

Agenda for the
Allendale Charter Township Board Meeting
Monday, February 13, 2023, 6:00pm

Members Present:

Members Absent:

Guests Present:

Meeting called to Order

- Invocation given by Candy Kraker
- Pledge of Allegiance
- Approve Agenda
- Consent Agenda
 - Approval of the January 23, 2023 Regular Board Meeting Minutes
 - Bills
 - Interim Bills
 - Budget Amendment: Downtown Development Authority
 - Resolution 2023-04: Library Advisory Board Appointment
- For information
 - Minutes of the January 16, 2023 Planning Commission Meeting
 - Minutes (DRAFT) of the January 17, 2023 Downtown Development Authority Meeting
 - Resolution: Intent to Issue Revenue Bonds for Water and Sewer System
 - January Sheriff's Department Monthly Report
- Public Hearings
- Public Comments
- Guest Speakers
 - County Commissioner Sylvia Rhodea
 - Chad Doornbos and Roger Swets – Resolution for Intent to Issue Revenue Bonds for Wastewater Plant
- Action Items
 - Ordinance 2023-1: Zoning Map Amendment Stillwater 56th Ave
 - Ordinance 2023-2: Zoning Map Amendment Suchowain 52nd Ave Rezoning
 - Independence Day Fireworks Permit
 - MERS Loans
 - HR Policy and Procedures and Employee Handbook
 - Wage Consideration: Deputy Clerk/Community Coordinator
- Discussion Items

- Strategic Planning
- Public Comments
- Board Comments
- Future Agenda Items
- Adjournment

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**PROPOSED
PROCEEDINGS OF THE ALLENDALE
TOWNSHIP BOARD OF TRUSTEES
JANUARY SESSION 2nd DAY**

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, January 23, 2023, at 6:00 p.m. and was called to order at 6:00 p.m. by Mr. Elenbaas.

Present at Roll Call: Mr. Vander Wall; Ms. Schuitema; Mr. Murillo; and Mr. Elenbaas.
(4)

Absent at Roll Call: Ms. Hansen; Mr. Zeinstra; and Ms. Kraker (3)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Sergeant Cal Keuning, Ottawa County Sheriff's Department; Lydale Weaver, Human Resources Director; and Elizabeth Szymanski, Deputy Clerk/Community Coordinator.

Mr. Vander Wall pronounced the invocation.

Mr. Elenbaas led in the Pledge of Allegiance to the Flag of the United States of America.

BOT 23-011 Mr. Vander Wall moved to approve the agenda of today as presented. The motion passed.

BOT 23-012 Mr. Murillo moved to approve the following Consent Resolutions:

1. To approve the Minutes of the January 9, 2023, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$532,883.99 and interim payments of \$125,177.54, as presented by the summary report for January 24, 2023.
3. To approve and authorize the Clerk and/or Supervisor to sign Resolution 2023-03: Committee Appointments; a resolution approving the following committee appointments:

Zoning Board of Appeals - Partial Term

Sean Caird, Term Ending 12/31/2024

Election Commission – 1 year Term

Kris Schuitema, Term Ending 12/31/2023

The motion passed.

Items Received for Information

1. Financial Report
2. Minutes of the January 2, 2023, Planning Commission Meeting
3. December Fire Department Report
4. Planning Commission Work Plan

Public Hearings - None

Public Comments - None

BOT 23-013 Mr. Elenbaas moved to close public comment. The motion passed.

Guest Speakers

Lydale Weaver, Human Resource Director provided an overview of the proposed HR Policy and Procedures Manual and the proposed Employee Handbook. He highlighted the changes, outlined the benefits of the new format, and explained both proposed manuals have been vetted through corporate counsel.

Several board members had comments and questions.

Action Items

BOT 23-014 Mr. Vander Wall moved to obtain and hire Vredevelde Haeffner, LLC for fiscal year 2022 financial auditing services at an approximate cost of \$15,000.00. The motion passed.

Discussion Items- None

Public Comments -None

BOT 23-015 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Mr. Elenbaas informed the board that strategic planning items would be reintroduced at the next meeting in February.

BOT 23-016 Ms. Schuitema moved to adjourn the meeting at 6:30 p.m. The motion passed.

Jody L. Hansen, Clerk
Of the Township of Allendale

Adam Elenbaas, Supervisor
Of the Township of Allendale

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 000.000 REVENUE					
101-000.000-231.000	DEFERRED COMP PAYABLE	ALERUS RETIREMENT SOLUTI	MERS DC & 457 PLANS - JANUARY	1,159.98	
101-000.000-231.010	401A PAYABLE	ALERUS RETIREMENT SOLUTI	MERS DC & 457 PLANS - JANUARY	10,351.10	
101-000.000-231.030	Misc Ins - Aflac	AFLAC	MISCELLANEOUS INSURANCE - JANUARY	285.50	
101-000.000-284.222	CENTENNIAL FARM-SITE CONDO	FRESH COAST PLANNING LLC	PLANNING SERVICES - JANUARY	13.00	
101-000.000-284.222	STATION 45-2022 SLU	FRESH COAST PLANNING LLC	PLANNING SERVICES - JANUARY	12.00	
101-000.000-284.228	ALDI	FRESH COAST PLANNING LLC	PLANNING SERVICES - JANUARY	240.00	
101-000.000-284.229	MYSTIC WOODS-PHASE 4	FRESH COAST PLANNING LLC	PLANNING SERVICES - JANUARY	78.00	
101-000.000-284.232	TOMMY'S EXPRESS-QCW ENTERPRISES	FRESH COAST PLANNING LLC	PLANNING SERVICES - JANUARY	24.00	
101-000.000-284.234	11126 52ND-EAGLE ROCK VENTURES	FRESH COAST PLANNING LLC	PLANNING SERVICES - JANUARY	360.00	
101-000.000-284.236	BIGGBY (5195 LMD)	FRESH COAST PLANNING LLC	PLANNING SERVICES - JANUARY	12.00	
101-000.000-284.237	RUSK LAKE MINING-SLU	FRESH COAST PLANNING LLC	PLANNING SERVICES - JANUARY	84.00	
101-000.000-284.238	11500 56TH REZONE	FRESH COAST PLANNING LLC	PLANNING SERVICES - JANUARY	36.00	
101-000.000-284.239	BAKALE SLU-MINING	FRESH COAST PLANNING LLC	PLANNING SERVICES - JANUARY	96.00	
101-000.000-284.240	52ND AVE REZONE-SUCHOWIAN	FRESH COAST PLANNING LLC	PLANNING SERVICES - JANUARY	48.00	
101-000.000-284.241	HIDDEN SHORES WEST 4	FRESH COAST PLANNING LLC	PLANNING SERVICES - JANUARY	520.00	
101-000.000-284.242	CENTENNIAL FARMS TOWNHOMES	FRESH COAST PLANNING LLC	PLANNING SERVICES - JANUARY	554.00	
101-000.000-447.000	TAX ADMIN FEE	OTTAWA COUNTY TREASURER	COUNTY TAX ADJ - 1ST QTR (OCT-DEC)	21.60	
101-000.000-634.000	OPENING/CLOSING BURIALS	MATTHYSSE KUIPER DEGRAAF	WESTVELD BURIAL PAYMENT REFUND	50.00	
Dept 101.000 Township Board			Total For Dept 000.000 REVENUE	13,945.18	
101-101.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	ALLENDALE AREA CHAMBER O	2023 MEMBERSHIP INVESTMENT	225.00	
101-101.000-900.000	PRINTING, PUBLISHING, & POSTAGE	HARBOR HOUSE PUBLISHERS	2023 COMMUNITY PROFILE	945.00	
101-101.000-955.000	Miscellaneous	FRESH COAST LABEL LLC	NAME PLATES	25.58	
Dept 171.000 Supervisor			Total For Dept 101.000 Township Board	1,195.58	
101-171.000-802.000-CELLPH	Contracted Services	VERIZON WIRELESS	CELL PHONE CHARGES - JANUARY	48.67	
Dept 191.000 FINANCE/ACCT			Total For Dept 171.000 Supervisor	48.67	
101-191.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	MONITORS;DOCKING STATION;STAND;CORDS	356.97	
Dept 209.000 EMPLOYEE INSURANCES			Total For Dept 191.000 FINANCE/ACCT	356.97	
101-209.000-717.000	LIFE INS	MUTUAL OF OMAHA INSURANC	INSURANCES - FEBRUARY	134.93	
101-209.000-718.000	DISABILITY INS	MUTUAL OF OMAHA INSURANC	INSURANCES - FEBRUARY	407.47	
101-209.000-720.000-DENTAL	EMPLOYERS HEALTH INSURANCE	MUTUAL OF OMAHA INSURANC	INSURANCES - FEBRUARY	1,130.18	
101-209.000-720.000-VISION	EMPLOYERS HEALTH INSURANCE	VISION SERVICE PLAN	HEALTH INSURANCE - FEBRUARY	335.69	
Dept 215.000 CLERK			Total For Dept 209.000 EMPLOYEE INSURANCES	2,008.27	
101-215.000-802.000-CELLPH	Contracted Services	VERIZON WIRELESS	CELL PHONE CHARGES - JANUARY	97.34	
Dept 223.000 AUDIT			Total For Dept 215.000 CLERK	97.34	
101-223.000-805.000	Auditor Consultant	KIEKOVER SCHOLMA & SHUMA	AUDITOR CONSULTATIONS	335.00	
Dept 248.000 ADMINISTRATION			Total For Dept 223.000 AUDIT	335.00	
101-248.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	ALLENDALE ROTARY CLUB	2023 DUES - COOK	187.00	
101-248.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	SHELLY KOWALCZYK	MILEAGE REIMBURSEMENT	25.94	
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	COMPUTER MONITORS; OFFICE SUPPLIES	15.69	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 248.000 ADMINISTRATION					
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	102.56	
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	MONITOR STAND; SAFETY INSPECTION TAGS	20.95	
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	MONITORS;DOCKING STATION;STAND;CORDS	329.98	
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	MONITORS;DOCKING STATION;STAND;CORDS	46.12	
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	LAPTOP STAND	19.99	
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	DOCKING STATION	135.99	
101-248.000-732.000	SUPPLIES	SMART SOURCE LLC	2022 YEAR END TAX FORMS	391.06	
101-248.000-732.000	SUPPLIES	STAPLES	INSERT TABS; PRINTER TONER	60.74	
101-248.000-802.000	Contracted Services	WEST MICHIGAN DOCUMENT S	SECURE SHREDDING SERVICE @ 01/18/23	45.00	
101-248.000-802.000	Contracted Services	WOLBRINK EDUCATION LLC	CPR & FIRST AID TRAINING AT LIBRARY	154.00	
101-248.000-802.000-ITMONT	Contracted Services	ENGINE	WEBSITE UPDATE - EMPLOYMENT OPPORTUNI	37.50	
101-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	MICROSOFT AZURE - JANUARY	66.96	
101-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	I/T SERVICES - FEBRUARY	2,356.80	
101-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	DISASTER RECOVERY - FEBRUARY	477.00	
101-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	FACEBOOK-PROFESSIONAL ARCHIVE CAPTURE	17.50	
101-248.000-802.000-ITPROJ	Contracted Services	SMARSH INC	DOCKING STATION	303.92	
101-248.000-802.000-ITPROJ	Contracted Services	REHMANN TECHNOLOGY SOLUT	DOCKING STATION - RETURN	(303.92)	
101-248.000-802.000-ITPROJ	Contracted Services	AMAZON CAPITAL SERVICES	MONITOR STAND; SAFETY INSPECTION TAGS	29.99	
101-248.000-955.000	Miscellaneous	VERIZON WIRELESS	CELL PHONE CHARGES - JANUARY	5.83	
101-248.000-955.000	Miscellaneous				
Total For Dept 248.000 ADMINISTRATION				4,526.60	
Dept 257.000 ASSESSOR					
101-257.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	MONITORS;DOCKING STATION;STAND;CORDS	164.99	
101-257.000-802.000-ITMONT	Contracted Services	OTTAWA COUNTY FISCAL SER	ANNUAL GIS MAINTENANCE FEE	3,516.00	
101-257.000-860.000	MILEAGE	HEATH GORNEY	MILEAGE REIMBURSEMENT - JANUARY	142.79	
101-257.000-900.000	PRINTING, PUBLISHING, & POSTAGE	KCI (KENT COMMUNICATIONS	ASSESSMENT NOTICES (REAL & PERSONAL)	2,622.69	
Total For Dept 257.000 ASSESSOR				6,446.47	
Dept 262.000 ELECTIONS					
101-262.000-955.000	Miscellaneous	AMAZON CAPITAL SERVICES	COMPUTER MONITORS; OFFICE SUPPLIES	329.98	
Total For Dept 262.000 ELECTIONS				329.98	
Dept 265.000 BUILDING & GROUNDS					
101-265.000-732.000	SUPPLIES	MINER SUPPLY COMPANY INC	JANITORIAL SUPPLIES	866.61	
101-265.000-732.000	SUPPLIES	MINER SUPPLY COMPANY INC	BUCKETLESS HANDLE	116.01	
101-265.000-802.000-CELLPH	Contracted Services	VERIZON WIRELESS	CELL PHONE CHARGES - JANUARY	48.67	
101-265.000-802.000-CELLPH	Contracted Services	VERIZON WIRELESS	CELL PHONE CHARGES - JANUARY	11.66	
101-265.000-802.000-TELEPH	Contracted Services	ACENTEK	TELEPHONE CHARGES - JANUARY	1,265.28	
101-265.000-863.000	FUEL	WEX BANK-EXXON MOBIL	FUEL CHARGES	778.54	
101-265.000-863.000	FUEL	WEX BANK-SPEEDWAY	FUEL CHARGES	329.93	
101-265.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - FEBRUARY	1,274.90	
101-265.000-930.000	Maintenance	ALLENDALE HEATING CO INC	FURNACE REPAIR	450.00	
101-265.000-930.000	Maintenance	ALLENDALE TRUE VALUE HDW	MAINTENANCE SUPPLIES - TOWNSHIP HALL	154.35	
101-265.000-930.000	Maintenance	FAMILY FARM & HOME INC	MAINTENANCE SUPPLIES	184.80	
101-265.000-930.000-TRUCKT	Maintenance	AMAZON CAPITAL SERVICES	IGNITION PICKUP PULSAR COIL	20.99	
101-265.000-930.000-TRUCKT	Maintenance	FAMILY FARM & HOME INC	MAINTENANCE SUPPLIES	104.41	
Total For Dept 265.000 BUILDING & GROUNDS				5,606.15	
Dept 301.000 POLICE OFFICER					
101-301.000-802.000	Contracted Services	OTTAWA COUNTY FISCAL SER	SHERIFF DEPT SERVICES - JANUARY	4,000.18	
101-301.000-802.000	Contracted Services	OTTAWA COUNTY FISCAL SER	SHERIFF DEPT SERVICES - JANUARY	37,493.42	
Total For Dept 301.000 POLICE OFFICER				41,493.60	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 336.000 FIRE DEPT					
101-336.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	MICHIGAN ASS'N OF FIRE C	MEMBERSHIP MEETING REGISTRATION	20.00	
101-336.000-732.000	SUPPLIES	ALLENDALE TRUE VALUE HDW	SUPPLIES - FIRE DEPT	238.01	
101-336.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	E-CYLINDER OXYGEN WRENCH	14.49	
101-336.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	US FLAG PATCHES	15.55	
101-336.000-802.000	Contracted Services	DOUGLAS ANDERSON	EMS LICENSE RENEWAL FEE REIMBURSEMENT	25.00	
101-336.000-802.000-CELLPH	Contracted Services	VERIZON WIRELESS	CELL PHONE CHARGES - JANUARY	58.44	
101-336.000-863.000-FUEL12	FUEL	WEX BANK-SPEEDWAY	FUEL CHARGES	39.94	
101-336.000-863.000-FUEL12	FUEL	WEX BANK-SPEEDWAY	FUEL CHARGES	74.45	
101-336.000-863.000-FUEL14	FUEL	WEX BANK-SPEEDWAY	FUEL CHARGES	77.90	
101-336.000-863.000-FUEL17	FUEL	WEX BANK-SPEEDWAY	FUEL CHARGES	192.60	
101-336.000-863.000-FUEL17	FUEL	WEX BANK-SPEEDWAY	FUEL CHARGES	152.14	
101-336.000-863.000-FUEL18	FUEL	WEX BANK-SPEEDWAY	FUEL CHARGES	28.22	
101-336.000-863.000-FUEL19	FUEL	WEX BANK-SPEEDWAY	FUEL CHARGES	155.04	
101-336.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - FEBRUARY	36.58	
101-336.000-930.000	Maintenance	FAMILY FARM & HOME INC	MAINTENANCE SUPPLIES	24.73	
101-336.000-930.000	Maintenance	MACQUEEN EMERGENCY	EQUIPMENT MAINTENANCE	202.35	
101-336.000-935.000-MAINT1	Truck Maintenance	MAGNUM LAKES INC.	TRUCK MAINTENANCE	1,142.96	
101-336.000-935.000-MAINT1	Truck Maintenance	SCHNEIDER TIRE OUTLET IN	TRUCK TIRE REPAIR	23.50	
Total For Dept 336.000 FIRE DEPT				2,521.90	
Dept 446.000 ROADS					
101-446.000-955.000	Miscellaneous	OTTAWA CTY ROAD COMMISS	ENGINE BRAKING RESTRICTED SIGNS	908.36	
Total For Dept 446.000 ROADS				908.36	
Dept 448.000 STREET LIGHTS					
101-448.000-920.000	Electricity	CONSUMERS ENERGY	ELECTRIC USAGE - FEBRUARY	9,340.57	
101-448.000-920.002	Henry St/Town Center Electricit	CONSUMERS ENERGY	ELECTRIC USAGE - FEBRUARY	88.48	
Total For Dept 448.000 STREET LIGHTS				9,429.05	
Dept 449.000 HIGHWAY-M45					
101-449.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - FEBRUARY	2,261.99	
Total For Dept 449.000 HIGHWAY-M45				2,261.99	
Dept 567.000 CEMETERY					
101-567.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - FEBRUARY	33.56	
101-567.000-930.000	Maintenance	FAMILY FARM & HOME INC	MAINTENANCE SUPPLIES	11.10	
Total For Dept 567.000 CEMETERY				44.66	
Dept 672.000 LIFELONG LEARNERS					
101-672.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	MONITORS;DOCKING STATION;STAND;CORDS	52.92	
Total For Dept 672.000 LIFELONG LEARNERS				52.92	
Dept 701.000 PLANNING & ZONING					
101-701.000-802.000	Contracted Services	FLEIS & VANDENBRINK ENG'	CONSULTATION SERVICES - OCT THRU DEC	2,773.25	
101-701.000-802.000	Contracted Services	FRESH COAST PLANNING LLC	PLANNING SERVICES - JANUARY	1,063.00	
101-701.000-802.000	Contracted Services	FRESH COAST PLANNING LLC	PLANNING SERVICES - JANUARY	247.00	
101-701.000-900.000	PRINTING, PUBLISHING, & POSTAGE	MLIVE MEDIA GROUP	GR PRESS DISPLAY ADS - JANUARY	522.76	
Total For Dept 701.000 PLANNING & ZONING				4,606.01	
Dept 704.000 PLANNING COMMISSION					
101-704.000-955.000	Miscellaneous	FRESH COAST LABEL LLC	NAME PLATES	51.16	
Total For Dept 704.000 PLANNING COMMISSION				51.16	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 751.000 RECREATION AND PARKS					
101-751.000-926.000-ELECTR UTILITIES		CONSUMERS ENERGY	ELECTRIC USAGE - FEBRUARY	494.84	
Total For Dept 751.000 RECREATION AND PARKS				494.84	
Dept 790.000 LIBRARY					
101-790.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	ALLENDALE AREA CHAMBER O	2023 MEMBERSHIP INVESTMENT	65.00	
101-790.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	WOLBRINK EDUCATION LLC	CPR & FIRST AID TRAINING AT LIBRARY	385.00	
101-790.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	67.51	
101-790.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	RECEIPT PAPER	21.60	
101-790.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	CLEANING SUPPLIES	23.66	
101-790.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	BOOK SUPPLIES	103.10	
101-790.000-732.000	SUPPLIES	BIBLIOTHECA LLC	LIBRARY PROCESSING MAT'L'S - RFID TAGS	545.50	
101-790.000-732.000	SUPPLIES	DEMCO INC	PROCESSING MATERIALS	495.28	
101-790.000-732.000	SUPPLIES	LAKELAND LIBRARY COOPERA	LIBRARY POLY BAGS	314.92	
101-790.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	YOUTH A/V	39.99	
101-790.000-732.000-AVMATE	SUPPLIES	MICROMARKETING LLC	YOUTH A/V	96.99	
101-790.000-732.000-AVMATE	SUPPLIES	MICROMARKETING LLC	A/V MATERIAL	41.95	
101-790.000-732.000-AVMATE	SUPPLIES	MIDWEST TAPE LLC	AV MATERIALS	109.35	
101-790.000-732.000-BOOKSX	SUPPLIES	MIDWEST TAPE LLC	DVDS	93.63	
101-790.000-732.000-BOOKSX	SUPPLIES	BAKER & TAYLOR BOOKS LLC	BOOKS	671.42	
101-790.000-732.000-BOOKSX	SUPPLIES	BAKER & TAYLOR BOOKS LLC	BOOKS	214.28	
101-790.000-732.000-BOOKSX	SUPPLIES	BAKER & TAYLOR BOOKS LLC	BOOKS	498.42	
101-790.000-732.000-BOOKSX	SUPPLIES	CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	190.56	
101-790.000-732.000-BOOKSX	SUPPLIES	HERRICK DISTRICT LIBRARY	LOST & DAMAGED MATERIALS	75.24	
101-790.000-732.000-CHILDB	SUPPLIES	BAKER & TAYLOR BOOKS LLC	CHILDREN'S BOOKS	489.12	
101-790.000-732.000-CHILDB	SUPPLIES	BAKER & TAYLOR BOOKS LLC	CHILDREN'S BOOKS	166.81	
101-790.000-732.000-CHILDB	SUPPLIES	BAKER & TAYLOR BOOKS LLC	CHILDREN'S BOOKS	14.38	
101-790.000-732.000-CHILDB	SUPPLIES	BAKER & TAYLOR BOOKS LLC	CHILDREN'S BOOKS	39.98	
101-790.000-802.000	Contracted Services	LAKELAND LIBRARY COOPERA	BACK ORDERED CHILDREN'S BOOK	800.00	
101-790.000-802.000-DIGITA	Contracted Services	REBECCA BENJAMIN	LIBRARY CLEANING SERVICES - JANUARY	1,199.52	
101-790.000-802.000-HOTSP	Contracted Services	MIDWEST TAPE LLC	DIGITAL COLLECTION	258.30	
101-790.000-802.000-TECHNO	Contracted Services	T-MOBILE	WIRELESS WIFI HOTSPOTS - JANUARY	218.95	
101-790.000-802.000-TELEPH	Contracted Services	ACENTEK	TELEPHONE CHARGES - JANUARY	46.41	
101-790.000-807.000-ADULTP	COMMUNITY PROGRAMS	ACENTEK	TELEPHONE CHARGES - JANUARY	9.49	
101-790.000-807.000-ADULTP	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	NAME TAGS	7.69	
101-790.000-807.000-YOUTH	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	COFFEE & CRAFTS SUPPLIES	(17.99)	
101-790.000-807.000-YOUTH	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	CREDIT - YOUTH SUPPLIES	22.89	
101-790.000-807.000-YOUTH	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	YOUTH SUPPLIES	22.50	
101-790.000-807.000-YOUTH	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	YOUTH SUPPLIES	18.52	
101-790.000-807.000-YOUTH	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	TAKE & MAKE SUPPLIES	31.98	
101-790.000-807.000-YOUTH	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	YOUTH PROGRAM SUPPLIES	14.99	
101-790.000-807.000-YOUTH	COMMUNITY PROGRAMS	COSTUME SPECIALISTS	CHARACTER VISIT	260.00	
101-790.000-807.000-ELECTR	UTILITIES	KRISTEN ZAMORA	TEEN PROGRAM	320.00	
101-790.000-926.000-ELECTR	Maintenance	CONSUMERS ENERGY	ELECTRIC USAGE - FEBRUARY	546.49	
101-790.000-930.000		AMAZON CAPITAL SERVICES	HONEYWELL FILTER MEDIA PACK	114.75	
Total For Dept 790.000 LIBRARY				8,638.18	
Total For Fund 101 General Fund				105,398.88	
Fund 249 Building Department Fund					
Dept 000.000 REVENUE					
249-000.000-231.010	401A PAYABLE	ALERUS RETIREMENT SOLUTI	MERS DC & 457 PLANS - JANUARY	129.01	
Total For Dept 000.000 REVENUE				129.01	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 249 Building Department Fund					
Dept 371.000	INSPECTION DEPARTMENT				
249-371.000-717.000	LIFE INS		MUTUAL OF OMAHA INSURANC	3.09	
249-371.000-718.000	DISABILITY INS		MUTUAL OF OMAHA INSURANC	8.17	
249-371.000-802.000	Contracted Services		PROFESSIONAL CODE INSPEC	18,622.80	
249-371.000-802.000-ITMONT	Contracted Services		BS&A SOFTWARE	1,511.00	
			ANNUAL SERVICE/SUPPORT FEE - BLDG & U		
			Total For Dept 371.000 INSPECTION DEPARTMENT	20,145.06	
Fund 252 RENTAL ADMINISTRATION					
Dept 000.000	REVENUE		Total For Fund 249 Building Department Fund	20,274.07	
252-000.000-231.000	DEFERRED COMP PAYABLE				
252-000.000-231.010	401A PAYABLE		ALERUS RETIREMENT SOLUTI	55.72	
			ALERUS RETIREMENT SOLUTI	364.70	
			Total For Dept 000.000 REVENUE	420.42	
Dept 371.000 INSPECTION DEPARTMENT					
252-371.000-717.000	LIFE INS		MUTUAL OF OMAHA INSURANC	6.18	
252-371.000-718.000	DISABILITY INS		MUTUAL OF OMAHA INSURANC	21.74	
252-371.000-720.000-DENTAL	EMPLOYERS HEALTH INSURANCE		MUTUAL OF OMAHA INSURANC	109.94	
252-371.000-720.000-VISION	EMPLOYERS HEALTH INSURANCE		VISION SERVICE PLAN	14.37	
			HEALTH INSURANCE - FEBRUARY		
			Total For Dept 371.000 INSPECTION DEPARTMENT	152.23	
Fund 403 FIRE STATION BUILDING FUND					
Dept 901.000	CONSTRUCTION		Total For Fund 252 RENTAL ADMINISTRATION	572.65	
403-901.000-971.000	CAPITAL OUTLAY		AMAZON CAPITAL SERVICES	370.80	
403-901.000-971.000	CAPITAL OUTLAY		AMAZON CAPITAL SERVICES	129.95	
403-901.000-971.000	CAPITAL OUTLAY		AMAZON CAPITAL SERVICES	1,273.18	
403-901.000-971.000	CAPITAL OUTLAY		AMAZON CAPITAL SERVICES	532.97	
403-901.000-971.000	CAPITAL OUTLAY		AMAZON CAPITAL SERVICES	1,924.78	
403-901.000-971.000	CAPITAL OUTLAY		AMAZON CAPITAL SERVICES	136.09	
403-901.000-971.000	CAPITAL OUTLAY		AMAZON CAPITAL SERVICES	1,343.97	
403-901.000-971.000	CAPITAL OUTLAY		AMAZON CAPITAL SERVICES	3,727.67	
403-901.000-971.000	CAPITAL OUTLAY		AMAZON CAPITAL SERVICES	189.99	
403-901.000-971.000	CAPITAL OUTLAY		AMAZON CAPITAL SERVICES	389.94	
403-901.000-971.000	CAPITAL OUTLAY		AMAZON CAPITAL SERVICES	717.48	
			Total For Dept 901.000 CONSTRUCTION	10,736.82	
Fund 592 Water & Sewer					
Dept 000.000	REVENUE		Total For Fund 403 FIRE STATION BUILDING FUND	10,736.82	
592-000.000-226.000	Due to Robinson Township				
592-000.000-231.000	DEFERRED COMP PAYABLE		ROBINSON TOWNSHIP	180.00	
592-000.000-231.010	401A PAYABLE		ALERUS RETIREMENT SOLUTI	1,096.60	
592-000.000-231.030	Misc Ins - Aflac		ALERUS RETIREMENT SOLUTI	5,721.44	
592-000.000-231.030	Misc Ins - Aflac		AFLAC	117.28	
592-000.000-266.000	COURT ORDER PAYABLE		SALLY CHASE	115.51	
592-000.000-300.000	Bonds Payable		ILLINOIS STATE DISBURSEM	230.77	
592-000.000-300.000	Bonds Payable		OTTAWA COUNTY PUBLIC UTI	75,000.00	
592-000.000-300.000	Bonds Payable		OTTAWA COUNTY PUBLIC UTI	140,000.00	
592-000.000-300.000	Bonds Payable		OTTAWA COUNTY PUBLIC UTI	65,000.00	
			Total For Dept 000.000 REVENUE	287,461.60	

