

MORTON TOWNSHIP PERSONNEL MANUAL



With revisions approved as of October 12, 2021.

MORTON TOWNSHIP PERSONNEL MANUAL INDEX

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MORTON TOWNSHIP EMPLOYEE PERSONNEL MANUAL

ARTICLE I - PURPOSE

This personnel manual is applicable to all hired personnel employed by Morton Township. This manual is not applicable to elected officials.

It is the intent of this manual to act as an informational outline of benefits and practices that Morton Township intends to extend to its employees. This manual should not be construed as creating a contract between Morton Township and any of the applicable employees. The interpretation and operation of the benefits herein are within the sole discretion of the Morton Township Board. Benefits outlined in this document may be added to, expanded, reduced, deleted or otherwise modified by the Morton Township Board and any such modifications in the manual shall be solely within the discretion of the Township Board. The Board reserves and retains, solely and exclusively, all rights to manage and operate its affairs and neither the constitutional nor the statutory rights, duties and obligations of the Board shall in any way whatsoever be abridged by the terms of this manual.

No person or representative of Morton Township, other than the Township Board, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the provisions contained herein. The employees covered under this manual are **employees at will**. Their employment and compensation can be terminated with or without cause. An employee cannot rely on custom and prior practice of the past to affect their current or future 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.

ARTICLE II - CONFLICT OF INTEREST

It is very important that all employees of the Township earn and maintain the trust of our citizens. Credibility with the public should not in any way be jeopardized. In order to maintain this trust and credibility, everyone who deals with the Township should be treated fairly and equally. Except as specifically authorized in writing by the Township Board, employees are prohibited from accepting compensation or gifts with a value of greater than \$25.00 from any of our citizens or suppliers. All employees are required to disclose in writing to the Township Board any proprietary or financial interest they may have in any organization with which the Township does business so that a determination can be made as to whether a conflict of interest exists. Nothing in this handbook is intended to restrict investment or require disclosure of any investment by any employee in a stock or other security of any corporation listed on a national securities exchange or regularly traded by national securities dealers, provided that such investment does not exceed one percent of the market value of the outstanding securities of such corporation.

ARTICLE III – CONFIDENTIALITY / FOIA REQUESTS / MEDIA RELATIONS

All information regarding the affairs of citizens and Township business shall be kept in strict confidence. This includes general business, tax accounts, anticipated changes in staff or management, or the affairs of citizens. All Freedom of Information Act (FOIA) requests from any nonemployee should be sent to the Township Clerk for response. The Township Clerk shall act as the FOIA Officer and will process all requests for information. Only the Township Board members should discuss Township matters with the media. Whenever possible, a member of the Township Board should be notified in advance when an employee is contacted by the media for an interview. If this cannot be done, the Township Board should be notified as soon as possible about the interview and its subject.

ARTICLE IV – COOPERATION

Work to the best of your ability and cooperate with fellow employees. If you have difficulty with a fellow employee, which you are unable to resolve, do not discuss the problem with other uninvolved employees. Take the problem to your supervisor, who will help you find a solution. All employees should work together, regardless of their designated positions. **Any spare time should be spent helping someone else. We do not work entirely as individuals, but as a team, all doing our best. Be interested, helpful and considerate. Treat your fellow workers with the same respect and consideration that you want from them.** (See Article XXX – COMPLAINT PROCESS)

ARTICLE V - JOB DESCRIPTIONS

Job descriptions are important. They describe what each of us does and how our positions integrate with each other in the Township. **They are dynamic instruments and in a constant state of change.** Your job description requires your input to make it really work. Job descriptions are reviewed periodically by the Township Board and supervisors and shall be on file in the Clerk's office. In preparing job descriptions, several factors will be considered:

- Input from supervisors; (Building, Zoning, & Assessor report to Township Supervisor, Deputy Clerk to Township Clerk, and Deputy Treasurer to Township Treasurer)
- Input from the Township Board
- Input from employees;
- Consistency with other Township job descriptions;
- Legal requirements.

