

MORTON TOWNSHIP POLICY MANUAL



With revisions approved as of April 13, 2021.

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BOARD & ADMINISTRATIVE POLICIES MANUAL

(APPROVED 7/13/2010, REVISED: 8/13/2019)

Introduction

1.1 Purpose

This policies manual is adopted to provide for the efficient and uniform application of policies and procedures in Morton Township, where such procedures have not been provided for by law.

Compliance With and Enforcement of Township Policies

1.2 Elective or Appointive Positions

When a township board member or other elective or appointive official questions the applicability of a provision of any township policy or procedure to a particular situation, they may apply to the township board for a decision. The township board member or other elective or appointive official will have the opportunity to present his or her interpretation of the facts at issue and the applicable provisions of the policy or procedure before such advisory decision is made. The board may modify policy in light of facts presented.

A township board member or other elective or appointive official whose conduct does not comply with any township policy or procedure, including its ethical code of conduct, may be subject to actions including, but not limited to, internal reprimand, formal board censure, loss of a non-statutory committee assignment, or budget restriction, where such restriction is not prohibited by statute.

Violations of township policy may also be considered by the township board as just cause for removing members of appointive township boards and commissions from office, where removal is authorized by law.

1.3 Non-statutory committees

Violations of township policy and procedures may be considered by the township board as just cause for removing members of non-statutory township committees. Other actions may be taken by the township board according to the other provisions of this policy, depending on whether the committee member is a township board member, other elective or appointive official, township employee or volunteer.

1.4 Employees and volunteers

A township employee or volunteer who violates township policy may be subject to any of the following actions, depending on the severity of the policy violation, the number and frequency of policy violations, and the degree of adverse impact to the township or to the public:

- Counseling
- Verbal warning, accompanied by a written memo for the file
- Written reprimand
- Suspension without pay
- Termination of employment or termination of the volunteer position

1.5 Approval

The policies included in this manual were approved as official policy of Morton Township. All township officials and personnel are bound by these policies, and any deviation from established policy is prohibited.

MORTON TOWNSHIP BOARD

(APPROVED 07/13/2010, REVISED: 6/14/2016, 4/13/2021)

2.1 Township Board Authority

The township board is empowered by the Michigan Constitution and state laws to govern Morton Township. The township board has the exclusive authority, subject to applicable laws, to determine the scope, quality and quantity of township programs and services, to establish parameters and expectations of employee performance and conduct, to establish its own style of governance, and to require information from township personnel necessary and convenient to monitor township operations and compliance with board policies and directives.

The township board may authorize appointed officials and employees to take such actions and make decisions that are consistent with applicable federal and state laws, local ordinances, and township board policies.

2.2 Township Board Authority is Exercised by the Board

The township board shall act only at a meeting held in compliance with the Open Meetings Act.

Township board authority shall be exercised only through official board decisions recorded as votes taken, directives given or consensus established by the township board at a township board meeting.

No individual, committee or organization shall represent its authority or action in a matter as that of the township board unless the township board has directed the individual, committee or organization to act on the township board's behalf in that matter.

2.3 Allocation of Resources

The township board shall allocate township resources through the annual adoption of the township budget and periodic budget amendments. The board shall authorize the resources necessary to fulfill the township's mission as required by law and defined in the goals identified in the township strategic plan.

2.4 Budgeting for Results and Outcomes

The township board shall budget for results and outcomes by linking strategic planning, long-range financial planning, performance measures, budgeting, and evaluation. The use of resources shall be linked to objectives established or reaffirmed at the beginning of the budget development process. The township board shall routinely monitor, evaluate and adjust budget allocations to align township resources with the strategic plan goals and objectives.

2.5 Multi-Year Budgeting

The township board may incorporate multi-year planning and budgeting in its budgeting and strategic planning processes.

2.6 Strategic Planning

The township board shall focus its administrative and budgetary deliberations at a strategic level through the adoption and updating of a plan to provide long-range direction.

The plan shall:

- Define long-term outcomes that the township board wishes to achieve

- Facilitate introduction of new programs or services in a logical, rational manner
- Link program objectives to resource development
- Be adjusted annually for changes in environment
- Be reviewed as part of the budget process to align township resources with the strategic plan goals and objectives

2.7 Evaluating Programs and Services

The township board shall establish, monitor and evaluate measurable objectives in the strategic plan. The township board shall evaluate the township's programs and services.

2.8 Responsibilities of Township Board Members

Township board members shall:

- Keep current on issues affecting the township
- Attend all board meetings unless there is a conflict or unforeseen emergency
- Vote upon all questions unless there is a conflict of interest present
- Encourage the free expression of opinion by all board members
- Assist new members in understanding their role and responsibilities as board members
- Take no individual action that will compromise the township and respect confidentiality of privileged information

2.9 Board Consultants

The township board reserves to itself the authority to appoint the following consultants

1. Attorney
2. Auditor
3. Engineer
4. Architect
5. Planner
6. Risk manager 7. Accountant

A letter of agreement will be executed between the board and any consultant that identifies the:

1. Term/length of the agreement
2. Services to be provided
3. Payment method (*retainer, hourly or by project*)

4. Payment schedule
5. Documentation of services provided for payment (*details to be included in statements*)
6. Method of resolving disputes
7. Township officials/employees authorized to direct work or assign tasks to consultant

2.10 Contracts

All contracts entered into on behalf of the township must be authorized by the township board. As the legal agent of the township, the supervisor has statutory authority to sign a contract that the township board has approved.

2.11 Property

A township board resolution adopted by a majority of the board members serving is required for the township to acquire property for public purposes by purchase, gift, condemnation, lease, construction or otherwise, or to convey or lease township-owned property or any part of township-owned property not needed for public purposes.

A “majority of the board members serving” is calculated by taking the total number of board members and subtracting vacant positions and any member(s) abstaining on the vote. Members who are absent are counted.

2.12 Stewardship

The township board delegates to township officials and employees the responsibility to protect the township’s assets, through such means that include insurance, and which include its land, buildings and property, as well as protecting its image through positive public relations.

2.13 Litigation

The initiation of any lawsuit, litigation, claim for injunctive relief, writ of mandamus or other legal proceeding requires a majority vote of the township board, except when there are extenuating circumstances. In these cases only, the Township Supervisor will act on behalf of the Board.

“Extenuating circumstances” are defined as an emergency situation that cannot wait until a special or regular meeting of the board 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 is detrimental to the health, safety and welfare of the township.

“Extenuating circumstances” also include any situation 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, claim for injunctive relief, writ of mandamus or other legal proceeding.

The township board reserves the authority to authorize and direct the course and conduct of any lawsuit, litigation, claim for injunctive relief, writ of mandamus or other legal proceeding, notwithstanding its initiation for extenuating circumstances.

TOWNSHIP ADMINISTRATION

2.14 Board Administration

The township board shall govern township administration through the adoption of policies and procedures. Board policies and procedures shall define what the township is to accomplish, through the adoption of a

mission statement, strategic plan, and other adopted policies and procedures, in compliance with applicable laws.

Board policies and procedures shall also define the manner in which the board will conduct its business, the relationship of the board to the township officials and employees, and limitations on the actions of township officials and employees.

2.15 Direction and Control of Administration

To promote efficient administration, the township board authorizes the Township Supervisor to provide direction and control over all township activities and functions that are not assigned by state law to another official, and to provide a liaison between the board and the various township departments within the parameters established by the township board.

2.16 Board Member Concerns Regarding Township Employees

Township board members should make all inquiries, requests or complaints about department heads or employees to the Township Board. Any directives, complaints or requests made by a board member directly to a department head or employee, other than from a board member with statutory authority over the department head or employee, must be brought to the attention of the Township Board prior to initiating any response.

TOWNSHIP BOARD MEETINGS

2.17 Board Meeting Notices

The Township Clerk is responsible for all regular, special and rescheduled township board meeting notice requirements in conformance with the Open Meetings Act and other state laws.

The township clerk shall be responsible for seeing that notice of the time, place and reason(s) for any special meeting of the township is given to each township board member either in person or by leaving a written notice at the member's address or place of residence, at least 24 hours prior to the meeting time.

2.18 Regular Board Meeting Agenda

The township Clerk shall prepare the agenda and board packet at least four days prior to every township board meeting. Business items intended for board action may be placed on the agenda by any board member by notifying the Clerk at least five days prior to the meeting. Agenda items shall normally be accompanied by a copy of the motion or resolution that will be placed before the board, along with background information helpful to board members for understanding the issue.

A department head requesting to have any business placed on the proposed agenda shall notify a Board Member with a cover memo and supporting documentation at least five days prior to the township board meeting.

Board members who wish to bring an issue to the board's attention, but are not seeking board action, shall bring up such issues under one of the report sections of the meeting.

A copy of the proposed agenda shall be made available to every board member, along with all supporting documentation and correspondence addressed to the township board, at least four days prior to the board meeting.

When a need to place an item on the agenda arises after the deadline, the business item may be added to the agenda by a majority vote of the board.

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

1. Call to order
2. Pledge to flag
3. Roll call
4. Public Comment
5. Approval of the Consent Agenda
6. Approval of the bills for the month
7. Correspondence
8. Reports from board officers and department heads
9. Old business
10. New business
11. Public comment
12. Adjournment

2.19 Special Board Meeting Notice/Agenda Considerations

The purpose(s) for which a special meeting is called shall be stated in the special meeting notice.

If all township board members are present at a special meeting of the township board, then the board may add any lawful business to the special meeting agenda.

If any township board member is not present at a special meeting of the township board, then the business shall be limited to the purpose(s) in the special meeting notice. No other agenda items may be added.

2.20 Board Correspondence

Board members shall receive with the board packet a copy of any written correspondence that was addressed to the board requesting board action at a regularly scheduled meeting. A motion may be made to consider the correspondence request under new 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 shall be summarized on the consent agenda as correspondence received, and copies shall be available to board members at the board meeting.

2.21 Consent Agenda

The Clerk shall prepare a consent agenda for the board, which shall be provided to each board member prior to the meeting, as part of the meeting agenda. The consent agenda shall contain all routine items of business on which no disagreement or debate is anticipated, such as, but not limited to, the following

1. Approval of the prior meeting minutes

2. Receiving committee reports
3. Receiving correspondence (where no board action is required)
4. Financial reports

Upon the request of any board member, an item shall be removed from the consent agenda and be placed on the regular agenda under new business.

Approval of all the items on the consent agenda shall be accomplished by a single majority vote to approve the items on the consent agenda.

2.22 Board Meeting Logistics

The Clerk shall be responsible for determining that the township hall and the board meeting room is properly set up for a public meeting. This includes, but is not limited to, ensuring that

- The parking lot, sidewalks, ramps and stairs are clear of snow and ice during winter weather.
- Audio-visual equipment that may be used during the meeting is set up and tested.
- Adequate seating is available for the anticipated audience.
- Nameplates of township board members are placed on the board table.
- Copies of the proposed agenda and any other public materials are placed on a table along with any sign-in sheet and pens.
- The gavel is placed at the supervisor's seat.
- * Requests for special accommodations from the public are appropriate and available.

2.23 Board Member Meeting Conduct

All board meetings shall be conducted under Robert's Rules of Conduct. If a quorum of the township board is present, a board meeting shall be called to order promptly at the time announced for the meeting.

Each board member shall fully participate in board meetings by doing the following:

- Prepare for board meetings by reading their packets ahead of time in order to fully participate in discussions
- Help the chair keep meeting moving
- Limit remarks to issue being considered
- Ask questions for clarification
- Respect colleagues' rights
- Refrain from interrupting other speakers

- Actively listen
- Listen courteously and attentively to all public discussions before the board
- Explain reasons behind significant decisions during the discussion before voting
- Raise concerns and objections at a meeting, rather than after
- Express disagreement verbally, rather than non-verbally
- Criticize constructively and in private
- Vote with a clear audible voice

2.24 Chairing Board Meetings

All board members will be treated with equal dignity and respect, and board members shall have equal access to speak and to make motions.

The moderator is charged with ensuring that the will of the board majority prevails on decisions, while giving board members who hold to a minority view an adequate opportunity to present their positions to the other board members.

The moderator will keep discussions focused on the agenda items.