INVOICE GL DISTRIBUTION REPORT FOR ALLENDALE CHARTER TOWNSHIP
EXP CHECK RUN DATES 01/25/2023 - 02/14/2023
UNJOURNALED

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 592 Water & Sewer					
Dept 248.000 ADMINISTRATION					
592-248.000-732.000	SUPPLIES	SMART SOURCE LLC	2022 YEAR END TAX FORMS	260.70	
592-248.000-802.000-ITMONT	Contracted Services	BS&A SOFTWARE	ANNUAL SERVICE/SUPPORT FEE - BLDG & U	924.00	
592-248.000-802.000-ITMONT	Contracted Services	ENGINE	WEBSITE UPDATE - EMPLOYMENT OPPORTUNI	25.00	
592-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	MICROSOFT AZURE - JANUARY	44.64	
592-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	WIFI ISSUE - NESTLE	155.00	
592-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	I/T SERVICES - FEBRUARY	1,571.20	
592-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	DISASTER RECOVERY - FEBRUARY	318.00	
592-248.000-860.000	MILEAGE	SHELLY KOWALCZYK	MILEAGE REIMBURSEMENT	17.29	
592-248.000-900.000	PRINTING, PUBLISHING, & POSTAGE	KCI (KENT COMMUNICATIONS	POSTAGE	19.58	
592-248.000-993.000	INTEREST PAID	OTTAWA COUNTY PUBLIC UTI	2006 WATER EXPANSION BONDS	6,871.88	
592-248.000-993.000	INTEREST PAID	OTTAWA COUNTY PUBLIC UTI	2007 WATER EXPANSION BONDS	7,670.92	
592-248.000-993.000	INTEREST PAID	OTTAWA COUNTY PUBLIC UTI	2012 WWTP IMPROVEMENTS BONDS	10,250.00	
592-248.000-993.000	INTEREST PAID	OTTAWA COUNTY PUBLIC UTI	2020 WWTP IMPROVEMENTS BONDS	43,000.00	
592-248.000-994.000	AGENT FEES	OTTAWA COUNTY PUBLIC UTI	2006 WATER EXPANSION BONDS	550.00	
592-248.000-994.000	AGENT FEES	OTTAWA COUNTY PUBLIC UTI	2007 WATER EXPANSION BONDS	100.00	
592-248.000-994.000	AGENT FEES	OTTAWA COUNTY PUBLIC UTI	2012 WWTP IMPROVEMENTS BONDS	100.00	
592-248.000-994.000	AGENT FEES	OTTAWA COUNTY PUBLIC UTI	2020 WWTP IMPROVEMENTS BONDS	600.00	
Total For Dept 248.000 ADMINISTRATION				72,478.21	
Dept 536.000 WATER					
592-536.000-717.000	LIFE INS	MUTUAL OF OMAHA INSURANC	INSURANCES - FEBRUARY	35.14	
592-536.000-718.000	DISABILITY INS	MUTUAL OF OMAHA INSURANC	INSURANCES - FEBRUARY	127.07	
592-536.000-720.000-DENTAL	EMPLOYERS HEALTH INSURANCE	MUTUAL OF OMAHA INSURANC	INSURANCES - FEBRUARY	417.78	
592-536.000-720.000-VISION	EMPLOYERS HEALTH INSURANCE	VISION SERVICE PLAN	HEALTH INSURANCE - FEBRUARY	106.64	
592-536.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	MISS DIG 811	ANNUAL MEMBERSHIP FEE/DUES	1,531.17	
592-536.000-732.000	SUPPLIES	KUSTOM DEZINS LLC	LOGO ON SAFETY VESTS	25.00	
592-536.000-732.000-GENSUP	SUPPLIES	ALLENDALE TRUE VALUE HDW	SUPPLIES - WATER DEPT	185.36	
592-536.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	BATHROOM PANELS; SOCKET; MISS DIG ITE	117.32	
592-536.000-732.000-GENSUP	SUPPLIES	ETNA SUPPLY COMPANY	NUT & GASK ASSEMBLIES	74.40	
592-536.000-732.000-GENSUP	SUPPLIES	ETNA SUPPLY COMPANY	NUT & GASK ASSEMBLY	9.30	
592-536.000-732.000-METERS	SUPPLIES	ETNA SUPPLY COMPANY	MXU'S	4,050.00	
592-536.000-732.000-METERS	SUPPLIES	ETNA SUPPLY COMPANY	1.5 INCH MEASURING CHAMBER ASS'Y	685.00	
592-536.000-732.000-METERS	SUPPLIES	ETNA SUPPLY COMPANY	1.5 INCH WATER METERS	3,090.00	
592-536.000-732.000-OFFICE	SUPPLIES	SMART BUSINESS SOURCE LL	OFFICE SUPPLIES	145.95	
592-536.000-732.000-OFFICE	SUPPLIES	SMART BUSINESS SOURCE LL	PAPER REAMS	98.65	
592-536.000-732.000-SAFESU	SUPPLIES	AMAZON CAPITAL SERVICES	SAFETY / FIRST AID SUPPLIES	13.50	
592-536.000-732.000-SERVIP	SUPPLIES	ETNA SUPPLY COMPANY	CORP STOPS	1,786.05	
592-536.000-732.000-SUPPLIES	SUPPLIES	AMAZON CAPITAL SERVICES	SOCKET	15.36	
592-536.000-733.000	WATER COST	OTTAWA COUNTY PUBLIC UTI	WATER USE/SYSTEM MAINTENANCE - DECEMB	73,976.35	
592-536.000-733.000	WATER COST	OTTAWA COUNTY PUBLIC UTI	WATER USE/SYSTEM MAINTENANCE - JANUAR	61,123.26	
592-536.000-802.000	Contracted Services	AMBS CALL CENTER	EMERGENCY CALL NUMBER	60.00	
592-536.000-802.000	Contracted Services	H2O COMPLIANCE SERVICES	CROSS CONNECTION CONTROL MGMT - JANUA	877.50	
592-536.000-802.000	Contracted Services	SECURALARM LLC	GATE OPENING ADJUSTMENT	33.75	
592-536.000-802.000	Contracted Services	SES NORTH AMERICA INC	STANDARD PARTNER FEE - 2023	1,000.00	
592-536.000-802.000-TELEPH	Contracted Services	ACENTEK	TELEPHONE CHARGES - JANUARY	39.95	
592-536.000-802.000-TELEPH	Contracted Services	VERIZON WIRELESS	CELL PHONE CHARGES - JANUARY	254.48	
592-536.000-803.000	Professional Services	FLEIS & VANDENBRINK ENG'	CONSULTATION SERVICES - OCT THRU DEC	3,778.45	
592-536.000-863.000	FUEL	WEX BANK-SPEEDWAY	FUEL CHARGES	608.76	
592-536.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - FEBRUARY	3,696.34	
592-536.000-930.000	MAINTENANCE	KING SERVICE LLC	GVSU TANK LEVEL UNIT / PRESSURE TRANS	1,775.00	
592-536.000-930.000	MAINTENANCE	LEE'S TRENCHING SERVICE	PUBLIC OWNED WATER SERVICE REPAIR	4,770.00	
592-536.000-930.000	MAINTENANCE	MECHANICAL & INDUSTRIAL	INSULATION REPAIR ON EMER GENERATOR @	1,285.00	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 592 Water & Sewer					
Dept 536.000 WATER					
592-536.000-930.000	MAINTENANCE	SCHIPPERS EXCAVATING, IN	68TH METER STATION WATER MAIN REPAIR	10,360.00	
592-536.000-930.000	MAINTENANCE	WOLVERINE POWER SYSTEMS	150 KW PREVENTATIVE MAINTENANCE	105.00	
592-536.000-930.000	MAINTENANCE	WOLVERINE POWER SYSTEMS	215 KW PREVENTATIVE MAINTENANCE	200.00	
592-536.000-930.000	MAINTENANCE	WOLVERINE POWER SYSTEMS	260 KW PREVENTATIVE MAINTENANCE	210.00	
592-536.000-930.000	MAINTENANCE	WOLVERINE POWER SYSTEMS	8 KW PREVENTATIVE MAINTENANCE	180.00	
592-536.000-930.000	MAINTENANCE	WOLVERINE POWER SYSTEMS	80 KW PREVENTATIVE MAINTENANCE	100.00	
592-536.000-935.000	Truck Maintenance	TOLMAN'S AUTO TECH GROUP	TRUCK OIL CHANGE	41.03	
592-536.000-955.000	Miscellaneous	OTTAWA COUNTY PUBLIC UTI	ANNUAL HYDRANT BILLING - 2022	2,985.66	
Total For Dept 536.000 WATER				179,974.22	
Dept 537.000 SEWER					
592-537.000-717.000	LIFE INS	MUTUAL OF OMAHA INSURANC	INSURANCES - FEBRUARY	35.14	
592-537.000-718.000	DISABILITY INS	MUTUAL OF OMAHA INSURANC	INSURANCES - FEBRUARY	127.07	
592-537.000-720.000-DENTAL	EMPLOYERS HEALTH INSURANCE	MUTUAL OF OMAHA INSURANC	INSURANCES - FEBRUARY	417.78	
592-537.000-720.000-VISION	EMPLOYERS HEALTH INSURANCE	VISION SERVICE PLAN	HEALTH INSURANCE - FEBRUARY	106.64	
592-537.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	MISS DIG 811	ANNUAL MEMBERSHIP FEE/DUES	1,531.16	
592-537.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	MWEA	MEMBERSHIP DUES - KOWALCZYK	95.00	
592-537.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	WATER ENVIRONMENT FEDERA	MEMBER RENEWAL DUES - DOORNBOS	235.00	
592-537.000-732.000	SUPPLIES	KUSTOM DEZINS LLC	LOGO ON SAFETY VESTS	25.00	
592-537.000-732.000-GENSUP	SUPPLIES	ALLENDALE TRUE VALUE HDW	SUPPLIES - WASTE DEPT	220.28	
592-537.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	BATHROOM PANELS; SOCKET; MISS DIG ITE	47.98	
592-537.000-732.000-LABSUP	SUPPLIES	HACH COMPANY	REAGENTS	1,111.37	
592-537.000-732.000-LABSUP	SUPPLIES	HACH COMPANY	REAGENTS	508.35	
592-537.000-732.000-LABSUP	SUPPLIES	HACH COMPANY	REAGENTS	40.89	
592-537.000-732.000-LABSUP	SUPPLIES	HACH COMPANY	LAB REAGENTS	1,112.15	
592-537.000-732.000-LABSUP	SUPPLIES	IDEXX DISTRIBUTION INC	COLILERT SUPPLIES	2,411.91	
592-537.000-732.000-LABSUP	SUPPLIES	IDEXX DISTRIBUTION INC	ANTI-FOAM DROPPER BOTTLE	31.18	
592-537.000-732.000-LABSUP	SUPPLIES	IDEXX DISTRIBUTION INC	COLILERT QC	215.25	
592-537.000-732.000-LABSUP	SUPPLIES	NORTH CENTRAL LABORATORI	GLASSWARE; DISPOSABLE GLOVES	789.82	
592-537.000-732.000-LABSUP	SUPPLIES	PACK ROOM LLC	SPECTROMETER MAINTENANCE - SHIPPING	172.20	
592-537.000-732.000-LABSUP	SUPPLIES	SMART BUSINESS SOURCE LL	OFFICE SUPPLIES	145.95	
592-537.000-732.000-OFFICE	SUPPLIES	SMART BUSINESS SOURCE LL	PAPER REAMS	98.65	
592-537.000-732.000-OFFICE	SUPPLIES	AMAZON CAPITAL SERVICES	SAFETY / FIRST AID SUPPLIES	13.49	
592-537.000-732.000-SAFESU	SUPPLIES	AMBS CALL CENTER	EMERGENCY CALL NUMBER	60.00	
592-537.000-802.000	Contracted Services	PACE ANALYTICAL SERVICES	MERCURY TESTING	505.40	
592-537.000-802.000	Contracted Services	PREIN & NEWHOF PC INC	CHLORIDE & SULFATE TEST	60.00	
592-537.000-802.000	Contracted Services	SECURALARM LLC	GATE OPENING ADJUSTMENT	33.75	
592-537.000-802.000	Contracted Services	SES NORTH AMERICA INC	STANDARD PARTNER FEE - 2023	3,500.00	
592-537.000-802.000	Contracted Services	TRACE ANALYTICAL LABORAT	TKN	42.00	
592-537.000-802.000	Contracted Services	TRACE ANALYTICAL LABORAT	ALKALINITY / TKN	59.55	
592-537.000-802.000	Contracted Services	TRACE ANALYTICAL LABORAT	ALKALINITY / TKN	107.10	
592-537.000-802.000	Contracted Services	TRACE ANALYTICAL LABORAT	AMMONIA / TKN	63.83	
592-537.000-802.000	Contracted Services	ACENTEK	TELEPHONE CHARGES - JANUARY	400.04	
592-537.000-802.000-TELEPH	Contracted Services	VERIZON WIRELESS	CELL PHONE CHARGES - JANUARY	254.47	
592-537.000-802.000-TELEPH	Contracted Services	VERIZON WIRELESS	CELL PHONE CHARGES - JANUARY	30.01	
592-537.000-802.000-TELEPH	Contracted Services	VERIZON WIRELESS	MACHINE TO MACHINE ACTIVITY - JANUARY	666.24	
592-537.000-803.000	Professional Services	FLEIS & VANDENBRINK ENG'	CONSULTATION SERVICES - OCT THRU DEC	10,833.80	
592-537.000-860.000	MILEAGE	CHAD DOORNBOS	MILEAGE REIMBURSEMENT	18.86	
592-537.000-860.000	MILEAGE	ZACHARY FIELDS	MILEAGE REIMBURSEMENT - I/T ERRANDS	28.36	
592-537.000-863.000	FUEL	WEX BANK-SPEEDWAY	FUEL CHARGES	608.76	
592-537.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - FEBRUARY	1,303.07	
592-537.000-930.000-COLLEC	MAINTENANCE	SOTT ANDERSON CONCRETE L	60TH NORTH LIFT STATION UPGRADE	9,350.00	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 592 Water & Sewer					
Dept 537.000 SEWER					
592-537.000-930.000-COLLEC	MAINTENANCE	WINDEMULLER ELECTRIC INC	HEATER TEMPERATURE SWITCH FOR UFD	451.13	
592-537.000-930.000-COLLEC	MAINTENANCE	WOLVERINE POWER SYSTEMS	20 KW PREVENTATIVE MAINTENANCE	200.00	
592-537.000-930.000-COLLEC	MAINTENANCE	WOLVERINE POWER SYSTEMS	80 KW PREVENTATIVE MAINTENANCE	170.00	
592-537.000-930.000-COLLEC	MAINTENANCE	WOLVERINE POWER SYSTEMS	80 KW PREVENTATIVE MAINTENANCE	390.00	
592-537.000-930.000-SANITA	MAINTENANCE	PLUMMER'S ENVIRONMENTAL	SANITARY CLEANING	782.40	
592-537.000-930.000-WRRFMA	MAINTENANCE	AGILE SAFETY LLC	GAS MONITOR PREVENTATIVE	650.00	
592-537.000-930.000-WRRFMA	MAINTENANCE	ALLIED MECHANICAL SERVIC	PRESSURE RELIEF VALVE REPLACEMENT	311.25	
592-537.000-930.000-WRRFMA	MAINTENANCE	METTLER-TOLEDO LLC	EQUIPMENT CALIBRATION	415.95	
592-537.000-930.000-WRRFMA	MAINTENANCE	NAPA - GENUINE PARTS COM	BLOWER FILTER	24.43	
592-537.000-930.000-WRRFMA	MAINTENANCE	SCHIPPERS EXCAVATING, IN	ADJUSTING RINGS FOR MAN HOLE	160.00	
592-537.000-930.000-WRRFMA	MAINTENANCE	WALKER PROCESS EQUIPMENT	RBC BEARING	4,155.46	
592-537.000-930.000-WRRFMA	MAINTENANCE	WOLVERINE POWER SYSTEMS	250 KW PREVENTATIVE MAINTENANCE	300.00	
592-537.000-930.000-WRRFMA	MAINTENANCE	WOLVERINE POWER SYSTEMS	150 KW PREVENTATIVE MAINTENANCE	105.00	
592-537.000-935.000	Truck Maintenance	NAPA - GENUINE PARTS COM	BOBCAT OIL	38.98	
592-537.000-935.000	Truck Maintenance	TOLMAN'S AUTO TECH GROUP	TRUCK OIL CHANGE	41.03	
592-537.000-971.000-GVSUTR	CAPITAL OUTLAY	FLEIS & VANDENBRINK ENG'	TRUNK SEWER RELOCATION ENGINEERING	92,522.23	
592-537.000-971.030	WWTP EXPANSION PHASE 2	MOORE & BRUGGINK INC	WWTP DESIGN - PHASE 2 - WRRF ENG'G	10,725.67	
592-537.000-971.030	WWTP EXPANSION PHASE 2	MOORE & BRUGGINK INC	WWTP DESIGN - PHASE 2 - WRRF ENG'G	46,625.74	
Total For Dept 537.000 SEWER				195,486.77	
Total For Fund 592 Water & Sewer				735,400.80	

INVOICE GL DISTRIBUTION REPORT FOR ALLENDALE CHARTER TOWNSHIP
EXP CHECK RUN DATES 01/25/2023 - 02/14/2023
UNJOURNALIZED

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund Totals:					
			Fund 101 General Fund	105,398.88	
			Fund 249 Building Depa	20,274.07	
			Fund 252 RENTAL ADMINI	572.65	
			Fund 403 FIRE STATION	10,736.82	
			Fund 592 Water & Sewer	735,400.80	
			Total For All Funds:	872,383.22	

DATE	CHECK #	AMOUNT	VENDOR	DESCRIPTION
1/27/2023	EFT	\$ 46.74	Priority Health	HRA Payment
1/30/2023	103058	\$ 11,111.44	DTE ENERGY	Heating Fuel Usage - January
1/30/2023	103059	\$ 145.00	MWEA	Joint Expo & Operators Day Seminar - Nestle
2/2/2023	EFT	\$ 70,971.27	Employees	Bi-weekly payroll
2/2/2023	EFT	\$ 20,844.67	Federal Gov't	Payroll IRS Tax Payment
2/3/2023	EFT	\$ 1,199.00	Priority Health	HRA Payment
2/6/2023	EFT	\$ 11,659.44	POC Fire Fighters	POC Fire Fighter Payroll
2/6/2023	EFT	\$ 2,391.73	Federal Gov't	Payroll IRS Tax Payment
			TOTAL	
		\$ 118,369.29	TOTAL	

Budget Amendment Request

Fund Name:	DDA	Requested by:	Adam
Department Name:	Administration	Date:	2/7/2023
Fund/Dept Number:	494-248	Amendment #:	1
Year:	2023		

	Current Budget	This Amendment	Revised Budget
TOTAL REVENUES:			\$0.00

EXPENDITURES:			GL Number:	
GENERAL MARKETING	\$60,000.00	\$75,000.00	\$135,000.00	494-248.000-971.044
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
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			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
TOTAL EXPENDITURES:	\$60,000.00	\$75,000.00	\$135,000.00	
Revenue Over/(Under) Expenditures	(\$60,000.00)		(\$135,000.00)	
	Expenditure Change to Department		\$75,000.00	

Revenue change explanation

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Expenditure change explanation

At their January 17, 2023 meeting the DDA approved a budget amendment to help support the Allendale Chamber of Commerce in the Allendale All In! marketing plan.

Approved/Denied?

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Allendale

CHARTER TOWNSHIP

"Where community is more than just a concept!"

February 13, 2023

Township Board of Trustees:

Late last fall, Leigh Rupinski, a Library Advisory Board member, resigned. We are thankful for Leigh's time and effort on the Library Advisory Board, it was greatly appreciated.

We reviewed the applications for the Library Advisory Board vacancy posting. Adam Elenbaas, Elaine Ebeling, Margaret Wheeler, and Mary Cook were part of the process. We are recommending Sam Eiler for the Library Advisory Board vacancy. Mr. Eiler will be starting a new term which will run through December 31, 2025.

Sam Eiler moved to the Allendale area, with his wife, in 2021. He is a strong user of the library and is very passionate about giving back to his community. We look forward to the ideas and input Mr. Eiler will bring to the library meetings.

Sincerely,

Adam Elenbaas

Adam Elenbaas

Township Supervisor

Resolution 2023-04
Committee Appointments

At a regular meeting of the Township Board of the Charter Township of Allendale, Ottawa County, Michigan, held at the Township Hall located at 6676 Lake Michigan Drive, Allendale, Ottawa County, Michigan on February 13, 2023

Present:

Absent:

The following resolution was offered:

Motioned by _____, supported by _____ .

BE IT RESOLVED that the following residents be appointed to the following committees/boards:

Library Advisory Board - 3 year Term

Sam Eiler, Term Ending 12/31/2025

YEAS:

NAYS:

ABSENT:

Resolution declared adopted on February 13, 2023.

Jody L. Hansen
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

January 16, 2023

7:00 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order

2. Roll Call:

Present: Longcore, Adams, Zuniga, Chapla, Nadda, Zeinstra

Absent: Westerling

Staff and Guests Present: Planner Greg Ransford, Joe Jacquot, Jack Barr

3. Communications and Correspondence:

Email from Fleis and VandenBrink regarding the review of the Hidden Shores West Phase 4 project.

4. Motion by Chapla to approve the January 2, 2023, Planning Commission Minutes as presented.

Seconded by Zeinstra. **Approved 6-0**

5. Motion by Longcore to approve the January 16, 2023, Planning Commission Agenda as presented.

Seconded by Zuniga. **Approved 6-0**

6. Public Comments for *non-public hearing item*:

Chairperson Longcore opened the public comment section for non-public hearing items.

Seeing no comments, Chairperson Longcore closed the public comment section.

7. Public Hearings: None

8. Site Plan Review:

A. Hidden Shores West Phase 4 – Site Condominium

Jack Barr from Nederveld, representing the applicant, introduced the project.

Planner Ransford reviewed the memo he prepared for the project.

Mr. Nadda questioned the maintenance of the open/green space. Mr. Barr stated that there is an agreement that has been amended with each phase of Hidden Shores West that lays out who is responsible for the maintenance of the open/green space.

Commissioners directed Planner Ransford to set the public hearing for this project.

B. Hidden Shores West Annual Mining Report

Jack Barr from Nederveld, representing the applicant, reviewed the Annual Report for the Hidden Shores West mining project.

Mr. Longcore questioned what is being done to take care of the stockpiles that are on the property, and Mr. Adams asked about the timeline for removing the stockpiles. Mr. Barr responded that he is not sure what is being done to take care of the stockpiles, but the ones that are around Phase 4 will be moved and graded during Phase 4.

