item deemed appropriate.

2.5(d) Committee Minutes

of Trustees xx/xx/xx

Updated by Board

Minutes will be prepared and published according to the MTA Clerk Guide to Township Government, and applicable MCL(s). Minutes will be prepared by the committee secretary, approved by Committee, and submitted to the Township Clerk. The Clerk is designated as the keeper of the minutes and is responsible ~~to for~~ forwarding a copy of the approved minutes to the Township Board. ~~The Clerk may appoint & compensate a keeper of the minutes.~~ All committees shall have board approved bylaws governing their operations.

~~**2.5(e) Meeting Agenda & Board Rules**~~

~~Updated by Board of Trustees X-X-XX~~

~~All other boards, commissions or committees not addressed in section 2.4 shall follow their applicable bylaws.~~

~~**2.4(k) 2.6 Township Board Laptop Computers**~~

Updated by Board of Trustees xx/xx/xx

~~**2.4(k)(1) 2.6(a) Use of Township Board Laptops**~~

Laptops shall be provided to Township Board members. For the elected administrators (Supervisor, Clerk, Treasurer), Executive Team, the Township Board may elect to provide a dual use laptop for support of digital packets as well as a day-to-day office machine as a full-time member of the Township network.

~~**2.4(k)(2) 2.6(b) Inappropriate Uses**~~

~~Updated by Board of Trustees xx/xx/xx~~

~~See Section 5.5(f)(5) Electronics Communications Policy. The same prohibitions set forward in the Electronic Communications Policy are applied to use of laptops. Each Township Board member, Board Secretary, or designated representative assigned a Township owned laptop, must sign a copy of the Electronic Communications Policy. Per the applicable policy.~~

~~**2.4(k)(3) 2.6(eb) Security**~~

Township approved anti-virus software will be installed in all Township owned laptops.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

User will agree to not disable the anti-virus software.

~~2.4(k)(4)~~ 2.6(dc) Personal Use

Non-profit/recreational/casual use will be permitted for laptops provided to Township Board members. Private business or profit making uses of Township laptops is strictly prohibited.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

3.0 PERSONNEL ADMINISTRATION

3.1(a) Department Heads and Supervisors

Updated by Board of Trustees 9/2/25

Department Heads shall be responsible for all of the following:

1. Recommend appropriate pay grade and compensation for all employees. Annual compensation is subject to Township Board approval.
2. Develop new Job Description. New Job Descriptions are subject to Township Board approval.
3. Annual review and update all Job Descriptions to ensure their accuracy.
4. Recruit and interview applicants for job vacancies in accordance with section 3.6.

3.2 Employee Recordkeeping

3.2(a) Personnel Records

Updated by Board of Trustees 9/2/25

The Clerk's department shall maintain a personnel record of each Township employee. All records shall be maintained in accordance with all state and federal law. At a minimum, each employee's personnel file shall contain the following:

1. Personal data, including full name, Social Security number, current address, and resume and/or application submitted.
2. Date of Hire.
3. Performance Evaluations.
4. Use of authorized leaves.
5. Commendations and/or disciplinary actions.
6. Tax withholding information.
7. Beneficiary information.
8. Record of positions held.
9. Insurance and pension records.

3.2(b) Confidentiality of Personnel Files

Updated by Board of Trustees 9/2/25

The contents of the employee personnel files shall be considered confidential. Any employee may examine the contents of his or her personnel file under the direct supervision of the Clerk or designee of the Clerk. A record is kept within the file of the person requesting to view the file, together with the date. The contents of an employee's personnel file shall not be removed by anyone except the Clerk. Confidential information contained in a personnel file shall be released to others only with the written authorization of the employee.

3.2(c) Freedom of Information Act Request for Personnel Files

Updated by Board of Trustees 9/2/25

Requests for copies of documents contained in the personnel files that are made pursuant to the Freedom of Information Act will be released only after confidential information that

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

may be contained on the document is deleted, with the Clerk's approval. The Township attorney may be contacted for advice in responding to a Freedom of Information Act request involving personnel records. Pursuant to the Michigan Freedom of Information Act, the FOIA Coordinator, after consulting with the Township attorney, shall notify in writing any party requesting confidential information that the request is denied. Employees are to be immediately notified that information from their file has been requested by a FOIA.

3.3 Classification and Compensation

Updated by Board of Trustees 9/2/25

The Township Board shall establish an equitable compensation system for Township employees. The Board shall determine a pay range for all Township positions. Each employee shall be paid an annual salary or hourly wage as determined by the Township Board and as appropriated in the Township budget.

Salaries for elected officials are set once a year by resolution of the Township Board and can only be changed with the official in agreeance and board action. Per diem rates are paid in addition to salaries for Trustees, and committee members. For those individuals who receive per diem payments from the Township, the following requirements apply:

1. The payment of a per diem must be approved by a motion or resolution of the Township Board.
2. A daily per diem rate will be paid for approved, scheduled seminar or conference attendance to officials not compensated with a salary by the Township.
3. Payment of a per diem for scheduled meetings will be made only when the following conditions have been met:
 - a. The Board, Commission, or Committee meeting must have been legally posted with public notice by the Clerk's office. This does not apply to the Union Contract Negotiating Township Board appointed Committee.
 - b. The meeting must be held in handicap accessible, public facilities.
 - c. Minutes of the meeting must be taken and supplied to the Township Clerk. This does not apply to the Union Contract Negotiating Township Board appointed Committee.
 - d. Item (b) above may be waived if the notice states that the meeting will consist of visiting another site and is for that purpose only.
 - e. With the exception of Township Trustees scheduled meetings during Township business hours are not eligible for a per diem payment when individual is compensated by an approved salary.

3.3(a) Benefits

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Benefits are provided to all full-time regular employees and the Supervisor, Clerk and Treasurer. Township Board elected trustees receive the retirement benefit established by the current plan. Employee benefits include health insurance, short- and long-term disability insurance, life insurance, retirement, sick/personal and vacation time.

3.3(a)(1) Health Insurance Options

Health care coverage is provided to all full-time regular employees and the Supervisor, Clerk and Treasurer. Full-time regular employees having health insurance coverage from another source available to them will be eligible for compensation in lieu of health care coverage in the amount of \$3,000.00. To be eligible for this program the employee would have to provide written verification of alternate coverage from a recognized health care provider. Employees wishing to exercise their choice for this program would be limited to an open enrollment period each year unless a change in status is documented.

3.4 ADA Coordinator

The ADA Coordinator shall be appointed by The Township Board of Trustees. It shall be the duty of the ADA Coordinator to assess the general working conditions of the Township on a continual basis. Any conditions that create a safety hazard shall be corrected immediately. The ADA Coordinator shall report to the Township Board any unsafe conditions that will require a modification of any board adopted policy or procedure or the expenditure of funds exceeding \$750.00 to eliminate that condition.

3.5 Authorized Work Force

The Township Board shall determine the number of employees assigned to the various Township departments. The following procedure shall be followed to obtain authorization to establish a new position:

3.5(a)

The Department Head shall present the need for the new position to the Township Board. The Department Head shall include in his/her proposal a written justification for the position as well as a draft of the position's job description, along with cost that has been reviewed by the Accounting Director. Upon receiving authorization from the Township Board, the Department Head may initiate the employee selection procedure.

3.6 Employee Selection

The Department Head shall utilize the following procedures in filling any vacant employment position.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

3.6(a)

Updated by Board of Trustees 9/2/25

The Department Head shall develop a notice of position vacancy based on the current job description. Requires approval from an executive team member who oversees said department head.

3.6(b)

Updated by Board of Trustees 9/2/25

The position of vacancy notice shall be placed on the Township website and published and posted on other websites that the Department Head are is best suited. All resumes and applications should be sent to the attention of the Department advertising. The Clerk shall make available a central file storage for the retention of applications according to current record retention rules. The Department Head shall forward application files to the Clerk.

3.6(c)

Updated by Board of Trustees 9/2/25

The Department Head conduct interviews with the selected applicants. Any additional screening procedures such as pre-employment testing or the use of an assessment center shall require prior Board approval. At least three non-related references shall be contacted for a background check.

3.6(d)

Updated by Board of Trustees 9/2/25

The Department Head shall select the candidate that best meets the job prerequisites for education, experience, personal traits, and management style, if appropriate.

3.6(e)

Updated by Board of Trustees 9/2/25

The Department Head shall present the selected candidate to the Township Board for final approval.

3.6(f)

Following Township Board concurrence, the candidate will be offered the position pending the satisfactory completion of a physical examination and drug testing at the expense of the Township. Failure to pass the examination or testing shall result in an automatic termination of employment.

3.7 Employee Supervision

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Department head shall provide direction to employees in a manner that complies with the provisions of these administrative policies and procedures manual, as well as Federal and State laws, Township ordinances and the Township personnel policies manual.

3.8 Employee Evaluation

Employee Evaluation will be done for all employees. Additionally, all new employees shall be considered probationary employees for a period of at least six months following their initial date of employment. During the orientation period, employees will be evaluated on an on-going basis and shall receive a formal written evaluation at the end of three months or end of six months. A probationary employee may be discharged pursuant to Section 3.9(a) without recourse to the appeal process provided in Section 3.9(b).

3.8(a)

Updated by Board of Trustees 9/2/25

In January of each year Department head will review the job growth with each employee within that department through a performance review. Performance Review form is attached a.

3.8(b) Wage Schedule

In July of 2021, the Township commissioned a wage study. The Board approved the study in September 2021. This wage study will be used as the base for wages moving forward. Each year the base wage study will be increased by the rate of inflation that the Board will set at the strategic planning meeting in March.

3.9 Employee Discipline

Updated by Board of Trustees 9/2/25

Department heads may administer written warnings pursuant to guidelines adopted in the Township personnel policies and procedures employee handbook in Section 9.0 Dispute Resolution Procedure.

3.9(a) Suspension or Discharge

Updated by Board of Trustees 9/2/25

The application of suspension or discharge can be/shall be authorized by the Township Board, pursuant to guidelines adopted in the Township personnel policies and procedures employee handbook. Additionally, The Executive Team are authorized to take immediate action and relieve any employee (with pay) or volunteer at any time they deem it is in the best interest of the Township. An employee or volunteer shall immediately vacate the premises until which time they are contacted by the Executive Team or their Department Supervisor with further direction. Such action shall be reported to the Township Board through email or phone communication by the Executive Team when reasonably possible.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Recommendations for suspension or termination can be made by the Department head to the Township Board for action for all employees except probationary employees.

3.9(b) Appeals

Updated by Board of Trustees 9/2/25

A suspension or discharge may be appealed within three (3) days. An appeal shall be made in writing to the Township Clerk, who shall promptly notify the Board of the appeal and all relevant facts that gave rise to the application of the disciplinary measure. The appeal shall be heard at the next Township board meeting, or at a special meeting called for that purpose by the Supervisor or by the majority of the Township Board.

3.10 Collective Bargaining

Updated by Board of Trustees 9/2/25

The Township Board delegates to the Union Contract Negotiating Committee appointed by the Board the authority to represent the Township Board in collective bargaining negotiating sessions. The Township Board may hire a Labor Relations Attorney to assist in the collective bargaining process. Prior to beginning negotiations, the Township Board shall meet in closed session to develop negotiation strategy regarding wages, hours, conditions of employment and any non-mandatory topic to which the Township Board agrees to negotiate. Any proposed agreement shall be brought to the Township Board for its ratification or rejection.

3.11 Employee Recognition

Department heads shall bring to the attention of the Board any incidents of meritorious conduct by any Township employee, volunteer or appointed official. The Township Board shall recognize meritorious actions that the Board deems worthy through the adoption of resolutions of tribute.

3.12 Ethical Standards

All elected and appointed officials, employees, and volunteers shall fulfill their duties with the utmost attention to serving the best interests of the Township citizens, and no official, employee or volunteer shall participate in a decision or transaction on behalf of the Township that would result in a direct financial benefit to the Township official, employee or volunteer.

Any official, employee or volunteer who believes that he or she may be placed in a potential conflict of interest shall immediately notify the Township Board, and any subsequent action shall be in conformance with State law.

No employee shall accept employment or participate in any outside activities that conflicts with performing his or her Township duties. No employee shall participate in solicitation or use his/her influence of position for personal gain.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

No official or employee shall accept any gift of material value in excess of \$10.00 from a person or company providing goods or services to the Township, or who is soliciting Township business.

3.12(a) Nepotism Policy

The employment of relatives can cause various problems including but not limited to charges of favoritism, conflicts of interest, family discord and scheduling conflicts that may work to the disadvantage of both the agency and its employees.

For the purpose of this policy the term "relative" shall include the following relationships: relationships established by blood, marriage or legal action. Examples include the employee's spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepparent, stepchild, aunt, uncle, nephew, niece, grandparent, grandchild or cousin. The term also includes domestic partners (a person with whom the employee's life is interdependent and who shares a common residence) and a daughter or son of an employee's domestic partner.

It is the goal of Hamburg Township to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts or management disruption exist. Hamburg Township may allow existing personal relationships to be maintained or employ individuals with personal relationships to current employees under the following circumstances:

- Individuals may not work under the supervision of the same manager or department;
- They may not create a supervisor/subordinate relationship with a family member;
- They may not supervise or evaluate a family member;
- The relationship will not create an adverse impact on work productivity or performance;
- The relationship may not create an actual or perceived conflict-of-interest
- They may not audit or review in any manner the individual's work;
- They may not be eligible for employment as a department head if a member of the employee's immediate family (spouse, children, parents, grandparents, brothers, sisters, step family members, in-law family members) serves on the Board of Trustees.

No personal employee relationship covered by this policy will be allowed to be maintained, regardless of the positions involved, if it creates a disruption or potential disruption in the work environment, creates an actual or perceived conflict of interest or is prohibited by any legal or regulatory mandate.

This policy must be considered when hiring, promoting or transferring any employee.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Should relationships addressed within this policy be identified with either candidate for employment or, current employees the matter should be immediately reported to the Human Resource Director and the following policies and procedures will be followed:

- A determination will be made whether the relationship is subject to the agency's Nepotism policy based on the conditions described above.
- If the relationship is determined to fall within one or more of the conditions described in this policy the Township Clerk in consultation with the affected employee supervisor and the Township Supervisor will attempt to resolve the situation through the transfer of one employee to a new position or identifying some other action (e.g., Supervisory reassignment) which will correct the conflict or issue identified. If accommodations are not feasible then, with affected employee suggestions, the Human Resource Director in consultation with the Township Supervisor shall determine which employee must resign in order to resolve the situation.

The agency reserves the right to exercise appropriate managerial judgment to take such actions as may be necessary to achieve the intent of this policy.

It is the responsibility of every employee to identify to their Department Head any potential or existing personal relationship which falls under the definitions provided in this policy. Employees who fail to disclose personal relationships covered by this policy will be subject to disciplinary action up to and including the termination of employment.

3.13 Workplace Violence

Please See: The Personnel Policies and Procedures Employee Handbook Section 6.0 Code of Conduct.

3.14 Non-Smoking Policy

In accordance with Michigan State Law, smoking is prohibited in all Hamburg Township buildings. It is Hamburg Township policy that smoking is prohibited within 10 feet of any entrance to Township owned buildings and, in all Township, owned vehicles.

3.15 Tuition Reimbursement (Non-Bargaining Unit Employees)

Updated by Board of Trustees xx/xx/xx

Hamburg Township's tuition reimbursement policy is to help employees further skills in present positions or prepare for a different position with the Township. The Township will reimburse any full-time employee for tuition, registration, and books for college level courses not to exceed nine thousand (\$9,000) dollars per fiscal year per employee. To be eligible for reimbursement, the following criteria must be met by non-bargaining unit employees:

- A. Employee must be full-time and have completed one year of service prior to enrolling in a college level course.
- B. All course work must be related to a position at Hamburg Township.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- C. The employee must submit a Hamburg Township Tuition Reimbursement Approval Request Form (PE-101-1003) to their Department Head in advance of enrolling in the course(s). The Department Head, or his/her designee, must approve all course work prior to enrollment. The completed, approved form is to be filed in the employee's personnel file prior to the start of the course.
- D. Denial of approval by the Department Head, or his/her designee, may be appealed first to the Elected Official responsible for that Department, and second, if necessary, to the Township Board of Trustees.
- E. The employee shall agree that in the event the employee voluntarily leaves Township employment within two years of the completion of the course work, he/she shall reimburse the Township for all costs and authorize repayment through final payroll deductions.
- F. The employee shall agree that the program course work must not adversely affect job performance, must be taken on personal time, and outside of regularly scheduled work hours.
- G. The Township will reimburse the cost of registration, tuition, and books based upon successful completion of the course (i.e., with a passing grade of "C" or better ~~for undergraduate course work and "B" or better for graduate course work~~).
- H. Upon successful completion, an expense request form, together with a transcript or report card indicating the grade, and receipts for tuition, registration, and book expenses must be submitted to the Department Head for reimbursement.
- I. None of the above shall apply to any courses/training mandated by the employer.

Note: Tuition reimbursement for bargaining unit employees is governed by their Collective Bargaining Agreement.

3.16 Adverse Weather Policy

Updated by Board of Trustees 9/2/25

Hamburg Township regular business hours are Monday through Thursday from 7:30 a.m. to 5:30 p.m. Should severe weather (snow and/or ice) arise during regular business hours, the Supervisor, or the Clerk in the absence of the Supervisor, will determine the necessity to close the Township offices and dismiss employees for the remainder of the day. Those employees whose job responsibilities prohibit them from being dismissed, will be compensated for hours worked at time and one-half.

The Supervisor or Clerk will activate a notification "BLAST" on the Township phone system notifying employees, and the general public who call the Township, that the Township offices are closed. This "BLAST" will be in place by 6:30 a.m. If the Township phone system is inoperable, employees should contact their supervisor for Township closure

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

information. When the Township office is closed due to inclement weather, the employees will be compensated at their regular pay rate. Those employees whose job responsibilities require them to report to work, will be additionally compensated their regular rate of pay at time and one-half.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

4.0 FINANCIAL ADMINISTRATION

4.1 Accounts Payable

4.1(a) Department Head Authorization

Updated by Board of Trustees xx/xx/xx

All requests for payments, i.e., invoices or expense vouchers, shall be processed in accordance with Section 4.8(d) of this manual, and shall be approved by the department head, ~~or their designee~~, responsible for the cost center to which the expense shall be posted. The department head, ~~or their designee~~, shall indicate that the expense is authorized and correct by affixing the account number and his or her initials to the invoice. All approved bills must be submitted to the accounting department at least 5 days prior to the Board meeting at which claims will be audited for approval.

4.1(b) Warrant Reports

Updated by Board of Trustees xx/xx/xx

The ~~Clerk Accounting Specialist~~ shall prepare an accounts payable listing-report ~~to~~ for the Board showing the vendor name, nature of the expense, invoice number and account number. Any items paid prior to board audit, as discussed in Section 4.8(e), shall be noted on the warrant report.

The Clerk ~~and Treasurer, or their designees~~, shall sign the accounts payable checks for all claims approved by the Board.

4.2 Payroll

4.2(a) Time Sheets

Updated by Board of Trustees xx/xx/xx

All completed time sheets shall be submitted to the payroll department ~~on the Friday before the next payroll date by 10:00 a.m. on the Monday of the biweekly pay period.~~ Time sheets will be ~~signed~~ approved by both the employee and the employee's department head. Time sheets are also required for per diem requests.

4.2(b) Deductions and Withholdings

The Human Resource Department shall be notified at least 5 days prior to the end of the pay period of any changes in voluntary deductions or withholding allowances desired by an employee. All voluntary deductions shall be authorized in writing.

4.2(c) Pay Advances

Pay advances shall not be authorized under any circumstances.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

4.2(d) Payroll Problems

Employees will immediately notify the Human Resource Department of any problems or errors on their paychecks. A written account of the problem and its resolution shall be prepared by the Human Resource Department.

4.3 Cash Receipts

4.3(a) Fiduciary Bonds

Updated by Board of Trustees xx/xx/xx

All employees authorized to receive funds shall be bonded through ~~our~~ the Township's liability insurance provider.

4.3(b) Receipts

Updated by Board of Trustees xx/xx/xx

A Township receipt shall be issued for all ~~cash, including checks,~~ payment types received ~~by~~ at the Treasurer's ~~office~~ window. The receipt shall include the date and amount received, name of the payer, and purpose.

4.3(c) Deposits

Total cash collected shall be reconciled to the sum of the receipts and shall be deposited in the appropriate Township bank account. The following positions are authorized to make bank deposits: All Treasury Department employees.

4.3(d) Bank Reconciliations

Updated by Board of Trustees xx/xx/xx

The cash balances of the various fund ledgers shall be reconciled to the bank statements monthly. The cash balances should be the result of the cash receipts and disbursement activities and shall be derived from the same accounting records used in preparing the financial reports discussed in Section 4.5(a).

The bank reconciliation shall be prepared by the ~~Accounting Specialist~~ Accounting & Benefits Coordinator and approved by the Director of Accounting.

4.4 Accounts Receivable

4.4(a) Invoice Preparation

Updated by Board of Trustees xx/xx/xx

The ~~Billing Clerk~~ Accounting Specialist shall prepare all invoices for revenues due to the Township. All invoices shall include a remittance advice to be returned to the Township with payment. The remittance advice shall include the name, amount invoiced, and

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

purpose. A copy of the invoice shall be supplied to the department responsible for generating the invoice.

4.4(b) Posting and Distribution

Updated by Board of Trustees xx/xx/xx

A copy of all invoices or bills for moneys received by the Township shall be given daily to the ~~Billing Clerk~~ **Accounting Specialist** who shall supply the information to the ~~Accounting Department~~ **Accounting & Benefits Coordinator** for posting receivables to the general ledger.

The ~~Billing Clerk~~ **Accounting Specialist** shall maintain a detailed subsidiary record by individual which shall be reconciled to the general ledger ~~control~~ on a monthly basis.

4.4(c) Method of Accounting

For all remittance advices received in accordance with Section 4.3(c), the accounting department shall credit the receivable. A monthly listing of all amounts invoiced but not yet received shall be prepared and reconciled to the general ledger as discussed in Section 4.4(b).

4.4(d) Utility Billing

Updated by Board of Trustees xx/xx/xx

Hamburg Township bills residents quarterly for flat rate sewer. When the residents receive their utility bill they have thirty (30) days to pay without a penalty. On the thirty-first (31) day a ~~\$5.00~~ penalty will be added **according to the Township Fee schedule**. The residents can pay their bill at the township or through the township's web site. Removal of these penalties must be approved by the Accounting Director or the DPW Director.

For any utility bill outstanding as of August 31, the outstanding amount will be rolled over to the tax bills for payment, with a fee according to the Township Fee schedule added to the balance.

4.4(e) Portage-Base Lakes Area Water and Sewer Authority

Hamburg Township has entered into an agreement with Portage-Base Lakes Area Water and Sewer Authority to provide operations, maintenance, testing and monitoring, repairs, financial record keeping, and emergencies. This contract covers the cost of these tasks and that Portage-Base Lakes Area Water and Sewer Authority agrees to pay.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

4.5 Financial Reporting

4.5(a) Finance Control Book

Updated by Board of Trustees xx/xx/xx

The Treasurer and the ~~Accounting~~ Director ~~of Accounting~~ shall prepare a monthly financial report (Finance Control Book) ~~to~~ for the Board of Trustees ~~each month~~. The Finance Control Book shall include the following:

1. 5-year Financial Projections
2. 10-year taxable values
3. Cash Summary for Month
4. Consolidated Cash Flow Statement
5. Yearly Debt Schedule
6. Fund Balance History
7. Millage Rate History
8. Monthly ~~Banking~~ Investment Report
9. Monthly Revenue and Expenditure Reports
10. Approved Financial Institution Report

4.6 Inventory of Fixed Assets

4.6(a) Responsibility

The Accounting Department shall maintain an inventory of the Township's fixed assets that are tangible, have an expected useful life of at least one year and have a value of at least \$2,500.00.

4.6(b) Updating

The Accounting Department shall add or remove fixed assets from the inventory at the time of acquisition or disposal.

4.6(c) Disposal of Fixed Assets

The Department heads shall prepare a list of all such equipment recommended for disposal and shall submit the recommended disposal of fixed assets list to the Board for approval. The Board shall determine the method of disposal, which may include MIBid, sealed bids, auction, negotiated sale, gift or disposal. Township officials and employees are not eligible to purchase Township fixed assets by negotiated sale without the approval of the Board. An elected official shall refrain from voting on any negotiated sale involving the elected official.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

4.7 Budgeting

4.7(a) Designation of Budget Officer

The Supervisor or their designee shall be responsible for the development and administration of the Township budget.

4.7(b) Timetable

Updated by Board of Trustees xx/xx/xx

The proposed budget schedule shall be developed by the Supervisor and **Accounting** Director **of Accounting** each year and approved by the Board.

4.7(c) Adoption

Unless noted in the General Appropriations Act, all Township funds are adopted on a department of function basis.

4.7(d) Transfer Authority

Updated by Board of Trustees xx/xx/xx

The **Accounting** Director **of Accounting** shall have authority to make transfers among the various line items within departments. Transfers between departments may be done by Board approval only. The Board shall be notified at its next meeting of any such transfers made, and the Board may modify, amend or nullify any such transfers made. Under no circumstance may the total amount of appropriations be changed without prior Board approval.

4.8 Purchasing Policy

4.8(a) Purpose

The purchasing policy is used to initiate and control purchases. The purpose of the purchasing policy procedure is to facilitate a more complete accounting control and the preparation of accurate, up-to-date, financial reports. The program allows the issuance of purchases with pre-defined terms. This will assist in making purchases at the best price possible and the best terms.

4.8(b) Purchasing Procedure

Updated by Board of Trustees xx/xx/xx

For all purchases, the Department Head must ensure that budgeted funds are available before the purchase can be ordered. Once the item is received by the department the shipping receipt along with the invoice should be approved by the Department Head, **or their designee**, and the expense account listed. Then the invoice will be forwarded to the Accounting Department for processing. Purchases up to \$7,501.00 (provided that the

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

funds are available pursuant to the approved department budget) are approved by the Department Heads, **or their designee**. Purchases between \$7,501.00 and \$10,000.00 will require the additional approval of Executive Team member. Purchases exceeding \$10,000.00 must receive Township Board approval except in cases where the expense is considered an emergency – to protect the health, welfare, safety and wellbeing of the community. In this case, the purchase may be authorized by the Executive Team. If an Executive Team member is unavailable, then consent must be obtained from one or more Trustees for a total of four (4) Board of Trustees members. Expenditures necessary to perform the daily operation functions, i.e.—monthly utilities, membership, yearly maintenance agreements, software renewals and professional services previously approved will not require any additional Board approval.

4.8(c) Vendor List

Updated by Board of Trustees xx/xx/xx

A W9 form must be obtained from all vendors before the vendor information can be entered into the Accounts Payable program. Where applicable, vendors must also provide proof of liability/casualty insurance and workers comp insurance with the Township to be named as an additional insured on the vendor's insurance policy. If the vendor has no employees they may provide the Township with a copy of a completed Sole Proprietor form, however; if the vendor company is licensed as an LLC they must obtain a Certificate of Liability from their insurance company for workers compensation even if they do not have any employees. Upon collection of the necessary documentation by the Department, the vendor information shall be forwarded to the **Purchasing Agent Accounting Specialist** to enter new vendors into the Accounts Payable program.

4.8(d) Receiving Goods Ordered

Updated by Board of Trustees xx/xx/xx

In most cases the goods ordered will be delivered directly to the Department from the source. Immediately check the goods for condition and quantity. If there are any issues with the shipment, contact the vendor. ~~After examining the goods, sign and date the shipper and return it to the Accounts Payable who will log it as it is received.~~

4.8(e) Invoice Approval

Once the invoice is received, it must be approved by the Department Head and forwarded to the Accounting Department for payment.

4.8(f) Petty Cash & Petty Cash Purchases

The Treasurer shall maintain petty cash for small emergency purchases, reimbursements to employees, or to pay for a service where payment is demanded prior to delivery.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Petty cash will not be used for purchases that exceed \$100.00. A copy of each receipt and a receipt signed by the recipient of a petty cash disbursement shall accompany all disbursements.

Petty cash accounts are maintained at \$200 for General Fund, \$200 for Police Department, \$300 for Senior Center, and \$300 for Fire Department and may be used by Departments for small purchases, reimbursements and other transactions for which the use of Township checking accounts would be inefficient or impractical.

1. Petty cash funds are "impress" accounts. This means that a specific amount of cash is provided to a Department to be used for departmental business. The petty cash amount is established by the Township Board. One departmental employee must be designated as the "Petty Cash Custodian". This person will be responsible for the Department's petty cash balance.
2. Original requests for petty cash funds must be submitted to the Department Head for approval using the "Petty Cash Request/Replenishment Form".
3. There are two methods of withdrawing funds from petty cash:
 - a. The reimbursement method: Petty cash may be used to reimburse an individual for a purchase that was made using his/her personal funds. Upon presentation of an original receipt, vendor invoice, or other adequate documentation to support the expenditure, the petty cash custodian will reimburse the individual for the exact amount of the purchase.
 - b. The petty cash custodian may advance petty cash to an individual in anticipation of a purchase. Since the purchase has not yet been made at the time of the petty cash withdrawal, the amount withdrawn may vary from the amount of the actual purchase. Documentation must be submitted to the petty cash custodian within three days of purchase. If the actual expenditure is less than the amount advanced, the individual must return the excess cash together with valid documentation of the expenditure. If the actual expenditure was more than the amount advanced, the individual may be reimbursed for the excess amount after submitting adequate documentation to support the expenditure.
4. When the fund needs replenishing, the petty cash custodian will summarize all expenditures on the "Petty Cash Request/Replenishment Form". The total of all invoices and petty cash vouchers must equal the total of the summarized expenditures. The completed "Petty Cash Request/Replenishment Form" must be signed by the petty cash custodian and approved by the Department Head and submitted to the Accounting Department.
5. Once the Accounting Department has reconciled the activity, they will process the replenishment of the petty cash balance.
6. Petty cash should be secured at all times.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

7. A petty cash expenditure is no different from any other expenditure in that all withdrawals from petty cash must be supported by adequate vendor documentation and budgeted funds must be available for the purchase. The employee making the purchase must write on the receipt what was purchased and for what purpose.

4.8(g) Credit ~~and Purchasing~~ Card Usage and Charge Account Use Policy

Updated by Board of Trustees xx/xx/xx

This policy is in accordance with Michigan 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 official business of the municipalities. **This policy also authorizes the use of charge accounts to purchase goods and services for official business of the municipality.**

This policy applies to all employees, officials, and departments of Hamburg Township.

1. The ~~Accounting~~ Director **of Accounting** with the approval of the Executive Team, is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the Township's Credit Card **and Charge Account Use Policy**.
2. The ~~Accounting~~ Director **of Accounting** shall maintain a list of all credit cards owned **and charge accounts used** by the Township, along with the name of the officials or employee who have been issued the credit card, the credit limit established, the date issued and the date returned, **or the date access was granted, and the date access was terminated for charge accounts.**
3. An official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the ~~Accounting~~ Director **of Accounting** shall be notified immediately. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card. The officials or employee must immediately surrender the card upon termination from employment.
4. The official or employee using the credit card **or charge account** must submit documentation detailing the goods or services purchased, cost, date of purchase, **necessary approval(s)** and the official business **to the Accounting Department.**
5. The ~~Accounting~~ Director **of Accounting** shall monitor the use of credit cards **and charge accounts**, and shall review each credit card **and charge account** statement as soon as possible to ensure that transactions comply with this policy. Transactions that do not comply with this policy shall be reported to the Township Supervisor.
6. Employees who use a Township credit card **and/or charge account** in a manner contrary to this policy shall be subject to disciplinary action and/or termination of employment, as well as to legal action to recover losses incurred by such use.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Authorized use of Township credit cards **and charge accounts** may ~~by~~ **be** used only ~~be~~ **by** an official or employee of the Township under the following conditions.

1. The purchased goods and/or services are for the official business of the Township.
2. The types of goods and/or services to be purchased are those established by the department heads and the Township's purchasing policy and procedures.
3. The cost of the proposed purchase does not exceed the purchasing policy and procedures.