The moderator will relinquish the gavel when he or she has a personal conflict of interest or is sufficiently conflicted on an issue that impartiality cannot be assured.

The moderator will maintain proper decorum among board members and the public audience.

The moderator will:

- Open the meeting at the specified time
- Explain meeting procedures and decision-making processes so that board members and the audience may appropriately participate
- Restate audience questions
- Apply time limits consistently
- Recognize and deal with procedural objections
- Protect members and staff from verbal attack unrelated to official duties
- Keep track of amendments to motions
- Restate motions before they are voted upon
- Call recesses during long meetings
- Reconvene at specified time

- Adjourn the meeting

2.25 Board Member Conflict of Interest

A township board member shall vote upon all matters that require a vote of the township board unless the board member has a conflict of interest

If a township board member has a conflict of interest regarding a matter on which the township board is required to vote, the board member will disclose that interest, and the township board member shall recuse him- or herself, and refrain from participation in all deliberations, discussions and voting on that matter.

2.26 Public Participation

Members of the public shall have an opportunity near the beginning of the meeting for public comment, to address the board on items on the agenda for no more than three minutes.

Members of the public who wish to address the board on any matter shall address the board under the public comment section at the end of the meeting. They may speak for up to three minutes.

2.27 Minutes

The clerk shall ensure that minutes of board meetings record:

- Time, date and place of the meeting
- Board members present and absent
- Decisions made by the board at a meeting open to the public
- Roll-call votes taken at the meeting
- The purpose or purposes for which a closed session is held

The minutes shall list persons who addressed the board under general public comment periods and the topic of their remarks.

The content of minutes shall reflect the collective will of the township board as expressed in official board decisions. Minutes shall not include personal comments or opinions of individuals unless authorized by a two-thirds vote of the township board members present.

The board shall make any corrections in the minutes at the next meeting after the meeting to which the minutes refer. Corrected minutes shall be available to the board at or before the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction.

ETHICS

(APPROVED 8/10/2010, REVISED: 6/14/2016)

3.1 Code of Ethical Conduct

The township board recognizes that to carry out its mission of service to the community, the township board, officials, and employees must earn the full confidence of the Morton Township community. The residents and taxpayers expect, and are entitled to, a local government that conducts its affairs in a fair, ethical, transparent and accountable manner.

To accomplish these ends, the township board expects compliance with the following Code of Ethical Conduct:

- In conducting their official duties, township officials and employees shall observe both the spirit and intent of all applicable laws, township ordinances, and township policies and procedures.
- Township officials shall act in a fair, impartial manner.
- Actions of officials and employees shall be consistent with the township's best interests, rather than for personal gain.
- The township shall practice transparency in its affairs, unless there is a legal necessity for confidentiality.
- Civility and respect will be demonstrated in all governance processes and in the delivering of township programs and services.

3.2 Applicability

The Code of Ethical Conduct includes the following policies that shall apply to but not limited to all elected and appointed officials, and employees.

3.3 Implementation

As an expression of the standards of conduct for elected and appointed officials, and employees expected by the township, the Code of Ethical Conduct is intended to be self-enforcing. It therefore becomes most effective when everyone is thoroughly familiar with it and embraces its provisions. For this reason, ethical standards shall be included in the regular orientation for township board candidates, board and commissions applicants, newly elected and appointed officials, and employees. Township officials, appointees, and employees shall sign a statement affirming they have read and understood the Code of Ethical Conduct. In addition, the Code of Ethical Conduct shall be annually reviewed by the township board. The township board shall consider recommendations for updates to the Code of Ethical Conduct and will update it as necessary.

3.4 Compliance and Enforcement

The Ethical Code of Conduct expresses standards of ethical conduct expected for township board members, appointees, boards and commissions, and employees. Each person has the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The chairs of boards and commissions, department heads, and the supervisor have the additional responsibility to intervene when an individual's actions that appear to be in violation of the Code of Ethical

Conduct are brought to their attention. The township board may impose sanctions on those individuals whose conduct does not comply with the township's Ethical Code of Conduct standards, such as reprimand, formal censure, loss of seniority or committee assignment, budget restriction, termination or other sanctions as identified by the board. A violation of this Ethical Code of Conduct shall not be considered a basis for challenging the validity of a township board or commission's decision-making authority.

3.5 Reporting Improper Actions

Suspected improper actions shall be reported to the Board of Trustees.

3.6 Reporting Improper Actions of Elected and Appointed Officials

Members of the township board shall intervene when actions of elected and appointed officials are brought to their attention and appear to be in violation of the Code of Ethical Conduct. A board official who is made aware of the alleged violation shall report the complaint to the Supervisor. The Supervisor will investigate the allegation and shall provide a report of their findings to the involved elected or appointed official. If the complaint is about the Supervisor, the Clerk will handle the investigation and report. The report shall be presented to the township board at a public meeting. The township board will accept testimony on the matter and determine whether a violation of the code has occurred.

3.7 Conduct in Compliance with Laws

Township officials and employees shall comply with the applicable provisions of state law related to conflicts of interest and state laws regulating the conduct of public officials, employees and volunteers.

3.8 Uniformity of Enforcement

Township ordinances, policies, procedures, rules and regulations shall be uniformly applied and enforced, unless consideration of extenuating circumstances, unintended consequences or undue hardship is explicitly authorized in the applicable ordinance, policy, procedure, rule or regulation.

3.9 Actions Not for Personal Gain

The township board, appointees, boards and commissions, and employees shall act in the best interest of the township, rather than for personal gain.

3.10 Actions on Behalf of Third Parties

As stewards of the public interest, members of the township board, appointees, members of boards and commissions, and employees shall not appear on behalf of the private interests of third parties before the township board, or any board, commission, committee or proceeding of the township, nor shall members of boards and commissions, or committees appear before their own bodies or before the township board on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

3.11 Conflict of Interest

Township officials, appointees, boards and commissions, and employees shall not enter into any business relationships that would put them into conflict with their obligations to the township.

3.12 Disclosure of Conflict of Interest

When a decision or action would create a personal financial impact, the official, appointee, or employee shall promptly disclose the conflict of interest and shall not, directly or indirectly, participate in the decision or in any manner influence others who participate in the decision or action.

3.13 Conflict of Interest

Township officials, appointees, and employees shall avoid even the appearance of conflict between public duties and personal interests and activities in all township public forums, pursuant to state law and township policies and procedures.

3.14 Gifts and Special Benefits

Township officials, appointees, and employees shall refrain from accepting any gifts, favors or promises of future benefits that might compromise their independence of judgment or action, or give the appearance of being compromised.

3.15 Financial Relationships

Township officials shall disclose any personal transactions, in excess of \$500.00, entered into with any vendor that also does business with the township.

3.16 Township Resources

Township resources will be utilized efficiently and effectively, with waste avoided.

3.17 Personal or Political Benefit

Township resources will not be used for personal or political benefit.

3.18 Maintaining the Integrity of Office

A township board member who intends to enter into an office or position that is incompatible with his or her township board office shall resign from township board office. A township board member who intends to reside permanently outside the township shall resign from township board office by submitting a letter of resignation to the township board stating the effective date of his or her resignation.

3.19 Truthfulness

All information provided by township officials, appointees, boards and commissions, and employees will be truthful and complete. The township board, appointees, boards and commissions, and employees shall not knowingly make false or misleading statements, or use false or misleading information as the basis for making a decision.

3.20 Confidential Information

Township officials, appointees, boards and commissions, and employees shall respect the confidentiality of information concerning the property, personnel or affairs of the township. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

3.21 Information Acquired

Information acquired in one's public position will not be used for personal advantage.

3.22 Community Decisions

Township officials and appointees shall demonstrate effective approaches to solving problems. Township officials and appointees shall utilize their public forum to demonstrate how individuals with differing points of view can find common ground and seek compromises that benefit the community as a whole.

3.23 Community Role Models

Township officials, appointees, boards and commissions, and employees shall conduct themselves as role models for residents, business people and other stakeholders involved in public debate. Township board members shall support the maintenance of a positive and constructive workplace environment for township employees, and for citizens and businesses dealing with the township. Officials shall recognize their special role in dealings with township employees and shall in no way create the perception of inappropriate direction to staff.

3.24 Quality of Life

Township decisions and actions shall be intended to improve the quality of life in the community and shall consider the unique needs of the less fortunate.

3.25 Community Commitment

The township's care for and commitment to its community members shall be conveyed through township decisions and actions.

3.26 Development of Public Policy

Policy decisions of board officials and appointees will be based on the merits of the issues, will consider diversity of opinions and, whenever possible, shall reflect consensus of participants.

3.27 Transparency

Board officials and appointees shall publicly share substantive information that is relevant to a matter under consideration by the board or boards and commissions, which they may have received from sources outside of the public decision-making process to provide the utmost transparency.

3.28 Avoiding Influence on Other Township Boards and Commissions

Because of the value of the independent advice of boards, commissions and committees to the public decision-making process, members of the township board shall refrain from using their position to unduly influence the deliberations, outcomes or recommendations of board, commissions and committee proceedings.

3.29 Participation in Decision-Making

Participants to policy decisions shall listen carefully to other participants and shall ask questions to gain greater understanding of the positions, views and opinions of others.

3.30 Meeting Inclusion

Relevant staff shall be included in all meetings that affect their respective departments.

3.31 Public Input

Decisions made in an open meeting shall be accompanied by opportunities for public input as stated in policy and in compliance with the Open Meetings Act.

3.32 Public Involvement

Expanded opportunities for public involvement in developing and evaluating township programs and services shall be actively considered by all boards, commissions and committees.

3.33 Public Interactions

Interactions by the public with township processes shall be as made as stress-free as possible.

3.34 Representation of Township Interests

When representing the township on a regional or multijurisdictional board or commission and confronted with an issue that pits the township's interests against the greater interests of the broader jurisdiction, the township board shall be consulted for direction and guidance. When such guidance cannot be sought, representatives of the township must consider the broader regional or statewide implications of that body's decision and issues.

3.35 Interactions with Others

To provide an environment that is free from unlawful discrimination, including discrimination or harassment that is based on any legally protected status, township officials, appointees, and employees shall not engage in any form of harassment defined by township policy. Any form of discrimination or harassment that violates policy will not be tolerated. This policy forbids any unwelcome conduct that is based on an individual's age, race, religion, sex, national origin, ancestry, marital status, veteran status, physical or mental disability, legally protected medical condition or association with anyone who has, or is perceived to have, any protected characteristic, or any other basis protected by state, federal or local law.

3.36 Interactions with Citizens

Preferential consideration of the request or petition of any individual citizen or groups of citizens shall not be given. No person shall receive special advantages, consideration or treatment beyond those that are available to any other citizen under similar circumstances.

3.37 Responsibility of Actions

Township officials, appointees, and employees will take responsibility for their own actions and decisions.

3.38 Promises

Township officials, appointees, and employees shall not make promises that one would reasonably consider as unrealistic or which there are no intentions to ultimately honor.

3.39 Commitments

Township officials, appointees, and employee commitments shall be followed through, they will keep others informed, and requests for information shall be promptly responded to.

3.40 Credit

Township officials, appointees, and employees will give proper credit to those who contribute to the township's successes and accomplishments.

3.41 Discussions

The professional and personal conduct of township officials, appointees, and employees must be above reproach and avoid the appearance of impropriety. While recognizing First Amendment rights, all should refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the township board, other township boards, commissions and committees, and employees.

3.42 Communication of Township Positions

Individuals authorized to do so will, to the best of their abilities, accurately communicate official positions of the township. Personal opinions will not be misrepresented as the official position of the township.

3.43 Meeting Attendance

Township officials, appointees, and employees shall come to meetings on time and be prepared to deliberate and make decisions.

3.44 Meeting Attendance—Decorum in Debate

Township officials, appointees, and employees shall practice civility and decorum in discussions and debate. Difficult questions, tough challenges to a particular point of view, and criticism of the ideas and information are legitimate elements of a free democracy in action. Township officials, appointees, and employees will be respectful of diverse opinions.

