



Charter Township of Canton

MERIT SYSTEM COMMISSION

HUMAN RESOURCES POLICY MANUAL

(MARCH 1, 2011)

RULE 1 - GENERAL	2
1.100 Purpose and Scope	2
1.200 Non-Discrimination	3
1.300 Political Activity	3
1.400 Employment Of Relatives	4
1.500 Amendments to Rules	4
RULE 2 SELECTION AND PLACEMENT	5
2.100 ENTRANCE REQUIREMENTS	5
2.110 Notice Of Examination	5
2.120 Applications	5
2.130 Citizenship	5
2.140 Residence	5
2.150 Rejection Of Application	5
2.160 Postponement And Cancellation Of Examination	6
2.200 - ENTRANCE EXAMINATIONS	6
2.210 Type Of Examination	6
2.220 Contents Of Examination	6
2.230 Concealment Of The Identity Of Examinees	7
2.240 Method Of Rating Examinations	7
2.250 Identity Of Failures	8
2.260 Correction Of Clerical Errors	8
2.270 Non-Assembled Examinations	8
2.280 Notice Of Examination Results	8
2.290 Inspection Of Examination Papers	8
2.300 - EMPLOYMENT LISTS	8
2.310 Establishing The Employment List	8
2.320 Promotional Employment List	8
2.330 Original Entrance Employment List	9
2.331 Veteran's Preference	9
2.340 Combining Of Original Entrance Employment Lists	9
2.350 Removal From Employment Lists	9
2.360 Cancellation Of Lists	10
2.370 Duration Of Employment Lists	11
2.380 Continuous Testing	11
2.400 - CERTIFICATION AND APPOINTMENT	11
2.410 Order Of Filling Vacancies	11
2.420 Certification Process	12
2.430 Provisional Appointments	12
2.440 Emergency Appointments	13
2.450 Establishment Of Reemployment Lists	13
2.500 - PROBATION	14
2.510 Probation Period	14
2.520 Report On Probation Period	15
2.600 - PROMOTIONS	15
2.610 Promotional Examinations	15
2.620 Promotional Policies	15
2.630 Township Seniority	17
2.640 Promotion Without Examination	17
2.650 Promotional Probationary Period	17
2.700 - TRANSFER	17

2.800 - SENIORITY	18
2.810 Seniority Defined	18
2.820 Provisions Affecting Seniority	18
RULE 3 - DISCIPLINE, DEMOTION AND LAYOFF	19
3.100 DISCIPLINE	19
3.110 Purpose Of Discipline	19
3.120 Range Of Discipline	20
3.130 Disciplinary Action	21
3.140 Complaint Procedure	21
3.150 Dismissal	22
3.160 Appeal To Merit Commission	24
3.170 Appeal Proceedings	25
3.180 Resignation Before Decision	26
3.190 Suspension	26
3.200 - DEMOTION	27
3.210 Notice Of Demotion	27
3.220 Appeal Of Demotion	27
3.300 LAY OFF	27
3.310 Lay Off Defined	27
3.320 Notice Of Lay Off	27
3.330 Order Of Lay Off	28
3.340 Establishment Of Lay Off Reemployment List	28
3.350 Notice To Investigate Lay Off	28
RULE 4 - CLASSIFICATION AND COMPENSATION	29
4.100 - CLASSIFICATION	29
4.110 Classification Plan	29
4.120 Job Descriptions	29
4.130 Interpretation Of Job Descriptions	29
4.140 Allocation Of Positions To Classes	30
4.150 New Positions	30
4.160 Reallocation Of Positions	30
4.170 Assignment Of Duties According To Job Descriptions	31
4.180 Amendment Of Classification Plan	31
4.200 - EMPLOYEE COMPENSATION	31
4.210 Setting Of Salaries And Fringe Benefits	32
4.220 Preparation Of Salary And Fringe Benefit Schedule	32
4.230 Application Of Salaries To Classifications	32
4.235 Non-Application Of Economic Benefits To Continuing Employees	32
4.240 Salary Rates	33
4.241 Hiring Rate	33
4.242 Promotion and Transfer Rate	33
4.243 Temporary Promotion Due to a Leave of Absence	34
4.244 Generic Upgrade	35
4.245 Equity/Relationship Increase	35
4.246 Reclassification To A Lower Salary Grade	35
4.247 Merit Increase	36
4.248 Overtime and Compensatory Time	36
4.259 Payment For Professional Certification	40

4.300 LEAVES OF ABSENCE	40
4.301 Regulations Regarding Leaves Of Absence	40
4.302 Absence Without Leave	40
4.310 Paid Time Off Program	41
4.320 Sick Leave	44
4.330 Pregnancy Disability Leave	46
4.340 Bereavement Leave	47
4.350 Jury Duty	47
4.360 Leave with Pay	47
4.370 Leave Without Pay	48
4.380 Fringe Benefits While On Leave of Absence	49
APPENDIX 1 - Non-Union Classified Employees - Holiday Schedule	50
APPENDIX 2 - Non-Union Classified Employees - Salary Grade System	51
APPENDIX 3 - Merit Commission Interpretations Of Ordinance No. 85	53
APPENDIX 4 - Non-Union Classified Employees - Paid Overtime Policy	54
APPENDIX 5 - Non-Union Classified Employees - Fringe Benefits	55
APPENDIX 6 - Non-Union Classified Employees - Tuition Reimbursement Program	66
APPENDIX 7 - Non-Union Classified Employees - Disability Retirement Policy	69
APPENDIX 8 - Family And Medical Leave Policy	71
APPENDIX 9 - Department Directors Fringe Benefit	80
APPENDIX 10 - Family and Medical Leave Flexible Staffing Policy	82
APPENDIX 11 - Work Related Injury or Illness	83
APPENDIX 12 - Compensation For On-Call Employee	84
APPENDIX 13 - Furlough Day Schedule (2011 and 2012)	86

**CHARTER TOWNSHIP OF CANTON
MERIT SYSTEM COMMISSION
HUMAN RESOURCES POLICY MANUAL**

AMENDMENTS

Approved by Merit Commission:	5-14-80
Amended 10-09-80:	Rule IV Section 2A Rule VI Section 4
Amended 12-17-80:	Rule XI Section 4D Rule XII Section 2 Rule XIII Section 2
Amended 03-11-81:	Rule VII Section 5E Rule VII Section 5G Rule IX Section 1
Amended 04-08-81:	Rule XVII Section 5A
Amended 05-19-81:	Rule XVII Section 5
Amended 06-09-81:	Rule I Section 2 Rule XIX
Amended 08-18-81:	Rule VIII Section 1 Rule VIII Section 5B Rule IX Section 1A Rule XI Section 2I & K Rule XV Section 5
Amended 09-09-81:	Rule IV Section 5 Rule IX Section 1 Rule IX Section 1D
Amended 05-17-82:	Rule I Rule XVI Section 1C 9 & 10 Rule XVI Section B 3 & 4 Rule XVII Section 5C
Amended 10-18-82	Format Of Entire Manual Revised
Amended 01-12-83:	Rule 4.350
Amended 03-14-83:	Rule 4.330
Amended 08-15-83:	Rule 4.200
Amended 01/12/84:	Rule 4.235 Appendix 3

Amended 02/20/85:	Rule 1.440 Rule 3.180 Appendix 2
Amended 06/25/85:	Rule 4.241
Amended 08/19/85:	Rule 4.250C
Amended 03/03/86:	Rule 4.330 Appendix 2
Amended 03/25/86:	Rule 4.310B
Amended 04/22/86:	Rule 4.250 Rule 4.260 Appendix 4
Amended 02/10/87:	Appendix 2
Amended 09/24/87:	Rule 2.150F
Amended 05/19/88:	Rule 1.300 Rule 3.130 Rule 4.250 Rule 4.320D Rule 4.330A 1 and 2 Rule 4.350 Appendix 2 Appendix 5
Amended 09/13/88:	Rule 4.270
Amended 11/10/88:	Rule 4.250
Amended 02/16/89:	Appendix 3
Amended 06/07/89:	Rule 4.330 Rule 4.360 Appendix 2 Appendix 5
Amended 02/22/90:	Rule 4.244
Amended 06/25/90:	Appendix 2 Appendix 4 Appendix 5
Amended 08/20/90:	Rule 4.250
Amended 10/23/90:	Appendix 4

Amended 02/25/91:	Rule 4.260	
Amended 06/19/91:	Appendix 2 Appendix 5 (Employee Fitness Program) Appendix 8	
Amended 07/19/91:	Appendix 2 Appendix 7	
Amended 01/01/92:	Appendix 2	
Amended 04/20/92:	Rule 2.120 Rule 4.120 Rule 4.310 Rule 4.320D Rule 4.330C Rule 4.350 Appendix 1 Appendix 6 Appendix 8	
Amended 6/15/92:	Appendix 7	
Amended 7/22/92:	Rule 2.120	
Amended 4/26/93:	Rule 1.100 2D Rule 1.200 Rule 1.400 Section 1.440 Deleted Rule 1.500 Police Lieutenants and Sergeants Renumbered remaining rules	-
	Rule 2.400 Rule 2.410 Rule 2.420 A, B, C Rule 2.430 C Rule 2.510 Rule 2.610 Rule 2.620 Rule 2.650 Rule 2.700 Rule 2.800 C and F3 Rule 3.110 Rule 3.120 (a) Rule 3.130 Rule 3.140, Step 1, Step 2 and Step 3 Rule 3.150 A, B2 and B11 Rule 3.170 A, B, C and D Rule 3.180 Rule 3.190 A and B Rule 3.210 Rule 3.220	

Amended 4/26/93 cont:	<p> Rule 3.320 Rule 4.150 Rule 4.170 Rule 4.180 Rule 4.220 Rule 4.243 Rule 4.244 Rule 4.250 Rule 4.302 Rule 4.310 Rule 4.320 C4 Rule 4.340 Rule 4.360 Rule 4.370 A APPENDIX 2 - Non Union Classified Employees Salary Grade System APPENDIX 5 - Non Union Classified Employees - Fringe Benefits - Sections A1, C2, I, JA, </p>
Amended 05/24/93	Rule 4.243
Amended 07/26/93	APPENDIX 5J
Amended 11/15/93	APPENDIX 5C (3) APPENDIX 5K
Amended 12/06/93	APPENDIX 8 Rule 4.380
Amended 01/01/94	APPENDIX 2 Non-Union Classified Employees - Salary Grade System
Amended 02/21/94	Rule 4.360 Rule 4.380
Amended 4/18/94	Add Appendix 9 Department Directors Compensation Plan
Amended 12/19/94	Rule 4.310 (4) Carry Over and Cash Out Of P.T.O.
Amended 02/15/95	<p> Rule 4.340 Funeral Leave APPENDIX 2 Non-Union Classified Employees Salary Grade System Add APPENDIX 2A New Non-Union Classified Employees Salary Grade System (Tier Scale) APPENDIX 5C Longevity Pay APPENDIX 5F Life Insurance APPENDIX 5J Retiree Benefits APPENDIX 5K Employee Fitness Program APPENDIX 7B (6) Disability Life Insurance APPENDIX 9 Directors' Compensation </p>

Amended 02/27/96	<p>APPENDIX 2 - Non-Union Classified Employees Salary Grade System</p> <p>APPENDIX 2A - Non-Union Classified Employees Tier Salary Grade System</p> <p>APPENDIX 5 - 5C Longevity Pay, 5E Optical</p> <p>APPENDIX 9 - Director's Compensation</p>
Amended 07/23/96	<p>APPENDIX 9 - Director's Compensation</p> <p>Finance and Budget Services Director - Car Allowance</p>
Amended 04/21/97	<p>Delete Rule 3 - Discipline, Demotion, Lay Off Section 3.120 (a) Oral Reprimand and, (c) Probation Rule 3, Section 3.150 B Grounds For Dismissal (5)</p> <p>3.340 Establishment of Lay Off Reemployment List paragraph 2</p> <p>4.246 Reclassification To a Lower Grade, Section C and D</p> <p>4.250 Overtime and Compensatory Time (B)</p> <p>4.301 Regulations Regarding Leaves of Absence Sub section C</p> <p>4.310 Paid Time Off Program</p> <p>4.310 (4)</p> <p>4.340</p> <p>4.360 (3)</p> <p>APPENDIX 2 - Non Union Classified Employees Salary Grade System</p> <p>APPENDIX 2A - Non Union Employees Tier Salary Grade System</p> <p>APPENDIX 3 - Merit Commission Interpretations Of Ordinance No. 85</p> <p>APPENDIX 5 Retiree Benefits - A MEDICAL INSURANCE - Basic Coverage</p> <p>C4 Longevity Pay</p> <p>I, J, Retiree Benefits</p> <p>APPENDIX 6 - Non-Union Classified Employees - Tuition Reimbursement Program - Procedures</p> <p>APPENDIX 9 - Department Directors Compensation Plan</p> <p>Added APPENDIX 10 - Work Related Injury or Illness</p>
Amended 5/19/97	<p>APPENDIX 4 - Non-Union Classified Employees - Paid Overtime Policy</p>
Amended 1/13/98	<p>APPENDIX 2 - Non-Union Classified Employees - Salary Grade System (For employees hired, reclassified, filling vacancies, and promotions prior to January 1, 1995)</p> <p>APPENDIX 2A - Non-Union Employees Tier Salary Grade System (For employees hired, reclassified, filling vacancies, and promotions on or after January 1, 1995)</p> <p>APPENDIX 5 - Non-Union Classified Employees - Fringe Benefits</p> <p>Section H - Mileage</p>
Amended 4/27/98	<p>Funeral Leave</p>
Amended 8/24/98	<p>Rule 4.310 (10) Paid Time Off</p>

Amended 10/26/98	Rule 4.310 (4)
Amended 11/16/98	Rule 4.320 (C) Sick Leave
Amended 12/15/98	APPENDIX 2 - Non-Union Classified Employees - Salary Grade System (For employees hired, reclassified, filling vacancies, and promotions prior to January 1, 1995) APPENDIX 2A - Non-Union Employees Tier Salary Grade System (For employees hired, reclassified, filling vacancies, and promotions on or after January 1, 1995) Rule 4.310 (2) APPENDIX 5 - Non-Union Classified Employees - Fringe Benefits Section B - Dental APPENDIX 5 - Non-Union Classified Employees - Fringe Benefits Section H - Mileage
Amended 4/26/99	Rule 2.350 (G) Removal From Employment Lists
Amended 1/25/2000	APPENDIX 2 - Non-Union Classified Employees - Salary Grade System (For employees hired, reclassified, filling vacancies, and promotions prior to January 1, 1995) APPENDIX 2A - Non-Union Employees Tier Salary Grade System (For employees hired, reclassified, filling vacancies, and promotions on or after January 1, 1995) APPENDIX 9 - Department Directors Compensation Plan
Amended 8/28/2000	Rule 4.241 C. - Hiring Rates Rule 4.310 F. - Paid Time Off Program
Amended 9/25/2000	APPENDIX 6 (5) - Tuition Reimbursement Program
Amended 12/18/2000	Rule 4.310 (4) - Paid Time off Program
Amended 01/23/2002	APPENDIX 7 - Non-Union Classified Employees - Disability Retirement Policy B (7) Medicare Delete APPENDIX 7 - Non-Union Classified Employees- Disability Retirement Policy C (3) (5)
Amended 01/27/2003	Personnel changed to Human Resources Rule 4.100 - Classification Rule 4.241 - Hiring Rate Rule 4.242 - Promotion and Transfer Rate Rule 4.244 - Generic Upgrade Rule 4.246 - Reclassification to a Lower Salary Grade Appendix 2 - Non-Union Classified Employees - Salary Grade System Appendix 5 - Non-Union Classified Employees - Fringe Benefits. Section C - Longevity Pay Section E - Optical Program

Amended 01/27/2003	<i>Continued</i>	Section I - Pension Plan Section J - Retiree Benefits Appendix 9 - Department Director's Fringe Benefits. Performance Bonus
Amended 1/26/04		Appendix 2 - Non-Union Classified Employees - Salary Grade System
Amended 7/19/04		Added Appendix 10 - Family & Medical Leave Flexible Staffing Program. Changed Appendix 10 - Work Related Injury and Illness to Appendix 11.
Amended 8/23/04		Deleted second paragraph of Section 3.120 (b), replaced with updated FLSA language.
Amended 12/20/04		Changed Article 4.242 – Promotion and Transfer Rate
Amended 2/28/05		APPENDIX 2 - Non Union Classified Employees Salary Grade System - title changes.
Amended 5/20/05		Rule 4.248 - Overtime and Compensatory Time
Amended 6/27/05		Rule 4.248 – Overtime and Compensatory Time.
Amended 9/8/05		Rule 4.310 (6) - Paid Time Off Program
Amended 10/11/05		Rule 2.370 - Duration of Employment Lists Rule 2.380 - Continuous Testing
Amended 11/28/05		Rule 4.310 (2) - Paid Time Off Program Article 4.320 - Sick Leave Appendix 1 - Holiday Schedule Appendix 2 - Non-Union Classified Employees Salary Grade System Appendix 5 - Non-Union Classified Employees Fringe Benefits (A, C, J)
Amended 4/24/06		Rule 4.210 Setting of Salaries and Fringe Benefits
Amended 7/24/06		Appendix 5 - Fringe Benefits (J, Retiree Benefits), added E Deceased Retiree Coverage
Amended 8/28/06		Rule 4.248 (A) Overtime and Compensation
Amended 10/23/06		Rule 4.320 - Sick Leave Added C6
Amended 03/26/07		Appendix 2 - Non-Union Classified Employees - Salary Grade System Assistant Treasurer and Information Technology Manager Reclassified

Amended 04/23/07	Appendix 2 - Non-Union Classified Employees - Salary Grade System Public Works Supervisor, Asset Management
Amended 6/25/07	Appendix 2 - Non-Union Classified Employees - Salary Grade System Human Resources Specialist Reclassified Grade 6 to Grade 4
Amended 7/23/07	Appendix 2 - Non-Union Classified Employees - Salary Grade System -Business Operations Supervisor Added
Amended 9/24/07	Appendix 2 - Non-Union Classified Employees - Salary Grade System Eliminate the Budget and Water Billing Manager job title and description and replace with Budget, Benefits, and Internal Audit Manager
Amended 11/5/2007- Sp. Mtg	Appendix 2 - Non-Union Classified Employees - Salary Grade System Salary Grade System - Effective 1/1/2008
Amended 12/17/2007	Appendix 2 - Non-Union Classified Employees - Salary Grade System Emergency Management Planner Position Added
Amended 7/08/2008	Section 4.38 Fringe Benefits While On Leave of Absence Item D. added to provide clarification on current Township practices.
Amended 10/27/2008	Title change: Public Works Supervisor, Storm Water retitled Public Works Supervisor, Environmental Services
Amended 11/17/2008	Title change: Recreation Coordinator, Sports retitled Recreation Coordinator, Sports & Seniors
Amended 11/17/2008	Title change: Marketing Specialist retitled Senior Program Specialist
Amended 12/15/2008	Title change: Community Services Manager retitled Resources and Facilities Services Manager
Amended 2/25/2009	Reformatted lettering/numbering to be consistent throughout the policy.
Amended 2/25/2009	Section 4.310 (D.) Language added regarding PTO earned for Non-Union Classified Employees hired on or after February 25, 2009
Amended 2/25/2009	Section 4.340 Funeral Leave changed to Bereavement Leave. Five days reduced to three days and seven days reduced to five days.

Amended 2/25/2009

Appendix 2 - Non-Union Classified Employees - Salary Grade System: Salary Grade System - Effective 1/1/2009

Amended 2/25/2009

Appendix 5 - Non-Union Classified Employees – Fringe Benefits:

A. Medical Insurance

Item 3. Language added regarding changes to medical coverage that became effective January 1, 2006.

Renumbered A. 3 (Cash in Lieu of Insurance) to A. 4

Renumbered A.4 (Extended Medical Benefits) to A. 5

Amended 2/25/2009

Appendix 5 - Non-Union Classified Employees – Fringe Benefits: (Continued)

Language added - Non-Union Classified Employees hired on or after February 25, 2009 will be required to contribute 10% to their monthly health, dental and prescription coverage.

Non-Union Classified Employees hired on or after February 25, 2009 will not be allowed to select Blue Cross Community Blue PPO Plan.

Language added regarding current employees who transfer into the Non-Union Classified Employee group.

B. Dental Insurance

Non-Union Classified Employees hired on or after February 25, 2009 will be required to contribute 10% to their monthly health, dental and prescription coverage.

Language added regarding current employees who transfer into the non-union classified employee group.

C. Longevity Pay

Longevity pay frozen at current amount for all non-union classified employees as of February 25, 2009.

Language added regarding longevity pay for current employees who are promoted or transfer into the non-union classified employee group.

I. Pension Plan

Non-union Classified Employees hired on or after February 25, 2009 will be required to participate in the MERS Defined Contribution Plan.

Amended 2/25/2009

Appendix 5 - Non-Union Classified Employees – Fringe Benefits: (Continued)

J. Retiree Health Insurance

Upon retirement, Non-Union Classified Employees hired on or after February 25, 2009 will be required to continue contributing 10% to their monthly health and prescription coverage.

K. The employee fitness test and employee fitness allowance have both been eliminated for any employee hired on or after February 25, 2009.

Amended 2/25/2009

Appendix 7 – Family Medical Leave Act (FMLA) Policy revised 8/27/2008 replaces FMLA Policy revised 7/16/2003

Amended 2/25/2009

Appendix 9 – Department Director’s Fringe Benefits

Department Directors hired or appointed on or after February 25, 2009 will receive \$250.00 per month in auto allowance (reduction from \$400.00 per month).

Amended 4/27/2009

Rule 1.400 Employment of Relatives

Section 1.410 Removed language: “The hiring of relatives will be limited.”

Section 1.430 Language revised to provide clarity

Note: Section 1.430 Revised again 10/19/2009 to provide additional clarity.

Amended 6/22/2009

Economic Development Director - Salary Grade 10

Amended 7/27/2009

Rule 4 – Classification and Compensation

Added section 4.243 Temporary Promotion Due to a Leave of Absence

Amended 7/27/2009

Rule 4 – Classification and Compensation

Renumbered sections 4.243 and higher

Amended 9/21/2009

4.310 PTO – Added Section N

“Employees transferring or receiving a promotion from a collective bargaining unit group...”

Amended 9/21/2009

4.320 Sick Leave – Added Section D

“Employees transferring or receiving a promotion from a collective bargaining unit group...”