Payment of Credit Cards **and charge account** charges:

1. The department head will ensure that sufficient funds are available to pay for each purchase and must approve credit card **and charge account invoices purchases** prior to payment **of the invoice**.
2. The balance including any interest due on an extension of credit shall be paid for within not more than 60 days of the initial statement.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

CREDIT CARD AND CHARGE ACCOUNT USER AGREEMENT

Updated by Board of Trustees xx/xx/xx

Requirements of the use of Township-issued credit card **and charge account**:

1. The credit card **and charge account** is to be used only to make legal purchases for the legitimate business of Hamburg Township.
2. The credit card **and charge account** must be used in accordance with the provisions of the adopted credit card **and charge account** use policy established by Hamburg Township.

Violation of these requirements will result in disciplinary measures up to and including dismissal, appropriate criminal and/or civil action.

I have read and understand the Hamburg Township Credit Card **AND CHARGE ACCOUNT USE Policy and Procedures and I agree to adhere to them.**

Signature

Date

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

4.9 PURCHASE CONTROL

Updated by Board of Trustees xx/xx/xx

Any purchase in excess of ~~\$10,000~~ \$25,000 requires Township Board approval, and shall provide proof of solicitation of a minimum of three (3) bids.

Any purchase in excess of \$75,000 requires Township Board approval, following the sealed bid policy.

1. **Exceptions:** MIBid, sole source vendors, emergency repairs or replacements; routine and operational services; small purchases; and when such procedures are deemed unnecessary and burdensome and not in the best interests of the Township by the Township Board of Trustees are exceptions to the sealed bid and sealed proposal requirements of this Section.
2. **Purchases of ~~\$10,000~~ \$25,000 or Less:** All supplies and contractual services not exceeding ~~ten thousand dollars (\$10,000)~~ twenty-five dollars (\$25,000) in cost may be made in accordance with purchase procedures established by the Township Board.

4.9(a) INVITATION FOR BIDS

Updated by Board of Trustees xx/xx/xx

1. The Invitation for bids is used to initiate the competitive bid process.
2. The Invitation for Bids should generally include:
 - a. Instructions to bidders (time and date set for receipt of bids, address where bids are to be delivered, other special information).
 - b. Description of proposed purchase.
 - c. Contract terms and conditions.
3. The Invitation for Bids should always reserve the municipality's right to reject any and all bidders.
4. The bidding time (the period of time between the date of distribution of the Invitation for Bids and the time and date set for receipt of bids) should be set to provide bidders a reasonable time to prepare their bids.
5. The Invitation for Bids may provide a form that includes a space in which the bid price may be inserted and which the bidder must sign and submit along with all other necessary submissions.
6. Invitations for Bids or notices of the availability of Invitations for Bids should be furnished to sufficient number of bidders for the purpose of securing competition. In the case of larger purchases, notices shall be placed in newspapers or applicable trade publications.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

7. If the Township delimitates the bid process to outside an entity that entities policies will be followed.

4.9(b) NOTICE SOLICITING BIDS OR PROPOSALS

Updated by Board of Trustees xx/xx/xx

1. **Publication:** A notice inviting bids or requesting proposals shall be published **as at** least once in the most appropriate medium or media, as determined by the Department, at least seven days before the last day set for receiving proposals or bids by the Township. This seven-day time period may be reduced if a written determination is made by the Department that the acquisition is urgent and sufficient vendors have been notified directly. The notice shall include a general description of the articles or services to be acquired and shall state where the complete solicitation package may be secured. The notice shall also include the time and place for submitting and opening bids.
2. **Posting:** The Department shall also advertise all pending invitations for bid and requests for proposals by posting a notice on the Township's website.

~~3. Definitions as used in this Section:~~

- ~~a. "Medium or media" means and includes, but is not limited to, website postings, Cable TV postings, advertisement in trade magazines, direct mailings, and advertisement in a newspaper of general circulation in The Township.~~
- ~~b. "Most appropriate medium or media" means notification in a medium or combination of media which, in the best judgment of the Department, will result in the greatest number of responsible vendors.~~

4.9(c) PRE-BID CONFERENCES

1. Pre-bid conferences may be conducted to explain the procurement requirements. If used, they should be announced to all prospective bidders known to have received an Invitation for Bids.
2. The conference should be held long enough after the Invitation for Bids has been issued to allow bidders to become familiar with it, but sufficiently before bid opening to allow consideration of the conference results in preparing their bids.
3. Nothing stated at the pre-bid conference should change the Invitation for Bids unless a change is made by written amendment.

4.9(d) PRE-OPENING MODIFICATION OR WITHDRAWAL OF BIDS

1. Bids may be modified or withdrawn by written notice received in the office designated in the Invitation for Bids prior to the time and date set for bid opening.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

2. **Disposition of Bid Security:** If a bid is withdrawn prior to the time and date set for bid opening, the bid security, if any, should be returned to the bidder.
3. **Records:** All documents relating to the modification or withdrawal of bids should be made a part of the appropriate procurement file.

4.9(e) LATE BIDS, LATE WITHDRAWALS AND LATE MODIFICATIONS

1. **General Discussion:** Any bid received after the time and date set for receipt of bids is late. Any withdrawal or modification of a bid received after the time and date set for opening of bids at the place designated for opening is late.
2. **Treatment:** No late bid, late modification or late withdrawal shall be considered unless received before contract award, and the bid modification or withdrawal would have been timely but for the action or inaction of municipal personnel directly serving the procurement activity.
3. **Records/Notice:** Bidders submitting late bids that will not be considered for award should be so notified as soon as practicable. Records shall be made and kept for each late bid, late modification, or late withdrawal.

4.9(f) MISTAKES IN BIDS

1. **General Discussion:** Correction or withdrawal of a bid because of an inadvertent, non-judgmental mistake in the bid requires careful consideration to protect the integrity of the competitive bidding system, and to assure fairness.
 - a. If the mistake is attributable to an error in judgment, the bid may not be corrected.
 - b. Bid correction or withdrawal by reasons of a non-judgmental mistake is permissible, but only to the extent that it is not contrary to the interest of the Township or the fair treatment of other bidders.
2. **Mistakes discovered before opening:** A bidder may correct mistakes discovered before the time and date set for bid opening by withdrawing or correcting the bid.
3. **Confirmation of Bid:** When the Department knows or has reason to conclude that a mistake has been made, the Department should request a bidder to confirm the bid. Examples:
 - a. Obvious apparent errors on the face of the bid, or
 - b. Bid unreasonably lower than the other bids submitted.
4. **Mistakes discovered after Award:** Mistakes may not be corrected after award of the contract, except where the Township Board of Trustees makes the determination that it would be unconscionable not to allow the mistake to be corrected.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

4.9(g) BID DEPOSITS

Under certain circumstances, bid security (cash deposits, bonds, etc.) may be advisable.

When deemed necessary by the Department, bid deposits shall be required and shall be prescribed in any published notice inviting bids, as well as in the bidding documents. Unsuccessful bidders shall be entitled to return of such deposit or surety. A successful bidder shall forfeit any surety or deposit required by the Township if he fails to enter into the contract within the time required in the specifications or bidding documents, unless such forfeiture is waived or the time limit extended by the Township Supervisor or Board of Trustees.

4.9(h) RECEIPT, OPENING, AND RECORDING OF BIDS

1. **Receipt:** Sealed bids shall be submitted only to the office of the Clerk's Office on the prescribed forms, or another Township official as designated in the solicitation for bids, on or before the date and time specified for the receipt of bids or proposals in the invitations to bid and bidding instructions. Upon its receipt, each bid and modification should be time-stamped but not opened and should be stored in a secure place by the Purchasing Agent until the time and date set for bid opening.
2. **Opening and Recording**
 - a. Bids shall be publicly opened by the Department or the designee of the Department, in the presence of 1 or more witnesses, at the time, day and place specified in the invitation to bid and bidding instructions. All persons interested shall be allowed to be present at the bid opening. The names and addresses of witnesses shall be recorded at the opening.
 - b. The name of each bidder and the total amount of each bid shall be read aloud by the Department representation or their assistants, as well as, in appropriate cases, the unit cost of each substantial item making up the total amount of each bid.
 - c. All bids and specifications and invitations to bid shall be preserved and available for public inspection at the office of the Department for a period of not less than one year from the date the bids are submitted, with respect to any specific commodity or proposal.
 - i. Exceptions shall be limited to the extent that trade secrets or other proprietary data may be confidential under the Freedom of Information Act. Confidential material that accompanies the bids must be readily separable from the bid in order to facilitate public inspection of the non-confidential portion of the bid.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- ii. **Tabulation:** A tabulation of all bids shall be made by the Department and be available for public inspection. Tabulations may be posted on the Township's website.
- iii. **Analysis:** The Township Board of Trustees or designee of the Board shall examine all bid tabulations and recommendations from the Department to select the lowest responsible bidder.
- iv. **Substantially Low Bid Review:** In the event the amount of the lowest bidder's bid appears disproportionately low when compared with estimates undertaken by or on behalf of the Township and/or compared to other bids submitted, the Department reserves the right to inquire further of the apparent lowest bidder to determine whether the bid contains mathematical errors, omissions, or erroneous assumptions and whether the apparent lowest bidder has the capacity to perform a complete contract for the bid amount.

4.9(i) REQUESTS FOR PROPOSAL (RFP) OPENING PROCEDURE

Requests for proposals (RFP) are often used to solicit professional services, i.e. Engineers, Auditors, Attorneys, Planners, and other professional consultants; this process is referred to as Qualifications-Based Selection ("QBS").

An RFP should include as much detail about the proposed project or requested services as possible. More information will allow more complete and relevant proposals. Successful RFP's should include the following:

1. The RFP should solicit relevant information about the firm's personnel, their particular qualifications, and experience with similar engagements.
2. The Township may consider publishing the notice of RFP in relevant trade publications to increase the response rate.
3. Send the RFP to firms recommended by other municipalities (call around to other municipal officials or the applicable municipal association).
 - a. **Receipt of Sealed Proposals:** Sealed proposals shall be submitted only to the office of the Department on the prescribed forms, or another Township official as designated in the solicitation for proposals on or before the date and time specified in the request for proposals and related instructions. Sealed proposals shall be marked as to the time and date received at the office of the Department or other designated Township official by someone in that office.
 - b. **Opening:** Proposals shall not be considered fully received for the purpose of Freedom of Information Act requests until the Township has determined that no additional clarifications or revisions of offers shall be accepted; therefore, no details of proposals shall be released until contract award. After contract award, all

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

proposals shall be preserved and available for public inspection at the office of the Department for a period of not less than one year from the date the proposals are submitted.

- c. **Analysis:** The Township Board of Trustees or designee of the Board shall examine all proposal recommendations from the Department to select the proposal of best value or to select those firms they wish to further review prior to awarding a contract. If the Board wishes to interview those selected firms, the following should be completed:
 - i. Interview each firm, meet the professionals who will actually do the work.
 - ii. Contact references and past clients.
 - iii. Visit the firms' offices and specific projects they have handled (if applicable).
 - iv. Rank the firms based upon Board consensus.
- d. **Rejection of Proposals:** The Township Supervisor, Department Head, or the Township Board of Trustees has the authority to waive any irregularity of informality in any proposal and reject any or all proposals, in whole or in part.

4.9(j) AWARDING OF CONTRACTS

Updated by Board of Trustees xx/xx/xx

- 1. **Authority:** Except as provided by subsection (b) of this section, the Township Board shall award all contracts after receiving the recommendation of the Department or other designated Township official.
- 2. **Exceptions:** An Executive Team member is authorized to enter:
 - a. All contracts that do not exceed ten thousand dollars ~~(\$10,000) (\$25,000);~~
 - b. All contracts for expenditures necessary to perform statutory functions, i.e. assessment notices, tax bills, etc. do not require prior Board approval provided that the goods or services are within budget, and if the contract adheres to current purchasing policies; and
 - c. All sole-source contracts not more than ten thousand dollars ~~(\$10,000) (\$25,000).~~
- 3. **Bid Selection:** Contracts, except as otherwise provided in this chapter, shall be awarded by the Township Board giving consideration to the following;
 - a. The ability, capacity and skill of the bidder to perform the contract or provide the service required;
 - b. Whether the bidder can perform the contract or provide the service promptly or within the time specified, without delay or interference;
 - c. The character, integrity, reputation, judgment, experience and efficiency of the bidder;

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- i. The Township shall require the bidder to provide proof that they are responsible in paying their property taxes; both real and personal; whether it be in this township or other municipalities.
 - d. The quality of performance of previous contacts or services;
 - e. The previous and existing compliance by the bidder with laws and ordinances relating to any contract or service;
 - f. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
 - g. The quality, availability and adaptability of the supplies or contractual services to the particular use required;
 - h. The ability of the bidder to provide future maintenance and service for the use of the subject of the contact; and
 - i. The number and scope of conditions attached to the bid.
- i. **Tie Bids:** If two or more low bids are received for the same total amount or unit price, and the quality and service are equal, the contract shall be awarded to one of the tie bidders by drawing lots in public, unless one of the bidders is a taxpayer or resident of the Township, in which case such taxpayer or resident shall be awarded the contract.
 - ii. **Default:** The Department shall not accept the bid or proposal of a vendor or Contractor who is in default to the Township.

4.9(k) AWARDING OF CONSTRUCTION PROJECT CONTRACTS

Updated by Board of Trustees xx/xx/xx

- 1. **Bid Selection:** The Township Board of Trustees shall award Municipal building construction project contracts in the amount of ~~five thousand dollars (\$5,000)~~ **twenty-five thousand dollars (\$25,000)** or more to the lowest responsive, responsible bidder as determined by this section.
- 2. **Definitions as used in this section:**
 - a. ~~"Township"~~ means the Township Board of Trustees, Township Supervisor, Purchasing Agent or their designees.
 - b. ~~"Construction project"~~ means the labor and material necessary for the construction, renovation, repair or improvements of a Township-owned building, except repair in emergency situations.
 - c. ~~"Lowest responsive, responsible bidder"~~ means the responsible contractor with the lowest bid which satisfies the requirements of all local, State and Federal laws, this section, any bid documents used to solicit bids, and any other guidelines and specifications required for the construction project.
 - d. ~~"Responsible contractor"~~ means any contractor or sub-contractor who is sufficiently qualified to satisfactorily perform the construction project, or any

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

~~relevant part of the construction project as determined by the Township, based on the following:~~

- ~~i. An overall review of the contractor or subcontractor's evidence of compliance or lack of compliance with the responsibility criteria, as described in this section;~~
- ~~ii. The contractor or sub-contractors' compliance with all applicable local, State and Federal laws; and~~
- ~~iii. Input from the Township's architect and/or construction manager, if applicable.~~

- ~~3.~~ **2. Responsibility Criteria:** The Township Supervisor and Board of Trustees shall consider at least each of the criteria listed in this section in determining whether a contractor is a responsible contractor. The list set forth in this section does not preclude any additional criteria that the Township may deem relevant for making a determination of contractor responsibility. Any criteria deemed relevant by the Township that is in addition to the items listed in this section shall be specified in the documents soliciting bids together with the requirements of this section.
- ~~4.~~ **3. Bid Documents:** This bid documents for a construction project shall require any contractor or subcontractor bidding on the construction project, or any part of the construction project, to submit with its bid, written responses and other supporting or explanatory information demonstrating its compliance, or non-compliance and the reason for such non-compliance, with the listed responsibility criteria and any other criteria declared pertinent by the Township and included in the bid documents. For each separate bid package of a construction project, the Township may accord such weight as it deems appropriate to the responsibility criteria and any other criteria included in the bid documents for purposes of determining whether a contractor is a responsible contractor.
- ~~5.~~ **4. Criteria:** The Township will consider the following information in determining whether or not a contractor is a responsible contractor. As used in this section, "contractor" includes any subcontractor holding a subcontract of ~~five thousand dollars (\$5,000)~~ **twenty-five thousand dollars (\$25,000)** or more. This list is not intended to be all inclusive or exhaustive:
 - a. General information about the contractor's company, its principles and its history, including the State and date of incorporation;
 - b. Trade categories of contractor's employees and information regarding the State and local licenses and license numbers held by the contractor;
 - c. A confirmation that all subcontractors, employees and other individuals working on the construction project will maintain current applicable licenses with the Michigan Bureau of Construction, Codes and Fire Safety, and as may otherwise be required by law for all licensed occupations and professions;

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- d. The ratio of masters or journey persons to apprentices proposed to be used on the construction project job site;
- e. Documentation that the contractor maintains, participates in and contributes to a bona fide apprentice training program in which less than full journey-persons utilized on the project will be participants; as used in this section "bona fide apprentice training program" means a training program registered and approved by the United States Department of Labor, Bureau of Apprenticeship and Training Programs;
- f. Documentation of a completed Michigan Occupational Safety and Health Administration approved safety training program for employees used on the proposed job site;
- g. Evidence of the contractor's Workers' Compensation Experience Modification Rating (EMR). A bidder with a current EMR greater than 1.1 will not be considered a responsible contractor under this section;
- h. A list of similar or comparable projects completed within the past five years, including dates of work and each project's approximate dollar value and size. Documentation from these previous projects of comparable size or complexity, including but not limited to all costs related to the bidder's timeliness, performance, quality of work, extension requests, contractual fines and penalties imposed, including proof of such fines and penalties, and liens filed, history of claims for extra work and any contract defaults with an explanation of the reason for the default and how the default was resolved;
- i. Evidence of contractor's experience with construction techniques, trade standards, quality workmanship, project scheduling, cost control, management of projects of comparable size or complexity, and building codes by documenting the bidder's ability and capacity to perform the project. The bidder must identify those portions of the project it reasonably believes will be subcontracted and the names of the subcontractors;
- j. A list of individuals or contact persons for entities that have received in the past five years, or are currently receiving, the contractor's services from which references may be obtained, which shall include contacts for any similar or comparable projects; and include information regarding the records of performance and job site cooperation;
- k. Audited financial information current within the past twelve months, such as a balance sheet, statement of operations, and bonding capacity. Evidence that the applicant has financial resources to start up and follow through on the project and to respond to damages in case of default, as shown by written verification of bonding capacity equal to or exceeding the amount of the project. The written verification must be submitted by a licensed surety company rated B+ or better in

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

the current A.M. Best Guide and qualified to do business within the State of Michigan.

- l. A warranty statement regarding labor and materials;
- m. A list of all litigation and arbitrations currently pending and within the past five years, including an explanation of each. Evidence of satisfactory resolution of claims filed by or against the contractor asserted on projects of the same or similar size within the past five years. Any claim against the contractor shall be deemed to have been satisfactorily resolved if final judgment is rendered in favor of the contractor or any final judgment rendered against the contractor is satisfied within ninety days of the date the judgment became final;
- n. Proof of insurance, including certificates of insurance naming the Township as an additional insured, confirming existence and the amount of coverage for liability, property damages, workers' compensation and any other insurances required by the proposed contract documents;
- o. Evidence of compliance with the Fair Labor Standards Act, and with regulatory agencies such as the Environmental Protection Agency; the Michigan Department of Labor and Economic Growth, including the Occupational Safety and Health Administration, Workers' Compensation Agency, the Wage and Hour Division; and all other applicable State and Federal laws or agencies;
- p. Evidence of any quality assurance program used by the contractor and the results of any such program on the contractor's previous projects;
- q. Contractor's policy addressing drugs and alcohol use for employees working on the project site;
- r. Documentation of whether the contractor provides health insurance and pension benefits to its employees;
- s. Assurance that all construction work for this project shall proceed economically, efficiently, continuously and without interruption.

~~6. Effective Date. This section is effective for any solicitation of bids or proposals for construction projects issued by the Township on or after July 1, 2022.~~

4.9(I) PURCHASE ORDERS

Where required the purchase order is the legal document used by the Township to initiate and control purchases. A purchase order shall be deemed a sufficient written contract within the meaning of this Section when the interests of the Township are protected by its use.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

4.9(m) RESPONSIBILITY FOR INSPECTION AND ACCEPTANCE

The responsibility for the inspection and acceptance of all materials, supplies or services purchased by the Township shall rest with the Department or other Administrative officer as may be designated by the Township Board, with respect to the particular commodity or service purchased.

4.9(n) PREVAILING WAGES ON TOWNSHIP PROJECTS Updated by Board of Trustees xx/xx/xx

1. If, and to the extent required by state or federal law, or by a voluntary agreement between an employer and the Township in connection with the provision of services directly to the Township or in connection with the receipt of a grant, tax abatement, or tax credit from the Township, no project, in an initial amount of two thousand dollars (\$2,000.00) or more for the performance of services or work for and on behalf of the Township, involving craftsmen, mechanics and laborers employed directly upon the site of the work, shall be entered into, approved or executed unless a contract, agreement, understanding or arrangement provides and requires that all craftsmen, mechanics and laborers so employed are to be paid not less than the wages and fringe benefits prevailing in the locality of the building trades industry for corresponding classes of craftsmen, mechanics and laborers, as published as of the time of execution of the contract by the Michigan Department of Labor and Economic Growth, Wage and Hour Division. In addition, such contract, agreement, understanding or arrangement, shall provide that all subcontracts entered into by the contractor shall contain the provisions set forth in this subsection with respect to the contractor, and all such contracts, agreements, understandings or arrangements shall provide that all contractors and subcontractors engaged in the performance of services or work for the Township, to which this section applies, shall as required by this section, furnish payrolls to the Township if applicable.

~~2. As used in this section:~~

- ~~a. "Craftsmen, mechanics and laborers" means all skilled and unskilled craftsmen, mechanics, laborers, workers, and apprentices, but not executive, administrative, professional, supervisory, office or custodial employees.~~
- ~~b. "Construction work" means new construction, alterations, repair, installation, completion, demolition, or improvement of a Township-owned or Township-occupied building or other public works.~~
- ~~c. "Fringe benefits" means compensation due an employee pursuant to a written contract or written policy for holiday, time off for sickness or injury, time off for personal reasons or vacation, bonuses, authorized expenses~~

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

~~incurred during the course of employment, and contributions made on behalf of an employee.~~

- ~~d. "Locality" means the Township of Hamburg or Livingston County.~~
 - ~~e. "Project" means construction work to be contracted by the Township by one or more contracts for which the Township establishes a single budget; or construction work to be contracted by the Township when the Township Board declares a contract or group of contracts to be a project. The Township Board shall make this declaration at the time of establishing the budget for the work or later, but before bidding the contracts for the construction work to be declared a project.~~
 - ~~f. "Wages" means all earnings of an employee whether determined on the basis of time, task, piece, commission, or other method of calculation for labor or services except those defined as fringe benefits.~~
- ~~3.~~ 2. All solicitations for construction projects shall contain the prevailing wages and fringe benefits in effect at the time the solicitation is issued. The wage scales to be paid shall be posted by the contractor in a prominent and easily accessible place at the work site. The Township Supervisor is hereby directed to see that the provisions of this section are contained in and complied with in all contracts, agreements, understandings or arrangements for work or services to be performed for the Township in accordance with this section.
 - ~~4.~~ 3. If applicable, certified weekly payrolls covering the project contractor's and each subcontractor's work force shall be submitted to the Township Director of Accounting or the Township's designee. All payrolls submitted shall identify by name all employees working on the project contract during the weekly reporting period, their place of residency, their trade, their classification within that trade, and all wages and fringe benefits paid. Supervisory personnel must be reported as well as craftsmen, mechanics and laborers to ensure full Township income tax compliance. Failure to make any such report can result in the Township withholding payments on the contract until such reports are filed, at the Township's option. In addition, each failure to file such payroll within seven (7) business days of the receipt of a notice from the Township of such failure, or any deliberate misrepresentation or false statement contained in such report, shall be deemed a violation of this section, punishable pursuant to guidelines established by the Township Board.
 - ~~5.~~ 4. The Township Supervisor or his or her designee is hereby authorized to withhold payment to such project contractors or subcontractors who fail to pay prevailing wages and fringe benefits as required in subsection (a) hereof in such amounts as may be required to compensate such craftsmen, mechanics and laborers with the amount of money they should have received under subsection hereof.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

4.9(o) EQUAL OPPORTUNITY AND FELONY RE-ENTRY EMPLOYMENT

1. The Township shall accept bids for goods and/or services in the amount of ten thousand dollars (\$10,000) or more from only those persons, partnerships or corporations that are committed to equal opportunity employment of all persons, consistent with Article I, Section 26 of the Michigan Constitution and which has adopted a hiring policy which does not preclude a person with a felony conviction from being considered for employment unless otherwise precluded by State or Federal law.
2. This section shall apply to all subcontractors holding subcontracts of ten thousand dollars (\$10,000) or more when such subcontractors are a direct and inclusive result of a Township purchase or contract of ten thousand dollars (\$10,000) or more.
3. Any contractor, subcontractor, supplier or vendor which is subject to this section and who employs fifteen or more employees, shall submit equal opportunity employment compliance documentation with their bid or proposal.
4. Any contractor, subcontractor, supplier or vendor which is subject to this section and who employs fifteen or more employees, shall submit in writing with its bid or proposal, its hiring policy which shall provide that a felony conviction is not an absolute bar to, or otherwise preclude, possible employment with the contractor, subcontractor, supplier or vendor.
5. Failure to submit the equal opportunity employment and felony conviction re-entry to employment policy documentation required by this section shall render the bid or proposal non-responsive.

4.9(p) DISPOSITION OF UNCLAIMED PROPERTY

All unclaimed, abandoned or other property of any description which comes into the possession of the Hamburg Township Police Department shall be disposed of in compliance with state law and pursuant to Hamburg Township Police Department SOP# 300-3: *Evidence and Property*.

4.9(q) DISPOSAL OF SURPLUS MATERIAL OR EQUIPMENT, SALVAGE AND UNCLAIMED PROPERTY

Shall be auctioned on MIbid for not less than 10 days.

4.10 Expense Reimbursements

4.10(a) Request Form: The Township shall reimburse all officials and employees for necessary expenses incurred in performing their duties. All requests for expense reimbursement shall be made on the proper expense reimbursement form.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

4.10(b) Reimbursement Rates: Travel shall be reimbursed at the current IRS approved mileage rate. Personal use of vehicles is restricted to when Township vehicles are not available. Reasonable meal and lodging expenses will be reimbursed.

4.10(c) Personal Expenses: Receipts shall accompany any reimbursement requests. Commuting from residence to the Township hall or the employee's official work station shall not be eligible for reimbursement. Board and committee members shall not receive mileage to attend Board meetings that are a statutory duty of their office. Personal expenses that are unnecessary in conducting Township business, such as entertainment and alcohol consumed, shall not be eligible for reimbursement.

4.11 Investment Policy

(CREATED: November 5, 2009; REVISED: May 15, 2018; REVISED July 3, 2019)

4.11(a) Purpose

It is the policy of Hamburg Township to invest public funds in a manner, which will provide maximum security with the highest investment return while meeting the daily cash flow demands of the Township and conforming to all State statutes and local Ordinances governing the investment of funds.

4.11(b) Scope

This investment policy applies to all transactions involving the financial assets and related activity of the Township except for its employee pension/retirement funds and employee deferred compensation funds that are organized and administered separately. These funds are accounted for in the audit report and include the following funds:

1. General Fund
2. Enterprise Fund
3. Capital Improvement Fund
4. Trust and Agency Fund
5. Road Fund
6. Police Fund
7. Fire Fund
8. Park Land Purchase Fund
9. Drug Enforcement Fund
10. Special Assessment Funds
11. Any new funds created by the Township Board, unless specifically exempted by the Township board

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

4.11(c) Investment Objectives

Funds of the Township will be invested in accordance with Michigan Public Act 20 of the Public Acts of 1943, as amended, and in accordance with the following objectives in order of priority.

1. **Safety** – Safety of principal is the foremost objective of the investment program. The primary objective of the Hamburg Township investment activities is the preservation of capital in the overall portfolio and the protection of investment principal.
2. **Diversification** – The investments shall be diversified or restricted by specific maturity dates, individual financial institution(s) or a specific class of securities as may be set forth by Board amendment to this policy and in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
3. **Liquidity** – The investment portfolio will remain sufficiently liquid to enable Hamburg Township to meet operating requirements that might be reasonably anticipated. Further, it is specifically intended that an investment strategy that ensures short term (two years or less) versus longer term be followed.
4. **Return on Investment** – Subject to the foregoing constraints, Hamburg Township will strive to maximize the return on the investment portfolio. The portfolio shall be designed with the objective of obtaining a rate of return appropriate to existing budgetary and economic cycles, taking into account the investment risk constraints and cash flow characteristics of the portfolio.

4.11(d) Investment Procedures

The Treasurer shall establish written administrative procedures for the operation of the Township's investment program as well as internal controls which shall include clear delegation of authority to personnel responsible for investment transactions. The procedure shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties or imprudent actions by employees and officers of the Township.

4.11(e) Delegation of Authority

Responsibility for the establishment of the Township's Investment Policy rests solely with the Township Board of Trustees.

Authority to manage the investment program related to implementation of the Township Investment Policy is derived from MCL 41.75, as amended. Management responsibility

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

for the investment program is hereby delegated to the Township Treasurer (Investment Officer), who shall establish written procedures and internal controls for the operation of the investment program, consistent with this investment policy. No person may engage in investment transactions except as provided under the terms of this policy and the procedures established by the Investment Officer.

The Investment Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

An Investment Committee may meet on an as-needed basis, whose sole purpose shall be to advise the Treasurer on overall Banking, Depository and Investment strategy, Primary banking structure and relationship and specific investment selection and evaluation of the Township's Investment portfolio. The committee shall consist of the Director of Accounting, the Deputy Treasurer and two members of the Township's Board of Trustees.

4.11(f) Ethics and Conflict of Interest

Officers and employees, including any officials appointed to an Investment Committee by the Township Board, shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees, Investment Committee members, and investment officials shall disclose to the Township Board any material financial interest in financial institutions that conduct business with this Township and they shall disclose any large personal financial/investment positions that could be related to the performance of the Township's portfolio. Employees, Investment Committee members, and officials shall subordinate their personal investment transactions to those of the Township particularly with regard to the timing of purchases and sales.

4.11(g) Qualified Financial Dealers and Institutions

The Township shall maintain a listing of depositories and financial institutions, which are approved for depository and investment services by the Board of Trustees. In addition, the list will include approved security broker/dealers, who maintain an office in the State of Michigan or who are "primary" dealers or regional dealers that qualify under Security & Exchange Commission Rule 15c3-1. No public deposit shall be made except in a qualified public depository as established by State statute.

All financial Institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply to the Treasurer and the Board, at minimum, their quarterly and annual audited financial statements for the most recent fiscal year, certification of having read the Hamburg Township investment policy and the pertinent State statutes, proof of National Association of Security Dealers certification if

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

appropriate and proof of State registration, where applicable. In addition, they must provide schedules of rates and fees for all transaction types and investment products.

Changes in the financial condition of “Approved Financial Institutions” shall be immediately brought to the attention of the Board of Trustees with an associated recommended action for the Boards consideration.

It shall be the responsibility of the Board, Investment Committee or the Treasurer to ensure compliance with these provisions.

4.11(h) Authorized and Suitable Instruments

All investments shall be made in strict accordance with Public Act 20 of the Public Acts of 1943, as amended, (see attachment “Investment of Surplus Funds of Political Subdivisions”) and Public Act 7 of the Public Acts of 1967, as amended (see attachment “Urban Cooperation Act of 1967”). The State of Michigan does not require collateralization of all public funds, but the Township will seek collateralization of its investments that exceed the FDIC insured amount, and require collateralization of any repurchase agreements (see below).