3.45 Meeting Attendance—Respect for Moderator

Board members shall honor the role of the presiding officer in maintaining order and ensuring equal opportunity to provide input on matters of public policy. Board members will respect the role of the supervisor as moderator to focus discussion on current agenda items. Objections to the supervisor's actions should be voiced politely and with reason.

FINANCIAL ADMINISTRATION

(APPROVED 11/09/2010, REVISED: 6/14/2016, 8/13/2019, 4/13/2021)

4.1 Financial Administration

The township adopts the Michigan Department of Treasury's *Accounting Procedures Manual* and shall comply to the extent possible with both the required policies and the best practices identified in that manual. The following policies are intended to represent compliance with the *Accounting Procedures Manual* and Morton Township's administrative structure and procedures. No policy manual can anticipate all possibilities that may be encountered when administering the finances of the township. The following policies establish a framework for adequate controls over the financial administration processes. When questions arise, the township board must refer to this manual and agree to a solution to the question, and add, delete or amend this manual.

BUDGET

4.2 Development of the Budget

The supervisor and treasurer shall be responsible for the development and administration of the township budget. The board shall monitor and amend the budget as needed to approve and control all expenditures.

The township shall use the following approaches to develop the budget, as recommended by the Government Finance Officers Association:

- The budget shall be based on an accurate forecasting of expected revenues and expenditures, including base revenues, any new revenue sources and the potential use of fund balance.
- The results or outcomes that matter most to citizens will be identified, and based on that, the township board shall determine what programs are most important to their constituents.
- The budget allocations shall be made in a fair and objective manner.
- The board shall budget available dollars to the most significant programs and activities to maximize the benefit of the available resources.

The township board shall use the line item approach when developing the proposed budget. The budget shall be adopted at the revenue by source and expenditures by activity level. The proposed and adopted budgets shall provide financial data on revenues, other resources and expenditures for at least a three-year period, including prior year actual, current year budget and/or estimated current year actual, and proposed budget

4.3 Timetable

The proposed budget shall be developed according to the following schedule:

Date Activity

- April Department heads submit proposed revenue and expenditure plans to the Supervisor.
- April Supervisor meets with department heads and treasurer.
- May Supervisor presents proposed budget to township board.
- June Budget public hearing held by township board at the Annual Meeting.
- June Township board adopts budget in the form of a General Appropriation Act.

4.4 Budget Monitoring

The township shall use the following approaches to monitor the budget, as recommended by the Government Finance Officers Association:

- The board shall use periodic financial reporting and performance measures to compare actual versus budgeted results.

- The board shall communicate performance results so that township personnel and the public will be informed of the results in an understandable format.

4.5 Fund Balance

The township board shall budget for a general fund balance that equals at least 50% of projected expenditures at June 30th.

INVENTORY OF FIXED ASSETS

4.6 Fixed Assets Responsibility

The treasurer shall maintain a record of the township's fixed assets submitted by the department heads that are tangible, have an expected useful life of at least one year and have a value of at least \$1,000.

4.7 Updating Fixed Asset Inventory

The treasurer shall add or remove fixed assets from the inventory at the time of acquisition or disposal. The inventory shall include the following information on each asset:

1. Classification
2. Check number
3. Acquisition date
4. Name and address of vendor
5. Description
6. Responsible department
7. Location
8. Acquisition cost (if gift, estimated fair value at time of donation)
9. Fund or cost center (from which it was purchased)
10. How acquired (purchase, lease/purchase, construction, condemnation, tax foreclosure, gift)
11. Estimated life
12. Date and method of authorized disposition

4.8 Lost or Damaged Township Property or Equipment

Any lost or damaged equipment shall be reported immediately to Treasurer.

4.9 Disposal of Fixed Assets

Department heads shall make note on the annual inventory, or shall notify the Clerk sooner if desired, of any equipment that would be appropriate for disposal. The clerk 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 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.

CAPITAL IMPROVEMENT PLANNING

4.10 Capital Improvement Plan

The township board shall be responsible for the development and updating of the township capital improvement plan. The capital improvement plan will be reviewed annually, with such review completed at least two months prior to initiating the development of the proposed township operating budget.

4.11 Scope

The capital improvement plan shall address the medium- and long-range needs of the township regarding building, lands, major equipment and infrastructure. The capital improvement plan shall prioritize such needs for the next five years beyond the current fiscal year.

A capital improvement is defined as a major project or purchase that is generally not recurring, has a long life expectancy, and generally fits into one of the following categories:

- Acquisition, lease, or development of land
- Construction of new buildings and facilities and/or additions, including design, engineering and other pre-construction costs. This includes major building improvements that are not routine expenses and that substantially enhance the value of a structure by adding capacity or square footage.
- Construction or extension of sewer and/or water systems
- Construction or extension of pathways
- Acquisition of large vehicles/equipment (fire truck, ambulance, backhoe, etc.)
- Acquisition of office equipment (copiers, software, etc.)

4.12 Budget

The capital improvement budget, if needed, shall constitute those projects programmed for the first fiscal year of the five-year CIP. The capital improvement budget is enacted as a part of the annual budget adopted by the township board and will be the basis upon which funds are appropriated during the budget year for identified projects.

4.13 Project Requests

Department heads and elected officials shall submit any suggested projects to be included in the capital improvement plan to the supervisor, who shall develop a capital improvement plan that includes the following information on each project:

1. Estimated year project to commence
2. Estimated year project should be completed
3. Total estimated acquisition or construction cost
4. Proposed method of financing acquisition or construction
5. Annual debt service requirements of the project
6. Estimated annual operating expenses after completion
7. Method of financing operating expenses

4.14 Public Hearing

The township board shall hold a public hearing on the capital improvement plan.

4.15 Adoption

Prior to beginning the development of the proposed township budget for the ensuing fiscal year, the township board shall adopt the capital improvement plan. All parties involved in the development of the proposed township budget shall address any implications of the capital improvement plan in the proposed budget.

AUDIT

4.16 Audits

The township board will engage a certified public accountant to annually audit the financial systems of the township. An audit contract may be for a period up to three years, but shall not exceed the current board's term of office. The request for proposals for audits shall require:

1. Proposal due date
2. Date award will be made
3. Date contract begins
4. Length of audit contract
5. Audit period covered
6. Earliest date that audit work may begin
7. Due date for audit report
8. Funds to be audited
9. Requirement of unqualified opinion or clear statement of reason for qualifications
10. Financial statements and other information to be provided by township
11. Other services to be performed by auditor, if any
12. Procedures for determining adequacy of internal controls and accounting
13. Authorization to disclose any irregularities
14. Audit shall be performed in accordance with generally accepted auditing standards set forth by the American Institute of Certified Public Accountants
15. Audit shall be reviewed with the township board
16. Number of copies that will be provided
17. Auditor's qualifications
18. References for firm and individuals performing the audit
19. Estimated hours required, current rates and total anticipated amount

FIDUCIARY BONDS

4.17 Fiduciary Bonds

The township shall provide a surety bond for all township officials required by law to be bonded.

The township shall provide a public employee dishonesty bond for all employees authorized to handle money.

FINANCIAL REPORTS

4.18 Periodic Expenditure and Revenue Report

The clerk shall prepare a monthly financial report for the board. The report will be current through the last day of the previous month, and shall be presented to the board at its first meeting of each month. The financial report for each fund will show the following information for revenues and expenditures:

1. Account number
2. Description
3. Amended budget
4. Current period
5. Year to date
6. Budget balance

4.19 Periodic Balance Sheet Report

The treasurer shall prepare a quarterly balance sheet showing the assets, liabilities and equities for each fund.

4.20 Investment Performance Report

The treasurer shall prepare a quarterly report of all interest-bearing activities, including the name of the financial institution, type of investment, anticipated yield and date of maturity.

4.21 Summary Report of Cash Activity by Fund

The treasurer shall provide the township board with a monthly summary report of cash activity by fund and a summary report of cash activity by bank account, certificate of deposit and investment account.

4.22 Financial Reports Review

The treasurer shall review the financial reports prior to the board meeting, and shall recommend to the board any necessary budget amendments or fund transfers.

INTERNAL CONTROLS

4.23 Financial Employee Training

The township shall provide education and training for township officials and other personnel involved in financial administration on accounting procedures, investments, budgeting and fraud prevention as annually approved in the township budget.

4.24 Segregation of Duties

The functions of authorizations, recordkeeping and processing financial transactions shall be segregated where possible.

4.26 Reconciliations

The cash balances of the various fund ledgers shall be reconciled to the bank statements monthly. The treasurer must keep track of the total cash and investments allocable to each fund and must reconcile these amounts to each month's bank statements.

A listing of all cash and investments, along with a copy of the bank reconciliations, must be provided to the clerk each month.

The clerk must reconcile the cash and investments recorded in the general ledger to either the treasurer's reconciliation or to the bank statements directly.

Bank statements and reconciliations shall be retained for audit purposes.

CASH HANDLING AND RECEIPTING

4.27 Authorization to Receive Cash

The Treasurer and Deputy Treasurer are authorized to receive cash.

4.28 Petty Cash

The deputy clerk shall maintain petty cash for small emergency purchases, reimbursements to employees or to pay for a service where payment is demanded prior to delivery. A copy of each receipt and a receipt signed by the recipient of a petty cash disbursement shall accompany all disbursements. The amount of petty cash to be retained for the general fund shall be \$100.

Loans, cash advances, making change and personal check cashing are prohibited. Cash refunds shall not be issued for overpayments at the time of occurrence (i.e., either a credit should be issued or a check refund generated through accounts payable).

4.29 Receipting of Cash Receipts

The treasurer is responsible for all cash receipts. There must be a record of all individual cash transactions, including receipts in triplicate form. All cash transactions must be recorded using a sequentially prenumbered document. The receipt shall include the amount received, method of payment, name of the payer, purpose and name of staff receiving payment.

All remittance advices received shall be attached to a duplicate pre-numbered document. Checks must be stamped for “deposit only” at the point and time of collection. Checks returned for insufficient funds or closed accounts should be forwarded to the treasurer for reconciling.

4.30 Posting of Cash Receipts

The treasurer shall provide the clerk a record of all money received, and the purpose of the amount received.

The clerk shall be provided with a copy of voided or canceled receipts marked “voided.”

The clerk will post each receipt to the receipts journal in numerical order to the proper bank account, fund and revenue account.

4.31 Cash Receipt Report

A cash receipt report shall be run of each day’s activity batched by deposit. A cash receipt report shall contain the detail of all daily transactions and a summary by general ledger line item, and shall agree with the day’s deposits.

4.32 Deposit Procedures

Total cash collected shall be reconciled to the sum of the pre-numbered receipts. Deposits shall be made intact, with no reductions to deposits made for expenditures, and must be reconciled to official receipts. Deposit tickets (or attached listing) shall list checks by name or number, and amount. Total cash collected shall be deposited at least once a week, in the appropriate township bank account. Undeposited funds shall be secured in a locked container.

DEPOSITORIES

4.33 Bank Accounts

All bank accounts shall be in the name of the township and the township treasurer. The use of the township’s tax ID number shall be strictly controlled by the treasurer, and it shall not be used to open non-township bank accounts.

Tax collections shall be deposited in a separate bank account in the name of the treasurer.

Bank signature cards shall be kept current and the authorized signers limited to the township clerk, deputy clerk, treasurer and deputy treasurer.

4.34 Authorized Depositories

This policy is applicable to all public funds belonging to the township and in the custody of the township treasurer. The treasurer is authorized to deposit funds in approved financial institutions and administration of investments in conformance with state and federal law and policies set at the township’s annual meeting.

The treasurer shall recommend financial institutions for approval for the safekeeping of township funds based on an evaluation of the performance and solvency of the institution, as well as past performance in exercising due care and prudence in managing the custody of township funds held in trust, if applicable. The treasurer shall periodically evaluate approved and potential financial depositories and shall make recommendations as to appropriate changes in approved depositories when warranted.

4.35 Control of Cash and Investments

All cash and investments shall be under the control of the township treasurer. No other individual shall hold cash of the township or open a bank account to hold township cash or investments. Other than petty cash which is handled by the deputy clerk.

4.36 Authority to Make Bank Deposits

The township treasurer is responsible for making all bank deposits. The treasurer may authorize other township personnel to make deposits if the township board has agreed to incorporate that function in the job description for that position.