Amended 9/21/2009	Appendix 5 –Pension Plan 2. (6 iv.)
	Eliminated language “normal retirement is at age 65 with at least 10 years of service.”
	Revised language to read “an employee may retire at age 55 with at least 15 years of service.”
	Added language “Employees transferring or receiving a promotion from a collective bargaining unit ...”
Amended 10/19/2009	Section 1.430 Language revised to provide additional clarity. Revised language which had been amended on 4/27/2009 to read a “Relative of a member of the Township Board, Merit Commission or any employee (excluding At-Will and contractual employees) shall not be hired for any full-time or continuing part-time Township position...”
Amended 12/14/2009	Title change – Public Safety Communication Specialist changed to Public Safety Executive Assistant/Communications
Amended 2/22/2010	Title change – Purchasing Coordinator changed to Financial Analyst
Amended 2/22/2010	Title change – Business Operations Supervisor changed to Supervisor of Administration. Position also reclassified from Salary Grade 7 to Salary Grade 9.
Amended 2/22/2010	Title change – Facilities Coordinator changed to Facilities Supervisor. Position also reclassified from Salary Grade 4 to Salary Grade 8.
Amended 2/22/2010	Golf Professional classification Salary Grade 7.
Amended 2/22/2010	Eliminated Rule 4.243 – Special Incentive Award <i>Note rule 4.243 had been renumbered to section 4.244 prior to manual being distributed due to amendment on 7/27/2009.</i>
	Prior to distribution renumbered sections 4.243 and higher with elimination of Special Incentive Award.

Amended 2/22/2010

Revised Rule 4.248 Overtime and Compensatory Time

Eliminated the following language in Rule 4.248 Section A
“Compensatory time may not be taken in increments of greater than eight (8) hours at a time”

Added Section C – “Working from home shall be permitted for “Special Circumstances” approved by the Department Director and Township Supervisor.”

Added Section D – “Flextime is a work schedule...”

Amended 2/22/2010

Appendix 10 – Family and Medical Leave Flexible Staffing Program – Section 6 - Eliminated the following language:
“There will be no pay for work at home.”

Amended 2/22/2010

Appendix 2 - Non-Union Classified Employees - Salary Grade System: Salary Grade System - Effective 1/1/2010
0.00% Increase for 2010

Amended 2/22/2010

Appendix 2 Non-Union Classified Employee Salary Grade System. Eliminated and removed the following positions from the Salary Grade System:

- Banquet Coordinator
- Business Operation Supervisor
- Computer Technician
- Community Services Manager
- Community Services Specialist
- Deputy Bldg Official
- Engineering Project Coordinator
- Neighborhood Coordinator
- Recreation and Facilities Manager
- Volunteer Events Coordinator

Amended 4/27/2010

Section 4.248 Overtime and Compensatory Time – Required meetings by position updated

Correction: Changed title on wage scale to match job description:

Recreation Coordinator, Health/Wellness/Aquatics changed to Heath/Wellness/Aquatic Coordinator on Salary Grade System

Amended 7/27/2010

Section 1.440 Added clarification

The term relative is broad and includes all step relatives of those persons defined in rule 1.440 when the relationship exists due to a legal marriage.

Appendix 5 - Non-Union Classified Employees-Fringe Benefits

Section A. - Medical Insurance (Changed language to read in 3c) if all non-union employees are required to contribute towards their insurance premiums, any employee who transferred or transfers from a collective bargaining unit group will also be required to make the same contribution.

Section A. - Dental Insurance (Changed language to read in Section 4) if all non-union employees are required to contribute towards their insurance premiums, any employee who transferred or transfers from a collective bargaining unit group will also be required to make the same contribution.

Section I. PENSION PLAN (6a., iv.) (Added language for clarification) - The retirement benefit level for both the Defined Benefit and Defined Contribution Plan includes years of service, multiplier, and any age requirement at time of transfer.

Section J. RETIREE BENEFITS 1. Health Insurance (Added language- last paragraph Section J, 1. Health Insurance) Employees transferring or receiving a promotion from a collective bargaining unit group to a non-union classified employee position shall:

- a. Retain current retiree health care benefit requirements at time of transfer; this requirement includes age and years of service.***
- b. Maintain Hospitalization/Surgical Coverage/Prescription Drug Coverage at their current contribution level. However, should all non-union employees be required to contribute to their insurance premiums, employees who have transferred into the non-union group will also be required to continue contributing the same amount during retirement.***

Amended 12/6/2010

***Appendix 2
Non-Union Classified Employees - Salary Grade System:
Salary Grade System –
Effective 1/1/2011 through 12/31/2012
(0.00%) increase for both 2011 and 2012
Step Freeze – No Anniversary Increases in 2011 or 2012***

Amended 12/6/2010

***Appendix 13
2011 Furlough Day Schedule
2012 Furlough Day Schedule - TBD***

Amended 1/24/2011

Title change – Communication Specialist (Supervisor’s Office) changed to Economic Development and Marketing Analyst. Position also reclassified from Salary Grade 4 to Salary Grade 7.

MERIT SYSTEM COMMISSION
HUMAN RESOURCES POLICY MANUAL
MARCH 1, 2011

RULE 1 – GENERAL

1.100 Purpose and Scope

- 1.110 It is the purpose of this Human Resources Rules & Policy Manual to set forth terms and conditions of employment and to establish reasonable standards of conduct for all classified employees of Canton Township. The Rules promulgated in this manual are set forth to insure cooperation among employees and between employees and supervisors and to encourage standards of conduct and performance which will reflect favorably upon Canton Township and which are for the benefit of the Township, its employees, residents and businesses.
- 1.120 In order to accomplish this purpose, it shall be the duty of all Township supervisory personnel to:
- A. Treat each Township employee in a fair and equitable manner, and to consider them as individuals and important human beings.
 - B. Insure that his/her employees benefit from their contributions to the success of the Township operations by giving them appropriate recognition and support.
 - C. Supervise his/her department with integrity, and act in accordance with the highest ethical standards in all dealings with Township officials, employees, residents, suppliers and contractors.
 - D. Understand that discrimination based on race, color, religion, sex, national origin, age, height, weight, marital status, handicap, disability, or political affiliation with regard to any Personnel activity is unacceptable.
 - E. Insure that he/she complies with the letter and spirit of this Human Resources Policy Manual.
- 1.130 It shall be the duty of each Township employee to:
- A. Perform his/her job duties in a proper, efficient and safe manner and to the best of his/her ability.
 - B. Observe at all times all Township work rules, policies and procedures.
 - C. Treat all Township officials, supervisors, employees, residents, and the general public in a tactful and courteous manner.
 - D. Insure that he/she complies with the letter and spirit of this Human Resources Policy Manual

- 1.140 These Human Resources policies are established pursuant to the Merit System Ordinance and may be amended with the approval of the Merit Commission. Moreover, from time to time employee work rules may be promulgated and adopted in order to carry out and implement the requirements of the Township as Employer.

1.200 Non-Discrimination

All provisions of these policies shall be applied equally to all employees without discrimination as to race, color, religion, sex, national origin, age, height, weight, martial status, handicap, disability or political affiliation.

1.300 Political Activity

It is the intention of the Merit Commission in adopting Rule 1.300 of the Human Resources Policy Manual to clearly remove from the duties and responsibilities of the classified service any requirement, direct or indirect, to participate or to be involved in any political activity or even the appearance of any political activity for or against, or in behalf or in opposition to, any elected official, candidate, nominee, issue, campaign, ballot proposal, or the like.

- 1.310 A classified employee who becomes a candidate for nomination and election to any state elective office, or any district, county, city, village, township, school district, or other elective office may be required by the Township to request and take a leave of absence without pay when he complies with the candidacy filing requirement or sixty (60) days before any election relating to that position, whichever date is closer to the election.
- 1.320 Any employee who is elected to an office with the Charter Township of Canton shall resign from their employment, or may request and may be granted a leave of absence by the Township Board from their employment during their elected term.
- 1.330 No classified employee of the Township shall engage in political activities on behalf of a candidate in connection with partisan or non-partisan elections, or distributing or circulating literature or paraphernalia for or against an issue, question or candidate during those hours when the employee is being compensated for the performance of his/her duties as a Township employee.
- 1.340 No classified employee of the Township directly or indirectly shall solicit or receive, or be in any manner concerned in soliciting or receiving any assessment, subscription or contribution for any political party or any political purpose whatsoever, during those hours when the employee is being compensated for the performance of his/her duties as a Township employee.

1.400 Employment of Relatives

- 1.410 It is conducive to the good morale of our employees, and is therefore better for the Township, when it cannot be charged that a person was hired, promoted, or in any way favored because of a relative employed by the Township.
- 1.420 The principal purpose of this policy is to avoid any jealousy, misunderstanding, or charge of favoritism that could arise if a Township employee was in a position to influence the hiring, work, or advancement of a relative. It is difficult to judge objectively an employee's true capacities and performance if the person is related.
- 1.430 Therefore, a relative of a member of the Township Board, Merit Commission, or any employee (excluding At-Will and Contractual employees) shall not be hired for any full-time or continuing part-time Township position. The application of relatives of the aforementioned members and employees shall be rejected with explanation to the applicant by the Personnel Director. The transfer or promotion of any employee in a department, as of the date of this policy, where a relative is employed in a supervisory capacity is subject to review and approval by the Merit Commission.
- 1.440 The term relative is defined as the employee's current spouse, sons, daughters, parents, grandparents, brothers, sisters, sons-in-law and daughters-in-law; and the employee's spouse's parents, sons, daughters, grandparents, brothers and sisters.
- A. The term relative is broad and includes all step relatives of those persons defined in rule 1.440 when the relationship exists due to a legal marriage.**

1.500 Amendments to Rules

The Merit Commission may at any regular or special meeting amend, rescind, add to or otherwise change these Rules in any manner not contrary to the provisions of the law or the Merit Ordinance.

Any such action taken to alter, rescind, or amend these Rules, shall not become effective until the next regular meeting following such action, unless the Merit Commission in their resolution to alter, rescind, or amend give immediate effect to such action.

RULE 2 - SELECTIONS AND PLACEMENT

2.100 ENTRANCE REQUIREMENTS

2.110 Notice of Examination

All notices of competitive examinations for entrance into the classified service shall be posted or advertised for at least a two-week period, except for the provisions herein contained. Provided further that this advanced public notice may be shortened if the Merit Commission has established a position under continuous testing, then the Human Resources Manager may set an examination date, and post the last date for accepting applications for such positions.

2.120 Applications

Applicants must fill out their application forms, using ink or typewriter, and file them in the Human Resources Division before the time limit expires as stated in the official announcement. Applications filed between announcements of examinations may be discarded after they have been on file for ninety (90) calendar days.

2.130 Citizenship

- A. Citizenship shall not be a requirement for application for positions in the classified service except for those positions which are directly related to law enforcement and the enforcement of Township ordinances. The initial determination shall be made by the Human Resources Manager to be confirmed by the Merit Commission at their next regular meeting.
- B. Alien applicants, who otherwise meet the minimum qualifications, must establish that they are classified by the U.S. Immigration Service as eligible to be employed in this country.

2.140 Residence

Applicants for employment with the Charter Township of Canton shall not be required to be residents of Canton Township.

2.150 Rejection of Application

The Human Resources Manager may reject any application for cause, among which the following shall be sufficient:

- A. The applicant is found to lack any of the minimum qualifications as stated in the job descriptions.
- B. The applicant does not meet the requirements of any bona fide occupational qualification for the position to which the applicant seeks appointment.

- C. The applicant has intentionally made a false statement in the application with regard to any material factor or has practiced or attempted to practice deception or fraud in connection with such application.
- D. The applicant has been previously employed in the classified service of Canton Township and has been removed for cause or did not resign in good standing
- E. The applicant is receiving pension benefits under a retirement plan of the Township.
- F. The applicant has a criminal conviction record and/or driving record which, in the opinion of the Human Resources Manager, would disqualify him/her from the position for which he/she has applied.

2.160 Postponement and Cancellation of Examination

Any examination may be postponed or canceled for justifiable reasons by the Human Resources Manager. In either case, each applicant shall be notified of the postponement or cancellation and the action, together with the cause thereof, reported to the Merit Commission at its next regular meeting and an entry made in its minutes.

2.200 - ENTRANCE EXAMINATIONS

2.210 Type of Examination

The examination used to determine the fitness of applicants for entrance into the classified service of Canton Township shall, as far as possible, be valid, reliable, and of a character to fairly test and determine the relative fitness and ability of applicants to perform the actual duties of the position to which they seek appointment.

2.220 Contents of Examination

Examinations held to establish a list of eligibles for any class may consist of one or more of the following parts:

- A. Written Test. This part consists of a written examination designed to determine the familiarity of applicants with the knowledge required to satisfactorily perform the duties of the position to which they seek appointment.
- B. Oral Examination. This part shall include a personal interview with applicants for positions where ability to deal with others, to meet the public, or other personal qualifications are to be determined. An oral test may also be used in examinations where a written test is unnecessary or impracticable.

- C. Performance Test. This part shall include such tests of performance or trade as will determine the ability and manual skill of competitors to perform the work involved.
- D. Physical Test. This part shall consist of tests of bodily condition, muscular strength, ability, and physical fitness of applicants. This may be given a weight in examination or may be scored on a pass/fail basis to exclude from further examination applicants who do not measure up to the minimum required standards.
- E. Mental Test. This part shall include any tests to determine mental alertness, the general capacity of applicants to adjust their thinking to new problems and conditions of life, or to ascertain special character traits and aptitudes.
- F. Training and Experience. This part shall be marked from the statements of education and experience contained in the application form or from such supplementary data as may be required. The Human Resources Manager may investigate the truth of the applicant's statement as to training and experience and govern the rating accordingly.
- G. Other tests may be required for specific positions.

2.230 Concealment of The Identity Of Examinees

The identity of the examinees on all competitive examination papers shall be concealed. The Human Resources Manager shall make the necessary provisions for such concealment in connection with the conduct of the examinations.

2.240 Method of Rating Examinations

Each component part of the examination for any class shall be separately rated and the proficiency of each competitor in each component part rated as to the maximum possible attainment and the minimum required for passing. The method of obtaining the average percentage of an examination shall be as follows: Multiply the rating obtained in each component part by the relative weight of that part; add the products and divide the sum of the products by the sum of the relative weights; the quotient thus obtained will be the final grade for the examination. If two or more candidates receive the same final grade, their rank shall be determined by priority of filing application, as indicated by a date stamp.

2.250 Identity of Failures

The names of persons who failed in an examination shall not be disclosed. Any competitor may, after receiving the notice of standing and upon personal application, inspect his/her own papers to ascertain his/her own marking.

2.260 Correction of Clerical Errors

In the event of clerical error is found after the establishment of an employment list, the Human Resources Manager shall notify the Merit Commission of the correction to be made, and if the Merit Commission approves the revision of the scores, a new employment list shall be prepared and certified by the Human Resources Manager. It is further provided, however, that no eligible heretofore certified and appointed from a corrected list shall be displaced by reason of such correction.

2.270 Non-Assembled Examinations

Whenever the Merit Commission determines that qualified applicants are not available in sufficient numbers to justify holding assembled examinations or such examinations would be impractical, it may authorize an examination for such classes on a non-assembled basis. Such examinations shall be continuous at certain regularly established times until determined otherwise by the Merit Commission.

2.280 Notice of Examination Results

As soon as practical after any employment list is established, the Human Resources Manager shall send to each examinee who receives the minimum passing score the results of his/her examination. Applicants who lack the minimum requirements of the position or are rejected for other reasons shall be notified.

2.290 Inspection of Examination Papers

The test papers of any examinee will be open for his/her inspection for a period of forty-five days from the date the employment list is established.

2.300 - EMPLOYMENT LISTS

2.310 Establishing the Employment List

From the results of each examination, the Human Resources Manager shall prepare as a public record an Employment List of the persons who received a passing score on the examination for the position.

2.320 Promotional Employment List

- A. The order in which the eligibles shall be placed on a promotional employment list shall be according to their total score provided that in the case of an identical score the following order shall be used in placing one eligible ahead of another:
 - 1. In the event of a tie between two or more employees, then those employees shall be ranked on the promotional list according to Township seniority. The employee with the longest seniority shall be ranked the highest.

2. The employee having the longest service in a class, or series of classes, from which promotion is sought shall be placed ahead of an employee with the same score in the event that (1) above would not rank them.
3. The employee holding a position in a higher classification shall be ranked ahead of the employee in a lower class in the event that (2) above would not rank them.

2.330 Original Entrance Employment List

- A. The order in which the eligibles shall be placed on an original entrance employment list shall be according to their total score provided that in the case of an identical score the following order shall be used in placing one eligible ahead of another.

2.331 Veteran's Preference

- A. Honorably discharged war veterans who receive passing grades on all parts of the examination will be given preference for hiring over any non- veteran with whom they are tied on the eligible list provided that they served in the Armed Forces of the United States between 12/7/41 and 11/31/46, or between 6/27/50 and 7/26/53, or between 7/6/64 and 5/5/75 for at least 181 consecutive days, or were issued a campaign badge for "Expeditionary Service" as specified in the Federal Service Code, provided that in each case the applicant shall submit documentary proof of Honorable Discharge from service in the Armed Forces.
- B. The eligible whose application is longest on file shall be ranked ahead of an eligible with the same score in the event that (1) above would not rank them.

2.340 Combining of Original Entrance Employment Lists

If an employment list exists for any class as the result of competitive examination, and a subsequent examination is held to obtain additional eligibles, the Merit Commission may combine existing lists for the same class by rearranging the eligible names therein according to their grades. All persons whose names appear on an existing list which is to be merged with a new list shall have an opportunity to compete in the second examination provided they meet the qualifications required for the new examination. Their standing on the employment list shall then be determined by their grade on the subsequent examination.

2.350 Removal from Employment Lists

Names of eligibles appearing on original entrance, promotional, or reemployment lists may be removed from such lists by the Merit Commission for any of the following reasons:

- A. Failure to respond to a notice from the Merit Commission.
- B. Declining of an appointment without reasons satisfactory to the Human Resources Manager.
- C. Inability to be located by the postal authorities.
- D. Eligibles whose conduct either in or out of the Township service has been such that would not warrant certification or appointment.
- E. Whenever an eligible appears on more than one employment list, and is employed in a permanent position, then the eligible's name may be removed by the Human Resources Manager from all other employment lists. And, moreover, said employee/eligible is precluded from bidding on or accepting a different permanent position in the classified service for the next six months.
- F. Whenever a medical examination of an eligible indicates that the eligible could not perform the duties of the position the eligible would be certified to, then the eligible's name shall be conditionally removed from the employment list until the eligible can present satisfactory proof that this medical condition has been corrected.
- G. The existence of a record establishing that an applicant committed an offense as a minor which was resolved in the juvenile justice system will not disqualify an applicant from employment with the Township in all cases. In any case in which it is discovered that an applicant has a juvenile record, the nature and circumstances of the offense and the position applied for may be considered to determine whether the applicant is suitable for employment. An applicant's refusal or failure to provide information as to the circumstances of the offense, if asked to do so, will give rise to presumption that the applicant is not suitable for employment.
- H. Or for any other substantiated reason that in the opinion of the Merit Commission would reasonably justify the removal of such eligible from an employment list.
- I. It shall be within the power of the Human Resources Manager to remove eligibles from an employment list except in those cases where the eligible wishes to appeal to the Merit Commission, then the eligible shall be given notice of the time and place the Merit Commission shall meet to consider such appeal.

2.360 Cancellation of Lists

In case of illegality or fraud in connection with the examinations for any class of positions, the whole or any part of any employment list may be canceled upon recommendation of the Human Resources Manager and approval of the Merit Commission.

2.370 Duration of Employment Lists

The duration of Employment Lists shall be as follows:

- A. All Original Entrance Employment Lists for permanent positions shall be established for a period of twelve months, and may be extended upon the recommendation of the Human Resources Manager and the approval of the Merit Commission; subject, however, to the rule providing for the duration of employment lists under the Continuous Testing Program.
- B. All Promotional Employment Lists shall be in effect for a period of one year, and may be extended for additional periods if in the opinion of the Merit Commission circumstances would warrant such extension.
- C. Reemployment Lists resulting from cancellation of resignation shall be in effect for a period of one year.

2.380 Continuous Testing

Whenever the Merit Commission deems it desirable to establish an examination program whereby eligibles may be added to the employment list during the life of such list by continuous examinations, then such list shall remain in effect for a twelve-month period with automatic extension of additional twelve month period until such testing program is terminated by the Merit Commission. Provided, however, that any eligible placed on the list shall have certification rights expire whenever either of the following conditions exist:

- A. Eligibles that have been on the list for a minimum period of twelve months at the time of each succeeding expiration date.
- B. If the eligible has been on the list for a twelve-month period, and has been certified three times or more, and has not been appointed, such name shall be removed from the list unless in the opinion of the Human Resources Manager such name should remain on the list for a greater period.

2.400 - CERTIFICATION AND APPOINTMENT

2.410 Order of Filling Vacancies

Whenever a vacancy exists in the classified service, the appointing authority, together with the Human Resources Manager, shall first determine whether the position is to be filled through an open, competitive examination or through a promotional examination. If a position is to be filled through a promotional examination then said promotional examination must be approved by the Merit Commission. If no employee obtains a passing score on the promotional examination, an open competitive examination shall be held.

2.420 Certification Process

Upon the receipt of a requisition for eligibles from the Department Director and approval of the Township Board to fill vacant permanent positions, the following certification process is hereby established.

- A. From Reemployment Lists: The three highest names appearing on the appropriate Reemployment List shall be certified to the appointing authority.
- B. From Promotional Employment Lists: The three highest names appearing on the appropriate Promotional Employment Lists shall be certified to the appointing authority.
- C. From Original Entrance Employment Lists: The three highest eligibles whose names appear on an appropriate Original Entrance Employment List shall be certified to the appointing authority. If there is more than one vacancy to be filled, the number of eligibles to be certified shall be two more than the number of vacancies. If the appointing authority and the Human Resources Manager agree that an eligible certified cannot begin work within a reasonable time from the date of such certification then the Human Resources Manager may certify the next highest ranking eligible.

2.430 Provisional Appointments

- A. Whenever a vacancy exists in a position, and it is desirable that an immediate appointment be made, then the Human Resources Manager may certify an eligible that has the minimum qualifications to meet the requirements of the position. It is further provided that the Human Resources Manager shall report such certification to the Merit Commission at their next regular meeting.
- B. Immediately after such provisional appointment, the Human Resources Manager shall do one of the following:
 - 1. If the position is to be filled by original entrance examination, advertise such examination.
 - 2. If the position is to be filled by promotion, submit to the Merit Commission the necessary information for their consideration in advertising such promotional examination.
- C. It is further provided that any provisional appointment shall terminate within fourteen calendar days after qualified eligibles have been certified to the appointing authority.