Consensus among the Commissioners was that the PUD language can regulate the reclamation of the site and that the mining permit can be closed. Mr. Barr will provide a plan to make sure the piles are controlled from erosion by the public hearing.

9. New Business:

A. Election of Officers

Motion by Nadda to remove the Election of Officers from the Table. Seconded by Zeinstra.

Approved 6-0

Motion by Zeinstra to elect Mr. Adams as Chair, Mr. Nadda as Vice-Chair, and Mr. Zuniga as Secretary. Seconded by Chapla. **Approved 6-0**

10. Old Business: None

11. Public Comments:

Seeing no public present, Chairperson Longcore opened and closed the public comment section.

12. Township Board Reports:

Mr. Zeinstra reported that the Master Plan was adopted, had the 1st readings of the two Zoning Map Amendments, increased water meter rates to keep up with the cost, and introduced Kris Schuitema as the new appointed Trustee to replace Barb VanderVeen.

13. Commissioner and Staff Comments:

Thank you to Mr. Longcore and Mr. Chapla for serving and they will be missed.

14. Chairperson Longcore adjourned the meeting at 7:31 p.m.

Next meeting January 16, 2023, at 7:00 p.m.

Minutes respectfully submitted by Kelli McGovern



Downtown Development Authority Meeting - Minutes

January 17, 2023 – 7:00am

Members Present: Kellen Brusveen, Bob Chapin, Tom Zuniga, Jeremy Borgman, Pierce Roon, Steve Spriensma, Brent Clark, Rence Meredith, Adam Elenbaas, Angela Hatto, Kristin Corner

Not Present: David VanderWall, Ross Stevens

Guest: Rebecca Wildeboer,

Agenda

1. Welcome to new members – Angela Hatto & Brent Clark were introduced and sworn in to the DDA.
2. Opportunity for public comment – None Present.
3. Approval of the October 18, 2022 meeting minutes – Motion to approve by Zuniga, support by Brusveen. Motion approved.
4. Updates to the Enhancement Program – Group was presented with an edited copy of the TIF Plan for members to review. Members have agreed to review the provided copies prior to the next meeting.
5. 2023 Meeting Dates – Motion by Brusveen to approve dates as provided. Support by Roon. Motion approved.
6. Chamber of Commerce All In Proposal – Group discussed Allendale All In Marketing program which was invested in & implemented last year. Information Summary of the program provided by Rebecca Wildeboer of the Allendale Chamber of Commerce. Members reviewed details and proposed ideas to encourage business & benefit the community. Plans include digital & print marketing, community & events promotion, calendar of events, promotion of Business Enhancement Program, & changing The Announcer to All In The Announcer An Allendale & Surrounding Area Publication. Motion by Meredith to amend Annual DDA Budget to include \$75,000 committed to investing in the Allendale All In! marketing plan for the next 12 months. Support by Brusveen. Roll Call Vote: Brent Clark abstained, all other members present supported. Motion approved.

7. TIF Amendment 14 – Group referenced a provided copy of the TIF 13 plan as provided discussing plans for the upcoming TIF 14 proposed. Members discussed multiple potential investments in the community to provide value for area residents and businesses. Members are considering ideas and plans to be supported over the next 10 years.
8. Election of 2023 Officers - Motion by Meredith to keep acting officers of the DDA for 2023. Support: Brusveen. Motion approved. DDA Chair – Bob Chapin, Vice Chair – Adam Elenbaas, Treasurer – David VanderWall, Secretary – Steve Spriensma.
9. Township Updates – Members were told the Fire Station completion is on track. Special note of gratitude to Pierce Roon who has decided to step down from the DDA after decades of service. Thank you Pierce for all of your service & the lasting impact you have made in our community!
10. Public comment – None present
11. Next meeting: March 21, 2023
12. Adjourn – Motion to Adjourn by Roon, support by Chapin. Meeting adjourned.

Downtown Development Authority Meeting
2023 meeting dates
All meetings are at 7:00am

Below are dates following the previously used “3rd Tuesday of the month”

January 17

March 21

May 16

*June 20, if needed

July 18

September 19

October 17

November 21

CHARTER TOWNSHIP OF ALLENDALE
Ottawa County, Michigan

RESOLUTION NO. _____

**RESOLUTION TO PURCHASE, ACQUIRE AND CONSTRUCT
IMPROVEMENTS TO THE WATER AND SEWER SYSTEM AND TO
PUBLISH NOTICE OF INTENT TO ISSUE REVENUE BONDS**

Minutes of a regular meeting of the Township Board of the Charter Township of Allendale, Ottawa County, Michigan, held at the Township Hall, on _____, 2023, at _____ p.m., local time.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS, the Township Board deems it to be in the best interests of the Charter Township of Allendale (the "Township") to design, purchase, acquire and construct certain improvements to the Township's Water and Sewer System, including without limitation, the design, acquisition and construction of improvements to the waste water treatment plant, including, without limitation, demolition, aerobic granular sludge technology and related improvements, tank modifications, lift station improvements, solids thickening equipment and related improvements, UV improvements, process piping and valves, electrical equipment, SCADA improvements, odor control improvements, screening improvements grit mechanism and pump, MCC modifications and other improvements to the waste water treatment plant; improvements to the collection system, including, without limitation, the replacement of sewer mains, relocation of sewer mains, improvements to sewer mains and construction of new sewer mains, lift station improvements; the restoration of streets, rights-of-way and easements affected by the improvements and related facilities, as well as all work, equipment, and appurtenances necessary or incidental to these improvements and such other improvements to the Water and Sewer System as the Township may determine to make (the "Improvements"), and to finance the Improvements by the issuance of bonds pursuant to Act 94, Public Acts of Michigan, 1933, as amended ("Act 94"); and

WHEREAS, pursuant to Section 33 of Act 94, it is necessary to publish a Notice of Intent to Issue Bonds for the Improvements; and

WHEREAS, the Township may proceed with the Improvements prior to the issuance of the bonds; and

WHEREAS, the Township may incur substantial capital expenditures for the Improvements prior to the issuance of the bonds, and desires to be reimbursed for such expenditures from the proceeds of the bonds.

NOW, THEREFORE, BE IT RESOLVED that:

1. The Township Board determines to design, purchase, acquire, and construct the Improvements and to pay the cost through the issuance of one or more series of revenue bonds pursuant to Act 94 for the Improvements in an amount not to exceed \$47,000,000 (the “Bonds”).

2. A Notice of Intent to issue the Bonds be published in accordance with Section 33 of Act 94, and the Clerk of the Township is authorized and directed to publish the Notice of Intent to Issue Bonds in a newspaper of general circulation in the Township, which Notice shall be substantially in the form on the attached Exhibit A, with such changes as may be approved by the Supervisor of the Township.

3. The Township may proceed to acquire and construct the Improvements using available funds of the Township from the Water and Sewer Fund, which is a fund for the Water and Sewer System of the Township, and other funds of the Township.

4. At such time as the Township issues the Bonds for the long-term financing of the Improvements, the Township shall be reimbursed for its expenditures for the Improvements out of the proceeds of the Bonds.

5. This resolution and the expression of intent to seek reimbursement from future proceeds of the Bonds is intended to satisfy the requirements of Section 150 of the Internal Revenue Code of 1986, as amended.

6. The firm of Dickinson Wright PLLC is hereby employed as bond counsel to the Township to prepare the documents for the issuance of the Bonds for financing acquisition of the Improvements and the officers of the Township are authorized to enter into an engagement letter with bond counsel.

7. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are rescinded.

YEAS: _____

NAYS: _____

ABSTAIN: _____

RESOLUTION DECLARED ADOPTED.

Jody L. Hansen, Clerk

CERTIFICATION

I certify that the foregoing is a true and complete copy of a Resolution adopted by the Township Board of the Charter Township of Allendale, Ottawa County, Michigan, at a regular meeting held on _____, 2023, and that public notice of that meeting was given pursuant to Act 267, Public Acts of Michigan, 1976, as amended.

_____, 2023

Jody L. Hansen, Clerk

[NOTE TO PUBLISHER – PLEASE PUBLISH AT 1/4 PAGE SIZE]

EXHIBIT A

**NOTICE OF INTENT TO ISSUE
WATER AND SEWER SYSTEM REVENUE BONDS
TO THE ELECTORS OF THE CHARTER TOWNSHIP OF ALLENDALE**

PLEASE TAKE NOTICE that the Township Board of the Charter Township of Allendale (the “Township”) intends to issue bonds, in one or more series, in an amount of not to exceed \$47,000,000 (the “Bonds”).

The Bonds shall be issued to pay the cost to design, purchase, acquire and construct improvements to the Township’s Water and Sewer System, including without limitation, the design, acquisition and construction of improvements to the waste water treatment plant, including without limitation, demolition, aerobic granular sludge technology and related improvements, tank modifications, lift station improvements, solids thickening equipment and related improvements, UV improvements, process piping and valves, electrical equipment, SCADA improvements, odor control improvements, screening improvements grit mechanism and pump, MCC modifications and other improvements to the waste water treatment plant; improvements to the collection system, including, without limitation, the replacement of sewer mains, relocation of sewer mains, improvements to sewer mains and construction of new sewer mains, lift station improvements; the restoration of streets, rights-of-way and easements affected by the improvements and related facilities, as well as all work, equipment, and appurtenances necessary or incidental to these improvements and such other improvements to the Water and Sewer System as the Township may determine to make, and to pay the costs of issuing the Bonds and capitalized interest, if any.

The Bonds of this issue shall mature within the maximum terms permitted by law with interest on the unpaid balance at a rate not to exceed the maximum rate permitted by law payable over not more than forty (40) years from the date of issuance of the Bonds. The Bonds shall be issued pursuant to Act 94, Public Acts of Michigan, 1933, as amended.

SOURCE OF PAYMENT

The principal of and interest on the Bonds shall be payable from the net revenues derived from the operation of the Water and Sewer System. In addition, the Bonds may be secured by the full faith and credit of the Township as limited by applicable constitutional, statutory and charter limitations on the taxing power of the Township.

RIGHT OF REFERENDUM

The Bonds will be issued without a vote of the electors approving such Bonds, unless, within 45 days from the date of publication of this Notice of Intent, a petition requesting a referendum, signed by not less than 10% or 15,000 of the registered electors residing within the limits of the Township, whichever is lesser, shall have been filed with the Clerk of the Township or other recording officer of the Township requesting a referendum upon the question of the

issuance of the Bonds. If such a petition is filed, the Bonds shall not be issued until approved by the vote of a majority of the electors residing within the Township qualified to vote and voting thereon at a general or special election.

This Notice is published pursuant to the requirements of Section 33 of Act 94.

Jody L. Hansen, Clerk



County of Ottawa

Sheriff's Office

Steve A. Kempker
Sheriff

Valerie L. Weiss
Undersheriff



Headquarters/Administration
12220 Fillmore Street
West Olive, Michigan 49460
(616) 738-4000 or (888) 731-1001
Fax: (616) 738-4062

Correctional Facility
12130 Fillmore Street
West Olive, Michigan 49460
(616) 786-4140 or (888) 731-1001
Fax: (616) 738-4099

Date: 2-7-2023

To: Allendale Township Supervisor Adam Elenbaas

From: Sgt. Cal Keuning

RE: Monthly Report (January 2023)

The Sheriff's Office during the month of January responded to 352 calls for service.

Allendale Township Basic EMT and MFR units, with assistance of general road patrol responded to 45 medicals and 1 personal injury accident.

Traffic contacts during the month of January, deputies issued 144 total tickets.

School News:

Deputy Ortman has been assisting with coaching the Allendale high school and middle school wrestling teams.



Deputy Ortman helped to officiate the volleyball tournament in gym class.

Deputy Ortman presented at the 10th grade tech center presentation. Sophmores were given information on the programs offered at the Careerline Tech Center.

Off Campus Owners and Managers Meeting:

The monthly off campus owners and managers meeting was held at the Allendale Township board room. The meeting was a hybrid meeting so those who could not attend in person attended on-line.

Representatives from West Michigan Humane Society spoke about being a pet foster parent for the college student living off campus.

We discussed the increase of vehicles being parked on the roadway on Lodge Dr. to West Campus Dr. and proper traffic enforcement.


Deputy Ortman and Deputy Davis are currently working with two different off campus apartment complexes conducting Crime Prevention Through Environmental Design (CPTED) surveys.

Crime Scene Technician (CST) Deputy Martinie:

We want to congratulate our very own Deputy Zach Martinie for being selected to be a crime scene technician (CST). Deputy Martinie will still work his normal duties here in Allendale, but will have additional training in scene processing such as evidence collecting, photographs, and latent print collecting.

Thank you

Sgt. Cal Keuning



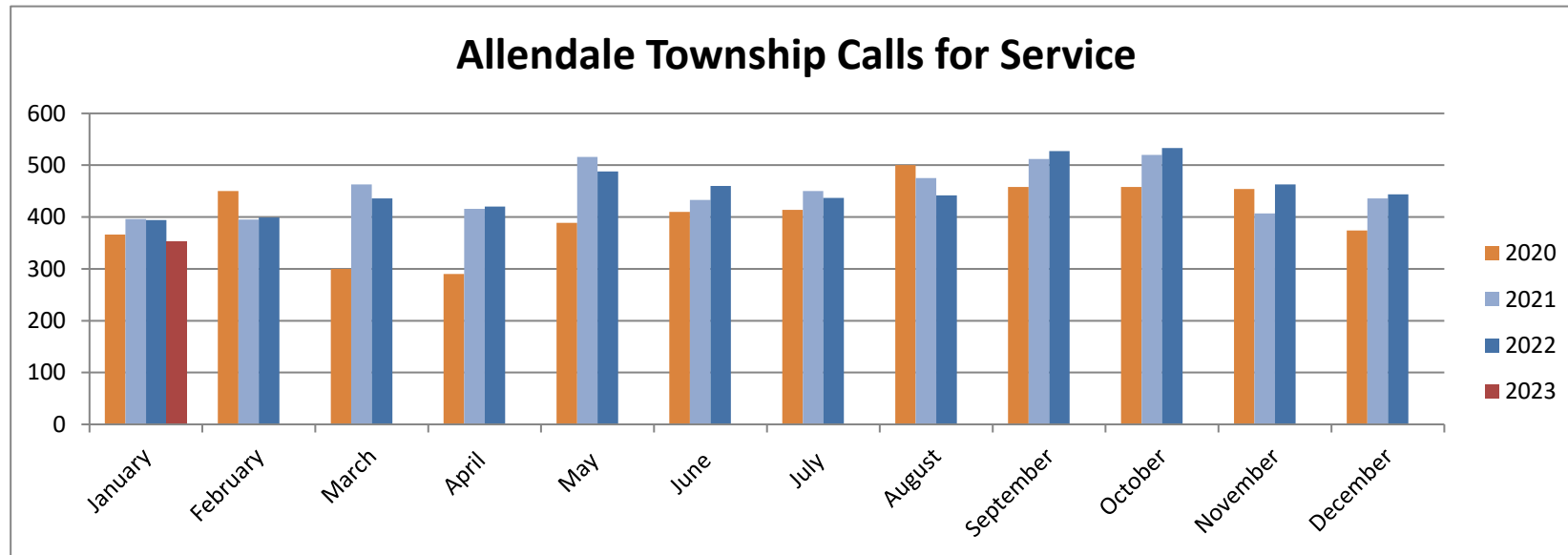
Allendale Township Community Policing

Sergeant Cal Keuning ckeuning@miOttawa.org	Deputy John Ortman jortman@miOttawa.org	Deputy Zachary Martinie zmartinie@miOttawa.org	Deputy Joseph Apolo japolo@miottawa.org
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For emergencies, dial 911. For non-emergencies, dial 1-800-249-0911.

Total Number of Calls

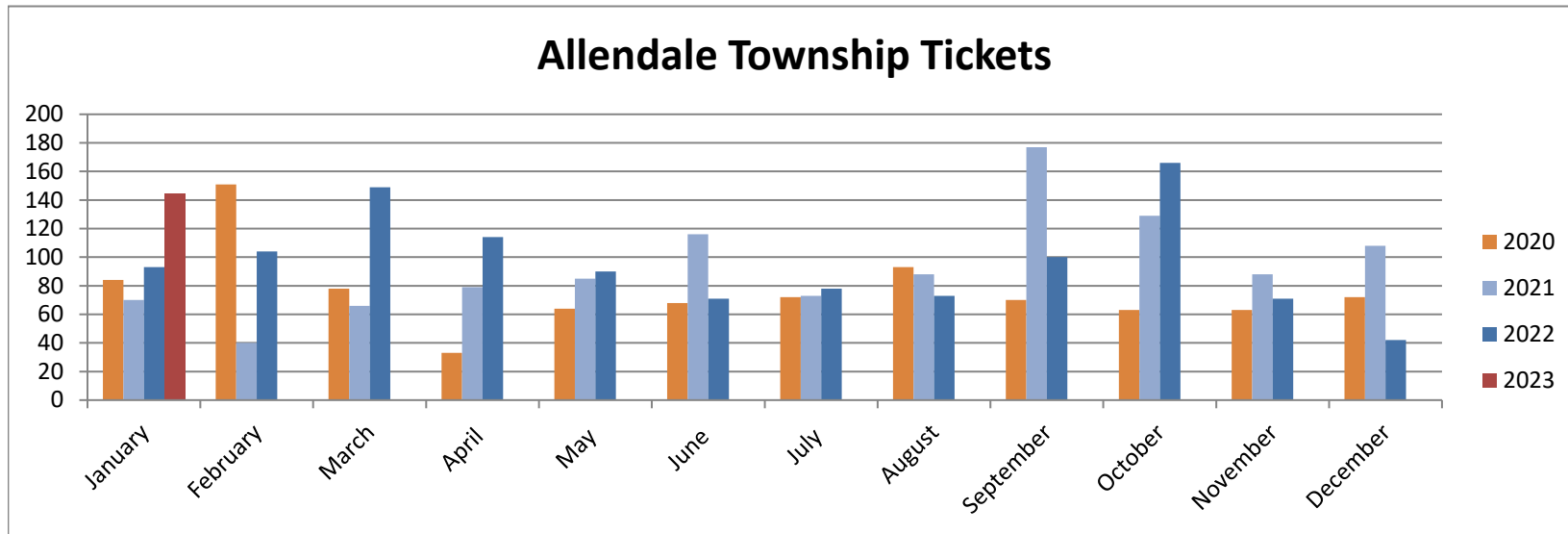
	January	February	March	April	May	June	July	August	September	October	November	December
2020	366	450	300	290	389	410	414	500	458	458	454	374
2021	396	395	463	416	516	433	450	475	512	520	407	436
2022	394	399	436	420	488	460	437	442	527	533	463	444
2023	352											



Total Tickets by Month

	January	February	March	April	May	June	July	August	September	October	November	December
2020	84	151	78	33	64	68	72	93	70	63	63	72

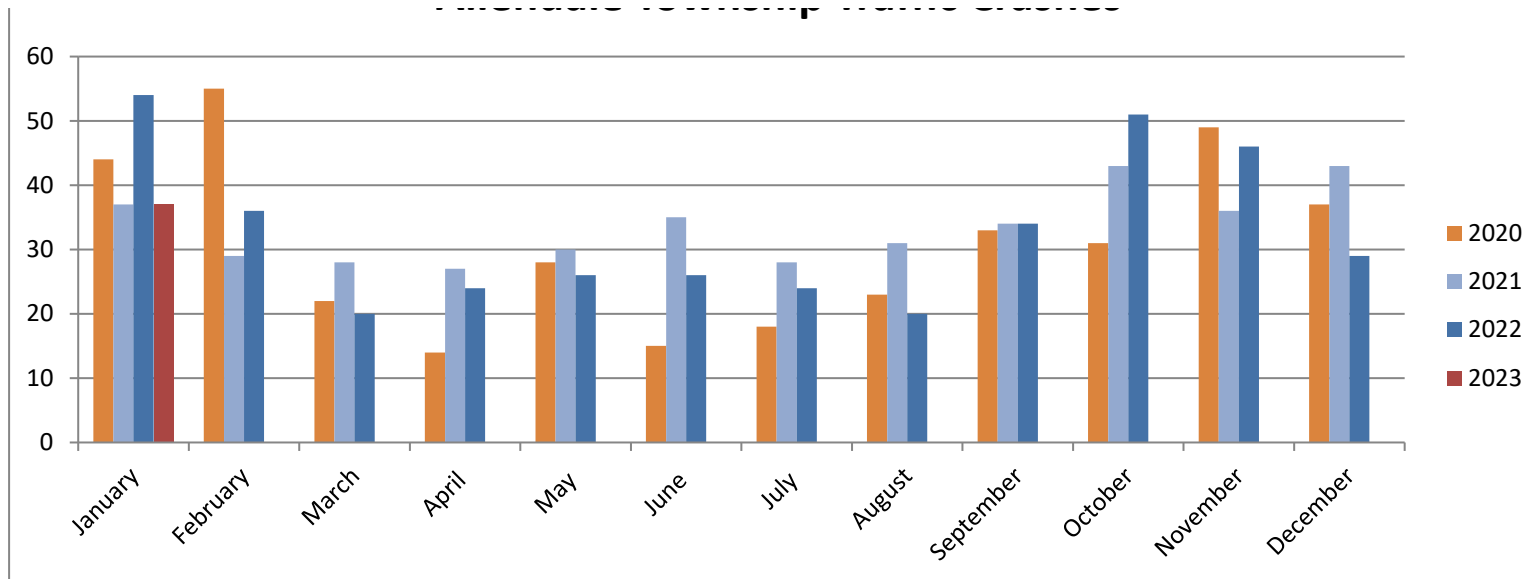
2021	70	40	66	79	85	116	73	88	177	129	88	108
2022	93	104	149	114	90	71	78	73	100	166	71	42
2023	144											



Traffic Crashes

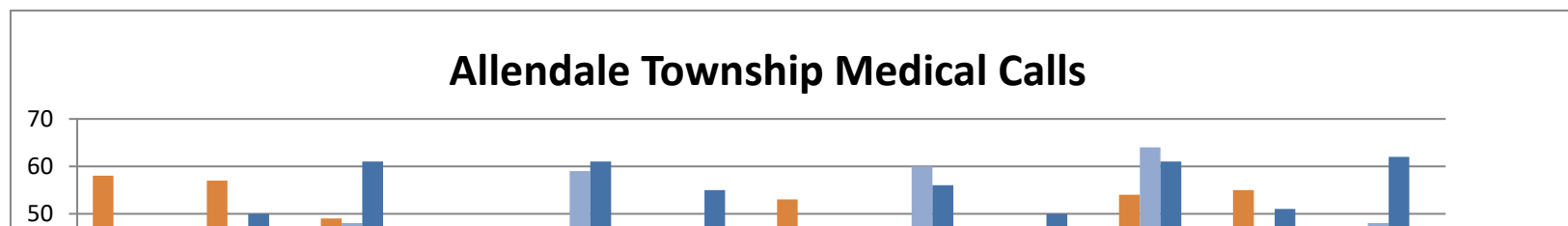
	January	February	March	April	May	June	July	August	September	October	November	December
2020	44	55	22	14	28	15	18	23	33	31	49	37
2021	37	29	28	27	30	35	28	31	34	43	36	43
2022	54	36	20	24	26	26	24	20	34	51	46	29
2023	37											

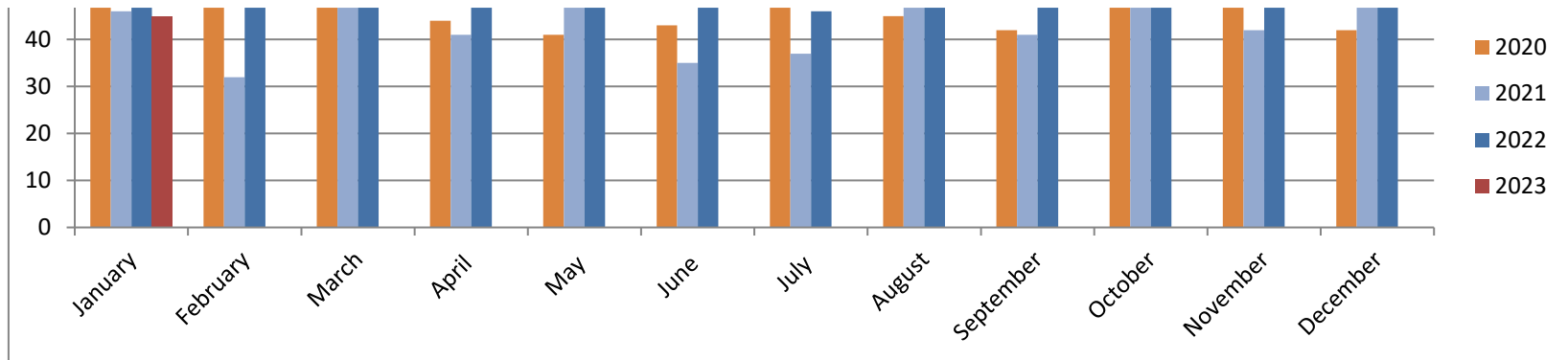
Allendale Township Traffic Crashes



Medical Calls

	January	February	March	April	May	June	July	August	September	October	November	December
2020	58	57	49	44	41	43	53	45	42	54	55	42
2021	46	32	48	41	59	35	37	60	41	64	42	48
2022	47	50	61	47	61	55	46	56	50	61	51	62
2023	45											





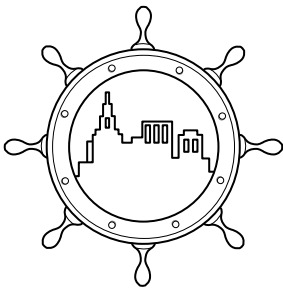
Calls of Interest 2023

	January	February	March	April	May	June	July	August	September	October	November	December
B & E's	0											
Larcenies	5											
Shoplifting	2											
Mental	6											
Civil	7											
Assaults	3											
Domestic	29											
Animal	9											
Alarms	5											
Traffic	20											
Narcotics	3											
Weapons	<u>1</u>											

Calls of Interest 2022

January	February	March	April	May	June	July	August	September	October	November	December
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B & E's	1	3	3	2	4	1	6	3	3	3	2	3
Larcenies	7	19	15	6	7	18	11	15	12	6	8	9
Shoplifting	0	1	0	0	4	1	1	1	2	0	0	0
Mental	7	6	5	15	10	15	9	6	11	15	14	8
Civil	11	11	8	12	5	8	11	14	10	11	11	13
Assaults	5	5	3	5	3	4	4	2	7	9	3	4
Domestic	26	13	17	20	21	25	25	18	27	37	22	27
Animal	8	16	14	18	30	28	24	15	24	15	14	10
Alarms	9	6	7	5	7	8	12	3	8	5	7	14
Traffic	19	33	35	34	40	39	31	31	41	37	30	33
Narcotics	2	0	3	1	0	1	2	3	2	2	4	3
Weapons	<u>0</u>	<u>1</u>	4	7	3	4	2	2	1	3	2	1



Fresh Coast Planning

950 Taylor Avenue, Ste 200
Grand Haven, MI 49417
www.freshcoastplanning.com

Gregory L. Ransford, MPA
616-638-1240
greg@freshcoastplanning.com

Julie Lovelace
616-914-0922
julie@freshcoastplanning.com

Kevin Yeomans
616-821-4969
kevin@freshcoastplanning.com

MEMORANDUM

To: Allendale Charter Township Board of Trustees
From: Gregory L. Ransford, MPA
Date: December 23, 2022
Re: Stillwater Capital Map Amendment (Rezoning) Application

In accordance with Article 29 – Amendments and District Changes; Procedures of the Allendale Charter Township Zoning Ordinance (ACTZO), below we provide a synopsis of a map amendment (rezoning) request to the Zoning Ordinance Map. As you are aware, the Board of Trustees (BOT) is the approving body regarding map amendments.