Employees will be given a copy of their own job description. Candidates interviewed for job openings will also be given a copy of the job description. Duties listed in job descriptions are meant as a general guideline and are not all-inclusive. An employee may be asked to perform tasks not specifically listed in the job description.

ARTICLE VI – EMPLOYEE HOURS

The Employee hours are from 8 a.m. to noon and 1 p.m. till 5 p.m., Monday through Thursday, and until 4 p.m. on Friday except on holidays listed in the holiday section or as determined by the Township Board. The work week for full time employees shall normally be thirty-nine (39) hours per week. Nothing, however, contained herein shall constitute a guarantee of thirty-nine (39) hours per week.

Each employee shall normally be allowed a one (1) hour lunch break. Employees are also allowed one (1) fifteen (15) minute break in the morning and another fifteen (15) minute break in the afternoon.

Breaks are not to be used at the beginning or end of the work day, added to the noon hour or accumulated, if not taken.

ARTICLE VII – CLASSIFICATION OF EMPLOYEES

A **Salaried/Exempt employee** is an individual who is hired to work a normal work week of thirty-nine (39) hours per week on a regular basis. Such employees shall be entitled to the benefits provided by the Township Board.

A **Regular Part-time employee** is an individual hired to work a normal part-time work week on a regular basis. Such employees may be entitled to the benefits provided by the Township Board.

An **Hourly rate/Non-Exempt employee as stated and covered under Fair Labor Standards ACT (FLSA)** is defined as an employee who typically works less than 40 hours per week. Non-exempt employees are eligible to share in Township benefits only as specifically provided in this handbook.

A **casual employee** is an individual who is hired for a limited period of time or for a particular project. Casual employees may be salaried/exempt or non-exempt. They are entitled to wages only and no benefits.

The effective **date of hire** is the date when an employee is officially hired as a non-exempt or salaried/exempt employee of Morton Township. This date will be used to determine applicable benefits. This date of hire will remain in effect throughout the employee's continuous consecutive years of paid employment with Morton Township, except as adjusted as follows:

1. Layoffs which exceed one year, the date of return indicates the new date of hire.
2. Termination of employment for any reason.
3. Leave of absences granted by the Township Board which exceed thirty (30) days.

ARTICLE VIII – APPROVED OVERTIME

Effective October 12, 2021, overtime for Salaried/Exempt employees will be for any hours worked in excess of forty (40) hours per week. For an employee to be eligible for overtime, prior approval by their supervisor is required.

ARTICLE IX – ABSENCE FROM WORK

It is the policy of the Township to encourage habits of good attendance and punctuality on the part of its employees. The Township recognizes that circumstances beyond your control may cause you to be absent from work for all or part of a day. However, unauthorized absences or tardiness will not be tolerated and may result in discipline, including but not limited to counseling, written discipline, suspension, or discharge. When your absence from work is unavoidable, your Township office must be notified prior to the start of your scheduled work shift (preferably, the night before) but no later than fifteen (15) minutes after the start of your shift of the reason for your absence or tardiness and its probable duration. If your absence is to continue beyond the first day, you must notify your supervisor.

ARTICLE X - LEAVE OF ABSENCE WITHOUT PAY

1. A salaried/exempt employee who has completed one full year of accredited employment with the Township may request unpaid personal leave of absence for a period not to exceed thirty (30) days in any one calendar year. All requests must give the reason for the leave, must be in writing, the expected duration of the leave and must be approved by the Township Board.
2. A personal leave of absence may be granted for any reason deemed appropriate by the Township Board.
3. All leaves of absence shall be without pay or benefits except that the township will continue to pay the townships portion of the health insurance, premium for up to thirty (30) calendar days while the employee is on approved leave of absence.
4. Employees may continue insurance coverage at their own expense after the thirty (30) days noted above, pursuant to current law.
5. An Employee will not be paid for holidays which may fall during the leave period.
6. At the expiration of the leave of absence, the employee does not return, the employee's employment may be terminated unless modified by the Township Board.
7. During the leave period, the employee's position may be filled by a temporary hire or transfer; however, the employee's position will remain unfilled for the duration of the approved leave.