INVESTMENTS

4.37 Notice of Investment Policy

In compliance with PA 20 of 1943, it is the policy of Morton Township to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow needs of the township and comply with all state statutes governing the investment of public funds.

This investment fund applies to all financial assets of Morton Township. These assets are accounted for in the various funds of the Township and include the General fund, Special Revenue funds, Capital Projects funds, Internal Service funds, Debt Service funds, and any new fund established by the township.

The treasurer is authorized to invest township funds, as set forth in Resolution R-15512, in the following instruments:

1. Bonds, securities and other obligations of the United States or an agency or instrumentality of the United States in which the principal and interest is fully guaranteed by the United States
2. Certificates of deposit, savings accounts or deposit accounts
3. Commercial paper rated at the time of purchase within the 3 highest classifications established by not less than 2 standard rating services and that matures not more than 270 days, and no more than 50% of any fund may be invested in commercial paper at any time
4. Bankers' acceptances of United States banks
5. United States government of federal agency obligation repurchase agreements
6. Money market mutual funds composed of investment vehicles which are permitted under state law for direct investments.

Levels of Risk

Decisions and actions involving the township's investment portfolio shall meet the following criteria:

Safety: Safety of principle is the foremost objective of the township's investment practices.

Diversification: The investments shall be diversified by avoiding over concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities and insured certificates of deposits). Investments shall have varying maturities.

Liquidity: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

Return on Investment: Return of investment is of secondary importance compared to safety and liquidity objectives. Investments shall be selected to obtain a market average rate of return. The core of investments is limited to relatively low-risk securities.

Performance Reports: The treasurer shall provide on a quarterly basis a written report to the township board concerning the investment of township funds, including the name of the financial institutions, type of investment, date of maturity and anticipated rate of return.

Compliance with State and Federal Laws

The township shall comply with all applicable statutes related to public fund investments. The township board's standard of prudence shall be the "fiduciary" standard, which shall be applied in context of managing an overall portfolio.

ACCOUNTS RECEIVABLE

4.38 Accounts Receivable Invoice Preparation

The Treasurer and Deputy Treasurer shall be responsible for preparing 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 purpose.

A copy of all invoices or bills for moneys owed the township shall be recorded in the general ledger.

4.39 Posting and Distribution of Accounts Receivable

A copy of all invoices or bills for money owed the township shall be given daily to the treasurer and clerk.

The treasurer will use the invoice copy as verification when payment is received.

The clerk will use the invoice copy to record the receivables in the general ledger. Invoices are to be reconciled to the general ledger control on a monthly basis.

4.40 Accounting for Accounts Receivable

For all payments received, the clerk shall credit the receivable. A monthly listing of all amounts invoiced but not yet received shall be prepared and reconciled to the general ledger.

EXPENDITURE AUTHORIZATION

4.41 Expenditure Authorization

The township shall not be responsible for any obligations incurred by an official or employee that is contrary to the provisions of these administrative policies and procedures or any other financial administration policies adopted by the township board.

Department heads shall not consider appropriations contained in the budget as a mandate to expend township funds. No obligations shall be incurred against, and no payment shall be made from, any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

The supervisor shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any purchase order for expenditures that exceed appropriations.

Expenditures must follow the procedures set forth in the township's expenditure control, purchasing or bidding policies.

Department heads shall submit in writing a request for and shall obtain authorization from the township board before obligating the township for expenditures of the following nature:

1. Seminars and conferences
2. Memberships
3. Out-of-state travel
4. Professional services

ACCOUNTS PAYABLE

4.42 Payroll

The Township Clerk 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. Pay advances shall not be authorized under any circumstances. Employees will immediately notify the Clerk of any problems or errors on their paychecks. A written account of the problem and its resolution shall be created by the Clerk.

4.43 Accounts Payable

The township clerk/deputy clerk shall be responsible for processing all accounts payable. The clerk may designate other township personnel to process accounts payable if the township board has agreed to incorporate that function in the job description of that position.

4.44 Processing of Claims

Requests for payments to vendors shall be documented in writing by a vendor invoice or, in the few instances where no invoice is forthcoming, by a written request by the department head requesting payment. Except for rare exceptions, only original invoices shall be processed for payments, as statements or copies of invoices may result in duplicate payments. Appropriate documentation shall be attached for all disbursements. Original bills, not copies, must be used for documentation.

Employee expense reimbursements shall be documented on an expense voucher prepared by the employee. All invoices, departmental check requests and expense vouchers shall include the following:

1. Vendor name
2. Purpose of payment request
3. Unit price and units delivered (if applicable)
4. Date goods delivered or services rendered
5. The related purchase order (if applicable)

All requests for payments shall be approved by the department to which the expense shall be posted by initialing the document.

The clerk shall verify the payee, amount, purpose and the disbursing fund of each request. After verification, the clerk shall prepare a warrant, enter it into the general ledger and make a copy for township records.

4.45 Claims Reports

The clerk shall prepare a claims report to the board showing the fund, vendor name, nature of the expense, invoice number and warrant number (i.e., check number). Any items paid prior to board audit shall be noted on the warrant report or on a separate report.

Invoices and bills supporting the claims report shall be available for board member review. Board members are responsible for scrutinizing the bills prior to board approval.

4.46 Board Approval Required for all Claims

All claims shall be approved by the township board prior to payment, with the exception of tax collection disbursements and claims authorized by policy for post-auditing by the township board.

4.47 Board Post-Audit Authorized for Certain Claims

Only the following types of claims may be paid by disbursements made prior to board audit and approval:

1. Payroll
2. Utility bills

3. Invoices with penalties that would be incurred if payment is not received prior to the board meeting where claims will be approved
4. The supervisor may authorize emergency expenditures when deemed essential due to the imminent threat to the health, safety and welfare of the township.

Any claims authorized under this policy prior to board approval shall be post-audited at the next board meeting.

4.48 Check Controls

Numerically controlled, pre-numbered checks shall be used. Checks shall not be signed prior to being completely filled out. Cleared checks must be returned to the township or electronically stored.

4.49 Authorized Check Signers

The following officials are the only persons authorized to sign checks. One must be an elected official.

- Clerk or deputy clerk
- Treasurer or deputy treasurer

4.50 Check Processing

Each check shall be signed by the clerk or deputy clerk to document board authorization of that payment. The treasurer or deputy treasurer shall verify that the funds are available, sign the check, and distribute it

4.51 Electronic Payments

Following township board approval, the clerk or deputy clerk shall initiate electronic payments and the treasurer or deputy treasurer shall review and accomplish.

Electronic payments or ACH agreements are authorized if in compliance with the following policy provisions.

4.52 Electronic Payment (ACH) 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.

An “ACH arrangement” means the agreement between the originator of the ACH transaction and the receiver of an ACH transaction.

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

An “ACH policy” means the procedures and internal controls as determined under this written policy developed and adopted by the township treasurer.

4.53 Authority to Enter into ACH Arrangements and Electronic Transfers of Public Funds

The township treasurer may enter into an ACH arrangement.

4.54 Responsibility for ACH Agreements

The treasurer is responsible for the township’s ACH agreements, including payment approval, accounting, reporting and generally for overseeing compliance with the ACH policy.

The treasurer shall submit to the township 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 township’s electronic general ledger software system or in a separate report to the township board.

4.55 Internal Accounting Controls to Monitor Use of ACH Transactions Made by Township

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

The treasurer shall prepare a list of vendors authorized to be paid by ACH transaction and provide that list to the clerk.

The clerk 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. The clerk signs the ACH invoice, which then acts as the warrant.

The clerk presents the check, a list of bills for payment, and a separate list of the electronic payments for township board approval. Following board approval, the treasurer signs the ACH warrant, initiates the electronic transaction with the vendor and makes the actual transfer of funds.

The treasurer shall retain all ACH transaction documents for audit purposes. The clerk shall retain all invoices for audit purposes.

4.56 Credit Card Use Policy

The treasurer is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the township's credit card policy. Credit card purchases must be approved before payment.

Township credit cards may be used only by an officer or employee of the township for the purchase of goods or services for the official business of the township. Unlawful use of Township credit cards for personal purchases is prohibited.

Township officers and employees who use a township credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the clerk. If no credit card slip was obtained that described the transaction, the employee shall submit a signed voucher that shows the name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction, the official business that required the transaction, and the chart of account number indicating the line item to which the transaction is to be charged. All credit card slips shall include this information as well.

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 treasurer shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card. The township reserves the right to withhold final payment until the card is surrendered.

An officer or employee issued a credit card shall return the credit card to the treasurer upon termination of his or her employment or service with the township.

The treasurer shall maintain a list of all credit cards owned by the township, along with the name of the officer and employee who has been issued the credit card, the credit limit established, the date issued, and the date returned.

The clerk shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip or a signed voucher shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the township board.

The balance, including interest due on an extension of credit under the credit card arrangement, shall be paid for within not more than 30 days of the initial statement date.

Officers and employees who use a township credit card in a manner contrary to this policy shall be subject to disciplinary action, including possible termination of employment, reimbursement to the township for unauthorized expenditures, legal action or criminal liability.

TAX ACCOUNT DISBURSEMENTS

4.57 Tax Account Disbursements

The township treasurer shall create a separate bank account in the name of the treasurer and shall account for the tax fund separately from other township funds. The treasurer shall provide the clerk with summaries

of tax receipts and copies of all checks written from the tax account so the clerk can enter the information into the township's accounting system.

EXPENSE REIMBURSEMENTS

4.58 Expense Reimbursements

The township shall reimburse all officials and employees for allowed expenses incurred in performing their duties. Authorization for any travel or business expense shall be obtained from the township board by employees prior to incurring the cost.

4.59 Expense Documentation and Requests

Expenses requested for reimbursement shall be substantiated with actual detailed receipts or other documentation such as a mileage log. All requests for expense reimbursement shall be made on the proper expense reimbursement form.

4.60 Allowed Expenses

All expenses requested for reimbursement shall be for amounts that a reasonable, prudent person would conclude benefits the township. Personal expenses that are unnecessary in conducting township business, such as entertainment and alcohol consumed, shall not be eligible for reimbursement. Commuting from residence to the township hall or the official or employee's official work location shall not be eligible for reimbursement. Board and commission members shall not receive mileage to attend board meetings that are a statutory duty of their office/position.

4.61 Travel Reimbursement

Travel shall be reimbursed at the IRS mileage rate when the employee uses his or her own vehicle to conduct township business. Any travel beyond 200 miles requires board approval. Meals will only be paid if travel is greater than 20 miles from the township hall. Breakfast expenses will be paid only if travel commences before 6:30 a.m. and dinner will be paid only if travel extends beyond 7 p.m. There is a maximum meal allowance of \$40.00 per day. Receipts for allowed meal expenses and lodging are required to be turned in with each travel voucher.

IDENTIFY THEFT PREVENTION

4.63 Social Security Number Privacy Policy

It is the policy of the township to protect the confidentiality of Social Security numbers obtained in the ordinary course of township business from employees, vendors, contractors, customers or others. No person shall knowingly obtain, store, transfer, use, disclose or dispose of a Social Security number that the township obtains or possesses except in accordance with the Michigan Social Security Privacy Act (Public Act 454 of 2004) and this privacy policy.

Social Security numbers shall be collected only where required by federal and state law or as otherwise permitted by federal and state law for legitimate reasons consistent with this privacy policy.

Legitimate reasons for collecting a Social Security number include, but are not limited to:

- Applicants may be required to provide a Social Security number for purposes of a pre-employment background check.
- Copies of Social Security cards may be obtained for purposes of verifying employee eligibility for employment.
- Social Security numbers may be obtained from employees for tax reporting purposes, for new hire reporting or for purposes of enrollment in any township employee benefit plans.

- Social Security numbers may be obtained from creditors or vendors for tax reporting purposes.

4.64 PUBLIC DISPLAY

The township shall not place more than four sequential digits of a Social Security number on identification cards, badges, time cards, employee rosters, bulletin boards, permits, licenses, or any other materials or documents designed for public display.

Documents, materials or computer screens that display all or more than four sequential digits of a Social Security number shall be kept out of public view at all times.