2.440 Emergency Appointments

In case of an emergency which requires the employment of extra persons without delay, an appointment may be made without adhering to the regular certification process. In such a case the Township Supervisor, with the approval of the Merit Commission, may make temporary appointments not to exceed sixty (60) days, and only until regular appointments can be made.

Any emergency appointment made under this section may, with the approval of the Merit Commission, be extended for a period to be determined by the Commission.

Any person appointed under this section is to be considered a part-time employee and therefore not entitled to the protections of the classified service until such person is regularly certified and appointed to the classified service in accordance with Section 2.420 of this Rule.

2.450 Establishment of Reemployment Lists

A. Separation of Less Than One Year

Whenever a former employee seeks reinstatement to that employee's former permanent position, the employee shall make such request to the Human Resources Manager within one year from the date of the employee's resignation. Upon receipt of such request, the Human Resources Manager shall investigate the employee's previous work record, confer with the employee's former supervisor, examine the employee's conduct during the period the employee was not employed by the Township, and if such record is found to be satisfactory, the Human Resources

Manager may establish the former employee on an appropriate Reemployment List, in accordance with the policies as outlined in this Rule. If the Human Resources Manager determines that the former employee's employment record should be reviewed by the Merit Commission before the employee is placed on a Reemployment List, then the case may be referred to the Merit Commission for whatever action they may deem to take.

B. Separation of More Than One Year

All requests submitted to the Human Resources Manager involving former employees who have a period of separation greater than one year, shall be referred to the Merit Commission.

- C. In all cases where the former employee held a classification that would not interfere with the promotional rights of present employees, and the Merit Commission determines that the employee should be placed on a Reemployment List in the same classification the employee formerly held, then upon being reappointed to a position in the Township service the employee shall take a rate of pay that would be one step lower than the one the employee was receiving at the time of separation, if the same rates of compensation are still in effect. In the event the compensation schedule has been amended, either upward or downward, then at the time the Merit Commission places the employee on a Reemployment List, it shall also recommend the rate of pay the employee would receive upon return to the Township service.
- D. Whenever a former employee returns to the Township service under the provisions of this section, the employee shall have restored all years of seniority that the employee would have had at the time of separation, subject to the provisions as herein set forth in Rule 2.820 G and below:
 - 1. If the employee had been serving in a classification during the previous employment for a sufficient length of time that would entitle the employee to apply for promotion to a higher classification, then such right shall not accrue until such time as the employee would have served one year.
- E. Reemployment Lists shall be in effect for a period of one year.

2.500 - PROBATION

2.510 Probation Period

A probationary or a working test period is hereby established for a period of six months in all instances other than promotional instances, which shall be for a probationary period of sixty (60) days, in accordance with the following conditions, provided, however, that upon just and timely application to the Merit Commission the probationary period may be extended for legitimate reasons for up to six more months.

- A. During the probationary period, it shall be responsibility of the appropriate supervisor to conduct bimonthly reviews and prepare sufficient evaluations of the probationary employee in order to document said employee's performance, progress, and fulfillment of position responsibilities as are necessary to determine the ultimate disposition of the employee's probation, and to counsel the affected employee.
- B. The probationary or working test period shall apply to all employees whether appointed from an original entrance list, reemployment list or promotional employment list.

- C. The probationary or working test period is considered as part of the examination process prior to an employee gaining permanent status. Therefore, an employee who has been appointed from an original entrance or reemployment list may have his/her services terminated at any time during such probationary period without the right of appeal.
- D. An employee who is serving a probationary period as a result of a promotion to a higher classification, and whose services are found and proven to the Merit Commission's satisfaction to be unsatisfactory at any time during this probationary period, shall be returned to the classification from which he/she was promoted provided said position has not been properly filled during the period of its vacancy as caused by the promotion. If the position is filled, the affected employee shall be placed on an employment list especially designated for such circumstances.
- E. A probation period shall not continue during a leave of absence (except Holidays, and Personal Days). When the employee returns from a leave of absence, the probation period shall continue until the employee has actually worked at least an entire six month period.

2.520 Report on Probation Period

If at the conclusion of the probationary period of an employee, the employee's department head fails to promptly submit a recommendation or report to accept or reject the employee, said employee is automatically placed on a permanent status and can only be removed in accordance with the provisions of the Merit Ordinance.

2.600 – PROMOTIONS

2.610 Promotional Examinations

With the approval of the Merit Commission vacancies in higher positions in the classified service may be filled by the promotion of qualified employees in the classified service. Promotions shall in every case involve a definite change in duties and an increase in responsibilities, and shall not be made merely for the purpose of affecting an increase in compensation. All notices of competitive examination for promotion in the classified service shall be posted for a period of five (5) working days.

2.620 Promotional Policies

- A. With the approval of the Merit Commission, where existing classified employees possess the qualifications necessary to fill a position in the classified service, a competitive, promotional examination limited to existing classified employees of the Township shall be conducted for the purpose of filling such positions; provided, however, that if no examinee obtains a passing score on each of the component parts of the competitive, promotional examination, an open, competitive entrance examination shall be held in accordance with Rule 2.200 of this manual.

- B. In determining the content of a promotional examination, the Merit Commission shall consider the recommendations of the Human Resources Manager and approve the weights of one or more of the following component parts of a promotional examination:
1. Promotional Potential Rating. This part, when approved, shall be rating made at the time the promotional examination is announced, and on forms prepared by the Human Resources Division which shall be designed for the purpose of appraising the applicant's potential in performing the duties of the position to which the applicant is seeking promotion. The Human Resources Manager shall act as Chairman of the rating committee. Such committee shall consist of not more than three members, including

the Human Resources Manager. The final rating shall be the average of the rating committee expressed as a percentile grade.
 2. Written Test. This part, when approved, consists of a written examination designed to determine the familiarity of applicants with knowledge required to satisfactorily perform the duties of the position to which they seek appointment.
 3. Mental Test. This part, when approved, shall include any tests to determine intelligence, the general capacity of applicants to adjust their thinking to new problems and conditions of life, or to ascertain special character traits and aptitudes.
 4. Practical Performance Test. This part, when approved, shall include such tests of performance or trade as will determine the ability and manual skill of applicants to perform the work involved.
 5. Oral Examination. This part, when approved, shall include a personal interview with each applicant for classes of positions where ability to deal with others, to meet the public, or other personal qualifications are to be determined. The oral interview board may be made up of members from within the classified service or from outside the classified service. An oral test may also be used in examinations where a written test is unnecessary or impractical.
 6. Physical Fitness. Applicants seeking promotion must be able to pass a medical examination to determine their physical fitness for the position to which they aspire, such fitness to be interpreted according to the standards for each class of positions as may be established for promotional candidates.

7. Performance Evaluation. This part, when approved, shall be a rating on forms prepared by the Human Resources Division and rated by the employee's supervisor or supervisors at six month intervals. The supervisor will be required to state the reasons for the rating. Only the last four ratings will be used to establish the performance evaluation, and until such time as four ratings are available only the last available rating will be used. During the interim period from the date of the last performance evaluation and the date of the next rating, the Merit Commission may consider final disciplinary action taken against the employee as grounds for denying the employee a promotional opportunity.
8. Other tests may be required for promotion to specific positions.

2.630 Township Seniority

In the event of a tie between two or more employees, then those employees shall be ranked on the promotional list according to Township seniority. The employee with the longest seniority shall be ranked the highest.

2.640 Promotion Without Examination

If not more than one person applies to take a promotional examination, and it has been determined by the Human Resources Manager that the duties performed by the one candidate applying for promotion are a natural preparation for the higher position, that such person is entitled to promotion by reason of service and effective performance, and that such person possesses the minimum qualifications as outlined in the class specification, then the Merit Commission may establish such person on a promotional employment list without competitive test.

2.650 Promotional Probationary Period

In any instance of promotion, the employee so promoted shall be subject to a probationary period and upon such terms and conditions as are otherwise provided in this manual. (See Rule 2.510)

2.700 - TRANSFER

Any employee may be transferred from one department to another department by the Township Supervisor with the approval of the appropriate Department Directors, and upon due consideration to the employee's preference for a new location, to a position of the same class or a similar class having like compensation, job requirements, and skill level.

2.800 - SENIORITY

2.810 Seniority Defined

- A. "Seniority" is established primarily to serve as a basis for the lay off and reemployment of classified employees, and is hereby defined as the length of continuous service after the date of regular appointment to a position in the classified service of the Charter Township of Canton.
- B. "Continuous Service" shall mean employment by the Charter Township of Canton in a classified position, and/or in a regular full-time position before the adoption of the Merit Ordinance, without interruption or break except such interruptions or breaks as the Merit Commission shall consider as not affecting seniority.
- C. "Seniority Date" shall mean the beginning date of continuous service as defined in this Rule or as adjusted or modified by subsequent provisions of this Rule.

2.820 Provisions Affecting Seniority

- A. Where two or more persons in the same classification are appointed on the same date, seniority shall be determined by the relative standing on the employment list from which they were certified. However, in all cases of identical seniority dates, persons entitled to preference under the Veterans Preference Act shall be considered as having greater seniority than those without such preference. Any ties occurring beyond the above provisions shall be decided by lot.
- B. Employees suspended for cause shall not accumulate seniority during such periods.
- C. Seniority shall continue and accumulate during approved leaves, except that such accumulation shall not exceed the amount of seniority the employee had at the time the leave was granted, or four (4) years, whichever is greater.
- D. Time elapsed between periods of lay off and reemployment shall not be counted towards seniority.
- E. Any employee who is appointed to a position in the unclassified service shall have all rights in the classified service suspended during the period said employee serves in the unclassified service. However, any such employee who returns to his/her position in the classified service would have all rights restored which the employee had at the time of appointment to the unclassified service.

F. The following shall not be considered as breaks in service:

1. Military leave during time of war as defined in the Veterans' Preference Act.
2. Absence from work due to injuries compensated for under the Worker's Compensation Act.
3. All military leaves granted under the provisions of Rule 4.360C. (Military Reserve Training Program.)

G. Whenever a former employee returns to the Township service within five years from the employee's last employment with the Township, then the employee shall be given seniority for the last employment in accordance with the following conditions:

1. The previous seniority will not accrue until the employee has worked a minimum period of two years, or the length of time between the separation and rehire, if this was a greater period than two years.
2. An employee shall be given seniority credit for only the last period of continuous employment providing the employee had completed his/her probationary period.

RULE 3 - DISCIPLINE, DEMOTION AND LAYOFF

3.100 DISCIPLINE

As a prelude to the implementation of discipline as hereinafter provided, it shall be recalled that guidance and counseling of employees shall first be afforded.

3.110 Purpose of Discipline

It is recognized that the maintenance of quality job performance is essential for the proper and efficient operation of the Township. Therefore, all Township employees are expected to follow all applicable rules and regulations governing employee conduct and responsibilities. Accordingly, a violation of any of these rules and regulations constitutes conduct on the part of the employee which would necessitate appropriate action to be initiated by the employee's Department Director. Such disciplinary action should be administered in an objective and constructive manner intended to motivate the employee toward proper conduct in the future.

3.120 Range Of Discipline

As a general rule disciplinary actions are taken progressively in the order listed below, with the employee being discharged only after other measures have proved unsuccessful in correcting unacceptable performance.

It is understood; however, that the type of formal action, the sequence, and the time elapsed between steps may vary depending upon such factors as the nature of the problem, its degree of seriousness, and past performance.

- A. Written Reprimand - The employee receives written notice of discipline following intentional or repeated minor offenses. The purpose of a written reprimand is to make certain that the employee is fully aware of the misconduct he/she has committed and what is expected, enabling the employee to avoid a recurrence of the incident.
- B. Suspension - The employee receives written notice of suspension from work without pay following serious misconduct or further repeated minor offenses. The time period of the suspension may vary depending upon the nature and circumstances of the misconduct. The purpose of suspension without pay is to make certain that the employee understands the seriousness of the misconduct and that further misconduct will likely result in discharge.

It is the policy of the Township to pay salaried exempt employees in accordance with the applicable provisions of the Fair Labor Standards Act (FLSA). Therefore, the Township will not intentionally or knowingly make a deduction from the pay of a salaried-exempt employee which is not authorized under the FLSA. In particular, the Township will not make deductions from the pay of a salaried-exempt employee because of absences occasioned by the Township or the operating requirements of the Township in any week in which the employee is ready, willing and able to work. However, deductions from pay will be made on the grounds recognized as appropriate under the FLSA, which may include, by are not limited to, the following:

1. When an employee is absent from work for one (1) or more full days because of personal reasons other than sickness or disability;
2. When an employee is absent from work for one (1) or more full days because of sickness or disability, so long as the deduction is made in accordance with the bona fide plan, policy or practice of providing compensation for loss of salary occasioned by such sickness or disability;

Or

3. When an employee receives a disciplinary suspension of one (1) or more full days imposed in good faith for infractions of workplace conduct rules pursuant to a written policy applicable to Township employees.

It is the Township's intention to comply with all requirements of the FLSA, and not to expand or reduce employees' rights to compensation beyond that set forth in the FLSA.

Complaint Procedure:

It is possible that, on occasion, the Township may inadvertently make an improper deduction from an employee's pay. In the event an employee believes that such an improper deduction has been made, the employee should notify the Human Resources Director in writing as soon as possible and, in any event, not more than Fourteen (14) days after the paycheck with the improper deduction has been issued. The Township will investigate any report of improper deduction and, if appropriate, will make the necessary correction and reimburse the employee. The Township will take all reasonable steps to avoid any such improper deductions.

C. Discharge

The employee is discharged from employment with the Township as the result of a serious offense or as the final step in an accumulation of minor offenses.

3.130 Disciplinary Action

A. Pre-Disciplinary Hearings

Prior to issuing any disciplinary action, the accused employee will be presented with written notice of the charges filed against him. The accused employee has the right to an informal hearing, conducted by the Department Director, prior to the issuance of any disciplinary action. The Township will provide the employee with an explanation of its evidence and the employee will have the opportunity to present his version of the incident.

B. Record of Disciplinary Action

In all cases where disciplinary action is taken, the Department Director initiating the discipline shall immediately forward a dated copy of such disciplinary order to the Human Resources Manager.

3.140 Complaint Procedure

The following procedure shall be used to adjust, settle and dispose of employee complaints. Except that those complaints arising as a result of an employee's discharge, suspension or demotion shall be dealt with as otherwise provided for in this manual.

A. The proceedings at every step of this procedure shall be informal and technical rules of evidence shall not apply.

1. *Step 1.* The employee shall first discuss the complaint with his/her Department Director who will attempt to resolve it. If the discussion between the employee and the Department Director fails to settle the matter, the employee shall reduce the complaint to writing. The written complaint shall contain a statement of the complaint, the facts on which it is based, and the remedy or correction requested. The written complaint must be presented to the employee's Department Director within five (5) working days after the occurrence of the complaint or knowledge of same. The Department Director shall give the employee a written answer to the complaint within five (5) working days after the complaint has been presented.
2. *Step 2.* If the complaint has not been settled in the first step, the employee shall present the written complaint to the Human Resources Manager within five (5) working days after the Department Director has rendered a decision. The Human Resources Manager shall meet with the employee within five (5) working days after receipt of the complaint and give the employee a written answer to the complaint within five (5) working days after said meeting.
3. *Step 3.* If the complaint is still unresolved after the second step, the employee shall request a hearing before the Merit Commission within five (5) working days after receipt of the Human Resources Manager's decision. The Merit Commission shall meet to hear the complaint within thirty (30) calendar days from the date of receipt of the employee's request. The Commission shall issue its decision no later than thirty (30) calendar days after the conclusion of the hearing. The Commission's decision shall be in writing and shall set forth its findings of fact, reasoning and conclusions on the issue submitted. The decision of the Merit Commission shall be final and binding upon the Township, the employee, and all other Township employees.

3.150 Dismissal

- A. Notice of Dismissal - The dismissal of a classified employee shall not become effective until the Department Director shall have first served upon such employee a written notice of dismissal which shall contain the causes or grounds for dismissal, together with such specifications of facts as to the time, place and circumstances which will enable said employee to make an explanation and place the employee fairly upon his/her defense, and shall have given such employee an opportunity to make an explanation. A copy of such notice of discharge shall be filed promptly with the Merit Commission. The employee may reply in writing to the notice of discharge within five (5) days of the date of its filing with the Commission.

B. Grounds for Dismissal- Grounds for dismissal may include any one of the following, which are not all inclusive:

1. Neglect of duty.
2. Absence without leave or failure to report after authorized leave has expired or after such leave has been disapproved or revoked by the Department Director.
3. Incompetence or inefficiency in the service or incapacity due to mental or physical disability which disability affects the performance of the duties.
4. Violation of any lawful and reasonable official regulation or order made and given by a superior officer or failure to obey any lawful or reasonable direction when such violation or failure to obey amounts to insubordination or serious breach of discipline.
5. Intoxication and Use of Controlled Substances while on duty.

Just Cause and Reasonable Suspicion Drug and Alcohol Testing will be conducted in accordance with the Canton Township Department of Transportation Drug and Alcohol Testing Program.

The Township shall require an employee to be tested for drugs and alcohol when an employee's on-duty conduct has given rise to a reasonable suspicion that the employee is under the influence of drugs or alcohol. The decision to test will be based on specific observations concerning the appearance, behavior, speech or body odors of the employee or other physical behaviors or performances indicators of probable drug or alcohol use.

Just Cause testing shall also include employee work related injuries or work related illnesses. Employees are required to report all work related injuries or illnesses immediately. When an employee reports a work related injury or work related illness, the employee will be sent to the Township-designated medical provider for treatment. All employees receiving medical attention for a work related injury or illness will be tested for drug and alcohol abuse at the same time.

Any employee testing positive for drugs or alcohol shall be terminated immediately in accordance with the Canton Township Department of Transportation Drug and Alcohol Testing Program and Policy.

6. Conduct unbecoming an employee in the public service.

7. Offensive conduct or language toward the public, to superiors, or fellow employees.
8. Negligence of or willful damage to public property or waste of public supplies and equipment.
9. Conviction of an offense involving moral turpitude.
10. An accumulation of considerations of acts of lesser consequence pointing to the desirability of the employee's removal.
11. Any other good cause as determined by the Department Director and demonstrated or shown to the Merit Commission.

3.160 Appeals to Merit Commission

A discharged employee who wishes to appeal the discharge must appeal to the Merit Commission for a hearing within ten (10) working days from the effective date of discharge as shown by such notice. It is further provided; however, if the discharged employee is an honorably discharged Veteran from the United States Armed Forces, the employee shall set forth in the request for a hearing before the Commission whether or not the employee has requested a hearing before the Township Board under the provisions of the Veterans' Preference Act of the State of Michigan. In the event the employee requests a hearing before the Merit Commission, the Commission shall meet to hear the appeal within two (2) weeks from the date of receipt of the request. It is further provided, however, if a request is made by a Veteran and such request would indicate that the employee had not filed a protest with the Township Board protesting such disciplinary action, then at the discretion of the Veteran employee, he/she may file a sworn statement that the employee is waiving his/her rights to a hearing under the provisions of the Veterans' Preference Act and desires a hearing before the Merit Commission. Upon the receipt of such statement, then the Human Resources Manager shall determine a time suitable to the members of the Commission to hear such appeal. It is further provided that if such request would indicate that the Veteran employee has filed a written protest with the Township Board protesting such disciplinary action, then the employee shall be deemed to have waived all rights to a hearing before the Merit Commission.

When a date is set to hear the appeal of a discharged employee, then written notice shall be given to the person so removed and to the Township Supervisor setting forth the date, time and place of the hearing. All such hearings shall be open to the public unless a closed hearing is requested by the employee in writing to the Merit Commission prior to the day of the hearing.

3.170 Appeal Proceedings

The Merit Commission shall hear the evidence upon the charge and specifications as filed with it by the Department Director. No material amendments or additions to said charges or specifications will be considered by the Merit Commission. The proceedings shall be informal and compatible with the requirements of justice and order.

A. Order of Proof: The order of proof shall be as follows:

The Department Director shall present his/her evidence in support of the charges. The employee shall then produce such evidence as he/she may wish to offer in his/her defense. The Merit Commission in its discretion may hear arguments. Where documentary evidence is to be presented by either party, five (5) copies of such evidence shall be provided to the Merit Commission at the time the evidence is presented. All documents shall set forth the allegations and/or defenses and shall include a list of any witnesses.

B. Evidence and Counsel: The Merit Commission shall have the power to subpoena and require the attendance of witnesses and the production of pertinent documents, and to administer oaths. The Township and the employee shall each be responsible for the attendance of their respective witnesses at the hearing. If it is necessary to compel a witness to attend a hearing, notice shall be given to the Merit Commission in advance of the hearing date. The Department Director may be represented by counsel. The employee may also be represented by counsel.

The Merit Commission shall, after due consideration and by majority vote, render its findings, affirming, modifying or revoking the action of the Department Director.

C. Failure of the Parties to Appear: If the employee removed shall fail to appear at the time fixed for the hearing, the Merit Commission shall dismiss the appeal. If the Department Director or his/her designated representative shall fail to appear at the time fixed for the hearing, the Merit Commission shall forthwith notify the Department Director and the removed employee of its action.

D. Decision of the Merit Commission: The finding and decision of the Merit Commission shall be certified to the Department Director within thirty (30) days after the close of the hearing and shall forthwith be enforced and followed by him/her. The decision of the Merit Commission shall be final and binding on the Township, the employee, and all other Township employees.

3.180 Resignation before Decision

The acceptance by the Department Director of the resignation of a person disciplined, before final action on the part of the Merit Commission, will be considered a withdrawal of the charges, and the separation of the employee concerned shall be dismissed without prejudice.

3.190 Suspension

- A. Notice of Suspension - When the Department Director determines that a classified employee has given cause for suspension, the Department Director shall, before the effective date thereof, notify said employee in writing stating specifically the reasons for the suspension. The Department Director shall also file a copy of said notice with the Merit Commission on the same date the employee receives notice. The employee may reply to the notice of suspension in writing within five (5) working days from the date of its filing with the Commission.
- B. Appeal of Suspension - A suspended employee who wishes to appeal said suspension must appeal to the Merit Commission within ten (10) working days after the presentation to said employee of the notice of suspension.

The Merit Commission shall commence a hearing on the matter within ten (10) working days from the date of receipt of the appeal. The Commission shall fully hear and determine the matter and shall render a decision which either affirms, modifies or revokes the suspension. The hearing shall be conducted in the same manner as provided in Rule 3.170 of this manual. The employee shall be entitled to appear personally at the hearing, to produce evidence, to have counsel and to have a public hearing unless a closed hearing is requested by the employee in writing to the Merit Commission prior to the day of the hearing. The finding and decision of the Merit Commission shall be certified to the Department Director and shall forthwith be enforced and followed by the Department Director. The decision of the Merit Commission shall be final and binding on the Township, the employee, and all other Township employees.