The following investment types are specifically authorized:

- Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- Certificates of deposit, savings accounts, or depository receipts of a financial institution, but only if the financial institution complies with MCL 129.91(2); certificates of deposit obtained through a financial institution as provided in MCL 129.91(5); or deposit accounts of a financial institution as provided in MCL 129.91(6).
- Commercial paper rated at the time of purchase within the 2 highest classifications established by not less than 2 standard rating services and that matures not more than 270 days after the date of purchase.
- Repurchase agreements consisting of bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States. In such cases, a Master Purchase Agreement shall be entered into only with **primary dealers** reporting to the Federal Reserve Bank of New York (or with firms that have a primary dealer within their holding company structure), or with **approved depository banks** that have executed an approved Master Repurchase Agreement with the Township. The Treasurer shall maintain a copy of the Township’s approved Master Repurchase Agreement along with a list of the counterparties who have executed a Master Repurchase Agreement with the Township. All repurchase agreement investments must be collateralized.
- Bankers' acceptances of United States banks.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than 1 standard rating service.
- Mutual funds registered under the investment company act of 1940, 15 USC 80a-1 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. However, a mutual fund is not disqualified as a permissible investment solely by reason of any of the following:
 - (i) The purchase of securities on a when-issued or delayed delivery basis.
 - (ii) The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
 - (iii) The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.
- Obligations described herein if purchased through an interlocal agreement under the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.
- Investment pools organized under the Michigan Surplus Funds Investment Pool Act, 1982 PA 367, MCL 129.111 to 129.118.
- The investment pools organized under the Local Government Investment Pool Act, 1985 PA 121, MCL 129.141 to 129.150.

Prior to investing in any governmental-sponsored investment pools or money market mutual funds, the Treasurer must review the potential investments for fiscal soundness and reputation and compliance with this Policy.

Except as may be determined by Board Action, all deposits and investments shall be strictly segregated by Fund type. It is understood that there are times when deposits are transferred to our accounts from an external source in a comingled form with allocation instructions. These funds should be segregated as soon as possible upon receipt.

4.11(i) Competitive Selection of Investment Instruments

1. Before the Township invests any funds, competitive proposals from qualified financial institutions shall be sought. If a specific maturity date is required, whether for cash flow purposes or for conformance to maturity guidelines, proposals shall be requested for instruments that meet the maturity required. If no specific maturity is required, an analysis will be conducted to determine which maturates would be most advantageous.
2. Quotes will be requested from financial institutions for various options with regard to terms and instruments. The Township will accept the quotes, which provide the highest rate of return that is within the maturity term required and that comply with the parameters of the Investment Policy and particularly with regards to the safety of the investment.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

3. Records indicating the quotes offered, the quotes accepted and brief explanation of the decision which was made regarding the investment, shall be kept for future review.

4.11(j) Short-Term versus Long-Term Portfolio

1. The Township shall attempt to match its investment maturities as closely as possible to its anticipated cash flow requirements. With the exception of Debt Service Funds, Capital Funds and Special Assessment Funds, it is strongly advised that all funds be invested in instruments whose maturities do not exceed two years at the time of purchase unless specifically agreed to by the Investment Committee and reported to the Board.
2. Debt Service Funds, Capital Funds, and Special Assessment Funds, may be invested in securities exceeding two years provided the maturity dates match anticipated need for the funds.

4.11(k) Investment Performance and Reporting

1. Information indicating a loss or prospective loss of capital on existing instruments and material deviations from projected investment strategies shall be reported immediately to the Board of Trustees.
2. All Township investments are benchmarked to both US Treasury Bills and market CD rates and are reviewed at least monthly for performance and new investment opportunities that comply with this Policy and compare favorably with existing investments.
3. A Comprehensive Financial Condition Report shall be developed cooperatively by the Treasurer, Director of Accounting, Chief Budget Officer and Assessor and presented to the Board of Trustees at its second Board meeting each month. The report will address each of the following in summary and in detail:
 - a. Tab 1—Revenue & Expenditure Report; Cash Summary by Account
 - b. Tab 2—Cash Flow Analysis; Debt Payment Schedule
 - c. Tab 3—10-yr tax Collection Comparison; Property Tax Roll 10-year graph; Roll Distribution Chart
 - d. Tab 4—Monthly Bank and Investment Report; Approved Financial Institutions List
 - e. Tab 5—Five Year Forecast and Capital Reserve
4. The Township's investment operations will be reviewed as part of the annual audit.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

4.11(I) Access to Financial Information

1. By resolution the Hamburg Board of Trustees has determined that the following Officers shall have the right to all financial and investment information (including on line "read only" access) from all depositories and financial institutions with whom the Township does business:
 - a. Township Supervisor
 - b. Township Clerk
 - c. Township Treasurer and Deputy Treasurer
 - d. Township Trustees (4)
 - e. Township Director of Accounting
 - f. Township Attorney
2. Additionally, by resolution the Hamburg Board of Trustees has determined that the following employees shall have the right to all financial and investment information (including on line "read only" access) from all depositories and financial institutions with whom the Township does business for Library Accounts:
 - a. Director of the Library
 - b. Library Accountant

4.11(m) Safekeeping and Custody

1. All security transactions including collateral for repurchase agreements and institution deposits entered into by the Township shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third-party custodian designated by the Treasurer and evidenced by safekeeping receipts as determined by the Treasurer.
2. A Trust Receipt from the contra-party and proof of SIPC and other insurance will be required when the transaction is covered by insurance. Non-negotiable, non-collateralized Certificates of Deposit, as in the law in the State of Michigan shall be evidenced by safekeeping receipt from the issuing bank.

4.11(n) Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

4.11(o) Amendment

This Investment Policy and its associated Investment Procedures may be amended from time to time by a majority vote of the Hamburg Township Board of Trustees.

4.11(p) Glossary

Bankers' Acceptance (BA): A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

Broker: A broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides.

Callable Bond: A bond issue in which all or part of its outstanding principal amount may be redeemed before maturity by the issuer under specified conditions.

Certificate of Deposit: A time deposit with a specific maturity evidenced by a certificate. Large denomination CDs are typically negotiable.

Collateral: Securities or property pledged by a borrower to secure payment.

Commercial Paper: An unsecured promissory note with a fixed maturity of no more than 270 days. Commercial paper is normally sold at a discount from face value.

Dealer: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his/her own account.

Debenture: A bond secured only by the general credit of the issuer.

Delivery Versus Payment: There are two methods of delivery of securities: delivery versus payment and delivery versus receipt (also called free). Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

Discount Securities: Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value.

Diversification: Dividing investment funds among a variety of securities offering independent returns.

Federal Deposit Insurance Corporation (FDIC): A federal agency that insures bank and savings bank deposits.

Federal Funds Rate: The rate of interest at which Fed funds are traded. The Federal Reserve currently pegs this rate through open-market operations.

Fed Wire: A computer system linking member banks and other financial institutions to the Fed, used for making inter-bank payments of Fed funds and for making deliveries of and payments for Treasury, agency and book-entry mortgage-backed securities. Page 11

Investment Adviser's Act: Legislation passed by Congress in 1940 that requires all investment advisers to register with the Securities and Exchange Commission. The Act is designed to protect the public from fraud or misrepresentation by investment advisers.

Liquidity: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

~~Local Government Investment Pool:~~ A pool of funds authorized under the laws of the State that receives deposits from one or more local units and pays returns based upon each local unit's share of investment in the pool.

~~Mark-to-market:~~ The process whereby the book value or collateral value of a security is adjusted to reflect its current market value.

~~Market Value:~~ Current market price of a security.

~~Master Repurchase Agreement:~~ A written contract covering all future transactions between the parties to repurchase or reverse repurchase agreements that establish each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

~~Maturity:~~ The date upon which the principal or stated value of an investment becomes due and payable.

~~Money Market Mutual Fund:~~ A mutual fund that limits its investments to some or all types of money market instruments.

~~Net Asset Value:~~ The market value of one share of an investment company, such as a mutual fund.

~~No Load Fund:~~ A mutual fund that does not levy a sales charge on the purchase or sale of its shares.

~~NRSRO:~~ Nationally Recognized Statistical Rating Organizations—organizations that issue credit ratings for securities.

~~Portfolio:~~ Collection of securities held by an investor.

~~Primary Dealer:~~ A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker/dealers, banks, and a few unregulated firms. Page 12

~~Prudent Person Rule:~~ Standard of investing which states that investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

~~Rate of Return:~~ The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

~~Ratings:~~ An evaluation of an issuer of securities by Moody's, Standard & Poor's, Fitch, or other rating services of a security's credit worthiness.

~~Repurchase Agreements:~~ A transaction whereby a holder of securities sells securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate the buyer. Dealers use repurchase agreements extensively to finance their positions.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

~~**Rule 2a-7 of the Investment Company Act of 1940:** Applies to all money market mutual funds and mandates such funds to maintain certain standards, including a 13-month maturity limit a 90-day average maturity on investments and maintenance of a constant net asset value of one dollar (\$1.00).~~

~~**Safekeeping:** Holding of assets (e.g., securities) by a financial institution.~~

~~**Treasury Bills:** A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Treasury Bills are issued with maturities ranging from a few days to 26 weeks.~~

~~**Treasury Bonds:** Long-term U.S. Treasury securities having initial maturities of more than ten years.~~

~~**Treasury Notes:** Intermediate term coupon bearing U.S. Treasury securities having initial maturities of from one to ten years.~~

~~**Yield:** The rate of annual income returns on an investment, expressed as a percentage.~~

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

CERTIFICATION

I, hereby certify that I have received a copy of the Investment Policy of Hamburg Township. I have read and fully understand the State of Michigan Public Act 20 of Public Acts of 1943, as amended. I have personally read the Investment Policy, and agree to comply with the terms of the Investment Policy, and Public Act 20, regarding the investment of the Township funds. Any investment not conforming to your Investment Policy will be disclosed promptly. We also pledge to exercise due diligence in informing you of all foreseeable risks associated with financial transactions conducted with your Township.

By: _____

Date: _____

Institution: _____

Address: _____

City/State/Zip: _____

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

4.12 Notary Public

Hamburg Township will support any employee that needs to become a Michigan notary public to fulfill the job requirements. The State of Michigan requires a surety bond of \$10,000 for the notary. The Township will secure that bond through the township's insurance company Michigan Municipal Risk Management (MMRMA). With the Township providing the surety bond through MMRMA, the employees are only allowed to use their notary for township business, or township residents, during Township business hours.

4.13 Grants

4.13(a) Purpose and Scope

The purpose of this policy is to establish procedures for approval, acceptance, implementation, compliance and reporting of all grant applications submitted on behalf of Hamburg Township. The intent of the Board of Trustees is to ensure fiscal and administrative accountability of all funding sources including: federal government, state government, other local governments, non-profit agencies, and private businesses and citizens, as well as property and other assets awarded to Hamburg Township. For the purposes of this policy, a grant is defined as a financial award that is subject to requirements imposed by the awarding agency.

4.13(b) Application of Policy

The Hamburg Township Grant Policy applies to all Hamburg Township Employees, Departments, and the Elected Officials.

4.13(c) Grant Application

Updated by Board of Trustees xx/xx/xx

Prior to applying for any grant, a Grant Transmittal form (Appendix A) must be completed and submitted to the Hamburg Township Coordinator, ~~Accounting~~ Director of Accounting, Supervisor, and Clerk. An exception to this policy is the Michigan Municipal Risk Management Authority's R.A.P. Grant which departments are able to apply for directly without notice to the Township Coordinator.

Once the ~~Accounting~~ Director of Accounting, Supervisor, and Clerk approve the request, their recommendation will be forwarded to the requestor by the Township Coordinator. Grants over \$10,000 federal grants, or any grant requiring cash or in-kind matching funds, must be pre-approved by the Township Board. Once the submittal is approved, all completed grant applications must be forwarded to the Township Coordinator, who will provide copies to the Supervisor, Clerk and Accounting Director, as needed. No submissions shall be made until approval is received.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

1. The Hamburg Township **Accounting** Director **of Accounting** shall be designated as the grant fiscal officer for all grants.
2. The department head, elected official, or division wishing to submit a grant application shall work with the Township Coordinator and **Accounting** Director **of Accounting** on all grants.
3. The Township Coordinator can provide administrative assistance with grant application issuance and submittal, and is in charge of all record retention for grants applied for and received in the Township.
4. Grantor must send grant funds directly to the Hamburg Township Treasury. All financial institution information related to the grant application must be completed by the **Accounting** Director **of Accounting**, Hamburg Township Treasurer or Deputy Treasurer.
5. Grants requiring a cash match must be approved by the Township Board of Trustees. Sources for matching funds must be identified by the **Accounting** Director **of Accounting**.
6. Grants that allow for reimbursement of indirect costs must include the costs in the grant application budget.
7. Grants that allow for reimbursement of administrative time and other costs related to administering the grant shall have those expenses clearly recorded by the **Accounting** Director **of Accounting**.
8. Grants requiring an expenditure budget to be included with the application or annual request, must submit the proposed budget to the **Accounting** Director **of Accounting** for review prior to submission.
9. The department head will provide copies of all correspondence, including copies of the approved and executed grant application, grant award letter, executed grant contract, approved budget, etc. Copies of all motions pertaining to approval will be retained in those records as well.

4.13(d) Grant Management

Updated by Board of Trustees xx/xx/xx

Each grant must have an individual designated as Grant Coordinator, who is responsible for requesting grant funds, fulfilling the financial reporting requirements of the grant, and ensuring the proper revenue has been received before closing the file. The Township Coordinator may be **requested directed** to serve this function for the Department Head and is responsible for all final records and their retention.

The Hamburg Township **Accounting** Director **of Accounting** is responsible for maintaining an inventory of fixed assets purchased with grant funds. The Township Coordinator is responsible for making such fixed assets physically available for inspection during a grant audit, or will complete and file self-certification audits, if applicable with assistance from the grant requestor. The sale or disposal of these assets must follow grant requirements

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

and must be coordinated with the **Accounting** Director **of Accounting**. A list of all parkland and trail assets and property that are required to remain as recreational assets in perpetuity, shall be maintained by the **Accounting** Director **of Accounting**. The Township Coordinator shall be responsible for maintaining proper signage and arranging announcements and ribbon-cutting ceremonies, as may be required by the terms of the Grant.

The Township Coordinator is responsible for fulfilling the program requirements of the grant and promptly submitting the required program monitoring reports to the funding agency. Progress, financial, and final reports must be provided to the **Accounting** Director **of Accounting** who will complete the information on the Grant Transmittal to close the file.

Should a vendor be hired to draft and submit grants on the Township's behalf, it must be done so only after the Township Board has entered into an agreement with the vendor and approved the grant's submittal. The Township Coordinator is responsible for acting as the liaison between the grant writer and the Township, maintaining all records for the project, and providing any support which is required by the vendor for the proper execution of the grant.

The Grant Coordinator shall work with the Department Head to review financial transactions, such as contract invoices, vouchers, travel reimbursements, purchase documents, and various other documents that obligate Hamburg Township. When reviewing documents, the Grant Coordinator and Director of Accounting are responsible for verifying the following:

1. Charges to the grant correctly represent materials received or services rendered;
2. Charges represent activities that are allowable under the grant and comply with the budget that is established for the grant;
3. Funds are available in the grant to cover authorized charges; and
4. The transactions comply with all relevant internal or external regulations, policies and procedures, and are applied to the proper ~~GL~~ **general ledger** code.

4.13(e) Grant Accounting

Fiscal control and fund accounting procedures shall be established to assure the proper dispersal of and accounting for grant funds. Such procedures shall ensure that all financial transactions are conducted and records maintained in accordance with generally accepted accounting principles with the following objectives.

1. Maintain financial records in the shared file system (V-drive) ensuring that the file contains sufficient detailed information to accurately account for grant revenue, expenditures, assets, liabilities and obligated balances.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

2. All grants shall be processed in accordance with GASB-33.
3. Grant monitoring and budgetary control reports shall be made throughout the life of the grant.
4. All grants are subject to the rules and procedures as outlined by the agreement the Hamburg Township Board of Trustees enters into with the Grantor.
5. All records shall be maintained by the Township Coordinator and filed in the Clerk archive based on the Records Retention and Disposal Schedule for Michigan Township Clerks, by the Department of History, Arts and Libraries – Record Management Services. www.michigan.gov/recordsmanagement/

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Section 14 - Appendix 1



Grant Transmittal

Date: _____

Project:

Name of Project: _____

Expected Completion: _____ Fund Deadline: _____

Project Description: _____

Project Manager: _____ Email: _____

Department:

Approved by Supervisor/Official: _____ Date: _____

Grant Coordinator: _____ Email: _____

Financial:

Total Estimated Project Cost: _____ Expected Match: _____

Match Funding from GL#: _____ F/Y Impacted: _____

Grant Application:

Grantor Name: _____ Contact: _____

Address: _____

Contact Email: _____ Contact Phone: _____

Grant Amount Requested: _____ Award Date: _____

Admin Use:

Project Completed: _____ Reimbursement Submitted: _____

Grant Funding Received: _____ Coded to GL#: _____

Director of Accounting Signature: _____ To Clerk/Retention: _____

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

4.14 Cell Phone Usage & Re-Imbursement

4.14(a) PURPOSE

This policy is established for the purpose of establishing guidelines for the acquisition, use, maintenance, and reimbursement of cell phone equipment and services utilized for conducting Township business and services. It is intended to minimize Township expenses while maximizing efficiency and convenience for employees.

4.14(b) POLICY

It will be the policy of Hamburg Township to establish guidelines for the proper use of cell phones owned by the Township for employee use. The Township will also issue a stipend or reimbursement to employees for time and equipment based on the criteria established in this procedure. It is also the policy of Hamburg Township to comply with all Internal Revenue Service guidelines for income tax withholdings for personal use of equipment and services.

4.14(c) DEFINITIONS

Employer-Owned Cell Phone & Equipment - Shall be defined, for purpose of this policy, as any cell phone, charger, holder, mount, wireless service agreement, obtained by and/or paid for by Hamburg Township.

Employee-Owned Cell Phone & Equipment - Shall be defined, for purpose of this policy, as any cell phone, charger, holder, mount, wireless service agreement, obtained by and/or paid for by a employee of Hamburg Township.

Cell Phone Stipend - A monthly payment made to a Township employee based on the established stipend category recommended by an employee's department head and approved by the Township Board.

Cell Phone Reimbursement - A payment made to a Township employee based on a standardized calculation of use or a receipt itemizing business usage of an employee's personal cell phone equipment and services.

4.14(d) CELL PHONE STIPEND LEVELS

Cell phone stipend levels are as listed below. Department heads may make a written request for an employee to receive a cell phone stipend to the Township board. The request will include a stipend level recommendation by the Department head and the employee's position, responsibilities, and need for business related cell phone services. All cell phone stipends will be established by a majority vote of the Township Board. Cash amounts for

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

each stipend level will be established by the Board and reviewed or adjusted at their discretion.

1. **Administrative Stipend;** an executive level or critical employee that "must have" cellular phone service for emergency contact. This position or work assignment has a high level of responsibility and accountability for delivery of government services. This employee requires an extremely high volume of demand for communication with subordinates, business partners, and citizens.
2. **Supervisory Stipend;** a management or supervisory level employee who "needs to have" cellular phone service while either on call or in a position to give 24-hour work direction to others. These employee responsibilities require regular and ongoing need for accessibility and communication either throughout the workday and while off duty.
3. **Staff Stipend;** a front-line employee where it is convenient to have cellular services to enhance the productivity and efficiency of Township services.

4.14(e) EMPLOYEE OWNED CELL PHONES

1. Employee participation in the cell phone stipend program is voluntary and can be canceled by the employer or the employee at any time for any reason.
2. Employees receiving a cell phone stipend shall do the following:
 - a. Provide their cell phone number to their immediate supervisor.
 - b. Maintain their cell phone in active service.
 - c. Have cell phone turned on and available for contact according to requirements of the stipend level and/or job requirements to which he/she is assigned.
 - d. Maintain a sufficient amount of cellular minutes available to conduct the level of business appropriate to the job requirements to which he/she is assigned.
 - e. Assume responsibility for all charges for cell phone services and equipment.
3. Hamburg Township retains the right to determine eligibility and participation in employee owned cell phone stipend program.
4. Personal use of employee owned cell phones shall be kept to a minimum during business hours or while the employee is on duty.

4.14(f) TOWNSHIP OWNED CELL PHONES

1. Department heads may make a written request for an employee or work group to be issued either single use or multi use Township owned cell phone to the Township Board. The request will include a type of use, the employee's or work groups position, responsibilities, and need for business-related cell phone services. All Township-owned cell phone levels will be established by a majority vote of the Township Board.
2. Township-owned cell phones will be designated by the following two types:

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- a. Multi-user or On-call phone assigned to a work group or division that uses the phone for business only while performing a specified task
- b. Single user Township owned phone assigned to a specific person that is utilized for both business and personal use.
- c. Monthly personal use fees for Township-owned phones will be determined by a monthly review of the phone bill. Any personal calls will be totaled and the total will be given to the Accounting Department for inclusion in the employee's taxable income.
- d. Any employee authorized for use of a Township owned single user phone may use the phone for personal use and will be taxed on the personal usage on a monthly basis. Personal calls should be kept at a minimum and should not interfere with Township business.

Employee Owned Cell Phones

Stipend Level	Monthly Stipend Rate
Administrative	\$50.00
Supervisory	\$35.00
Staff	\$20.00

Township Owned Cell Phones

Assignment Type	Monthly Use Rate
Single User Basic	\$15.00
Multi-User	Signed Statement "No Personal Use"

4.15 Automated Clearing House (ACH) Arrangements and Electronic Funds Transfer (EFT) Policy

4.15(a) PURPOSE

The following policy shall govern the use of Automated Clearing House (ACH) and Electronic Funds Transfer (EFT) arrangements for Hamburg Township.

4.15 (b) DEFINITIONS

Automated clearing house or "ACH" - means a national and governmental organization that has authority to process electronic payments, including, but not limited to, the national automated clearing house association and the federal reserve system.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

ACH arrangement - means the agreement between the originator of the ACH transaction and the receiver of an ACH transaction.

ACH transaction - means an electronic payment, debit, or credit transfer processed through an automated clearinghouse.

ACH policy - means the procedures and internal controls as determined under this written policy developed and adopted by the Hamburg Township Board of Trustees.

Electronic transactions officer or "ETO" - means the person designated under the Electronic Funds Transactions Act, Public Act 738 of 2002, as set forth in MCL 124.301, et seq., by the Township.

4.15(c) AUTHORITY

The Township Treasurer, is designated by the Act as the Township's ETO and may enter into an ACH arrangement as provided by the Act.

4.15(d) GUIDELINES

1. The Township shall not be a party to an ACH arrangement unless the Hamburg Township Board has adopted a resolution to authorize electronic transactions and the Hamburg Township Director of Accounting has presented a written ACH policy to the township board.
2. An ACH arrangement under PA 738 of 2002 is not subject to the Revised Municipal Finance Act, Public Act 34 of 2001 (MCL 141.2101, et seq.), or to provisions of law or charter concerning the issuance of debt by a local unit.
3. Responsibility for ACH Agreements. The Hamburg Township Director of Accounting is responsible for Hamburg Township's ACH agreements, including payment approval, accounting, reporting, and generally for overseeing compliance with the ACH policy.
4. The Accounting Specialist shall submit to the board documentation detailing the goods or services purchased, the cost of the goods or services, the date of the payment, and the department levels serviced by each payment of public funds made by electronic transfer. This report may be contained in the Townships electronic general ledger software system or in a separate report to the Township board.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

4.15(e) INTERNAL ACCOUNTING CONTROLS TO MONITOR USE OF ACH TRANSACTION MADE BY TOWNSHIP

The following system of internal accounting controls will be used to monitor the use of ACH transactions made by Hamburg Township:

1. The Accounting Specialist shall prepare a list of vendors authorized to be paid by ACH transaction and provide that list to the Hamburg Township Board of Trustees.
2. The Accounting Specialist initiates the transaction upon receipt of an invoice included on the authorized ACH list approved by the appropriate township official. ACH invoices must be approved before payment.
3. The Accounting Specialist presents a report of ACH bills for payment to the township board for approval. The board approves all transactions prior to disbursement. [If the township board has established a policy identifying specific payments that have pre-approved authorization (monthly utility bills, payroll etc.), it must post-audit those payments and confirm their disbursement at the next board meeting following their disbursement. Include in the ACH policy the list of specific types of payments pre-authorized for post approval by the board.]
4. Following board approval, the Treasurer and Clerk, or their designees, sign the report of ACH bills, the Accounting Specialist initiates the electronic transaction with the vendor, and the Director of Accounting reviews and approves the transfer of funds.
5. The Director of Accounting shall retain all ACH transaction documents for audit purposes.
6. The Director of Accounting shall retain all invoices for audit purposes.
7. Vendors will be contacted with their phone number on file for any ACH setups or ACH changes to verify the information before any changes are made.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

5.0 PROPERTY MANAGEMENT

5.1 Hours of Business

Updated by Board of Trustees xx/xx/xx

The Township hall shall be open to the public at ~~8:00 a.m.~~ 7:30 a.m. and shall be closed at ~~5:00 p.m.~~ 5:30 p.m. on every normal business day, Monday through Thursday.

5.2 Building Access

The first person arriving each morning should make sure that all public access doors are unlocked and the security system is deactivated.

Prior to leaving, each employee will make his or her work station secure by checking their work area to ensure any open windows are closed & locked, turning off lights, equipment and doors are locked (if applicable).

The last person to leave the Township hall at night shall check to see that the building is secure and alarmed.

Persons working after hours are responsible for turning off the lights and office machines used and checking that all accessible doors and windows are secure.

5.3 Security

Updated by Board of Trustees xx/xx/xx

5.3(a) Keys - The following positions are authorized to receive a key to the main door: all employees and all Township Board members.

If a key is lost, the Director of Technical Services & Utilities shall be informed immediately. A replacement key shall be issued. If the Director of Technical Services & Utilities has reason to believe that the missing key may be used for unauthorized entry, new locks will be installed. Upon termination of employment, the employee shall return his or her office keys to the ~~Human Resource Director~~ Director of Technical Services & Utilities. No person shall duplicate a key without authorization from the Township Supervisor or the Director of Technical Services & Utilities or make a key available to any unauthorized person.

Each department head shall determine who shall be issued a key to the department's door or any secured facilities, such as a safe, election equipment, cash drawer or filing cabinet, within the department. Only Clerk approved person(s) shall have access to storage areas of election equipment.

The executive team shall be provided with keyed access, coded access, alarm system monitoring to all township owned property. Working with the IT Director, the executive team shall ensure the Township property is appropriately monitored.

5.4 Safety

Updated by Board of Trustees xx/xx/xx

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

~~Flammables and the Township Hall shall be maintained in compliance with the Fire Marshall.~~

~~In the event of a fire, all employees will immediately exit the building. All employees shall gather in the Senior Center parking lot for a head count.~~

All department staff shall refer to their department safety manual or Standard Operation Procedures, if applicable.

5.5 **Staff Use of Township Equipment, Labor or Premises**

Updated by Board of Trustees xx/xx/xx

1. **Lost or Damaged Equipment** - Any lost or damaged equipment shall be reported immediately to the employee's department head.
2. **Personal Use of Township Property** - Township property should not be used by township personnel for personal use
3. **Copier** - Employees may use the Township copier for incidental use with the approval of the department head.
4. **Bulletin Boards** - Employees and residents who wish to post notices on Township bulletin boards must have the prior approval of the Township Clerk or their designee.
5. **Electronic Communications Policy**
 - a. **Purpose** - The purpose of the electronic communications system is to assist Hamburg Township's day-to-day conduct of business activities. This section sets forth the policies regarding the use of the Internet and e-mail system. Hamburg Township reserves the right to change these policies at any time.
 - b. **Ownership** - The e-mail system is the property of Hamburg Township. All data and other electronic messages within this system are the property of the Township. E-mail messages either composed or received in therefore may be subject to Freedom of Information Act requests and other legal disclosure. Staff and elected officials should use assigned township email addresses.
 - c. **Monitoring/Privacy** - Hamburg Township reserves the right to monitor all e-mail/Internet messages/information either composed or received in the system. It is possible that e-mail sent from the Township's system can be intercepted on the system and on the Internet; therefore, the user should not expect any degree of privacy regarding e-mail messages. E-mail messages deleted by the user may be retrievable from the hard drive, backup tapes or the receiving or sending e-mail system.

No monitoring of any e-mail or internet activity without the consent from the Executive Committee or Township Board. Any violations of this policy may result in disciplinary action up to and including termination.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

d. **Users** - Only Hamburg Township employees who have been assigned by an Executive Team member are permitted to use the Internet system. Only Hamburg Township employees who have been assigned an e-mail account and password are permitted to use the e-mail system. Accounts will only be established once the employee has read the Township's Electronic Mail/Internet Policy and has signed the Township's E-Mail/Internet Policy Acknowledgment Form. Upon termination of employment, that user's account and privileges will be revoked.

e. **Prohibited Uses** - Certain uses of the Township's e-mail/Internet system are not allowed. Prohibited uses include, but are not limited to:

- Using the system for any purpose which violates State and Federal Laws.
- Using the system in a way that violates copyright laws.
- Using the system to circumvent the Open Meetings Act.
- Sending or receiving confidential communications related to litigation, negotiations, or investigations.
- Misrepresenting one's identity to compose or intercept messages.
- Revealing your access code or password to another employee.
- Using the system for commercial or personal purposes other than the business of Hamburg Township.
- Using the system for the purposes of lobbying.
- Creating offensive or malicious messages. These would include, but not limited to, messages which contain profanity, sexually explicit content, race, natural origin or gender specific comments, threats or harassment.
- Using the system for religious or non FOIA related political purposes.
- Using the system for gambling, betting pools or investment clubs.
- Chain letters.
- Engaging in any e-mail/Internet activity that would create liability for Hamburg Township.
- Browsing sites, chat rooms, or publishing unrelated to work.
- Using the Internet to purchase or sell goods or services.

f. **Disclosure** - Hamburg Township reserves the right to use any e-mail found in its system for its business activities and to disclose e-mail contents to appropriate personnel.

5.6 Vehicle Acquisition, Disposal and Use

1. **Purpose** - To provide a procedure by which Hamburg Township vehicles are acquired, their official use, and disposal.
2. **Intent** - The intent of the Hamburg Township Board of Trustees is to develop a formal policy for the usage, acquisition/disposition, and maintenance of all Township vehicles.
3. **General Policies**

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- a. All vehicles owned by Hamburg Township and operated by any department therein, shall be managed by the Township Board. The Board will make all final decisions regarding acquisition, usage, inventory, and replacements.
- b. All vehicles purchased/owned by Hamburg Township shall be titled in the name of Hamburg Township. The Supervisor and/or Clerk shall be authorized to sign all titles for newly acquired vehicles on behalf of the Township as well as titles of vehicles sold (when approved by the Township Board). All titles are to be stored in the Clerk's office and under the direct responsibility of the Clerk.

4. **Specific Policies**

Updated by Board of Trustees xx/xx/xx

- a. **Assigned Vehicles** - The Hamburg Township Board shall assign-vehicles to specific staff members or departments on documented need through a motion of the Board, individual employment contracts, adopted policies or through Collective Bargaining Agreements. Township vehicles kept at home overnight shall be stored in a garage or driveway and shall not be parked overnight on the street. Use of exclusively assigned vehicles shall be limited to travel to and from work and business only. No personal use of Township owned vehicles is permitted which generates additional mileage.
- b. **Township Vehicle Use** – Township owned vehicles are to be used to perform the daily functions of the departments. These include but are not limited to the following:
 - Policing/Patrolling
 - Undercover/Surveillance Work (Unmarked Vehicles)
 - Attending Court Cases
 - Reviewing Properties for Assessing Purposes
 - Reviewing Properties for Zoning Violations/Inspections
 - Reviewing Properties for Construction Activities
 - Attending Meetings and Conferences
 - Attending Educational Classes
 - Re-Evaluating Properties
 - Attending Work Related Meetings
 - Maintenance of Township Properties and Utilities Systems
 - Verification and Maintenance of special assessments
 - Banking, mail and election activities
- c. **Fuel** – Township owned vehicles driven by authorized Township employees on official business shall be authorized to receive fuel from the designated Township supplier. For approved out-of-town travel, employees will be reimbursed for fuel pending receipt submittal.
- d. **Vehicle Acquisition** – The Township shall acquire vehicles to meet the needs of each department either by lease or purchase. Method of acquisition will be determined by the Township Board. The model, type and specific standards for

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

vehicles needed may vary by department. This decision shall be at the discretion of the Township Board.