4.65 Account Numbers

The township shall not use all or more than four sequential digits of a Social Security number as a primary account number for an individual.

4.66 Computer Transmission

The township shall not use or transmit all or more than four sequential digits of a Social Security number on the Internet or on a computer system or network unless the connection is secure or the transmission is encrypted.

4.67 Mailed Documents

Township documents containing all or more than four sequential digits of a Social Security number shall be sent only in cases where state or federal law, rule, regulation, or court order or rule authorizes, permits or requires that a Social Security number appear in the document. Documents containing all or more than four sequential digits of a Social Security number that are sent through the mail shall not reveal the number through the envelope window or otherwise be visible from outside the envelope or package.

4.68 Freedom of Information Act

Where all or more than four sequential digits of a Social Security number are contained within a document subject to release under the Freedom of Information Act, the Social Security number shall be redacted (blacked out) or otherwise rendered unreadable before the document or copy of a document is disclosed.

4.69 Storage

All documents containing Social Security numbers shall be stored in a physically secure manner. Social Security numbers shall not be stored on computers or other electronic devices that are not secured against unauthorized access.

4.70 Access to Social Security Numbers

Only personnel who have legitimate business reasons to know shall have access to records containing Social Security numbers. The department heads having access to records containing Social Security numbers shall determine which other personnel within their departments have a legitimate reason in the township's ordinary course of business to have access to such Social Security numbers. Personnel using records containing Social Security numbers must take appropriate steps to secure such records when not in immediate use.

4.71 Disposal

Documents containing Social Security numbers shall be retained in accordance with the requirements of state and federal laws. At such time as documents containing Social Security numbers may be disposed of, such disposal shall be accomplished in a manner that protects the confidentiality of the Social Security numbers, such as shredding.

4.72 Unauthorized Use or Disclosure of Social Security Numbers

The township shall take reasonable measures to enforce this privacy policy, and to correct and prevent the reoccurrence of any known violations. Any employee who knowingly obtains, uses or discloses Social

Security numbers for unlawful purposes or contrary to the requirements of this privacy policy shall be subject to discipline up to and including discharge. Additionally, certain violations of Public Act 454 of 2004, the Michigan Social Security Privacy Act, carry criminal and/or civil sanctions. The township will cooperate with appropriate law enforcement or administrative agencies in the apprehension and prosecution of any person who knowingly obtains, uses or discloses Social Security numbers through the township for unlawful purposes.

PROCUREMENT POLICY

Organization and Authority

4.73 This policy applies to the purchases and/or contracts for the procurement of supplies, services, and construction entered by the township after the effective date of this Policy.

4.74 The Township Supervisor is established as the Purchasing Agent for the Township. As such only the Supervisor, or in his/her absence the Township Clerk or Treasurer, may sign contracts obligating the Township. The Supervisor may delegate purchasing duties to another officer or employee.

4.75 Interpretation of the requirements contained herein shall be made by the Township Supervisor. Any revisions of these policy requirements shall be made by the Township Board. Any requests for revisions shall be made through the Township Supervisor.

4.76 This policy supersedes any procurement related policy preceding the present policy.

General Purchasing Policies

4.77 All procurement transactions within the Township, regardless of whether by quote, sealed bid, negotiation or other format allowed under this policy shall be conducted in a manner that provides maximum open and free competition.

4.78 Whenever possible, in keeping with free and open competitive procedures, Township businesses shall be considered for contracts.

1. In such cases where the lowest bid is received from a non-township business and the next lowest qualified bid is received from a township vendor, whose price is within five percent (5%) of that lowest qualified bid, the township vendor may be invited to match the lowest qualified bid when the township vendor meets all other bid requirements.
2. In the case of tie bids where all the items are equal, local vendors will be awarded the order if at all possible.

4.79 The solicitation of offers and requests for proposals shall include a clear and accurate description of the requirements of the goods or services to be procured. The description should not contain features that unduly restrict competition. A "brand name or equal" description may be used as a means to define the performance or other solicitation requirements of the procurement.

4.80 Procurement awards should only be made to qualified vendors who possess the ability to perform successfully under the terms and conditions of the proposed procurement. Contractor integrity, past performance, financial ability to perform the contract and references may be used as guides for determining contractor ability.

4.81 No purchases shall be subdivided for the purpose of circumventing any dollar value limitations established by this policy.

Procurement Methods / Purchase Orders / Bids & Quotes

4.82 Any purchase for goods or services exceeding a one-time cost of \$500 or an annual cost exceeding \$2000 shall require the issuance of a purchase order signed by the department head or Township Supervisor except for the following expenditures:

1. Utilities including electric, gas, telephone, internet
2. Postage
3. Publications
4. Dues or tuition
5. Seminars, conferences
6. Memberships
7. Travel expenses
8. Insurance – requires Board approval
9. Professional services – requires Board approval
10. Contractual obligations
11. Fuel
12. Routine maintenance, repair, testing and inspections

4.83 In order to allow departments and staff flexibility as to how procurement shall be made, the following types of procurement, where specifically allowed, may be used to purchase goods and services where justified by both the department and the Purchasing Agent.

1. Blanket Purchase Order: This form of order is only good for one year and will terminate at the end of twelve months. Vendors must be pre-approved by the Purchasing Agent. This may be used for item purchases exceeding the above annual cost.

2. Purchase Orders: Departments shall request Purchase Orders to purchase goods and/or services exceeding a one-time cost of \$500 or an annual cost exceeding \$2000.

3. Three Written/Internet Quotes are required for purchases for \$1000.00 to \$2000.00 and **must be attached** to the purchase order copy.

4. Three Written/Internet Quotes are required for all purchases from \$2000.01 to \$15,000.00 and must be authorized by the Township Supervisor and approved by the Township Board. Quotes **must be attached** to the purchase order copy.

5. Sealed Bids are required for purchases over \$15,000.01 and must be authorized by the Township Supervisor and approved by the Township Board.

4.84 When purchasing from Single Source Vendors, Government Contract Pricing, Piggy Backing on a Government Quote/Price, RFI, RFP, or RFQ where the price is pre-determined, the written quote provision is not required, but the Supervisor's approval and Township Board approval is still required.

A department head may request permission from the Township Board to waive the bidding requirements when there is a compelling reason to do so. The township board reserves the right to waive the requirement for three (3) quotes if less than three (3) are received within a thirty (30) day period from request.

Written / Internet Quotations

4.85 Public notice of an invitation for bids should be considered for purchases requiring written/internet quotes. The department head shall prepare a summary of the quotes. The summary and quotes shall be filed with the purchase order.

Bids or contracts for goods and services will be awarded based on the criteria including cost, reliability, quality, workmanship, delivery, insurance, references and bidder location.

4.86 Single Source Purchase

Awarding of contracts through a non-competitive process is subject to the approval of the Township Board and is allowed only under any of the following situations:

1. The item is available from a single source only. The Department head shall document in writing, after a good faith review of available sources, that there is only one source of the required good or service. All documentation shall be reviewed by the Purchasing Agent, or
2. The purchase from a single source approved by a majority vote of the Township Board, or
3. The procurement is for a product that is part of a system in which selection of an alternative brand would alter the ability of the using department to operate and/or maintain the system. Examples of this type of single source are the self-contained breathing apparatus used by the Fire Department, computer and phone system equipment.
4. Due diligence is required in selecting a manufacturer and supplier for those types of products purchased under this provision of single source purchases.

Purchases over \$2,000 must be approved by the Township Board.

4.87 Lease and Lease Purchase

In purchase of products the possibility of leasing equipment as an alternative to purchasing may be considered. Equipment obtained through a lease is subject to the same competitive procurement standards and approval provisions as a purchase. All leases must be approved by the Township Supervisor or Township Board.

4.88 Government Contract

Whenever a product has its price pre-determined at a government rate through the Federal, State or other local government or agency, this product may be purchased without the required written or internet quotes or sealed bids. Must provide governmental contract vendor name and contract number from appropriate website.

4.89 Emergency Procurement

In the case of an emergency and subject to the review of the Township Supervisor, employees may make purchases without the constraints placed on the above methods. Emergencies are procurement needs that could not have been anticipated under an effective departmental procurement plan and without such procurement the proper functions of the department or the health and safety of the public will be jeopardized.

In the event of an emergency procurement the department is required to immediately submit to the Purchasing Agent an explanation for the declaration of an emergency and the required purchase documentation.

4.90 Professional Services

Upon approval of the Township Board the Supervisor either through open advertising or a restricted list of qualified vendors shall solicit statements of proposal from vendors seeking to perform professional or technical services for the Township.

Contracts awarded by this method must be authorized by a majority vote of the Township Board.

Types of services which may be procured under this method include architectural, engineering, legal and financial and municipal consulting. Competitor's qualifications are evaluated and the most qualified competitor is selected, subject to the negotiation of fair and reasonable compensation.

Sealed Bid Process

4.91 In soliciting, reviewing and awarding bids for either open or invited sealed bids the following procedures shall apply:

1. The Department Head and Supervisor shall develop comprehensive bid specifications; determine how prospective bidders will be identified, and criteria for award of contract.

The request should state the following items:

- The length of the contract period.
 - Any required qualifications
 - If attendance is required at township board or other meetings
 - That all documents and records created in a governmental function are property of the township and will be subject to the Freedom of Information Act
2. Public Notice – Adequate public notice of the invitation for bids shall be given a reasonable time before the opening of bids. At a minimum, fourteen (14) calendar days, excluding Township recognized holidays, shall be allowed for the return of bids. Public notice shall include posting on the Township website, publication at least once in the Big Rapids Pioneer or other newspaper of general circulation a reasonable time period prior to bid opening. The public notice shall state the place, date and time of bid opening.
 3. The sealed bids shall be received by the Clerk's office and bid openings shall take place immediately thereafter. Sealed bids shall be opened by the Supervisor and/or Clerk or their designee in the presence of at least one Township Board member.
 4. Bids shall be turned over to the using department for evaluation and recommendation to the Township Board. The using department's recommendation shall include a synopsis and tabulation of all bids for the Board review.
 5. After tabulation all bids may be inspected by the competing bidders.
 6. Bids shall be evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine cost and acceptability such as inspection, testing, quality, workmanship, delivery and suitability for a particular purpose.
 7. The Township Board shall have the right to reject any and all bids and may, by majority vote, waive irregularities in bidding.
 8. The contract shall be awarded by written notice generally to the lowest, qualified and responsive bidders whose bid meets the requirements and criteria set forth in the invitation for bids. If the lowest bid is not selected the department must submit written justification to the Township Board.

4.92 Board Member Interest in Bidder

Any board member or department head who has any ownership or other interest in a company submitting a bid shall disclose the conflict of interest to the board, and that official shall not participate in awarding the bid.

4.93 Grant Policy

The purpose of this policy is to ensure that each grant application submitted by or on behalf of Morton Township is aligned with the strategic goals of the township. The department submitting the grant application is responsible for ensuring that preapplication assessment shall be done well in advance of grant submission due dates to avoid last-minute delays or problems that could cause the grant deadline to be missed.

Pre-Application Evaluation:

- Total anticipated project cost
- Match requirements and sources (Does the department have the matching funds available if required)
- Costs that will be incurred by the township as a result of implementing the grant program that will not be recouped in the grant award.
- Staffing requirements (including salary and benefits increases for multi-year grants)
- Documentation of a clear continuation plan. (Give realistic consideration on whether the department has the means for continuation of the project or program after the grant period ends.)
- Document a way to monitor grant progress and ensure that all reporting deadlines are met.

PERSONNEL ADMINISTRATION

(Approved 09/14/2010, REVISED: 6/14/2016, 8/13/2019)

5.1 Authority for Personnel Matters

The township board reserves all authority to hire, supervise, provide direction, discipline and terminate employees as collectively determined by the board of trustees.

