

Approved Minutes
Special Meeting to Discuss Morton Township Policy Manual and Personnel Manual
Tuesday, September 28, 2021 @ 9:00 am
290 West Main Street, Mecosta MI 49332

Call to Order 9:00 am

Pledge of Allegiance

Roll Call: Mark Klumpp, Yo Bellingar, Jeff Ratledge, Maureen Wolfe and Stephanie McNeal were all present.

One public citizen present.

Purpose of meeting is to discuss changes made to the township's personnel and policy manuals.

Policy manual changes including Code of Ethical Conduct were approved on April 13, 2021.

One additional policy manual change was proposed:

-Section 8.5 Hours of Business:

The township office shall be open to the public at 8:00 am and shall be closed at 4:30 pm on every normal business day except Fridays closing at 4:00 pm.

-Add Section 4.8 Federal Procurement Conflict of Interest Policy.

Personnel manual changes include:

-Article VI – Employee Hours:

The employee hours are from 8 am to 4:30 pm Monday through Thursday and 8:00 am to 4:00 pm on Fridays with ½ hour lunch each day.

-Article VIII – Approve Overtime:

Eliminate paragraphs two and three and change 39 hours to 40 hours per week in first sentence.

-Article XIV – Wages:

Change B from Comp Time to Overtime

Article XV – Holidays:

Eliminate afternoon of Christmas Eve Day and New Year's Eve Day to make the entire day a holiday.

Article XVI – Vacation Time:

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

Eliminate "If hired after January 1, 2014, following schedule is effective:" and 1-4 following.

Article XVII – Illness Benefits:

Remove "If hired after January 1, 2014..."

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

Article XXI – Health Care Plan – add long term disability insurance.

Respectfully,

Stephanie McNeal