ARTICLE XI - MILITARY LEAVE

Upon presentation of the official orders requiring training or emergency call up of Reserves, a salaried/exempt employee will be granted Military Leave for the duration of the training or emergency call-up.

Upon presentation of records indicating the dates and payment made by military service, the Township will pay the difference between military payment and the normal Township pay for a period of three (3) months.

After the expiration of the three months difference in payment by the Township, the employees right for reemployment is guaranteed for the duration of the training or emergency call up.

Military Leave or payment will not be granted for an employee's enlistment in the armed services unless a state of war is officially declared.

ARTICLE XII - JURY DUTY AND COURT DUTY

An employee who is subpoenaed to appear in court on a personal matter will not be reimbursed by the Township.

An employee who is called to perform jury duty will be paid their normal wages for the period served.

In all cases the employee is required to return to work when they are released by the court.

ARTICLE XIII – BENEFITS

In addition to your paycheck, eligible employees are entitled to receive many valuable benefits described below. These benefits are discussed in more detail in separate summary plan descriptions that are available to you. Although we would like to continue these benefits, the Township Board reserves the right to change them or discontinue them. In the event of any questions of conflict or control, the terms of the actual benefit plan document will control. The Township's sole obligation is to pay the premium or make the contribution it has agreed to pay. The Township is not liable for the payment of any benefits or claims if the administrator of the plan and/or insurance company denies coverage.

ARTICLE XIV-WAGES

It is the policy of the Township to pay wages, which are based upon the nature of the job performed. Wage increases are intended to reward above-average job performance. You may receive a merit increase in your salary through individual effort and performance, which include such factors as attendance and dependability, attitude on the job, the progress exhibited in learning the job as well as the quality and quantity of work. An employee's compensation can also be modified at the discretion of the Township Board.

The Township Clerk will be responsible for obtaining time and attendance reports from each employee at the end of each month.

These records must indicate on a monthly basis the following as applicable:

- A. Absence
- B. Overtime
- C. Vacation time

Time records must be signed by each employee. Payroll records for the payroll period are prepared and signed by the Township Clerk.

Changes in any part of the payroll record such as number of deductions and address must be submitted by the employee to the Township Clerk.

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that you are paid properly for all time worked and that no improper deductions are made, you must record correctly all work time and review your paychecks promptly to identify and to report any errors.

ARTICLE XV – HOLIDAYS

1. The following holidays will be observed and the Morton Township office will be closed:

- New Year Eve Day
- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday (12-5 p.m.)
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day

Friday after Thanksgiving Day
Christmas Eve Day
Christmas Day

2. In the event Christmas Day & New Year's Day falls on Saturday or Sunday, the holiday will be observed on the following Monday. Christmas Eve and New Year's Eve will be observed on the Friday before the holiday.
3. For all other holidays, if the holiday falls on a Sunday, Monday will be considered the holiday. If the holiday falls on Saturday, the preceding Friday will be observed as the holiday.
4. Only Salaried/exempt Employees will receive holiday pay.

ARTICLE XVI - VACATION TIME

1. Salaried/exempt Employees are entitled to five (5) days paid vacation after one year (1) of employment.
2. Salaried/exempt Employees with two years (2) of employment are entitled to ten (10) days paid vacation.
3. Salaried/exempt Employees with five years (5) of employment are entitled to fifteen (15) days paid vacation.
4. Salaried/exempt Employees with ten years (10) of employment are entitled to twenty (20) days paid vacation.
5. Salaried/exempt Employees with fifteen years (15) of employment are entitled to twenty five (25) days paid vacation.

Vacation time cannot be banked. If not taken by December 31, unused vacation days will be lost.

A single vacation day or multiple vacation days may be approved in advance by the employee's supervisor. Supervisors should assure that there is enough office coverage before approving leave requests. This schedule may be modified on a case-by-case basis at the time of hiring or at other times for existing employees.