Board Responsibility

Given that the Township is a charter township, two introductions and readings are required by the BOT to formally adopt a map amendment, each of which would occur at two separate meetings. Included with the application materials is the formal Zoning Map Amendment Ordinance for your consideration of adoption and is part of the first and second readings. As the BOT considers the request, your decision should be based on the Rezoning Evaluation Factors of Section 29.01D of the ACTZO, which includes provisions from the Allendale Charter Township Master Plan (ACTMP), both of which we outline further below.

Request

Kelly Kuiper, on behalf of Stillwater Capital, seeks to rezone approximately 4.45 acres in area located at 11464 (previously 11500) 56th Avenue, parcel number 70-09-24-300-092, from the Industrial Zoning District to the Low Density One-Family Residential Zoning District (R-1). The subject property is currently vacant. The applicant seeks to rezone the property from Industrial for the purpose of residential housing.

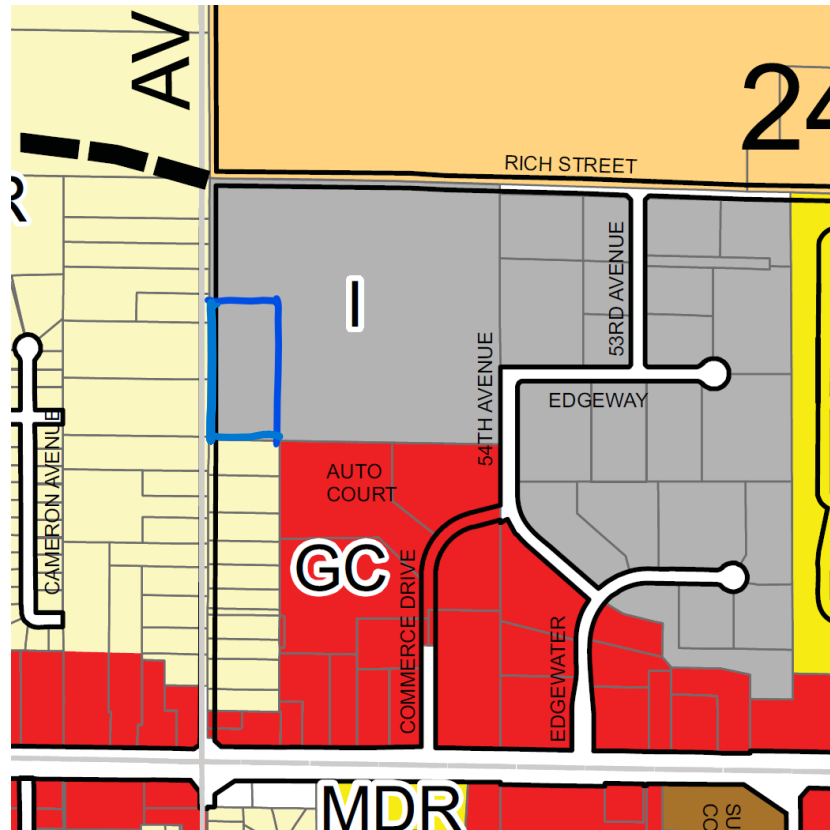
The Allendale Charter Township Planning Commission (ACTPC) provided a recommendation of adoption. As aforementioned, below are the relevant ACTMP and ACTZO provisions to assist with your consideration of the request, which were also reviewed by the ACTPC.

Master Plan Considerations

Future Land Use Map

The Allendale Charter Township Master Plan and its Map, adopted on July 22, 2013, provides for the subject property within the Industrial Classification, which is consistent with the current Industrial Zoning District. Given this, we provided relevant provisions from the Industrial Classification (which corresponds to the Industrial Zoning District) and the Low Density Residential Classification (which corresponds to the R-1 Zoning District), as requested by the applicant, to the ACTPC and provide further below for your convenience. Where appropriate, we provide our comments in italic font to assist with your review.

For your convenience, below is a snapshot of the Master Plan Map for the subject parcel and surrounding properties. (Light Yellow = Low Density Residential (LDR), Yellow = Medium Density Residential (MDR), Light Brown = Moderate Density Residential (MOD), Brown = High Density Residential (HDR), Grey = Industrial, Red = General Commercial, Blue Outline = Subject Property)



Given the request is for the R-1 Zoning District, the ACTPC concluded it is inconsistent with the ACTMP Map.

Low Density Residential Classification

Chapter 5 – Future Land Use, Low Density Residential (page 56) of the Master Plan provides:

- That LDR property should be located within the boundaries of the public water and sanitary sewer service areas.
 - *According to the Superintendent of Public Utilities, Mr. Chad Doornbos, public utilities can be easily extended to the subject property to serve future uses.*
- That a minimum lot size of 15,000 square feet and a minimum width of 100 feet should be provided within this classification
 - *The subject property easily accommodates both the minimum square feet and lot width at approximately 4.5 acres in area and 600 feet of frontage, respectively.*
- That sidewalks should exist along streets and provide connection to adjoining subdivisions
 - *No pathway is present along 56th Avenue*

Industrial Classification

Chapter 3 – Goals and Strategies (page 39) of the Master Plan provides:

- Goal: Promote the development, redevelopment and rehabilitation of industrial and commercial areas to provide attractive sites to a variety of enterprises which will strengthen the tax base and provide a place of employment for area residents.
- Strategy 3: Plan for sufficient industrial land which is accessible by all season roads and public utilities.
 - *No portion of 56th Avenue is within the designated truck route pursuant to the Allendale Charter Township Truck Route Ordinance.*

Chapter 5 – Future Land Use, Industrial (page 67) of the Master Plan provides:

- Industrial land uses should be located so they are served by public water and sanitary sewer and paved roads.
 - *As aforementioned, according to the Superintendent of Public Utilities, Mr. Chad Doornbos, public utilities can be easily extended to the subject property to serve future uses.*

Given the aforementioned provisions regarding the Low Density Residential Classification, the property appears to be generally consistent with the text of the ACTMP. While no pathway exists on 56th Avenue, depending on a future application, if the rezoning is adopted, pathway could be required at the time of the future application.

Given the aforementioned provisions regarding the Industrial Classification, the property also appears to be generally consistent with the text of the ACTMP, although 56th Avenue is not within the designated truck route to support typical industrial traffic.

Following the ACTPC review of the potential impact on adjoining uses, the ACTPC concluded that the proposed is consistent with the text of the ACTMP.

Zoning Ordinance Considerations

Permitted and Special Uses within the R-1 Zoning District

For your convenience, below are the available permitted uses and special uses that could be conducted on the subject property in the instance that the rezoning is granted, which the Planning Commission considered during its deliberations.

Sec. 7.02 PERMITTED USES.

Land or buildings in the R-1 Zone may be used for the following purposes only:

- A. One single-family dwelling on each lot.
- B. Permitted accessory uses and buildings as regulated in Section 3.11.
- C. Home occupation, as an accessory use, as regulated in Section 23.07.
- D. Adult foster care small group home, licensed under Act 218 of the public acts of 1979, as regulated in Section 23.11.
- E. Cemeteries.
- F. [Reserved]

Sec. 7.03 USES REQUIRING SPECIAL APPROVAL.

The following uses may be authorized by the planning commission, subject to compliance with the procedures and standards established in Article 20 of the ordinance.

- A. Elementary and secondary schools and colleges which may include on campus dormitories, libraries, museums, art galleries, auditoriums, gymnasiums, and similar uses. Minimum side and rear yards of fifty (50) feet are required where the property abuts any residentially zoned lot.
- B. Parks, playgrounds, community centers, governmental, administration, or service buildings owned and operated by a governmental agency or a nonprofit group if found to be essential to service the neighborhood or community at this location. Minimum side and rear yards of fifty (50) feet are required where the property abuts any residentially zoned lot.
- C. Churches and synagogues and other buildings used principally as places of worship, provided the building or structure is at least twenty-five (25) feet from any other

residentially zoned lot. Accessory uses, including parsonages; preschool, and similar uses are also permitted. See Sec. 23.05.

- D. Convalescent or nursing homes.
- E. A facility designed to support a subsistent equestrian use which wholly consists of a circumscribed area of land within which is located all roofed enclosures pertinent to the use. Such subsistent equestrian use is permitted only as an accessory to the residential use of the property. In addition, the gross land area of the parcel shall be a minimum of five (5) acres and the maximum circumscribed area of the facility is not to exceed ten (10) percent of the gross land area. A single roofed enclosure or roofed enclosures in combination shall not exceed fifty (50) percent of the circumscribed area. In the case of this ordinance section subsistent shall mean a facility that provides for the individual needs of the property resident without marketing for commercial retail trade.

The planning commission may consider all such facilities to be transitory uses and, as a condition of a special land use, could require that all materials used in the construction of any enclosures be easy to disassemble and remove so as to not impede the likely end result residential development use of the property.

The planning commission is hereby granted the authority to place certain conditions on the subsistent equestrian facility such as but not limited to, waste handling, fence height, building height and area, facility colors, etc., some of which may be inconsistent with other regulations, found in the Townships Zoning Ordinances that may be more or less restrictive. On that matter the conditions of the Special Land Use approval prevails.

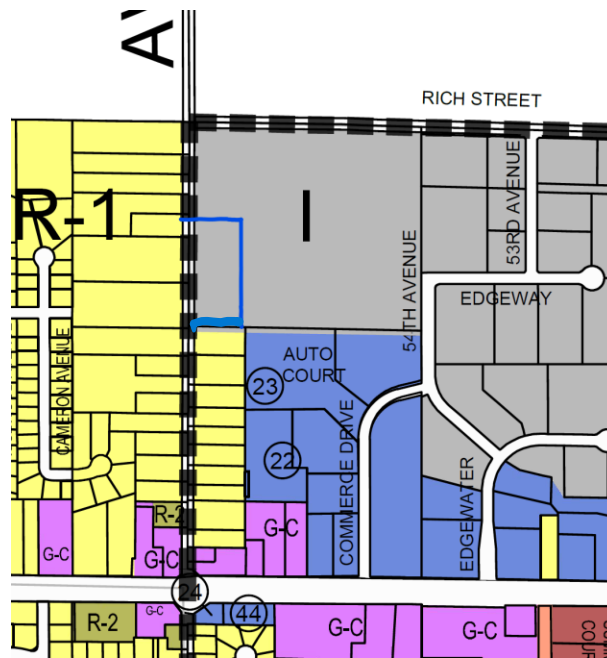
Minimum Lot Area and Width within the R-1 Zoning District, Surrounding Uses and Available Uses

While several minimum lot areas and widths are permitted within the R-1 Zoning District, depending on the existing or intended lot, the standard minimum lot area and width within the R-1 Zoning District is 15,000 square feet and 100 feet, respectively.

The ACTPC reviewed whether the proposed rezoning would result in a site that is compatible with surrounding zoning districts and uses, and is able to support the available uses within the R-1 Zoning District. The subject property is primarily adjacent to numerous single-family residential dwellings, as well as agriculturally used land, and a woodlot. Given this and considering the area and width of the subject property, the ACTPC found the property to be compatible with surrounding zoning districts and uses, and capable of supporting the available uses.

Map of the Zoning Ordinance

For your convenience, below is a snapshot of the Zoning Ordinance Map for the subject parcel and surrounding properties. (Legend: Yellow = Low Density One-Family Residential (R-1), Olive Green = Medium Density One-Family Residential Zoning District (R-2), Burgundy = Medium Density Multiple Family Residential/Office (R-4), Blue = Planned Unit Development (PUD), Grey = Industrial Zoning District, White = Agricultural and Rural Zoning District (AG), Purple = General Commercial (GC), Black Dashed Line = Group Housing Overlay Zone, Red Outline = Subject Property)



Rezoning Evaluation Factors

In accordance with Section 29.01D – Procedure for Changes of the ACTZO, and as performed by the ACTPC, the BOT shall review the factors therein when considering an amendment to the Zoning Map. Below is a copy of said section with our responses in italic font to assist with your review, as provided to the ACTPC.

Section 29.01D – REZONING EVALUATION FACTORS.

In considering a request for a district change, the Planning Commission and Township Board should evaluate the extent that the request meets the following:

1. Consistency with the Master Plan text and its maps.

Please see our Master Plan Considerations section above. While the applicant contends that the recent land division of the subject property can be viewed through a “different lens” given its relationship to existing R-1 properties following a split, we disagree that the existence of those properties and the split alone are justification to find consistency with the Master Plan.

2. Compatibility with the existing zoning districts as well as existing and possible future uses in those zoning districts.

Please see our Zoning Ordinance Considerations section above. While the applicant indicates that, “the parcel has been configured in such a way to protect an existing stand of trees...,” as you know, nothing in the rezoning adoption, if granted, prevents the removal of those trees.

3. The capability of the land to support the uses permitted by the requested zoning district and whether the uses permitted are capable of being adequately served by the following (a through e):

The minimum lot area and width required by the R-1 Zoning District is 15,000 square feet and 100 feet at the front setback line, respectively. The subject parcel is approximately 4.45 acres in area and contains 600 feet of frontage along 56th Avenue.

Given its size and width, as well as access to public utilities according to Mr. Doornbos, we believe the land is capable to support the uses permitted by the R-1 Zoning District.

- a. The existing transportation network.

The subject property abuts 56th Avenue, which is not identified as a truck route pursuant to the Allendale Charter Township Truck Route Ordinance. Given this, we believe the property may be better served for R-1 Zoning District purposes than industrial use. For residential purposes, we believe the property will be adequately served by 56th Avenue.

- b. Utilities.

As aforementioned, public utilities are available to be extended to the property. Given this, we believe the subject property will be adequately served by utilities.

- c. The environment.

We are not aware of any characteristics of the environment that would prevent the subject property from supporting the permitted uses. As a result, we believe the property will be adequately served by the environment.

- d. Other public improvements.

We believe the subject property will be adequately served by other public improvements such as electricity, cable, and etcetera.

- e. Relevant governmental agencies.

While the rezoning does not include a site plan, we anticipate that other governmental agencies, such as the Allendale Charter Township Fire Department, will be able to adequately serve the property at such time of application for development, particularly because those agencies are included in the review process.

Public Hearing

No comments were received during the public hearing.

Recommendation

While considering the rezoning evaluation factors, Commissioner Adams provided a motion to recommend adoption. Motion was seconded by Commissioner Zuniga and carried 4-0, with three members absent. If you have any questions, please let us know.

GLR
Planner

Attachments

ORDINANCE NO. _____

ZONING MAP AMENDMENT ORDINANCE

AN ORDINANCE TO AMEND THE ALLENDALE CHARTER TOWNSHIP ZONING ORDINANCE BY REZONING CERTAIN LAND TO THE R-1 LOW DENSITY ONE-FAMILY RESIDENTIAL ZONING DISTRICT, TO PROVIDE FOR SEVERABILITY, TO PROVIDE FOR REPEAL AND, TO ESTABLISH AN EFFECTIVE DATE.

THE CHARTER TOWNSHIP OF ALLENDALE, COUNTY OF OTTAWA, AND STATE OF MICHIGAN, ORDAINS:

Section 1. Amendment. The Zoning Ordinance and Map of the Charter Township of Allendale, Ottawa County, Michigan, the map being incorporated by reference in the Zoning Ordinance for the Charter Township of Allendale pursuant to Article 4, shall be amended so the following land shall be rezoned to the R-1 Low Density One-Family Residential Zoning District. The land is in the Charter Township of Allendale, Ottawa County, Michigan, and are described as follows:

PART OF SW 1/4 COM W 1/4 COR, TH S 0D 08M 20S W 571.5 FT TO PT OF BEG, TH S 88D 41M 46S E 323 FT, S 0D 08M 20S W 600 FT, N 88D 41M 46S W 323 FT, TH N 0D 08M 20S E 600 FT TO BEG. SEC 24 T7N R14W. 4.45 AC.
70-09-24-300-092

Section 2. Severable Provisions. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof.

Section 3. Repeal. All ordinances or parts of ordinances in conflict with this Ordinance are hereby expressly repealed.

Section 4. Effective Date. This amendment to the Allendale Charter Township Zoning Ordinance was approved and adopted by the Township Board of Allendale Charter Township, Ottawa County, Michigan on _____, 2023, after a public hearing as required pursuant to Michigan Act 110 of 2006, as amended; after introduction and a first reading on _____, 2023, and after posting and publication following such first reading as required by Michigan Act 359 of 1947, as amended. This Ordinance shall be effective on _____, 2023, which date is the eighth day after publication of a Notice of Adoption and Posting of the Zoning Map Amendment Ordinance in the _____ as required by Section 401 of Act 110, as amended. However, this effective date shall be extended

as necessary to comply with the requirements of Section 402 of Act 110, as amended.

Adam Elenbaas
Township Supervisor

Jody Hansen
Township Clerk

CERTIFICATE

I, Jody Hansen, the Clerk for the Charter Township of Allendale, Ottawa County, Michigan, certify that the foregoing Allendale Charter Township Zoning Map Amendment Ordinance was adopted at a regular meeting of the Township Board held on _____, 2023. The following members of the Township Board were present at that meeting: _____

_____. The following members of the Township Board were absent: _____.

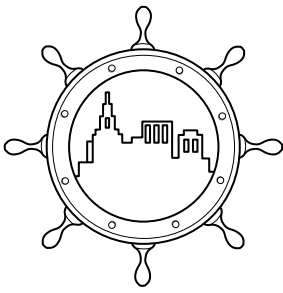
The Ordinance was adopted by the Township Board with members of the Board _____

_____ voting in favor and members of the Board _____

_____ voting in opposition. Notice of Adoption of the

Ordinance was published in the _____ on _____, 2023.

Jody Hansen, Clerk
Allendale Charter Township



Fresh Coast Planning

950 Taylor Avenue, Ste 200
Grand Haven, MI 49417
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Kevin Yeomans
616-821-4969
kevin@freshcoastplanning.com

MEMORANDUM

To: Allendale Charter Township Board of Trustees

From: Gregory L. Ransford, MPA

Date: December 23, 2022

Re: Grace Suchowian (Previously IMD Capital, LLC) Map Amendment (Rezoning) Application

In accordance with Article 29 – Amendments and District Changes; Procedures of the Allendale Charter Township Zoning Ordinance (ACTZO), below we provide a synopsis of a map amendment (rezoning) request to the Zoning Ordinance Map. As you are aware, the Board of Trustees (BOT) is the approving body regarding map amendments.

Board Responsibility

Given that the Township is a charter township, two introductions and readings are required by the BOT to formally adopt a map amendment, each of which would occur at two separate meetings. Included with the application materials is the formal Zoning Map Amendment Ordinance for your consideration of adoption and is part of the first and second readings. As the BOT considers the request, your decision should be based on the Rezoning Evaluation Factors of Section 29.01D of the ACTZO, which includes provisions from the Allendale Charter Township Master Plan (ACTMP), both of which we outline further below.

Request

Eric DeYoung of Nederved, on behalf of Grace Suchowian (previously IMD Capital, LLC), seeks to rezone 10222, 10274, and 10320 52nd Avenue, parcel numbers 70-09-36-200-007, 70-09-36-200-008, and 70-09-36-200-010 from the Rural Estate (RE) Zoning District to the Medium Density Multiple Family Residential/Office Zoning District (R-4).

The subject property proposed for rezoning contains a single family dwelling and related accessory buildings. Collectively, it totals approximately 15 acres in area and is adjacent to multifamily housing to the east and northwest. The applicant has indicated that they seek to rezone the property to R-4 for the purpose of “an upscale, multiple family housing community with high quality amenities....not intended as student housing.”

The Allendale Charter Township Planning Commission (ACTPC) provided a recommendation of adoption. As aforementioned, below are the relevant ACTMP and ACTZO provisions to assist with your consideration of the request, which were also reviewed by the ACTPC.

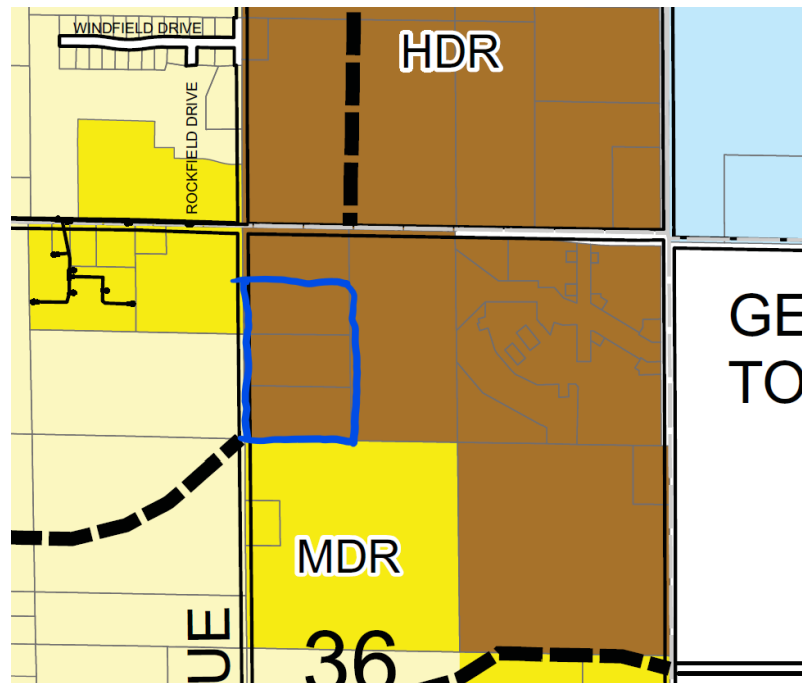
Master Plan Considerations

Future Land Use Map

The Allendale Charter Township Master Plan and its Map, adopted on July 22, 2013, provides for the subject property within the High Density Residential Classification, which is consistent with the R-4 Zoning District, as requested by the applicant. Given this, we provided relevant provisions from the High Density Residential Classification (which corresponds to the R-4 Zoning District) to the ACTPC and provide them further below for your convenience. Where appropriate, we provide our comments in italic font to assist with your review.

For your convenience, below is a snapshot of the Master Plan Map for the subject parcel and surrounding properties. (Light Yellow = Low Density Residential (LDR), Yellow = Medium

Density Residential (MDR), Brown = High Density Residential (HDR), Blue = GVSU Property, White = Georgetown Charter Township, Blue Outline = Subject Property)



Given the request is for the R-4 Zoning District, the ACTPC concluded it is consistent with the ACTMP Map.

High Density Residential Classification

Chapter 3 – Goals and Strategies (page 39) of the Master Plan provides:

- Goal: Ensure that Multi-Family Housing is Located and designed to Avoid Conflicts with Existing and Planned Single Family Housing
 - *As aforementioned, the property is located adjacent to two multi-family residential areas. In addition, no single-family dwellings are immediately adjacent to the subject property.*
- Strategy 1: Through the Master Plan, determine locations for future multi-family land use which can satisfy this (Goal above) goal.
 - *In addition to our observation immediately above, according to the Superintendent of Public Utilities, Mr. Chad Doornbos, public utilities can be easily extended to the subject property to serve future multi-family uses.*
- Goal: Create attractive, safe, and convenience residential communities with a variety of housing types for all income levels, and suitable parks, utilities, sidewalks, and civic open space which can contribute to a sense of community.
 - *While significant multifamily housing is adjacent to the subject property, the majority of that housing is for student use.*

Chapter 5 – Future Land Use, General Commercial (page 62) of the Master Plan provides:

- Master Plan Concept 3: Intensive land uses should be located within the boundaries of the water and sanitary sewer service areas.
 - *Multifamily uses are commonly regarded as an “intensive” land use. As noted by Mr. Doornbos, the subject property can be served by public water and sanitary sewer.*

Following the ACTPC review of the provisions regarding the High Density Classification and the potential impact on adjoining uses, the ACTPC concluded that the proposed is consistent with the text of the ACTMP.

Zoning Ordinance Considerations

Permitted and Special Uses within the R-4 Zoning District

For your convenience, below are the available permitted uses and special uses that could be conducted on the subject property in the instance that the rezoning is granted, which the Planning Commission considered during its deliberations.

Sec. 10.02 – PERMITTED USES.

Land in the R-4 zone may be used by right for the following purposes only:

- A. Any use permitted without special approval in the R-3 Low Density Multiple-Family Residential District, except single family dwellings.
- B. Nursing homes, rest or convalescent homes.
- C. Adult foster care homes, including those with more than six (6) residents.
- D. State college or university campus.