5.2 Township Boards Personnel Duties

The township board shall do all of the following:

1. Develop job descriptions for all township positions
2. Update job descriptions as needed, and review the accuracy and currency of all job descriptions at least once every four years
3. Recruit applicants for position vacancies
4. Provide all new employees with a current copy of the township policies and procedures manual
5. Monitor changes in state and federal law that impact on township personnel practices
6. Recommend changes in personnel policies and procedures, and provide all employees with copies of amendments to the personnel policies and procedures manual
7. Provide interpretations of the township personnel policies and procedures when requested by department heads or employees.
8. Determine appropriate pay grade or compensation for all employees, subject to board policies and appropriations
9. Authorize department heads to impose employee sanctions that exceed the severity of a verbal or written warning
10. Develop and implement a standard employee evaluation form for use by department heads in periodically evaluating the performance of employees under their supervision

5.3 Personnel Manual

The township board shall develop, periodically update and implement a personnel manual to help guide all employee workplace issues.

The provisions of the personnel manual may be changed at the sole discretion of the township board. Township board members, officials and employees may submit any suggested changes or additions to this manual to the township board.

5.4 Policy Manuals

The township board shall develop, periodically update and implement a policies and procedures manual to help guide the board in the implementation of all employee workplace issues.

The provisions of the policies and procedures manual may be changed at the sole discretion of the township board. Township board members, officials and employees may submit any suggested changes or additions to these policies and procedures to the township board.

5.5 Authorized Work Force

The township board shall determine the number of employees assigned to the various township offices.

5.6 Independent Contractors

The township board may hire independent contractors to provide specialized or requested services on a project or as-needed basis. All independent contractors will have the following:

- A written contract between the township and the contractor

- A federal identification number or Social Security number if a sole proprietor
- A completed W-9 form

The township board may require proof of liability and/or worker's compensation insurance.

5.7 Volunteers

The township board may utilize volunteers to provide services for civic, charitable or humanitarian reasons without promise, expectation or receipt of compensation for the services rendered. Township volunteers shall be reimbursed for mileage and reasonable expenses incurred at the expense reimbursement rates and expense reimbursement policies adopted by the township board.

5.8 Equal Opportunity Employment

The township is an equal opportunity employer and shall employ, promote and transfer all employees and job applicants without regard to religion, race, national origin, ancestry, sex, disability, age, marital status, height, weight, arrest record, genetic information, medical condition, requests for a protected leave, or any other protected characteristic under local, state or federal law.

5.9 Employee Selection

The township shall employ, promote and transfer all employees and job applicants on the basis of merit, qualifications and competence in compliance with all applicable employment laws.

The township board shall utilize the following procedures in filling any vacant employment positions:

- A notice of position vacancy shall be developed, based on the current job description and discussions with the department head. The posting shall provide the position title, brief description, education and experience requirements, current pay grade, application deadline, and the township's Equal Employment Opportunity policy.
- The position vacancy notice shall be published in the local newspaper, on the township's website and other relevant web-sites, when appropriate.
- The applicants will have 14 days to reply from the date of the first posting for a position. The applications or resumés submitted will be reviewed by the department head, and a list of qualified candidates will be developed.
- Interviews will be conducted with the department head's participation. Any additional screening procedures, such as employment testing, shall require prior board approval. At least three nonrelated references shall be contacted.
- The township board shall select the candidate who best meets the job prerequisites for education, experience and management style, if appropriate.

5.10 Employment of Relatives

The township permits the employment of qualified relatives of officials and employees.

For purposes of this policy, "relative" is defined as the following, including in-law, step or adopted relations:

- Spouse
- Child
- Parent
- Sibling
- Grandparent, grandchild
- Aunt, uncle
- First cousin, niece, nephew

The township board is responsible for, and will exercise sound business judgment in the placement of related employees.

An applicant for township employment shall notify the township on the application for employment, and a current employee shall notify the township board in writing if a relationship identified in this policy exists.

5.11 Employee Classification

Each employee will be assigned to a particular job with its corresponding job description, pay range, and classification as follows: Exempt or Nonexempt, Full-time, Part-time, or Temporary.

5.12 Employee Compensation

The township board shall establish an equitable compensation system for township employees. The board shall determine a pay range for all township positions. The township shall use a compensation system that will determine the value of all jobs based on the skills, knowledge and behaviors required. The system will be designed to maintain control over compensation costs and to be objective and non-discriminatory in application and practice.

5.13 Benefits

The township board, in its sole discretion, will determine what employment benefits may be provided to township officials or employees. Township board members, officials, department heads or employees may submit suggested changes or additions to the benefits to the township board.

5.14 Employee Supervision

Department heads shall provide direction to employees in a manner that complies with the provisions of the township's policies and procedures manual, employee handbook, as well as all federal and state laws, and township ordinances.

5.15 Employee Recognition

Department heads shall bring to the attention of the township board any conduct of merit by any township employee, volunteer or appointed official that deserves recognition. The township board, at its discretion, shall recognize meritorious conduct through the adoption of a resolution of tribute.

5.16 Employee Safety

The township shall provide a workplace free from recognized hazards that may cause or are likely to cause death or serious physical harm to employees. The township shall provide an effective safety management program that includes both leadership and employee involvement, will conduct worksite analysis, and will provide employee training as necessary.

The township supervisor is hereby appointed as the township safety officer. It shall be the duty of the safety officer 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 safety officer shall report to the township board any unsafe condition that will require a modification of any board-adopted policy or procedure or the expenditure of funds exceeding \$1,000.00 to eliminate that condition.

5.17 Non-Retaliation

The township shall not tolerate retaliation against any employee or other person who, in good faith, reports a violation or perceived violation of township policies, or retaliation against any employee or other person who participates in any investigation as a witness or otherwise. Retaliation is a serious violation of this policy and is subject to discipline up to and including discharge. An employee must promptly report any acts of retaliation to his or her department head or to the township board.

PAYROLL

5.18 Payroll

The township shall comply with Michigan wage and hour laws that regulate the method of payment of wages, the payment of wages upon termination of employment, allowable deductions, income tax withholding and payment of employment taxes, wage garnishments, recordkeeping and maintenance of payroll records.

5.19 Payment on Termination

An employee who voluntarily terminates employment will be paid all wages earned and due as soon as the amount can be determined, or at the latest, on the next regularly scheduled payday.

Discharged employees will be paid as soon as the correct amount is determined, or within four days of termination.

5.20 Time Sheets

All non-exempt employees will be required to submit a completed time sheet to their supervisor for approval on a monthly basis. The time sheets must indicate time worked, and leave time used for each day of the past month. All completed time sheets for non-exempt employees shall be submitted to the clerk on the day following the end of each pay period. Time sheets will be signed by both the employee and the employee's department head. If a non-exempt employee does not have a department head, the township board must assign a designated representative to verify and sign the time sheet.

5.21 Deductions and Withholdings

The township shall comply with federal and state laws regarding income tax and Social Security deductions. All voluntary deductions shall be authorized in writing. The clerk shall be notified at least 14 days prior to the end of the pay period of any changes in voluntary deductions or withholding allowances desired by an employee.

The township shall make appropriate deductions to satisfy any court orders for garnishments or for child or spousal support orders.

5.22 Pay Advances

Pay advances shall not be authorized under any circumstances.

5.23 Payroll Problems

Employees shall immediately notify the clerk of any problems or errors on their paychecks. A written account of the problem and its resolution shall be created by the clerk.

PERSONNEL RECORDKEEPING

5.24 Personnel Files

The township clerk or department head shall maintain a permanent personnel record of each township employee. The personnel records shall be kept complete and accurate in compliance with federal and state laws and any applicable general record retention schedules adopted by the State of Michigan.

Each employee's personnel file shall contain the following:

1. Personnel data, including full name, Social Security number, current address, résumé or application submitted and physical examination (if required)
2. Performance evaluations
3. Use of authorized leaves

4. Commendations or disciplinary actions
5. Tax withholding information
6. Beneficiary information
7. Compensation history
8. Insurance and pension records

A personnel file shall *not* include:

1. Employee references supplied to an employer if the identity of the person making the reference would be disclosed.
2. Materials relating to the employer's staff planning with respect to more than one employee, including salary increases, management bonus plans, promotions, and job assignments.
3. Medical reports and records made or obtained by the employer if the records or reports are available to the employee from the doctor or medical facility involved.
4. Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
5. Information that is kept separately from other records and that relates to an investigation of the employee by the employer regarding criminal activity that may result in loss or damage to the employer's property or disruption of the employer's business operation.
6. Records limited to grievance investigations that are kept separately and are not used for the purposes provided in this subdivision.
7. Records kept by an executive, administrative or professional employee that are kept in the sole possession of the maker of the record, and are not accessible or shared with other persons. But a record concerning an occurrence or fact about an employee may be entered into a personnel record if entered not more than six months after the date of the occurrence or the date the fact becomes known.

5.25 Employee Access to Personnel File

Upon written request that describes the personnel record, any employee may examine the contents of his or her personnel file under the direct supervision of the clerk. If an employee demonstrates that he or she is unable to review his or her personnel record at the township, then the township, upon that employee's written request, shall mail a copy of the requested record to the employee.

An employee may obtain a copy of the information or part of the information contained in the employee's personnel record

5.26 Employer Access to Personnel Files

Board members shall be allowed to view any personnel file when necessary within the scope of their authority and responsibility. Confidential information contained in a personnel file shall be released to others only with written authorization of the employee.

The contents of an employee's personnel file shall not be removed from the township hall by anyone. The contents of the employee personnel files shall be considered confidential.

5.27 Release of Personnel Records to a Third Party

The clerk shall review an employee or former employee's personnel record before releasing information to a third party and, except when the release is ordered in a legal action or arbitration to a party in that legal action or arbitration, shall delete disciplinary reports, letters of reprimand or other records of disciplinary action that are more than four years old.

When notice is required by law, the clerk shall provide written notice to an employee or former employee of a release of the employee's personnel records.

5.28 Freedom of Information Requests for Personnel Records

Copies of documents contained in the personnel files that are requested pursuant to the Freedom of Information Act may be released only after information that is exempt from FOIA disclosure that may be contained on the document is redacted (deleted or edited out). The FOIA coordinator may contact the township attorney for advice in responding to a FOIA request involving personnel records.

RECORDS MANAGEMENT

(APPROVED 8/10/2010, REVISED: 6/14/2016, 8/13/2019)

6.1 Applicability

This records management policy shall apply to all officials, appointees, employees, agents, independent contractors and volunteers of the township. Each individual who creates, sends or receives official records is responsible for retaining those records in accordance with this policy.

6.2 Records Management Responsibilities

The Township Clerk shall be responsible for coordinating all records management procedures and activities for township offices, departments or services. Duties include the:

- Distribution of approved general record retention schedules
- Distribution of policies, guidelines and standards published by the State of Michigan, the township and other parties
- Arranging the destruction of confidential records.
- Coordinating all litigation holds to prevent the destruction of records that are relevant to a Freedom of Information Act request, investigation or litigation

6.3 Responsibility to Enforce

The Clerk shall ensure that township officials, appointees and employees are aware of and implement the township's record management policies. They shall ensure that the township has the most updated record retention schedules that cover all records (regardless of form or format) that are created and used by the township.

The Clerk shall ensure that the digital files and e-mail (and other records) of former officials, appointees, employees, volunteers and consultants are retained in accordance with approved record retention schedules.

6.4 Separation from Township

Township officials, appointees, employees, volunteers and consultants/contractors shall not take public records with them when they terminate office, employment or contract with the township, and they shall not destroy records that have not yet fulfilled their approved retention period. The Clerk is responsible for ensuring that the records, including e-mail and other digital records, of employees who are separating from the township are retained in accordance with the township's record retention policies.

6.5 Failure to Adhere to This Records Management Policy

Failure to adhere to the township's records management policies may result in applicable discipline, up to and including discharge from employment, termination of the contractor status, or termination of the volunteer relationship. Further, the removal, mutilation or destruction of public records may result in civil and criminal liability, up to and including a penalty of not more than two years in state prison or a fine of not more than \$1,000.

6.6 Records Are Maintained and Stored to Ensure Township Compliance with Law

Township officials, appointees, employees, volunteers and consultants/contractors shall create, develop, organize, maintain, retain and store all township records to accommodate public inspection, FOIA compliance, record retention requirements, and minimize the township's exposure to litigation and risk.