- i. **Replacement** - Public Safety vehicles will be replaced when the odometer has reached 100,000 miles, the vehicle is six (6) years old (with the exception of certain fire apparatus which by their design have an expected useful lifespan of more than 6 years), the lease has expired, or the repairs to the vehicle are such that it is no longer cost effective to maintain serviceability of the vehicle, whichever occurs first. However, ~~any department head may the~~ **Director of Public Safety may**, at their discretion, request the Township Board of Trustees exempt a specific vehicle from this policy by providing a written maintenance expense summary and vehicle safety inspection certification from an independent certified mechanic who does not regularly maintain the vehicle. The Township Board of Trustees, should it choose to grant the exemption, shall specify the period or number of miles the vehicle is to remain in service beyond the parameters listed above.
- ii. **Budgeting** - Each department shall be responsible for budgeting for vehicles. In instances where vehicles are shared, the department requesting use of another department's vehicle, shall budget an appropriate amount of funds for fuel, fluids, and general maintenance, i.e. cleaning, etc.
- e. **Disposal** – The Township Board shall direct the advertising for sale of any Township vehicle that will be replaced. The proceeds from the sale will be applied to the department that had use of the vehicle, to defray the costs of acquiring a replacement. All vehicle disposals should be through MIBid unless approved by the Township Board of Trustees.
- f. **Maintenance** – Each department shall be responsible for the daily maintenance of the vehicle(s) assigned to their respective department. This maintenance includes, but shall not be limited to the following:
 - Cleaning** – The interior and exterior of all Township vehicles shall be kept clean. The users of each vehicle are responsible for cleaning.
 - i. **Fuel, Oil, and Fluids** – At no time shall the fuel level drop below one-quarter (1/4) tank. Fluids (power steering, brake, washer, oil, transmission, etc.) shall be checked ~~at the time of refueling, or on a weekly basis periodically~~. Fluid levels are to be maintained at all times according to manufacturer recommendations. This maintenance shall be the responsibility of each user of the department's vehicle at a location, or source approved by the Township Board. Oil changes shall be performed at manufacturer suggested intervals at a site approved by the Township Board.
 - ii. **Repairs** – Minor repairs shall be promptly taken care of. The Township Board shall make decisions regarding major repairs. The department head shall notify the Supervisor or Clerk of needed repairs.
- g. **Vehicle Operation** - Township vehicles may be provided for use by employees for work-related travel. No personal business shall be conducted while operating a

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Township owned vehicle. Employees are expected to observe all traffic laws, posted speed limits, and use care and caution while operating these vehicles. Use of seat belts for drivers and passengers is mandatory. Smoking in Township vehicles is prohibited. Employees involved in traffic accidents while driving a Township vehicle are required to notify his/her supervisor as soon as possible after the accident and when so directed, file a complete written report with respect to the accident. If it is determined by the Township that the employee was negligent, the Township may institute disciplinary action against that employee.

h. Vehicle Use – The Clerk’s office is responsible for scheduling pool use and keys.

In the event of public emergencies, priority for vehicle sharing shall be given to the Police Department. Expenses incurred during such emergencies shall be borne by the Police Department.

i. Eligible Drivers – Employees who are eligible to use Township vehicles shall possess a valid Michigan driver’s license.

j. Driving Record Oversight - Hamburg Township will contract with a vendor of their choice for this service. Whenever there is activity on an employee’s driving record (accidents, traffic citations, convictions, etc.) Hamburg Township automatically receives notification. The service also provides an automatic yearly copy of employee driving records regardless of the activity.

All employees must immediately notify the Township in writing of any suspension, revocation or restrictions placed on the employee’s driver’s license.

Hamburg Township may refrain from hiring new employees based on an evaluation of the applicant’s driving record.

Hamburg Township will rescind an employee’s authorization to drive on Township business and/or to operate a Township vehicle when the Township determines that the employee has compiled a poor driving record.

The following conditions or convictions are examples that are deemed unacceptable and may result in disciplinary action up to and including dismissal or reassignment as determined on a case by case evaluation by the Human Resource Director who will confer with the Executive Team.

- i. Two (2) at-fault accidents in the past three years, or
- ii. Failure to stop and/or report an accident, or
- iii. Operating after the ingestion of, or being under the influence of, alcohol or controlled substances, or
- iv. Operating with an unlawful blood alcohol content, or

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- v. Negligent homicide, manslaughter, or assaults involving the operation of a motor vehicle, or
- vi. Driving on a suspended or revoked license, or
- vii. Operating a vehicle while taking medications that may impair safe vehicle operation.

It is the employee's responsibility to notify his/her supervisor when the employee has taken prescription or non-prescription drugs which may impair the employee's ability to safely operate a motor vehicle.

5.7 Public Use of Township Facilities

Updated by Board of Trustees xx/xx/xx

~~**5.7(a) Availability**—Township Senior/Community Center is available for use by non-profit or civic organizations for events.~~

~~**5.7(b) Reservations**—Application for use forms shall be made available at the office of the Township Clerk. The Clerk shall record each reservation on a facility calendar, on a first-come, first-served basis.~~

~~**5.7(c) Conditions for Use**~~

- ~~1. All applications for the use of this facility from Hamburg Township non-profit or civic organizations shall be submitted to the Building Coordinator for review and issuance.~~
- ~~2. The Township Board reserves the right to demand sufficient time to investigate applications for the use at the discretion of the Building Coordinator. The Township Board reserves the right of first claim to use of the facility. Cancellations may be ordered by the Board with due notice.~~
- ~~3. The applying party agrees to save and hold harmless Hamburg Township and the Hamburg Township Board. They further agree to assume responsibility for all liabilities arising incident to the use of said facility. The applying party may be asked to furnish proof of liability insurance with an endorsement showing Hamburg Township as an additional insured for an event if the Building Coordinator or the Hamburg Township Board so requests.~~
- ~~4. All approved users must satisfy the Township Board that they will guarantee orderly behavior and will underwrite any damage done due to their use of the premises.~~
- ~~5. All approved users must maintain control of the behavior of their members who use the facility. If it is determined that members are behaving improperly in the hallways, bathrooms and other public areas of the building, they will be asked to furnish adults to patrol such areas to maintain proper behavior. If the user group is unable or refuses to provide said adults, the Township Board reserves the right to require one of the following options:~~
 - ~~a. Revoke the permission for use.~~
 - ~~b. Require the user to pay the costs incurred by the Township to provide a paid adult individual to patrol the public areas of the facility.~~

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL



- ~~c. The Township has the right to charge any costs incurred by any groups.~~
- ~~d. Applications for use of the facility shall be submitted no later than two weeks prior to the requested date of use. Multiple and/or long term uses of the facility must be submitted no later than one month prior to the first meeting date desired.~~
- ~~e. Applications for multiple and/or long term use must be approved by the Hamburg Township Board.~~
- ~~f. Applications shall be made on forms provided by the Building Coordinator. Applications must be signed by an officer of the applying organization.~~
- ~~g. If applicants serve food or refreshments, all means of serving same shall be furnished by the applicant. None of the facility's cooking or refrigeration equipment or supplies may be used. No alcoholic beverages are allowed.~~
- ~~h. All items dealing with the application requirements, not specifically mentioned or defined above shall be subject to the interpretation and discretion of the Township Board and Building Coordinator.~~

5.7(a) Availability – When it is not used by the Senior Center Director for programming, the Hamburg Township Senior/Community Center is available for use by Hamburg Township taxpayers, local non-profit organizations, and/or civic organizations for meetings and/or events as outlined in the Senior/Community Center Rental – Facility Information packet. The rates for use are available in the Hamburg Township Administrative Fee Schedule which can be found in the Hamburg Township Code of Ordinances.

5.7(b) Reservations - Application for use forms shall be made available at the office of the Township Clerk and/or on the Hamburg Township website. The Parks Coordinator shall record each reservation on a facility calendar on a first-come-first-served basis, process invoices, and facilitate the customer's access to the building by assigning key fobs. For regular users, a code may be assigned by Director of Technical Services & Utilities which will be given to them along with a regular key. The Parks Coordinator will keep record of all key and code assignments.

5.7(c) Rules and Regulations for Use

1. Use of the Hamburg Township Senior/Community Center is limited to **Hamburg Township residents, businesses, and/or local non-profit or civic organizations**. All applications for use must be submitted to the Township Clerk's Department for review and approval.
2. All applications for use of the facility shall be submitted no less than two weeks prior to the requested date of use. All such uses shall terminate at the end of the Township's fiscal year (ending June 30th of every year). Thereafter, a new application must be made for each succeeding Township fiscal year or portion thereof. **Maximum capacity of the building is 150.**
3. Applications shall be made on forms provided by the Clerk's Department. All applications must be signed by an authorized party representing the group or organization or an

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

individual who must also provide contact information. The Township Board reserves the right to revoke any approved use with due notice. Uses may be rescheduled at any time based on availability or other uses required by Hamburg Township/Senior Community Center.

4. The applicant may be asked to furnish proof of liability insurance with an endorsement showing Hamburg Township as an additional insured for an event, if the Clerk or the Hamburg Township Board so requests, in amounts to be established by the Township.
5. A front door entrance key and alarm code will be assigned to any applicant who applies for a reoccurring meeting. There will only be one key assigned per group. Annual payment for use is required at the time of issuance and is non-refundable. The applicant agrees that said key will not be copied or loaned to others. If said key is lost (and/or loaned) a charge of \$100 will be invoiced to the applicant. Changes in scheduled use must be approved by the Clerk's Department. **Unscheduled use of the facility will result in an automatic loss of rental privileges.**
6. A front door entrance key and key fob will be assigned to any applicant who applies for infrequent meeting such as annual or quarterly. Payment is required at the time of issuance and is non-refundable. Approval can take up to 5 business days. The applicant agrees that said key will not be copied or loaned to others. If said key is lost (and/or loaned) a charge of \$100 will be invoiced to the applicant. Changes in scheduled use must be approved by the Clerk's Department. **Unscheduled use of the facility will result in an automatic loss of rental privileges.**
7. The facility is accessible through the front double doors of the building. It is the responsibility of the applicant to secure, lock and alarm the building prior to exiting. Should the facility be left unlocked and unalarmed, the organization will be charged a fee as outlined **Hamburg Township Administrative Fee Schedule – Appendix A**. Future use may not be guaranteed for habitual offenders.
8. For infrequent use, Applicants have seven (7) days after the scheduled date of the use of the facility to return the key (and fob if applicable) to Hamburg Township or the applicant may be charged a fee as outlined in the **Hamburg Township Administrative Fee Schedule – Appendix A**.
9. All approved users will be responsible for any damage done to the Community Center resulting from their use of the premises and fees are outlined in the **Hamburg Township Administrative Fee Schedule – Appendix A**. Hamburg Township is not responsible for damages to any property that belongs to the applicant or users of the premises. Any property that is brought on premises must be removed when the function ends, before the building and premises are vacated.
10. Hanging of any documents, signs, posters, pictures or similar items, is not permitted on any surface in the Senior/Community Center. If for any reason, it is determined that it is necessary to re-key the Senior/Community Center due to the negligence of the party who has utilized the facility, the Township has the right to charge the applicant for any costs incurred.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

11. All approved users shall have the facility cleaned up, locked up and shall vacate the Township premises by **11:00 p.m.** No applicant shall be on the premises after this time without express permission from the Township Board.
12. If applicants serve food or refreshments, all means of serving same shall be furnished by the applicant. None of the facility's cooking or refrigeration equipment or supplies may be used. **NO SMOKING, VAPING, OR TOBACCO PRODUCTS IN THE BUILDING. NO ALCOHOLIC BEVERAGES ARE ALLOWED ON THE PREMISES. PARTIES AND SHOWERS ARE ALLOWED AT AN EVENT RATE, PROHIBITING USE OF THE KITCHEN, AND REQUIRE A NON-REFUNDABLE DEPOSIT. NO MEETINGS OF A PARTISIAN POLITICAL NATURE. NO RELIGIOUS ACTIVITIES OR SERVICES. FUNDRAISING EVENTS MAY BE APPROVED BY TOWNSHIP BOARD MOTION. IT IS THE RESPONSIBILITY OF THE ORGANIZATION TO REMOVE THEIR TRASH AND RETURN ALL ROOMS TO THEIR ORIGINAL CONDITION. KITCHEN USE IS PROHIBITED FOR ALL USERS.**
13. All items dealing with the application requirements, not specifically mentioned or defined above shall be subject to the interpretation and discretion of the Township Board and Township Clerk.

5.7(d) Release of Liability Waiver

1. In further consideration of entering into this agreement, to the fullest extent permitted by law, the Applicant agrees to defend, pay on behalf of, indemnify, and hold harmless Hamburg Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Hamburg Township against any and all claims, demands, suits or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Hamburg Township, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this contract.
2. The Applicant covenants and agrees that it will have a representative on the premises at all times to monitor the set-up, use and tear-down of the use and all activities related thereto and under no circumstances shall the use of the Senior/Community Center be granted or sublet to any other group or organization without the express written permission of the Hamburg Township Board of Trustees.
3. Any Applicant or group or entity co-hosting the use must comply with all rules, regulations and policies of the Township pertaining to the said use and will be ultimately responsible for any and all damages to any Hamburg Township property resulting from the use, and shall otherwise restore the Township property to its previous condition.
4. No private property shall be kept, stored or maintained in and on the Hamburg Township Senior/Community Center property without the express written permission of the Hamburg Township Board of Trustees. All private property kept, stored or maintained

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

in and on the Hamburg Township Senior/Community Center property shall be so kept, stored or maintained at the risk of the Applicant.

5. The Applicant acknowledges that he/she/they are an authorized officer of the group/event applying for use of the Senior/Community Center.

5.8 Routine Maintenance

Updated by Board of Trustees xx/xx/xx

5.8(a) Responsibility - The Director of Technical ~~and Utilities~~ Services **& Utilities** shall be responsible for monitoring the need for repairs and improvements to Township property. The Director of Technical ~~and Utilities~~ Services **and Utilities** shall use the Township purchasing and bidding procedure, as outlined in Section 4.8(b), to procure all non-emergency repairs to Township buildings, land, equipment, and vehicles. MIBid will be used to auction used Township vehicles at the end of their useful service life.

All building maintenance, construction, repairs, building and grounds problems, buildings and grounds equipment, in short, anything associated in any way with the maintenance of any township property, regardless of the department it is associated with will be directed to the Director of Technical Services and Utilities, for approval. If the associated project does not require Township Board approval, do not proceed with any purchase or maintenance without the Director's written approval. This does not apply to routine day-to-day maintenance like switches, lightbulbs, furnace filters and ongoing routine, reoccurring maintenance, etc.

5.9 Snow Removal Policy

Updated by Board of Trustees xx/xx/xx

The Buildings and Grounds Department is responsible for salting and plowing all township parking lots and sidewalks including The Mike Levine Lakelands Trail, **located within Hamburg Township**.

The Buildings and Grounds Superintendent, in consultation with the Director of Technical and Utility Services, will determine when to salt or plow based on actual ground conditions in conjunction with current and predicted weather. Depending on the expected severity of a winter storm, two or three employees from Buildings and Grounds will be on-call if the storm occurs after hours, or on a weekend or holiday.

The following priority list will be used for salting and/or plowing:

- Level 1: Police and Fire Departments
- Level 2: Township Hall, Township Library, and Senior Center
- Level 3: Mike Levine Lakelands Trail
- Level 4: ~~Hamburg Museum and~~ park/trailhead parking lots

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Level 1 areas will be plowed as soon as possible and as often as needed during the storm. Level 2 areas will be plowed once Level 1 areas have been taken care of during the storm. They will not be plowed as frequently as Level 1 areas. Level 3 areas will be plowed once the storm has ended and higher priority areas have been addressed. Level 4 areas will not be plowed until the storm has ended and all other areas have been cleared of snow.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

6.0 PUBLIC INFORMATION

6.1 Public Contact

Updated by Board of Trustees xx/xx/xx

6.1(a) Courtesy - The primary goal of the Township is to serve the public. All staff and employees will respond to requests for Township information from members of the public with courtesy and efficiency. All officials and employees shall communicate with the public in a friendly, courteous and efficient manner at all times. All visitors to the Township hall shall be greeted in a friendly, helpful manner. ~~The receptionist shall be under the day to day supervision of the Township Clerk, who shall ensure that the public's needs are being met.~~

Phone calls to the Township shall be answered, "Good Morning/Good Afternoon, Hamburg Township, this is _____ speaking, how may I help you?"

Department heads shall make every effort to see visitors who need their assistance. When workload or other commitments do not allow for an immediate meeting, the visitor will be asked to make an appointment at a mutually convenient time.

6.1(b) Complaints and Problems - All citizen complaints and problems will be directed to the appropriate office or official.

Complaints or other concerns received from a citizen shall be received with courtesy. The official or employee will make every effort to resolve a complaint or problem, within the official's or employee's scope of authority. Department heads will be notified of all complaints.

The Township Supervisor and Clerk shall be notified in writing of any citizen complaint. The notice shall include the name and address of the citizen, the nature of the complaint, and how the complaint was resolved. The Supervisor or Clerk may make a subsequent inquiry with the citizen to ensure the issue was resolved to the citizen's satisfaction.

6.2 Public Information Officer

The Supervisor and the Clerk shall be the public information officers for the Township and shall be responsible for public information associated with their departments of responsibility. The Treasurer is responsible for supervising the preparation of the Township newsletter. Public service announcements and media releases on Township government events and responding to inquiries from the media or referring contact to other appropriate Township officials shall be jointly coordinated by the Supervisor and the Clerk.

Township employees will refer all public information announcements to the Supervisor and the Clerk prior to releasing them to the public or the media.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

6.3 Public Notices

Updated by Board of Trustees xx/xx/xx

6.3(a) Meeting Notices - The Township Clerk shall be responsible for posting all regular, special and rescheduled Board meetings in conformance with the Open Meetings Act and other State laws. Departments Heads shall be responsible for posting ~~of special~~ meetings related to their department.

6.3(b) Public Notices - The Township Clerk shall be responsible for ~~delegation and/or assistance, or~~ publishing and mailing all public notices required by State law, including but not limited to:

- ~~1. Board of Review meetings~~
2. Budget Public Hearings
- ~~3. Planning Commission Public Hearings~~
- ~~4. Zoning Board of Appeals Hearings~~
5. Special Assessment District Hearings
6. Election Notices
7. Master Plan Adoption and Amendments Public Hearings
8. Truth-in-Taxation Notice
9. Board Meeting Minutes Synopsis
10. Request for Proposals

~~Department Heads shall submit all public notices for publishing to the Clerk &/or Deputy Clerk. Departments Heads shall be responsible for posting of special meetings related to their department.~~

6.4 Freedom of Information Act Requests

Updated by Board of Trustees xx/xx/xx

Pursuant to P.A. 1976 No. 442, as amended, and MCL 15.231, as amended (Freedom of Information Act – FOIA) Hamburg Township provides access to all Township public documents except those or portions of those exempt from release under FOIA. The policies and procedures herein are intended to implement the requirements of FOIA and the release of documents that exist at the time any requests for them are made.

All requests for copies of public documents or to review public documents must be in writing with the exception of the following:

1. Copies of assessment/tax records by the property owner of his/her own property.
2. Copies of assessment/tax records that are reasonable and readily available at the time of the request.
3. Copies of all current meeting agendas.
4. Copies of all current minutes.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

All written requests shall describe the public record or records requested sufficiently to enable the FOIA Coordinator to find said public record.

A written request ~~made by facsimile~~ submitted through the FOIA Portal, electronic mail, or other electronic transmission, is not logged as received by the FOIA Coordinator until one (1) business day after the electronic transmission is made. For a request to be considered a sufficient writing to satisfy the FOIA, it must contain the following:

1. The name, address and contact information (i.e. phone number, email address) of the requester.
2. A statement indicating that the requester will pay the costs allowable under the FOIA, or documentation that the requester is receiving public assistance or other facts showing inability to pay due to indigence.

Generally, oral requests for documents do not constitute a request under FOIA. However, if a citizen making an oral request is disabled, either temporarily or permanently, so that he/she is unable to make the request in writing, special accommodations must be made. It is the duty of the department receiving the request to write out the request for the citizen as an accommodation under American Disability Act (ADA). Once written, the request should be processed as a formal request under FOIA.

6.4(a) FOIA Coordinators - The Township Board shall appoint a FOIA Coordinator. The FOIA Coordinator may designate another individual(s) to act on his or her behalf in accepting and processing requests for the public body's public records, and in approving a denial pursuant to FOIA.

6.4(b) Processing - Often times a request for documents under FOIA will be received by the specific department. The request must be immediately turned over to the FOIA Coordinator for processing. The FOIA Coordinator in turn will request and receive from the appropriate departments, the requested documents together with a memorandum regarding the request, listing the staff time involved in retrieving ~~and redacting the documents~~. The FOIA Coordinator shall review the departmental response for both compliance with the Township policy and consistency with the Township's response to similar requests. Any required changes shall be immediately discussed with the responding department or, if appropriate, the Township Attorney. The responding department shall immediately make any changes directed by the Coordinator and provide the Coordinator with revised documents as may be necessary.

The department will provide the requested records to the FOIA Coordinator no later than four (4) days from receipt of the request. If this is not possible, the department shall notify the FOIA Coordinator immediately. The Coordinator will contact the requesting party and notify them of a 10-day extension of time to respond, if appropriate.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

If a department cannot provide a requested record because it does not exist, the FOIA Coordinator will be notified in writing immediately. If a record does not exist in the form requested, or if it is exempt under FOIA, the Coordinator will send a notice of denial, which contains the required appeal information (see Section 6.4(d)).

In the event the request is to view public documents, a monitor (Township staff person designated by the FOIA Coordinator) will be assigned. The requestor shall be notified of the scheduled day and time for the inspection.

6.4(c) Payment of Costs - The requester will be invoiced by the FOIA Coordinator for actual costs in filling the request. These costs are contained in the Administrative Fee Schedule. ~~(insert hyperlink)~~

Except as provided below, no fee shall be charged for searching, examining, reviewing, and deleting and separating exempt from non-exempt material unless failure to charge a fee would result in unreasonable high costs to the public body because of the nature of the request in the particular instance, such as, by way of example, cases requiring advice from legal counsel, additional staffing or other direct expenses not in the ordinary course of business. (If a FOIA request is made for an easily identified document consisting of a few standard size pages, labor for the search, examination, and making deletions under the FOIA would generally not present a case of unreasonably high costs to a public body. In such a case, the Legislature has directed that no charge be imposed. If a request for "any and all" documents as to a particular subject, requires a search of many boxes of records, including review for exempt material which must be or may be deleted (per Section 13 of the FOIA), and if that search, examination, and review involves numerous hours of labor, charges may be imposed to avoid the unreasonably high cost arising from the nature of that particular request.)

In any case where the estimated actual cost to Hamburg Township of responding to a request for a copy of a public record exceeds \$50.00, a good faith deposit equal to 1/2 of the estimated cost of such response shall be required prior to completing the request. The FOIA Coordinator shall be responsible for collecting the computed costs prior to the release of the requested documents.

A copy of a public record shall be furnished, without charge for the first \$20.00 of the fee for each request, to an individual who submits an affidavit that he or she is then receiving public assistance, or if not receiving public assistance, stating facts showing inability to pay the cost because of indigency.

If an individual has an outstanding FOIA bill, the information shall be turned over to the Accounting Department for collections proceedings. The Township cannot refuse to comply with subsequent FOIA requests due to an outstanding invoice.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

The Township Board may waive some or all of the costs as may be in the public interest because furnishing copies of the document(s) would be considered as primarily befitting the general public.

6.4(d) Response - The initial response may be either grant or deny the requested documents or extend the time for response up to ten (10) business days. The response either granting or denying access in whole or in part to the requested documents must contain the following:

1. An invoice containing a detailed breakdown and backup of the charges to process the request.
2. Transmittal indicating where the requester may pick up the released documents and pay the appropriate costs. This transmittal shall also include the following statement: *"The Township does not warrant or guarantee the accuracy of the information provided. Rather, it provides the documents only to comply in good faith with the Michigan Freedom of Information Act, and not for any other purpose."*
3. If any aspect of the response is less than a full granting of the request, the final paragraph MUST be inserted exactly as follows:

"If you receive written notice that your request has been denied, in whole or in part, under Section 10 of the Freedom of Information Act, you may, at your option, either 1) submit to the Hamburg Township Clerk a written appeal that specifically states the word "appeal" and identifies the reason(s) for reversal for the disclosure denial; or 2) file a lawsuit in the circuit court to compel Hamburg Township's disclosure of the record. If, after judicial review, the circuit court determines that the Township has not complied with the Act, you may be awarded reasonable attorney's fees and damages as specified under the Act".

4. Material identified as exempt shall be forwarded to the requestor accompanied by a transmittal letter indicating the specific reasons why any material is not being disclosed together with the right to appeal or seek judicial review.

6.4(e) Appeals - Under the Act, the requesting person has the option of pursuing an appeal to the Hamburg Township Board or proceeding to circuit court. If the requesting person wants to appeal to the Township Board, the requester must submit a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial. The Township Board is not considered to have received a written appeal until the first regularly scheduled meeting following submission of the appeal. Within ten days after receiving the written appeal, the Township Board must do one of the following:

1. Reverse the disclosure denial;
2. Issue a written notice to the requesting person upholding the disclosure denial;
3. Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part; or

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

4. Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the Township Board will respond to the written appeal. The Township Board is prohibited from issuing more than one extension for any particular appeal.

6.4(f) Document Storage - FOIA Documents ~~to be~~ released by the Coordinator shall be held for one year plus one day. If the requester fails to pay the amount due the Township, or fails to pick up the documents, the documents may be recycled, destroyed, or returned to the appropriate department.

6.4(g) Record Keeping - The FOIA Coordinator shall maintain a chronological file of all FOIA requests processed by him/her together with a copy of the document provided, response letter, and invoice. These files must be maintained for a period of one year and one day from the date of response.

6.5 Incoming Mail

Updated by Board of Trustees xx/xx/xx

1. All mail addressed to the Township is considered Township mail. Employees cannot expect to use the Township P.O. Box or its physical address as a personal mail service.
2. All mail clearly and properly addressed to a specific individual or department will be distributed unopened ~~with the envelope date stamped to their respective mailbox~~. The mail recipient will assume full responsibility for forwarding all invoices and documents (or copies) scheduled for retention to the appropriate departments ~~mailbox~~ in a timely fashion.
3. All mail with addressee not clearly specified will be opened to determine proper distribution with the following exceptions:
 - a. All mail addressed to the Police Department will be distributed unopened.
 - b. All mail addressed to the Library, ~~with the exception of bank statements~~, will be distributed unopened. ~~The Treasurer's Office will retain the original and forward a duplicate copy of the statement to the Library.~~
 - c. Mail from the Assessor's Office returned by the USPS as undeliverable will be distributed unopened.
 - d. Mail addressed to a specific individual marked "Personal and Confidential" will be distributed unopened.
 - e. All mail marked "Invoice" or other indication of request for payment will be delivered to ~~Accounts Payables~~ the Accounting Department.
 - f. Any questions or concerns regarding the receipt and processing of incoming Township mail shall be addressed with the Clerk's Office in a timely fashion in order to expedite resolution.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- g. The Clerk's Office reserves the right to open and inspect any suspicious mail with a Township address that it deems necessary.
- h. All mail will be processed and distributed on a daily basis.

6.6 Outgoing Mail

Updated by Board of Trustees xx/xx/xx

All outgoing mail must be stamped/metered and deposited in the outgoing mail box located next to the postage machine by 4:00 PM, M-F Th. for same day Post Office drop off unless special arrangements are made with the Clerk's office.

6.7 Confidential Information

Officials and employees shall not release any information to the media which would be a violation of a citizen's or a member of general public right to privacy.

6.8 Social Media Policy

Updated by Board of Trustees 8-4-22

Purpose: Hamburg Township supports the use of social media technology to enhance communication, collaboration, and exchange of information to further the goals of the Township where appropriate. This policy establishes policies and procedures for social media covering all Township employees, Township Board members, and/or Committee members. This policy may evolve as new technologies and social media offerings change, or are adopted.

~~6.8(a) Definitions~~

~~**Content:** Words, Video, Audio, or any combination of these things, which are used to relay a message to the public through Social Media Networks.~~

~~**Social Media Networks:** Examples of this are Facebook, Twitter, Instagram, Cable Channel, Website, etc.~~

~~**Social Media Specialist(s):** Staff member and/or Township Board or Committee member who has been granted authority by the Social Media Director to perform the duties outlined in this policy as relates to social media for their particular category.~~

~~**Social Media Director:** Township Official, or designee, who has been granted authority by the Township Board of Trustees to oversee, or perform, all social media activities of the Social Media Specialist, and approve content for the category they have been assigned. They work with the Township Clerk for all press releases no matter the category of content.~~

~~**Emergency Management Director:** Township Official, or staff member, as listed in the Emergency Management Plan Resolution, who is authorized to direct staff to post on any~~

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

~~platform, for purposes of relaying timely information to the public in an emergency situation.~~

~~**Social Media Activities:** Include, but are not limited to: Social Media Posts, Advertising, Township Newsletter, Local Newspaper Articles, Cable Channel Programming, Printed Media, Public speaking engagements and/or presentations.~~

~~**Technology Director:** Head of the IT Department, or designee, who maintains a list of approved social media networks and sites for official use. Has final authority to edit or remove official social media sites, and any content therein, should there be a security issue, or at the direction of the Township Board.~~

~~**Township Clerk:** Maintains all record of public comment, backups, and is main point of contact for all Press releases.~~

6.8(b) (a) Responsibilities

The Social Media Specialist will:

Develop and distribute social media posts on assigned mediums, such as Facebook, X, Instagram, and/or the Township website or cable channel.

Assist Clerk in developing press releases, newsletter articles, printed materials, presentations, etc.

Ensure all social media sites and channels are kept current.

Have authority to respond to comments for all posts.

Informational questions that can be easily responded to.

Sensitive questions/comments, or that the specialist is not comfortable responding to, will be referred to the assigned Social Media Director for suggested response, if any. The Director may in turn refer to the Technology Director for final action.

Monitors sites daily and responds to comments in a polite and respectful tone.

Ensures that all content is appropriate, professional, and consistent with Township Policy and branding.

Ability to make comments via their own devices after hours as authorized/approved by their Department Head and the Social Media Director.

Stay current with social media networks, and have the ability to measure performance metrics.

Have a familiarity with the ads platform for each medium, if any (useful).

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Keep the Social Media Director informed of the used social media sites and activities.

Provide available reports, or copies of posts/comments, as requested through F.O.I.A. or by the Hamburg Township Board of Trustees.

The Social Media Director(s) will:

Approve the Social Media Activity plans for their category, as well as the addition of any new platforms, with approval from the Technology Director.

Oversees and Is responsible for content posted by the Social Media Specialist(s).

Authorizes Advertising Budgets, if any, for media campaigns and boosted posts.

Designate a Social Media Specialist and back-up responsible for overseeing the category's social media activities, policy compliance, and responding to comments completely, accurately and in a timely manner.

Designate appropriate usage levels including identifying what social media accounts individuals are approved to use, as well as defining roles.

Monitor Google Information Panels and ensure accurate information is reflected and post responses to comments as needed.

The Technology Director will:

Have final authority to edit or remove official social media sites, and any content therein, should there be a security issue.

Maintain a list of approved social media networks, passwords, registered email addresses, and list of authorized site users for the purpose of emergency management.

Provide training opportunities to staff on best practices and provide samples of acceptable content.

Work with the Emergency Management Director to draft and distribute content in an emergency situation.

Ensure all social media sites have the correct security settings with the assistance of Social Media Specialist and their assigned Director.

6.8(e) (b) Procedures

While the content for each Department within the Township varies, the overall theme, tone, and professionalism must be carried through. Examples of typical posts, as well as ones used for media blasts/promotions, will be by the Social Media Director. The

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Technology Director and each Social Media Director will ensure that the staff member given the responsibility for the public face of the Department is:

Familiar with the content allowed based on applicable Federal and state laws, ordinances, regulations, and Township policies. This includes but is not limited to laws regarding personally identifiable information, copyright, records retention, First Amendment, Health Insurance Portability and Accountability Act (HIPAA), The Privacy Act, and employment related laws.

