

## ***EMPLOYEE HANDBOOK***

Dear Employee,

Welcome to Coming Township, we want to take this opportunity to tell you how much we appreciate your belonging to our team. At Comins Township, our goal is to respond to the needs of our residents promptly and efficiently. We believe that with the right combination of people, equipment and dedication, we can accomplish this.

This requires a commitment on your part to help us become all that we can be. Your commitment means that we can count on you to do the best job that you possibly can. We intend to recognize your value to the township. We want to make the township a great place to work. To accomplish this task, we need a defined set of employment policies for you, our employee. We hope you will agree that these policies will help to make the township a better place to work.

On behalf of the township, we would like to say "Thanks" for belonging to our team. We hope you find working at Comins Township a rewarding experience and that we can count on your dedication to our residents.

-Comins Township Board

### ***MODIFICATIONS***

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

### ***TERMS OF EMPLOYMENT***

Coming Township is an at-will employer. This means that the relationship is for an indefinite period of time and can be terminated by you or the township at any time, with or without cause and with or without notice. This employee handbook does not constitute an employment contract between the township and its employees. The provisions contained in this handbook supersede any and all contrary representations that may have been made either by the township or you in connection with your employment. No member of the Township Board acting alone, another employee, or supervisor, has the authority to enter into any employment agreement on behalf of the township for any specified period of time, pursuant to any particular conditions, or to make any agreement contrary to the terms expressed in this handbook. The only exceptions to this are the deputy treasurer and deputy clerk who are appointed by their respective board members and do not require board approval.

### ***EQUAL EMPLOYMENT OPPORTUNITY***

Coming Township is an equal opportunity employer that supports and subscribes to a policy of nondiscrimination in all aspects of employment. Coming Township will not discriminate on the basis of race, color, religion, national origin, sex, age, height, weight, marital status, handicap or any other reason prohibited by any applicable State and Federal laws. Under Michigan law, an employee may not be

discriminated against in employment because of a handicap that can be reasonably accommodated to enable the employee to perform the job. Handicapped employees who feel accommodation is needed to perform their job must notify the township board in writing of the need for accommodations within 182 days after the date the employee knew or reasonable should have known that an accommodation was needed.

## ***HARASSMENT PROHIBITION***

It is the policy of Coming Township that we will not tolerate harassment of any employee. The purpose of this policy is to protect employees and non-employees from harassment, including unwelcome and unwanted conduct by Board members, employees or non-employees. The Township charges all employees, including Department heads, with the responsibility of actively ensuring that the work environment is free of harassment including, but not limited to; sexual, racial, ethnic or religious forms.

It is against the policy of the Township for any employee, or non-employee, on Township premises or Township business to harass others by:

1. Making submission to unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature an explicit or implicit condition of employment including hiring or firing;
2. Making submission or rejection of such conduct the basis for employment decisions affecting the employee;
3. Substantially interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment by such verbal, nonverbal or physical conduct.
4. Other harassing conduct is also prohibited. This can include but is not limited to crude or offensive language or jokes of a racial, ethnic, religious or sexual nature; and the display in the workplace of sexually suggestive or ethnically, religiously or racially offensive objects or pictures.

Any employee or applicant for employment who feels this policy has been violated shall contact the Township Supervisor or any other appropriate representative of the Township immediately so the complaint may be quickly and fairly resolved. The Township will not permit or tolerate any form of retaliation against any employee or applicant reporting any incident of claimed harassment. Complaints will be promptly and carefully investigated. An investigation may include interviews of possible witnesses, including the person claiming the harassment occurred and the person or persons they claim are involved in the harassment.

The privacy of the person issuing the complaint, of the person accused, and the steps taken in the investigation will be protected to the fullest possible extent, except that the Township will report its findings to the person making the complaint and the person or persons who are claimed to be involved. There is often a fine line which divides consenting adult behavior from unwanted harassment. The Township is sensitive to the feelings of the employees and will do its best to conduct the investigation in a mature and confidential manner. If the Township's investigation establishes that the complaint is valid, immediate and appropriate corrective action will be taken to stop the harassment and prevent its recurrence.