3.200 - DEMOTION

3.210 Notice of Demotion

When the Department Director determines that a classified employee should be demoted, either in rank or in compensation, the Department Director shall, before the effective date thereof, notify said employee in writing stating specifically the reasons for demotion. A copy of said notice shall be filed with the Merit Commission on the same date the employee receives notice. The employee may reply to the notice of demotion in writing within five (5) working days from the date of its filing with the Commission.

3.220 Appeal of Demotion

A demoted employee who wishes to appeal said demotion must appeal to the Merit Commission within ten (10) working days after the presentation to said employee of the notice of demotion.

The Merit Commission shall commence a hearing on the matter within ten (10) working days of receipt of the appeal. The Commission shall fully hear and determine the matter and shall render a decision which either affirms, modifies, or revokes the demotion. The hearing shall be conducted in the same manner as provided in Rule 3.170 of this manual. The employee shall be entitled to appear personally at the hearing, to produce evidence, to have counsel, and to have a public hearing unless a closed hearing is requested by the employee in writing to the Merit Commission prior to the day of the hearing. The finding and decision of the Merit Commission shall be certified to the Department Director and shall forthwith be enforced and followed by the Department Director. The decision of the Merit Commission shall be final and binding on the Township, the employee, and all other Township employees.

No employee who is demoted for disciplinary reasons, and whose demotion is affirmed by the Merit Commission, is eligible for a promotional examination within one (1) year of the effective date of said demotion.

3.300 LAY OFF

3.310 Lay Off Defined

A "lay off" is defined to be the separation of an employee from the service of the Township for lack of work, lack of funds, or reasons other than the acts or delinquencies of the employee.

3.320 Notice of Lay Off

In case of lay off of any employee, the Department Director or a designated representative shall within a minimum of ten (10) working days before the effective date thereof, give to the employee a written statement of the reasons for such action, and shall on the same date file a copy thereof with the Merit Commission.

3.330 Order of Lay Off

Except as otherwise provided, all lay offs shall be made in the inverse order of the length of continuous service in a class or series of classes of positions in the classified service regardless whether the appointment was made through transfer, promotion, or from an original entrance employment list. It is understood, however, that any employee who is subject to lay off, who has longer seniority than another employee in a lesser classification having similar duties or qualifications and coming within the same occupational group, shall be entitled to the position in the lesser classification.

3.340 Establishment of Lay off Reemployment List

The names of persons holding permanent positions in the classified service, which have been abolished or made unnecessary, shall be placed on an appropriate lay off reemployment list in order of their seniority, the longest seniority being first, for a period not to exceed three years unless an extension is otherwise provided by the Merit Commission.

Reemployment in the same department or in another department shall be made according to the laid off employee's standing on the list. Provided further, that satisfactory completion of a medical examination including drug screen may be required before return to work. Following the names of these employees on a lay off reemployment list shall be the names of those who have resigned in good standing and with the approval of the Merit Commission have withdrawn their resignations within one year after the date of resignation as outlined in Rule 2.450 of this manual. However, satisfactory completion of a medical examination including drug screening may be required before return to work.

3.350 Notice to Investigate Lay Off

Within ten (10) working days after the effective date of such lay off, the employee may make a written request to the Merit Commission to investigate such lay off. The Commission shall then investigate and if it shall find that the lay off was made for reasons other than because of material change in duties or organization, or shortage or stoppage of work, or lack of funds, it shall report its findings to the Township Board; and it is further provided that in the event the stated lay off was not made in accordance with the method prescribed in these Rules or was made as a disciplinary action, then the Merit Commission shall order such relief as is appropriate and just.

RULE 4 - CLASSIFICATION AND COMPENSATION

4.100 - CLASSIFICATION

4.110 Classification Plan

The classes of positions, as named and described in the job descriptions, shall constitute the Classification Plan for positions in the Charter Township of Canton.

4.120 Job Descriptions

The Human Resources Manager shall maintain complete and up-to-date job description for every class of positions in the classified service. These job descriptions shall include:

- A. The title of the class.
- B. Description of duties.
- C. Examples of work.
- D. Minimum qualifications.
- E. Necessary special qualifications.

4.130 Interpretation of Job Descriptions

The job descriptions of classes of positions in the Classification Plan are hereby declared to have the following force and effect:

- A. They are descriptive only and are not restrictive. They are intended to indicate the kinds of positions that should be allocated to the respective classes as determined by their duties, responsibilities and qualification requirements.

The use of a particular expression or restriction as to duties, qualification requirements or other attributes shall not be held to exclude others not mentioned if such others are similar as to kind and quality.

- B. In determining the class to which any position shall be allocated, the job description for each class shall be considered as a whole. Consideration is to be given to the general duties, the specific tasks, the responsibilities, the required and desirable qualifications, and the relationships to other classes as affording a picture of the positions that the class is intended to include. Any one example of a typical task, taken without relation to the general statement of duties and all other parts of the job description, shall not be construed as determining whether a position should be allocated to the class.

- C. The statement of required and desirable qualifications constitutes a part of the description of the kind of employment by expressing the minimum and desired qualifications expected of any new employee, if the employee is to perform the work properly, and is to be construed as not imposing in itself any new or additional requirements for the filling of positions. Even such qualifications as should properly be required in common of all incumbents in all positions such as good physical condition, honesty, sobriety and industry are to be considered as part of the qualifications requirements.

4.140 Allocation of Positions to Classes

Each position shall be classified by the Merit Commission with the recommendation of the Human Resources Manager by allocation to its appropriate class. The title of the class to which a position is allocated shall forthwith become the title of such individual position and shall be used in payrolls submitted to the proper disbursing officer, in requests to the Merit Commission for the certification of eligibles, in reports made to the Commission as provided in these Rules, in any other official records and communications of the Commission and of budget and financial authorities.

4.150 New Positions

Whenever a new position is established, the appropriate Department Director shall forthwith report this fact to the Merit Commission and send in, on the form prescribed by the Commission, a full statement of the circumstances and a description of the duties. The Commission shall thereupon, after an investigation of the actual and proposed duties, responsibilities and qualification requirements, classify the position by allocating it to its appropriate class in accordance with the Classification Plan then in effect. If necessary, a new class may be established to provide for the new position.

4.160 Reallocation of Positions

- A. The Merit Commission may from time to time on its own motion, or upon request, make investigations of any or all positions in the classified service and may, in accordance with these Rules, make changes in the allocation of positions whenever the facts would warrant such action.

In the event the Merit Commission, after a review for reclassification or reallocation, makes a determination unsatisfactory to the affected employee, an appeal may be made to the Commission within thirty (30) calendar days of the determination by the Commission. In absence of such a request, the Commission's decision shall be considered final. No new request shall be considered until it can be clearly shown that the duties and responsibilities of the classification involved have changed materially.

- B. If a position is reallocated to a different class, then the status of the present incumbent, if any, shall be determined by the Merit Commission after a review of the circumstances which originated the request for reclassification, and after reviewing the experience and training of the individual involved.

4.170 Assignment of Duties According To Job Descriptions

- A. It shall be a duty of all Department Directors and supervisors to be fully familiar with the job descriptions setting forth the duties that each subordinate employee may perform.
- B. No person whose position has been allocated to its appropriate class shall be assigned duties generally performed only by persons holding positions in other classes, except in cases of emergency, or because of the absence of a regular employee as a result of vacation or sick leave, or in no case to exceed a period of sixty (60) calendar days. Provided, nothing in this section shall be construed as preventing the assignment of duties of a higher rank as a part of a training or apprentice program. Provided further, the clause in the Examples of Work section "Performs related work as required" shall be liberally construed.

4.180 Amendment of Classification Plan

The Merit Commission, as it may from time to time deem necessary and after conference with the Department Directors involved, may establish new classes, abolish, merge or divide existing classes and amend the job descriptions to meet changing conditions.

4.200 - EMPLOYEE COMPENSATION

PURPOSE AND OBJECTIVE

It is the purpose of this rule to provide compensation policies and responsibilities which will insure consistent and equitable treatment for all employees.

It is the objective of these policies:

- To attract qualified employees.
- To retain those employees.
- To motivate the employees to perform their duties in the most effective manner and reward them accordingly.
- To provide the Township with the optimum return on its investment in payroll dollars.

4.210 Setting of Salaries and Fringe Benefits

It is our goal that non-union employees' compensation and benefit programs are competitive with similar municipalities located in the Detroit metropolitan area and that these programs are equitable with internal union group employees. To insure that the Township's compensation and benefit programs are competitive, the Merit Commission will consider a number of information sources in formulating a reasonable basis in which to make its annual recommendations:

- A. The Human Resources Manager may conduct and participate in comprehensive salary and fringe benefit program surveys with similar area communities as agreed by the Merit Commission.
- B. The annual salary and fringe benefit adjustments approved by internal union employee groups will be forwarded to the Merit Commission.
- C. The Human Resources Manager shall provide the Merit Commission with available salary and fringe benefit survey information gathered from annual studies (i.e. Michigan Municipal League, Conference of Western Wayne Annual Salary and Benefits Study, etc...)
- D. The Merit Commission may consider any other sources of information that it deems relevant in the circumstances. The Merit Commission shall thereafter present its recommendations to the Township Board no later than November 30th of each year regarding same for employees covered under these rules.

4.220 Preparation of Salary and Fringe Benefit Schedule

The Human Resources Manager shall prepare a schedule of the salaries and fringe benefits approved by the Township Board. Copies of this schedule shall be sent to each employee covered by said schedule and shall be available in the Human Resources Division.

4.230 Application of Salaries to Classifications

The salary range approved for a Classification shall apply to all Township positions and employees so classified.

4.235 Non-Application of Economic Benefits to Continuing Employees

Anything herein to the contrary notwithstanding, no economic benefits are conferred upon Continuing Employees made part of the classified service unless said benefits are separately approved in writing by the Township Board.

4.240 Salary Rates

Employees shall be paid at the salary rate approved for the pay grade to which the employee's position has been classified. In no instance shall an employee be paid below the minimum rate nor above the maximum rate for his/her pay grade; except as may be provided in the following subsections.

4.241 Hiring Rate

An employee who begins employment with the Charter Township of Canton shall be paid at the minimum rate of the salary grade, to which the employee's position is classified, except:

- A. When the candidate brings work experience and/or academic qualifications to the position which would clearly show to the satisfaction of the Department Director, with approval of the Human Resources Manager, the Township Supervisor, and concurrence of the Merit Commission that the employee is worthy of a higher salary rate. In no instance shall an employee be paid above the maximum rate for his/her pay grade.
- B. When it has been shown to the Human Resources Manager and the Township Supervisor that there is an acute shortage of qualified applicants for the position and that a higher salary rate is required in order to secure the services of a qualified applicant.
- C. Upon recommendation of the Department Director and approval of the Township Supervisor, an employee may start at a higher accumulation rate of the Paid Time Off Program as outlined in Human Resources Policy Manual Rule 4.310 Paid Time Off Program. This is to be used only when the candidate has exceptional work experience and/or qualifications for a position, and additional PTO accumulation is necessary in order to secure the services of the applicant.

4.242 Promotion and Transfer Rate

An employee who begins employment in a given classification shall be paid at the first step in the salary range established for that classification, except when the employee enters the new classification by way of promotion or transfer from another classification where the employee was receiving a higher salary rate than the new classification. In such a case, the employee shall be placed at the salary step in the new classification which is closest to, but no lower than, the pay rate the employee was previously receiving.

When an employee enters a new classification by way of promotion or transfer from another classification, the employee, upon effective date, shall be placed at the salary step in the new classification which is closest to, but no lower than, the pay rate the employee was previously receiving. Then the employee shall be advanced to the next higher step in the new pay grade

4.243 Temporary Promotion Due to a Leave of Absence

- A. When a temporary vacancy exists due to a non-union classified employee being on an approved leave of absence, a temporary promotion may be filled by another non-union classified employee by the Department Director, with concurrence by the Human Resource Manager, Township Supervisor, and the employee to be temporarily promoted. The following shall be considered and agreed upon prior to the temporary promotion:
 - 1. Start and end dates of the temporary promotion.
 - 2. The effected department's amended budget.
 - 3. Work assignments to all personnel in the effected department.
 - 4. Other non-union classified employees to be temporarily promoted due to the leave of absence.
 - 5. Reorganization plan to cover leave of absence.
 - 6. Qualifications of employee(s) to be temporarily promoted.
- B. Any temporary promotion may be terminated at any time and another qualified classified employee appointed to fill out the leave of absence term upon agreement between the Department Director, Human Resources Manager, and Township Supervisor.
- C. It is further provided that the temporary promotion shall adhere to the following:
 - 1. The duration of the appointment shall last no longer than the incumbent's approved leave of absence or no longer than the maximum sick time allowed to a non-union classified employee (3,120 hours).
 - a. The temporarily promoted employee(s) shall be compensated from the effective date of leave of absence to the return date of the employee from the leave of absence, pursuant to rule 4.242 Promotion and Transfer Rate.
 - 2. Immediately after the temporary promotion(s) or termination of temporary promotion(s), the Human Resource Manager shall notify the members of the Merit Commission.
- D. Upon determination that the employee on the leave of absence will not return, the vacant position shall be filled pursuant to the Human Resources Policy Manual and the temporary promotion(s) will be terminated.

4.244 Generic Upgrade

Upon initiation of the employee's Department Director, with the concurrence of the Merit Commission and adoption by the Township Board, if an employee's job responsibilities change significantly to the point that the job is assigned a higher pay grade, the employee will be placed in the step in the new pay grade that is closest to, but not less than, the current pay rate of the employee. In any instance of a generic upgrade, it is mandatory that the employee's job description be reviewed in conjunction with this action.

4.245 Equity/Relationship Increase

An equity or relationship increase is a salary adjustment which is granted for the following situations only:

- A. To bring an employee to the minimum of his/her salary grade.
- B. To bring an employee to a salary which is consistent with that of other employees with job responsibilities equal to or less than the employee in question after considering such factors as experience, performance, potential, pay grade step, etc.

4.246 Reclassification to a Lower Salary Grade

- A. Salary Ranges - If the reclassification is because of less than expected level of performance, a reduction in force, or at the employee's own request, the employee shall be placed in the same step in the lower grade as they are currently in. Employees reclassified to a lower salary grade for the following reasons may retain their former salary grade on a personalized basis:
 - 1. For Development Purposes - Employee retains former salary grade including subsequent upward adjustments to that range.
 - 2. Reorganization (work still being performed) - Employees affected by reorganization where work continues, but under a different organizational configuration, may retain their former salary ranges. For example, an employee's job which has changed due to a reassignment of duties is re-evaluated at a lower grade. The employee would retain his/her former salary range on a personalized basis. However, the range will be "frozen" and remain in effect until the actual range for the newly assigned position equals or exceeds the personalized range.
 - a. Salary Administration - If an employee is assigned to a personalized range, future salary actions will be based on that range as long as it remains in effect. If an employee is reclassified to a lower grade, salary administration may differ based upon the reason for the reclassification.

- b. Reduction In Force - An employee downgraded during a reduction in force due to elimination of his/her position will assume the salary range of the new position, but will retain his/her current salary. In the event the employee's salary exceeds the maximum of the new range, it shall be red circled and the employee shall not be eligible for a salary increase until that salary range maximum exceeds the employee's salary.
- c. All Other Downgrades - If a downgrade occurs during the first 12 months following a promotion, the effected employee shall assume the current salary range of the job from which the employee was promoted. In addition, the salary shall be reduced to the salary level in effect prior to the promotion.

If a downgrade occurs after the first twelve months following promotion, or occurs from a position into which the employee was hired, regardless of time on the job, and the employee's actual salary is above the maximum of the new range, and such employee's reduction does not bring the salary within the new range, further 5% reductions shall be made at six month intervals until this is accomplished.

4.247 Merit Increase - (To be determined at a later date)

4.248 Overtime and Compensatory Time

- A. Except as provided in Appendix 4, no exempt employee, as defined by the Fair Labor Standards Act, shall be entitled to payment for overtime for any hours worked in excess of eight (8) hours in a day and forty (40) hours in a week.

However, in recognition of the extra hours worked for the benefit of the Township, full-time exempt employees will be allowed to designate some of their hours worked beyond eight (8) hours in a day and forty (40) hours in a week to be taken off as compensatory time. All compensatory time will be accumulated / taken at straight time and must be reported as it is earned/used with the biweekly payroll. An employee may have no more than forty (40) hours of compensatory time in his/her compensatory time bank at any one time. No more than twenty-four (24) hours of accumulated compensatory time may be carried over to the following year. No compensatory time may be accumulated for time worked at home. No compensatory time may be accumulated for overtime work of less than one hour duration. Payment or cash out of accumulated compensatory time shall only be permitted in the event of an involuntary termination. The Department Director shall make every effort to have the employee use all accumulated compensatory time prior to an involuntary termination.

B. It is recognized that some employees are required to attend meetings of various Township Commissions and other meetings as described below as a normal function of their job duties. Attendance at the regular meetings of these commissions has been considered in establishing the classification and rate of pay of each position. Therefore, said attendance is not to be reported as compensatory time. An employee may receive compensatory time for attendance at special meetings of these commissions if requested to attend by the Commission, and with the approval of the employee's Department Director. In order to prevent misunderstandings in this matter, the following is a list of job classifications and the regular meetings of those commissions which are considered a normal part of the duties of the position and therefore not eligible for compensatory time.

4.248 Overtime and Compensatory Time (Continued) -

The following is a list of job classifications and the regular meetings of those commissions which are considered a normal part of the duties of the position and therefore not eligible for compensatory time.

Assistant Township Engineer	-	Township Board
Budget, Benefits and Internal Audit Mgr.	-	Canton CDBG Advisory Council
Building Official	-	Zoning Board of Appeals
	-	Building Board of Appeals
Communications Specialist Municipal Services	-	Planning Commission
Community Planner	-	Planning Commission
	-	Zoning Board of Appeals
DDA Coordinator	-	Downtown Development Authority
	-	Planning Commission
Facilities Supervisor	-	Historic District Commission
Finance and Budget Director	-	Township Board
Financial Analyst	-	Canton CDBG Advisory Council
Fire Chief	-	Fire Board of Appeals
	-	Township Board
Golf Professional	-	Golf Committee
Golf Superintendent	-	Golf Committee
Human Resources Manager	-	Merit Commission
Human Resources Specialist	-	Merit Commission
Leisure Services Director	-	Township Board
	-	Cultural Commission
	-	Leisure Services Advisory

MERIT SYSTEM COMMISSION
HUMAN RESOURCES POLICY MANUAL
MARCH 1, 2011

Municipal Services Director	-	Township Board
Parks, Golf & Facilities Maintenance Supervisor	-	Christmas in Action
	-	Council for Community Excellence
	-	Friends of the Dog Park
Parks Manager	-	Leisure Services Advisory
Performing Arts Coordinator	-	Cultural Commission
Public Safety Director	-	Township Board
Recreation Coordinator, Sports & Seniors	-	Youth Sports Boards
	-	Senior Advisory Council
Recreation & Facilities Operations Supervisor	-	Leisure Services Advisory
	-	Golf Committee
Recreation Specialist, Sports	-	Youth Sports Boards
Recreation Specialist, Youth	-	Youth Advisory Council
Senior Planner	-	Planning Commission
Supervisor of Administration	-	Leisure Services Advisory
Township Engineer	-	Township Board

This list is subject to change at any time. In addition, other employees may be added if their job duties require attendance at certain meetings.

- C. Working from home shall be permitted for “Special Circumstances” approved by the Department Director and Township Supervisor. The considerations in permitting working from home will include organizational impact, department operational need, and customer service levels. Employees shall not earn compensatory time for work at home.
- D. Flextime is a work schedule which allows employees to work hours that are not within the standard office range, while maintaining a high level of service during the Township’s operating hours. With flextime, non-union classified (exempt) employees are expected to work the number of hours required to accomplish their duties. It is the responsibility of the Department Director to ensure performance and operational needs are met when approving flextime schedules. A flextime schedule is not permanent or long lasting occurrence, but rather a short term work schedule.

4.249 Payment for Professional Certification

Canton Township shall pay for an employee's professional certification (to be distinguished and differentiated from technical, vocational licensing which shall not be paid for) only when said certification is mandated by the federal or state government, or when said certification is determined by the Township to be a condition of employment.

4.300 LEAVES OF ABSENCE

4.301 Regulations Regarding Leaves of Absence

- A. Any employee returning from a leave granted to enter the armed forces shall apply for restoration to said employee's former position within ninety (90) calendar days after honorable discharge from active duty.
- B. Any uncompleted training period shall be completed upon return from a leave as herein granted.
- C. An employee may be required to submit to such physical examination, including drug screen, as may be deemed necessary to determine physical fitness to resume former duties if reemployment is not within ninety (90) calendar days.
- D. An employee granted leave of absence hereunder shall be restored to his/her position on the expiration of the leave, or if approved by the Merit Commission before the expiration thereof.
- E. If the position of an employee granted a leave hereunder has been abolished, his/her right to reemployment shall be determined in accordance with the provisions of Rule 3.340 relating to seniority and reemployment.
- F. Leave of absence during probation period - see Rule 2.510 E.

4.302 Absence without Leave

Any employee who is absent from duty for three consecutive work days, other than for Vacation or Sick Leave, without specific grant of leave of absence, shall be deemed to have resigned from the Township's service and to have vacated his/her position. Any such absence shall be without pay unless otherwise approved by a subsequent leave of absence. The failure of an employee to report at the expiration of a leave of absence shall be deemed an Absence without Leave.

4.310 Paid Time Off Program

Canton Township shall establish a Paid Time Off (PTO) program for all non-union classified employees. This PTO program combines vacation, personal days, non-medically verified sick days and the employee's birthday into a single benefit bank for compensation during times away from work. This PTO program shall be administered as follows:

- A. The PTO period shall be from January 1 to December 31 of each year. PTO accumulated previous to January 1 of any year shall be taken off prior to December 31 of that year.
- B. Employees shall be granted paid time off in accordance with the following schedule:
 - 1. During the first year of service a monthly prorata allowance of 1.5 days per month from the employee's date of hire. (12 hours per month).
 - 2. After one (1) year of completed service, but less than five (5) years of service from anniversary date of employment, a monthly prorata allowance that will total eighteen (18) work days per year (12 hours per month).
 - 3. After (5) years of completed service, but less than ten (10) years of service from anniversary date of employment, a monthly prorata allowance that will total twenty-four (24) work days per year (16 hours per month).
 - 4. After ten (10) years of completed service, but less than fifteen (15) years of service from anniversary date of employment, a monthly prorata allowance that will total thirty (30) work days per year (20 hours per month).
 - 5. After fifteen (15) years of completed service or more from anniversary date of employment, a monthly prorata allowance that will total thirty-six (36) work days per year (24 hours per month).
 - 6. Pursuant to Human Resources Policy Manual Rule 4.241 C. Hiring Rates, an employee may start accumulation of Paid Time Off Program at any one of the accumulation schedules designated above.