The Township Clerk acting as the Township FOIA Coordinator shall develop procedures to accommodate access of public records, FOIA requests, and discovery or other litigation-related requests, when:

- Specific records are required by law or township policy to have limited access
- Specific records contain information exempt from disclosure

6.7 Record Retention Schedules

All township records shall be retained in accordance with an approved record retention schedule. Records not listed on an approved record retention schedule are considered permanent records and may not be disposed of until a schedule is approved.

6.8 Litigation, Investigations and Freedom of Information Act Requests

The FOIA coordinator shall keep a copy of all written requests for public records on file for no less than one year. This policy also incorporates by reference Resolution R-1569 (Freedom of Information Act Procedures and Guidelines) and all supporting documentation.

No records that are the subject of litigation, a pending investigation request or a pending FOIA request shall be destroyed until the legal action or activity has ended, even if the records are otherwise scheduled for destruction pursuant to a relevant record retention schedule.

Any individual with knowledge of pending litigation, a pending investigation or a FOIA request shall immediately inform the FOIA coordinator. In consultation with the township attorney, the FOIA coordinator shall direct all relevant individuals to immediately cease disposal of all records relevant to the pending litigation, pending investigation or FOIA request.

If questions arise as to what records are relevant to a pending litigation, pending investigation, or FOIA request, the FOIA coordinator shall direct the immediate cessation of the disposal of *all* records. The moratorium on the disposal of all records relevant to the pending litigation, pending investigation or FOIA request shall remain in effect for the duration of the litigation or investigation, or until the FOIA request has been fully processed.

Inspection of Records

6.9 Public Inspection of Records

Upon receiving a verbal request to inspect township records, the township shall furnish the requesting person with a reasonable opportunity and reasonable facilities for inspection and examination of its public records.

A person shall be allowed to inspect public records during usual business hours, not less than four hours per day. The public does not have unlimited access to township offices or facilities, and a person may be required to inspect records at a specified counter or table, and in view of township personnel.

Township officials, appointees, staff or consultants/contractors assisting with inspection of public records shall inform any person inspecting records that only pencils, and no pens or ink, may be used to take notes.

In coordination with the official responsible for the records, the FOIA coordinator shall determine on a case-by-case basis when the township will provide copies of original records, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection.

The Clerk is responsible for identifying if records or information requested by the public is stored in digital files or e-mail, even if the public does not specifically request a digital file or e-mail.

A person cannot remove books, records or files from the place the township has provided for the inspection.

No documents shall be removed from the office of the custodian of those documents without permission of that custodian, except by court order, subpoena or for audit purposes. The official shall be given a receipt listing the records being removed. Documents may be removed from the office of the custodian of those documents with permission of that custodian to accommodate public inspection of those documents.

Digital Files and E-mail Retention 6.10 E-mail Defined

Electronic mail (e-mail) is a means of exchanging messages and documents using telecommunications equipment and computers. A complete e-mail message not only includes the contents of the communication, but also the transactional information (dates and times that messages were sent, received, opened, deleted, etc., as well as aliases and names of members of groups), and any attachments.

6.11 Digital Files and E-mail Messages May Be Public Records

A digital file or e-mail message is a public record if it is prepared, owned, used, in the possession of or retained by a public body in the performance of an official function, from the time it is created.

6.12 Digital Files and E-mail Messages Are Public Property

All digital files and e-mail messages that are created, received or stored by the township are the property of the township. They are not the property of the township officials, appointees, employees, volunteers, consultants/contractors, vendors or customers. E-mail accounts are provided to township staff for conducting public business. No one should have an expectation of privacy when using the township's computer resources.

6.13 Digital Files and E-mail Retention and Disposal Schedules

Digital files and e-mail shall be retained according to the applicable record retention schedule for the type of record the digital file or e-mail represents.

Individual employees or consultants are responsible for deleting digital files and e-mail messages in accordance with the appropriate record retention schedule.

6.14 Digital Files and E-mail Storage and Maintenance

The township shall retain its digital files and e-mail Filing the digital file or e-mail in a Document Management System repository where it will be organized and automatically disposed of at the end of its retention period.

Record Storage and Maintenance 6.15 Record Storage

Township officials, appointees, employees, volunteers, consultants/contractors and departments shall organize records to promote fast and efficient retrieval of information. Appropriate and cost-effective office equipment, indexes and tools shall be used to maintain records.

The township clerk shall periodically evaluate and make recommendations to the township board on the method(s) to be used to maintain and store records for their minimum retention periods. Records that will be retained for more than 10 years shall be stored in an environment that facilitates the security and stability of the storage media. The township may utilize low-cost storage facilities for inactive records that have not fulfilled their retention requirements.

The Clerk shall work in conjunction with the Information Technology Personnel to determine the most cost-effective and reliable method of maintaining digital and electronic records for their full retention period, so technology changes do not render them inaccessible and unusable.

When reproducing township records for storage purposes, the township shall comply with the applicable State of Michigan standards and best practices for record reproduction, as authorized by the Records Reproduction Act, MCL 24.401, *et seq.*

Records containing sensitive or confidential information shall be protected against unauthorized access, especially records that are protected by state or federal laws, records containing private information, financial information, background checks, medical information and Social Security numbers. Individuals and offices shall employ appropriate locks, passwords and other devices to protect the privacy of this information.

6.16 Record Disposal

Public records that have reached their minimum retention period, and which are no longer required for the efficient operation of the township, may be disposed of. All township offices shall routinely review all records (regardless of format) to identify those that have fulfilled their retention requirements.

Disposal shall be made by a method that is guaranteed to ensure the privacy of sensitive or confidential information. Records that contain confidential information will be disposed of in a manner that ensures they cannot be reconstructed.

- The township shall destroy sensitive or confidential information by shredding it.
- The township shall destroy open records by recycling or regular trash disposal.

Some records possess permanent or historical value. These records may be designated for eventual transfer to the Archives of Michigan for permanent preservation. The township shall follow the Archives' procedures for transferring records.

6.17 Disaster Prevention and Recovery

Township records, books and papers shall not be kept where they will be exposed to an unusual hazard of fire or theft or other damage.

In the event of damage to township records, township personnel, at the direction of the Clerk shall

- Contact the township's insurance agent
- Determine the type of damage to records (fire, smoke, chemical, clean water, dirty water, heat, humidity)
- Determine which records have been damaged
- Determine the types of materials that have been damaged (paper, film/microfiche, computer files, CDs/DVDs, etc.)
- Begin salvage according to applicable State of Michigan standards and best practices for document salvage.

PUBLIC RELATIONS

(APPROVED 10/12/2010)

7.1 Public Information Officer

The Morton township supervisor shall be the public information officer for the township.

The public information officer shall be responsible for supervising the content disseminated through the township newsletters, website, public service announcements and press releases on township government events, and responding to inquiries from the media or referring contact to other appropriate township officials. The public information officer shall review the content of these materials for:

- potential violations of the Campaign Finance Act
- political preference or support
- promotion of private interests
- misrepresentation of township board actions or policy
- statements that could expose the township to legal liability

The public information officer is authorized to determine whether such content will be removed or edited out, submitted to the township legal counsel for a further opinion, directed to the township board for a final determination, or returned to the author for revision.

The public information officer shall advise township board members and other appropriate staff of all press releases and other media contacts at the time of release.

Township officials, volunteers, and employees will notify the public information officer of all media contacts made in their township capacity.

Public Notice

7.2 Public Notice

The Morton township clerk shall be responsible for giving public notice of all meetings of all public bodies of the township in conformance with the Open Meetings Act and other state laws.

The chairperson of each public body shall notify the clerk of that body's regular meeting schedule within 10 days after it is adopted, and of any special or rescheduled meeting at least 24 hours (at a minimum) prior to that meeting.

The clerk shall also be responsible for publishing and mailing all public notices required by state law. The chairperson shall notify the clerk when a public notice is required to be mailed or published with sufficient lead time for the notice to be provided in compliance with applicable laws.

Mail

7.3 Incoming Mail

The clerk or deputy clerk shall receive all incoming mail, and shall open and date-stamp the letter or cover letter of all correspondence. Correspondence shall be sorted and distributed immediately to the various township offices. Mail addressed to the township board shall be forwarded to each board member.

Correspondence addressed to the board, but requiring action typically handled by a particular official (such as a Freedom of Information Act request or subpoena), shall be immediately forwarded to that official, as well.

7.4 Township Letterhead

The township board shall approve the design of all letterhead stationery. Statements made on township stationery may be construed as the official position of the township, so all officials, appointees and employees shall make written statements representing the township only within the scope of their authority when using township stationery.

7.5 Outgoing Correspondence

All correspondence should be considered a public document, unless the contents are specifically excluded from disclosure by state law. Copies of correspondence will be provided to any board member or the public on request.

Department heads shall provide the township board, via the clerk, with a copy of all correspondence that addresses a citizen complaint or when the content may result in a lawsuit against the township. Where a department head is unsure of the necessity to provide the board with a copy of correspondence, department heads should err on the side of caution.

Public Contacts

7.6 Courtesy and Customer Service

The primary goal of the township is to serve the public. All officials 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 such a way as to portray the image of the township government as friendly, courteous and efficient.

All visitors to the township hall shall be greeted in a friendly, helpful manner. Phone calls to the township should be handled the same way. All employees of the township shall assist the public by directing them to the appropriate official, employee or department.

Township officials and employees 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.

Board members and other key officials shall post office hours or contact information to arrange appointments.

7.7 Complaints and Problems

If an official or employee receives a citizen complaint that is outside their authority or responsibility, the official or employee shall direct the citizen to the township supervisor.

Complaints or other concerns received from a citizen shall be received with courtesy. A complaint form will be made available by staff if requested by a citizen. The supervisor will make every effort to resolve a complaint or problem. Department heads will be notified of all complaints.

The township board shall also be notified in writing of any citizen complaint arising from official or employee conduct or the administration of a department or township board policy or procedure. The notice shall include the name and address of the citizen, the nature of the complaint and how the complaint was resolved.

PROPERTY MANAGEMENT POLICIES

(APPROVED 10/12/2010, REVISED: 6/14/2016, 8/13/2019, 4/13/2021)

INTELLECTUAL PROPERTY

8.1 Intellectual Property

Documents and files written or otherwise created by township officials, appointees, employees, volunteers and consultants/contractors in connection with performing their township duties, or for the township's use, are the creative and intellectual property of the township.

PROPERTY MAINTENANCE

8.2 Responsibility for Property Maintenance

The Township Supervisor shall be responsible for monitoring the need for repairs and improvements to township property.

The Supervisor shall use the township purchasing and bidding procedures for procuring the following services as applicable:

- Cleaning
- Lawn maintenance
- Snow removal
- Fire extinguisher inspections
- Non-emergency repairs to township buildings, land, equipment and vehicles
- Mandatory inspections required by law,

8.3 Emergency Repairs

The Township Supervisor is authorized to contract for emergency repairs up to a cost of \$5,000.00 without prior board approval, when a delay in initiating a repair will have a significant impact on township operations or finances.

TOWNSHIP FACILITIES

8.4 Township Board Authority for Township Facilities

Township facilities are public property, but they are not open to public use unless the township board has so directed. The township board shall determine which township facilities will be open to public access and use, and the degree of public access and use.

8.5 Hours of Business

The township office shall be open to the public at 8:00 a.m. and shall be closed at 4:00 p.m. on every normal business day.

8.6 Emergency Closing

The Supervisor, Clerk, or Treasurer, with concurrence from at least one other Board of Trustee member, shall have the authority to close the township office in an emergency situation. Emergency situations include, but are not limited to, severe weather, failure of heating/mechanical systems, electrical failure, or any unusual situation that would either prohibit the normal operation of the township offices, or jeopardize the safety of the officials, employees or public. The township board members shall also be notified of any closing.

8.7 Building Opening and Closing Procedures

The first employee arriving each morning should make sure that:

- All public access doors are unlocked
- The copier is turned on
- No vandalism has occurred the previous evening.

Prior to leaving, each employee will make his or her work station secure by checking that computers, typewriters, calculators and lights are turned off, filing cabinets and cash drawers are locked, and windows and doors are locked.

The last person to leave the township hall at night shall check to see that:

- The copier and other office machines are turned off
- All doors and common area windows are locked
- All lights are turned off, except for designated security lights

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

Outside lights shall be turned on prior to any evening meeting and shall be turned off by the last person leaving the meeting.