## ***HIRING***

Persons desiring a position with the Township must fill out an application regardless of whether a resume is also submitted. Applications may be picked up at the Township offices. Completed applications will be retained by the Clerk's office for one year. When an opening exists the Township Board will conduct a screening and or interviewing process. Upon commencement of employment, the township will introduce the new employee to the Township, its policies, its employees and his/her new job.

## ***RESIDENCY***

To be employed by Comins Township, an employee should reside within the Township of Comins, but it is not necessary.

## ***EMPLOYEE CLASSIFICATIONS***

Full Time employees are salaried employees.

Part Time employees-normally work less than 30 hours per week and are required to turn in a voucher to the Clerk's office per pay period for hours worked.

### ***PAYCHECKS***

In general, paychecks covering the previous pay period will be issued monthly by the Clerk's office on the 20th of each month by direct deposit. Time sheets are to be submitted to the Clerk by no later than the 15<sup>th</sup> of each month. IF YOUR TIME SHEET IS NOT RECIEVED BY THE 15<sup>th</sup> PAYMENT WILL NOT BE MADE UNTIL THE NEXT MONTH.

### ***PERSONNEL RECORDS***

A file will be maintained on each employee in the Clerk's office, and will contain factual information on your employment with the Coming Township including:

- hire date
- salary rate
- any on the job accidents you've had
- certificates of achievement, letters of recognition, etc.
- reports of any disciplinary actions or letters of complaint
- Application/resume
- All payroll forms

It is your responsibility to provide current information to the Clerk's office for your file including name, social security number, address, and phone number name, address and phone number of the person to contact in the event of an emergency any disability needing accommodation for employment must be given to the employer within 182 days after the need is known. As a government employee, salary is public information, however your file is not. Access is limited to the Clerk's office and Board Members and your right to privacy is recognized. You may review your file in the presence of one of the above, provided you schedule an appointment in advance.

### ***SEP RETIREMENT PROGRAM***

After three years an employee is eligible for the Townships SEP retirement program so long as they meet the requirements set by the IRS. SEP contributions are paid yearly by the Clerk's office in April of each year.

### ***TIME OFF***

While Comins Township does not offer any form of paid time off for salary or part-time employees it is requested that you give a written notice of planned vacations and appointments that may affect your ability to work as scheduled.

### ***RESIGNATION***

Should an employee decide to leave employment, a minimum of two (2) weeks' notice, in writing, is requested.

### ***GENERAL POLICIES***

#### ***Telephone/Computer Use***

- Township telephones and computers are for business purposes. Please try to limit personal use.
- While answering phones polite, courteous language is to be used at all times. If a caller is abusive to you, explain that you are no longer communicating and ask them to call when they have calmed down. You must be courteous, but you do not have to take verbal abuse.

***Social Media and Comins Township***

Employees with access to Comins Township social media must present themselves in a way that does not slander Comins Township. Always responding and posting in a professional manner. Any problems presented within social media need to be brought before the Board in a timely manner so they can be addressed.

***Use of Township Equipment***

Equipment is to be driven only by those employees who are specifically authorized to do so. Any unauthorized use of Township equipment will result in strict disciplinary action up to and including immediate dismissal. Any employee who is authorized to use township equipment and allows any other unauthorized use of equipment will be subject to the same disciplinary action described above. Anyone involved in an accident with Township equipment may be required to submit to a drug/alcohol test. Use of a personal vehicle for Township business, for employees, will be reimbursed for mileage with approval of the Township Board.

***I have received, read, and understood the terms of the Comins Township Employee Handbook.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date

At a Regular Meeting of the Comins Township Board held on Tuesday, April 25th, 2023, a motion was made by R. Murphy, seconded by A. Handrich, and carried, to establish the following guidelines.

**Effective: May 25<sup>th</sup>, 2004 : T.Chica/E. Handrich**

**Revised: April 25<sup>th</sup>, 2023**