- C. Employees hired on or after January 1, 1999 shall be granted time off in accordance with the following schedule:
1. During the first year of service a monthly prorata allowance that will total six and one half (6.5) hours per month.
 2. After one (1) year of completed service, but less than five (5) years of service from anniversary date of employment, a monthly prorata allowance that will total ten (10) hours per month.
 3. After five (5) years of completed service, but less than ten (10) years of service from anniversary date of employment, a monthly prorata allowance that will total thirteen and one half (13.5) hours per month.
 4. After ten (10) years of completed service, but less than nineteen (19) years of service from anniversary date of employment, a monthly prorata allowance that will total seventeen (17) hours per month.
 5. After twenty (20) years of completed service or more from anniversary date of employment, a monthly prorata allowance that will total twenty (20) hours per month.
- D. Employees hired on or after February 25, 2009 shall be granted time off in accordance with the following schedule:
1. During the first year of service a monthly prorata allowance that will total four (4.0) hours per month.
 2. After one (1) year of completed service, but less than five (5) years of service from anniversary date of employment, a monthly prorata allowance that will total eight (8) hours per month.
 3. After five (5) years of completed service, but less than ten (10) years of service from anniversary date of employment, a monthly prorata allowance that will total twelve (12) hours per month.
 4. After ten (10) years of completed service or more from anniversary date of employment, a monthly prorata allowance that will total sixteen (16) hours per month.
 5. After twenty (20) years of completed service or more from anniversary date of employment, a monthly prorata allowance that will total a maximum of eighteen (18) hours per month.

- E. New employees shall receive the first month's PTO accumulation on the first day of the month subsequent to the date of employment, providing the date of employment is prior to the fifteenth of the month. Provided further the monthly accumulation shall accrue to an employee upon actually working a minimum of twelve (12) work days in the month. Holidays when granted to the employee shall be considered work days.
- F. Employees must take their PTO as earned. Carryover not to exceed fifteen (15) days may occur only with the permission of the Department Director. An employee may cash out no more than ten (10) days of unused PTO each year in the last pay in November.

Carry over and/or Cash out of PTO in excess of the above amounts may be allowed only with the prior written approval of the employee's Department Director and the Human Resources Manager. For employees hired on or after 1/1/99, there will be no cash pay out of PTO time unless approved by the employee's Department Director with the concurrence of the Township Supervisor.

- G. PTO will be granted at such times during the year as are suitable with approval of the employee's Department Director.
- H. PTO will be taken in a period of consecutive days. PTO may be split into one or more weeks, providing such scheduling does not drastically interfere with the operation of the department. The intent is to limit the taking of PTO to a minimum of five (5) working days, or seven (7) calendar days. Upon the employee's request, and at the Township's discretion, PTO may be taken in lesser increments of time, but no less than one half (1/2) hour increments.
- I. After completion of one full year of service, employees separated from the Township due to death or retirement shall be compensated in cash for all unused PTO time accumulated at the regular straight time rate of pay at the time of separation. An employee resigning after completion of one full year of service will likewise be paid providing he gives a minimum of two (2) weeks written notice to his Department Director of his intent to resign.
- J. If an employee becomes sick or disabled during his PTO, he may, by notifying his Department Director and upon proper medical certification of the sickness or disablement at the time it occurs, charge the time off to his sick time rather than to his PTO accumulation.
- K. If a regular pay day falls during the time of an employee's scheduled PTO, he may receive his check before going on PTO, providing he notifies the Township in writing at least one full pay period prior to the time he goes on PTO.

- L. An employee may take up to one-half of his annual PTO accumulation, not to exceed eighty (80) hours, prior to earning it with the Department Director's approval. However, should the employee leave the Township prior to earning this time, the employee shall repay this amount by having it withheld for the employee's final paycheck to cover this amount, the employee shall pay the remaining amount in full.
- M. Medically verified personal sick time shall continue to be administered in accordance with Rule 4.330 of the Human Resources Policy Manual.
- N. Employees transferring or receiving a promotion from a collective bargaining unit group to a non-union classified employee position shall retain their current PTO bank and shall also retain their current rate of PTO accumulation.

4.320 Sick Leave

Each full-time classified employee shall be granted sick leave in accordance with the following provisions:

- A. Long Term Disability Insurance - The Township shall provide a Sickness and Accident Insurance Policy which shall provide the following coverage for an employee who is off work due to medically certifiable personal sickness or accident:

After a 180 day elimination period, Long Term Disability will cover 60% of the employee's base salary up to a maximum of \$2,000 per month. This benefit is subject to the carrier's terms and definitions and coordination of benefits provisions.

- B. In addition, the employee shall receive full pay for time off due to medically certifiable personal sickness or accident equal to two (2) months for each complete year of service with Canton Township up to a maximum of eighteen (18) months coverage. All sick time taken pursuant to this section must be recouped through time worked after the employee's return from sick leave. Sick leave shall not be counted as work time in rebuilding this coverage.

An employee with less than one completed year of service shall have the above supplemental coverage prorated on a quarterly basis so that the employee after three months of completed service shall have two weeks of coverage, after six months of completed service shall have four weeks of coverage, and after nine months of completed service shall have six weeks of coverage.

C. Regulations and Uses of Sick Leave:

1. Sick time is to be used only in those cases where an employee is ill and required by the employee's treating physician to be off work. In all such cases, medical certification must be provided by the employee which shall include the dates the employee was unable to work and the reason for the absence. Should the employee fail to provide the necessary certification, all time off in connection with an illness or injury will be charged to PTO. Once the employee has returned to work, any follow up medical visits will be charged to sick time with the Treating physician's certification.
 - a. PTO must be used for all routine medical/dental appointments, non-Medically verified illness and diagnostic tests.
2. An employee on Sick Leave shall notify his/her immediate supervisor, or a designated Township representative, prior to the start of his/her shift, or by 9:00 A.M. if employed at the Township Hall, on each day's absence from duty. Failure to do so shall be considered an unexcused absence.
3. In all cases where an employee is off sick for three or more days then the employee must submit proper medical certification before payment for those days shall be approved.
4. Whenever the Human Resources Manager has reason to believe that Sick Leave is being abused or misused, he shall investigate and report the results of such investigation to the Department Director. If the Department Director shall find as a result of the investigation that an employee is abusing the privilege of Sick Leave, such employee shall be subject to possible penalty as described in Section 5 below.
5. When it has been determined that an employee has violated the spirit of the Sick Leave Rule, the employee shall be subject to the following provisions:
 - a. All payments for Sick Leave taken in violation of its approved uses shall be ordered reimbursed or deducted from the employee's future earnings.
 - b. Continued violation of the Sick Leave privilege shall be grounds for disciplinary action, up to and including discharge.

6. An employee requesting sick time for psychological or stress reasons must provide proof that he is currently under the care of a licensed clinical psychological or psychiatrist.
- D. Employees transferring or receiving a promotion from a collective bargaining unit group that utilizes like language, *“full pay for time off due to medically certifiable personal sickness or accident equal to two (2) months for each complete year of service with Canton Township up to a maximum of eighteen (18) months coverage”*, shall retain their current sick time bank balance up to the maximum set by the Human Resources Policy Manual. Employees transferring or receiving a promotion from a collective bargaining unit will earn 347 hours per year up to a maximum sick time accrual balance of 3120 hours.

4.330 Pregnancy Disability Leave

- A. Any employee who is unable to perform her duties safely and efficiently because of pregnancy may be placed on medical leave. This determination will be made by the employee's physician. However, the Township may require an examination by a physician of its choosing prior to approval of the leave.
- B. A medical leave of absence due to pregnancy will be granted for only that period of time the employee is certified as being unable to work due to pregnancy disability. At the end of this period, the employee must return to work or the employee will be considered as having voluntarily resigned her position.
- C. Upon termination of the pregnancy, the employee must notify the Township of her expected return to work date. The Township may periodically require a statement from the employee's physician regarding her physical condition and expected return to work date. If there is some question as to the employee's ability to return to work, the Township may require the employee to have a physical examination from a physician chosen by the Township.
- D. An employee on a medical leave due to pregnancy shall receive the same benefits as an employee on any other medical leave.
- E. The job of an employee on an approved medical leave of absence will remain open until the employee returns from the leave or notifies the Township that the employee will not return to work.

4.340 Bereavement Leave

Full time, classified employees shall be entitled to bereavement leave according to the following provisions:

- A. When an employee is absent from work due to a death in his immediate family, that is the employee's current spouse, children, stepchildren, grandchildren, parents, grandparents, brothers, sisters, brothers-in-law, sisters-in-law, son-in-law, and daughter-in-law, or the employee's spouse's parents, grandparents, brothers and sisters and actually attends the funeral, the Township shall pay the employee his regular straight-time rate of pay for up to a total of three (3) calendar days, or up to five (5) calendar days, if needed, and if the funeral is excess of 250 miles from the Township, or for such fewer days, the leave is permitted for employees attending their immediate family member's funeral, but does not have to begin with the date of death. No payment shall be made for any part of the leave which falls on a Saturday, Sunday, paid holiday, or when the employee would otherwise not be working. The employee may be required to furnish proof of death in the family and attendance at the funeral. This leave is not chargeable to other paid leave.

4.350 Jury Duty

Full time classified employees who are called to jury duty before any court entitled to impanel a jury will be granted leave with pay subject to the following conditions:

- A. The employee will be paid his/her regular straight time rate of pay for each day of jury duty that would be considered a regular working day. In order to receive full pay, the employee must sign over and surrender to the Township any and all compensation, not to include any compensation for mileage, received from the Court for jury duty.
- B. The employee must furnish the Township with adequate proof that he/she has reported for such jury duty.
- C. Jury Duty shall be considered as time worked for seniority and longevity purposes.

4.360 Leave with Pay

- A. Full time, classified employees may be granted a leave with pay for a period of up to five (5) work days to attend trade or professional conferences that would be in relation to the employee's work. Additional days may be granted by the Department Director.
- B. Employees shall be granted leave with pay to participate in promotional or original entrance examinations held by the Merit Commission.

- C. An employee who is a member of the Michigan National Guard, or any other federally recognized reserve component of the Armed Forces, may be granted leave with pay for a period of up to ten (10) work days per year subject to the following conditions:
 - 1. The amount of compensation due the employee from the Township shall be the difference between the employee's regular salary for the ten work day period, and the amount paid to the employee by the government for a like period provided, however, that any sums representing allowances shall be excluded from the computation.
 - 2. Such leave may be granted only once in any twelve month period. Requests for additional leave time may be approved by the Township Supervisor.
 - 3. This leave will apply only to full time employees who have served at least ninety (90) calendar days in the classified Township service.
- D. An employee who is called to duty as a member of the National Guard because of an emergency existing in the State, may be considered for remuneration that would be the difference between the employee's normal compensation and the compensation paid to him/her by the National Guard while in the activated unit.

4.370 Leave without Pay

- A. Any employee may be granted a leave of absence without compensation upon recommendation of the Department Director and approval of the Township Supervisor for reasons that would be sufficient to justify granting of such leave, among which would be:
 - 1. Induction or enlistment into the armed forces during the time of war for the duration of such service.
 - 2. Physical disability.
 - 3. For the purpose of continued education in a related field to the employee's employment.
 - 4. For personal reasons in which the total time involved would be for less than thirty (30) calendar days.
- B. An employee may be granted a leave of absence without pay for other reasons, or for a greater period of time upon approval of the Township Supervisor.

4.380 Fringe Benefits While On Leave of Absence

- A. During an approved leave of absence for sickness or disability, the Township shall continue to provide health, disability and life insurance only, for a period not to exceed the approved leave. After the employee is off duty on an approved sick or disability leave for thirty (30) calendar days, all other fringe benefits shall be discontinued during the remaining term of the leave and shall be prorated upon the employee's return to work.
- B. Military leaves shall be administered in accordance with Rule 4.360 and applicable State and Federal law.
- C. The Township shall not provide any fringe benefits for any other types or categories of leaves.
- D. During the first thirty days of an approved sick or disability leave the employee will continue to earn PTO.
 - 1. Any PTO earned during the first thirty (30) days will post automatically.
 - 2. After the first thirty (30) days, an employee must work a minimum of fifteen (15) days in the month to accrue Personal Time Off (PTO) for that month.
 - 3. The use of additional PTO, and/or comp time will be counted as a work day.

APPENDIX 1 - Non-Union Classified Employees - Holiday Schedule

HOLIDAY SCHEDULE

New Year's Day

Martin Luther King Day

Good Friday

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Day after Thanksgiving

Day before Christmas

Christmas Day

Day before New Year's

APPENDIX 3 - Merit Commission Interpretations of Ordinance No. 85

A. "Part-Time" as referred to in Section 5 of Ordinance No. 85 is interpreted to mean:

Part-Time is any employee who is hired on a temporary basis for an anticipated period not to exceed six (6) months; provided, however, that an extension of the temporary employment for up to an additional three (3) months may be initiated if, upon review by the appropriate person(s), the assignment for which they are hired is clearly found to be necessary by the Township Board. A part-time employee may work on either a 40 hour per week, or greater or fewer hour per week, basis during their term of employment.

Examples of this type of employee are Tax Clerks, Playground Leaders, and summer Maintenance Workers and shall specifically include seasonal and temporary employees.

This type of employee is not to be confused with a "Continuing" employee who works less than 40 hours per week and who is a member of the classified service.

A Continuing employee is any employee who works less than the normal forty (40) hour work week, on either a regularly scheduled basis or on an irregular basis, but works a minimum of 1040 hours per year in his/her particular position in the employ of Canton Township, and provided the employee remains on the active payroll year-round and was hired in the anticipation that they would remain in the Township's employ as per an adopted job description. High School Co-op and College Intern employees are not considered continuing employees.

APPENDIX 4 - Non-Union Classified Employees - Paid Overtime Policy

- A. Non-union classified employees may be paid overtime at the rate of time and one-half (1 and ½ x per hour) in lieu of comp time with the prior approval of the employee's Department Director and the Merit Commission.
- B. Paid overtime will be reviewed semi-annually by the Merit Commission to insure that it is being administered fairly and equitably.

APPENDIX 5 - Non-Union Classified Employees - Fringe Benefits

A. MEDICAL INSURANCE

1. The Employer has the right to select or change carriers provided that the coverage is equivalent to or better than the BC/BS Trust 15-Plus 5, MVF-1, Master Medical Option 5 ML Rider, \$5.00 MAC, APDBP drug prescription rider. New employees will be covered as provided for in the applicable insurance contract. The Employer will pay for only one insurance coverage per family.
2. The Employer will provide employees, their spouse and dependent children with MCARE HMO Option 1 or equivalent coverage, and Care Choices HMO coverage with a premium cost as close to the cost of MCARE HMO Option 1 as possible. To the extent possible consistent with this objective, the Care Choices HMO coverage shall have terms as close as possible to those of the MCARE HMO Option 1. The Employer shall pay the full cost of the MCARE HMO Option 1 and Care Choices HMO coverage. The employee shall receive hospitalization and surgical insurance covering the employee, employee's spouse, and dependents for the life of the employee.

In addition, one type of Blue Cross/Blue Shield Community Blue PPO insurance coverage shall be made available. Employees opting to take coverage under this policy shall pay the difference between the premium cost of Blue Care Network HMO and the Blue Cross Community Blue PPO coverage.

3. Effective January 1, 2006, the Employer will provide employees, their spouse and dependent children with Blue Care Network HMO, or equivalent coverage, Blue Care Network Blue Elect Self Referral Option (SRO) and Priority Health HMO coverage with a premium cost as close to the cost of Blue Care Network HMO as possible. To the extent possible consistent with this objective, the Blue Care Network SRO and Priority Health HMO coverage shall have terms as close as possible to those of the Blue Care Network HMO. The Employer shall pay the full cost of the Blue Care Network HMO, Blue Care Network SRO, and Priority Health HMO coverage. The employee shall receive hospitalization and surgical insurance covering the employee, employee's spouse, and dependents for the life of the employee.

The Employer has the right to select or change carriers provided that the coverage is equivalent to or better than Blue Care Network HMO. New employees will be covered as provided for in the applicable insurance contract. The Employer will pay for only one insurance coverage per family.

The Employer shall provide prescription drug coverage only through the Kroger Preferred 10/20/30 Plan.

- a. Non Union Classified employees hired on or after February 25, 2009, will be required to contribute 10% of their monthly health coverage premium, including Dental and Prescription coverage.

- b. Non Union Classified employees hired on or after February 25, 2009 will not be allowed to select the Blue Cross Community Blue PPO plan.
 - c. Employees transferring or receiving a promotion from a collective bargaining unit group to a non-union classified employee position shall retain their Hospitalization/Surgical Coverage/Dental Insurance/Prescription Drug Coverage at their current contribution level (i.e. if the employee is not required to contribute to the premiums in their current Township position, they will not be required to contribute as a non-union classified employee). However, if **all non-union employees are required to contribute towards their insurance premiums, any employee who transferred or transfers from a collective bargaining unit group will also be required to make the same contribution.**
4. Cash In Lieu of Insurance - An employee, after verifying to the Township that he is covered by a medical insurance plan through his spouse, may elect not to participate in the medical insurance plan currently offered to employees.
- a. In such event, those employees who elect not to participate in such Plan shall be paid sum of twelve hundred dollars (\$1,200.00) annually which shall be paid in equal monthly amounts.
 - b. If an employee elects not to participate in the health insurance plan, she will not be allowed to re-enter the Plan until the regular scheduled enrollment period. However, if an employee loses health insurance coverage through her spouse, the employee will be allowed to re-enter the health insurance plan offered by the Employer on the first (1st) day of the succeeding month after verifying said loss of coverage to the Employer.
5. Extended Medical Benefits - Any employee who is fully vested in the Township pension plan (i.e., completed a minimum of four years of service) and who has attained at least age 55 may leave the Township's employ and remain on the Township's group medical insurance coverage. An employee exercising this option shall be required to pay the full cost of the medical insurance premium for the employee and covered dependents, plus a two percent administrative fee. This payment must be received by the Township monthly, in advance. If payment is not received by the Township prior to the beginning of a month, the Township shall mail a final request for payment to the employee. Failure by the employee to make full and complete payment within ten (10) calendar days after the date of the final request for payment shall result in the employee being dropped from the medical insurance coverage immediately. It is the responsibility of the employee to ensure that the Township is notified of his correct address at all times.

A. DENTAL INSURANCE - The Township agrees to provide, at no cost to employees, an 80-20 dental insurance plan with \$1,000 per year maximum per eligible employee and dependent with 50-50 orthodontic coverage with a \$1,000 lifetime maximum to age 19. The Township reserves the right to select the carrier, it being understood that coordination of benefits will apply. New employees will be covered as provided for in the applicable insurance contract. The Township shall only pay for one dental insurance plan per family.

An employee, after verifying to the Township that he is covered by dental insurance through his spouse, may elect not to participate in the insurance plan currently offered to employees.

1. In such event, those employees who elect not to participate in such plan shall be paid a sum of one hundred twenty dollars (\$120.00) annually which shall be paid in equal monthly installments of \$10, paid on the first pay of each month.
2. If an employee elects not to participate in the dental insurance plan, he will not be allowed to re-enter the plan until the regular scheduled enrollment period. However, if an employee loses dental insurance coverage through his spouse, the employee will be allowed to re-enter the dental insurance plan offered by the Township on the first day of the succeeding month after verifying said loss of coverage to the Township.
3. All non-union classified employees hired on or after February 25, 2009 will be required to contribute 10% of their monthly premium to their selected health care provider premium, dental, and prescription drug coverage.
4. Employees transferring or receiving a promotion from a collective bargaining unit group to a non-union classified employee position shall retain their Hospitalization/Surgical Coverage/Dental Insurance/Prescription Drug Coverage at their current contribution level (i.e. if the employee is not required to contribute to the premiums in their current Township position, they will not be required to contribute as a non-union classified employee). However, if **all non-union employees are required to contribute towards their insurance premiums, any employee who transferred or transfers from a collective bargaining unit group will also be required to make the same contribution.**

B. LONGEVITY PAY - The Township agrees to grant the following longevity pay:

1. Upon completion of five (5) years continuous service, eligible employees will be paid five hundred (\$500.00) dollars.
 - a. An additional one hundred (\$100.00) dollars a year will be paid to eligible employees for each additional year of service (beyond five (5) years) to a maximum of two thousand (\$2,000.00) dollars.
 - b. Longevity payments will be made the first pay period of November of each year. An employee must be on the payroll of the Township on the date when the longevity payment is made in order to receive said payment. Longevity pay shall not be prorated.
 - c. All non-union classified employees will have their longevity frozen at their current rate as of February 25, 2009. There will be no further increases in longevity allowances, and longevity will be eliminated for all future hires after January 2, 2009.
 - d. Employees transferring or receiving a promotion from a collective bargaining unit group to a non-union classified employee position shall retain their longevity allowance; the employee's current dollar amount shall be frozen upon transfer or promotion.

C. WORKERS' COMPENSATION

1. Each employee will be covered by the applicable workers' compensation laws.
2. The Township shall supplement an employee's workers' compensation statutory benefits so that, including these statutory benefits, an employee off work on a service connected injury or illness shall receive 100% of his base weekly earnings for a period equal to two (2) months of each completed year of service time with Canton Township up to a maximum of eighteen (18) months of coverage. The period of any leave of absence shall not count as service time with Canton Township for purposes of determining the amount of supplemental workers' compensation coverage. Once an employee has utilized supplemental workers' compensation benefits, the employee has lost those benefits and additional supplemental benefits must be earned through service time worked after the employee's return from workers' compensation leave. Workers' compensation leave shall not be counted as service time in rebuilding the employee's coverage.
3. If an employee is off on a service connected injury or sickness, for which he is drawing workers' compensation benefits, and the employee is not entitled to at least one (1) full year of supplementation as provided in Paragraph B, the following shall prevail.

That employee will be entitled to whatever period of supplementation he has earned pursuant to Paragraph B. In addition, for whatever period of supplementation of one (1) year, the employee will be entitled to eighty percent (80%) of his base weekly earnings, which all include the statutory benefits. The intent is that the maximum period of supplementation for such employees, at whatever rate and/or rates will be one (1) year.

4. While an employee is off duty on workers' compensation leave, seniority, medical, and life insurance shall continue at full benefit level. All other fringe benefits shall be discontinued during the term of the leave and shall be pro-rated upon the employee's return to work.
5. The Township may offer the employee a job which the employee may not refuse if such job is available in the Township.
6. An employee will also be entitled to his pension benefit for the period of supplementation provided the employee contributes 5% of his base wage to the fund during the applicable period.