Is responsible and equipped to carry-out social media activity in accordance with the current Township Social Policy.

Departments who choose to utilize social media for things other than typical posts, such as media blasts/promotions, shall:

Submit a Social Media Action Plan to their assigned Social Media Manager, for public events/advertising, that identifies the department's mission, goals, objectives, audiences, and measures of success.

Request, and have approved, a "not to exceed" budget for their efforts. Advertising and boosted posts can be successful in reaching beyond organic reach, and can target specific demographics for things such as: completing surveys, public meeting announcements, important safety related posts.

May approve the distribution/advertising through a vendor hired for specific purposes such as planning, engineering, etc. The social media plan would be developed by the vendor/contractor and submitted to the Social Media Director and Technology Director for approval.

6.8~~(d)~~ (c) Authorized Use

Hamburg Township respects the right of any employee to engage in online social networking using the Internet, other technology, and social media networks during their personal time. This includes instant messages, text, video, photos, and audio. While we respect the employee's right of self-expression, in order to protect the Township's interests and ensure employees focus on their job duties, employees must adhere to the following guidelines:

Employees may not engage in such activities during work time, or at any time with Township equipment or property, without Social Media Director's approval, or within the confines of the expected duties of Social Media Specialist.

Information published on social media networks that has to do with any aspect of work must comply with all confidentiality requirements, HIPAA, and Township Policies. Information related to persons receiving services from the Township must not be

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

disclosed. Privacy rights of fellow employees and Township Board members must be respected.

Township Departments or employees may not create a social networking site or service to conduct Township business without a Social Media Action Plan and approval from the Social Media Director assigned to their category, with review by the Technology Director.

If the employee mentions the Township while engaging in social networking and also expresses a view or opinion regarding the Township's actions, the person must specifically note that the statement is his/her personal view or opinion and not the view or opinion of the Township. This standard disclaimer does not by itself exempt supervisors, managers, coordinators, and the Township Board from special responsibility when using personal social networks.

By virtue of your position as a Hamburg Township Employee, you are held to a higher standard than general members of the public, and your online activities should reflect professionalism.

Users must immediately report violations of this policy to their manager or supervisor, as well to the Human Resources Director.

All managers and supervisors are responsible for enforcing this policy. Employees who violate this policy are subject to discipline up to and including termination from employment, professional discipline, or criminal prosecution, in accordance with the Hamburg Township Personnel Policy and Procedure Manual.

6.8~~(e)~~ (d) Approved Social Media Networks, Cable Channels, Websites

Departments shall only utilize Township approved social media networks for hosting official Township social media sites. A list will be maintained by the Technology Director, and made available to the Social Media Director(s). Networks may vary for use depending on the category of content.

Social Media Action Plans, for anything other than approved daily use, will be reviewed and approved by the Social Media Director and Technology Director prior to public release.

Social media sites that are created on behalf of any Township Department that are not approved by the Technology Director and Social Media Director, will be in violation of this policy. Employees who violate this policy are subject to disciplinary actions as outlined in the Personnel Policies and Procedures Manual.

For each approved social media network, usage guidelines will be relayed by the Social Media Director.

The Social Media Specialist is responsible for the creation of Hamburg Township's social media sites, at the direction of their Social Media Director and/or the Technology Director.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Social media sites will be created using official Township email accounts, or other approved email such as Gmail, on file with the Technology Director.

Passwords will be created and maintained by the Social Media Specialist, with copies on file with the Technology Director, and will conform to password requirements. Passwords shall be promptly reset when authorized access is removed.

Social Media Directors shall notify the Technology Director immediately in the case of termination for any employee with authorized use of any social media networks used by the Township.

6.8~~(f)~~ (e) Authenticity Establishment & Site Content

Hamburg Township's social media sites shall be created and maintained with identifiable characteristics of an official Township site. Both creation and maintenance of sites, and the content there in, shall comply with procedures as outlined in the Social Media Handbook. Wherever possible, links should direct users back to the Township's official website for more information, forms, documents, or online services. Social Media should not serve as a duplication of efforts, but as a way to further the goals and mission of the Township.

A list of undesirable content and/or words posted by external and authorized users will be provided to the Social Media Specialist who may remove them at their discretion, and/or by the direction of the Social Media Director, as outlined in the Social Media handbook. This includes, but is not limited to, removal of public comments using profanity and/or inappropriate images.

All Township content will be informational and non-partisan in nature. Resident and visitor comments on posts, including the request to remove inappropriate, insensitive, or misleading information, will be responded to in a timely manner.

6.8~~(g)~~ (f) Security Compromise

If a compromise is identified on any official Township social media site, the managing Social Media Director and the Technology Director, must be notified immediately. The Social Media Specialist will change appropriate passwords immediately to isolate the incident, and archive compromising content as outlined in the Social Media Handbook.

The Technology Director has final authority to edit or remove official social media sites, and any content therein, should there be a security issue, or at the direction of the Township Board.

6.8~~(h)~~(g) Record of Updates

This policy will evolve as new technologies and social media sites change.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

6.9 Governmental Access Cable Television Channel Capacity Policy

6.9(a) Introduction

As part of its administration of its cable franchise authority, the Township of Hamburg is hereby establishing guidelines for the use of channel capacity on the cable system dedicated by the Cable Franchise Grantee for governmental purposes. All regulations shall be governed by applicable regulations of the Federal Communications Commission.

This policy may be included in the Municode version of Hamburg Township Ordinances if so designated and directed by the Hamburg Township Board of Trustees.

6.9(b) Background

Under the Cable Franchise Agreement, the Cable Franchise Grantee is required to supply channel capacity for access to its cable system for governmental access purposes.

At the time of the adoption of this policy, video access is provided over one channel, Channel 191. Its broadcast signal is being carried over the Charter Spectrum Cable TV Network. The Technical Services Department of Hamburg Township maintains and operates Channel 191 under the direction of the Hamburg Township Board of Trustees.

These access guidelines establish rules, procedures and requirements to determine eligibility to program the capacity and the acceptability of programming material for governmental access, and otherwise set forth operating policies by which the Township will make use of governmental access capacity.

6.9(c) Purpose

Updated by Board of Trustees xx/xx/xx

The purpose of governmental and community cable TV access hereunder is to provide to Hamburg Township Board, commissions, committees, departments and community organizations an outlet for governmental and community information ~~and programming, and also additional educational and public information video programming~~ and announcements.

6.9(c)(1) Eligible Governmental and Community Entities

- A. **Access to Channel Capacity:** Upon application to the Township, governmental access information or programming may be inserted over the cable system's governmental access channel capacity by an eligible governmental or community entity.
- B. **Eligible Entities:** The term "eligible entity" means the following:
 - i. Township Board of Trustees
 - ii. Executive personnel and administrative personnel of the Township of Hamburg

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- iii. The Boards, commissions, committees and departments of Hamburg Township
- iv. The Hamburg Police Department;
- v. The Hamburg Fire Department;
- vi. Executive personnel and administrative personnel of Livingston County; and the State of Michigan; and
- vii. Other entities as may be allowed by the Township Board of Trustees.

Governmental access is intended both for in-service use by and between eligible government entities and community groups and as a public service to the citizens of Hamburg.

6.9(c)(2) Responsibilities of the Technical Services Department

Updated by Board of Trustees xx/xx/xx

- A. Responsible for coordinating the operation of Channel 191 pursuant to the direction of the Hamburg Township Board of Trustees. The Director of Technical Services shall designate staff responsibilities for maintenance and operation of Channel 191's station, equipment and programming.
- B. Provide the Township with advice concerning governmental issues that are relevant to Hamburg and the development and procurement of information, information services and programming responsive to those issues.
- ~~C. Shall regularly consult with eligible governmental entities to identify relevant governmental issues.~~
- ~~D. May seek comment from members of the Hamburg community or Township legal counsel, or approved industry consultants for further input on relevant issues and information, information services and programming responsive to those issues.~~
- E. Shall be the primary interface with the cable television franchisee for the purpose of scheduling franchisee-provided resources and facilities for the production and cablecast of governmental access programming. All franchise agreements shall be approved by the Township Board of Trustees and executed by the appropriate Township elected officials.
- F. Shall be responsible for collecting programming information and materials from eligible governmental and community entities. The Township Board of Trustees has ultimate authority with respect to programming and material transmitted over the governmental access capacity.
- G. Shall assist in and coordinate the production of governmental access programming both onsite and offsite for such entities as they may require, subject to available facilities, funds and personnel.
- ~~H. Develop, produce, and distribute a program schedule to community media, Township staff and others upon request.~~
- I. Shall review and approve all material or programming cablecast on governmental access capacity pursuant to policy set by the Township Board.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- J. Shall be responsible for reviewing accessibility options for the deaf and hard of hearing community as such technologies may become available. The Township Board of Trustees shall have final approval for any contracts required to provide such services.
- K. Shall be responsible for the physical and daily operation of the governmental access channel capacity.
- L. Chain of Command: The Technical Services Department shall report first to the Township Supervisor, then to the Township Board of Trustees.

6.9(c)(3) Programming

Updated by Board of Trustees xx/xx/xx

A. Programming Focus

Programming shall be primarily focused in four main areas:

- government programming;
- community programming;
- educational and community interest programming;
- public service programming;

All programming shall be of special interest and benefit to the residents of the Township of Hamburg, and shall promote and further the goals and objectives of the Hamburg Township Board for Hamburg Township. All applicable FCC regulations shall govern.

B. Programming Types

Automated News Services Programming	Modules provided under agreements with Leightronics, Inc. and/or other suppliers as approved by the Township Board of Trustees.
Live	Live coverage may be provided, subject to the preemption for any material that does not comply with these guidelines.
Remote	Utilizing remote video production facilities for on-location tape-delayed cablecasts.
Video Delayed	Events or presentations may be recorded for cablecast at a later time. Recordings of live cablecasts may be replayed.
Locally Produced Programs	Original programs that are governmental and community programming may be produced by eligible entities, including production and production assistance by Technical Services staff or others on behalf of such eligible entities. Any copyrights to locally produced programming shall

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

	belong to the eligible entity producing such program. If such eligible entity is not organized and authorized to own such a copyright, the copyright shall belong to the Township or the County or the State with direct jurisdiction over the eligible entity.
External Programs	Governmental, community and educational programming may be acquired or borrowed by eligible entities for access. The eligible entity shall be responsible for securing all copyright authorizations required for externally produced programs and shall provide a written copy of such authorizations upon application to Technical Services staff to air such programming.
Alphanumeric Message Board	A governmental and community bulletin board may be maintained to display messages of local interest in Hamburg Township and Livingston County, Michigan and a community calendar.
Data	Computer applications may be integrated over the access capacity as technology permits.

~~C. Program Log~~

~~A daily log will be maintained of all programming cablecast that day by Technical Services staff. A Program Guide may be placed on Channel 191 and/or the Township's web site. Notices regarding scheduling for certain broadcasts including "Meet the Candidates" forums may be placed on the Township's web site.~~

D. Township Control

Hamburg Township reserves the right to control all programming, including all non-profit advertising, which is broadcast over the channels. No for-profit advertising is permitted due to cable TV franchise limitations. The right of control is a broad right, including, but not limited to, control over any and all content (video, audio, graphics, text), length of programming, broadcast schedule times, methods of production and broadcasting, copyright of materials generated by Hamburg Township and any related fees, production costs, broadcasting costs and/or equipment costs.

E. Political Programming

No "political programming" shall be accepted for governmental access except as may be approved by the Hamburg Township Board of Trustees.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

i. Definition of "Political programming"

a. That programming which, if inserted on the governmental or community access channel capacity, would constitute a use by a legally qualified candidate or his or her supporters (authorized or unauthorized) that would give rise to requirements by a cable operator, if such programming were to have been inserted on a cable channel subject to the cable operator's control, to provide equal opportunities and quasi-equal opportunities to other such candidates for the same office or their supporters (authorized or unauthorized) under Federal Communications Board CFCC") cable television regulations, e.g., 47 C.F.R. §76.3(q) and §76.205 et seq., and related FCC policies, rules and doctrines, including the "personal attack rule."

b. "Meet the Candidate" and other issues-related forums held prior to elections may be allowed as approved by the Hamburg Township Board of Trustees even though they may be considered "political" programming.

ii. Definition of "Non-Political Programming"

For these guidelines, the following are considered news events and are not "political programming:"

- a. Meetings of and hearings before the Hamburg Township Board and Hamburg Township Planning Commission, Hamburg Zoning Board of Appeals; and any other Hamburg Township government committees and departments.
- b. Meetings of and hearings held by Livingston and Washtenaw County departments affecting Hamburg Township residents and property owners.
- c. Meetings of and hearings held by State of Michigan departments such as the Michigan Department of Natural Resources (MDNR), Michigan Department of Environment, Great Lakes and Energy(MEGLE), Michigan State Police(MSP)/Emergency Management, etc.
- d. Meetings held by Federal regional government agencies such as FEMA/NFIP, USCACE, and USGS for issues involving Hamburg Township residents and property owners.

iii. Right of Refusal

Hamburg Township reserves the right to refuse cable broadcasting of programs which may contain any of the following:

Unauthorized use of copyrighted material.

Violation of the State and Federal law regarding obscenity. No programming shall be accepted for governmental access if it contains obscene material, sexually explicit conduct or material soliciting or promoting unlawful conduct under Section 10(c) of the Cable Television Consumer Protection and Competition Act of 1992 ("Cable Act") as implemented by regulations of the FCC.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Advertising of a "lottery" as defined in 18 U.S.C. § 1304 and FCC regulation 47 C.F.R. § 213.
Unlawful invasion of privacy.
Material which is libelous, slanderous or defamatory.
Material which violates local, state or federal laws.
Any other material deemed inappropriate by the Hamburg Township Board of Trustees.

F. Preview of Programming

Any programming submitted by an eligible governmental entity for access shall be previewed by the Technical Services staff, or Township elected officials for acceptance. Such programming may be edited to conform to these guidelines, or the programming may be rejected. If concerns develop, the matter shall be referred to the Township Board for review.

G. Alphanumeric Bulletin Board

Messages programmed into the "Bulletin Board" shall be edited to provide clarity and to provide maximum use of the memory bank currently available. Message content generally will not be edited, but will not be inserted if inconsistent with these guidelines

H. Handling of Program Materials

i. Return of Refused Programming

Any programming submitted by an eligible entity for cable TV channel access that is not accepted will be returned.

ii. Program Retainage

Programming accepted for governmental access will be retained, including recordings of live programming, for the duration of the scheduled run of the programming, including repeat exhibitions, and for any such period of time as may be applicable under the Township's policies for programming return, receipt and record retention.

iii. Program Copying

a. Subject to copyright and licensing considerations, programming shall be available to the public for copying one week after the last scheduled run. All requests for copies shall be made pursuant to FOIA requirements.

b. The cost for copies of programming shall be set by the Township Clerk according to the Township Schedule of Fees under FOIA.

c. Programming generated by entities other than Hamburg Township shall be obtained directly from that entity and not from Hamburg Township.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

6.9(c)(4) Programming Schedules

Updated by Board of Trustees xx/xx/xx

A. Day to Day Management

i. ~~Daily Schedule~~

~~Technical Services staff are responsible for scheduling.~~ The day-to-day management of schedules shall be through the Technical Services office.

ii. ~~Program Schedule~~

~~The program schedule, once publicized, generally will not be deviated from or added to except in the event of an emergency, as a result of technical difficulties or unavailability of the scheduled programming.~~

B. ~~Scheduling priorities and guidelines~~

PRIORITY LEVEL	GUIDELINES
Level 1	Announcements concerning emergencies affecting health or safety or exigent circumstances may preempt at any time; weather bulletins; civil defense bulletins; etc.
Level 2	Special and regular meetings and hearings of the Township Board, Planning Commission, Zoning Board of Appeals, and other related boards and committees; election notices; election precinct workers' meetings notices; meetings of Livingston County of interest to Hamburg residents; requests for service workers; notices
Level 3	Other public meetings and public hearings; In-service use of government access channel capacity; Information programming, news, public interest; community activities (festivals and special events; senior citizens; parks and recreation programming; etc.);
Level 4	Educational programming; public safety programming; environmental programming; community access programming; adoptable pets from Livingston County Animal Control Shelter
Level 5	Database programming; internet generated programming; repeats of public meetings and hearings for time diversity; alphanumeric bulletin board messages

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

~~C. — Live Programming Scheduling~~

~~i. — Programming of live scripts or concepts for such live programming must be submitted at least two (2) weeks in advance of the intended cablecast date to allow for scheduling, preparation, production, if any, and evaluation for consistency with these guidelines.~~

~~ii. — Emergency programming is not subject to this requirement.~~

~~iii. — All scripts shall be submitted to the Technical Services Department and a Production Proposal completed.~~

~~D. — Community Bulletin Board Notices~~

~~"Bulletin Board" messages must be submitted to the Technical Services Department at least 72 hours prior to the intended insertion date except for special public announcements (such as emergency closings).~~

~~E. — Scheduling Conflicts~~

~~i. — It is the Township's policy to cablecast all programming submitted by an eligible entity, subject to the priorities and guidelines herein. Scheduling requirements may, from time to time, preclude available cablecast time for all such programming for its intended cablecast date.~~

~~ii. — Technical Services staff shall use reasonable efforts to accommodate such programming and entity and to resolve potential scheduling conflicts.~~

~~F. — Right of Scheduling Reservation — Hamburg Township reserves the right to schedule the time in which a program will be cablecast.~~

~~G. — Viewer Discretion Notification — Programs which may not be suitable for viewing by children, or contain material which may be offensive to sensitive viewers, will carry the standard disclaimer at the head of the program:~~

~~*"The following program contains material which may be offensive to some viewers and may be inappropriate for viewing by children. Viewer discretion is advised."*~~

6.9(c)(5) Support for Access Programming - Underwriting

A. Franchise Fees

Channel 191 is presently maintained via franchise fees generated by cable TV subscribers to the Charter/Spectrum Cable TV Network in Hamburg Township as budgeted for pursuant to allocation by the Hamburg Township Board of Trustees.

B. Underwriting Contributions

Individuals or organizations that provide contributions to the Township or to a municipal instrumentality of the Township that is exempt from federal income tax under section

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

501(c)(3) of the Internal Revenue Code to support governmental and community access or specific programming of a public interest may be identified by name and, if a business or organization, the display of their business or organization logo and tagline, consistent with Section 399B of the Communications Act of 1934, as amended, and FCC regulations (47 C.F.R. § 73.503(d)) and policies and guidelines governing the noncommercial, educational broadcast services with respect to so-called "underwriting announcements."

B. Underwriting Disclosures

The names, addresses and phone numbers of individuals and/or organizations providing funding for production of programming must be disclosed to the Technical Services Department and the same noted on the Production Proposal.

C. Underwriting Credits

i. Credit may appear at the beginning and/or end of the program identifying the underwriter. The display should be no longer than 10 seconds and the word "sponsor" cannot be used.

ii. The credit may include the words "This program made possible in part by _____" followed by the underwriter's name or logo. Such underwriting announcements or acknowledgments shall be for identification purposes only and shall not promote the contributor's products, services or company. Such announcements may not contain comparative or qualitative descriptions, price information, calls to action or inducements to buy, sell, rent or lease.

D. Underwriting Payments

All underwriting contribution funds shall be submitted to and paid to the Hamburg Township Treasurer with receipts provided for same.

6.9(c)(6) Video Products

A. Video Copies

i. Subject to copyright licensing requirements and FOIA requirements, copies of any available Township of Hamburg programs, including Township Board meetings, shall be provided to authorized Township employees or departments for official use only, free of charge, upon request.

ii. Copies of Township Board and other public meetings shall be provided to any citizen at cost (to include administrative and overhead) in accordance with the provisions of Schedule of Fees and Charges as set by the Technical Services Department in accordance with FOIA requirements.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

iii. Simulcasting: Township meetings shall be simulcast via Livestream/Vimeo services software platform online and/or via Channel 191 on the Charter/Spectrum Cable TV network.

iv. Archiving/Video-On-Demand: Video recordings will be posted and made available to the public free of charge on the Livestream/Vimeo or other similar video-on-demand internet viewing service.

B. Videotape review

Video recordings will be posted and made available to the public free of charge on the Livestream/Vimeo or other similar video-on-demand internet viewing service. FOIA requests for video recordings transcribed to physical media such as DVDs or flash drives shall be directed in writing to the Hamburg Township Clerk.

C. Archives

i. It is the policy of the Township to maintain video tape archives of meetings of and hearings before the Township Board of Trustees, the Hamburg Planning Commission (when the Planning Commission proceedings are recorded), and the Hamburg Township Zoning Board of Appeals pursuant to Township record retention policy as administered by the Hamburg Township Clerk.

ii. Recording and record retention policies for all other meetings of and hearings before other eligible entities shall be arranged by such entity in a manner acceptable to the Township Clerk, who is the designated Keeper of the Records for Hamburg Township.

iii. All recording and record retention policies shall be handled pursuant to current FOIA regulations. Video recordings will be posted and made available to the public free of charge on the Livestream/Vimeo or other similar video-on-demand internet viewing service.

6.9(c)(7) Legal

A. Copyright and Trademark/Service Mark

i. Copyright Clearance

All programming accepted for governmental access cable broadcasting shall be cleared for copyright.

ii. Copyright Use Authorization

The eligible entity submitting the programming must have obtained and provided to the Technical Services Department a specific authorization from the copyright holder of the programming authorizing the "Township of Hamburg" to perform, edit and make ephemeral recordings of the work consistent with these guidelines.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

iii. Personal Release

In the case of live programming or recorded programming produced for access hereunder that is not a public proceeding, permission or releases must be obtained from persons depicted therein to use their likenesses, including printed, recorded and photographed material. Written evidence of permission shall be submitted to the Technical Services Department at the time of submission of the programming request by the entity on the Production Proposal.

iv. Trademark Clearance

Any trademark or service mark, depicted or audible, in any programming accepted for governmental access shall be cleared in the same manner as for copyright.

B. Errors and Omissions

i. Warrant to Township

Eligible entities shall represent and warrant to the Township that they have all necessary copyright, trademark, service mark and likeness (i.e., invasion of privacy) permissions and authorizations for the Township to cablecast the submitted programming consistent with these guidelines and that such information or programming is not libelous, slanderous or defamatory and is otherwise consistent with these guidelines.

ii. Indemnification of Township

Such eligible entities shall indemnify and defend the Township against damages and loss, including reasonable attorney's fees, for any claims arising out of such representations and warranties. Such indemnification shall also extend to the cable operator to the extent it is not exempt from liability under the Cable Act or other applicable law. A copy of the certificate of copyright authorization is to be attached as part of the Production Proposal.

iii. Broadcasters' Liability Insurance

The Township may obtain appropriate "broadcasters' liability" insurance, in which case it may name such eligible entities as additional insureds and assess such entities, pro-rata, the premium amount of any such insurance.

iv. Township as Named Insured

Alternatively, any such eligible entity that has or obtains such insurance shall name the Township as an additional insured with respect to governmental access programming cablecast pursuant to these guidelines.

6.9(c)(8) Amendment and Repeal

The Hamburg Township Board of Trustees may from time to time amend or repeal these guidelines as it deems fit.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

6.10 Tax and Assessment Information Policy

Updated by Board of Trustees xx/xx/xx

Hamburg Township office hours are Monday through ~~Friday, 8 a.m. to 5 p.m.~~ **Thursday, 7:30 a.m. to 5:30 p.m.**—During these hours Assessing records are available for public inspection, unless an after hours' time is mutually agreed by Hamburg township staff and the individual requesting the records.

Residents, banks, mortgage companies and other entities requesting information regarding tax amounts, special assessment payment amounts, property record cards, valuation sheets, all available sale records, and maps can receive this information verbally and without cost on up to five parcels within a 24-hour period. **Tax records may be unavailable during tax collection periods, as determined by the Treasury department. Restrictions shall be posted on the Township website and in the Township hall.**

The public does not have unrestricted access to township offices, records or facilities. A person may be required to inspect records at a specific counter or table in the view of Township staff.

Records or files cannot be removed from the Township Offices.

Township officials assisting with the inspection of public records must inform any person inspecting records that only pencils, and no pens or ink may be used to take notes.

Special assessment payoff amounts will be provided in writing via fax, ~~or mail~~ **or e-mail.** ~~No payoff amounts will be issued over the phone.~~

Individuals, corporations or entities requesting the following information on more than five (5) parcels (with the exception of special assessment payoff amount) must be done in writing.

- Tax Amounts for Specific Years
- Paid Status of Taxes
- Determination of Special Assessment Status
- Amounts of Annual Special Assessment Payments
- Assessing Information

May be required to do the following:

- Submit all Requests in Writing
- Receive all Responses in Writing Via Fax and Mail
- Pay a fee as established by the Township FOIA policy for each parcel on which information is requested. The fee is payable at the time of the request by check, money order, or cash.

(Adopted 5/27/97 – Amended 11/24/98 -Amended 2/3/15)

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

7.0 CODE OF ORDINANCES

Updated by Board of Trustees 3-4-25

As of 2021, the Hamburg Township Ordinances have been codified, and Municode supplies web services to ensure our laws are accessible to the public. Our code gets updated on a schedule agreed to by the Township Board, and any changes must be submitted to the vendor upon adoption.

All changes in Ordinance, both for General Township Law as well as Zoning, must be forwarded to Municode with supporting documents to be incorporated as a pending change until codification is completed. **The following procedure should be used for all Ordinance changes and it is highly recommended that the originating ordinance document be obtained via the website.**

This is the current location of our Code:

[https://library.municode.com/mi/hamburg_township_\(livingston_co.\)/codes/code_of_ordinances](https://library.municode.com/mi/hamburg_township_(livingston_co.)/codes/code_of_ordinances)

Before ordinance Supplements are processed, the updates are approved at a Township Board meeting. For General Ordinances revisions there is a 1st Reading and 2nd reading prior to adoption. For Zoning Ordinance revisions there will be a single reading prior to adoption after their review process is completed. In both cases the changes must be published in a newspaper of record before taking effect. The steps of the Ordinance Supplemental Procedure are:

7.1 Ordinance Supplemental Procedure

1. Staff proposes change/addition to Township Board at a Work Session meeting
 - a. Copy of original text is provided to Board along with cover memo/bullet points
 - b. Board provides comments and authorization to proceed
 - c. Board indicates if Attorney should be included in development and/or review process
2. Staff completes change/addition to Ordinance – Draft
 - a. Assigns a number in the Code of Ordinances – Master Index (Appendix 1) – shared file
 - i. General Ordinances – Tab 1 – Ordinance Coordinator will assign
 - ii. Zoning Ordinances – Tab 2 – Zoning staff will assign
 - b. Works with Township Attorney, if applicable, to finalize Draft ordinance (Appendix 4)
 - i. Templates for both General and Zoning Ordinances available in shared file
 - ii. Examples of General and Zoning Ordinances available in shared file

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- c. Ordinance changes which include Civil Infraction penalties, must be assigned a Class
 - d. Attorney to provide opinion/clarification/review memo, if needed/requested by Board
- 3. Staff proceeds with approval process
 - a. Zoning
 - i. Planning Commission Approval
 - ii. Livingston County Planning Commission Approval
 - iii. Township Board Approval (single reading)
 - b. General
 - i. Township Board (first reading)
 - ii. Township Board (second reading)
- 4. Once approved by Township Board:
 - a. Staff provides draft/red-lined version and/or final word doc of numbered ordinance to Ordinance Coordinator with:
 - i. Code of Ordinances – Supplemental Request Form (Appendix 2) reflecting approval dates
 - ii. Supporting Documents in PDF format (including Attorney opinion, if any)
 - b. Staff provides Clerk's Office with publication language either in full or summary format
 - c. Clerk's Office determines effective date of ordinance and files publication
 - i. New Ordinances will be published in their entirety and must include Certification clause
 - ii. Ordinance changes/additions exceeding two pages may be published in summary format which must be submitted to the Clerk's Office, prior to the 2nd reading, in a final single-spaced Word version which must include Certification clause
 - d. Certification Clause is as follows:
 - i. I, (Clerk), the duly qualified Clerk for the Township of Hamburg, Livingston County, Michigan, do hereby certify that the foregoing is a true and complete copy of the Ordinance adopted by the Township Board at a meeting held on (date). The original is on file in the Office of the Township Clerk.
 - ii. By: (Clerk) (Signature line)
 - iii. Introduced: (First reading date)
 - iv. Adopted: (Second reading date/when motion was passed)
 - v. Effective: (Date the law/change becomes effective) (Clerk assists with this)
 - vi. Published: (Date the law/change is published) (Clerk assists with this)

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

5. Clerk Staff finalizes Ordinance document and has Clerk sign and seal the ordinance
6. Ordinance Coordinator forwards red-lined version of Word Document, a PDF of signed/certified version of the approved Ordinance change/addition, and a proof of publication in order to process the update with Municode for inclusion in code
7. Municode sends back confirmation, and changes are scheduled for the next Supplement (Appendix 3)
8. The changes are placed on the Ordinance home page while awaiting codification and are available for public review
9. Once codified, printed versions (4 copies) will be sent for each Supplement to Ordinance Coordinator for distribution to: Clerk, Police, Fire, Zoning
10. All General Ordinances will be maintained in the Clerk archives & V drive. Originals are permanently housed in the Clerk Department archives.

All publications and Ordinances are to be retained permanently as outlined in the Records Retention and Disposal Schedule for Michigan Township Clerks General Schedule #25, as provided by the Department of History, Arts and Libraries – Records Management Services. ~~Updated schedules may be referenced here.~~

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Appendix 1: Code of Ordinances Index – Master List for General Ordinances

Can be found by staff in Vdrive: Code of Ordinances

Numbering convention: Year (4 digit), Type (G or Z), 3-digit sequential (001, 002, etc.)

Tab 1:

Code of Ordinances Index - Master List for General Ordinances						
<i>This numbering system is for General Ordinances only. Please see Tab #2 for Zoning Text Amendments. Numbering convention: Year (4 digit), Type (GO or ZO), 3 digit sequential (001, 002, etc.) Example for General Ordinances (New and Changes): 2025.G.001</i>						
Ordinance #	Description	1st Reading Date	2nd Reading Date	Publication Date	Effective Date	Comments
2025.G.001						
2025.G.002						
2025.G.003						
2025.G.004						
2025.G.005						
2025.G.006						

Tab 2:

Code of Ordinances Index - Master List for Zoning Ordinances							
<i>This numbering system is for Zoning Ordinances only. Please see Tab #1 for General Text Amendments. Numbering convention: Year (4 digit), Type (GO or ZO), 3 digit sequential (001, 002, etc.) Example for Zoning Ordinances (New and Changes): 2025.Z.001</i>							
Ordinance #	Description	Planning Commission Approval Date	County Planning Commission Approval Date	Hamburg Township Board Approval Date	Publication Date	Effective Date	Comments
2025.Z.001							
2025.Z.002							
2025.Z.003							
2025.Z.004							
2025.Z.005							
2025.Z.006							
2025.Z.007							
2025.Z.008							

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Appendix 2: Supplemental Request Form – Example



Code of Ordinances – Supplemental Request Form

Ordinance # _____ Municode Chapter: _____ Section _____ Line: _____

Pick one: Add _____ Change _____ Delete _____

Amendment Requested:

See attached Word Doc: _____

And/or make corrections as follows: _____

Approval/Adoption Date(s):

Zoning: _____ Planning _____ County _____ TB

General: _____ TB 1st Read _____ TB 2nd Read

Publication Date: _____

Effective Date: _____

Sent to Municode: _____

Verified by: _____

Added to Code date: _____

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Appendix 3: Automated Email from Municode - Example

Deby Henneman

From: ords@municode.com
Sent: Thursday, January 6, 2022 9:44 AM
To: Deby Henneman
Subject: Hamburg Township, (Livingston Co.), MI Code of Ordinances - 2021 (15852) Supplement 1

****THIS IS AN AUTOMATICALLY GENERATED EMAIL****

Below, you will find the material that we have received/recorded to your account. This material is being considered for inclusion in your next/current update, Supplement 1

Document	Adopted Date	Recorded	Recorded Format
Ordinance No. 103	12/21/2021	1/6/2022	PDF



Update the internet version of your Code more often than a printed supplement. We can update the Internet quarterly, monthly, even weekly.