Sec. 10.03 – USES REQUIRING SPECIAL APPROVAL.

The following uses may be authorized by the Planning Commission, subject to compliance with the procedures and standards established for special use permits in Article 20 of this Ordinance.

- A. Any use permitted by special use permit in the R-3 zoning district.
- B. Offices for generally recognized professions such as doctors, dentists, optometrists, psychologists, attorneys, architects, engineers, surveyors, and urban planners.
- C. Medical clinics, mental health clinics.
- D. Offices, galleries, or studios of artists and those employed in the graphic arts.
- E. Offices for one or more of the following fields: executive, administrative, clerical, stenographic, accounting, insurance, real estate, stockbrokers, banks, and similar enterprises.
- F. Research laboratories provided that no heavy mechanical equipment is used in the normal operation of the laboratories, and provided that the character of its research would not make it objectionable because of sights, sounds, odors, and traffic congestion produced.
- G. Hospitals.
- H. Group housing, if within the group housing overlay zone as defined in Section 3.15, including: dormitory, fraternity or sorority house, boarding or rooming house, student cooperative, and emergency shelter.
- I. Funeral Homes.

By way of reference to the R-3 Low Density Multiple-Family Residential Zoning District (R-3) in Section 10.02A above, below are the available permitted uses and special uses that could be conducted on the subject property from the R-3 Zoning District.

Sec. 9.02 PERMITTED USES.

Land in the R-3 Zone may be used for the following purposes only:

- A. One single family dwelling on each lot.
- B. One two-family dwelling on each lot.
- C. Developments with twenty-five (25) dwelling units or more provided that public sanitary sewer and public water supply utilities are installed. See also Section 23.06.
- D. Permitted accessory uses and buildings as regulated by Section 3.11.

E. Home Occupation as an accessory use as regulated in Section 23.07.

Sec. 9.03 USES REQUIRING SPECIAL APPROVAL.

The following uses may be authorized by the Planning Commission, subject to compliance with the procedures and standards established in Article 20 of the Ordinance.

- A. Elementary and secondary schools and colleges which may include on-the campus dormitories, libraries, museums, art galleries, auditoriums, gymnasiums, and similar uses. Minimum side and rear yards of fifty (50) feet are required where the property abuts any residentially zoned lot.
- B. Parks, playgrounds, community centers, governmental, administration, or service buildings owned and operated by a governmental agency or a nonprofit group if found to be essential to service the neighborhood or community at this location. Minimum side and rear yards of fifty (50) feet are required where the property abuts any residentially zoned lot.
- C. Churches and synagogues and other buildings used principally as places of worship, provided the building or structure is at least twenty-five (25) feet from any other residentially zoned lot. Accessory uses, including parsonages, preschools, and similar uses are also permitted.
- D. Convalescent or nursing homes.
- E. Cemeteries.
- F. Foster and child care facilities.
- G. Multi-family developments with less than twenty-five (25) dwelling units or multi-family developments on a parcel less than four (4) acres in area. Public water and sanitary sewer service are required. See Section 9.07.I.

Minimum Lot Area and Width within the R-4 Zoning District, Surrounding Uses and Available Uses

As you may know, minimum lot area and width requirements exist for two-family, multiple-family, offices, and other uses within the R-4 Zoning District. They include:

- Two-family: 12,000 square feet and 100 feet in width (with utilities)
- Multiple-family: 3,630 square feet per dwelling unit with a minimum lot area of 15,000 square feet and 100 feet in width
- Offices and all other uses: 15,000 square feet and 100 feet in width

Given the area of the subject property at approximately 15 acres and 1,000 feet in width, collectively, the ACTPC concluded that the property appears capable of supporting all of the possible uses.

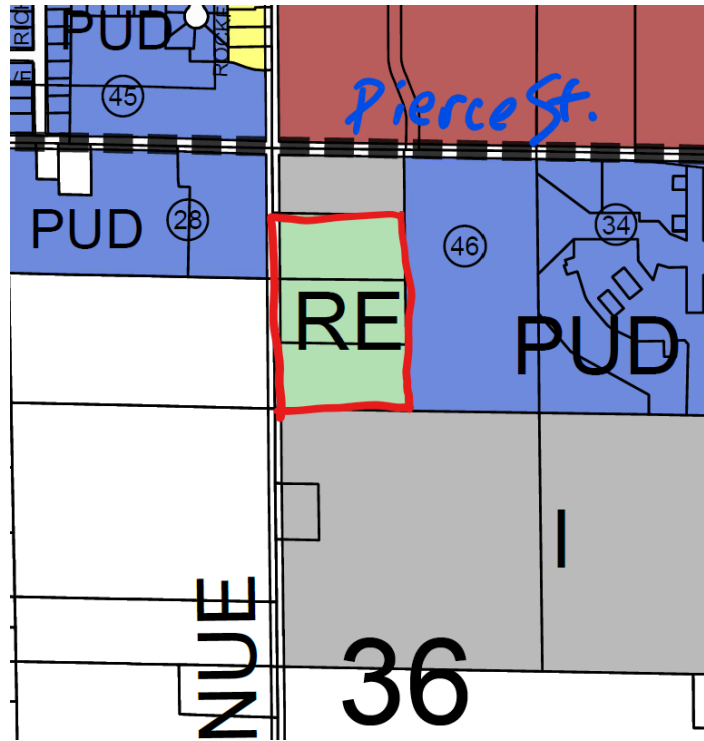
From a density perspective, in the instance multiple-family uses are proposed, the maximum density is calculated by bedrooms per net site acreage, pursuant to Section 10.07I – Additional Regulations of the ACTZO, which is a maximum of thirty-six (36) per net site acre. Net Site Area is defined as, “the total horizontal area within the lot lines of a lot excluding any public or private street right of way which may be included in the property description of the lot and excluding any other site feature as specified by this Ordinance.”

Considering this, generally a maximum of 12 units per acre could be permitted, for a total of 180 units. The maximum density would depend on the proposed number of bedrooms per unit.

The ACTPC reviewed whether the proposed rezoning would result in a site that is compatible with surrounding zoning districts and uses, and is able to support the available uses within the R-4 Zoning District. The subject property is primarily adjacent to multifamily residential. In addition, a couple of single-family dwellings are nearby as well as agricultural uses, the latter of which is the second predominant use after multifamily residential. Given this and considering the area and width of the subject property, the ACTPC found the property to be compatible with surrounding zoning districts and uses, and capable of supporting the available uses.

Map of the Zoning Ordinance

For your convenience, below is a snapshot of the Zoning Ordinance Map for the subject parcel and surrounding properties. (Legend: Green = Rural Estate Zoning District (RE), Burgundy = Medium Density Multiple Family Residential/Office Zoning District (R-4), Blue = Planned Unit Development (PUD), Grey = Industrial Zoning District, White = Agricultural and Rural Zoning District (AG), Red Outline = Subject Property)



Rezoning Evaluation Factors

In accordance with Section 29.01D – Procedure for Changes of the ACTZO, and as performed by the ACTPC, the BOT shall review the factors therein when considering an amendment to the Zoning Map. Below is a copy of said section with our responses in italic font to assist with your review, as provided to the ACTPC.

Section 29.01D – REZONING EVALUATION FACTORS.

In considering a request for a district change, the Planning Commission and Township Board should evaluate the extent that the request meets the following:

1. Consistency with the Master Plan text and its maps.

Please see our Master Plan Considerations section above.

2. Compatibility with the existing zoning districts as well as existing and possible future uses in those zoning districts.

Please see our Zoning Ordinance Considerations section above

3. The capability of the land to support the uses permitted by the requested zoning district and whether the uses permitted are capable of being adequately served by the following (a through e):

While the minimum lot area and width varies by the use, the subject property has significant road frontage and area to meet any of those regulations of the ACTZO. Given its size and width, as well as access to public utilities, we believe the land is capable to support the uses permitted by the R-4 Zoning District.

- a. The existing transportation network.

The subject property abuts 52nd Avenue and is in close proximity to Pierce Street within an area of significant multiple-family dwellings. Given this, and assuming the transportation network is built to accommodate additional multiple-family uses, we believe the property will be adequately served by the transportation network.

- b. Utilities.

As aforementioned, public utilities are available to be extended to the property. Given this, we believe the subject property will be adequately served by utilities.

- c. The environment.

We are not aware of any characteristics of the environment that would prevent the subject property from supporting the permitted uses. As a result, we believe the property will be adequately served by the environment.

- d. Other public improvements.

We believe the subject property will be adequately served by other public improvements such as electricity, cable, and etcetera.

- e. Relevant governmental agencies.

While the rezoning does not include a site plan, we anticipate that other governmental agencies, such as the Allendale Charter Township Fire Department, will be able to adequately serve the property at such time of application for development, particularly because those agencies are included in the review process.

Public Hearing

One comment was received during the public hearing regarding the timing of improvements needed to support R-4 development, such as paved roads and public utilities. No concerns resulted from the ACTPC following this comment.

Recommendation

While considering the rezoning evaluation factors, Commissioner Adams provided a motion to recommend adoption. Motion was seconded by Commissioner Nada and carried 4-0, with three members absent. If you have any questions, please let us know.

GLR
Planner

Attachments

ORDINANCE NO. _____

ZONING MAP AMENDMENT ORDINANCE

AN ORDINANCE TO AMEND THE ALLENDALE CHARTER TOWNSHIP ZONING ORDINANCE BY REZONING CERTAIN LAND TO THE R-4 MEDIUM DENSITY MULTIPLE FAMILY RESIDENTIAL/OFFICE ZONING DISTRICT, TO PROVIDE FOR SEVERABILITY, TO PROVIDE FOR REPEAL AND, TO ESTABLISH AN EFFECTIVE DATE.

THE CHARTER TOWNSHIP OF ALLENDALE, COUNTY OF OTTAWA, AND STATE OF MICHIGAN, ORDAINS:

Section 1. Amendment. The Zoning Ordinance and Map of the Charter Township of Allendale, Ottawa County, Michigan, the map being incorporated by reference in the Zoning Ordinance for the Charter Township of Allendale pursuant to Article 4, shall be amended so the following land shall be rezoned to the R-4 Medium Density Multiple Family Residential/Office Zoning District. The land is in the Charter Township of Allendale, Ottawa County, Michigan, and are described as follows:

S 1/2 OF SW 1/4 OF NW 1/4 OF NE 1/4 SEC 36 T7N R14W 5 A ,70-09-36-200-008;
N 1/2 OF SW 1/4 OF NW 1/4 OF NE 1/4 SEC 36 T7N R14W 5 A, 70-09-36-200-007;
and S 1/2 OF NW 1/4 OF NW 1/4 OF NE 1/4 SEC 36 T7N R14W 5 A, 70-09-36-200-010

Section 2. Severable Provisions. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof.

Section 3. Repeal. All ordinances or parts of ordinances in conflict with this Ordinance are hereby expressly repealed.

Section 4. Effective Date. This amendment to the Allendale Charter Township Zoning Ordinance was approved and adopted by the Township Board of Allendale Charter Township, Ottawa County, Michigan on _____, 2023, after a public hearing as required pursuant to Michigan Act 110 of 2006, as amended; after introduction and a first reading on _____, 2023, and after posting and publication following such first reading as required by Michigan Act 359 of 1947, as amended. This Ordinance shall be effective on _____, 2023, which date is the eighth day after publication of a Notice of Adoption and Posting of the Zoning Map Amendment Ordinance in the _____ as required by Section 401 of Act 110, as amended. However, this effective date shall be extended

as necessary to comply with the requirements of Section 402 of Act 110, as amended.

Adam Elenbaas
Township Supervisor

Jody Hansen
Township Clerk

CERTIFICATE

I, Jody Hansen, the Clerk for the Charter Township of Allendale, Ottawa County, Michigan, certify that the foregoing Allendale Charter Township Zoning Map Amendment Ordinance was adopted at a regular meeting of the Township Board held on _____, 2023. The following members of the Township Board were present at that meeting: _____

_____. The following members of the Township Board were absent: _____.

The Ordinance was adopted by the Township Board with members of the Board _____

_____ voting in favor and members of the Board _____

_____ voting in opposition. Notice of Adoption of the

Ordinance was published in the _____ on _____, 2023.

Jody Hansen, Clerk
Allendale Charter Township

FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY
DATE PERMIT(S) EXPIRE:

BFS-417 (Rev 01/21)

Bureau of Fire Services
P.O. Box 30700
Lansing, MI 48909
(517) 241-8847

Authority: 1988 PA 358 Compliance: Voluntary Penalty: Permit will not be issued	The Department of Energy, Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, material status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the American with Disabilities Act, you may make your needs known to this agency.
---	--

This permit is not transferable. It authorizes the resident wholesale dealer or jobber named below to have in his or her possession fireworks of any type, for sale only to holders of permits for public display or agriculture control.

☒ PUBLIC DISPLAY

☐ AGRICULTURAL PEST CONTROL

Issued To Pyrotecnico Fireworks, Inc.		Age (18 or over) Yes
Address 4369 E Summit Woods Dr NE, Rockford, MI 49341		
Name of Organization, Group, Firm, or Corporation Allendale Charter Township		
Address PO Box 539, Allendale MI 49401		
Number and Types of Fireworks Approximately 1500 aerial display shells ranging in size from 1 1/4 inches to 6 inches in diameter.		
Exact Location of Display Allendale Public School Property, 10455 Timberline Dr., Allendale MI 49401		
City, Village, Township Allendale Charter Township	Date July 4, 2023	Time Approx. 10:15 pm
Bond or Insurance Filed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Amount \$5,000,000.00

Issued by action of: ☐ Council ☐ Commission ☐ Board of the

☐ City ☐ Village ☐ Township of _____
(Name of City, Village, Township)

on the _____ day of _____,

(Signature and Title of Council/Commission/Board Representative)



"Where community is more than just a concept!"

Board of Trustees:

In October of 2020, Allendale Charter Township adopted an agreement with MERS to offer a Defined Contribution 401a plan and a 457 plan. In the initial setup of the plans, employees were not able to access funds if they wanted to borrow from their 401a plan. Since these funds are the employees they should be able to access them if the need arises. I have worked at other employers where employees can opt to do this.

My recommendation is to add the loan provision to the current MERS agreement. This will allow our employees to access a loan at their discretion if they want.

Respectfully,
Lydale Weaver
HR Director



Policies and Procedures Manual

Allendale Charter Township
6676 Lake Michigan Drive
P.O. Box 539
Allendale, MI 49401
(616) 895-6295
www.allendale-twp.org

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CHAPTER ONE: INTRODUCTION

This Policies and Procedures Manual was adopted by the Allendale Charter Township Board to provide for the efficient and uniform application of policies and procedures in Allendale Charter Township where such procedures have not been provided for under state law.

The policies and detailed procedures within this Policies and Procedures Manual are intended to serve as a guide for management and other supervisory personnel in implementing the Township's various policies and procedures, including those which are generally summarized in the Township's Employee Handbook.

The policies and procedures described in this manual are not to be construed as a contract existing between any employee and Allendale Charter Township.

The policies included in this Policies and Procedures Manual were approved as official policy of Allendale Charter Township by the Allendale Charter Township Board on [insert date].

All Township officials and personnel are bound by these policies except where otherwise specifically noted. Any deviation from established policy is prohibited.

The Township Board shall develop and periodically review and update this Policies and Procedures Manual to help guide the Board or its designated personnel officer, employee supervisors, and managers in the implementation of all employee workplace issues.

The provisions of this Policies and Procedures Manual may be changed at the discretion of the Township Board. Township Board Members, officials, and employees may submit any suggested changes or additions to these policies and procedures to the Township Board.

The Township Board shall also develop and periodically update the Township's Employee Handbook to answer employees' questions and to generally advise employees on Township policies, which are elaborated upon within this Policies and Procedures Manual.

The provisions of the Employee Handbook may be changed at the discretion of the Township Board. Employees may submit any suggested changes or additions to these policies and procedures to the Township Board.



**Policy Application to Elected
Officials**

Chapter: Introduction
Reference: 100.4
Page: 1 of 1

The Township Supervisor and Township Clerk work in the Township offices on a full-time basis and are considered elected officials as well as employees of the Township. The Township Officials in these roles are compensated for more than just their statutory duties as elected officials. They are subject to the provisions of this Policies and Procedures Manual and the Employee Handbook, except for the discipline and paid-time off policies; however, any state, federal, local law, or benefit plan document that outlines different expectations or treatment for elected officials would control.

CHAPTER TWO: BOARD ADMINISTRATION



Township Board Powers

Chapter: Board Administration

Reference: 200.1

Page: 1 of 1

The Board of Allendale Charter Township retains the power to determine the administrative policies and procedures for Allendale Charter Township, except where the laws of the State of Michigan have assigned such power to a specific elected Township Official.

The authority to adopt any administrative policy or determine appropriate procedures not provided for in this Policies and Procedures Manual or provided for by State law shall be retained by the Township Board.

The Township Board also reserves the right to alter, modify, amend, or repeal any or all provisions of this Policies and Procedures Manual, at any time and for any reason.



**Authority Delegated from the
Board**

Chapter: Board Administration
Reference: 200.2
Page: 1 of 1

In the interest of promoting the efficient operation of the Township and pursuant to MCL 41.96, as well as the implied powers of the Township Board, the Allendale Charter Township Board assigns to various Township elected and appointed Officials the authority to exercise the non-statutory administrative responsibilities contained within this Policies and Procedures Manual and the Township's Employee Handbook, in accordance with the specific policies and procedures contained therein.

The Township Supervisor shall provide to Department Heads and employees interpretations to implement the provisions of this Policies and Procedures Manual, as well as the Township's Employee Handbook.

These interpretations shall be considered authoritative and binding unless the interpretation is appealed to the Township Board. Any such appeal shall be made at the next regular meeting of the Township Board. The Township Board may uphold, overturn, or alter all or a part of any interpretations made pursuant to this section.

To promote efficient administration, the Township Board authorizes the Township Supervisor to provide day-to-day direction and control over all Township activities that are not assigned by state law to another Official, and to provide a liaison between the Board and the various Township departments.

Board members should make all inquiries, requests, or complaints directed at Department Heads or employees to the Township Supervisor.

Any directives, complaints, or requests made by a member of the Board directly to a Department Head or employee, other than from an Elected Official with statutory authority of the Department Head or Employee, shall be brought to the attention of the Township Supervisor prior to initiating any response.

CHAPTER THREE: EEO POLICY COMPLIANCE

POLICY STATEMENT

The Township is committed to a work environment in which all individuals are treated with respect and dignity. Everyone has a right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. The Township ensures equal employment opportunity without discrimination or harassment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, veteran status, disability, age, marital status, height, weight, or genetic information (including family medical history), or any other characteristic protected by law, and finds any type of harassment based on these protected categories to be a form of discrimination affecting the work environment. All employees shall conduct themselves in a manner conducive to creating a work environment free of coercion, intimidation, harassment, retaliation, or discrimination.

SCOPE

This Equal Employment Opportunity policy applies to all applicants, employees, and contractors affiliated with the Township. Further, this policy applies to all aspects of the relationship between the Township and its employees, including:

- Recruitment
- Employment
- Promotion
- Transfer
- Training
- Working conditions
- Wages and salary administration
- Employee benefits and application of policies

The policies and principles of equal employment opportunity also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with the Township.

PROCEDURES

The Township administers our equal employment opportunity policy fairly and consistently by:

- Posting all required notices regarding employee rights under EEO laws in areas highly visible to employees.
- Advertising for job openings with the statement *"We are an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law."*
- Forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies, or participates in an EEO agency proceeding.

-
- Requiring employees to report to a member of management any apparent discrimination or harassment.
 - Promptly notifying the Township's Supervisor of all incidents or reports of discrimination or harassment and taking other appropriate measures to resolve the situation.

Violations of this Policy

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. The Township will promptly, thoroughly, and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment.

Administration of this Policy

Department Heads and supervisors are responsible for implementing equal employment practices within each department. The Human Resources Department is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations.

POLICY STATEMENT

It is the Township's policy to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC) and Michigan Department of Civil Rights (MDCR). Furthermore, it is the Township's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment. Beyond its legal obligations, the Township is committed to providing accommodations that will allow its employees with disabilities to contribute at the highest levels.

PROCEDURES***Requesting Accommodations***

Employees or applicants with disabilities may request reasonable accommodations, regardless of title, salary, or employment status. Requests for Reasonable Accommodation should be submitted, in writing, to the Human Resources Director by completing the Township's [Accommodation Request Form](#).

If an employee makes a reasonable accommodations request to a supervisor or Department Head, including a request for time off as a result of a disability, the supervisor or Department Head must refer the employee to the Human Resources Director to properly process the request. Supervisors and Department Heads are not authorized to approve reasonable accommodations requests.

The reasonable accommodation does not have to be requested at the beginning of employment. However, a reasonable accommodation request will not cancel out any prior performance improvement or disciplinary actions.

Identifying a Need for Accommodation

Upon receiving the reasonable accommodation request, the Human Resources Director will meet with the individual to conduct an informal, interactive discussion.

The discussion will generally include the following steps:

1. A review of the employee's position description or job announcement delineating the essential job functions from the marginal or auxiliary functions.
2. A determination of how the employee's disability limits their ability to perform the essential job functions of their job in order to identify the employee as a qualified individual with a disability.
3. Identification of potential accommodations and assessment of the effectiveness of such accommodations on the employee's job performance.

Medical Documentation

If the disability is not obvious and there is no other appropriate medical information already on record for the employee, the Township may require the employee to provide documentation from a physician or other medical professional concerning the existence and extent of the disability. This may include the completion of the Township's [Accommodation Request Medical Inquiry Form](#).

It shall be the employee's responsibility to ensure that the doctor's documentation is properly provided to and received by the Township by the timeline provided. Once the additional information is requested, the employee's accommodation request will not be further processed until the requested information is received.

If the doctor refuses to comply with the Township's request or does not adequately address each of the Township's questions, the Township may deny the employee's request based on the doctor's refusal to cooperate. The Township may also request for the employee to get a second opinion from a different doctor.

Confidentiality

Medical documentation, as well as other related materials, will be maintained at the Human Resources Department. Such documentation is kept confidential, except as necessary to administer the reasonable accommodations process. Accordingly, such documentation may be shared only with those individuals directly involved in the accommodation process on an as-needed basis.

Determination

After meeting and reviewing medical documentation, the Township's Human Resources Director, or his or her designee, will determine whether the employee is a qualified individual with a disability, develop a reasonable accommodation plan for the employee (if applicable), and complete an [Accommodation Request Resolution Form](#).

This determination will be based in accordance with the following:

- A. Reasonableness: What constitutes a reasonable accommodation will vary depending on the circumstances of each case.
- B. Determinations The Township will make a determination regarding implementation of accommodations. The Township will consider each request for reasonable accommodation and determine:
 - i. Whether the accommodation is needed, based on the available documentation;
 - ii. If the accommodation is needed, whether it would be effective; and
 - iii. If effective, whether providing the accommodation would impose an undue hardship on the Township or present a safety risk.

- C. Undue Hardship: The Township will attempt to provide a reasonable accommodation if it is needed, would be effective, and will not impose an undue hardship on the Township. In general, a request will be denied if it would require the Township to promote the employee, create a new job, violate a seniority system, or remove an essential job function from the employee's position.
- D. Direct Threats: The Township will not provide a requested accommodation where such request would cause or create a direct threat to workplace safety. Applicants who pose a direct threat to the health, safety, and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on leave until an organizational decision has been made in regard to the employee's immediate employment situation. All employees are required to comply with the Township's safety standards.

Types of Reasonable Accommodation

Accommodations will be determined on a case-by-case basis. The Human Resources Department will work closely with the employee and his or her supervisor to ensure that reasonable accommodations are provided when warranted and that they are effective. In evaluating alternatives for accommodation, the employee's preferences will be considered, but the ultimate decision regarding what type of accommodation, if any, will be provided is made by the Township.

Within 90 days or less after the accommodations have been provided, the Human Resources Department will assess the effectiveness of the accommodations in enabling the employee to perform the essential functions of the job.

Special Provisions for Leave as a Reasonable Accommodation

- A. Notice: If an employee requests any increment of leave from work on account of a disability, the employee must inform the Township when the employee becomes aware that the leave is needed or within a reasonable amount of time prior to the shift from which the employee needs the time off.
- B. Authorized Leave: Leave will be granted in conjunction with an approved reasonable accommodations request or in consideration of any other Township policy or state or federal requirements.
- C. Documentation: Whenever possible, the employee must provide medical documentation in conjunction with the requested leave or at least prior to the occurrence of the requested leave.
- D. No Shows: If the employee fails without adequate justification to timely provide this notice, the employee shall be considered a "no-show" for any shift occurring during the unauthorized leave. The employee will receive a written warning with each no-show.

- E. Assurance: When requesting leave as a result of the employee's disability, the employee must be able to assure the Township that the employee will be able to perform the essential job functions of the employee's job in the near future and provide an estimated date of return.
- F. Vacation Time and Available Leave: The employee's available Paid Time Off must be used first for any leave requested. After that point, the Township may award additional unpaid leave for a short period, as part of an approved reasonable accommodation.
- G. Communication: While on leave, the employee is required to provide the Township with periodic, at least monthly or as otherwise instructed by the employee's supervisor, updates and communication regarding the employee's condition and return-to-work status.
- H. Conditions: The Township may also include any other reasonable conditions it determines to be necessary when authorizing the leave.
- I. End of the Authorized Leave: At the estimated date of return, the employee must return to work. If the employee needs additional leave at that point, the employee must make an additional reasonable accommodations request, which will be treated as a new request under this policy.

Complaints

Retaliation against an employee who requests an accommodation is prohibited. Individuals who feel that they have experienced retaliation for requesting an accommodation may make a complaint to the Human Resources Department.

Written Notice Requirement

Michigan law provides that a person with a disability may not allege a violation for failure to accommodate unless such individual provides written notice of the need for accommodation within 182 days after the date on which the person with a disability knew or reasonably should have known that an accommodation was needed.