- E. OPTICAL PROGRAM - The Township shall provide an optical program whereby employees and their dependents may visit the optometrist or ophthalmologist of their choice for examination and corrective lenses. The Township will reimburse employees up to Two Hundred (\$200.00) Dollars for an examination and accompanying corrective lenses. This will be limited to one (1) visit per eligible person every two (2) years. Employees are required to pay for examination and lenses and will be reimbursed by the Township upon presentation of a valid paid receipt to the Human Resources Division.
- F. LIFE INSURANCE - The Township shall provide each employee with \$50,000 group life insurance, and \$50,000 accidental death or dismemberment group insurance at no cost to the employee.
- G. LIABILITY INSURANCE - The Township shall provide liability insurance which will protect the employee from any damage claim arising in and during the course of his duties, if such insurance is reasonably available in the insurance market. Coverage is based on the carrier's terms and conditions.
- H. MILEAGE - If an employee is required to use his own car while on duty, the employee shall be reimbursed at the current IRS allowable rate.
- I. PENSION PLAN

- 1. Non Union Employees hired on or before March 25, 2003.

Participation in the Plan is mandatory for all employees. The Plan is a Defined Contribution Plan administered by Retirement Funding/Schwab. The employee contributes 5% of the base salary and the Township contributes 15% of the employee's base salary. Employees are 100% vested after four years of completed service with the Township. Normal retirement is at age 65 with at least 10 years of service. However, an employee may take an early retirement at age 55 with at least 15 years of service.

- 2. Employees hired on or after March 26, 2003 – Municipal Employees Retirement system of Michigan

Employees hired on or before March 25, 2003 shall have the option to remain in the above referenced Defined Contribution Plan or to switch to a Defined Benefit Plan administered by the Municipal Employees Retirement system of Michigan (MERS).

This MERS Plan shall be administered as follows:

- a. The Canton Township Non Union Employees shall relinquish any and all remuneration currently in their present individual Defined Contribution Pension program to MERS to reduce Canton Township's unfunded accrued liability (UAL). All prior years of service with Canton Township

will be included and afforded to each employee in their benefit determination.

- b. The Township shall adopt the MERS Defined Benefit pension program with the following benefits:
 - i. Benefit Program B-4 - Benefit at retirement is based on 2.5% of the employee's final average compensation multiplied by years and months of credited service. This benefit shall not exceed 80% of the employee's final average compensation.
 - ii. V10 - Vesting in 10 years
 - iii. F55 (15) - Full pension benefit will be payable if age 55 is attained with at least 15 years of credited service.
 - iv. FAC-3 - Final average compensation is the average of the highest consecutive 3 year (36 months) period of the employee's credited service.
 - v. This program shall not include the E2 rider or any other escalator rider.
3. Additionally, in order to assist in containing the Township's contribution, the Non Union Employees shall contribute 5% of all income. The Township will contribute any remaining remuneration required to fund and maintain the MERS pension program.
4. All Non Union employees hired after March 25, 2003 shall be required to be in the MERS pension plan.
5. There shall be a moratorium on all Non Union employee retirement issues and benefits to December 31, 2008.
6. All Non-Union employees hired on or after February 25, 2009 will be required to participate in the Defined Contribution Plan administered by MERS.
 - a. The Township shall adopt the MERS Defined Contribution Pension Plan program with the following benefits:
 - i. The employee contributes 3% of the base salary
 - ii. Township contributes 5% of the employee's base salary.
 - iii. Employees are 100% vested after five years of completed service with the Township.

iv. An employee may retire at age 55 with at least 15 years of service.

- 1. Employees transferring or receiving a promotion from a collective bargaining unit group to a non-union classified employee position shall retain their retirement benefit level. The retirement benefit level for both the Defined Benefit and Defined Contribution Plan includes years of service, multiplier, and any age requirement at time of transfer.**

J. RETIREE BENEFITS

In addition to the pension benefits the retiree is entitled to pursuant to the Pension Plan in Section I of this Rule, the Township shall provide the following benefits to retirees:

1. Health Insurance:

Retiree Health Insurance. The Employer shall provide future retirees, their spouse and dependent children with Blue Care Network HMO, or equivalent coverage, Blue Care Network Blue Elect Self Referral Option (SRO) and Priority Health HMO coverage with a premium cost as close to the cost of Blue Care Network HMO as possible.

Notwithstanding the language above, with respect to employees retiring effective January 1, 2006, or thereafter, the Employer will provide such retirees, their spouse and dependent children with prescription drug coverage only through the Kroger Preferred 10/20/30 Plan, Blue Care Network HMO, or equivalent coverage, Blue Care Network SRO and Priority Health HMO coverage with a premium cost as close to the cost of Blue Care Network HMO as possible. To the extent possible consistent with this objective, the Blue Care Network SRO and Priority Health HMO coverage shall have terms as close as possible to those of the Blue Care Network HMO. The Employer shall pay the full cost of the Blue Care Network HMO, Blue Care Network SRO and Priority Health HMO coverage. In addition, one type of Blue Cross Community Blue PPO insurance coverage shall be made available. Employees opting to take coverage under this policy shall pay the difference between the premium cost of Blue Care Network HMO and the Blue Cross Community Blue PPO coverage.

The Employer will provide Blue Cross Blue Shield insurance coverage, which is most comparable to the coverage provided by Blue Care Network HMO, to retirees who reside out of the coverage areas of insurance provided above. A retiree who moves out of the coverage areas of insurance may only enroll in the Blue Cross Blue Shield health plan during the Employer's Annual Open Enrollment period.

The Employer will pay 100% of the group rate for this coverage for employees who retire from the Employer with fifteen (15) years of service and who have attained at least age 55. The Employer will pay 50% of the group rate for this coverage for employees who retire from the Employer with more than ten (10) years of service and who have attained age fifty-five (55). When the retiree reaches full Medicare eligibility, the Employer will assume the full cost of the Complimentary Medicare Two Plus One coverage.

The Employer will pay 50% of the group rate for this coverage for employees who retire from the Employer with more than ten (10) years of service and who have attained age fifty-five (55). When the retiree reaches full Medicare eligibility, the Employer will assume the full cost of the Complimentary Medicare Two Plus One coverage.

Non Union Classified employees hired on or after February 25, 2009, will be required to contribute 10% of their monthly health coverage premium, including Dental and Prescription coverage. Those employees hired on or after February 25, 2009, will not be allowed to select the Blue Cross Community Blue PPO health plan. When the retiree reaches full Medicare eligibility, the Employer will assume the full cost of the Complimentary Medicare Two Plus One coverage.

Employees transferring or receiving a promotion from a collective bargaining unit group to a non-union classified employee position shall:

- a. Retain current retiree health care benefit requirements at time of transfer; this requirement includes age and years of service.**
- b. Maintain Hospitalization/Surgical Coverage/Prescription Drug Coverage at their current contribution level. However, should all non-union employees be required to contribute to their insurance premiums, employees who have transferred into the non-union group will also be required to continue contributing the same amount during retirement.**

2. Life Insurance:

The Township shall also provide the retiree with \$1,000 group life insurance policy.

3. Cash Option:

A retiree after verifying to the employer that he is covered by health insurance through his spouse, may elect not to participate in the health insurance plan currently offered to retirees.

- a. In such event, retirees who elect not to participate in such plan shall be paid a sum of twelve hundred dollars (\$1,200) annually (prorated at \$100 per month) which shall be paid on the first pay in January for the previous year.
- b. If a retiree elects not to participate in the health insurance plan, he will not be allowed to re-enter the plan until the next regular scheduled enrollment period. However, if a retiree loses health insurance coverage through his spouse, the retiree will be allowed to re-enter the retiree health insurance plan offered by the Township on the first day of the succeeding month after verifying said loss of coverage to the Township. In such event, the Township shall pay the employee the cash option prorated at \$100 for each month the employee was not covered by the Township's retiree health insurance plan.
- c. This cash option shall no longer be available to a retiree once he reaches full Medicare eligibility. The cash option shall be prorated through the month the retiree reaches full Medicare eligibility at a rate of \$100 per month.

4. Dental Insurance:

A retiree may purchase, at his option and at his expense, dental insurance coverage. The retiree shall pay the full cost of the premium for this coverage. The retiree's payment must be received by the Canton Township Human Resource Division by check or bank money order payable to Canton Township, prior to the last Township work day of each month in order to ensure coverage for the following month. Failure to timely remit payment will result in the immediate cancellation of this coverage. The retiree may also pay the annual premium for this coverage in advance by January 15th of each year. The Township will notify the retiree of any changes in the premium and the retiree shall immediately pay those premium increases.

5. Deceased Retiree Coverage:

The hospitalization and surgical insurance of a deceased retiree shall be continued for the retiree's spouse and dependent children (to age 19). The hospitalization insurance coverage for the spouse shall continue until such time as the spouse remarries, is eligible for health insurance through his/her employer or reaches the age of Medicare eligibility, whichever occurs first.

K. EMPLOYEE FITNESS PROGRAM

Employees may voluntarily participate in the Physical Skills Test (PST) when offered by the Township. The employee will not be paid for taking the test if offered during other than normal working hours.

The PST shall be similar to that which is administered to other Township employees. Scoring of the PST will be in accordance with the conversion table utilized by the Township. An employee who successfully passes the annual PST will receive an Employee Fitness Allowance of \$250. This allowance shall be paid on the first pay period of November.

Employee Fitness Test - The Employee Fitness Test and Employee Fitness Allowance are eliminated for any employee hired on or after February 25, 2009.

APPENDIX 6 - Non-Union Classified Employees - Tuition Reimbursement Program

PURPOSE AND SCOPE:

This program is offered to encourage employees to improve their job skills, to increase their value to the Township and to assist them in preparing for future advancement with the Township.

The scope of the program does not include special seminars or "short courses" of a few days duration, which will continue to be considered on an individual and departmental training basis as in-service training.

GENERAL PROVISIONS:

The following provisions are established to govern the administration of the Township's Tuition Reimbursement Program:

1. Application for Tuition Reimbursement may be made by any employee who has completed his probationary period.
2. Applications will not be considered if the employee is eligible for or receiving funds for The same course from any other source (e.g., internship, work study, independent study, GI Bill, scholarships, vocational, rehabilitation, etc.)
3. An application will be approved only for course work directly related to the employee's present job.
4. Reimbursement shall be made only for course work completed at accredited colleges and universities (North Central Accreditation).
5. Reimbursement shall be limited to Twelve Hundred (\$1,200.00) Dollars per participant Per Township fiscal year for credit courses.
6. Reimbursement for tuition shall be according to the following schedule:
 - 100% reimbursement for courses completed with "C" or higher or numerical equivalent (70 or above)
 - 0% reimbursement for courses with a grade less than "C" (below 70)
 - 0% reimbursement for courses not completed (e.g., drop, incomplete, audit, withdrawal)
7. Employees must submit an official school transcript showing final grade received. The employee shall be considered as having concluded a class when the term ends for which the school quotes the tuition fee.

APPENDIX 6 - Non-Union Classified Employees - Tuition Reimbursement Program (Continued)

8. Because funds for the Tuition Reimbursement Program are limited, priority shall be governed by the date and time that completed applications are received in the Human Resources Division. Approval and reimbursement is contingent upon the availability of funds as budgeted by the Township, the employee's successful completion of the course, and adherence to the procedures and policies of the Program.
9. Expenses such as registration, books, lab fees, parking, mileage, etc., shall not be part of The Tuition Reimbursement Program.
10. The applicant shall attend classes on his own time and without compensation from the Township.
11. The employee shall be required to refund all money received under the program in the event the employee separates from the Township service within a three-year period subsequent to completion of the course. Payment shall be in one lump sum to be deducted from the employee's final paycheck or reimbursed forthwith by the employee upon termination of employment with the Township.
12. An employee must apply for reimbursement within thirty (30) calendar days of receipt of the final grade in the course.
13. Each Department Director shall submit through the Township Supervisor to the Township Board an annual report listing employees receiving tuition reimbursement, the name of all courses completed, and the dollar amount of reimbursement.
14. It is the Township's belief that the reimbursement benefit under this policy will be considered income by the Internal Revenue Service. Therefore, this benefit will be subject to the appropriate payroll taxes.
15. It is recognized that in an area as broad as Tuition Reimbursement, this policy may not cover all situations. The Merit Commission shall be the final authority in judging whether reimbursement shall be made. The decision of the Merit Commission shall be final and binding on all parties.

Tuition Reimbursement Program

Procedures

1. An employee who wishes to apply for tuition reimbursement from the Township shall obtain an application form from his department. This application form must be completed by the employee and submitted to the employee's Department Director.
2. The application will be reviewed by the Department Director. If the application is approved by the Department Director, it shall be forwarded the Human Resources Manager. If approved by the Human Resources Manager, then the employee shall be eligible for tuition reimbursement.
3. Within thirty (30) calendar days after successful completion of an approved course, the employee shall present to his Department Director an official transcript of the course grade and credits as well as an appropriate receipt for tuition. This material will then be forwarded to the Human Resources Division for review and approval or disapproval.
4. If the transcripts and receipts submitted to the Human Resources Division are deemed acceptable pursuant to the Township's Tuition Reimbursement policy, the Human Resources Division shall prepare and forward a check request to Payroll for the employee's reimbursement on the next regular pay.
5. All disputes regarding this Tuition Reimbursement Program shall be submitted to the Township Merit Commission. The decision of the Merit Commission shall be final and binding on all parties.

APPENDIX 7 - Non-Union Classified Employees - Disability Retirement Policy

This policy only applies to those employees who remain in the Township's Defined Contribution Pension Plan. The employees in the MERS pension plan shall be covered by the MERS Disability Retirement rules and regulations.

1. ELIGIBILITY

1. Upon application by an employee, or by the Township, an employee who is fully vested in the Township's pension plan and who is totally and permanently incapacitated from employment with the Township by reason of a personal injury or disease may be given a disability retirement by the Township.
2. An employee who is totally and permanently incapacitated from employment with the Township by reason of a duty-related personal injury or disease, for which the employee is receiving worker's compensation benefits, shall be considered to be fully vested in the Township's pension plan for purposes of disability retirement.
3. The employee must provide medical evidence, satisfactory to the Township, of his/her total and permanent incapacitation from employment with the Township. The Township may require the employee to submit to an examination by a physician of the Township's or its insurance carrier's choosing to confirm the employee's incapacitation. Said examination would be paid for by the Township. Should the Township's physician and the employee's physician disagree, a third opinion shall be secured from a physician mutually agreed to by the Township and employee. The findings of this third physician shall be final and binding on all parties. The cost of this third opinion shall be shared equally by the Township and the employee.

2. BENEFITS

An employee who has been determined to be eligible for a disability retirement shall receive the following benefits:

1. Pension: The employee shall receive whatever pension benefits he/she is eligible for as of the date of determination of disability by the Township.
2. Social Security: The employee must apply for Social Security Disability Income benefits.

3. Long Term Disability: The employee shall receive long term disability benefits in accordance with the terms and conditions of the policy in effect on the date of determination of disability by the Township.
4. Health Insurance: The employee shall receive hospitalization and surgical insurance covering the employee, employee's spouse, and dependents for the life of the employee. This insurance shall be the same as is provided normal retirees of the Township.
5. Life Insurance: A disability retiree receiving short term disability benefits or long term disability benefits with a waiver of premium shall be eligible for \$50,000 life insurance coverage. If the disability retiree is no longer receiving disability benefits, he will be eligible for \$1,000 insurance coverage.
6. Medicare: Upon reaching full Medicare eligibility, the employee shall receive Medicare Complementary Two Plus One Coverage in the same manner as is provided the normal retirees of the Township.

3. CONTINUED ELIGIBILITY

1. At least once each year the Township in conjunction with its insurance carrier may, in its sole and exclusive discretion, require a disability retiree to submit to a medical examination by a physician of the Township's choosing to determine the employee's continued eligibility for disability retirement benefits.
2. Should the disability retiree refuse to submit to this medical examination, said retiree shall immediately cease to receive any and all benefits for which he/she may be eligible in accordance with Section B of this policy until withdrawal of said refusal.
3. Any dispute between a disability retiree and the Township regarding the retiree's continued eligibility for disability retirement shall be resolved pursuant to Section A.3 of this policy.

**CHARTER TOWNSHIP OF CANTON
FAMILY AND MEDICAL LEAVE POLICY**

Policy Statement

It is the policy of the Charter Township of Canton to grant up to 12 weeks of family and medical leave during any 12 month period to eligible employees, in accordance with the Family and Medical Leave Act of 1993 (FMLA). The leave may be paid, unpaid, or a combination of paid and unpaid depending on the circumstances and as specified in this policy. In addition, amendments signed into law in early 2008 permit up to twenty-six (26) weeks of job-protected leave in a twelve (12) month period for a family member to care for an armed forces member who is injured in the line of duty. As part of that total twenty-six (26) weeks, the amendments also permit an FMLA-eligible employee to take up to twelve (12) weeks of job-protected leave to deal with qualifying exigencies that arise because of a spouse, son, daughter or parent's active duty or impending active duty in a military conflict

Eligibility

In order to qualify to take family and medical leave under this policy, the employee must meet all of the following conditions:

1. The employee must have worked for the Charter Township of Canton at least 12 months, or 52 weeks. The twelve months, or 52 weeks, need not have been consecutive. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of the week or if the employee is on leave during the week.
2. The employee must have worked at least 1250 hours during the twelve month period immediately before the date when the leave would begin.
3. The employee must work in an office or worksite where 50 or more employees are employed within 75 miles of that office or worksite.

Type of Leave Covered

In order to qualify as FMLA leave under this policy, the employee must be taking the leave for one of the reasons listed below:

1. The birth of a child and in order to care for that child.
2. The placement of a child for adoption or foster care.
3. To care for a spouse, child, or parent with a serious health condition.
4. The serious health condition (described below) of the employee.
5. To care for an armed forces “family” member who is injured in the line of Duty. The employee must be the spouse, son, daughter, parent or next of kin – defined as nearest blood relative - of a covered service member. Canton Township will use the Department of Defense’s list of potential “next of kin” which should be extended to only one individual. In addition to spouse, son, daughter or parent “next of kin” will include a blood or adoptive relative as defined by court or statute, a brother or sister, a grandparent, or a person standing in “loco parentis.”
6. To deal with qualifying exigencies which arise because of a spouse, son, daughter or parent's active duty or impending active duty in a military conflict. The qualifying exigency shall be one that is directly related to the fact that the spouse, son, daughter or either parent of the employee is on active duty or has been notified of an impending call to active duty status in a military conflict. Exigencies shall be urgent or one-time in nature.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as a condition which requires inpatient care at a hospital, hospice, or residential medical care facility, or a condition which requires continuing care by a licensed health care provider. (A health care provider is defined as: a doctor of medicine, doctor of osteopath, podiatrist, dentist, clinical psychologist, optometrist, chiropractor, nurse practitioner, nurse midwife, and Christian Science practitioner.)

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. (Examples of a serious health condition include: heart attacks or other serious heart conditions, most cancers, strokes, appendicitis, pneumonia, and ongoing pregnancy and prenatal care.) Generally, a chronic or long term health condition which, if left untreated, would result in a period of incapacity of more than three days, would be considered a serious health condition.

The Township shall require an employee to provide a doctor's certification of the serious health condition. **In all cases, the employee must provide medical certification every 6 months. The Township may require, as provided by the Department of Labor-Code of Federal Regulations, the employee to provide medical certification every 30 calendar days.**

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the Township may designate all or some portion of the related leave time taken as leave under this policy, to the extent that earlier leave meets the necessary qualifications.

An eligible employee can take up to twelve (12) weeks of leave under this policy during any rolling twelve (12) month period for the following events: the birth of a child and in order to care for that child, the placement of a child for adoption or foster care, to care for a spouse, child, or parent with a serious health condition, or the serious health condition of the employee. An eligible employee may take up to twenty-six (26) weeks of job-protected leave in a rolling twelve (12) month period to care for an armed forces family member who is injured in the line of duty. As part of that total twenty-six (26) weeks, this policy also permits an FMLA-eligible employee to take up to twelve (12) weeks of job-protected leave to deal with a qualifying exigency that arose because of a spouse, son, daughter or parent's active duty or impending active duty in a military conflict. An employee, during the term of their employment with Canton Township, is eligible for one FMLA leave of twenty six (26) weeks to care for an armed forces family member who is injured in the line of duty. An employee, during the term of their employment with Canton Township, is eligible for one FMLA leave of twelve (12) weeks to deal with a qualifying exigency that arose because of a spouse, son, daughter or parent's active duty or impending active duty in a military conflict. Any time taken by a Township employee to deal with a qualifying exigency for an eligible family member under the allowed twelve (12) weeks of FMLA will also be applied to the twenty-six (26) weeks of leave available to care for an armed forces "family" member who is injured in the line of Duty.

The Township will measure the twelve month period as a rolling twelve (12) month period measured backward from the date an employee uses any leave under this policy. The Township will not measure back before August 5, 1993. Each time an employee takes leave, the Township will compute the amount of leave the employee has taken under this policy and subtract it from the twelve (12) weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time. (For example if an employee used four weeks of FMLA leave beginning February 1, 1994, four weeks beginning June 1, 1994, and four weeks beginning December 1, 1994, the employee would not be entitled to any additional leave until February 1, 1995. On February 1, 1995, the employee would be entitled to four weeks of leave.)

If a husband and wife both work for the Township, and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of twelve (12) weeks of leave.

Employee Status and Benefits During Leave

While an employee is on paid leave, the Township will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. If an employee is on unpaid leave, the Township will continue only the health care plan portion of benefits, excluding life insurance, optical, dental, and short/long term disability, pension contribution, accumulation of leave time, vacation, PTO, comp, etc. The only exceptions to employee status and benefits during leave will be covered in the respective collective bargaining agreements.

If the employee chooses not to return to work for reasons other than a continued serious health condition, the Township will require the employee to reimburse the Township the amount it paid for the employee's health insurance premium during the leave period. (If the employee does not return at the end of the leave period, the employee's notification of his/her intent not to return will be the COBRA qualifying event. The employee should consult the Township's COBRA policy.)

Employee Status After Leave

An employee who takes leave under this policy will be able to return to the same job or a job with equivalent status pay, benefits and other employment terms. The position will be the same or one which entails substantially equivalent skill, effort, responsibility, and authority. The Township may choose to exempt certain highly compensated employees from the requirement and not return them to the same or similar position.