ARTICLE XVII - ILLNESS BENEFITS

1. Eligible salaried/exempt employees shall accrue illness benefits as follows:
 - a. First year - 2 days after 6 months.
 - b. Second year & thereafter - 12 days per year. Sick time cannot be accumulated from year to year.
2. Extended Medical leave may be granted by the Township Board. Employee shall receive 75% of their salary up to 30 calendar days. The employee must provide satisfactory documentation, reviewed and accepted by the Township Board, to qualify for payment.

This schedule may be modified on a case-by-case basis at the time of hiring or at other times for existing employees.

ARTICLE XVIII - FUNERAL LEAVE

Should a death occur among the following family members (i.e. spouse, child, grandparent, grandchild, parent, sibling, father-in-law, mother-in-law, sister-in-law, and brother-in-law) of an employee, up to

three (3) days funeral leave with pay may be approved. Additional days may be considered vacation days.

ARTICLE XIX - SOCIAL SECURITY

Your job is covered by Social Security. A percentage prescribed by the federal government will be automatically deducted from your paycheck. The Township will match this contribution.

ARTICLE XX - UNEMPLOYMENT INSURANCE

The Michigan Employment Security Act provides protection against the hazards of unemployment at no direct cost to you. Benefits are derived from Township contributions, which are paid on an actual-cost basis.

ARTICLE XXI - HEALTH CARE AND LONG-TERM DISABILITY BENEFITS

After ninety days (90) the Township provides this coverage for the salaried/exempt employees. Health care premiums will be paid at 20% cost to the employee. Long-term disability insurance is paid for by the township. All changes in personal status (births, marriage, dependents, etc.) which may affect your coverage must be reported to the Township Clerk within fifteen (15) days of the change. It is the responsibility of the employee to notify the Township Clerk of all changes. An employee may continue the Health Plan by paying the full premium for 18 months after leaving employment.

ARTICLE XXII - WORKERS COMPENSATION

All Township employees are covered by worker's compensation insurance. The Township worker's compensation insurance carrier will determine if your medical expenses will be covered and paid for if you are injured on the job. In addition to potential payment of your medical expenses, the Township insurance carrier may provide weekly disability income in cases of occupational injury or disease in accordance with Workers' Disability Compensation Laws. If you qualify, your benefit payments will begin automatically after you have fulfilled your waiting period, provided you report the injury in a prompt manner to your supervisor. The Township must have complete knowledge of the case and maintains responsibility for and direction over:

- (1) The medical treatment administered;
- (2) Authorized time off work for medical treatment; and
- (3) Work assignments when physical limitations or restrictions result.

Medical and Life Insurance premiums normally paid by the Township will be paid for a period up to thirty (30) days while employee is covered by Workman's Compensation.

ARTICLE XXIII – LIFE INSURANCE BENEFITS

After one hundred eighty days (180) the township provides a Life and Accidental Death and Dismemberment policy for all salaried/exempt employees, Trustees, Firemen, and Medical First Response Workers.

ARTICLE XXIV - RETIREMENT PLAN

A deferred compensation plan is available to salaried/exempt employees after one year (1) of employment. After the employee becomes eligible the township will contribute 10% of an employee's regular wage annually after the end of the fiscal year (June 30th).

ARTICLE XXV - EDUCATION

During employment, it is sometimes important to attend educational and training conferences or seminars outside of the Township Hall. Employees authorized in advance may attend such conferences and be paid their normal wages. No overtime pay is authorized for attendance at such conferences. The following rules apply.

1. **Registration and conference fees may be paid for in advance after the registration or application have been reviewed by** their supervisor and the proposed expenses are provided in the departments approved budget. The Supervisor may bring the request to the entire Board if there are questions about its appropriateness.
2. Use of a personal vehicle will be reimbursed at the IRS standard mileage rate as voted by the Township Board. An official travel log report must be completed for reimbursement.
3. Reasonable expenses for meals, lodging and parking will be reimbursed after a voucher is submitted including actual receipts for these expenses. No advance payments for such expenses are authorized unless approved by the Board.