Questions

An employee shall refer any questions regarding this policy to the Human Resources Department.

FORMS:

- Appendix A: Accommodation Request Form**
- Appendix B: Accommodation Request Medical Inquiry Form**
- Appendix C: Accommodation Request Resolution Form**

POLICY STATEMENT

This policy addresses the Township's commitment to providing a work environment that is free from harassment and discrimination. In pursuit of this goal, the Township adheres to all relevant federal, state, and local laws and regulations regarding harassment and discrimination, including sexual harassment.

SCOPE

This policy applies to all applicants, employees, consultants, contractors, vendors, temporary employees, seasonal employees, interns, and any other individuals having a business relationship with the Township. Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events.

DEFINITIONSDefinitions and Examples of Prohibited Conduct***Discrimination Defined***

Adverse treatment of an individual based on a protected characteristic, rather than individual merit.

Examples of conduct that can constitute discrimination if based on an individual's protected characteristic include but are not limited to:

- Singling out or targeting an individual for different or less favorable treatment (e.g., more severe discipline, lower salary increase) because of their protected characteristic;
- Failing or refusing to hire or admit an individual because of their protected characteristic; or
- Terminating an individual from employment based on their protected characteristic.

Harassment Defined

Unwelcome conduct which is based on a protected category and has the purpose or effect of:

- Creating an intimidating, hostile, or offensive work environment;
- Unreasonably interfering with an individual's work performance; or
- Otherwise negatively affecting an individual's employment opportunities.

Examples include, but are not limited to, jokes, stereotypes, denigration, name calling, threats, visual displays, hazing, and segregation.

Sexual Harassment Defined

Includes unwelcome sexual advances, requests for sexual favors or any other verbal or physical conduct of a sexual nature when:

- Submission to sexual conduct or sexual communication is made an express or implied condition of obtaining or maintaining employment;

- Submission to or rejection of sexual conduct is used as a basis or factor in decisions affecting the employment of any personnel; or
- Sexual conduct or communication has the purpose or effect of interfering with an employee's duties, assignment, or work performance, or creating an intimidating, hostile or offensive environment.

Examples include, but are not limited to:

- Suggestive comments and innuendo;
- Unwanted physical contact or advances;
- Repeated requests or pressure for "dates";
- Sexually suggestive messages of any kind via technology;
- Insults or verbal abuse of a sexual nature;
- Graphic verbal commentaries about an individual's body;
- Use of sexually degrading words or vulgar words of a sexual nature;
- Humor or jokes about sex or gender-specific traits;
- Display of sexually suggestive objects or pictures;
- Leering, whistling or suggestive sounds;
- Obscene gestures;
- Displaying pornographic materials and lewd photographs in common areas or via computer; and
- Prohibited touching with associated innuendoes (includes unwelcome touching of a sexual nature or intentional brushing of the body).

PROCEDURES

Complaint Procedure

The Township strongly urges the reporting of all perceived incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Further, such reports should be made at the earliest possible stage to prevent any harassing conduct from becoming severe or pervasive. If an employee believes he or she has experienced conduct that is contrary to the Township's policy or has concerns about such matters, the employee has an obligation to take advantage of this complaint procedure early by reporting the alleged conduct to his or her **Department Head** or the **Human Resources Director**. If the employee's concern or complaint is not resolved by these individuals within a reasonable period, the employee should address such concerns or file his or her complaint with the **Township's Supervisor**.

No Retaliation

The Township prohibits retaliation against any individual who reports discrimination or harassment or against any individual who participates in an investigation of such reports, and treats all questions, concerns, and complaints seriously. Retaliatory action or conduct of any kind taken by an agent of the Township against an employee as a result of that employee having sought redress under this policy, or having provided information regarding a complaint, is strictly prohibited and shall be regarded as a

separate and distinct violation of this policy, subjecting the offending employee to disciplinary action, up to and including discharge.

False Complaints

False and malicious complaints of harassment, discrimination, or retaliation, as opposed to complaints which are (even if erroneous) made in good faith, will also be the subject of appropriate disciplinary action.

Investigation Process

Any Department Head, supervisor, or employee within the Personnel Committee or Human Resources Department must respond appropriately and immediately to any report of harassment, discrimination, or retaliation that is received, or he or she must report such to another individual who is authorized to respond. Any of the above-referenced employees who receive a complaint and fail to take any necessary corrective action will also be subject to disciplinary action.

All reported allegations of harassment, discrimination, or retaliation will be investigated promptly, thoroughly, and impartially. The extent of the investigation will depend on the facts and circumstances involved, and may include interviews of the parties involved, and with individuals who may have observed the alleged conduct or have relevant knowledge. During the investigation, confidentiality will be maintained to the fullest extent possible, and disclosed only on a need-to-know basis.

Complaints Against Elected Officials by Staff

All complaints directed toward an elected official, which cannot be resolved with that person directly, will be turned over to the two elected officials serving on the Personnel Committee for further action. Those officials will determine an appropriate course of action, taking counsel from the Township Attorney, if deemed necessary. If the complaint is deemed valid, these officials will inform the Township Board.

Responsive Action

After the Township completes the investigation, it will determine whether this policy has been violated. If a violation has occurred, the Township will take action reasonably calculated to end the harassment and to prevent future misconduct. Such action may include disciplinary action, up to and including termination.

In addition, the Township will notify the individual complaining and the alleged harasser about the resolution of the Complaint. The Township, except as required by law, has no obligation to provide a defense or to pay damages assessed against any employee or manager who has violated this policy.

The Township will document complaints, investigations, findings, recommendations, and corrective, preventive and disciplinary actions, and will keep this documentation confidential to the greatest extent possible and permitted by law.

FORMS:

- Appendix D:** Harassment, Discrimination, and Retaliation Incident Reporting Form
Appendix E: Leader Memorandum of Understanding

CHAPTER FOUR: SELECTION AND HIRING

POLICY STATEMENT

Allendale Charter Township believes that hiring qualified individuals to fill positions contributes to the overall success of the Township. Each employee is hired to make significant contributions to the Township. In hiring the most qualified candidates for positions, the following process should be followed.

PROCEDURES***Personnel Requisition***

Personnel requisitions must be completed to fill Township positions. Requisitions must be initiated by the Department Head and approved by the Human Resources Department, Township Supervisor, and Township Board.

Personnel requisitions should indicate the following:

- ▶ Position title.
- ▶ Position hours/shifts.
- ▶ Exempt or nonexempt status of the position.
- ▶ Reason for the opening.
- ▶ Essential job functions and qualifications (or a current job description may be attached).
- ▶ Any special recruitment advertising instructions.

The Township Supervisor, Department Heads, and the Human Resources Director should review the job descriptions for Township employees to ensure that the knowledge, skills, abilities, and other qualifications required for jobs keeps pace with the changing work environment and needs of the Township.

Job Postings

Human Resources will create job postings that briefly describe the job opening. All job openings will be posted concurrently on the Township's intranet and/or externally with sources appropriate for the position being filled. Jobs will remain posted until the position is filled, or as otherwise determined by the Township.

The Human Resources Department will be responsible for tracking all applicants and retaining applications and resumes as required.

Internal Applicants

Current employees with a satisfactory employment status may apply for internal job openings. All applicants for a posted vacancy will be considered based on their qualifications and ability to perform the job successfully. Internal candidates who are not selected will be notified by the Human Resources Department.

Interview Process

The Human Resources Department, Township Supervisor, and/or Department Head will screen applications and resumes prior to scheduling interviews. The Human Resources Department will notify applicants who are not selected for positions at the Township.

Reference Checks

Human Resources may conduct professional reference checks and employment verification on the top candidates based on the results of the evaluation forms completed by the interviewers.

Job Offers

The Township Supervisor, with the assistance of the affected Department Head and Human Resources, shall be responsible for the recruitment and hiring of all Township personnel, consistent with the Township's selection policy.

After a decision has been made to hire a candidate, an offer will be made contingent on the satisfactory completion of required background checks and testing. Background checks will vary depending on the position and may include criminal history, credit history, driving record, drug testing, or any other relevant information for the job.

Internal applicants must complete required background checks or tests not previously completed.

Once the Human Resources Department receives satisfactory results from all required background checks and tests, candidates will be provided with a final job offer. If a candidate fails to accept an offer of employment within the timeline stated the offer letter, the offer may be rescinded by the Township.

POLICY STATEMENT

In compliance with the Immigration Reform and Control Act of 1986 ("IRCA") and any other applicable federal, state, or local laws, the Township is committed to:

- Employing only those individuals who are authorized to work in the United States.
- Not discriminating on the basis of national origin or citizenship in hiring, recruiting, or terminating the employment of employees.

Every employee of the Township must adhere to all aspects of this policy. Failure to comply with the IRCA may subject the Township and any responsible individuals to civil monetary or criminal penalties. Violations of this policy may be grounds for employee discipline, up to and including termination of employment.

PROCEDURES***Immigration Compliance Officer***

The Township's immigration compliance officer is the Human Resources Director, and may be contacted at (616) 892-3113. Tips, questions, or concerns may be submitted anonymously to the immigration compliance officer by submitting information via the Township's feedback box located near the mailbox station at the Township Offices.

Pre-Hire Inquiries

The Township will not inquire unnecessarily about citizenship, national origin, or immigration status during the recruitment process.

IRCA and Contract Workers

The Township requires that its contractors and subcontractors independently comply with IRCA's requirements. The Township prohibits the use of contract workers or independent contractors to evade IRCA if the worker's employment authorization status is unknown or with knowledge that the worker is not authorized to work in the United States. Contractors that employ foreign workers may require postings or statements by the Township. Any such requests should be directed to the immigration compliance officer.

Employees with Expiring Employment Authorizations

Employees may present employment authorization documents that will expire. The Township tracks expiring employment authorization dates. Employees with expiring employment authorization dates are notified in advance of expiration and on the day of expiration.

Employees with expiring work authorization must present evidence of continuing employment authorization no later than the day on which the current work authorization expires. The document(s) will be reviewed to determine if they appear to be genuine and related to the person who has presented them. Employees who do not present continuing work authorization by the date their current authorization expires will have their employment terminated as of the expiration date.

Reverification of Employment Authorization

Reverification on the Form I-9 Section 3 is conducted by the Township's Human Resources Director, who is responsible for recalling the Form I-9 from storage or accessing the electronic I-9 record.

Reverification for Name Change

When employees notify the Township's Human Resources Department of a name change, the notified party must note the name change in Section 3 of the Form I-9.

Storing I-9 Forms

Completed Forms I-9 and copies of supporting documents are stored in a secure location, separate from all other personnel files. Only authorized employees can access the forms. The storage method allows Forms I-9 to be recalled when needed.

Form I-9 Retention

The Township is required to retain Forms I-9 and supporting documentation for current and recently terminated employees the longer of three years from the date of the employee's hire or one year from the date of termination. The Township tracks the document retention dates, and Forms I-9 that no longer need to be retained are destroyed.

Compliance Reports or Questions

Employees may contact the immigration compliance officer if they have questions or want to report information or suspicions about potential violations regarding:

- Employment eligibility verification (the Form I-9 process)
- Government visits, inquiries, audits, or investigations about immigration compliance
- E-Verify
- Social Security no-match notifications
- Employment authorization for self or others
- Immigration status for self or others

In addition, an employee may contact any Township supervisor or Department Head to raise compliance concerns or to provide tips about compliance issues or potential violations. The Township supervisors and Department Heads are obligated to work with the immigration compliance officer to consider, investigate, and resolve immigration compliance issues.

POLICY STATEMENT

The Township requires applicants and employees to satisfactorily complete a background check. The Township will consider an employee's job duties, among other factors, in determining what constitutes satisfactory completion of the background check. All information obtained from a background check will be used solely for employment purposes.

If the Township uses a consumer reporting agency to obtain background check information or make an employment decision based on that information, the Township complies with relevant requirements under the Fair Credit and Reporting Act (FCRA).

PROCEDURES***Authorization***

When a background check is required, employees are required to complete the Township's authorization form. Failure to timely complete an authorization may result in termination of the Township's consideration of an applicant's application. Falsification or omission of information may result in denial of employment or discipline, up to and including termination.

Confidentiality

All background check information will be kept confidential. The Township complies with all applicable federal, state, and local laws regarding background checks.

Administration of this Policy

The Township's Human Resources Department is responsible for the administration of this policy. If an employee or applicant has questions regarding this policy, or questions about background checks that are not addressed in this policy, he or she should contact the Human Resources Department.

POLICY STATEMENT

Allendale Charter Township is committed to a policy of employment and advancement based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of relatives.

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment which can be carried into the daily working relationship, close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other, or which are in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to the other employee.

For purposes of this policy, close relatives are defined as the following: spouse or significant other, father, mother, father-in-law, mother-in law, grandfather, grandmother, son, son-in-law, daughter, daughter-in law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister, sister-in-law, step relatives and cousins.

SCOPE

This policy applies to all current employees and candidates for employment and extends to practices that involves employee hiring, retention, promotion, transfer, wages, and leave requests.

PROCEDURES

Individuals will not be hired or promoted into a position that would create a conflict in the Township's policy.

If a personal relationship arises during an employee's existing employment which has the possibility of violating this policy, the employees involved must immediately report any such changes to their supervisor(s). The Township shall resolve the situation by eliminating the conflict in whatever manner it deems appropriate for the situation, including a possible reassignment, transfer, or termination of employment of one or more Township employees. In attempting to craft such an arrangement, the Township may, but is not obligated to, consider the preferences of the individuals involved.

Exceptions

An exception to this policy involves the employment of on-call and/or reserve Firefighters.

Compliance

The hiring supervisor is responsible for ensuring policy compliance. Department Heads are responsible for monitoring changes in employee reporting relations after initial hire to ensure compliance with this policy.

POLICY STATEMENT

Diversity and inclusion are fundamental values of the Township. Diversity and inclusion are related and equally important concepts. Diversity includes but is not limited to differences in race, ethnicity, sex, gender, sexual orientation or identity, disability, religion, age, national origin, military or veteran status, and other categories protected under state or local law. Diversity also includes differences in backgrounds, experiences, perspectives, thoughts, interests, and ideas. Inclusion means ensuring that all employees are valued, heard, engaged, and involved at work and have full opportunities to collaborate, contribute, and grow professionally.

SCOPE

All leaders, managers, and employees are subject to this policy.

PROCEDURES

The Township promotes diversity, inclusion, equal employment opportunities, and a work environment free of harassment and hostility by, among other things:

- Applying principles of equity and social justice to achieve equal employment opportunities for qualified individuals of all backgrounds.
- Attracting, recruiting, retaining, engaging, supporting, developing, and advancing underrepresented and diverse employees, including women, people of color, LGBTQ individuals, and any other underrepresented employees.
- Promoting respectfulness, cultural awareness, and inclusivity by:
 - fostering a collaborative work environment in which all employees participate and contribute;
 - empowering and providing a safe space for all employees to express themselves, exchange ideas, and feel heard; and
 - encouraging employees to be open and curious about others' experiences and perspectives.

While the Township strives for equitable representation of employees, the purpose of this policy is not to favor certain individuals or groups or have the effect of excluding other individuals or groups.

CHAPTER FIVE: PERSONNEL ADMINISTRATION

Management, Department Heads, and other supervisory personnel (collectively, “supervisors”), shall provide direction to Employees in a manner that complies with the provisions of this Policies and Procedures Manual, as well as all federal and state laws, Township ordinances, and the Township Employee Handbook.

As management representatives, supervisors will be held to a high standard of respect and courtesy, and other standards of conduct. Supervisors are expected to be examples for others to follow.

POLICY STATEMENT

The Township conducts performance appraisals to provide a means for discussing, planning, and reviewing the performance of each employee. Performance appraisals influence salaries, promotions, and transfers, and it is critical that supervisors are objective in conducting performance reviews and in assigning overall performance ratings.

SCOPE

All full-time and part-time employees are provided an annual performance review and consideration for merit pay increases as warranted.

PROCEDURES

Performance Review Schedule

The Township abides by the following performance appraisal schedule:

- ▶ Orientation Period: This appraisal is completed at the end of the employee's Orientation Period, which is typically 90 days after their date of hire. The employee must satisfactorily complete this appraisal before advancing beyond the Orientation Period.
- ▶ Annual Employee Appraisal: Each employee will have an annual appraisal completed by December 31 of each year. Follow-up appraisals to check the employee's progress can be completed at any time.
- ▶ Additional Employee Appraisal: If a performance concern or special circumstance arises, an additional employee appraisal and follow-up appraisals may be completed by the employee's Department Head.

Performance Rating Scale

Performance evaluations shall be completed using a 5-level rating scale, as follows:

5-Level Rating Scale	Descriptors	Descriptions
5	Outstanding	Performance is superior, far above what is required. Employee consistently exceeds highest standards.
4	Above Expectation	Performance is consistently above normal expectations and standards. Excels when compared to others performing the same job.
3	At Expectation	Performance is consistent with what is expected and considered acceptable. Referred to as "doing a great job." Understands and demonstrates the principles, techniques, and procedures necessary for efficient job performance.

5-Level Rating Scale	Descriptors	Descriptions
2	Does Not Meet Job Description	Performance is generally below the minimum requirements for the job.
1	Unsatisfactory	Performance does not meet minimum job requirements. Lack of improvement may result in disciplinary action.

Appraisal Guidelines

- ▶ All appraisals are conducted by the Township Supervisor or Department Head with assistance from Human Resources as required. Human Resources or a Board Trustee may be present upon the request of any of the parties involved.
- ▶ Performance appraisals will include but not be limited to an evaluation of the employee's aptitude, initiative, ability to learn, attitude, workmanship, attendance, and conduct. In addition, it encourages discussion between the employee and his or her Department Head regarding past performance and future goal setting.
- ▶ Appraisals will be reviewed with the employee, and the employee has the right to appeal to the Township Board if the employee feels that the appraisal is unfair.
- ▶ Appraisals are kept on permanent record in the employee's personnel file. Appraisals will be shared with others in accordance with the Personnel File Policy. Recommendations based on the appraisals will be submitted to the Township Board.
- ▶ Unsatisfactory job performance may prevent an employee from receiving pay increases and may result in disciplinary action, up to and including termination of employment.
- ▶ Annual pay increases are subject to approval by the Township Board.

POLICY STATEMENT

Township employees are expected to meet performance standards and conduct themselves appropriately. This policy is intended to provide tools for addressing employee conduct and performance issues in a reasonable, consistent, and effective manner.

SCOPE

This policy applies to all employees of the Township.

PROCEDURES

Authorized employees may administer any level of discipline pursuant to guidelines adopted in the Township's Employee Handbook. In administering disciplinary action to an employee, the following procedures will generally be followed for the type of discipline noted:

▶ **Verbal and/or Written Warnings:**

1. The Township Supervisor, Department Head, and/or Human Resources Director will discuss the situation with the employee, and a Township Board Member may be present at the request of the employee. The Human Resources Director will advise the employee that a Township Board member may be present at the employee's request.
2. The employee will be informed how the Township expects the employee to act in the future, along with the potential consequences if he or she fails to act appropriately.
3. A memorandum for verbal warnings or the written warning will be presented to the employee for his or her review and signature, and then be placed in the employee's personnel file.
4. The employee may choose to write a letter of rebuttal to file with the warning memorandum or written warning.

▶ **Suspension (With or Without Pay):**

1. The Township Supervisor, Department Head, and/or Human Resources Director will discuss the offense with the employee, and a Township Board Member may be present at the request of the employee. The Human Resources Director will advise the employee that a Township Board member may be present at the employee's request.
2. A record of the meeting between the Township Supervisor and the employee will be prepared by the Township Supervisor, or his or her designee, summarizing the offense by the employee and the action taken by the Township.
3. The Township Supervisor, Department Head, or Human Resources Director will also author a written memorandum explaining the specific details of the suspension.

4. The meeting record and written memorandum will then be presented to the employee for his or her review and signature, and then be placed in the employee's personnel file.
5. The employee may choose to write a letter of rebuttal to the memorandum of suspension to add to his or her personnel file.

► **Discharge:**

1. The Township Supervisor, Department Head, and/or Human Resources Director will discuss the offense with the employee, and a Township Board Member may be present at the request of the employee. The Human Resources Director will advise the employee that a Township Board member may be present at the employee's request.
2. A memorandum of termination will be prepared by the Human Resources Director and presented to the employee. The employee's termination of employment shall be effective upon the date specified in the memorandum.
3. For purposes of this policy, Department Heads also have the authority to discharge an employee. When the Township Supervisor is not available, the above listed policy will still be followed. The Department Head may send the employee home, or place the employee on temporary suspension, with or without pay, while the above-listed individuals are convened.
4. If discharged, the employee may request to provide an explanation to the Township Board and the Human Resources Director will advise employee of this opportunity.

► **Appeal:**

1. If an employee is discharged, the employee may appeal the discharge, in writing, to the Township Board.
2. Such an appeal must be made within 14 calendar days of the discharge. Once an appeal is submitted to the Township Board, the Township Board will have 30 days to address it and respond.
3. If the Township Board determines via a simple majority vote that the employee should not have been discharged, the employee shall be reinstated and may be compensated for lost wages at the direction of the Township Board. If applicable, lost wages will be paid at the first payroll after the conclusion of the discharge procedure. Following reinstatement, the Township Supervisor and Department Head shall have authority, unless otherwise directed by the Township Board, to place the employee in a different role if reinstating the employee to their previous role would have adverse effects upon the employee, the department, other employees, or the Township. If the role or responsibilities of the employee are changed, the rate of pay for the employee shall not be reduced.

At-Will Employment

Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between the Township and its employees. Further, the Township reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. Some of the factors that will be considered are the egregiousness of the offense; whether the offense is repeated despite coaching, counseling or training; the employee's work record; and the impact the conduct and performance issues have on the organization.

FORMS:

- Appendix F: Employee Coaching and Mentoring Form**
- Appendix G: Employee Discipline Report**
- Appendix H: Employee Performance Improvement Plan**

All elected and appointed officials, employees and volunteers shall fulfill their duties with the utmost attention to serving the best interest of the Township citizens, and no official, employee or volunteer shall participate in a decision or transaction on behalf of the Township that would result in a direct financial benefit to the Township official, employee, or volunteer.

Any official, employee or volunteer who believes that he or she may be placed in a potential conflict of interest shall immediately notify the Township Supervisor, and any subsequent action shall be in conformance with state law.

POLICY STATEMENT

As part of the Township's family-friendly policies, the Township supports breastfeeding employees by accommodating an employee who needs to express breast milk during the workday by providing, among other things, breaks, a private space, a place for milk storage, and staff support.

PROCEDURES

The Township provides the following to enable breastfeeding employees to express milk during work hours:

- ▶ **Breaks:** Breastfeeding employees will receive reasonable break periods to breastfeed or express milk. This may be two to four times in an 8-hour period, for up to 30 minutes, for the first 12 months after birth. The first 30 minutes per day will be paid by combining regular paid break times, and any time thereafter will either be unpaid, or time off may be used. If further accommodations are necessary, please contact the Human Resources Director.
- ▶ **A Private Space:** All Township buildings will have a designated space to breastfeed or express milk that is not a bathroom. The room may not be expressly for this purpose, but the area may be adjusted to fit the needs of the breastfeeding employee. The space will not be accessible or visible to the public or other employees while occupied for this purpose. If the employee prefers, they may also breastfeed or express milk in their preferred location upon consultation with the Human Resources Director and approval from their Department Head. The Township will not provide breastfeeding equipment.
- ▶ **Milk Storage:** Expressed milk may be stored in a break room refrigerator or personal cooler. The employee is responsible for proper storage of their milk and must properly label all containers.
- ▶ **Staff Support:** The Township or its employees will not discriminate against employees for expressing milk during the work period and make reasonable efforts to assist employees in meeting their breastfeeding goals while working.

POLICY STATEMENT

The Township's Bereavement Leave Policy establishes uniform guidelines for providing paid time off to employees for absences related to the death of immediate family members and fellow employees.

SCOPE

All full-time and part-time employees are eligible for benefits under this policy.

PROCEDURES***Notification***

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor as soon as possible. If an employee leaves work early on the day he or she is notified of the death, that day will not count as bereavement leave.

In addition to bereavement leave, an employee may, with his or her supervisor's approval, use any available vacation for additional approved time off as necessary. Employees under discipline for attendance issues may be required to provide documentation with regard to their bereavement leave.

Amount

Paid bereavement leave for full-time employees will be granted according to the following schedule:

Relationship	Paid Bereavement Days (Salaried Employee / Hourly Employee)
Spouse, Partner, or Child	7 days / 56 hours
Parent, Parent-in-law, Daughter-in-law, Son-in-law, or sibling	5 days / 40 hours
Grandparent, grandchild, sister-in-law, brother-in-law, aunt, or uncle	3 days / 24 hours

Part-time employees are entitled to benefits in accordance with the allotments in the table above, on a pro-rata basis based on the number of hours generally worked.

Employees who experience the death of someone close to them who is not on the above list may request an unpaid leave of absence, which must be approved by the employee's supervisor and Human Resources.

Calculation of Pay

Bereavement pay is calculated based on the base pay rate at the time of the absence, and it will not include any special forms of compensation, such as incentives, commissions, bonuses, overtime or shift differentials.

In no event will bereavement pay be paid in addition to pay received by the employee for the same hours (e.g., paid holiday, hours worked, etc.)

Exclusions

Bereavement leave will only be paid to the extent the employee was regularly scheduled to work and would have worked but for the bereavement leave.

Employees on an existing leave of absence are not eligible for bereavement leave.

Discretion

The Township reserves the right to use its discretion when granting bereavement leave benefits.

Administration of this Policy

The Human Resources Department is responsible for the administration of this policy. Employees with questions regarding this policy should speak with the Human Resources Director.

POLICY STATEMENT

The Township complies with the Family and Medical Leave Act (FMLA) and will grant up to 12 weeks of unpaid leave during a 12-month period to eligible employees (or up to 26 weeks of military caregiver leave) for Qualifying Reasons.