8.8 Smoking

Smoking indoors is prohibited at all township buildings and facilities. Smoking is not allowed in township vehicles. An individual shall not smoke at a meeting of a township body, or in any enclosed, indoor area owned or operated by the township, including township facilities not open to the public or available only to township staff. There is no exception for private functions held at township facilities.

The township shall clearly and conspicuously post “no smoking” signs or the international, “no smoking” symbol at the entrances to and in every township building, and shall remove all ashtrays and other smoking paraphernalia from indoor township facility.

Township staff shall inform individuals smoking in violation of this act that they are in violation of state law and subject to penalties.

8.9 Security

Keys

The Township Treasurer is in charge of assigning and tracking keys to the Township hall. Only Township employees and elected officials are authorized to receive a master key to the doors of the Township office. They will sign a receipt for their key.

If a key is lost, the Township Treasurer shall be informed immediately. A replacement key shall be issued. If the Treasurer 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 Township Treasurer.

No person shall duplicate a key without authorization from the Township Treasurer or make a key available to any unauthorized person.

The Township Fire Chief shall determine who shall be issued keys to the fire department’s doors or any secured facilities in the stations. He shall keep an inventory of all keys issued and supply that list to the Township Treasurer when requested. He shall make sure that the Township Supervisor has access to all areas of the fire halls.

8.10 Valuables

Township officials, appointees, employees, volunteers and consultants/contractors shall not keep money or other valuables in their desks or at their work stations. The township shall not be responsible for the loss of any personal property.

8.11 Safety

All township facilities will be maintained for compliance with OSHA and liability insurance standards as they apply to fire hazards, flammable materials and other safety hazards as established by board policy and procedures.

No boxes, files and other items shall be stored in hallways, stairs and landings. Flammable liquids and power equipment shall not be stored in the township hall. Other flammable materials will not be stored in the furnace room.

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

PUBLIC USE OF TOWNSHIP FACILITIES

8.12 Availability

Township facilities that are open to public use shall be used only in compliance with township policies and procedures.

The township board authorizes limited public access to and use of the following township facilities:

- Main board meeting room and kitchen
- Fire/rescue training room and kitchen

8.13 Denial of Facilities

The township board reserves the right to refuse use of the facilities for cause.

8.14 Reservations

The township hall is available for use by any township resident or organization on a first-come, first served basis. The township secretary shall record each reservation on a facility calendar.

Reservation forms shall be used to secure use of township facilities and to establish the terms such reservations are subject to. The form shall include a waiver that will hold the township harmless for any actions related to the event. This agreement may be amended from time to time as determined appropriate by the township attorney.

Use of the Fire/rescue training room and kitchen will be scheduled and coordinated with the Fire Chief. A reservation form shall also be required for this facility's use.

8.15 Fees and Deposits

The township board reserves the right to establish a fee schedule and periodically adjust the fees as necessary for use of township facilities by township board resolution. The following fees shall be charged for use of township meeting room:

- Birthday parties, showers, reunions, funeral luncheons or similar functions: \$100.00
- Weddings and Receptions: \$200.00
- For Profit Business functions: \$200.00

The fee shall be paid at the time the reservation is made. In the case of a cancellation, the fee shall be returned. A \$50.00 damage and cleanup deposit is required at the time the reservation is made and is refundable if the hall has been cleaned and restored to original condition.

If damage to the facility has occurred, the township shall use the deposit to repair the damage. If damage has occurred, the renter shall be notified. The township shall repair the damage, and if damages exceed the deposit, an invoice covering the cost of the repairs shall be submitted to the renter for payment. Failure to reasonably clean the facility after use shall result in forfeiture of a portion of the damage deposit to pay for cleaning expenses.

Non-profit Township organizations may be given use of the Township facilities without charge. Reservation priority will be given to organizations that pay for the facilities.

8.16 Facility Use Rules

- No smoking is allowed within any part of the building.
- Chairs and other equipment must be returned to their place of storage by the users.
- Floors must be swept and vacuumed.
- Counters and tabletops must be wiped clean.
- Any trash must be removed from the property.
- Kitchen equipment and utensils must be washed and returned to their original storage.
- Alcoholic beverages are not allowed (or permitted).

The lessee will be responsible for the health, safety, and welfare of all persons attending the function, and responsible for all of their possessions. The lessee will be responsible for any stolen or damaged property of the Township.

The lessee may decorate and move furniture but cannot use any tacks, nails, or other material which could damage the property. After cleaning the hall, the lessee will return the furniture to where it was prior to the event.

All food should be prepared before being brought to the hall. The kitchen is not licensed by the Health Department and does not have adequate electrical source to handle heating appliances such as cookers, roasters, or large coffee pots. Plugging in numerous small appliances could blow circuit breakers that are not easily available to reset.

The lessee is responsible for the actions of their guests. Excessive noise should be avoided. The lessee must assure that the function does not violate any federal, state, or local law or ordinance.

USE OF TOWNSHIP PROPERTY BY TOWNSHIP PERSONNEL

8.17 Personal Use of Township Property

The personal use of the township hall, equipment, machines, tools, supplies, or postage is prohibited.

Township Fire and Rescue personnel may use Township tools and facilities to work on their personal vehicles within the Fire Hall itself, but only with the approval of one of the Township Fire officers. In addition, personnel using these facilities are required to log in at the Fire Hall indicating the date and time they were there for that purpose. Failure to do so may result in suspension of this benefit.

8.18 Personal Mail

The township is a business address, and all mail and deliveries received at township facilities are subject to township policies regarding how mail and deliveries will be received and whether mail or deliveries will be opened by the township.

The township is a public entity, and mail and deliveries received at township facilities may be subject to public disclosure if they constitute public records. Township officials, appointees, employees, volunteers and consultants/contractors have no expectation of privacy regarding personal mail or deliveries at township facilities.

8.19 Bulletin Boards

The township board shall provide bulletin boards at each location for the posting of mandatory information relevant to the employees and visitors of the facility. Another township bulletin board for public notices, township business, and appropriate citizen notices will be kept for items approved by the Clerk.

8.20 Township Facility Phone Use

Employees are permitted to make brief personal phone calls.

8.21 Computer Use

The township's computer systems (including all hardware and software) are the exclusive property of the township and are provided for creating and transmitting business-related information. The township treats all computer files, including e-mail sent or received, as business information belonging to the township. In that regard, the township has the capability and reserves the right, with or without notice, to access, monitor, review, copy or delete any computer files, including e-mail sent or received, and all website communications and/or transactions. All computer users have the responsibility to use these resources in a professional, ethical and lawful manner.

8.22 E-mail Use

Some employees may have access to the township's e-mail system for township-related purposes. When transmitting messages via e-mail, employees should consider that e-mail messages can be read by persons other than the addressee and that the message may be later disclosed to outside parties or a court in connection with litigation. The public may have a right to request a copy of e-mail sent or received via the township e-mail system. Because of these concerns, employees shall maintain the highest standards of courtesy and professionalism when transmitting e-mail.

8.23 Internet

Some employees may have access to the township's Internet connection for township-related purposes. Any incidental use of the Internet for personal use must be conducted with the highest levels of professionalism. The public may have a right to request a record of the sites an employee has visited. The township has the capability to review website access. Employees should not have any expectation of privacy regarding the websites accessed through the computer system. Computer systems may "leave tracks" at websites visited.

8.24 Online Forums

The township recognizes that participation in some forums might be important to the performance of an employee's job. For instance, an employee might find the answer to a technical problem by consulting members of a news group devoted to the technical area. However, any messages or information sent on township-provided facilities to one or more individuals via an electronic network—for example, Internet mailing lists, bulletin boards and online services—are statements identifiable and attributable to the township. The public may have a right to request a record of messages or information sent on township provided facilities.

8.25 Personal Use

Limited, occasional or incidental use of township computer systems for sending or receiving e-mail for personal, non-business purposes is understandable and acceptable, but such personal use shall be kept to a minimum and shall not interfere with work responsibilities or work time.

Employees should not expect personal files or e-mail to be protected from review by other employees. As a result, employees should not use the township computer system to create or transmit any information they wish to keep private.

8.26 Township Access to Employee Communications

Generally, electronic information created and/or communicated by an employee using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and bulletin board system access, and similar electronic media is not reviewed by the township. However, the following conditions should be noted:

Electronic communications generated by township resources are potentially subject to Freedom of Information Act requests.

The township reserves the right to gather logs for most electronic activities or monitor employee communications directly, e.g., telephone numbers dialed, websites accessed, call length, and time at which calls are made, for the following purposes:

- Cost analysis
- Resource allocation
- Optimum technical management of information resources

Detecting patterns of use that indicate employees are violating township policies or engaging in illegal activity The township reserves the right, at its discretion, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other township policies.

Employees should not assume electronic communications are completely private. Accordingly, if they have sensitive information to transmit, they should use other means.

8.27 Software

The unauthorized use of township software is prohibited. Employees shall not make or use unauthorized copies of software programs. Employees shall not install or run outside software on township computers unless approved by the Township Supervisor. All outside software or documents must be virus-scanned before being installed or run on township equipment.

8.28 Passwords

All passwords shall be disclosed to the Township Supervisor. Security passwords do not imply confidentiality.

8.29 Procedure for Reporting Abuse of Computer Privileges or Violation of This Policy

A township official, employee or volunteer who is harassed or discriminated against through the use of the township computer system must immediately report this to the Supervisor.

8.30 Violations

Any township official, employee or volunteer who abuses the privilege of their access to e-mail or the Internet in violation of this policy will be subject to corrective action, including possible termination of employment, legal action and criminal liability.

8.31 Prohibited Uses of Township Property

An official, employee or guest shall not use township facilities, property or equipment including, but not limited to, township mail, township websites, bulletin boards, offices, phones, computers, e-mail, wired or wireless networks or the Internet, for the following prohibited uses:

- Visiting pornographic sites, or acquiring, possessing or transmitting pornographic, obscene or sexually harassing material
- Knowingly creating, transmitting, retrieving, circulating, publishing or storing any communication that is:
 - Discriminatory, harassing or offensive. Offensive messages include any messages that contain sexual implications, racial slurs, gender-specific derogatory or demeaning

- comments, or other comments that offensively address race, age, sexual orientation, religious or political beliefs, national origin, height, weight, marital status or disability.
- Any unprofessional or harassing comments, regardless of whether they are covered by legally protected classifications, are prohibited.
- Derogatory to any individual or group
- Obscene, sexually explicit or pornographic
- Defamatory or threatening
- In violation of any license governing the use of software
- Engaged in for any purpose that is illegal or contrary to the township's policy or public interests
- Violating copyright
- Unlawfully soliciting or promoting commercial ventures, religious or political causes, or outside organizations
- Transmitting information to individuals who are not authorized to receive it
- Engaging in dialogue about confidential, proprietary or non-public information involving the township or any employee, citizen or vendor
- Except in cases in which the township board has granted explicit authorization, employees are prohibited from engaging in, or attempting to engage in:
 - Monitoring or intercepting the files or electronic communications of other employees or third parties
 - Hacking or obtaining access to systems or accounts they are not authorized to use
 - Using other people's log-ins or passwords
 - Breaching, testing or monitoring computer or network security measures
- Sending e-mail or other electronic communications that attempt to hide the identity of the sender or represent the sender as someone else
- Using electronic media and services in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

8.32 Recycle

Morton Township's policy regarding the Township's Recycling Center offers that service to Township residents for no charge. There are restrictions as to materials allowed, dictated by Recycle Kent County and a list is provided for recyclers. Morton and Austin Township residents will be identified by a recycle sticker. Vehicles not displaying the sticker will be charged a nominal fee per visit, based on load size.

However, Township business or commercial taxpayers might also have need for this recycle program.

The Township's concern is commercial recyclers could very well overwhelm the current recycling capacity causing residents to possibly be denied service because the recycling bin is full and/or service is delayed or significantly slowed that day.

Morton Township reserves the right to inspect and charge a fee for all commercial or non-residential "loads" before unloading, to deny recycling service to commercial loads containing materials not allowed, and to deny recycling service if the commercial load is determined to be too large or significantly affect the bin's capacity. The fee will be determined by individual load.