We can post newly enacted ordinances in the online Code after each meeting.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Appendix 4: Ordinance Amendment/Change Format - Example

STATE OF MICHIGAN
COUNTY OF LIVINGSTON
HAMBURG TOWNSHIP
ORDINANCE NO. 2025.Z.001

AN ORDINANCE TO AMEND CHAPTER 36,
ARTICLE XIII, SECTION 36-482, OF THE
HAMBURG TOWNSHIP ZONING
ORDINANCE

Hamburg Township Ordains:

Sec. 36-482. Sign regulation enforcement.

- (a) *Signs on private property.* Signs in violation of the regulations will be enforced by the zoning administrator or designee utilizing Ordinance No. 71-A the civil infraction ordinance.
- (b) *Signs within the public or private right-of-way or on public land.* Signs in violation of the regulations will be removed by the zoning administrator or designee.
 - (1) First violation: Will be removed and held for ten days at the Township offices, after which the signs will be discarded.
 - (2) Second violation: The signs will be removed and will be discarded without a holding period.
 - (3) Signs in continual violation of the regulations may be enforced by the Code Enforcement Officer, Zoning Administrator, or designee, utilizing Chapter 1, Article II, Section 1-45 – Sanctions for violations, in the Hamburg Township Code of Ordinances.
 - (4) Signs will be considered in the public right-of-way if they are within ten feet of a public street or if they are in violation of section 38-228.
 - (5) For purposes of assessing fines and penalties only, a violation under this section shall be classified a Class E municipal civil infraction.
 - (6) Signs for Park/Trail related events must be approved through the Park Use Application process.

(Zoning Ord. 2020, § 18.14, 1-5-2021)

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Effective Date: Publication. The provisions of this ordinance shall become effective fifteen (15) days after its adoption and shall be published within 15 days of its adoption by publication of a brief notice in a newspaper circulated in the Township, stating the date of enactment and the effective date of the ordinance, a brief statement as to the subject matter of this ordinance and such other facts as the Clerk shall deem pertinent and that a copy of the ordinance is available for public use and inspection at the office of the Clerk.

Made, Passed and Adopted by the Hamburg Township Board of Trustees this ____ day of _____, 20__.

Pat Hohl, Supervisor

Michael Dolan, Clerk

Certificate of Adoption

I hereby certify that the foregoing is a true and complete copy of the ordinance adopted at the regular meeting of the Hamburg Township Board of Trustees held on the ____ day of _____, 20__.

Michael Dolan, Clerk

Adopted:

Published:

Effective:



PERSONNEL POLICIES & PROCEDURES MANUAL

EMPLOYEE HANDBOOK

5/27/2021

Adopted by the Board of Trustees on June 1, 2021

Updated: ~~February 18, 2025~~

HAMBURG TOWNSHIP
~~PERSONNEL POLICIES & PROCEDURES MANUAL~~
EMPLOYEE HANDBOOK

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HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

EMPLOYEE HANDBOOK

TABLE OF CONTENTS

DEFINITIONS 0.00

Definitions	0.0 Page 1
-------------	------------

INTRODUCTION 1.0

Purpose	1.1 Page 5
Scope	1.2 Page 5
Revision	1.3 Page 5
Distribution of the Manual Employee Handbook	1.4 Page 6

EMPLOYMENT 2.0

Employment At-Will	2.1 Page 7
Orientation	2.2 Page 7
Physical Examination & Drug Testing	2.3 Page 7
Length of Service	2.4 Page 7
Loss of Service	2.5 Page 8
Layoff Recall	2.6 Page 8
Performance Reviews	2.7 Page 8
Personnel Records	2.8 Page 8
Personal Relationships in Employment	2.9 Page 9

HOURS OF WORK 3.0

Absence/Tardiness	3.1 Page 11
Adverse Weather Policy	3.2 Page 11
Recording of Hours	3.3 Page 12
Overtime, Compensatory and Call Back Time	3.4 Page 12
Holiday Pay	3.5 Page 13
Called in Pay	3.6 Page 13
On Call Pay	3.7 Page 14

EMPLOYEE BENEFITS 4.0

Holiday	4.1 Page 15
Vacation	4.2 Page 16
Sick/Personal Time Off	4.3 Page 16
Donation of Vacation, Sick/Personal & Compensatory Time	4.4 Page 21
Group Insurance Plan	4.5 Page 21

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL **EMPLOYEE HANDBOOK**

Short-Term and Long-Term Disability Income Insurance	4.6	Page 21
Workers' Compensation Insurance	4.7	Page 22
Funeral Leave	4.8	Page 23
Court Obligations	4.9	Page 23
Military Leave	4.10	Page 23
Family and Medical Leave Act	4.11	Page 23
Retirement Plan	4.12	Page 26
Uniforms and Equipment	4.13	Page 26
Continuing Education/Tuition Reimbursement	4.14	Page 27
Social Security Privacy Policy	4.15	Page 28
Indemnification Policy	4.16	Page 28
Longevity Pay	4.17	Page 28
Cemetery Stipend	4.18	Page 28
Participation Incentive Pay	4.19	Page 28
Certification Incentive	4.20	Page 29
Health Savings Account	4.21	Page 29

CLASSIFICATION AND COMPENSATION 5.0

Compensation	5.1	Page 31
Payroll Procedures	5.2	Page 31
Payroll	5.3	Page 31

CODE OF CONDUCT 6.0

Code of Conduct	6.0	Page 33
-----------------	-----	---------

EMPLOYEE GUIDELINES 7.0

Political Activities	7.1	Page 35
Petitions	7.2	Page 35
Outside Employment	7.3	Page 35
Use of Township Equipment	7.4	Page 35
Workplace Monitoring and Searches	7.5	Page 36
Computer, Internet and E-mail Use	7.6	Page 36
Equal Employment Opportunity	7.7	Page 41
Employees with Disabilities	7.8	Page 42
Anti-Harassment Policy, Complaint and Dispute Resolution Procedures	7.9	Page 42
Dress Code	7.10	Page 47
Drug & Alcohol Prohibition and Testing	7.11	Page 47

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL **EMPLOYEE HANDBOOK**

Employee Parking	7.12 Page 48
Smoking Policy	7.13 Page 48
Workplace Violence	7.14 Page 48

SAFETY 8.0

Vehicles	8.1 Page 51
Clothing	8.2 Page 52
Work Gloves	8.3 Page 52
Safety Glasses	8.4 Page 52
Safety Shoes	8.5 Page 52
Operation of Powered Equipment	8.6 Page 52
Injuries	8.7 Page 53
Compliance	8.8 Page 53

DISPUTE RESOLUTION PROCEDURE DISCIPLINARY ACTION 9.0

Steps	9.1 Page 55
Disciplinary Action	9.2 Page 56

TERMINATION 10.0

Resignation	10.1 Page 59
Termination by Township	10.2 Page 59
Final Paychecks	10.3 Page 59
Sick/Personal Time Pay-Out	10.4 Page 59
Vacation Time Pay-Out	10.5 Page 59
Compensatory Time Pay-Out	10.6 Page 60

TRAVEL POLICY 11.0

Mileage	11.1 Page 61
Travel Expenditures	11.2 Page 61
Expense Report	11.3 Page 62
Travel Cash Advance	11.4 Page 62
Food & Beverage Policy	11.5 Page 63

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~ EMPLOYEE HANDBOOK

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HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~ EMPLOYEE HANDBOOK

0.00 DEFINITIONS

The words and phrases below have the following meanings for the Hamburg Township ~~Personnel Policies and Procedures Manual Employee Handbook~~:

Applicant: A person who has filed an application or submitted a resume for employment with the Township.

Board: Refers to the Hamburg Township Board of Trustees.

Christmas holidays: Mandatory time off with pay to be used annually between Christmas Eve Day and New Year's Day.

Updated by Board of Trustees 9-3-24

Compensatory Time: Time off with pay, granted by the Township, in lieu of overtime compensation for time worked in excess of 40 hours in a work week.

Continuous Service: Uninterrupted service from the date an employee begins work for the Township, in accordance with the length of service policy.

Date of Employment: The date the employee begins work for the Township, in accordance with the length of service policy.

Deputies: Deputy Supervisor, Deputy Clerk and Deputy Treasurer who serve at the pleasure of the Township Supervisor, Clerk and Treasurer, respectively, through the provisions of Public Acts 22 and 23 of 1977 and who are entitled to employee benefits and fringes as outlined in this ~~Manual handbook~~ and as so determined by the Township Board.

Dispute Resolution Procedure: A procedure by which employees can address work related questions, issues and concepts.

Essential Services Personnel: Employees identified within the Police and Fire Department.

Exempt Employee: Management, supervisory, professional and administrative employees who meet the specific salary and duties test(s) established by the Fair Labor Standards Act (FLSA) and state law and who are exempt from overtime pay requirements.

Floating holiday: Time off with pay credited annually on January 1st to be preapproved by the employee's Department Head and/or Supervisor. Must be used within the calendar year and any unused time will be forfeited on December 31st.

Updated by Board of Trustees 9-3-24

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL **EMPLOYEE HANDBOOK**

Full-Time Employee: Those employees who are authorized and regularly scheduled to work a minimum of 36 hours per week and are not a temporary employee.

Updated by Board of Trustees 5-21-24

Immediate Supervisor: Those persons designated by the approved job description to oversee designated employees.

Intern Employee/Volunteer: Those persons scheduled to work on a specific project on a temporary basis as a paid employee or an unpaid volunteer.

Job Description: A written listing of a position's duties and responsibilities.

Non-Exempt Employee: Full-time employees whose positions do not meet FLSA exemption tests and who are paid one-and-one-half times their regular hourly rate of pay (or granted compensatory time) for hours worked in excess of 40 in a workweek.

Non-Exempt Fire Employees: Fire employees working 24-hour shifts are entitled to overtime as provided for in the applicable Collective Bargaining Agreement and federal law.

Updated by Board of Trustees 2-18-25

On-Call Hours: Is time worked in cases of emergency, or what may be determined to be imminent need, during non-scheduled hours of any workweek, as determined by a Department Head.

Overtime: Time in excess of forty (40) hours worked in a workweek.

Paid Leave Time: The combination of vacation, sick/personal time off, and compensatory leave time banks.

Updated by Board of Trustees 2-18-25

Part-Time Fire: Fire Department variable hour personnel that are paid per hour per call.

Part-Time Employees: Those employees that do not meet the definition of full-time employee, temporary/seasonal employee, or intern employee/volunteer.

Updated by Board of Trustees 5-21-24

Position: Duties and responsibilities specified by a job description, which requires the full or part-time employment of one person.

Probationary Period: The 1st 6 months of employment.

Promotion: The movement of an employee to a position of greater responsibility and duties.

PTO: Paid Time Off

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~
EMPLOYEE HANDBOOK

Special Project Employee: An employee budgeted to work on a specific work project.

Temporary/Seasonal Employee: An employee who is scheduled to work for an agreed upon length of time.

Transfer: The movement of an employee to a position of similar or lesser responsibility and equivalent or less duties which has the same or a lower wage rate.

Volunteer: A person who voluntarily provides services to the Township for no compensation.

Updated by Board of Trustees 2-18-25

HAMBURG TOWNSHIP
~~PERSONNEL POLICIES & PROCEDURES MANUAL~~
EMPLOYEE HANDBOOK

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HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

EMPLOYEE HANDBOOK

1.0 INTRODUCTION

1.1 Purpose

Hamburg Township is committed to providing a safe and healthy workplace for all Township employees. The Personnel Policies and Procedures Manual Employee Handbook is designed to acquaint you with information about working conditions, employee benefits and Township policies affecting your employment. You should read, understand and comply with all provisions of the Manual Handbook. The Manual Handbook describes many of your responsibilities as an employee and outlines the programs developed by the Township to benefit employees.

Where provisions of these policies conflict with or differ from the provisions of any existing collective bargaining agreement, the provisions of the collective bargaining agreement and Police and Fire operating procedures shall take precedence. All other areas apply to all Township employees.

This Manual Handbook does not create, nor should it be considered to create, any contractual rights for employees. No employee manual handbook can anticipate every circumstance or question about policy. As the Township continues to grow and as circumstances change, the need may arise and the Township reserves the right to change, delete, add to, deviate from, interpret or cancel, in whole or in part, any of the policies and benefits set forth in the Manual Handbook, in its sole discretion, at any time, with or without prior notice. This Manual Handbook supersedes and replaces all previous handbooks, policy manuals, rules, regulations, policies and procedures.

New and current employees are expected to maintain a continuing familiarity with the policies described in the Manual Handbook. Any employee who does not understand information contained in the Manual Handbook should seek clarification by contacting his/her supervisor or Human Resource Accounting Department.

Updated by Board of Trustees 4-5-22

1.2 Scope

These personnel policies and procedures shall apply to all Hamburg Township full-time, part time, temporary and special project employees, except where specifically noted or where superseded by provisions of a collective bargaining agreement and/or employees covered by an individual employment agreement.

1.3 Revision

The policies and procedures contained in this Manual Handbook can be changed by a motion of the Hamburg Township Board of Trustees. Employees are encouraged to submit suggestions for changes to the Human Resource Department.

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~ EMPLOYEE HANDBOOK

Adopted amendments will become effective upon date of adoption. This does not preclude amendments being made regarding special circumstances brought before the Board.

When revisions and/or additions are made, employees will be notified of any changes and will be responsible to follow said changes. The changes will be made to the permanent master copy located on the Township "V" drive. If an employee is unclear about the changes they should clarify with the ~~Supervisor or Human Resource Department Head~~ Executive Team or Accounting department.

1.4 Distribution of the ~~Manual Handbook~~

All employees will receive and sign for a copy of the Hamburg Township ~~Personnel Policies and Procedures Manual~~ Employee Handbook. All employees are required to review and follow the ~~manual handbook~~.

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~ EMPLOYEE HANDBOOK

2.0 EMPLOYMENT

2.1 Employee At-Will

Township employment is at-will. Accordingly, either you or the Township can terminate the employment relationship at any time, with or without cause, and with or without notice. This at-will employment relationship exists regardless of any other written statements or policies contained in this ~~Manual Handbook~~ or any other Township documents, or any verbal statements to the contrary.

No one except the Township Board can enter into an employment relationship or agreement that is contrary to at-will employment. To be enforceable, such relationship or agreement must be in writing, and signed by all members of the Township Board of Trustees or documented in the board meeting minutes.

2.2 Orientation

All new employees will complete the necessary tax withholding and group insurance forms. ~~Human Resources~~ The Accounting department will review policy and organizational matters, and the employee's Department Head will review job tasks. Each new employee will be issued a copy of the current Employee ~~Manual Handbook~~ and be required to sign a statement indicating he/she has received the ~~Manual Handbook~~.

2.3 Physical Examination & Drug Testing

All candidates for employment will be required to undergo a pre-employment physical and drug screening prior to employment and after the employee is extended a conditional offer of employment all medical and drug testing results shall be maintained in the employee's confidential medical file.

The Township may require an employee undergo a job-related medical or physical examination to determine if the employee can perform the essential functions of the job following a leave for illness or injury, if the employee is having difficulty performing his or her job effectively, or if an employee's performance suggests there might be a medical problem which could result in the employee posing a direct threat to the health or safety of him/herself or others.

2.4 Length of Service

Length of service is a period of continuous and unbroken employment with the Township. Continuous length of service is not recognized until the employee successfully completes the six (6) month probationary period. At that time, the length of service will date back to the first day of work for the Township after his/her most recent hiring. A former employee who is re-employed will be considered a new employee. In the event the break

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL **EMPLOYEE HANDBOOK**

in service is less than 60 days, the employee's prior length of service will be considered for purposes of determining leave time accumulation only.

Employment seniority/anniversary date is the date that the employee is hired as a full-time employee. Employees originally hired as part-time and converting to full-time status will be assigned the full-time hire date for seniority/anniversary purposes.

2.5 Loss of Service

An employee's employment shall end for any of the following reasons:

- a) Resignation;
- b) Discharge;
- c) Retirement;
- d) Failure to return to work after seven calendar days' notice of the recall from layoff;
- e) Failure to return to work at the expiration of an approved leave of absence; or
- f) Failure to notify employer of absence for three consecutive workdays.

Exceptions to the above policy may be made at the discretion of the Township Board.

2.6 Layoff and Recall

Should it become necessary to reduce the level of staffing for any reason, the Township Board will decide which positions are affected and which employees will be laid off. The Township Board must approve all layoffs. Employees to be laid off will have at least five business days' notice of the layoff or receive compensation in lieu of the five days.

2.7 Performance Reviews

All employees will be evaluated per the performance review procedure as defined in the Administrative Policies and Procedures Manual Section 3.8.

2.8 Personnel Records

An individual personnel file shall be maintained for each employee containing the application or resume, beneficiary designation forms, disciplinary action, record of promotion or transfer, letters of commendation, record of training, and other pertinent data.

These records are maintained by the ~~Human Resource and/or~~ Clerk's Department and are accessible through ~~the Human Resources Department, Deputy Clerk, and/or the employee's Department Head and others as determined by the Clerk~~ the Clerk or designee

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL **EMPLOYEE HANDBOOK**

of the Clerk. In addition, any employee may request to see his/her file, generally not more than twice per calendar year. The file shall be reviewed in the presence of authorized personnel. Upon request, each employee shall also receive a copy of his/her personnel file. The Township may, at its choice, charge employees actual copying costs.

A separate confidential file will be kept for each employee which will contain medical related information, including doctors' notes, medical records, physical examination results, FMLA forms containing medical information, etc.

2.9 Personal Relationships in Employment

NOTE: changes below are also dependent on changes made to APPM sec. 3.12

Per the Administrative Policies and Procedures Manual section 3.12(a) Nepotism Policy.

The employment of relatives can cause various problems including but not limited to charges of favoritism, conflicts of interest, family discord and scheduling conflicts that may work to the disadvantage of both the agency and its employees.

For the purpose of this policy the term "relative" shall include the following relationships: relationships established by blood, marriage or legal action. Examples include the employee's spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepparent, stepchild, aunt, uncle, nephew, niece, grandparent, grandchild or cousin. The term also includes domestic partners (a person with whom the employee's life is interdependent and who shares a common residence) and a daughter or son of an employee's domestic partner.

It is the goal of Hamburg Township to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts or management disruption exist. Hamburg Township may allow existing personal relationships to be maintained or employ individuals with personal relationships to current employees under the following circumstances:

- Individuals may not work under the supervision of the same manager or department;
- They may not create a supervisor/subordinate relationship with a family member;
- They may not supervise or evaluate a family member;
- The relationship will not create an adverse impact on work productivity or performance;
- The relationship may not create an actual or perceived conflict-of-interest
- They may not audit or review in any manner the individual's work;
- They may not be eligible for employment as a department head if a member of the

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~ EMPLOYEE HANDBOOK

employee's immediate family (spouse, children, parents, grandparents, brothers, sisters, step family members, in-law family members) serves on the Board of Trustees.

No personal employee relationship covered by this policy will be allowed to be maintained, regardless of the positions involved, if it creates a disruption or potential disruption in the work environment, creates an actual or perceived conflict of interest or is prohibited by any legal or regulatory mandate.

This policy must be considered when hiring, promoting or transferring any employee.

Should relationships addressed within this policy be identified with either candidate for employment or, current employees the matter should be immediately reported to the ~~Human Resource Director Township Clerk~~ and the following policies and procedures will be followed:

- A determination will be made whether the relationship is subject to the agency's Nepotism policy based on the conditions described above.
- If the relationship is determined to fall within one or more of the conditions described in this policy the ~~Human Resource Director Township Clerk~~ in consultation with the affected employee supervisor and the Township Supervisor will attempt to resolve the situation through the transfer of one employee to a new position or identifying some other action (e.g., Supervisory reassignment) which will correct the conflict or issue identified. If accommodations are not feasible then, with affected employee suggestions, the ~~Human Resource Director Township Clerk~~ in consultation with the Township Supervisor shall determine which employee must resign in order to resolve the situation.

The agency reserves the right to exercise appropriate managerial judgment to take such actions as may be necessary to achieve the intent of this policy.

It is the responsibility of every employee to identify to ~~the Human Resource Director their Department Head~~ any potential or existing personal relationship which falls under the definitions provided in this policy. Employees who fail to disclose personal relationships covered by this policy will be subject to disciplinary action up to and including the termination of employment.

Updated by Board of Trustees 9-2-25

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL **EMPLOYEE HANDBOOK**

3.0 HOURS OF WORK

Starting times, quitting times, and hours of work shall be determined by the employee's Department Head. Work assignments shall be made by the Department Head who may, where he/she deems it appropriate, delegate this authority to an employee's supervisor. Work assignments shall conform to job description.

When employees are required to leave the building as their responsibilities dictate, they are required to inform the appropriate Department Head or designee the departure time, expected location and approximate return time. Information regarding the date or hour of return and expected location will enable the Township personnel to provide accurate answers to inquiries regarding availability and will better prepare the Township to deal with emergencies and/or high priority concerns.

The Township offices are open Monday through Thursday, 7:30 a.m. to 5:30 p.m. The Department of Public Works is open Monday through Friday, 6:30 a.m. to 4:30 p.m. The Department head is responsible to assure that their department is appropriately staffed during the hours of operation. Non-exempt employees will be paid for the hours worked.

Updated by Board of Trustees 5-21-24

3.1 Absence/Tardiness

Employees are expected to be conscientious about reporting to work on time. All employees will notify their immediate supervisor prior to the beginning of the schedule to be worked, or as soon as the employee knows that he/she will be late or absent from work.

Depending upon the nature and duration of the time off, the **Human Resource Director** **Department Head will may** request that a signed statement from a physician who has examined the employee be submitted prior to returning from sick time off. Unauthorized or excessive absences or tardiness may subject an employee to disciplinary action, up to and including discharge.

3.2 Adverse Weather Policy

Hamburg Township regular business hours are Monday through Thursday from 7:30 a.m. to 5:30 p.m. Should severe weather (snow and/or ice) arise during regular business hours, the Supervisor or the Clerk in the absence of the Supervisor after consultation with the Police Chief, the Fire Chief and the D.P.W. Administrator will determine the necessity to close the Township offices and dismiss employees for the remainder of the day. Essential Services Personnel are not dismissed for inclement weather.

Updated by Board of Trustees 5-21-24

Should severe weather present itself prior to 7:30 a.m. on a weekday, the B&G Superintendent will communicate with the Supervisor or the Clerk in the absence of the

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL **EMPLOYEE HANDBOOK**

Supervisor, of unsafe road conditions that would warrant closing the Township offices by 6:00 am. The Supervisor and/or Clerk will make the decision to close the office for the day based upon information provided by the B&G Superintendent, Police Chief, and Fire Chief. The Supervisor or Clerk will activate a notification "BLAST" on the Township phone system notifying employees, and the general public who call the Township, that the Township offices are closed. This "BLAST" will be in place by 6:30 a.m.

Updated by Board of Trustees 5-21-24

If the Township phone system is inoperable, employees should contact their supervisor for Township closure information. When the Township office is closed due to inclement weather, the employees will be compensated at their regular pay rate. Those non-exempt employees whose job responsibilities require them to report to work, will be compensated their regular rate plus be given the option of receiving compensatory time or overtime at one and one half their regular rate of pay for any hours worked.

3.3 Recording of Hours

Non-exempt employees are required to keep a record of hours worked using time sheets developed for this purpose.

All non-exempt employees are required to have completed time sheets, approved by their immediate Supervisor, to the payroll department by 10:00 a.m. on the Monday of the biweekly pay period.

All full-time employees are expected to work thirty-six (36) hours a week or a twenty - four (24) hour shift. If an employee works less than a full shift, they must use PTO (Vacation, Personal/Sick, or Compensation) time to make up the time missed on the timesheet. The Township will allow flex time contained within a single pay period as authorized by the Department Head.

Updated by Board of Trustees 5-21-24

If the employee does not have enough paid time off, the Department head and the ~~Human Resource Director~~ Accounting department shall review and determine the reasons for the shortage. Once reviewed, based on that conclusion, disciplinary action may be enforced.

Updated by Board of Trustees 11-1-22

Any problems concerning the amount of pay or payroll procedures should be directed to the Accounting department. If the matter is not resolved to the satisfaction of the employee, the employee may contact the ~~Human Resource Director~~ Clerk.

Updated by Board of Trustees 12-7-21

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL **EMPLOYEE HANDBOOK**

3.4 Overtime, Compensatory and Call Back Time

A. Non-exempt Employees

All hours worked in excess of forty hours (40) in a week must be authorized in writing in advance by the employee's supervisor.

Non-exempt full-time employees who work in excess of forty hours (40) in a week or twenty-four-hour (24) shift will be compensated at one and one half their hourly rate. A twenty-four (24) hour shift (full-time) employee will receive three (3) hours per week in overtime to follow the Fair Labor Standard Act (FLSA). In lieu of overtime pay, an employee can request compensatory time off, at the rate of one and one-half hours for each hour of overtime worked. Compensatory time in lieu of overtime pay must be approved by the employee's Department Head. Compensatory leave time banks cannot exceed forty (40) hours for an eight (8) to ten (10) hour employee and fifty-three (53) hours for a twenty-four (24) hour employee.

Updated by Board of Trustees 2-18-25

Overtime, whether to be paid or taken as compensatory time, shall be reported to the Payroll department on the employee's weekly time sheet not later than 10:00 a.m. on the Monday preceding a biweekly payroll.

Updated by Board of Trustees 11-1-22

Employees desiring to use accumulated compensatory time shall request the time off at least 3 working days in advance, unless there are extenuating circumstances. Use of compensatory time must be approved by an employee's Department Head. Employees will be able to use their compensatory time within a reasonable period after requesting it, as long as the requested time off does not unduly disrupt the operations of the employee's department. Employees shall be allowed to cash out up to 40 hours of compensatory time upon request. Requests shall be approved by their immediate Supervisor, and to the payroll department by 10:00 a.m. on the Monday of the biweekly pay period.

Updated by Board of Trustees 2-18-25

B. Exempt Employees

Exempt employees will not be granted additional wages or compensatory time off for hours worked in excess of the standard workday or week.

Updated by Board of Trustees 4-22-22

3.5 Holiday Pay

If a full-time eight (8) to ten (10) hour employee is required to work on a designated holiday (see 4.1 Holidays), the employee shall receive a day's pay plus additional pay at two times their rate of pay for the hours worked.

Updated by Board of Trustees 5-21-24

If a twenty-four (24) shift employee is scheduled to work on a designated holiday, the employee shall receive twenty-four (24) regular pay. On the first pay in December of

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL **EMPLOYEE HANDBOOK**

each year the employee will receive a yearly holiday allowance. This allowance will be for 13 holidays (see section 4.1 Holidays) at the annual base pay /2080 hrs. X 104 hrs. = amount of allowance.

Part-time firefighters shall be paid double their hourly rate of pay for hours worked on Public Safety recognized holidays as determined by the Township Board.

Updated by Board of Trustees 2-18-25

3.6 Call in Pay

Employees called into work on other than their scheduled shift shall be paid at one- and one-half times their hourly rate of pay for a minimum of two hours if total hours exceed 40 hours per week. Total hours include hours worked as well as personal, vacation, compensatory and holiday hours.

DPW employees that are called into work other than a scheduled shift shall be paid at (1 ½) One and one-half times their hourly rate of pay for a minimum of (2) two hours if they respond to ~~two or less calls~~ **one call**, and minimum of (3) three hours if they respond to ~~three~~ **two** or more calls.

Updated by Board of Trustees 11-1-22

Employees called into work on a holiday, other than their shift, shall be paid at two (2) times their rate of pay for a minimum of two (2) hours.

Updated by Board of Trustees 4-5-22

3.7 On Call Pay

Department of Public Works full-time and Building and Grounds employees that are scheduled on-call shall be compensated at a rate of \$30.00 per day. The DPW Foreman will receive \$40.00 per day when called. Part-time Department of Public Works employees that are scheduled on-call shall be compensated at a rate of \$50.00 per day. This allowance covers mileage expenses as well as the inconvenience of being on call.

Updated by Board of Trustees 4-5-22, 11-1-22 & 9-3-24

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL **EMPLOYEE HANDBOOK**

4.0 EMPLOYEE BENEFITS

4.1 Holidays

All full-time employees shall be granted time off with pay on the following days, subject to the provisions below:

New Year's Day	Independence Day	Christmas Eve Day
Martin Luther King Jr. Day	Labor Day	Christmas Day
Good Friday*	Thanksgiving Day	New Year's Eve Day
Memorial Day	Day after Thanksgiving Day*	

**Two (2) Christmas holidays – Township, ~~Senior Center~~, Building & Grounds employees
Three (3) Christmas holidays – Senior Center

Two (2) floating holidays - Department of Public Works employees

Three (3) floating holidays – Public Safety administrative staff

*Applies to Public Safety, ~~and~~ Department of Public Works ~~and Senior Center~~ employees.

**Treasury will be open pursuant to Public Act 641 of 2002 (MCL 211.44(2)(b))

Updated by Board of Trustees 5-21-24 & 9-3-24

The Township Hall, Senior Center and Building & Grounds will be closed Christmas Eve Day through New Year's Day. Full-time employees will receive compensation for the holiday based on the number of hours regularly scheduled to work on that day, a maximum of ten (10).

Updated by Board of Trustees 5-21-24

Permanent part-time (non-seasonal) employees with an anniversary of five (5) years or more, and who worked at least an average of twenty (20) hours per week in the previous calendar year, will receive compensation at their regular rate of pay based on a maximum of eight (8) hours for full-day holidays that fall on their scheduled workday. Workdays that fall on a designated holiday will not be made up without prior Department Head approval.

Updated by Board of Trustees 5-21-24

Unless otherwise determined and approved by the Board, if a designated holiday falls on a Saturday, then the time off with pay shall be scheduled for the preceding workday. If a designated holiday falls on a Sunday, then the time off with pay shall be scheduled for the following workday.

See Section 3.5: Holiday Pay

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL **EMPLOYEE HANDBOOK**

4.2 Vacation

All full-time employees shall be granted vacation time according to the following schedule and provisions based on years of credited service as of their anniversary date each year:

	Thirty-six (36) to Forty (40) Hour Work Schedule	Fifty-three (53) Hour Work Schedule
Upon Hire	40 vacation hours	40 vacation hours
On one-year anniversary	80 vacation hours	72 vacation hours
On two-year anniversary	120 vacation hours	120 vacation hours
On three-year anniversary	140 vacation hours	144 vacations hours
On eight-year anniversary	160 vacation hours	168 vacation hours
On fifteen-year anniversary	180 vacation hours	180 vacation hours
On twenty-year anniversary	200 vacation hours	204 vacation hours

Updated by Board of Trustees 5-21-24

Vacation benefits for part-time employees hired to full-time employees:

Less than 2080 hours of part time = 40 hours

2080 hours or more of part-time = 80 hours

On the full-time hire date, the employee is awarded vacation days according to the above schedule.

Updated by Board of Trustees 2-18-25

Employees shall submit a time off request form to their Department Head to request vacation time as far in advance as possible but not earlier than twelve (12) months. A Department Head, at their discretion, may allow a request in advance of twelve (12) months for extraordinary circumstances. Department Heads shall return the time off request form to the employee whether approved or denied with their signature. Vacation time shall be used in one-quarter (1/4) hour increments.

Updated by Board of Trustees 2-18-25

Vacation time to which an employee is entitled shall be taken annually. Employees may carry over 40 hours of vacation time or receive payment. If the employee chooses to roll over 40 hours into the next year, the hours must be used within six months of their anniversary date or be lost. If the employee chooses to cash in the 40 hours, they must notify their Department Head 30 days before their anniversary date.