Use of Paid and Unpaid Leave

If the employee has accrued paid leave, the employee must use paid leave first and take the remainder of the twelve weeks as unpaid leave. Any time off accrued during the leave must also be taken prior to going unpaid. Employees are not required to use their banked compensatory (comp) time when on FMLA leave, however upon submitting a written request to their supervisor the employee can request to use their banked

comp time for an FMLA reason. The absence which is paid from the employee's accrued comp time "bank" will not be counted against the employee's FMLA leave entitlement.

An employee who is taking leave because of the employee's own serious health condition must use all paid vacation, personal, PTO, or sick leave prior to being eligible for unpaid leave. If an employee is taking leave because of a family member's serious health condition the employee must use all PTO, paid vacation, and personal leave prior to the use of any accrued sick leave.

An employee taking leave for the birth of a child must use paid sick leave (provided they have accumulated enough paid sick leave) for physical recovery following child birth. The employee giving birth may use up to six (6) weeks of paid sick leave for recovery after a normal delivery and up to eight (8) weeks of paid sick leave after delivery by caesarean birth. Pregnancy disability or other leave taken under the Township's temporary disability plan is considered paid sick leave for purposes of FMLA substitution. The employee must then use all paid PTO, vacation or personal time and then will be eligible for unpaid leave for the remainder of the 12 weeks. Any FMLA Leave that is taken prior to the birth which falls within the rolling twelve (12) month period of the physical recovery will be applied to the twelve (12) weeks of available time and reduce the amount of time available after the birth accordingly. (i.e. if the employee went off work per doctor's orders one week prior to the birth, the employee would only be eligible for an additional eleven (11) weeks of leave after the birth for a total of twelve weeks in a rolling twelve (12) month period.)

An employee who is taking leave for the adoption or foster care of a child must use all paid vacation and personal time prior to being eligible for unpaid leave.

An employee who is taking leave to care for an armed forces family member who was injured in the line of duty must use all PTO, paid vacation, and personal leave prior to the use of any accrued sick leave.

An employee who is taking leave to deal with qualifying exigencies that arise because of a spouse, son, daughter or parent's active duty or impending active duty in a military conflict must use all PTO, paid vacation, and personal leave prior to being eligible for unpaid leave.

Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year), or under certain circumstances may use the leave to reduce the work week or work day, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 weeks over a 12 month period.

Updated medical certification will be required for employees who take FMLA eligible intermittent leave. The employee is responsible for obtaining and submitting this certification, failure to provide updated certification will result in the time taken being deducted from the employee's time off banks.

In all cases, the employee must provide medical certification every 6 months. The Township may require, as provided by the Department of Labor-Code of Federal Regulations, the employee to provide medical certification every 30 calendar days.

The Township may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

For the birth, adoption or foster care of a child the Township and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption, or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the Township before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary. The Township shall require certification of the medical necessity.

If an employee is taking leave to care for an armed forces family member who has been injured in the line of duty, the employee should try to reach agreement with the Township before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary. The Township shall require certification of the medical necessity. In all cases, the leave may not exceed a total of twenty-six (26) weeks over a rolling twelve (12) month period.

Any leave taken in the rolling twelve (12) month period to deal with a qualifying exigency that arose because of a spouse, son, daughter or parent's active duty or impending active duty in a military conflict, will be counted as part to the twenty-six (26) weeks.

If an employee is taking leave to deal with a qualifying exigency that arose because of a spouse, son, daughter or parent's active duty or impending active duty in a military conflict, the employee should try to reach agreement with the Township before taking intermittent leave or working a reduced hour schedule. In all cases, this type of leave may not exceed a total of twelve (12) weeks over a rolling twelve (12) month period.

Certification of the Serious Health Condition

The Township shall ask for certification of the serious health condition by use of the U.S. Department of Labor Certification of Physician or Practitioner (Family and Medical Leave Act of 1993) Form. The employee shall respond to such a request within 15 days of the request, or provide a reasonable explanation for the delay. Failure to provide certification shall result in a denial of continuation of leave. Medical certification may be provided by using the medical Certification Form contained in Appendix A to this policy.

Certification of the serious health condition shall include: the date when the condition began, its expected duration, diagnosis, and brief statement of treatment. For medical leave for the employee's own medical condition, the certification must also include a statement that the employee is unable to perform work of any kind or a statement that the employee is unable to perform the essential functions of the employee's position. For a seriously ill family member, the certification must include a statement that the patient requires assistance and that the employee's presence would be beneficial or desirable.

If the employee plans to take intermittent leave or work a reduced schedule, the certification must also include dates and the duration of treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule. Updated medical certification will be required every six months for employees who take FMLA eligible intermittent leave. The employee is responsible for obtaining and submitting this certification, failure to provide updated certification will result in the time taken being deducted from the employee's time off banks.

The Township has the right to ask for a second opinion if it has reason to doubt the certification. The Township will pay for the employee to get a certification from a second doctor, which the Township will select.

If necessary to resolve a conflict between the original certification and second opinion, the Township will require the opinion of a third doctor. The Township and the employee will jointly select the third doctor, and the Township will pay for the opinion. This third opinion will be considered final.

The employee must present a copy of the qualifying family member's call up orders, or verification of the qualifying family member's current military service if an employee is requesting leave to deal with a qualifying exigency that arose because of a spouse, son, daughter or parent's active duty or impending active duty in a military conflict. This documentation must be provided to the employee's supervisor 30 days in advance of the employee taking FMLA leave when the deployment is foreseeable. If the

deployment is not foreseeable the documentation must be provided as soon as reasonably possible. If the qualifying family member is currently in active duty in a military conflict the employee must provide written documentation (i.e. military orders) and the reason for the FMLA request.

Procedure for Requesting Leave

Except where leave is not foreseeable, all employees requesting leave under this policy must submit the request in writing on a Township Leave Request Form to their immediate supervisor with a copy to Human Resources.

When an employee plans to take leave under this policy, the employee must give the Township 30 days notice. If it is not possible to give thirty (30) days notice, the employee must give as much notice as is practicable. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to the Township's operations.

If an employee fails to provide thirty (30) days notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least thirty (30) days from the date the employer receives notice.

While on leave, employees shall report periodically to the Township regarding the status of medical condition, and their intent to return to work.

Employees with questions about which illnesses are covered under the FMLA policy or under the Township's sick leave policy are encouraged to consult the Human Resources Services Division through their immediate supervisor.

**CANTON
FAMILY MEDICAL LEAVE POLICY**

**HR: 18
Page 9 of 9
Date: Revised 7/28/2010**

Adopted by Township Board: 06/14/94

Revised: 08/22/95

Revised: 07/16/03

Revised: 08/27/08

Revised: 7/28/2010 Revision approved by Twp Board 7/27/2010.

APPENDIX 9 - Department Director's Fringe Benefits

FRINGE BENEFITS:

In addition to the standard fringe benefits that the other non-union employees receive, the Directors will be provided the following:

Automobile Allowance

The Public Safety Director will be provided a township-owned vehicle.

The Municipal Services Director, Administrative and Community Services Director, Leisure Services Director and Finance and Budget Director will be provided with a Car Allowance of \$400 per month in lieu of being provided a Township vehicle.

Department Directors hired or appointed on or after February 25, 2009 shall be provided an auto allowance of \$250 per month.

Clothing Allowance

The Public Safety Director will receive a clothing allowance. This allowance shall be a reimbursement of up to \$600 per year.

Retirement

Each Director will be dealt with on an individual basis when it comes to retirement. In order for a Director to receive full retirement benefits, he/she must be at least age 55 and must have at least 15 years of service as a full-time employee with Canton Township.

Performance Bonus

Each year the Township Board shall set aside a bonus pool not to exceed 3% of the aggregate Directors' base pay. Upon successfully achieving specific job performance criteria established by the Township Board at the beginning of each year, this Performance Bonus will be paid as a lump sum amount on the last pay of December. A Director would receive none, some, or the entire bonus amount depending upon his performance evaluation by the Township Supervisor.

Bonuses are awarded to employees demonstrating performance above the expected standards for their jobs, and the individual performance evaluation serves as the basis for eligibility. Bonuses are determined by considering three basic components.

APPENDIX 9 - Department Director's Fringe Benefits (Continued)

- 50% A. Goals and Objectives:
1. Written performance expectations (objectives), which specify the work to be performed and results to be achieved, are set for each employee by February 15th of each year.
 2. A mid-year review of the performance expectations (objectives) will be performed by the Supervisor.
 3. Performance appraisal of progress on performance expectations (objectives) as evaluated by the Supervisor during the month of January.

25% B. Performance Dimensions:

Performance dimensions are evaluated by the Supervisor.
There are 14 performance dimensions, which are weighed:

Initiative	Interpersonal Interactions
Positive Attitude	Productivity
Problem Solving	Team Work
Personal Integrity	Leadership
Flexibility/Adaptability	Planning
Communication	Organizational Skills
Job Knowledge/Learning	Punctuality/Dependability

25% C. Other Activities:

Performance of other activities above and beyond the normal scope of work as evaluated by the Supervisor. Successful performance on task forces or committees, special projects, cost saving innovations, personal development, professional organization leadership positions, etc. Above and beyond the stated goals are evaluated on the overall significance of the accomplishments.

**MERIT SYSTEM COMMISSION
HUMAN RESOURCES POLICY MANUAL
MARCH 1, 2011**

APPENDIX 10 - FAMILY AND MEDICAL LEAVE FLEXIBLE STAFFING PROGRAM

1. When a Non-Union employee has a qualifying event under the Family and Medical Leave(FMLA), a Department Director or Elected Official may, at his/her sole discretion, with the concurrence of the Township Supervisor, with any necessary medical authorization, and upon notification to Human Resources, permit the employee to work a reduced schedule for a period of up to one year from the date of the qualifying event.
2. This approval is not automatic. The approval will be based upon the nature of the effected position, work history of the employee, and the current work related circumstances at the time the request is made. This approval may be rescinded at anytime by the Director/Elected Official or the Supervisor upon written notice to the employee. The reason(s) for granting or denying approval, including the specifics of the individual flexible staffing plan, must be documented in writing and submitted to Human Resources prior to the plan being implemented.
3. A Director/Elected Official may hire a temporary employee to assist in coverage during this period without additional Township Board approval, provided that the total amount paid to the temporary position and the existing position does not exceed the full-time salary of the existing position. The temporary position must be eliminated within 10 business days after the full- time employee's return to normal work status. The Township may choose to hire a temporary employee to work some or all of the hours available because of the reduced work schedule of the employee on the leave, both during and after the FMLA leave period.
4. An effected employee will be paid an amount equal to the hours worked multiplied by his/her hourly rate.
5. The work schedule will be set by the Director/Elected Official based upon the specific circumstances.
6. An employee must work in the office at least 20 hours per pay period to qualify for the program.
7. Health benefits will continue to be provided during this period if an employee works a minimum of 40 hours per pay period. No other fringe benefits will be granted during the term of this program.
8. No benefits will be paid to any temporary positions used to augment staffing.
9. This policy shall not be applied in any way which would deprive an employee of their FMLA rights.

APPENDIX 11 - WORK RELATED INJURY OR ILLNESS

All work related injuries or illnesses are to be reported to the employee's supervisor immediately. The injured employee will be sent to the Township designated medical provider for treatment. All employees receiving medical attention for a work related injury or illness will be tested for drug and alcohol abuse as covered by the Canton Township, Department of Transportation Drug and Alcohol Testing Program and Policy.

APPENDIX 12 - COMPENSATION FOR ON-CALL EMPLOYEES

1. Based on the operating needs of the department, some non-union classified employees performing IT related duties may be placed on an on-call status by their Department Director. This on-call status may be “Restricted” or “Unrestricted” at the sole discretion of the Department Director.

Those positions eligible for this status are: Information Technology Manager, Network Administrator, Programmer/Analyst, Web Designer, Help Desk/Trainer, Public Safety Systems Analyst, and Network Technician.

4. Restricted On-Call Status

- A. Definition - An employee who is placed on a restricted on-call status is required to be available to respond to a page or call back to work within thirty (30) minutes, twenty-four (24) hours a day during the entire period of the employee’s on-call assignment.
- B. Compensation - An employee on restricted on-call status shall receive four (4) hours of compensatory time at straight time or two (2) hours of paid time at straight time for each complete week (Monday through Sunday) that the employee is on call.

If the employee is required to be on restricted on-call status during a week that includes a Township recognized holiday, the employee shall receive an additional two (2) hours of compensatory time at straight time, or one (1) hour of paid time at straight time.

If the employee is required to be on restricted on-call status during a week that includes two Township recognized holidays (Thanksgiving, Christmas, New Years), the employee shall receive an additional four (4) hours of compensatory time at straight time, or two (2) hours of paid time at straight time.

The decision as to whether the employee receives comp time or paid time shall be in the sole and exclusive discretion of the employee’s Department Director.

**MERIT SYSTEM COMMISSION
HUMAN RESOURCES POLICY MANUAL
MARCH 1, 2011**

COMPENSATION FOR ON-CALL EMPLOYEES (CONTINUED)

5. Unrestricted On-Call Status

- A. Definition - An employee who is placed on unrestricted on-call status has the option not to respond to a pager or call back to work.
- B. Compensation - An employee on unrestricted on-call status shall receive two (2) hours of compensatory time at straight time or (1) hour of paid time at straight time for each complete week (Monday through Sunday) that the employee is on call.

If the employee is required to be on unrestricted on-call status during a week that includes a Township recognized holiday, the employee shall receive an additional one (1) hour of compensatory time at straight time, or one-half (½) hour of paid time at straight time.

If the employee is required to be on restricted on-call status during a week that includes two Township recognized holidays, (Thanksgiving, Christmas, New Years), the employee shall receive an additional two (2) hours of compensatory time at straight time, or one (1) hour of paid time at straight time.

The decision as to whether the employee receives comp time or paid time shall be in the sole and exclusive discretion of the employee's Department Director.

- C. If an employee on unrestricted on-call status refuses to respond to a page or call back to work, then the employee shall receive no on-call compensation for that week.

- 6. All compensatory time earned for an on-call assignment shall be administered in accordance with Rule 4.248 Overtime and Compensatory Time of the Human Resources Policy.

**MERIT SYSTEM COMMISSION
HUMAN RESOURCES POLICY MANUAL
MARCH 1, 2011**

APPENDIX 13 - FURLOUGH DAY SCHEDULE

2011 Furlough Schedule
(Non-Union)

Friday, January 28, 2011

Monday, February 21, 2011

Friday, March 25, 2011

Monday, April 25, 2011

Friday, May 27, 2011

Friday, June 24, 2011

Friday, July 1, 2011

Friday, July 29, 2011

Friday, August 19, 2011

Friday, September 2, 2011

Friday, October 21, 2011

Monday, November 14, 2011

In addition, there will be 8 floating furlough hours banked for Non-Union staff to take in part, or in whole, during the year.

2012 Furlough Schedule
(Non-Union)

Furlough Dates TBD

**MERIT SYSTEM COMMISSION
HUMAN RESOURCES POLICY MANUAL
MARCH 1, 2011**

Amended: 1/22/07
Revised: 3/15/07
Amended: 1/28/08
Amended: 7/08/08
Amended: 3/24/2009 *Approved at 3/23/09 Merit Commission Meeting*
Amended: 3/23/2010 *Approved 3/22/2010 Merit Commission Meeting*
Amended: 3/1/2011 Approved 2/28/2011 Merit Commission Meeting

4.300 LEAVES OF ABSENCE

4.301 Regulations Regarding Leaves of Absence.

A. Any employee desiring to return from a leave granted to enter the armed forces shall apply for restoration to said employee's former position within ninety (90) calendar days after honorable discharge from active duty.

B. Any uncompleted training period shall be completed upon return from a leave as herein granted.

C. An employee may be required to submit to a medical examination, including drug screen, as may be deemed necessary to determine physical fitness to resume former duties if reemployment is not within ninety (90) calendar days of the honorable discharge from active duty.

D. An employee granted a leave of absence hereunder shall be restored to the position held prior to taking a leave, or if approved by the Merit Commission before the expiration thereof.

E. If the position of an employee granted a leave hereunder has been abolished, their right to reemployment shall be determined in accordance with the provisions of Rule 3.340 relating to seniority and reemployment.

F. For leaves of absence occurring during a probationary period, see Rule 2.510 E.

4.302 Absence without Leave.

Any employee who is absent from duty for three consecutive work days, other than for approved PTO, without specific grant of leave of absence, shall be deemed to have resigned from the Township's service and to have vacated their position. Any such absence shall be without pay unless a leave of absence is thereafter requested and approved. The failure of an employee to report at the expiration of a leave of absence shall be deemed an Absence without Leave.

4.310 Paid Time Off Program.

Canton Township has established a Paid Time Off (PTO) program for all full time Merit employees. The PTO program combines all paid time off into a single benefit bank for compensation during times away from work. This PTO

program shall be administered in accordance with this Policy:

The PTO period shall be from January 1 to December 31 of each year. PTO will accrue monthly on Employee's anniversary date of hire. It will accrue beginning with the date of hire and become available to Employee after thirty days of employment.

Employees shall be granted paid time off in accordance with the following schedule:

1. During the first year of service a monthly prorata allowance of 1.5 days per month from the employee's date of hire. (12 hours per month).
2. After one (1) year of completed service, but less than five (5) years of service from anniversary date of employment, a monthly prorata allowance that will total eighteen (18) work days per year (12 hours per month).
3. After (5) years of completed service, but less than ten (10) years of service from anniversary date of employment, a monthly prorata allowance that will total twenty-four (24) work days per year (16 hours per month).
4. After ten (10) years of completed service, but less than fifteen (15) years of service from anniversary date of employment, a monthly prorata allowance that will total thirty (30) work days per year (20 hours per month).
5. After fifteen (15) years of completed service or more from anniversary date of employment, a monthly prorata allowance that will total thirty-six (36) work days per year (24 hours per month).

Employees shall be entitled to cash out up to 80 hours of unused PTO at the end of each year. Any remaining accumulated and unused PTO shall be rolled over to the following year, until such time as their PTO bank equals two times the Employee's then current annual accrual amount. Any unused PTO in excess of that paid out and rolled over shall be forfeited by the Employee.

PTO will be granted at such times during the year as are suitable with approval of the employee's Department Director.

PTO may be taken in increments of 15 minutes.

Employees separated from the Township due to death or retirement shall be compensated in cash for 100% unused PTO accumulated at the regular base rate of pay at the time of separation. An employee who resigns will be paid for 100% of unused PTO providing he/she gives a minimum of two (2) weeks written notice to the Township of his/her intent to resign. Employees who are involuntarily terminated will be paid for 100% of unused PTO time. On all pay

outs upon termination, 50% of the PTO payout will be reported to MERS as wages. Employees with less than one (1) year of service whose employment is terminated for any reason, or who resigns, are not entitled to any PTO benefits.

Employees transferring or receiving a promotion from a collective bargaining unit group to a non-union classified employee position shall retain their current PTO bank and shall also retain their current rate of PTO accumulation.

PTO may be used for any scheduled time off work within a calendar year. Employees may take up to six unscheduled PTO days in a rolling 12-month period. An employee taking subsequent unscheduled PTO within the rolling 12-month is subject to progressive discipline. Each day of a multiple consecutive day absence will be deemed an unscheduled day. Exceptions will be jointly determined by the Department Director and the HR Manager, and based on circumstances surrounding the absence, employee attendance history, and requested accommodations. Unplanned absences of more than 3 consecutive scheduled shifts may require a physician's note.

4.320 Disability Leave.

A. **Long Term Disability Insurance** - The Township shall provide a Sickness and Accident Insurance Policy which shall provide the following coverage for an employee who is off work due to medically certifiable personal sickness or accident:

After a 180 calendar day elimination period, Long Term Disability will cover 60% of the employee's base salary up to a maximum of \$2,000 per month. This benefit is subject to the carrier's terms and definitions and coordination of benefits provisions.

B. **Short Term Disability Insurance** - The Township shall provide short term disability benefits for each employee. These benefits shall equal 100% of the employee's current hourly wage as of the last day worked until the employee has met the elimination period of the long-term disability policy. This policy shall take effect and pay benefits to the employee after the employee has been disabled for fourteen (14) consecutive calendar days after the last day worked for the Employer. For purposes of this Article, "disability" is as determined within the standards of the insurance industry.

An employee will only be required to use their accumulated PTO up to the point they are eligible for short term disability benefits.

Those employees with a balance in their "sick bank" as of 1/1/13, will have this bank frozen and available only to be used to offset the 14 day elimination period

if needed in the future. The bank will not increase, and will decrease as used.

The Employer reserves the right to conduct reasonable investigations regarding an employee's claim of disability including requiring the employee to be examined by a physician of the Employer's choosing. The Employer shall pay the fees for said examination.

When it has been determined that an employee has violated the spirit and intent of the short term disability policy, the employee shall be subject to the following provisions:

a. All short term disability payments taken in violation of its approved uses shall be ordered reimbursed or deducted from the employee's future earnings.

b. Violation of the short term disability policy shall be grounds for disciplinary action, up to and including discharge.

4.340 Bereavement Leave.

Full time, classified employees shall be entitled to bereavement leave according to the following provisions:

a. When an employee is absent from work due to a death of a spouse, child or parent the Employer will pay the employee their regular straight time rate of pay for up to a total of five (5) consecutive working days.

b. When an employee is absent from work due to a death in his immediate family, that is the employee's stepchildren, grandchildren, grandparents, brothers, sisters, brothers-in-law, sisters-in-law, son-in-law, and daughter-in-law, or the employee's spouse's parents, grandparents, brothers and sisters and actually attends the funeral/service, the Township shall pay the employee his regular straight-time rate of pay for up to a total of three (3) consecutive working days, or up to five (5) consecutive working days, if needed, and if the funeral is excess of 250 miles from the Township. The funeral/service shall fall within the consecutive days outlined above. The employee may be required to furnish proof of death in the family and attendance at the funeral/service. This leave is not chargeable to PTO or comp time. Additional time may be granted by the employee's Department Director, in unusual or extenuating circumstances. Requests for additional time shall not be unreasonably denied.

4.350 Jury Duty.

Full time classified employees who are called to jury duty before any court of this state, a political subdivision thereof, or the federal government will be granted leave with pay subject to the following conditions:

A. The employee will be paid their regular straight time rate of pay for each day of jury duty that would be considered a regular working day. In order to receive full pay, the employee must sign over and surrender to the Township any and all compensation, not to include any compensation for mileage, received from the Court for jury duty.

B. The employee must furnish the Township with adequate proof that they have reported for such jury duty.

C. Time spent by an employee on Jury Duty shall be considered as time worked for seniority and longevity purposes.

4.360 Leave with Pay.

A. Full time, classified employees may be granted a leave with pay for a period of up to five (5) work days in a calendar year to attend trade or professional conferences that are in relation to the employee's work. Additional days may be granted by the Department Director.

B. Employees shall be granted leave with pay to participate in promotional or original entrance examinations held by the Merit Commission.