SCOPE

This policy applies to all FMLA-eligible Township employees. To be eligible to take FMLA leave, an employee must:

- ▶ Have been employed by the Township for at least 12 months (separate periods of employment will be counted, provided that the break in service does not exceed seven years); and
- ▶ Have worked at least 1,250 hours in the preceding 12 months from the first date of leave (must be actual hours worked, not including time off whether paid or unpaid).

All periods of absence due to or necessitated by service in the uniformed services are counted as hours worked in determining eligibility.

PROCEDURES***Qualifying Reasons for Leave***

To qualify as FMLA leave under this policy, the leave must be for one of the following Qualifying Reasons:

- ▶ The birth of a child or placement of a child with the employee for adoption or foster care.
- ▶ To care for a spouse, child, or parent who has a serious health condition.
- ▶ For a serious health condition that makes the employee unable to perform the essential functions of his or her job.
- ▶ For any qualifying exigency arising out of the fact that a spouse, child, or parent is a military member on covered active duty or on call to covered active duty status.
- ▶ To care for a covered service member with a serious injury or illness.

Amount of Leave and Eligibility Year

An eligible employee can take up to 12 weeks of unpaid FMLA leave during any 12-month period. The Township will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the Township will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave during a single 12-month period. For this military caregiver leave, the Township will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

Eligible spouses who both work for the Township may only take a combined total of 12 weeks of 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. Both may only take a combined total of 26 weeks of leave to care for a covered injured or ill service member (if each spouse is a parent, spouse, child or next of kin of the service member).

Intermittent Leave or a Reduced Work Schedule

Employees may take FMLA leave in one consecutive block of time, 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 workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member) in a 12-month period.

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, in instances when leave for the employee or employee's family member is foreseeable, and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth or placement for adoption or foster care.

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.

When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the Township's operations.

Requesting FMLA Leave

To apply for FMLA leave, an employee must contact the Human Resources Director, who will provide the employee with a Notice of Eligibility outlining their eligibility for FMLA leave and FMLA request form. If a medical certification is required, the Human Resource Coordinator will also provide the appropriate document to be completed by the employees' health-care provider.

After appropriate medical certification is received, the Human Resources Director will review the documentation and prepare, in accordance with FMLA regulations, a Designation Notice explaining the employee's approved or unapproved FMLA leave in further detail.

The Township reserves the right to select a health-care provider to follow up with the employees' health-care provider for purposes of clarification and determining authenticity. The employee may also be required, at the Township's discretion and expense, to be seen by a health-care provider selected by the Township to receive a 2nd or 3rd opinion.

Employee Notice Requirement

All employees requesting FMLA leave must provide written notice of the need for leave to the Human Resources Director. **When the need for the leave is foreseeable, the employee must provide the Township with at least 30 days' advance notice.** When an employee becomes aware of a need for FMLA leave fewer than 30 days in advance, the employee must provide notice of the need for the leave either the same day the need for leave is discovered or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the Township's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances. Employees must also follow the Township's process for reporting absences even though the absence may be FMLA covered.

Designation of FMLA Leave

If an employee returns from any period of absence which has not been designated as FMLA leave, and the employee wishes to have the leave counted as FMLA leave, the employee must notify the Township within two business days of returning to work that the leave was for FMLA reasons. Failure to provide the necessary notice will prevent any subsequent assertion of FMLA protection for that absence.

Pay During Leave

Employees must first use available PTO, which will count toward the 12-week period of FMLA leave, unless applicable state law requires otherwise. Thereafter, any FMLA leave will be unpaid, unless covered by another benefit program.

Employees must continue to utilize the Township's timekeeping system to request time off for FMLA, whether on an intermittent or continuous basis. If PTO or other benefits are available, employees must run the PTO concurrent with the FMLA leave by requesting both PTO and FMLA time off.

Any other leaves recognized by the Township including but not limited to time awarded under the Workers' Compensation Insurance, Disability, PTO, or other Township-recognized leaves of absence will run concurrently with FMLA leave.

An employee on unpaid FMLA leave will not accrue PTO benefits.

Continuation of Benefits

The Township will continue an employee's health benefits during the leave period at the same level and under the same conditions as if the employee was continuously at work, subject to the following payment conditions:

- ▶ While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of insurance premiums as directed by Human Resources. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The employee may request that the Township cover the cost of the employee's contribution if the employee has no income during the period of the employee's leave; if such request is granted, all such payments made by the Township on behalf of the employee must be repaid at the end of the employee's leave.

- ▶ If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the Township may require the employee to reimburse the Township the amount it paid for the employee's health insurance premium during the leave period.
- ▶ Periods of unpaid leave will not be treated as credited service for purposes of benefit accrual, vesting or eligibility to participate in a benefit plan.

Basic life insurance will also be continued during the term of FMLA leave provided. If the employee is purchasing any supplemental insurance of any kind under the group policy, the employee must make arrangements to continue the employee's contributions for these benefits to continue the employee's coverage during the term of the employee's leave. The Township Human Resources Director will provide the employee with specific information regarding the necessary arrangements when requesting FMLA leave.

During the leave, the employee is to notify the Human Resource Director in writing of any changes in coverage or other relevant personal information.

Medical Certification

If an employee is requesting leave due to a serious health condition or to care for a parent, child, or spouse, the employee will be required to provide medical certification from a health-care provider of the health condition involved and, if applicable, verification that the employee is needed to care for the ill family member including an estimate of time that the employee will be needed. The employee must provide the requested medical certification within 15 days of being supplied with the necessary certification form from the Human Resource Coordinator, or the request for FMLA leave may be delayed or denied. During the term of the leave, employees may be asked to recertify the continued medical necessity for the leave.

Recertification

Employees will be required, unless the Township waives the requirement, to recertify the need for the leave at least every 30 days. Employees on leave must also call in and report to the Township on a periodic basis (at least every two weeks) with respect to their progress or the progress of their parent, spouse or child, and their anticipated date for return to work.

Return from Leave

An employee who takes leave under this policy due to the employee's own serious health condition will be asked to provide a certification of his or her fitness and ability to return to work at the conclusion of the leave. Failure to provide the requested certification or fitness for duty statement may lead to the denial of a leave, denial of the continuation of leave, or denial of reinstatement.

Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one that is virtually identical in terms of pay, benefits and working conditions. The Township may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FMLA leave is requested of his or her status as a key employee.

Coordination With Other Leaves and/or Paid Time Off Plans

The Township requires employees to draw down accrued PTO while on FMLA leave. Accrued paid leave must be used to make up the difference in pay if on FMLA and receiving partial pay through some other means.

The Township will designate any leave that qualifies as both FMLA and another type of leave as running concurrently (i.e., disability leave, worker's compensation). All time off work which meets the definitions of FMLA will be charged against the employee's yearly FMLA allowance. This provision applies even when the employee makes no reference to FMLA at the time the employee requests or takes time off.

When a holiday falls within a designated FMLA leave, and the employee is actively drawing down accrual banks, the employee will be paid for the holiday. In the event the holiday falls within an unpaid portion of an FMLA leave because leave banks are exhausted, the holiday will not be paid.

Termination of FMLA Leave

An employee's FMLA leave and accompanying benefits will cease under the following circumstances:

- ▶ The employment relationship would have terminated if the employee had not taken FMLA leave;
- ▶ The employee informs the Township of his or her intent not to return from leave; or
- ▶ The employee fails to return from leave or continues on leave after exhausting his or her FMLA leave entitlement.

An employee who is able to return to work but does not return to work at the conclusion of his or her FMLA leave of absence will be considered to have voluntarily resigned his or her employment.

Falsification or Misrepresentation

Any employee who falsifies or misrepresents information to obtain FMLA leave will be subject to disciplinary action, up to and including discharge. The Township, consistent with federal regulations, may ask for updated leave certification information from employees during their leave. Any employee who falsifies or misrepresents information when updates are requested is also subject to disciplinary action up to and including discharge.

POLICY STATEMENT

An unpaid personal leave of absence may be granted upon request to regular full- and part-time employees for important pressing personal needs, at the discretion of the employee's Department Head, Human Resources, and the Township Supervisor.

PROCEDURES

Applying for Unpaid Personal Leave

Requests for unpaid personal leave must be made in writing to the employee's Department Head or Human Resources by completing an [Unpaid Personal Leave of Absence Request Form](#). Such forms are available from the Human Resources Department and require employees to (i) state the reason for the leave; (ii) the proposed start and end date of the requested leave; and (iii) be signed by the employee.

No leave of absence shall be used for reasons other than those stated in the employee's leave application; further, an employee may not use a leave of absence to seek or perform work with another employer.

The Township may waive the procedural rules for an employee who wishes to obtain a leave of absence, if the Township determines in its discretion that following such rules would serve no valid purpose. Any such waiver will not establish any precedent for future situations.

Approval or Denial of a Personal Leave of Absence Request

No employee is guaranteed a personal leave of absence. The Township's Supervisor, or his or her designee, may approve or deny a request for a leave of absence in his or her sole discretion.

A decision to grant or deny a leave of absence request will include, but not be limited to, consideration of the following criteria: the purpose for which the leave is requested, the length of time the employee will be away; the effect the leave will have on the ability of the department to carry out its responsibilities; the quality of the employee's performance prior to the submission of the request; qualified and available substitute help; the frequency of such requests; and any other factors deemed pertinent by the Township.

All unpaid personal leaves must be approved by the Department Head for the department in which the employee works and concurred with by the Human Resources Director and Township Supervisor.

If a leave of absence is granted by the Township, it shall be granted in writing, specifying the beginning and ending dates of the leave, and shall be signed by an authorized representative of the Township.

The granting or denial of any leave or extension of a prior leave of absence shall not be deemed a practice or precedent insofar as any other case is concerned.

Employee Status and Benefits While on a Leave of Absence

Employees must exhaust all available paid leave before any request for a personal leave of absence will be approved.

An approved personal leave of absence does not alter an employee's at-will status.

Employees on a personal leave of absence are not eligible for Township benefits, including but not limited to accrual of paid time off or holiday pay.

Personal leaves of absence shall not be granted for periods longer than 3 months; however, the Township may, in its discretion, extend or renew leaves of absence for additional periods not to exceed 3 months. Requests for extensions shall be made in the same manner as is required for an original leave. The granting of any leave extension or renewal shall not result in the resumption or continuation of any insurance payments or benefits by the Township.

Verification of an employee's leave status may be required by the Township.

Termination of a Leave of Absence

Notwithstanding any other provisions of this policy, the Township may terminate an employee's leave of absence and/or initiate disciplinary action if it appears that the leave is no longer appropriate (e.g., no longer necessary, not being used for the purpose intended, etc.).

Further, if it appears that the leave is no longer appropriate (e.g., no longer necessary, not being used for the purpose intended, etc.), the Township may terminate an employee's leave of absence and initiate other disciplinary action.

Procedure for Returning from Unpaid Personal Leave

An employee who has been granted an unpaid personal leave of absence shall give the department manager reasonable notification of the intent to return to work at least two weeks prior to the return date. The Township may require a medical release and/or proof of fitness prior to allowing the employee to return to work.

Upon receiving notification of the employee's availability, the supervisor or department head will arrange to have the employee reinstated to the employee's previous position, provided the position is still open and the employee is still fully qualified for it.

If the previous position is no longer available, the employee may be considered for other open positions which the employee is qualified for as they become available.

If no position exists, the employee will remain on unpaid leave status until a suitable opening develops. If such an opening does not occur within a 6-month period, any obligation to reinstate the employee is discontinued and the employee's leave status is changed to a voluntary termination. Future reemployment would be as a rehire with only legally required reinstatement of applicable benefits.

Determination of an employee's qualifications for any given position, for purposes of this policy, shall be made by the Township according to its discretion.

All of the foregoing provisions concerning leaves of absence are subject to the Family and Medical Leave Act of 1993 ("FMLA"). In the event of a conflict between these leaves of absence provisions and the FMLA, the FMLA will control.

FORMS:

Appendix I: Unpaid Personal Leave of Absence Request Form

POLICY STATEMENT

The Township is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is Allendale Charter Township's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the uniformed services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or this policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy, the employee should immediately contact the Human Resources Department.

SCOPE

Employees taking part in a variety of military duties are covered under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including active duty, reserve or National Guard, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the law, these benefits are generally limited to five years of leave of absence.

PROCEDURES***Notice and Request***

Unless military necessity prevents it, or is otherwise impossible or unreasonable, an employee should provide the Township with notice of the need for leave as far in advance as is reasonable under the circumstances.

To request a temporary or extended military leave of absence, the employee should generally obtain a request for leave of absence form from Human Resources. Written notice is preferred, but not required under the law or this policy.

Human Resources will review the request for leave of absence, collect any applicable insurance premiums from the employee, generate other applicable documents and process the leave of absence accordingly. In the event of verbal notice by the employee, Human Resources will document the military leave on a leave of absence form.

Employees on temporary or extended military leave may, at their option, use any or all accrued paid vacation or personal leave during their absence.

When the employee intends to return to work, he or she must make application for reemployment to Human Resources within the application period set forth below. If the employee does not intend to return to work, he or she should notify Human Resources as soon as practicable.

Benefits

If an employee is absent from work due to military service, benefits will continue as follows:

- ▶ **Absences of less than 31 days:** The employee is entitled to coverage under the health benefits plan as if he or she were employed continuously, under the same terms and conditions. The employee shall continue to pay his or her regular premium.
- ▶ **Absences of 31 or more days:** The employee may elect to continue coverage for up to 24 months at 102% of the overall (both employer and employee) premium rate. Employees must elect coverage and make the required payments to Human Resources in a timely manner to continue coverage.

Employees do not accrue vacation, personal leave or sick leave while on military leave of absence status.

Reemployment

Upon an employee's prompt application for reemployment (as defined below), an employee will be reinstated to employment in the following manner depending upon the employee's period of military service:

- ▶ **Less than 91 days of military service:** reinstated to a position that the employee would have attained if employment had not been interrupted by military service; or, if found not qualified for such position after reasonable efforts by the Township, in the position in which the employee had been employed prior to military service.
- ▶ **More than 90 days and less than 5 years of military service:** reinstated to a position that the employee would have attained if employment had not been interrupted by military service or a position of like seniority, status and pay, the duties of which the employee is qualified to perform; or, if proved not qualified after reasonable efforts by the Township, in the position the employee left, or a position of like seniority, status and pay, the duties of which the employee is qualified to perform.
- ▶ **Employee with a service-connected disability:** if after reasonable accommodation efforts by the employer, an employee with a service-connected disability is not qualified for employment in the position he or she would have attained or in the position that he or she left, the employee will be employed in another position of similar seniority, status and pay for which the employee is qualified or could become qualified with reasonable efforts by the Township; or, if no such position exists, in the nearest approximation consistent with the circumstances of the employee's situation.

Application for Reemployment

An employee who has engaged in military service must, in order to be entitled to the reemployment rights set forth above, submit an application for reemployment to Human Resources according to the following schedule:

- ▶ **If service is less than 31 days (or for the purpose of taking an examination to determine fitness for service):** the employee must report for reemployment at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service and the expiration of eight hours after a time for safe transportation back to the employee's residence.
- ▶ **If service is for 31 days or more but less than 181 days:** the employee must submit an application for reemployment to Human Resources no later than 14 days following the completion of service.
- ▶ **If service is over 180 days:** the employee must submit an application for reemployment to Human Resources no later than 90 days following the completion of service.
- ▶ **If the employee is hospitalized or convalescing from a service-connected injury:** the employee must submit an application for reemployment to Human Resources no later than two years following completion of service.

Exceptions to Reemployment

In addition to the employee's failure to apply for reemployment in a timely manner, an employee is not entitled to reinstatement as described above if any of the following conditions exist:

- ▶ The Township's circumstances have so changed as to make reemployment impossible or unreasonable.
- ▶ Reemployment would pose an undue hardship upon the Township.
- ▶ The employee's employment prior to the military service was merely for a brief, non-recurrent period and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period.
- ▶ The employee did not receive an honorable discharge from military service.

General Benefits Upon Reemployment

Employees reemployed following military leave will receive seniority and other benefits determined by seniority that the employee had at the beginning of the military leave, plus any additional seniority and benefits the employee would have attained, with reasonable certainty, had the individual remained continuously employed. An employee's time spent on active military duty will be counted toward eligibility for FMLA leave. Additionally, upon reemployment, a covered employee will not be discharged except for cause for up to one year following reemployment.

Documentation

The Human Resources Department will, upon the employee's reapplication for employment, request that the employee provide the Township with military discharge documentation to establish the timeliness of the application for reemployment, the duration of the military service, and the honorable discharge from the military service, if applicable.

POLICY STATEMENT

In accordance with applicable law, Allendale Charter Township pays for and maintains workers' compensation insurance for work-related injuries and illnesses. This Policy outlines the process and procedure for: (i) reporting work-related injuries/illnesses and seeking the appropriate medical attention for such injuries/illnesses; (ii) investigating and recording incidents of work-related injuries/illnesses; (iii) seeking and receiving workers' compensation benefits; and (iv) returning to work from a work-related injury/illness.

SCOPE

This policy applies to all employees employed with the Township.

PROCEDURES

Reporting a Work-Related Injury or Illness:

An employee must report a work-related injury or illness to his or her supervisor or the appropriate Department Head as soon as practicable (such as the same or next business day when possible), and no later than 24 hours following the occurrence.

Medical Care for a Work-Related Injury or Illness

For work-related injuries or illnesses that threaten the life and limb of the employee, or that otherwise render the employee non-ambulatory, the employee's supervisor or the appropriate Department Head must call 911 immediately. For other work-related injuries, the employee can choose to seek treatment at the Student Health Center or another health facility.

Please take note that, in order to be eligible for workers' compensation benefits, an employee must receive medical care for his or her work-related illness or injury. Please also take note that employees may apply for reimbursement for any "out-of-pocket" medical and medical-related expenses resulting from a work-related illness or injury (such as medical supply or mileage/transit costs to and from doctors' appointments), and should submit records of such expenses to the Township's third-party administrator as necessary and appropriate.

Workers' Compensation Benefits

If and when an employee starts receiving workers' compensation benefits, and how much he or she will receive in benefits, depends on applicable law and the duration, nature, and extent of the injury/illness. Upon reporting a work-related injury/illness and filing a claim for workers' compensation, the employee will receive additional documentation from the Township or its third-party workers' compensation administrator on his or her eligibility for and receipt of workers' compensation benefits, as applicable.

Typically, all medical charges are covered so that an employee does not have to pay copays or deductibles. Employees must refrain from providing the healthcare provider with their personal health insurance information on workers compensation claims.

The workers compensation carrier may require a medical or psychiatric examination before the issuance of benefits, and for the first 28 days an employee is on workers compensation, the carrier and the Township may choose the healthcare provider for the employee.

Health Insurance

An employee who receives health insurance from the Township is entitled to the continuation of that group health insurance coverage while receiving workers' compensation benefits as if he or she had continued to work. The employee must continue to make any normal contributions to the cost of the health insurance premiums. Note: If the employee's premium payment obligations under the applicable plan are not covered by the employee's paycheck, the employee must provide the Township with a check or money order in the appropriate amount.

Lost Wages

In instances where an employee receives benefits for lost wages, there is an initial seven (7) day waiting period in which an employee will not be paid lost wages. If the employee chooses, they may use PTO to cover the lost wages. From days eight (8) through fourteen (14) the workers compensation carrier will pay for lost wages. If an employee is still unable to work after the 14th day, the workers compensation carrier may pay retroactive to day one, and the employee may receive an adjustment for any PTO that was used.

In the event the workers compensation carrier approves pay for lost wages, employees will receive approximately 80% of their regular take-home pay. This is calculated using an average from the highest 39 weeks in the last 52 weeks leading up to the date of injury. An employee may supplement the approximate 80% take-home pay by using PTO to "make them whole".

Other Township Leaves

Paid Time Off: An employee will not begin to receive workers' compensation benefits until the employee has exhausted his or her available paid sick leave.

FMLA Leave/Disability Accommodation Leave. When eligible, workers' compensation benefits will run concurrently with leave taken: (i) for an employee's serious health condition under the Family and Medical Leave Act (FMLA), or applicable state or local equivalent, or (ii) as a disability accommodation under the Americans with Disabilities Act (ADA) and equivalent federal, state, and local laws.

Scheduled Holidays/Township Closures. Unless otherwise provided under Township policy, an employee will not receive pay for a scheduled holiday or Township closure where he or she is exclusively receiving workers' compensation benefits.

Long Term Disability Benefits. An employee may be eligible for long-term disability benefits in accordance with the terms of the applicable plan.

Exclusions

The workers compensation carrier and the Township may not be liable for payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity, even if it is sponsored by the Township.

Return to Work

The Township will work with employees who suffer from work-related illness or injuries to create a program to get back to work as quickly as possible.

If an employee seeks to return to work from a work-related injury, he or she will be required to provide the Township's Human Resources Director with written confirmation from his or her medical provider of his or her ability to return to work, with or without restrictions. Such documentation shall consist of the medical provider completing either the Township's **Physician Statement / Return to Work Release Form**, or an equivalent form that at a minimum identifies any restrictions of the employee (including the basis for and duration of such restrictions). The Township will consult with its workers' compensation carrier to address the prescribed restrictions, in accordance with applicable law and Township procedure.

Recordkeeping Requirements

Workers' compensation records must be kept confidential and maintained separate and apart from the employee's personnel records. The Township's workers' compensation insurance carrier will serve as the official repository for workers' compensation records.

Anti-Retaliation

All Township employees have the right to report work-related injuries and illnesses. The Township shall not discharge, or otherwise discriminate or retaliate against any employee for raising a safety or health concern, for reporting work-related injuries or illnesses, or for filing a workers' compensation claim.

FORMS:**Appendix J: Physician Statement / Return to Work Release Form**

PROCEDURES***Reporting a Death***

When an employee dies, the Department Head in which the employee worked is responsible for reporting all information to the Human Resources Director and giving what assistance it can.

The primary responsibility for contacting members of the family, however, rests with the Township Supervisor.

Department Heads and supervisors may wish to contact Human Resources to request counseling for their department if the death brings up emotional difficulties for staff.

Funeral Attendance

Unless distance precludes attendance at the funeral, the deceased employee's immediate supervisor and his or her close friends will be allowed to attend the funeral.

Beneficiaries

The surviving family members or named beneficiaries may be eligible for certain benefits. The Human Resources Director shall have the necessary insurance forms and will assure that any checks, paid time off, or sick leave allowance due, shall be sent to the proper beneficiary(ies).

Employee Support

Department Heads and supervisors may wish to contact Human Resources to request counseling for their department if the death brings up emotional difficulties for staff.

CHAPTER SIX: BENEFITS ADMINISTRATION

POLICY STATEMENT

This Short-Term Disability Policy provides for partial pay continuation for specific time periods to eligible employees who are disabled by non-work-related illnesses or injuries.

SCOPE

These provisions apply to all regular full-time employees. Part-time employees, seasonal employees, and independent contractors are not eligible to receive short-term disability benefits under this policy.

PROCEDURES

Payable Benefits

The amount of the short term disability be paid to an eligible employee will be equal to two thirds (.667) of the employee's disability regular earnings, minus any payments received by the employee because of the employee's disability under federal or state disability income benefit law or similar law (e.g., social security disability, Medicare disability payments, workers compensation and/or other similar types of disability payments) and any payments received by the employee under any unemployment compensation law or similar law. The amount of the short-term disability benefit will not be offset by any supplemental insurance payments received by the employee (e.g., AFLAC).

Pre-disability earnings includes regularly scheduled pay. Any overtime pay, bonuses and other types of extra compensation are excluded from pre-disability earnings and the calculation of the short-term disability benefit. The Township will continue to provide employee's on short-term disability with work-related benefits (e.g., group health insurance, group life insurance, and group long-term disability insurance) to the extent permissible under the Township's respective group plans.

If an employee is paid on an annual salary basis, the employee's weekly rate of earnings is two thirds (.667) of one fifty-second (1/52) of the employee's annual salary. If an employee is paid hourly, the employee's weekly rate of earnings is based on two thirds (.667) of the employee's hourly pay rate multiplied by the number of hours the employee is regularly scheduled to work per week, but not more than twenty-six (26) hours. If an employee does not have regular work hours, the employee's weekly rate of earnings is based on the average number of hours the employee worked per week during the preceding fifty-two (52) weeks, or during the employee's period of employment if less than fifty-two (52) weeks, but not more than twenty six (26) hours.

Payment Calculations

Payment will be calculated for the days that the employee is regularly scheduled to work.

Payment calculations will begin following the seventh (7th) calendar day, or fifth (5th) workday, of an illness or injury.

An employee may use PTO during the 7-day waiting period, and prior to receiving any short-term disability benefits. Employees shall not earn or accrue paid sick time and/or vacation days while out on short-term disability. An employee will not earn or accrue paid sick time and vacation days until the employee is able to and does return to a full-time work week, which is a minimum of thirty (30) hours per week.

Employees who are eligible under the Family and Medical Leave Act due to a serious health condition are encouraged to apply for FMLA to run concurrently with their short-term disability benefits. As a reminder, FMLA is not paid, but a program that allows employees to take time away from work.

Short-term disability payments may continue for up to six months, at which point the Township's long-term Disability Policy becomes effective. Short-term disability payments will be paid in accordance with the employee's regular bi-weekly payment schedule.

Disabilities Excluded from Coverage

Work related injuries and illnesses that are covered under Workers Compensation are excluded from coverage under short-term disability. Under this policy, employees are not covered for a disability arising from, or that occurs during any employment for wage or profit.

An employee is not covered for a disability caused or contributed to by an intentionally self-inflicted injury, while sane or insane.

An employee is not covered for a disability caused or contributed by the employee's own commission or attempt to commit a crime, as determined by the Township, regardless of whether the individual is charged, prosecuted or convicted of the crime in question.

An employee is not covered for a disability caused or contributed by the loss of the employee's professional license, occupational license or certification.

Limitations and Exclusions

The employee must be under the ongoing care of a Health Care Provider (HCP) in the appropriate specialty.