Employees who have resigned, retired or have been laid off will receive compensation for all accrued but unused vacation hours. Compensation will be at the employee's wage or salary at the time of termination.

4.3 Sick/Personal Time

Sick leave is available to all employees and is intended to be used for reasons of illness, injury, pregnancy, medical or dental appointments, or for any of the reasons provided for under the Michigan Earned Sick Time Act (ESTA). See attached poster regarding ESTA,

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~ EMPLOYEE HANDBOOK

MCL 408.961, et. seq.

Qualifying reasons for leave under the ESTA include:

- 1) The employee's or the employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury or health condition; or preventative medical care for the employee.
- 2) For closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or when it has been determined by public health authorities having jurisdiction or by a health care provider that the employee's or the employee's family members presence in the community would jeopardize the health of others because of the family member's exposure to a communicable disease.
- 3) If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal service; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- 4) For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child.

The Township uses the fiscal year, which is July 1st to June 30th, for purposes of calculating accrual and use of earned sick time.

For purposes of this policy, "family member" is as defined by the Earned Sick Time Act and includes spouses, biological, adopted, step and foster parent, grandparent or child, siblings, a domestic partner and a person who stood in loco parentis when the employee was a child and others who are related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Any employee with questions regarding a qualifying reason for leave under the Earned Sick Time Act should contact ~~Human Resources~~ the Accounting department.

Employees will not be required to search for or secure a replacement in order to use paid sick leave.

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL **EMPLOYEE HANDBOOK**

Sick time will be paid at the employee's regular rate of pay. Sick leave may be used in one-quarter hour increments.

Paid sick leave shall not be advanced to employees who have not yet accrued paid sick time.

Approval of sick leave is the responsibility of the Department Head. If the need for sick leave is foreseeable, the employee must provide notice to his or her Department Head of the need for sick leave 7 days prior to the date that sick leave will be needed. If the need for sick leave is not foreseeable, the employee must notify his or her Department Head as soon as practicable.

For use of earned sick time for more than three days, the Township may require reasonable documentation that the use is for a purpose covered by the Earned Sick Time Act. Upon request, the employee must provide the documentation in a timely manner. Employees will not be required to provide documentation regarding the details of illness or domestic violence. All required documentation shall be maintained by the Township ~~Human Resources Clerk's~~ department in a confidential manner.

A. Regular Part-time Employees

Paid sick leave accrues at the rate of one hour for every 30 hours worked. Earned time off will be credited bi-weekly as earned.

Upon completion of ninety (90) days of employment, an employee may use up to 72 hours of accrued paid sick time per year.

Unused sick leave will carry over to the following fiscal year, unless the employee is separated from employment for over 6 months. However, the maximum paid sick leave available to be used per fiscal year is 72 hours.

Part-time employees will not be compensated for unused and accrued sick leave upon separation from employment.

B. Part-time Firefighters

Part-time firefighters shall earn one (1) hour of sick/personal time for every thirty (30) hours worked in a fiscal year (July 1 – June 30). Since part-time firefighters' self-schedule their hours, each firefighter shall receive a lump sum payment on the first paycheck in July equal to the amount of time off earned the previous fiscal year, up to a maximum of 40 hours.

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL **EMPLOYEE HANDBOOK**

BC. Full-time Employees

Thirty-six (36) to forty-hour (40) employees earn four (4) hours of sick/personal time off, and fifty-three-hour (53) employees earn six (6) hours of sick/personal time off bi-weekly. Earned time off will be credited bi-weekly during payroll processing.

Employees in salaried exempt positions may be allowed personal time off of two hours or less, with prior approval of their immediate supervisor without deduction from accrued personal, vacation or sick time.

Unused sick/personal leave shall accumulate from fiscal year to fiscal year and remain available for the benefit and use of the employee. Employees have no limitation of time accumulation. Employees with greater than two hundred (200) hours of accumulated time may "cash out" up to forty (40) hours, to be paid in the last pay period of August. All "cash out" requests must be submitted at least six months in advance of the August date and have the written approval of the employee's Department Head.

See sections 4.6, 4.7 and 10.4 for additional information.

Updated by Board of Trustees 2-18-25

4.4 Donation of Vacation, Sick/Personal & Compensatory Time

Employees with more than one-year of service, who suffer with a personal illness, may receive "donated" time from other employees provided the employee has used all of their accumulated vacation, sick/personal and compensatory time.

Employees, with their Department Heads approval, may donate accumulated vacation, sick/personal and compensatory time to qualified co-workers in increments of one (1) hour up to a maximum of forty (40) hours annually providing the donating employee leaves themselves with a balance of no less than forty (40) hours after donation.

4.5 Group Insurance Plan

Full-time employees will be eligible to participate in the Township's group insurance plans (medical/hospitalization, life and disability income). Township employees may be required to pay a portion of the premiums. Employees will receive a copy of the group plan detailing the various benefits. Further information may be obtained from the **Human Resource Accounting** Department. The Township reserves the right to change carriers and coverage or to eliminate benefits.

Full-time non-represented employees may participate in a health care opt out program, if offered by the Township, which allows for compensation in lieu of health care benefits.

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL EMPLOYEE HANDBOOK

To participate, the employee must meet the eligibility requirements specified by the Township. Further information regarding the program may be obtained from the ~~Human Resource~~ Accounting Department.

Employees wishing to participate in the opt out program must notify the ~~Human Resource Accounting~~ Department during the open enrollment period each year, or within the first 30 days of employment, unless a change in status is documented with the ~~Human Resource Accounting~~ Department. A Health Insurance Coverage Benefit Waiver Form must be signed and proof of other coverage such as a copy of the employee's insurance card must be provided.

Employees choosing to discontinue health care coverage through the Township will receive compensation in lieu of health care coverage in the amount set by the Township Board of Trustees. This amount will be included in regular paychecks on the second check each month. Pay-in lieu is taxable income and taxes will be withheld.

4.6 Short-Term and Long-Term Disability Income Insurance

Full-time employees are covered by short-term or long-term disability income insurance for a non-work-related illness, injury or disability. Eligible employees are entitled to receive benefits that are available under the policy in effect at the time of the claim. Whether an employee is entitled to receive benefits is determined by the insurance carrier. Claims are to be submitted on forms provided either by the Township or the insurance carrier.

An employee shall use available paid leave time to receive pay during the waiting period before disability income insurance benefits begin. Further, an employee shall use the aforementioned time to pay the difference between the employee's full daily/weekly pay and disability benefits received up to a maximum of forty (40) hours per week for forty (40) hour employees, and fifty-three (53) hours per week for fifty-three (53) hour employees. While on disability, the employee will not receive holiday pay or cell phone stipend. While on paid disability leave in excess of one month, an employee will not earn or accrue sick or personal time. Vacation time will be pro-rated upon returning to employment from long-term disability. Once an employee has used all of accrued sick/personal, vacation and compensatory time, the employer will only continue health insurance and accrual of retirement benefits for twelve (12) additional months. The benefits will resume upon the employees return to work with a full release.

Updated by Board of Trustees 2-18-25

Verification of illness, injury or disability will be required from a physician before benefits will be paid. The ~~Human Resources~~ Department head may require an employee returning to employment to verify that he/she is able to resume and perform his/her regularly

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL **EMPLOYEE HANDBOOK**

assigned tasks. This verification may include drug testing.

An employee should not use time off on a timesheet to cover the same hours that will be submitted to be paid by disability insurance.

4.7 Workers' Compensation Insurance

Each employee will be covered by worker's compensation insurance in accordance with State and Federal law.

Employees are required to immediately report all job-related injuries, including minor ones, to their Department Head and/or Supervisor, whom is required to report it to the **Human Resources Accounting** Department promptly.

An employee shall use available paid leave time to receive pay during the waiting period before workers' compensation insurance benefits begin. Further, an employee shall use the aforementioned time to pay the difference between the employee's full daily/weekly pay and workers' compensation benefits received up to a maximum of forty (40) hours per week for forty (40) hour employees, and fifty-three (53) hours per week for fifty-three (53) hour employees.

Updated by Board of Trustees 2-18-25

An employee should not use time off on a timesheet to cover the same hours that will be submitted to be paid by workers' compensation insurance. While on Workers' Compensation leave, an employee will not earn or accrue paid leave. Vacation time will be pro-rated upon returning to employment. The employee while on worker's compensation will not receive holiday pay or phone stipend.

4.8 Funeral Leave

All Full-time employees shall be granted, upon request, paid leave days for attending a funeral involving members of their family as follows:

- a) Funeral leave of five (5) pay days or three duty shifts (72) hours, for a spouse, child, step child, daughter in-law and/or son-in-law.
- b) Funeral leave of three (3) pay days or two duty shift (48) hours, for a grandchild, parent, step parent, brother, sister, parent of spouse, grandparent, grandparent of spouse, sister in-law and brother in-law.

Updated by Board of Trustees 12-7-21

With approval of the Department Head, additional time-off may be granted using accrued sick/personal, comp or vacation time.

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL **EMPLOYEE HANDBOOK**

4.9 Court Obligations

Full-time employees will be paid their normal pay for time off required for jury duty. The employee should sign over to the Township any payment from the court, excluding mileage. Part-time employees receive no pay from the Township for time missed for jury duty obligations but retain any compensation paid to them by the court.

An employee having a court obligation shall notify the employee's immediate supervisor as soon as possible. An employee excused from jury duty or examination prior to 12 o'clock (Noon) on any workday shall report to work for the balance of the day.

4.10 Military Leave

If an employee is called to active military duty or to Reserve or National Guard training, or if an employee volunteers for the same, the employee should submit copies of his/her military orders to his/her supervisor as soon as is practicable. A military leave of absence without pay will be granted for the period of military service, in accordance with applicable federal and state laws. A reservist or a member of the National Guard will be granted time off without pay for required military training. Eligibility for reinstatement after military duty or training is completed, and entitlement to benefits during and after leave, is determined in accordance with applicable federal and state laws.

4.11 Family and Medical Leave Act

Hamburg Township complies with the Family Medical Leave Act (FMLA) of 1993, as amended. This Policy is not meant to be all inclusive and merely highlights the provisions of the FMLA, which are subject to detailed and specific regulations. The FMLA statute and regulations control in the event that there is any inconsistency between the statute or regulations and this policy. Employees who have worked for the Township for at least 12 non-consecutive months and who have worked at least 1,250 hours during the 12 months immediately preceding the request for leave are eligible for up to 12 weeks of unpaid leave under the Family Medical Leave Act for reasons allowed under the Act, including any of the following:

Birth and care of a newborn child or placement for adoption or foster care of child with the employee, within 12 months of the birth or placement.

Care of an immediate family member who has a serious health condition. An immediate family member is a spouse, child or stepchild, or the parent or parent-in-law of the employee.

An employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of his or her job.

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL **EMPLOYEE HANDBOOK**

A qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is a covered military member on "covered active duty."

Military Caregiver Leave of twenty-six weeks of leave during a single 12-month period is also available to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent or next of kin.

An employee may be required to provide 30 days' advance notice for Family Medical Leave that is foreseeable. Employees requesting leave for their own, or a covered family member's serious health condition will be required to provide medical certification to substantiate their leave request. The Township reserves the right to request periodic updates, a second or third opinion, or recertification, at any time. Any such second opinion examination shall be paid for by the Township. The Township may also request 30-day periodic reports from the employee's health care provider, or the health care provider of a covered family member. Failure to provide the requested certification or recertification in a reasonable time, may result in the leave being determined to be an unauthorized leave and may subject the employee to disciplinary action.

In the event that an employee takes leave under the Family and Medical Leave Act, the employee is entitled to return to his/her position, or in the event that position has been filled, to an equivalent position with equivalent pay, benefits, seniority and responsibilities.

Family Medical Leave is unpaid, unless the employee has available paid leave time to use. Employees are expected to exhaust all paid leave while taking Family Medical Leave, prior to taking unpaid Family Medical Leave. Family Medical Leave time will run concurrently with worker's compensation leave, leave covered by disability insurance, and/or use of paid leave during eligibility for FMLA leave. Paid and unpaid leave pursuant to the FMLA will be counted against the employee's FMLA entitlement where the employee is FMLA eligible.

In circumstances where the employee does not request FMLA leave, the Township may deem an employee's absence to be Family Medical Leave where appropriate.

Under some circumstances, employees may take intermittent FMLA, which means taking leave in blocks of time or by reducing the normal weekly or daily schedule. FMLA leave may be taken intermittently when it is medically necessary to care for a seriously ill family member, or because the employee is seriously ill and unable to work. If the need for intermittent leave is foreseeable based on planned medical treatment, the employee is responsible for scheduling the treatment in a manner that does not unduly disrupt the Township's operations, subject to the approval of the health care provider. In such cases, the Township may also transfer the employee temporarily to an alternative job (if

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL **EMPLOYEE HANDBOOK**

available) that better accommodates recurring periods of leave than the employee's regular job.

Leave for birth or adoption (including foster care placement) must conclude within twelve months of the birth or adoption. When leave is taken for birth or adoption, the use of intermittent leave is subject to the Township's approval.

The Township shall calculate the twelve (12) month period during which the employee is entitled to FMLA leave by a "rolling" year. Each request for a FMLA leave will be evaluated based on the amount of the FMLA leave taken in the twelve (12) month period prior to the start of the new requested leave.

Employees returning to work from Family Medical Leave for their own serious health condition may be required to provide certification from his or her health care provider stating that he or she is able to return to work and perform the essential functions of his or her job, with or without reasonable accommodation.

Group health insurance, if provided, will continue while an employee is on FMLA leave at pre-leave benefit and premium contribution levels. The Township's obligation to continue to maintain health benefits will stop if and when the employee informs the Township of the intent not to return at the end of the leave, or if the employee fails to return at the end of the FMLA leave. Benefits that operate on an accrual basis will not accrue during any period of unpaid leave under this policy. Seniority will not accrue during any period of unpaid leave under this policy. Use of FMLA will not result in the loss of any benefit that accrued before the employee leave began. Any FMLA leave will not be counted as a break in service for purposes of vesting or eligibility to participate in a benefit program.

An employee who wishes to take Family Medical Leave should notify the office of the **Human Resources Accounting** Department for the appropriate notice requirements, forms and necessary information. The **Human Resources Accounting** Department office should also be contacted in the event that the employee has any questions regarding the Family Medical Leave policy.

4.12 Retirement Plan

Full-time employees are covered under the Hamburg Township MERS Group Defined Contribution Pension Plan. Employees at least eighteen (18) years old are able to join the plan immediately upon meeting the plans eligibility requirements. The Township contributes ten (10) percent of an employee's wages to a defined contribution 401a plan. An employee is fully vested after one (1) year of employment.

All full-time employees and regular part-time employees, are eligible to contribute to a

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL **EMPLOYEE HANDBOOK**

457b retirement plan. They may choose a pre-tax contribution or an after-tax Roth contribution. The Township will match full-time employee contributions as follows:

If the employee contributes three (3) percent, the Township matches one (1) percent.

If the employee contributes six (6) percent, the Township matches two (2) percent.

If the employee contributes nine (9) percent, the Township will match three (3) percent.

4.13 Uniforms and Equipment

- a) Employee I.D. Badge: All employees working out in the community will be required to have a Township Issued I.D. Badge in their possession and be able to provide it for identification purposes to the public upon request.
- b) Department Heads may require Township identifying clothing for certain positions. Clothing or logo designs shall be approved by the Township Board.
- c) All Township employees will be furnished the necessary tools and equipment to perform the duties of their job. The Township will repair and replace worn or damaged equipment, provided it was used only for Township business and was not neglectfully or carelessly used.
- d) Employees required to operate powered equipment must wear MIOSHA approved work shoes with steel reinforcement or equivalent protection. Employees in the Department of Public Works, and the Buildings & Grounds Department will be given an allowance to purchase safety shoes or safety apparel up to an amount determined yearly.
- e) Employees who regularly perform duties outside Township buildings shall be provided safety glasses and inclement weather attire. No garments provided by the Township shall be used for personal use. The Township will repair and replace worn or damaged garments, provided they were used only for Township business and was not neglectfully or carelessly used. Old garments will be turned in to the immediate supervisor before reissue of new garments.
- f) While operating powered equipment, employees shall wear protective clothing and hearing and eye protection devices at all times.

4.14 Continuing Education/Tuition Reimbursement

NOTE: changes below are also dependent on changes made to APPM sec. 3.15

Hamburg Township's tuition reimbursement policy is to help employees further their skills in present positions or prepare for a different position with the Township. The Township will reimburse any full-time employee for tuition, registration, and books for college level

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~ EMPLOYEE HANDBOOK

courses expensed within the fiscal year not to exceed nine thousand (\$9,000.00) dollars per fiscal year per employee. To be eligible for reimbursement, the following criteria must be met by non-bargaining unit employees:

- a) Employee must be full-time and have completed one year of service prior to enrolling in a college level course.
- b) All course work must be related to a position at Hamburg Township.
- c) The employee must submit a Hamburg Township Tuition Reimbursement Approval Request Form (PE-101-1003) to their Department Head in advance of enrolling in the course(s). The Department Head, or his/her designee, must approve all course work prior to enrollment. The completed, approved form is to be filed in the employee's personnel file in the ~~Human Resources Accounting Department~~ and a copy submitted to Accounting prior to the start of the course.
- d) Denial by the Department Head, or his/her designee, may be appealed first to the Township Supervisor, and second, if necessary, to the Township Board of Trustees.
- e) The employee shall agree that in the event the employee voluntarily leaves Township employment within two years of the completion of the course work, he/she shall reimburse the Township for all costs and authorize repayment through final payroll deductions.
- f) The employee shall agree that the program course work must not adversely affect job performance, must be taken on personal time, and outside of regularly scheduled work hours.
- g) The Township will reimburse the cost of registration, tuition, and books based upon successful completion of the course (i.e., with a passing grade of "C" or better ~~for undergraduate course work and "B" or better for graduate course work~~).
- h) Within 30 days of successful completion, an expense request form, together with a transcript or report card indicating the grade, and receipts for tuition, registration, and book expenses must be submitted to Accounting for reimbursement.
- i) None of the above shall apply to any courses/training mandated by the employer.

Updated by Board of Trustees 2-18-25

4.15 Social Security Privacy Policy

Pursuant to Michigan state law, it is the Township's policy to protect the confidentiality of social security numbers. No person shall knowingly acquire, disclose, transfer, or unlawfully use the social security number of any employee or other individual unless in accordance with applicable state and federal law and the procedures and rules established by this policy.

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL **EMPLOYEE HANDBOOK**

4.16 Indemnification Policy

Consistent with Michigan law, the Township may defend and/or provide insurance coverage for Township officers and employees who face civil claims or criminal prosecution as a result of actions performed by them while in the course of their employment and while acting within the scope of their authority.

4.17 Longevity Pay

Part-time Firefighters will receive a lump sum payment each year made with the first pay in December for longevity bonus. This bonus will be based on the prior November 1 to October 31 yearly salary. The sums are; after fifteen (15) years 7%, ten (10) years 5%, and five (5) years 2%.

Updated by Board of Trustees 11-1-22

4.18 Cemetery Stipend

Employees who are trained to perform all the duties of the burial services will receive a stipend as follows, **in addition to their regular hourly wage:**

Grave openings:	\$150.00
Grave closings:	\$50.00
Crypt Burials:	\$100.00
Niche Burials:	\$50.00
Interment of cremated remains below ground	\$50.00

Updated by Board of Trustees 4-5-22

4.19 Participation Incentive

Part-time firefighters shall receive a bonus for reaching a specific level of participation (hours worked) in a fiscal year, as follows:

1000 hours:	\$500
1500 hours:	\$750

Each firefighter shall receive their lump sum participation incentive payment of the first paycheck in July based on the number of hours worked the previous fiscal year.

Updated by Board of Trustees 9-6-22

4.20 Certification Incentive

Department of Public Works employees will receive a lump sum payment each year made with the second pay in January for a certification bonus. This bonus will be cumulative based on the certifications held as of December 31st as follows:

L1 and L2:	\$1,000
Class D:	\$2,000
Class C:	\$3,000

Updated by Board of Trustees 2-18-25

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL
EMPLOYEE HANDBOOK**4.21 Health Savings Account**

Full-time employees who participate in the Township's group insurance plan (medical, dental and vision) are eligible to receive employer contributions into a Health Savings Account (HSA). Employer contribution amounts and funding frequency will be established annually by the Board of Trustees. New hires and mid-year changes are subject to proration. Eligible employees are entitled to contribute to their Health Savings Account (HSA) through pre-tax payroll deductions. For additional information contact the Accounting department.

Updated by Board of Trustees XX-XX-XX

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL **EMPLOYEE HANDBOOK**

5.0 COMPENSATION

5.1 Compensation

The Township Board shall approve all salaries or wages.

The Township elected officials' salaries are established by the Township Board annually via Board resolution upon adoption of the fiscal year budget.

Updated by Board of Trustees 2-18-25

5.2 Payroll Procedures

The pay period is two weeks, beginning on Monday, and ending on Sunday. Pay shall be distributed to the employees on the Thursday following the end of the pay period. Employees are required to have their pay deposited directly into an account at a financial institution of their choice. Payroll income tax deductions are made as required by federal or state governmental units. Deductions can also be made by the employee's written authorization for pension contributions, employee deferred compensation programs and employee share of insurance premiums including voluntary deductions.

5.3 Payroll

- a) Time Sheets: All completed time sheets shall be submitted to the Payroll Department on the Monday of the biweekly pay period by 10:00 a.m. Time sheets will be signed by both the employee and the employee's department head. Time sheets are also required for per diem requests.
- b) Deductions and Withholdings: The Payroll Department shall be notified at least 5 days prior to the pay period of any changes in voluntary deductions or withholding allowances desired by an employee. All voluntary deductions shall be authorized in writing.
- c) Pay Advances: Pay advances shall not be authorized under any circumstances.
- d) Payroll Problems: Employees will immediately notify the Payroll Department of any problems or errors on their paychecks.

HAMBURG TOWNSHIP
~~PERSONNEL POLICIES & PROCEDURES MANUAL~~
EMPLOYEE HANDBOOK

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HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~ EMPLOYEE HANDBOOK

6.0 CODE OF CONDUCT

Development of harmonious relationship among personnel and excellent service to the public is essential to the effective operation of the Township. The standards below are not intended to be inclusive, and may be found elsewhere in this employee handbook. The rules governing personal conduct set forth below are intended to promote the orderly and efficient operation of Hamburg Township, as well as to protect the rights of the employees. The conduct set forth below is prohibited and may subject employees to discipline up to and including termination. Any conduct that may impair the operations of the Township, or jeopardize the personal safety, security, or welfare of Hamburg Township or its residents or employees is prohibited.

The Code of Conduct and policies contained in this **Manual Handbook** are neither intended to conflict with, nor will they be applied to limit, an employee's rights under any Federal and/or State law, including the right to organize or to discuss terms and conditions of employment.

The following is a non-exclusive list of actions which may result in disciplinary action, up to and including termination of employment:

- a) Violation of Township or department work rules, policies or procedures, or the rules, policies and procedures set forth in this **Manual Handbook**.
- b) Possessing, or being under the influence, of alcohol, illegal drugs or substances.
- c) Insubordination, or refusal to obey or willful failure to carry out verbal or written instructions of supervisory personnel.
- d) Sleeping while on duty except as allowed through position description and authorized by Department Head.
- e) Excessive absenteeism or tardiness including late return from breaks and lunch period.
- f) Careless conduct or neglect of safety rules and procedures.
- g) Leaving work without permission from immediate supervisor.
- h) Fighting or gambling while on duty.
- i) Carrying weapons on duty without specific authorization from Township Board.

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~ EMPLOYEE HANDBOOK

- j) Theft, unauthorized disposal, or deliberate or careless damage of any property of Hamburg Township, its employees, or its residents or customers.
- k) Unauthorized use of property, equipment, or facilities of Hamburg Township.
- l) Discourtesy to the public.
- m) Falsifying and/or failing to accurately complete employment records, employment information or other Township records.
- n) Using threatening, abusive language or conduct towards another employee or towards citizens, vendors and other third parties.
- o) Conviction of a felony.
- p) Rude or inappropriate behavior to or harassment of employees, supervisors or citizens, vendors or other third parties.
- q) Instigating, aiding or participating in any illegal strike, work stoppage or work slowdown.
- r) Failure to report an accident, damage to Township equipment or property, or personal injuries as soon as possible.
- s) Conduct that brings the Township into disrepute or reflects poorly upon the employees as a member of the Township Staff.
- t) Disclosure of any information regarding the Township, its taxpayers or coworkers to anyone not authorized by the Township Supervisor and or Clerk to receive such information, unless required by law or court order.
- u) Violation of any applicable State of Michigan Ethics, Conflicts of Interest, Incompatible Offices and Standards of Conduct Laws.

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

EMPLOYEE HANDBOOK

7.0 EMPLOYEE GUIDELINES

7.1 Political Activities

Employees shall not use their Township position for any political purpose nor engage in political activities during working hours. Banned political activities during working hours include wearing political buttons, soliciting political contributions, displaying political bumper stickers or posters on Township vehicles or property or distributing political materials.

7.2 Petitions

Circulating of petitions, political or other, by employees and/or Elected Officials is forbidden during working hours.

7.3 Outside Employment

Employees may accept employment or engage in business activities, in addition to their work with the Township with written authorization from their Department Head provided:

- a) Such employment or business does not constitute a conflict of interest with the employee's duties and does not interfere with the employee's job with the Township. Employees are specifically prevented from working or conducting business within the Township, when said employment or business is related to their Township duties and responsibilities, or when an employee is in a position to influence a decision that affects the employee or a member of the employee's family.
- b) Employees must discuss any possible outside employment that may be a conflict of interest with their Department Head.

7.4 Use of Township Equipment

When using Township equipment, employees are expected to exercise care and follow all operating instructions, safety standards, and guidelines.

Employees are required to notify their supervisor if any equipment, machines or tools appear to be damaged, defective or in need of repair.

The improper, careless, negligent, destructive or unsafe use or operation of equipment can result in disciplinary action, including discharge.

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL **EMPLOYEE HANDBOOK**

Employees are prohibited from using Township property for their personal use.

7.5 Workplace Monitoring and Searches

Workplace monitoring may be conducted by the Township to ensure quality control, employee safety, security, and citizen satisfaction.

Computers furnished to employees are the property of the Township. As such, computer usage and files may be monitored or accessed. In addition, all offices, desks and files are Township property and the Township reserves the right to inspect these as well.

The Township may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

Employees can request access to information gathered through workplace monitoring that may impact employment decisions regarding the employee. Access will be granted unless there is a legitimate business reason to protect confidentiality or an ongoing investigation.

7.6 Computer, Internet and E-mail Use

Computers, computer hardware and software, internet access and e-mail access (collectively referred to herein as "computer systems" or "network") may be provided to Township employees for the benefit of the Township. The following is a statement of the Township's policy with respect to access to, and use of, the Township's computer systems. The purpose of this Policy is to minimize the risks associated with computer, internet and e-mail use without unduly limiting the potential benefits of such use.

Computer Hardware and Software

Computer workstations and related equipment may be provided to an employee in the Township's sole discretion for the purpose of conducting Township business. Any and all files, data or software applications installed or stored on Township equipment or on any removable media owned by the Township, is the property of the Township or licensed by the appropriate manufacturer for use by the Township and is subject to inspection or removal by the Township at its discretion for any reason. Personal software and/or data may not be installed or stored on Township computer equipment without express permission from the IT Director. Such personal software and data are stored at the employee's own risk, will be inspected by authorized Township personnel, and may be removed at the discretion of the Township for any reason.

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL **EMPLOYEE HANDBOOK**

Internet Access and Use

Internet access may be provided to an employee at the Township's discretion for the purpose of accessing information relevant to Township business. Internet access is not guaranteed and is not considered an essential aid in the performance of an employee's duties. The Township will provide such access through the Township network to an employee as a business privilege which is conditioned upon adherence to the Township's policies and rules regarding internet access. Occasional personal use of the Internet will be permitted if such use does not:

- a) Interfere with the employees' job performance;
- b) Have an adverse impact on the computer systems' performance, or
- c) Violate any policies or provisions contained herein.

Viewing, downloading, copying, sending or processing inappropriate information, including without limitation, posting, downloading or connecting to internet sites which contain pornographic or other offensive material, or participation in criminal and other inappropriate activities, is strictly prohibited. Employees must follow all applicable laws, regulations and policies when accessing and using the Internet. Such laws and regulations include, without limitation, those governing copyright, defamation, privacy, publicity and the access or use of others' computer or communication systems. Such laws also include those relating to all advertising and promotion of Township services.

Employees shall refrain from illegally copying protected works, or making available copies of such works. Employees are responsible for observing copyright and licensing agreements that may apply when downloading files, documents and software. Employees must obtain approval from the Department Head and I.T. Director before downloading any materials for which a registration fee is requested. Employees are prohibited from sending or posting messages that contain abusive or objectionable language, that defame or libel others, or that infringe the privacy rights of others.

Internet use will be monitored by the Township and such monitoring may be conducted at any time for any reason. The Township reserves the right to access and disclose the content of Internet communications, including e-mail, conducted through the Township's computer systems. All employees acknowledge that they do not have any right to privacy in their use of the Internet and consent to access to, and disclosure of, his/her Internet use to authorized Township personnel.

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL **EMPLOYEE HANDBOOK**

E-mail Access and Use

E-mail access may be provided to an employee at the Township's discretion for the purpose of communication and exchange of information. E-mail access is not guaranteed and is not considered an essential aid in the performance of an employee's duties. The Township may provide such access through the Township network to an employee as a business privilege which is conditioned upon adherence to the Township's policies and rules regarding e-mail communications. E-mail is intended for the conduct of Township business, but occasional personal use is permitted as long as such use is not otherwise prohibited by this Policy and such use does not interfere with the productivity of the employee or others.

E-mail communications containing derogatory, defamatory, sexual, racist, ethnic, ageist, harassing, abusive or offensive remarks or images are strictly prohibited. In addition, email solicitations including, but not limited to, solicitations for personal business, business unrelated to the Township, religious, political or other personal causes are strictly prohibited. Using the Township network to send mass e-mail communications is also expressly prohibited. Employees shall not subscribe to any e-mail mailing lists without the express permission of the employees' Department Head.

Employees must follow all applicable laws, regulations and policies when accessing and using e-mail. Such laws and regulations include, without limitation, those governing copyright, defamation, privacy, publicity and the access or use of others' computer or communication systems. Such laws also include those relating to the advertising and promotion of Township services.

The Township reserves the right to review, audit, intercept, access and disclose the content of all e-mail communications created, received or sent over the Township network for any purpose, without regard to whether such communications are related to Township business or are personal in nature. No e-mail communication will be considered confidential or private, except where such confidentiality is for the benefit of the Township. By using the Township e-mail system, all employees consent to the monitoring by the Township of his or her e-mail communications, waive any right to privacy in e-mail communications and consent to access to, and disclosure of, e-mail communications to authorized Township personnel.

Employee and Elected and Appointed Official Social Media Policy

The Township recognizes that social media, blogs, social networks, discussion forums, video, and other social media can be an attractive and effective way of communicating. However, these tools also hold the possibility of unintended consequences. The Township

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~ EMPLOYEE HANDBOOK

has compiled these guidelines for its employees and officials when participating in online conversation or use of social media.

This Social Media Policy incorporates all other Township policies including those governing discrimination, harassment, and ordinary ethical obligations. Violation of Township Policies in any way, including through the use of social media, may lead to disciplinary action up to and including termination of employment.

Individuals using Township resources, including but not limited to, Township provided email and instant messaging tools, computer equipment, internet, or other information systems, or network(s) have no expectation of privacy except where applicable law provides differently. No Township employee or individual official has the authority to verbally provide any expectation of privacy contrary to this written policy.

The Township Board of Trustees adopts the following guidelines regarding use of social media:

1. Be Honest About Who You Are

Transparency is important when using social media. Posting anonymously should be avoided. When the conversation relates to the Township, or its business, the fact that you are associated with the Township may be relevant to conversations, even if you are not an official spokesperson. You need to disclose your relationship with the Township whenever you participate in these discussions.