ARTICLE XXVI - INCLEMENT WEATHER

1. Employees who are unable to report for work due to weather conditions when the Township offices are open for business, must use vacation time in order to be paid for that day, otherwise the employee will be recorded absent.
2. If the employee reports for work and is sent home or otherwise is excused because of inclement weather, the day will be considered as being worked and the employee will be paid for that day.
3. The decision to declare the Township Hall closed will be with a Township Elected Official.
4. Employees will be notified whenever the Township Hall is closed due to inclement weather.

ARTICLE XXVII - WORK RULES

In order to promote a smooth and successful operation, to maintain a positive working atmosphere, and to inform all employees of the kind of conduct expected while at work, the Township has adopted the following work rules. These rules do not cover all subjects and, therefore, are not intended to be exhaustive. Disciplinary action taken in any case will be at the Township's discretion and depends on the facts of each case and the employment record of the person involved.

In accordance with the **“at-will”** policy, the Township reserves the right to impose any discipline, up to and including, discharge for anything the Board considers unacceptable.

The existence and/or use of the work rules do not alter the **“at-will”** employment relationship. Further, the work rules may be changed from time to time at the discretion of the Township Board.

REVIEW AND EVALUATION - All salaried/exempt and regular part-time employees will be reviewed by the Township Board during the month of March. All evaluations will be combined and summarized then gone over with each employee by the Township Board. The review will include positive points regarding the employee, including job performance, weaknesses, if any, in the employee, including job performance as well as comments regarding the relationship of the individual

job to the overall operation of the Township and set goals for job performance for the next year. Additional reviews may be conducted at any time.

Salaried/exempt employees shall have the right to attach written response to their evaluation which shall become a part of the evaluation. Salaried/exempt employees will be required to sign the review form as proof of review.

TARDINESS - Employees who are late may be docked for time lost or otherwise disciplined.

ABSENTEEISM - Employees who have an unexcused absence may be docked for time lost and otherwise disciplined.

DRESS AND GROOMING - Employees are expected to maintain a neat and well groomed appearance in accordance with their position and working conditions.

PUBLIC DECORUM - All employees must maintain a pleasant and helpful attitude in dealing with the members of the public and of coworkers, whether by telephone, mail or in person.

HARASSMENT - Morton Township will provide a work environment free of all forms of illegal harassment. Any employee conduct, whether intentional or unintentional, that results in the harassment of another employee on the basis of, religion, race, color, national origin, age, sex, height, weight, marital status, or handicap is prohibited. This policy applies to the actions of all employees, their relationships with each other, and the public. Sexual and other forms of illegal harassment in the workplace are illegal. It violates Title VII of the federal Civil Rights Act of 1964 and state fair-employment laws because it subjects employees to conditions and actions that have nothing to do with job performance or job qualifications.

Sexual Harassment is generally defined as unwelcome sexual advances, request for sexual favors, verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made a term or condition of an individual's continued employment, promotion or other condition of employment. This can occur by clearly stated or implied words or actions.
2. Submission to or rejection of such conduct is used as a basis for employment decisions affecting an individual employee.
3. Such conduct is intended to interfere or result in interference with an employee's work performance or creates an intimidating, hostile or offensive work environment for an employee.

Also prohibited are nude pictures, sexually oriented magazines or posters and other words or pictures of a sexually suggestive nature.

Verbal Harassment includes derogatory or vulgar comments regarding a person's gender or race, swearing, sexually suggestive language, remarks about a person's anatomy, threats of physical harm and distribution of written or graphic sexual or racist materials.

Physical Harassment includes touching another person in a sexually suggestive way or in gender/sexual location. Also prohibited is physical contact such as poking, hitting and pushing or threats to take such action.

Appropriate penalties will be imposed on individuals found to be engaging in illegal harassment and on supervisors who fail to take appropriate action when employees bring illegal harassment to their attention.