C. An employee who is a member of the Michigan National Guard, or any other federally recognized reserve component of the Armed Forces, may be granted leave with pay for a period of up to ten (10) work days per year subject to the following conditions:

1. The amount of compensation due the employee from the Township shall be the difference between the employee's regular salary for the ten work day period, and the amount paid to the employee by the government for a like period provided, however, that any sums representing allowances shall be excluded from the computation.

2. Such leave may be granted only once in any twelve month period. Requests for additional leave time may be approved by the Township Supervisor.

3. This leave will apply only to full time employees who have served at least ninety (90) calendar days in the classified Township service.

D. An employee who is called to duty as a member of the National Guard because of an emergency existing in the State, may be considered for remuneration that would be the difference between the employee's normal compensation and the compensation paid to him/her by the National Guard while in the activated unit.

4.370 Leave without Pay.

A. Any employee may be granted a leave of absence without compensation upon recommendation of the Department Director and HR Manager and approval of the Township Supervisor for reasons that would be sufficient to justify granting of such leave, including, but not limited to:

1. Induction or enlistment into the armed forces during the time of war for the duration of such service.
2. Physical disability.
3. To pursue continuing education in a field related to the employee's employment.
4. For personal reasons in which the total time involved would be for less than thirty (30) calendar days.

B. An employee may be granted a leave of absence without pay for other reasons, or for a greater period of time upon approval of the Township Supervisor.

APPENDIX 1 - Non-Union Classified Employees - Holiday Schedule

HOLIDAY SCHEDULE

New Year's Day
Martin Luther King Day
President's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Day before Christmas
Christmas Day
Day before New Year's

APPENDIX 5 - Non-Union Classified Employees - Fringe Benefits

A. HEALTH INSURANCE

The Employer shall provide family medical and prescription insurance coverage.

A. Said coverage to include:

1. Hospitalization
2. Major Medical
3. Comprehensive/Preventive Maintenance
4. Prescription Drug Program with a \$10/\$20/\$30 co-pay

B. The Township will offer a minimum of two (2) health plan options with different levels of premium contributions required by the employees.

C. At least one option will include a \$20 office visit co-pay and 100% coverage for hospitalization and surgical services.

The Employer shall provide dental coverage. Said coverage to include:

Preventive & Diagnostic	@ 100%
Basic	@ 80%
Major	@ 80%
Orthodontics	@ 50% Max. lifetime benefit to be \$1,000
Annual Maximum will be \$1,000 per covered individual	

Canton Township will provide optical reimbursement benefits to those employees and their eligible dependents provided the employee does not receive the cash waiver option for health insurance. The Township will reimburse employees and their eligible covered dependents up to \$200 every year for eye examinations, lenses and frames, or contact lenses. Employees shall be required to pay for the examination and lenses and shall be reimbursed by the Employer upon presentation of an itemized paid bill for the services rendered.

The Employer shall provide the option for an employee to withdraw from the health insurance coverage and/or dental coverage provided by the Township if they are covered under the health insurance or dental insurance of their spouse. An employee who chooses to withdraw shall receive \$1,200.00 paid in twelve (12) equal monthly installments on the first pay date of the month for health insurance, and \$120 paid in twelve (12) equal monthly installments on the first pay date of the month for dental insurance.

A. The employee shall sign a waiver of benefits form annually during the open enrollment period to receive the waiver payment. If for any reason the

employee experiences a “life change,” i.e. divorce, death, birth of a child, marriage, etc., during the benefit year, the employee shall notify the Employer within thirty (30) days of the “life change” event and the Employer shall arrange for dating back to the date of the “life change.” However, if payment has been made for waiving the plan, the employee will have to pay back an appropriate pro-rated amount.

B. The payout for waiving health insurance shall not be available for married employees when both spouses are eligible for healthcare coverage in a Township health plan either as an employee or retiree, for employees married after 1/1/13. The Employer will pay for only one insurance coverage per family.

C. If, for any reason, this plan shall jeopardize the tax exempt status of the health benefits of other employees, the Township shall make changes in this agreement to conform to the tax law so that the health insurance coverage for the other employees remains tax exempt.

The coverage of the employee’s family shall include the employee, employee’s spouse and eligible children until their 26th birthday.

New hires will be eligible to enroll in the Township medical, prescription and dental plans and eligible for the optical reimbursement the 1st of the month following 30 days of employment. For employees opting to waive Township medical and prescription and/or dental coverage, eligibility for the cash waiver will begin the 1st pay of the month following 30 days of employment.

Employees hired on or after 1/1/13 will not receive health care benefits upon retirement. The Township will establish a Health Care Savings Plan and contribute \$50 per pay period for each employee hired on or after 1/1/13. This plan will be administered according to the IRS requirements.

Non-Duty Related Death Health Insurance Continuation. In the event an employee with a hire date prior to 1/1/13 has met all retirement eligibility criteria of their MERS pension plan, yet continues as an active, full-time Township employee in this bargaining unit, and they suffer a non-duty related death, the medical and prescription coverage shall be continued for the employee’s spouse and dependent children. Only dependents who were eligible dependents of the employee on the date of death will be eligible to be covered by the Township insurance. The medical and prescription insurance coverage for the spouse shall continue until such time as the spouse becomes eligible for other insurance, including Medicare. The insurance coverage for a dependent child shall continue until the child is eligible for other coverage (e.g. if mother remarries, through their employer, or is no longer considered a dependent by the insurance company, etc.) whichever comes first. In the event the spouse/dependent loses the other insurance, they will be allowed to opt back into the Township health plan as long as eligibility and enrollment requirements as outlined by the plan document, and

contribution requirements are met. Absent other insurance, upon the spouse reaching full Medicare eligibility, the Employer will assume the full cost of Medicare Supplement coverage.

In the event of the death of an active full-time employee, the spouse and eligible dependents who are covered under the Canton health plan on the date of death, will continue to be covered under the plan for an additional 6 month period.

Employee Contribution Toward Health Insurance. In accordance with the requirements of the Publicly Funded Health Insurance Contribution Act, Act 152 of the Public Acts of 2011 (“Act 152”), as amended, employees shall contribute towards the health insurance premiums for any plans offered by the Township, and selected by the employee, in accordance with the annual decision of the Canton Township Board of Trustees in compliance with Act 152.

It is the intention of the Employer to offer the lowest cost health plan at no cost to the employees, provided that doing so allows the Township to remain in compliance with Public Act 152, as amended.

Retiree Benefits

A. Health Insurance:

1. To be eligible to receive retiree health benefits from the Township, a retiree must meet the definition of retiree as outlined in their applicable Township pension plan, and begin receiving pension benefits within 60 days from the last day of employment. Employees hired on or after 1/1/13 are not eligible for retiree health benefits.

2. Upon the death of a retiree, health benefits shall be continued for the retiree’s spouse and dependent children. The medical and prescription insurance coverage for the spouse shall continue until such time as the spouse becomes eligible for other insurance, including Medicare. The insurance coverage for a dependent child shall continue until the child is eligible for other coverage (e.g. if mother remarries, through his/their employer, or is no longer considered a dependent by the insurance company, etc.), whichever occurs first.

3. Employees who retire after 1/1/13 may enroll annually in the lowest cost health plan offered by the Township at no cost to the employee. Retirees who opt for a higher cost plan that may require an employee contribution, will be required to make the same annual contribution on a post-tax basis, through payment to the Human Resource Department on a monthly basis.

4. Upon reaching full Medicare eligibility, the retiree and dependents must enroll in Medicare Parts A and B when initially eligible. When the retiree reaches Medicare eligibility, the Employer will assume the full cost of the Medicare compliment insurance plan for the retiree.

B. Retiree Cash Option

A retiree, after verifying to the Employer that they are covered by health insurance through their spouse, may elect not to participate in the health insurance plan currently offered to retirees.

1. In such event, retirees who elect not to participate in such plan shall be paid a sum of twelve hundred dollars (\$1,200) annually (prorated at \$100 per month) which shall be paid on the first pay in January for the previous year.

2. If a retiree elects not to participate in the health insurance plan, he will not be allowed to re-enter the plan until the next regular scheduled enrollment period. However, if a retiree loses health insurance coverage through his spouse, the retiree will be allowed to re-enter the retiree health insurance plan offered by the Employer on the first day of the succeeding month after verifying said loss of coverage to the Employer.

3. This cash option shall no longer be available to a retiree once he reaches full Medicare eligibility. The cash option shall be prorated through the month the retiree reaches full Medicare eligibility at a rate of \$100 per month.

4. This cash option shall not be available upon retirement for employees with a hire date on or after 1/1/13.

C. Retiree Dental Insurance.–

1. Upon retirement, the retiree only will continue to receive dental coverage at the benefit level and cost in place the last day of employment.

2. The retiree may purchase dental coverage, at their option and at their expense, for their spouse and eligible dependents. In order to be eligible to be covered under the Township plan, the spouse and dependents must have been eligible dependents on the last day of employment. The retiree shall pay the full cost of the premium for this coverage annually in advance. The retiree's payment must be received by the Canton Township Human Resources Division by check or bank money order payable to Canton Township, prior to the last Township work day of each year in order to ensure coverage for the following year. Failure to timely remit payment will result in the immediate cancellation of this coverage.

B. LONGEVITY PAY - The Township agrees to grant the following longevity pay:

1. Upon completion of five (5) years continuous service, eligible employees will be paid five hundred (\$500.00) dollars.

a. An additional one hundred (\$100.00) dollars a year will be paid to eligible employees for each additional year of service (beyond five (5) years) to a maximum of two thousand (\$2,000.00) dollars.

b. Longevity payments will be made the first pay period of November of each year. An employee must be on the payroll of the Township on the date when the longevity payment is made in order to receive said payment. Longevity pay shall not be prorated.

c. All non-union classified employees will have their longevity frozen at their current rate as of February 25, 2009. There will be no further increases in longevity allowances, and longevity will be eliminated for all future hires after January 1, 2009.

d. Employees transferring or receiving a promotion from a collective bargaining unit group to a non-union classified employee position shall retain their longevity allowance; the employee's current dollar amount shall be frozen upon transfer or promotion.

C. WORKERS' COMPENSATION

Each employee will be covered by the workers' compensation laws of the State of Michigan as set forth at MCL §418.101 et seq., and leave due to a bona fide work-related injury will be administered in accordance with the current law.

Any full-time employee after completion of their new hire probationary period who suffers a loss time injury compensable under the Workers' Compensation Act and if the employee is unable to return to full time work even with accommodations, the Employer shall pay the difference between the amount of worker's compensation benefits and the employee's then base rate of pay for a period of eighteen (18) months. The employee will continue to receive all benefits afforded to actively working members of the bargaining unit for the first eighteen (18) months of the duty disability leave.

As long as the employee is eligible for and receives Workers' Compensation payments, the Employer shall continue health insurance coverage. After the above 18 month period, the life insurance coverage may be continued by the employee paying the premium.

The Township may offer the employee a job at their regular rate of pay which the employee may not refuse if such job is available in the Township.

Employee may NOT work for another employer while receiving Workers' Compensation benefits and supplementation from Township.

No employee shall receive more than 100% of their base salary while on a leave of absence due to duty disability. In the event an injured employee becomes entitled to no-fault work loss benefits and worker's compensation benefits, the benefits will be coordinated and the Township's obligation to supplement wage loss benefits under this Article will be limited to bringing the employee to their regular base wage rate.

The Township reserves the right to participate in self insurance programs to provide workers' compensation benefits.

If it is determined that an employee's disability did not arise out of and in the course of employment, the employee shall reimburse the Township for all payments made by the Township. The Township may utilize any accumulated sick, PTO or leave time credited to the employee to recoup the amounts paid to the employee. The Township shall also recover any excess payments the employee received. To avoid hardship on the employee, any such recovery of excess pay shall be made over the same length of time as that in which the excess payments were made, provided the employee remains employed by the Township. If the employee leaves the employment of the Township prior to completely reimbursing the Township for these payments, the Township may take any appropriate legal action.

D. LIFE INSURANCE -

The Township shall provide each employee with \$50,000 group life insurance and \$50,000 accidental death or dismemberment group insurance at no cost to the employee.

The Township shall provide the retiree with \$1,000 group life insurance policy

E. LIABILITY INSURANCE -

The Township shall provide liability insurance which will protect the employee from any damage claim arising in and during the course of his duties, if such insurance is reasonably available in the insurance market. Coverage is based on the carrier's terms and conditions.

F. MILEAGE -

If an employee is required to use his own car while on duty, the employee shall be reimbursed at the current IRS allowable rate.

G. PENSION PLAN -

Employees enrolled in the MERS Defined Benefit program as of 1/1/13 will have the following provisions:

1. Benefit Program –Effective 1/1/13, the multiplier will be bridged down from 2.5% to 2.25%. This benefit shall not exceed 80% of the employee’s final average compensation.
2. V10 – Vesting in 10 years.
3. F55/15 – Full pension benefit will be payable if age 55 is attained with at least 15 years of credited service.
4. FAC3 (Highest 36 consecutive months) – Final average compensation will be calculated using the frozen FAC method. The final benefit will be calculated as the sum of the benefit accrued under the original benefit structure and the benefit accrued under the bridged-down benefit structure.
5. This program shall not include the E2 rider or any other escalator rider.

Effective 1/1/13, all employees in the Alliance or MERS Defined Contribution plans will be placed in the MERS Hybrid Plan. All new hires after January 1, 2013 will be placed in the MERS Hybrid plan as follows:

1. Benefit Program –1.5% multiplier.
2. 6 year vesting.
3. Normal Retirement Age: 60.
4. FAC3- Average of the highest consecutive 3 year (36 months) period of the employee’s credited service.

Employer Contribution to Pension Plans.

For all pension plans the Employer contribution shall be capped at 10%, and the employee contribution is 5%.

In the event the Employer contribution as required by an annual valuation exceeds 10%, the Township will submit resolutions to change, for that year, the employee contribution toward the Hybrid Defined Contribution portion or Defined Benefit plan. The Employee Hybrid DC amount will decrease by the amount required to fund the DB plan above 10%. For those enrolled in the straight Defined Benefit plan, their required contribution will increase over their minimum 5% by the amount necessary to fund the plan as required by MERS above the 10% employer cap.

During years that the required Employer contribution to the Hybrid DB plan is less than 10%, the Township will continue to fund the plan at 10% until the plan is 100% funded.

During years with a required Employer contribution to the straight DB plan is less than 10%, the Township will continue to fund the plan at 10% until the plan is 100% funded.

H. WAGES, HOURS, STEP-UP PAY, AND FURLOUGH DAYS

Furlough Days

2013 – 10 furlough days.

2013 Furlough Schedule

Friday, January 18
Friday, February 15
Monday, April 1
Friday, May 24
Friday, July 5
Friday, August 30
Friday, September 20
Friday, October 18
Friday, November 8
8 Hours Floating Furlough

2014 – No more than 10 furlough days

2014 Furlough Day Schedule

Friday, February 7
Friday, March 7
Friday, May 23
Friday, June 20
Monday, July 28
Friday, August 29
Friday, September 19
Friday, October 17
Friday, November 14
8 Hours Floating Furlough

2015 –TBD

2016 - TBD

Working Hours – 8:30am-4:30 pm

Special Paid Time Off –

The Township will be closed and the employees will be paid. 2 paid days off will continue as long as there are furlough days.

2013 –

“Special Paid Time Off” Schedule

Friday, June 21
Friday, July 26

2014 -

“Special Paid Time Off” Schedule

Monday, April 21
Thursday, July 3

Wages –

2013-0%
2014-1%

2015- TBD
2016 – TBD

Steps –

2013- Unfreeze 1 step
2014- Unfreeze 1 step

2015- TBD
2016 - TBD

**APPENDIX 2 NON-UNION CLASSIFIED EMPLOYEE
SALARY GRADE SYSTEM
EFFECTIVE 1/1/2019**

2% Wage Increase effective 1/1/19; Step Increase on Anniversary

UPDATED 10/3/2018

Grade	Job Title	E/NE	Minimum	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Maximum
A	CABLE TELEVISION PRODUCTION ASSISTANT	NE	27,058	27,868	28,705	29,567	30,454	31,368	32,309	33,278	34,276	35,305
B	NO CURRENT POSITIONS	TBD	29,095	29,967	30,866	31,792	32,746	33,729	34,740	35,783	36,856	37,962
C	NO CURRENT POSITIONS	TBD	31,285	32,223	33,190	34,185	35,211	36,267	37,355	38,476	39,630	40,819
D	NO CURRENT POSITIONS	TBD	35,943	37,023	38,117	39,244	40,406	41,599	42,831	44,097	45,402	46,745
E	NO CURRENT POSITIONS	TBD	38,666	39,809	40,987	42,198	43,447	44,730	46,055	47,416	48,820	50,264
1	NO CURRENT POSITIONS	TBD	41,576	42,806	44,072	45,374	46,718	48,097	49,522	50,985	52,494	54,047
2	CABLE TELEVISION TECHNICIAN	NE	44,523	45,851	47,195	48,594	50,029	51,509	53,033	54,602	56,217	57,880
3	FACILITY SPECIALIST	E	47,639	49,049	50,498	51,993	53,529	55,116	56,745	58,422	60,153	61,931
	GOLF FACILITY SPECIALIST (3/16)	E										
	MARKETING SPECIALIST (10/17)	NE										
4	COMMUNICATION SPECIALIST	E	52,403	53,955	55,549	57,192	58,885	60,626	62,419	64,267	66,167	68,123
	EMERGENCY MANAGEMENT PLANNER/COORDINATOR (10/17)	NE										
	EXECUTIVE ASSISTANT	NE										
	FINANCE ADMINISTRATIVE COORDINATOR (9/13)	E										
	HUMAN RESOURCES SPECIALIST	NE										
	MSD ADMINISTRATIVE COORDINATOR (4/13)	NE										
	PARALEGAL (6/17)	NE										
	PS ADMIN COORDINATOR (7/14)	E										
	RECREATION SPECIALIST	E										
TECHNICAL SUPPORT SPECIALIST I (7/17)	E											
5	DDA COORDINATOR/COMMUNICATIONS SPECIALIST (1/13)	NE	56,073	57,729	59,438	61,197	63,007	64,869	66,787	68,764	70,800	72,893
	SUPERVISOR'S ASSISTANT	TBD										
	PS EXECUTIVE ASSISTANT/COMMUNICATIONS (7/14)	NE										
6	ACCOUNTANT	NE	59,997	61,771	63,600	65,479	67,417	69,411	71,464	73,578	75,755	77,996
	BUSINESS OPERATIONS COORDINATOR	NE										
	CABLE TELEVISION SUPERVISOR	E										
	DATA ADMINISTRATOR	E										
	HELP DESK/TRAINER	E										
	PERFORMING ARTS COORDINATOR	E										
	PLANNER I	NE										
	PUBLIC SAFETY DISPATCH AND SYSTEMS SUPERVISOR (3/17)	E										
	RECREATION COORDINATOR, SPORTS & SENIORS	E										
	STAFF ENGINEER I	NE										
WEB ADMINISTRATOR	E											

**APPENDIX 2 NON-UNION CLASSIFIED EMPLOYEE
SALARY GRADE SYSTEM
EFFECTIVE 1/1/2019**

2% Wage Increase effective 1/1/19; Step Increase on Anniversary

UPDATED 10/3/2018

Grade	Job Title	E/NE	Minimum	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Maximum
7	ASSISTANT CLERK (1/14)	E	64,197	66,095	68,050	70,065	72,135	74,270	76,466	78,728	81,058	83,455
	COST ACCOUNTANT	NE										
	CRIME DATA ANALYST (7/14)	NE										
	FINANCIAL ANALYST	NE										
	GIS MAPPING SPECIALIST	NE										
	GOLF COURSE SUPERINTENDANT	E										
	PUBLIC WORKS SUPV, CUSTOMER SVC	NE										
	PUBLIC WORKS SUPV, SEWER	NE										
	PUBLIC WORKS SUPV, ENVIRONMENTAL SERVICES	NE										
	PUBLIC WORKS SUPV, WATER	NE										
STAFF ENGINEER II	NE											
TOWNSHIP OPERATIONS COORDINATOR (10/14)	E											
8	FLEET SUPERVISOR	NE	68,689	70,723	72,813	74,969	77,185	79,468	81,818	84,240	86,731	89,296
	HUMAN RESOURCES SUPERVISOR (12/16)	E										
	PERMIT AND PLAN REVIEWER (9/14)	NE										
	PR GENERAL MGR / GOLF PROFESSIONAL (7/14)	E										
	NETWORK ADMINISTRATOR	E										
	PUBLIC WORKS SUPERVISOR, ASSET MANAGEMENT	NE										
	PLANNER II	NE										
RECREATION SUPERVISOR (1/17)	E											
9	PUBLIC WORKS SUPERINTENDANT (9/16)	E	77,619	79,915	82,280	84,714	87,220	89,799	92,457	95,190	98,006	100,904
	FACILITIES SUPERVISOR (7/14)	E										
	PARKS/GOLF/FAC. MAINTENANCE SUPERVISOR	E										
10	ACCOUNTING MANAGER	E	87,709	90,305	92,978	95,725	98,557	101,473	104,474	107,565	110,747	114,024
	ASSISTANT TREASURER (1/16)	E										
	BUDGET, BENEFITS, AND INTERNAL AUDIT MANAGER	E										
	BUILDING OFFICIAL	E										
	COMMUNITY PLANNER	E										
	DEPUTY LEISURE SERVICES DIRECTOR (7/16)	E										
	ECONOMIC DEVELOPMENT MANAGER	E										
	ENGINEERING SERVICES MANAGER	E										
	HUMAN RESOURCES MANAGER	E										
	INFORMATION TECHNOLOGY MANAGER	E										
	INFORMATION TECHNOLOGY APP DELIVERY MGR (10/18)	E										
PARKS MANAGER	E											
PUBLIC WORKS MANAGER	E											
11	DEPUTY POLICE CHIEF	E	93,850	96,626	99,483	102,427	105,456	108,578	111,788	115,094	118,500	122,006
	DEPUTY FIRE CHIEF (1/17)	E										
12	DEPUTY DIRECTOR - FIRE (8/16)	E	100,420	103,390	106,449	109,598	112,839	116,177	119,612	123,151	126,794	130,546
	DEPUTY DIRECTOR - POLICE (8/16)	E										
	CORPORATION COUNSEL (12/15)	E										
13	FINANCE & BUDGET DIRECTOR	E	107,446	110,627	113,898	117,267	120,738	124,311	127,988	131,770	135,671	139,685
	LEISURE SERVICES DIRECTOR	E										
	MUNICIPAL SERVICES DIRECTOR	E										
	PUBLIC SAFETY DIRECTOR	E										