2. Township Resources

Township computers, internet and other communication tools are not to be used for accessing social media or participating in online conversations. Social networking activities must not interfere with an employee's primary job responsibilities. Employees are prohibited from the personal use of online and/or electronic resources during work hours. This includes but is not limited to the personal use of social media.

Individuals who post on any Township Facebook or Twitter page must abide by this policy and all other Township Policies, including those regarding ethics and those that prohibit harassment.

3. Treat Everyone with Respect

The Township expects you to abide by the same standards of behavior both in the workplace and in your social media communications. Do not use ethnic or other slurs,

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL **EMPLOYEE HANDBOOK**

profanity, personal insults, defamatory or harassing communication. Do not engage in any communication that would not be acceptable in the workplace.

4. Make it Clear that Stated Views are Your Own and Correct Your Mistakes

Make sure that, even when you have identified yourself as working for the Township, you are clear that your views and opinions are your own and not those of the Township. Also correct your mistakes, and do not alter previous posts without indicating that you have done so.

5. Use Common Sense and Good Judgment

You are personally responsible for your words and actions, both online and offline. Your posts can potentially tarnish the image and damage the reputation of the Township or infringe on the rights of someone else. Although you have the right to express yourself, that does not mean that there are not consequences.

6. Respect Proprietary Information Content, Trademark and Copyright Laws

Always cite and obtain permission when quoting someone else. Make sure that photos, music, video or other content that you are sharing is legally sharable or that you have the owner's permission. If you are unsure, do not share it. Do not inappropriately incorporate Township logos, or other information in your posts.

7. The Internet is a Public Space that Remembers

Consider the fact that everything that you post on the internet is public. Assume that any member of the public may read every post, no matter how secure you believe that a site may be.

Search engines and other technologies make it virtually impossible to take something back. Consider the fact that everything that you post to the internet is potentially discoverable by anyone. Keep in mind that the technology makes it both virtually impossible to completely delete something and also incredibly easy to send what you have done to millions of other viewers. Make sure that you mean what you say and will have no regrets about what you have said or done online if an unintended viewer sees it.

Information disseminated through social media can be discoverable in litigation, even if not done during work hours or on Township computers or devices. Litigation holds and document preservation notices may be issued and distributed to appropriate employees and officials in the event of litigation and/or investigations. Such litigation holds and document preservation notices apply to all relevant hard copy and electronic information.

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~ EMPLOYEE HANDBOOK

If the content of a social media communication is relevant, regardless of whether it is a Township record or non-business record, that communication must be preserved until the hold is lifted.

8. Respect Confidentiality

You may not use social media to disclose Township confidential information. Protecting the confidential information of Township employees, officials, residents, and others is important.

Third party social media services use servers that are outside of the Township's control and may pose a security risk. Do not access these through Township supplied communication devices or internet, and do not use these to conduct Township business.

Do not divulge confidential or private information gained by reason of your association with the Township. Hurt feelings, damaged relationships, and lawsuits are reasonably foreseeable consequences of bringing others into an online setting without their permission.

9. Personnel

Supervisors should not use social media to comment on a subordinate employee's job performance.

10. Proper Procedures

Complaints made on social media are not official complaints. All complaints that an employee intends to lodge or bring forward pursuant to policy must be done through the proper channels.

11. Report Violations or Concerns

Employees who see something on a social networking site that violates Township Policies or indicates that another employee may have a propensity toward violence, may injure others, or is harassing another employee, should report this to the ~~Human Resource Department Executive Team~~.

12. Questions

As with all other Township Policies, employees who have questions regarding this policy should contact the office of the ~~Human Resource Department Executive Team~~.

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

Violators Subject to Disciplinary Action

Any violation of this Policy by any employee may result in disciplinary action up to and including termination and civil or criminal liability. The Township reserves the right to provide any information it has about your use of the Township's electronic devices to law enforcement, administrative or regulatory agencies or other third parties.

7.7 Equal Employment Opportunity

Hamburg Township is an equal opportunity employer. It is the Township's policy that all decisions affecting employment are made without regard to an individual's race, color, religion, marital status, familial status, veteran status, age, sex, sexual orientation, gender identity, height, weight, national origin, disability or other protected classification under Federal, State or Local Law.

An employee who has questions regarding this policy or believes that he or she has been discriminated against in violation of this policy should notify in writing the ~~Human Resource Department~~ **Department Head** or any other management representative with whom he or she feels comfortable. All such inquiries or complaints will be treated confidentially to the extent consistent with conducting an adequate investigation and taking appropriate corrective action.

7.8 Employees with Disabilities

Hamburg Township complies with state and federal law prohibiting disability discrimination. Hamburg Township is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate in order for an otherwise qualified individuals to perform the essential functions of the job. It is the employee's responsibility to provide written notification to his or her Department Head of the need for accommodation. Upon doing so, the Department Head may ask for input from the employee regarding the type of accommodation the employee may believe necessary or the functional limitations caused by the disability. Also, when appropriate, the Township may need the employee's permission to obtain additional information from their physician or other medical or rehabilitation professionals. All medical information received by the township in connection with a request for accommodation will be treated confidentially.

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

EMPLOYEE HANDBOOK

7.9 Anti-harassment Policy, and Complaint and Dispute Resolution Procedures

Harassment

Hamburg Township prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment in any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker, or any person working for or on behalf of Hamburg Township.

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

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's national origin, race, color, religion, age, sex, sexual orientation, gender identity, pregnancy, disability, genetic information, marital status, height, weight, or other protected classification, including epithets, slurs and negative stereotyping.
- Nonverbal harassment includes distribution, display, or discussion of any written or graphic material that ridicules, denigrates, insults, belittles, or show hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, sex, sexual orientation, gender identity, pregnancy, disability, marital status, height, weight or other protected status.
- Physical harassment, violence and bullying is strictly prohibited as discussed elsewhere in the Township **Policy Manual Employee Handbook**.

Sexual harassment

Sexual harassment is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964 and is prohibited under Hamburg Township's anti-harassment policy. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when, submission to or rejection of such conduct is used as the basis for employment decisions, or such conduct has the purpose or effect of, creating an intimidating, hostile or offensive working environment".

Sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, or other verbal communication or physical conduct of a sexual nature:

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~ EMPLOYEE HANDBOOK

- Is made explicitly or implicitly or condition of employment, or
- Is used as a basis for an employment decision, or
- Unreasonably interferes with an employee's work performance or creates an intimidating, hostile or otherwise offensive working environment.

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

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

Courteous, mutually respectful, pleasant, noncoercive interactions between employees that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

Consensual Romantic or Sexual Relationships

Hamburg Township *prohibits* romantic or sexual relationships between a manager or other supervisory employee and **an employee who reports directly or indirectly to that person**, because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL **EMPLOYEE HANDBOOK**

rise to the perception by others that there is favoritism or bias in employment decisions affecting the staff employee. Moreover, given the uneven balance of power within such relationships, consent by a staff member is suspect and may be viewed by others, or at a later date by the staff member, as having been given as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favoritism, intimidation, coercion or exploitation undermines the spirit of trust and mutual respect that is essential to a healthy work environment. If there is such a relationship, the parties need to be aware that one or both may be moved to a different department or other actions may be taken.

If any employee of Hamburg Township enters into a consensual relationship that is romantic or sexual in nature with an employee who reports directly or indirectly to that employee, or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties ***must notify*** **the HR director or the department supervisor their department head, or Township Supervisor Executive Team**. Because of potential issues regarding quid pro quo harassment, Hamburg Township has made ***reporting mandatory***. *This requirement does not apply to employees who do not work in the same department or parties where neither one supervises or otherwise manages responsibilities over the other.*

Once the relationship is made known to Hamburg Township, the Township Board will review the situation **with the Human Resources director**, considering all facts (reporting relationship between the parties, effect on co-workers, job titles of the parties, etc.), and will determine whether one or both parties need to be moved to another job or department. If it is determined that one party must be moved and there are jobs in other departments available for both, the parties may decide who will be the one to apply for a new position. If the parties cannot amicably come to a decision, or the party is not chosen for the position to which he or she applied, the **HR director**, Department Head, and **Township Supervisor Executive Team** will decide which party will be moved. That decision will be based on which move will be least disruptive to the organization as a whole. If no other jobs are available for either party, the parties will be given the option of terminating their relationship or resigning.

Retaliation

No hardship, loss, benefit or penalty, may be imposed on an employee in response to:

- Filing, or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL **EMPLOYEE HANDBOOK**

- Serving as an investigator of a complaint.

Lodging a bona fide complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. However, filing groundless or malicious complaints is abuse of this policy and will be treated as a violation.

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

Confidentiality

All complaints and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need -to-know-basis. The identity of the complainant is usually known to the parties involved during investigation, and the **HR-director Executive Team** will take adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation under this policy will be maintained in secure files within the **HR Clerk's department**.

Dispute Resolution

All employees are eligible to use the dispute resolution procedure when they have a questions regarding the administration or interpretation of Township policies and procedures, or when they have a work-related complaint including discipline or discharge.

Complaint and Dispute Resolution procedure

Hamburg Township has established the following procedure for lodging a complaint of harassment, discrimination or retaliation, **and dispute, discipline or discharge questions**. The Township will treat all aspects of the procedure confidentially to the extent reasonably possible.

- a) Complaints **and questions** should be submitted as soon as possible after an incident has occurred, preferably in writing. The **HR-Director Department Head or any other management representative with whom he or she feels comfortable** may assist the complainant in completing a written statement or, in the event an employee refuses to provide information in writing, **the HR-director this person** will dictate the verbal complaint. **A complaint may be initiated by bringing it to the Department Head, Township Human Resources, or any Township Official.**

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

EMPLOYEE HANDBOOK

- b) Upon receiving the complaint, or being advised ~~by a department supervisor~~ that violation of this policy may be occurring, ~~or receiving a question~~ the ~~HR director~~ ~~will notify the Township Supervisor and Executive Team~~ ~~will may~~ review the complaint ~~and/or question~~ with the Township's legal counsel.
- c) The ~~Township Supervisor and/or HR Director~~ ~~Executive Team~~ will initiate an investigation to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred. The investigation may be done by the ~~HR Director~~ ~~Executive Team~~, or another designated investigator, ~~at the discretion of the Township Supervisor~~; however, if the complaint ~~or question~~ originates within a department that operates under a collective bargaining agreement (CBA), that investigation will follow the CBA investigation protocols.
- d) If necessary, the complainant and the respondent may be separated during the course of the investigation, either through internal transfer or administrative leave.
- e) The investigator will interview the complainant, the respondent and any witnesses to determine whether the alleged conduct occurred.
 - 1) Upon conclusion of an investigation, ~~either the HR Director, or~~ the designated investigator, will submit a written report of findings to the ~~Township Supervisor~~ ~~Executive Team~~. If it is determined that a violation of this policy has occurred, ~~the HR Director they~~ will recommend appropriate disciplinary action to the Board for final approval.
- f) If the investigation is inconclusive or if it is determined that there has been no violation of policy, but potentially problematic conduct may have occurred, ~~the HR director, or~~ the investigator, may recommend appropriate preventative or remedial action.
- g) Township Board will review the summary report, discuss results of the report with ~~the HR director and~~ the Investigator as appropriate and decide what action, if any, will be taken.
- h) Once a final decision is made by the Township Board, ~~the HR director, or his or her designee, they~~ will meet with the complainant and the respondent separately and notify them of the findings of the investigation. If disciplinary action is to be taken, the respondent will be informed of the nature of the discipline and how it will be executed.

Updated by Board of Trustees 12-7-21

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

EMPLOYEE HANDBOOK

7.10 Dress Code

Employees are expected to wear clothing appropriate for the nature of their position and the type of work performed.

Employees are expected to present a neat, professional appearance and are not permitted to wear ripped or disheveled clothing, athletic wear, suggestive or similarly inappropriate clothing.

Employees should consult their immediate supervisor if they have a question about what constitutes appropriate clothing.

7.11 Drug & Alcohol Prohibition and Testing

The Township takes drug and alcohol abuse, serious and is committed to providing a substance free workplace for its employees. Substance abuse of any kind is inconsistent with the behavior expected of our employees, subjects all employees and visitors to our facilities to unacceptable safety risks, and undermines our ability to operate effectively and efficiently.

The Township reserves the right to require an employee to submit to a test for illegal drugs, controlled substances or alcohol when there is a reasonable suspicion, or a reasonable basis, to believe that an employee may be or may have been, under the influence of alcohol or substance that adversely affects safety, or has rendered the employee incapable of performing his/her assigned duties.

Reasonable suspicion determinations will be based on specific, articulable observations, including but not limited to the employee's appearance, behavior, speech or body odors. For drug testing, the observations may also include indications of the chronic and withdrawal effect of drugs. Employees may be required to submit to return to duty, or fitness for duty, testing, and employees who test positive may be required to submit to follow up testing. Refusal to submit to a drug or alcohol test may result in disciplinary action up to and including termination of employment.

The Township recognizes alcohol and drug abuse as a potential health, safety and security problem. The Township expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances. Compliance with this Substance Free Policy is a condition of employment, and violations of the policy may lead to discipline and/or termination of employment.

All employees are prohibited from engaging in the unlawful manufacture, possession,

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

EMPLOYEE HANDBOOK

use, distribution, or purchase of illicit drugs, alcohol or other intoxicants, as well as the misuse of prescription drugs on Township premises or anytime and anyplace during working hours. While we cannot control your behavior off the premises on your own time, we certainly encourage you to behave responsibly and appropriately at all times. All employees are required to report to their jobs in appropriate mental and physical condition, ready to work.

Substance abuse is an illness that can be treated. Employees who have an alcohol or drug abuse problem are encouraged to seek appropriate professional assistance. You may contact your immediate supervisor, Department Head, or the **Human Resource Director Accounting department** for assistance in seeking help to address substance abuse, and for help to determine coverage available under the Township's medical insurance plan.

When work performance is impaired, admission to or use of treatment or other programs does not preclude appropriate action by the Township.

Any violator of this substance abuse policy will be subject to disciplinary action up to and including termination of employment.

7.12 Employee Parking

Employees are required to park in the designated employee parking section.

7.13 Smoking Policy

In accordance with Michigan State Law, smoking is prohibited in all Hamburg Township buildings. It is Hamburg Township policy that smoking is prohibited within ten (10) feet of any entrance to Township owned buildings and, in all Township, owned vehicles.

7.14 Workplace Violence

It is the policy of the Employer to provide all employees with a workplace free of personal threats and intimidation. The Employer is firmly committed to a policy of zero tolerance as it pertains to acts of violence, threats of violence or other threatening and/or intimidating behavior. Such behavior includes, but is not limited to, the following.

- a) Acts of physical violence in the workplace or involving the workplace.
- b) Casual or joking remarks (including remarks made in jest, horseplay) or any threats of violence. The articulation of same will be presumed to constitute a statement of

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL
EMPLOYEE HANDBOOK

an employee's intent to do physical harm to another employee, person, customer, visitor, or the Employer.

- c) Any act of sabotage, or threat of an act of sabotage, against the property of the Employer, an employee, customer or visitor.
- d) Any threat of violence or conduct which creates a hostile, abusive, or intimidating work environment.
 - 1) All employees have a good faith responsibility to assist the Employer in providing a workplace free of violence, threats, and/or intimidation. It is the affirmative obligation of every employee to immediately report any violation of this policy to his/her supervisor, or to any member of management. An employee reporting a violation of this policy will not suffer any form of reprisal of any kind.
 - 2) The Employer has the responsibility of investigating and resolving alleged threats or acts of violence. The Employer reserves the right to take the appropriated legal action it deems necessary, and to report threats or acts of violence or sabotage to law enforcement authorities.
 - 3) The Employer reserves the right to discipline, up to and including discharge, any employee who violates the policy.

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~ EMPLOYEE HANDBOOK

8.0 SAFETY

It is the responsibility of each employee to:

- a) Report any unsafe condition or practice to their immediate supervisor **and/or** to the **Human Resource Department ADA Coordinator, if appropriate**, immediately upon notice thereof.
- b) Exercise due care and good judgment in the performance of their job duties.
- c) Notify his/her supervisor before the beginning of the workday, if taking medication that may cause drowsiness or other side effects that may interfere with safe performance of job duties.
- d) Follow the safety rules as described below.

8.1 Vehicles

Employees shall comply with all Motor Vehicle Code laws, including but not limited to, driver's license requirements and seat belt laws, whether driving or riding in a personal or Township vehicle while conducting Township business. Vehicles are to be operated in a safe manner with due regard to weather and road conditions.

Employees are prohibited from the use of cellular or another device while operating a Township vehicle.

The Township reserves the right to check an employee's driving record and may run a check at any time. Employees must immediately inform their supervisor if they receive a ticket or other violation affecting driving privileges. Failure to inform the Township of such violations could lead to suspension of driving privileges for the Township. If driving privileges are suspended, and the employee cannot perform the duties of his/her job, they will be subject to discharge.

Any employee involved in an accident while driving a Township vehicle or while driving a personal vehicle while conducting Township business, must immediately call the police and notify their supervisor, as soon as possible thereafter.

Employees may not allow non-employees to ride in, or operate, a Township vehicle without advance written approval of their department head.

Employees in an accident while operating a Township vehicle may be required to submit

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

EMPLOYEE HANDBOOK

to drug and alcohol testing.

8.2 Clothing

Employees are expected to dress in a manner consistent with the duties and responsibilities of their position.

Any employee working in or around moving equipment shall not wear loose fitting clothing, necklaces, watches, rings, bracelets, scarves or any other type of clothing or jewelry that could become entangled in or catch on such equipment. Employees engaged in outside activities shall wear clothing that provides protection from the sun or shall apply sunscreen. Employees using powered equipment shall wear long pants or chaps at a minimum, along with MIOSHA approved safety shoes while engaged in activities that may present a hazard.

The wearing of apparel, including hats with the logo or other identifying feature of a business with which the Township does business, is prohibited.

8.3 Work Gloves

Employees of the Department of Public Works and Buildings & Grounds Department are furnished work gloves for use during work hours. Worn gloves may be exchanged for new gloves.

8.4 Safety Glasses

The Township will provide safety glasses for all Department of Public Works and Buildings & Grounds employees. Safety glasses shall be worn when working at job sites with hazardous conditions or powered equipment. Safety glasses shall conform to applicable standards as required by MIOSHA. The Township will replace or repair safety glasses damaged through work provided they were not abused.

The Township will provide \$400.00 stipend every two years for employees who need to purchase prescription safety glasses.

Board Approved 8/17/21

8.5 Safety Shoes

All full time, part time and temporary employees are required to wear safety shoes while working at job sites with hazardous conditions or while operating powered equipment. Safety shoes shall conform to applicable standards as required by MIOSHA.

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL **EMPLOYEE HANDBOOK**

8.6 Operation of Powered Equipment

Employees required to operate powered equipment shall wear protective clothing, hearing and eye protection devices at all times.

8.7 Injuries

On the job injuries, even minor ones, must be immediately reported to the direct supervisor or Department Head by the injured employee and a copy of the Incident Report Form must be completed and forwarded to the ~~Human Resource Accounting~~ Department within twenty-four (24) hours of the incident. It is the responsibility of the employee to make sure that someone in administration is immediately notified.

8.8 Compliance

Employees who do not follow the MIOSHA safety guidelines will be subject to disciplinary action.

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~ EMPLOYEE HANDBOOK

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HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL EMPLOYEE HANDBOOK

9.0 DISPUTE RESOLUTION PROCEDURE

All employees are eligible to use the dispute resolution procedure when they have a question regarding the administration or interpretation of Township Personnel Policies and Procedures, or when they have a work-related complaint including discipline or discharge.

9.1 Steps

- a) An employee who has a question regarding the administration or interpretation of Township Personnel Policies or Procedures or who has a work-related complaint, including discipline or discharge, should discuss the matter in question with his/her immediate supervisor within seven (7) calendar days of the event giving rise to the question or complaint, and attempt to settle the matter on an informal basis.
- b) If the matter is not resolved to the satisfaction of the employee, and if the employee's immediate supervisor is not the employee's Department Head, the employee should discuss the matter with his/her Department Head within seven (7) days of the discussion with the immediate supervisor. The Department Head shall consult with the Human Resource Director.
- c) If the matter is not resolved to the satisfaction of the employee after discussing the matter with his/her Department Head, the employee has the right to present the matter to the Township Supervisor. The matter must be submitted in writing to the Township Supervisor within fourteen (14) calendar days of the date the employee discussed the matter with his/her Department Head and contains the following information:
 - 1) Date of action complained of;
 - 2) Date conferred with his/her immediate supervisor and Department Head;
 - 3) The immediate supervisor, Department Head and Human Resource Department response;
 - 4) A statement of the significant facts related to the matter; and
 - 5) The requested relief
- d) Within fourteen (14) calendar days of receiving the matter, the Township Supervisor will either respond in writing or schedule a hearing. In the event a

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL EMPLOYEE HANDBOOK

hearing is held, the Township Supervisor will respond in writing within seven (7) calendar days of hearing, unless additional time is required.

- e) If the matter involves discipline in the form of unpaid suspension or termination from employment, and is not resolved to the satisfaction of the employee after review by the Human Resource Director and Township Supervisor, the employee can request that the matter be reviewed by the Township Board of Trustees. An employee who wishes to do so must submit a written request to the Township Supervisor and Human Resource Director within seven (7) calendar days of the decision.

9-2 9.0 Disciplinary Action

The Township provides equitable and consistent discipline for unsatisfactory conduct in the workplace. It is in the best interest of the Township to ensure the fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary actions is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Violation of Township's policies or procedures, failure to follow oral or written directions, rules, regulations or unsatisfactory job performance may result in disciplinary action ranging from a verbal warning, written warning, written reprimand, suspension without pay, to immediate termination of employment at the discretion of the Township, depending on the nature of the violation and the facts in the particular case. Progressive discipline is not required. The employee will receive a written notification of the discipline and the same will be recorded in the personnel file of the employee. Nothing in this section alters the at-will nature of Township employment.

Disciplinary Action in the form of a verbal or written warning or reprimand may be given by an employee's Department Head. Discipline in the form of unpaid suspension may be taken by the Township Supervisor, Clerk and Treasurer. The Township Board of Trustees will make termination decisions as per section 10.2 of this Manual Handbook.

The Township Supervisor and or Township Clerk may place an employee on administrative leave pending investigation into the basis for disciplinary action. Administrative leave shall include the employee's removal from their work duties, with, or without pay (*at the discretion of the Township Supervisor, Clerk and Treasurer*) pending the completion of an investigation. Should the employee be found not to have acted in a way as to merit discipline, they will be immediately reinstated with any owed back pay covering the length of the suspension. Should the investigation result in disciplinary action, no back pay will be authorized, and continued employment will be subject to the discipline imposed.

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

With the approval of the ~~Department Head, Human Resource Director, Labor Attorney, Clerk and Supervisor-Executive Team~~ an employee may be given up to three (3) days off without pay. All other suspensions must have the prior approval of the Township ~~Supervisor and Human Resource Director and the~~ Board of Trustees.

Updated by Board of Trustees 6-15-21

HAMBURG TOWNSHIP
~~PERSONNEL POLICIES & PROCEDURES MANUAL~~
EMPLOYEE HANDBOOK

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HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL **EMPLOYEE HANDBOOK**

10.0 TERMINATION

10.1 Resignation

An employee who resigns from Township employment should give at least two weeks written notice to his/her immediate Supervisor ~~or Human Resources~~. It is the responsibility of the immediate Supervisor to notify their Department Head, the Township Supervisor, Clerk and/or Treasurer as soon as practical. It is the responsibility of the elected official to notify the Township Board as soon as practical. The notice will be included in the employee's personnel file.

10.2 Termination by Township

The decision to terminate any employee is to be made by the Township Board of Trustees based on written recommendation of the Department Head, Supervisor and Clerk.

10.3 Final Paychecks

Upon discharge, the employee will be paid for wages accrued to the date of termination. The employee's final paycheck will not be released until all Township owned property is returned and the employee's Department Head has completed a Termination Form and returned it into the Payroll Department. Final paychecks will contain wages accrued to the effective date of termination, as well as pay-out of benefits in accordance with the following sections.

10.4 Sick/Personal Time Pay-Out

A full-time employee will be paid for unused sick/personal time upon retirement or resignation assuming the employee has had at least one (1) full year of continuous service with the Township. The maximum amount of sick/personal time to be paid out will be 50% of up to 1,200 accrued sick/personal hours (i.e., 600 hours maximum pay-out). Employees will be paid at their rate of pay at the time of termination.

There will be no sick/personal time paid out if an employee is discharged for violation of the Code of Conduct contained in this **Manual Handbook**.

Part-time employees will not be compensated for unused and accrued sick leave upon separation from employment.

Updated by Board of Trustees 2-18-25

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~
EMPLOYEE HANDBOOK**10.5 Vacation Time Pay-Out**

An employee will be paid for unused vacation time upon retirement, resignation or termination, assuming the employee has had at least one (1) full year of continuous service with the Township. Employees will be paid at their rate of pay at the time of termination.

Vacation time is awarded each year on the employee's anniversary date. Vacation time is not pro-rated if the termination date is before the anniversary date.

There will be no vacation time paid out if an employee is discharged for violation of the Code of Conduct contained in this **Manual Handbook**.

10.6 Compensatory Time Pay-Out

An employee will be paid for all unused accrued compensatory time upon retirement, resignation or termination.

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL **EMPLOYEE HANDBOOK**

11.0 TRAVEL POLICY

11.1 Mileage

All employees having Township business requiring the use of an automobile should use a Township vehicle, if available. If a Township vehicle is not available, the employee may use his/her own vehicle, with approval of the Department Head, and he/she will be reimbursed at a rate equal to the deductible mileage rate allowed by the Internal Revenue Service. Travel must be documented on an expense reimbursement form, approved by an immediate supervisor or Department Head and submitted to the Accounting Department.

Updated by Board of Trustees 2-18-25

IRS requires that mileage be paid on the shorter distance between home and work. For example, an employee traveling from home in South Lyon to training in Lansing would be reimbursed for mileage for the shorter distance of Hamburg to Lansing.

11.2 Travel Expenditures

Employees' will be reimbursed for reasonable expenses incurred for meals, lodging, and other travel related cost, based on location of travel, while on approved Township business.

Travel location must be further than 100 miles to merit the expense of an overnight stay at a hotel. Department Heads have the discretion to approve an overnight stay when the location is less than 100 miles when special circumstances exist.

Meals and lodging expenses will be reimbursed up to the amounts provided by the U.S. General Services Administration (<https://www.gsa.gov/travel/plan-book/per-diem-rates>), including applicable taxes and fees, and a maximum fifteen percent (15%) gratuity, based on the final destination of travel. Employees must obtain receipts for meals, lodging and other travel related costs, and document all expenses on the expense reimbursement request form.

Employees required to travel by airplane to the destination must first receive Department Head approval. If approved, the air fare on a commercial airline shall not exceed coach rates.

Employees will not be reimbursed for an expense including, but not limited to, expenses relating to a spouse or travel companion, entertainment, travel insurance, alcoholic beverages and personal expenses, such as laundry and valet services. Any expense not clearly identified shall be brought to the Township Supervisor's attention for clarification.

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~ EMPLOYEE HANDBOOK

An employee on travel status, who shared a hotel or other lodging with other travelers will be reimbursed as follows:

- a) If hotel or other lodging is shared with one or more travelers who receive no travel reimbursement from the Township, reimbursement will be at a single occupancy rate of the hotel or motel, regardless of the number of persons and/or rooms occupied. The single occupancy rate should be noted on the receipt.
- b) In case of an emergency the Township will reimburse the employee for a hotel, or other lodging, if the Township did not pay before the stay.

Updated by Board of Trustees 2-18-25

11.3 Expense Report

Expense reimbursement request forms, available from the ~~Human Resource Accounting~~ Department, must be completed and include the following information:

- a) Date and time of departure from Hamburg Township.
- b) Date and time of return to Hamburg Township.
- c) Purpose of the trip.
- d) Total distance traveled in miles if personal vehicle is used.
- e) An itemized receipt(s) for meals, lodging and other expenses to align with the trip.
- f) Purchase of alcoholic beverages will not be reimbursed by the Township.

Expense reimbursement requests shall be submitted to the Accounts Payable department within ten (10) business days following the completion of approved travel.

Employees will be issued a separate check to cover the travel expenses incurred. Reimbursement will be made after the expense reimbursement request is submitted to the Accounts Payable department and approved by the traveler's immediate supervisor.

11.4 Travel Cash Advance

Under extenuating circumstances, travel cash advances will be allowed. All advances must have the approval of the Township Supervisor and the Township Clerk. A request for travel cash advance must be documented on an expense reimbursement request form and submitted to the Accounting department prior to the published deadline of the bills

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~ EMPLOYEE HANDBOOK

payable list prior to the trip.

The advance will be for the estimated travel expenses. The employee is required to complete and submit an expense reimbursement request within two (2) business days of return from the trip. The amount of the advance shall be noted on the expense reimbursement request. Any money received in excess of actual expenses must be returned to the Treasurer's office, upon submittal of the expense report.

11.5 Food & Beverage Policy

There may be certain limited instances where a department head may find it necessary to provide food and beverages for employees and/or others engaged in work in furtherance of Township Business. As such, a department head may authorize the purchase of food and beverages using Township funds for reasons directly related to legitimate Township business and having a public purpose, subject to the following conditions and limitations:

- a) A maximum of \$200.00 per event for food and beverages may be authorized by a department head. Any amount in excess of \$200.00 per event shall require authorization from the Township Supervisor or the Township Clerk for Election Precinct Boards.
- b) No alcoholic beverages shall be purchased using Township funds.
- c) Township funds shall **not** be used to purchase food/beverages for any of the following:
 - 1) Individual meals during the normal course of work, except as permitted in Section 11.2 (Travel Expenditures) of the Hamburg Township Employee Handbook.
 - 2) Meals for individual employees or small groups in what is commonly referred to as a "business lunch" setting.
 - 3) Food/beverages for employee anniversaries, birthdays, award ceremonies, retirements, etc.
 - 4) Food/beverages for celebrations of personal events such as weddings, birth of a child, etc.
 - 5) Food/beverages for employee picnics or other such events.

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~ EMPLOYEE HANDBOOK

- 6) Food/beverages for holiday celebrations.
- d) Township funds may be used to purchase food/beverages in the following circumstances:
 - 1) Emergency situations where Township personnel are engaged in Township related work of an extended period of time which goes beyond their normal course of work.
 - 2) Precinct Election Boards.
 - 3) For employees engaged in mandatory department wide training lasting eight (8) hours or more, at a training location located in excess of one hundred (100) miles from the Hamburg Township Hall in lieu of travel reimbursement covered in Section 11.2.
 - 4) For volunteers engaged in work for six (6) consecutive hours or more in furtherance of Township business related to public event.
 - 5) Department heads who host intergovernmental meetings related to Township business in a Township facility may provide light snacks and beverages to the attendees.

All allowable purchases for food and beverages shall be made in accordance with Township's purchasing policy.

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~

EMPLOYEE HANDBOOK

Acknowledgement of Receipt of Hamburg Township Employee Handbook

I acknowledge that I have received a copy of the Hamburg Township Employee Handbook. I understand that I am responsible for reading and abiding by all policies and procedures in this handbook, as well as other policies and procedures of the Township.

I also understand that the purpose of this handbook is to inform me of the Township's policies and procedures, and it is not a contract or employment agreement. Nothing in this handbook provides any entitlement to me or to any Township employee, nor is it intended to create contractual obligations of any kind. I understand that the Township has the right to change any provision of this handbook at any time and I will be bound by any such changes.

I also understand that in some cases policies and procedures in this ~~manual handbook~~ may be modified or changed by an individual employment contract. In those cases, the individual employment contract takes precedence.

Signature

Date

Full Name (Please Print)

Please sign and date one copy of this acknowledgment and return it to the ~~Human Resources-Accounting~~ Department – Michelle DeLancey, Director of Accounting. Retain a copy for your reference.

HAMBURG TOWNSHIP

~~PERSONNEL POLICIES & PROCEDURES MANUAL~~ EMPLOYEE HANDBOOK

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