Morton Township will not tolerate illegal harassment nor will it tolerate reprisals against any employee who makes a harassment complaint. Employees who violate this policy are subject to disciplinary action, including discharge. Any supervisor who receives a complaint of illegal harassment and fails to take corrective action pursuant to this policy is also subject to disciplinary action, including discharge.

In addition, illegal harassment lawsuits are often filed against the harasser. This can result in a large monetary judgment against individuals found guilty of harassment. Some forms of illegal harassment are also in violation of criminal laws and thus can result in fines or jail sentences.

Any employee who believes that he or she has been the subject of illegal harassment should report the conduct immediately. An employee with a complaint should report this to his or her supervisor if this person is not the perpetrator of the harassing behavior. If the employee is uncomfortable with any of these steps, the report can also be made directly to any member of the Township Board.

A supervisor who observes or has reported to them instances of illegal harassment should notify the Township Supervisor immediately and take steps to prevent continued and/or future occurrences.

An investigation of any complaint of illegal harassment will be undertaken immediately, and to the greatest extent possible, kept confidential. This process will result in a factual determination based on all of the evidence received.

Morton Township recognizes that false accusations of illegal harassment can have serious effects on innocent men and women. Therefore, anyone making a false accusation will face disciplinary action.

With this policy, all employees are expected to act in a responsible and professional manner to establish a working environment free of discrimination. Any refusal to participate in an investigation of employee harassment, as requested by the Township Board, may lead to discipline, including and up to discharge.

THEFT or attempted theft of township property, visitor's property or other employee property will not be tolerated and is grounds for dismissal.

FALSIFICATION of any Township records including, but not limited to, payroll, employment, or programs will not be tolerated and is grounds for dismissal.

REFUSAL TO OBEY or willful failure to carry out legitimate instructions of supervisory personnel, including assigned duties of the job will not be tolerated and is grounds for dismissal.

TOWNSHIP PROPERTY - Employees shall conform to all rules for the use and treatment of Township facilities, property, and equipment. Abuse or destruction of Township property or the property of others will result in discipline. **UNAUTHORIZED USE** of township property, equipment, supplies, or facilities will not be tolerated and is grounds for dismissal.

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.

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.

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.

INTERNET USE - 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.

ON-LINE 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.

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 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:

1. Cost analysis
2. Resource allocation

3. Optimum technical management of information resources

4. 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.

CRIMINAL BEHAVIOR – Arrests for either felony or misdemeanor crimes must be reported to your supervisor within 24 hours of their occurrence. Convictions for criminal behavior may result in discipline.

DISCLOSURE OF CONFIDENTIAL INFORMATION – Any unauthorized disclosure may result in discipline.

INSUBORDINATION – Failure to follow the direction of your supervisor will not be tolerated. Disrespect, verbal abuse or insubordination to any elected township official falls in this category. An employee may appeal a demand of a supervisor immediately to any member of the Board of Trustees if the employee feels the directions are unsafe. If the employee feels the demand is unjust or inappropriate, but still safe, the direction given should be followed as given. The employee may file a complaint after the action, according to policy.

From time to time, the Township may initiate an investigation into a work related matter. As an employee of the Township, you are required to cooperate in that investigation. If you fail to cooperate and/or knowingly make any misrepresentations or false statements as part of that investigation, you will be subject to discipline, up to and including discharge.

The Township cannot be responsible for loss or damage to employee's personal equipment or valuables. Employees are encouraged not to have such items in areas where a loss or damage could occur.

DRUG-FREE WORKPLACE - Morton Township believes that the abuse of alcohol and use of illegal drugs is harmful to the employee, workplace and society. Therefore, the unlawful manufacture, distribution, dispensation, possession, use or sale of illegal drugs or alcohol on Township premises or while conducting Township business shall be prohibited. Also, being under the influence of illegal drugs or alcohol on Township premises or while conducting Township business is also prohibited since this unnecessarily endangers the health and safety of not only yourself, but also your fellow employees. Violation of this policy will subject the offending employee to disciplinary action up to and including discharge.

Because of the seriousness of the substance abuse issue, applicants for employment may be required to undergo drug and alcohol testing. Active employees may also be required to undergo drug and alcohol testing if the Township Board has reasonable suspicion of drug or alcohol use by the employee. This testing will be performed by a reputable hospital or independent laboratory using qualified and trained medical technicians or professionals. This facility will be chosen by the Township, and the employee will be transported to and from the testing center. Should the test prove negative, the employee will be returned to work without discipline or loss of pay. Positive testing of drug or alcohol use or abuse or refusal to submit to this testing will be grounds for discipline up to and including discharge.

ARTICLE XXVIII - 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.

ARTICLE XXIX - TERMINATION OF SERVICE

VACATION DAYS & ILLNESS DAYS - not used in the current calendar year will be paid for in the last payroll period prior to termination.

DEATH - In the event the employee dies, the estate of that employee will be entitled to unpaid accumulated wages earned up to the day of the death.

VOLUNTARY TERMINATION - When an employee chooses to resign, two (2) weeks written notice to the Township is expected. If proper notice is given, the employee will be entitled to unpaid accumulated wages earned up to the day of the termination.

LAY OFF OR DISMISSAL - If an employee is laid off or dismissed, the employee will be entitled to unpaid accumulated wages earned up to the day of the termination, unless the employee owes restitution to the Township for any type of theft or misappropriation of township funds.

ARTICLE XXX - COMPLAINT PROCESS

1. All Salaried/exempt and regular part-time employees shall use the following complaint process to present and settle disputes concerning the administration and interpretation of Township personnel policies and procedures and other work-related actions. At no time will a salaried/exempt employee bypass the supervisor or approach another Board member with a problem, except to present claims of prohibited discrimination or harassment.

2. COMPLAINT PROCESS:

Step One: Salaried/exempt Employees wishing to discuss a problem must approach their Supervisor within five working days following the action initiating the complaint and attempt to settle the difference on an informal basis. It is the employee’s responsibility to assure that the

Supervisor is aware of the nature and seriousness of the problem. Every effort shall be made to satisfactorily settle the complaint in this manner.

Step Two: If the problem is not satisfactorily resolved through the verbal procedure, the salary exempt employee may reduce the problem to writing with all the facts outlined and present it to the Supervisor within two working days after the verbal discussion. The Supervisor will have three working days in which to give the employee a written answer.

Step Three: If the problem still is not resolved, the salary exempt employee may present the problem to the Township Board at the next regularly scheduled meeting. The employee may request that discipline, discharge or evaluation matters be considered in closed session. The Board will act on the problem no later than the following regularly scheduled Board meeting. The Township Board's decision will be final and the official ruling of the Township.

ACKNOWLEDGMENT

I have received a copy of the Morton Township Employee Personnel Manual and have read it through carefully. I agree and understand that I am employed at will and that, therefore, the Township has a right to terminate my employment at any time, with or without notice and with or without cause. I agree to abide by any and all policies, rules, and regulations of the Township whether contained in this personnel manual or not. Further, I understand that the policies, rules and regulations of the Township may be changed, modified or supplemented at any time and that such changes, modifications, or supplements may be made orally or in writing. I agree to abide by such changes, modifications or supplements. No further different or additional obligations may, however, be imposed upon the Township except as individually addressed to me in writing and authorized by the Township Board at a quorum of the Township Board at a Township Board meeting. Furthermore, I understand that all decisions by the Township as to the intent, interpretation or application of these policies, rules and regulations shall be binding upon me. I further acknowledge that it is my responsibility to read this personnel manual and to ask questions about anything that I do not understand.

Date: _____

Employee Signature: _____

Supervisor's Signature: _____

I consent to the publication of my photograph in any Township publication or advertising promotion, and hereby release Morton Township and its owners and agents from any and all liability for the use of this picture or news story.

Date: _____

Employee Signature: _____

Supervisor's Signature: _____