No short-term disability benefits will be paid for any period of disability under any of the following circumstances:

- 1) When an employee is not under the ongoing care of an HCP in the appropriate specialty.
- 2) When an employee is receiving PTO or other salary continuation, including donated amounts, from the Township;
- 3) When an employee is confined for any reason in a penal or correctional institution; or
- 4) When an employee is not participating in good faith in the plan, program or course of medical treatment or vocational training or education, unless the employee's disability prevents such participation.

Qualification and Filing Claims

A short-term disability application and medical certification is required for all short-term disability claims which must include an expected return-to-work date. If the employee is not able to return to work upon the return-to-work date, the employee must provide the Township with an updated medical certification, stating a new return-to-work date.

The application and medical certification should be submitted to the Human Resource Coordinator as soon as possible, but no later than fifteen (15) days after the last day worked by the employee. The application will not be deemed complete without accompanying medical certification.

Confidentiality

Medical certifications and any correspondence from the HCP and/or the employee regarding the disability will be kept in the employee's medical file, maintained by the Human Resource Coordinator, and in accordance with the personnel file policy.

Concurrent Leave with FMLA

Employees who have completed one year of service and who worked at least one thousand two hundred and fifty (1,250) hours in the previous year must also apply for leave under the Township's Family and Medical Leave Policy.

Return to Work

In the case where a return-to-work date is not provided, short-term disability will need to be approved on a bi-weekly basis.

The employee may not return to work until she or he has medical certification to do so.

As a condition of receiving short-term disability benefits, the employee is required to follow the prescribed course of medical treatment that is recommended by the employee's health care provider.

The employee is obligated, and the Township has the right to collect any short-term disability payments made for any time when the employee is no longer disabled and could have returned to work. This may arise when the employee's return-to-work date differs from the medical certification return-to-work date.

Review of Claim

The Township reserves the right to request a third-party administrator to review the claim of an employee in the event the medical certification is unsatisfactory to the Township, the Township may require, at its own expense, that the employee obtain the opinion of a second health care provider. The Township will select this HCP. If the second opinion differs from the original certification, the Township may require, at its own expense, that the employee obtain the opinion of a third physician approved jointly by the Township and the employee. The opinion of this third health care provider shall be binding.

CHAPTER SEVEN: FINANCE AND EXPENSES

POLICY STATEMENT

The Township shall reimburse all employees for necessary and authorized business-related expenses incurred in performing their duties for the Township.

PROCEDURES

Guidelines and procedures for requesting and obtaining approval of reimbursement for such expenses vary based on the type of expense incurred.

- ▶ **Mileage:** Employees using personal vehicles for Township business will be reimbursed on a per mile basis at a rate established by the Township Board. All reimbursements must be documented on an expense report, which must be approved by the Township Board at its regular meeting in the payables presented, before reimbursement. Mileage reimbursement for use of an employee's personal vehicles will be figured from the place of employment to the employee's destination, and back, unless the employee receives an exception from the appropriate Department Head or Township Supervisor. Employees are encouraged to carpool as much as possible.
- ▶ **Lodging and Meals:** While traveling on Township business, the Township will pay for employee's lodging and a maximum amount for meals as set by Township Board resolution and upon prior approval of the Township Supervisor or a Department Head. Either the Township credit card will be used, or the employee will be reimbursed for expenses after their return. The Township will not pay for alcoholic beverages or for entertainment. With prior approval from the Department Head or Township Supervisor, family members may accompany a Township employee who is traveling on Township business; however, the Township will not reimburse any costs associated with the non-employee companion.
- ▶ **Supplies:** All requests for reimbursement of supplies must be submitted in writing and approved, as follows:

Cost	Approvals	Additional Requirements
Less than \$250.00	Appropriate Department Head	
\$250.00 to \$500.00	Appropriate Department Head and Finance Director	The requesting employee must include additional options for price comparisons in the written request.
More than \$500.00	Appropriate Department Head, Finance Director, and Township Board	The requesting employee must include additional options for price comparisons in the written request. Approval must be obtained from the Finance Director and Department Head before bringing the request to the Township Board for review and approval.

Supplies of any value purchased on an emergency basis are to be purchased in the discretion of the appropriate Department Head, who will be responsible for the expense. Supplies which are purchased on a recurring basis and which have historically been approved are exempt from this policy.

Department Heads maintain discretion for purchasing department specific supplies.

PROCEDURES

Employee expenses will be reimbursed in accordance with the following policy.

- 1) An employee must complete an **Expense Reimbursement Request Form**, which is available from the Finance Director. The form requests the vendor name, purpose of the reimbursement request, description of the services or goods (including price and quantity), and the date the goods or services were rendered.
- 2) The request shall be submitted to the appropriate Department Head.
- 3) The Department Head will add the appropriate account number to the request and initial it. The Department Head's signature shall verify that the goods or services have in fact been rendered to the Township, the payment request is mathematically correct, and the account number to be charged is the appropriate payment source for the expense.

FORMS:

Appendix K: Expense Reimbursement Request Form

POLICY STATEMENT

The Township will, as part of total compensation, pay for approved professional development expenses incurred in accordance with the following table:

- ▶ **Workshops, Seminars, and Trainings:** At Department Head Discretion
- ▶ **Certifications:** Reflect actual cost, but not to exceed \$1,500 per year

PROCEDURES***Submitting a Request***

If an employee would like to request for the Township to pay for their job-related certification, they must write a request to Human Resources, who will check their eligibility, and forward the request to the Department Head for review. If the Department Head approves the request, the employee or the Department Head may register and pay for the course or examination. Proof of purchase and a copy of the certification must be placed in the employee's personnel record.

Approval Criteria

In determining reimbursement allowances for expenses under this policy, the Township will consider and adhere to the following criteria:

- 1) If this course is taken during regular work hours, the employee shall be paid their regular wage while they are at the course.
- 2) If the course is outside of regular working hours, the employee may be paid for their time outside of regular working hours at the discretion of the Department Head or Township.
- 3) In the event the employee is required to take the course by the Department Head or Township Supervisor, they will be compensated according to hours worked.
- 4) If the course will provide the employee with a qualification or education that is not related to the employee's current industry or present/future role, the employee may appeal to the Personnel Committee who will decide whether the Township will pay some or all the costs of the course.
- 5) After approval from the employee's Department Head, the employee or the Department Head may register and pay for the course. Proof of purchase and attendance must be placed in the employee's personnel record.
- 6) Travel expenses may be covered in accordance with the Travel Reimbursement policy and Department Head discretion.

Additional Approval Criteria for Certifications

In addition to the foregoing guidelines, the following additional guidelines specifically apply to employees seeking reimbursement for Certifications:

- 1) The cost of the course will be covered up to \$1,500 as well as any costs incurred for taking exams.
- 2) Materials, such as books and study guides which are not included in the cost of the class may be paid for by the Township.
- 3) If the certification is not obtained due to failing the exam or other circumstances, the employee may be responsible for reimbursing the Township.
- 4) The Township reserves the right to refuse to pay for additional examinations and courses if the employee does not pass their first attempt.
- 5) In addition to the right to reject a request if the request is not sufficiently related to the employee's job, the Personnel Committee may also reject a request for Township budgetary reasons or any other reason approved by the Township Supervisor.

POLICY STATEMENT

The Township will provide eligible employees with uniforms and safety equipment according to their respective jobs and approved replacement schedules.

PROCEDURES

In issuing such uniforms and equipment, the Township adheres to the following additional guidelines for certain groups of employees:

- ▶ **New Employees:** New employees will meet with an approved uniform vendor during orientation to be fitted for their work uniform. They will receive temporary uniforms and will be required to launder these themselves until their regular uniforms arrive. New employees in safety-sensitive positions will also be provided with required safety-related equipment before they start or during their orientation period.

Upon successful completion of their orientation period, new hires will also be eligible for other items that are not required immediately to perform their job.

New employees may, but are not required to, personally purchase Township approved outwear that does not need to be logoed before their Orientation Period is completed and be eligible to receive a full reimbursement upon successful completion of the Orientation Period. If an employee chooses this option, they must speak with their Department Head about their intent to receive a reimbursement. If an employee quits or has his or her employment terminated before the Orientation Period is complete, the employee forfeits the option of reimbursement.

- ▶ **Seasonal Employees:** Seasonal employees will be provided with required personal protective equipment and receive screen-printed high visibility t-shirts identifying them as a team member. Seasonal employees are responsible to purchase their own safety shoes.

POLICY STATEMENT

Any Township employee engaged in chemical, environmental, or mechanical operations, or as required for the job, is required to wear eye protection. Prescription safety glasses will be provided for all full and part-time employees who must wear prescription glasses or contacts and are required to wear eye protection as a regular part of their job. Employees who do not regularly use safety glasses will be provided with a reusable option that fits over their prescription lenses.

PROCEDURES

The Township will provide an allowance to eligible employees who must wear prescription glasses and are required to wear eye protection as a regular part of their job, subject to the following guidelines:

- ▶ Employees must purchase prescription safety glasses from the approved vendor.
- ▶ The Township will provide an allowance of up to \$175 for lenses and frames every 2 years as necessary.
- ▶ If an employee does not have a valid prescription, the Township will pay half of the negotiated rate for an exam, and the employee will be responsible for the other half.
- ▶ If the employee's prescription changes before they are eligible for new glasses, the Township will pay for the replacement lenses only.
- ▶ Any add-ons beyond standard frames and lenses (no-line bifocal, transition lenses, non-glare/scratch coatings, etc.) are the employees' responsibility to pay.
- ▶ Safety glasses must be OSHA stamped and include non-removable side shields in accordance with OSHA Rule 29 CFR Part 1910.133.
- ▶ If glasses are lost or broken due to negligence, the employee must purchase a replacement pair themselves, or continue wearing the reusable option that fits over their existing glasses until they are eligible for a new pair.
- ▶ New hires will be eligible for the prescription safety glasses allowance upon successful completion of their Orientation Period.
- ▶ Seasonal employees are not eligible for prescription safety glasses.

CHAPTER EIGHT: RECORDS MANAGEMENT

POLICY STATEMENT

Personnel files are the property of the Township and will be treated the same as any other confidential Township information. Such files are stored and maintained by the Human Resources Director in a secure location and are retained in accordance with the State of Michigan record retention laws.

PROCEDURES***Request to Review Personnel File***

Current or former employees, or their legal representatives, may request access to their personnel file. Such requests for access to their personnel file must be provided in writing to the Human Resources Director via a completed [Personnel File Review Request Form](#). Upon receipt of the written request, Human Resources will schedule an appointment for the employee to view their file during normal office hours. For purposes of this policy, it will not include any reference checks, medical records, or investigation files unless legally required.

Employees are not permitted to remove any documents from the personnel file but may provide a written response to any document in the personnel file if they disagree with the information contained therein. Written responses will be attached to the original document in the personnel file, unless the employee and Township mutually agree to remove or correct the information.

Copies of Personnel Records

Employees may request copies of documents in their personnel file. Requests for copies must also be made in writing to the Human Resources Director. The Township may charge a fee for providing a copy of such records.

Restricted Access

Access to employee's personnel files for others, such as Department Heads, will be limited to those with a legitimate business need or under the Freedom of Information Act. Every effort to maintain the separation of personal and sensitive information will be made to decrease the opportunity for misuse of that information. Board members may access personnel files for employees at the Township under the supervision of Human Resources, or that of another Board Member. To receive copies of any employee record, Board Members will be required to complete a FOIA request and submit it to the Township Supervisor and the Human Resources Director for processing.

In addition to the Human Resources Director, the Township Supervisor will have full access to each personnel file without redaction to ensure that requests are able to be accommodated in the absence of the Human Resources Director. If the individual reviewing the file is the Township Supervisor, then a member of the Personnel Committee must also be present for the Township Supervisor to review the file.

FORMS:**Appendix L: Personnel File Review Request Form**

POLICY STATEMENT

The Township is required by the Michigan Social Security Privacy Act, Public Act 454 of 2004, MCL 445.81 et seq., (the "Privacy Act") to create a policy concerning the social security numbers that it possesses or obtains.

It is the Township's policy to protect the confidentiality of social security numbers it obtains in the ordinary course of Township business. No person shall knowingly obtain, store, transfer, use, disclose, or dispose of a Social Security number that the Township obtains or possesses except in accordance with the Privacy Act and this policy.

PROCEDURES***Collection of Social Security Numbers***

Social security numbers should be collected only where required by federal and state law or as otherwise permitted by federal and state law for legitimate reasons consistent with this Policy.

The Township's legitimate reasons for collecting a social security number include, but are not limited to the following:

- 1) Applicants may be required to provide a social security number for purposes of a pre-employment background check;
- 2) Copies of social security cards may be obtained for purposes of verifying employee eligibility for employment;
- 3) Social security numbers may be obtained from employees for tax reporting, new hire reporting, or for enrollment in any Township employee benefit plans; and
- 4) Social security numbers may also be obtained from creditors or vendors for tax reporting purposes.

Use, Storage, and Access of Social Security Numbers

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

No more than four numbers of a social security number may be used in the following capacities:

- 1) On a Township identification card, badge, time card, employee roster, bulletin board, permit, computer screen, or any other material or document designed for public display;
- 2) For a Township account number connected to an individual; or
- 3) For use or transmission on the internet, a computer system, or a network, unless the connection is secure, or the transmission is encrypted.

Only Township personnel who have legitimate business reasons to know will have access to records containing social security numbers. The Department Heads having access to records containing social security numbers shall determine which other personnel within their departments have a legitimate reason in the Township's ordinary course of business to have access to such social security numbers. Personnel using records containing social security numbers must take steps to secure such records when not in use.

Disclosure and Retention of Social Security Numbers

Any Township material or documents containing more than four sequential digits of a social security number shall only be transmitted electronically or physically in cases where a state or federal law, rule, regulation, court order, or court rule authorizes, permits, or requires so. Any such physical documents containing more than four sequential digits of a social security number, that are sent through the mail, shall not reveal the number through the envelope window or otherwise be visible from outside the envelope or package.

Social security numbers contained within public records subject to release under the Freedom of Information Act must be redacted or otherwise rendered unreadable before the document or copy of a document is disclosed.

Documents containing social security numbers will be retained in accordance with the requirements of state and federal laws. When documents containing social security numbers may be disposed of, such disposal shall be accomplished in a manner that protects the confidentiality of the social security numbers, such as shredding.

Enforcement of this Policy

The Township shall take reasonable measures to enforce this policy and to correct and prevent the reoccurrence of any known violations. Any employee, who knowingly obtains, uses, or discloses social security numbers for unlawful purposes or contrary to the requirements of the policy shall be subject to discipline up to and including discharge. Certain violations of the Privacy Act carry criminal and civil sanctions. The Township will cooperate with appropriate law enforcement or administrative agencies in the apprehension and prosecution of any person who knowingly obtains, uses, or discloses social security numbers through the Township for unlawful purposes.

CHAPTER NINE: PROPERTY MANAGEMENT



Normal Business Hours

Chapter: Property Management
Reference: 900.1
Page: 1 of 1

The Township Hall shall be open to the public at 8:00 a.m. and shall be closed at 5:00 p.m. on every normal business day.

POLICY STATEMENT

The Township Supervisor, or his or her designee, shall have the authority to close the Township office in an emergency situation.

SCOPE

Situations which could prompt such a closing include, but are not limited to: severe weather, failure of heating/mechanical systems, electrical failure, or any unusual situation which would either prohibit the normal operation of the Township offices, or jeopardize the safety of the Employees.

PROCEDURES

In such a closing is deemed necessary, the following guidelines will be followed:

- i. The Township Supervisor may choose to close any portion of the Township for the duration of such situations, in his or her sole discretion. Employees who are scheduled to work on days, or portions thereof, and are scheduled to be on PTO, a leave of absence, or other form of leave, will be paid for the time they would have otherwise worked if not for the closure. In the case of extended closure – an event lasting more than three (3) consecutive days – continuation of wages determinations will be made by the Township Board.
- ii. Employees who are scheduled for PTO at the time of an Emergency Closing will have PTO deducted from their PTO balance as originally requested.
- iii. Employees will accrue PTO at their normal rate during instances when the Township Supervisor closes the Township.
- iv. Essential personnel will likely be required to report to work. This typically includes part or all of the following departments: Fire, Maintenance, and Public Utilities. This list may be altered by the Township Supervisor depending on the conditions and/or reasons for closing.
- v. Employees that were required to report will be paid at their applicable rate. They will also have PTO hours added to their account for the time worked on that day.
- vi. If an employee was scheduled to report, and is required to report for a partial shift, the following will apply:
 - a. For time worked, the employee will be compensated per items (iii) and (iv).
 - b. For the portion of the shift not worked, the employee will be compensated per items (i) and (ii) above.

Each Department Head shall determine who shall be issued a key to the department's door or any secured facilities, such as a safe, cash drawer or filing cabinet, within the department.

POLICY STATEMENT

The purpose of this policy is to ensure the safety of those individuals who drive Township vehicles and to provide guidance on the proper use of Township vehicles. Vehicle accidents are costly to the Township, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, the Township endorses all applicable state motor vehicle regulations relating to driver responsibility, and expects each driver to obey all motor vehicle laws, maintain the vehicle properly at all times, drive in a safe and courteous manner, and otherwise follow the policies and procedures outlined in this policy. The attitude you take when behind the wheel is the single most important factor in driving safely.

SCOPE

This policy applies to any employee of the Township who operates a Township vehicle or personal vehicle while conducting Township business.

PROCEDURES

Any employee who drives a Township vehicle must have proper authorization from his or her Department Head and is expected to comply with all state motor vehicle laws (including, without limitation, refraining from driving while impaired due to alcohol or other substances). In addition, employees who drive Township vehicles will be subject to the following guidelines:

- 1) Township vehicles are to remain at the Township, unless appropriately in use for Township business.
- 2) Township vehicles may only be used for Township-related activities and must be driven directly from, and back to the Township, before and after the Township-related activity. Township vehicles may not be driven to an employee's home or to a personal appointment unless approved by the appropriate Department Head or the Township Supervisor.
 - a. Certain vehicles designated to be available for on-call or emergency response, such as Fire Department or Public Utilities, may be an exception to this policy. In this instance, the vehicle may be permitted for personal use and back and forth from the employees' home.
 - b. This exception allows for use within a 50-mile radius of Allendale Township.
 - c. Abuse or misuse of this policy may result in disciplinary action, up to and including termination.
- 3) Township vehicles may only be driven by Township-authorized employees. Authorized employees are required to maintain a valid driver's license and an acceptable driving history. Any employee with an alcohol-related incident in their driving history may be prohibited from driving a Township vehicle. Employees who drive Township vehicles will be registered with the State of Michigan, and the Township will receive a report when tickets are issued to those individuals.

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- 4) When using Township vehicles, employees are expected to exercise care and follow all safety standards, applicable traffic laws and regulations, Department of Transportation guidelines, and Township policies. Vehicles are to be operated in a manner which is consistent with weather and road conditions.
 - 5) All occupants in Township vehicles must wear seatbelts if the vehicle is equipped with them.
 - 6) Smoking is not permitted in any Township vehicle.
 - 7) If an employee is charged with a traffic, parking, or similar violation relating to a Township vehicle, the employee shall be solely responsible for any resulting fines or penalties. Any such violation must be reported immediately to the appropriate Department Head or the Township Supervisor. Any accident involving a Township vehicle must be immediately reported to the proper enforcement agency, and a report filed with the Safety Coordinator or Human Resources. Follow-up drug and alcohol testing may be required.
 - 8) The Department Head must be notified of any damage, defect, or need for repair involving any Township vehicle.
 - 9) If the vehicle is assigned to an employee, that employee is responsible for its maintenance, at the Township's expense.
 - 10) Only Township employees may ride in Township vehicles. Exceptions to this policy may include an individual who is carrying out the Township's business, or an individual who has been approved to ride in the vehicle by the appropriate Department Head or the Township Supervisor.
 - 11) A daily-use log shall be kept for each non-emergency vehicle, which is to be submitted to the Township Clerk at the end of each month for record-keeping.
 - 12) Employees are encouraged to use Township vehicles for Township business, thereby limiting the use of personal vehicles and mileage reimbursement.

CHAPTER TEN: PUBLIC RELATIONS

POLICY STATEMENT

The primary goal of the Township is to serve the public. It is the policy of Allendale Township that all officials and employees will respond to requests for Township information from members of the public with courtesy and efficiency. All officials and employees shall communicate with the public in such a way that the image of the Township government is friendly, courteous, and efficiency is fostered and maintained.

PROCEDURES***Visitors to Township Facilities***

All visitors to the Township Hall shall be greeted in a friendly, helpful manner.

Department Heads shall make every effort to receive visitors who need their assistance. When workload or other commitments do not allow for an immediate meeting, the visitor will be asked to make an appointment at a mutually convenient time.

Complaints and Problems

If a citizen has a problem that is outside the jurisdiction or responsibility of the official or employee, the citizen will be directed to the appropriate office or official.

Complaints or other concerns received from a citizen shall be received with courtesy. The official or employee will make every effort to resolve a complaint or problem, within the official or employee's scope of authority. Department Heads will be notified of all complaints.

The Township Supervisor shall also be notified in writing of any citizen complaint arising from an official's or employee conduct or the administration of a department or Township Board policy or procedure. The notice shall include the name and address of the citizen, the nature of the complaint and how the complaint was resolved. The Township Supervisor may make a subsequent inquiry with the citizen to ensure that the issue was resolved to the citizen's satisfaction.

POLICY STATEMENT

The Township will generally have the following types of information available on the internet:

- 1) Information relating to Township Departments;
- 2) Information which is also available in printed materials, such as Township newsletters, brochures, news releases, calendar of events, etc.;
- 3) News bulletins and information advisories;
- 4) Information from various Township databases as needed; and
- 5) Other Township information determined useful for public disclosure

PROCEDURES

The Township will not publish personal information, including but not limited to political preference or support or personal opinions on any topic.

On its website, the Township may include information regarding or links to items or pages of other governmental and education institutions, non-profit and public organizations with some relationship to the Township, community councils and organizations, festivals and other organizations with cultural significance to the Township.

Township Social Media Terms of Use

Users of Township social media sites are notified that the intended purpose of the site is to serve as a mechanism for communication between the Township and members of the public, and that any posted content may be a public record subject to public disclosure under the Michigan Freedom of Information Act.

Removal of Content

The Township reserves the right to remove certain forms of published content, including the following:

- 1) Activity which would be excluded from the Constitutional protections of the First Amendment, including activity which would be considered defamatory, obscene, indecent, hate speech, or fighting words;
- 2) Activity that the author does not have the necessary rights, licenses, and consents to post;
- 3) Activity which constitutes spam, incoherent or excessive links or codes, unauthorized advertising, or solicitation;
- 4) Activity which contains sensitive or personally identifiable information or otherwise invades another individual's privacy; and
- 5) Activity which violates or encourages the violation of any applicable state or federal law or regulation.

CHAPTER ELEVEN: HEALTH AND SAFETY

POLICY STATEMENT

Even though we are committed to providing a safe working environment for our employees, it is still possible for a work-related accident or injury to occur. All incidents that arise during employment activities, or involving Township vehicles, equipment, or people, no matter how minor and regardless of whether a personal injury results, must be reported immediately and with as much information as possible.

PROCEDURES***Immediate Reporting of Accident or Injury***

Upon receiving a report of an accident or incident occurring during the course of employment activities from any employee, all supervisors, Department Heads, and other management-level employees are required to immediately notify the Human Resources Director of such incident.

Additionally, the individual receiving the report from the employee must ensure that the following documentation is completed immediately and accurately:

1. **Incident with Injury – Employee Report:** This form must be completed by the employee who experienced the injury, as well as his or her Department Head. The Department Head must complete the “Incident Investigation – Department Head Report” section and then forward the report to the Safety Coordinator and Human Resources Department. Per the Allendale Charter Township Incident Response plan, the Health and Safety Committee will conduct an Incident Investigation if necessary and take steps to prevent such incidents from occurring in the future.
2. **Findings Report:** These forms should be completed by any staff member who encounters an unsafe condition or act. These forms may be found in the Allendale Charter Township Incident Response Plan binders. These forms should be submitted to the Safety Coordinator or Human Resources and will be followed up on by the Health and Safety Committee, with results to be shared with all Township staff.

These investigations are intended to promote a safe and healthy work environment focused on prevention and identification of root causes to implement corrective action, improve morale, decrease operational issues, and improve the training and effectiveness of the health and safety program.

Confidentiality

Accident reports are the property of the Township and will be considered confidential information. Accident reports will be stored in a confidential file with limited access.

No Retaliation

No employee will be disciplined for reporting an injury or illness, or for participating in an investigation.

FORMS:

- Appendix M: Incident with Injury – Employee Report**
Appendix N: Findings Report

POLICY STATEMENT

The Township provides eligible employees with access to the Hepatitis A and B vaccination series at no cost.

SCOPE

Eligible employees are those that have the potential for exposure to blood and other potentially infectious materials in the workplace, such as the Fire Department and Public Utilities Department.

PROCEDURES

All new employees with the potential for occupational exposure will be given a choice to accept or decline the vaccination and must choose one of the options within their first ten (10) days of employment.

Any employee who has the option of receiving the vaccine and refuses will be asked to sign a waiver indicating that they declined the vaccine.

If an employee chooses to receive the vaccine, they must go to the Township designated clinic for the vaccination series.

If an employee initially declines the Hepatitis A and B vaccination but decides at a later date they would like to receive the vaccine, the Township will make the vaccine and subsequent booster doses available to the employee at that time.

Confidentiality

Medical records shall be maintained in accordance with the personnel file policy and will remain confidential.

POLICY STATEMENT

The Township is committed to protecting the safety, health, and well-being of all employees and other individuals in our workplace. Recognizing that alcohol abuse and drug use pose a significant threat to those goals, we have established a policy that balances our respect for individuals with the need to maintain an alcohol- and drug-free environment.

SCOPE

All applicants and employees are covered by this policy whenever any employee is representing or conducting business for the Township.

PROCEDURES

Prohibited Behavior

It is a violation of our Drug-Free and Alcohol-Free Workplace Policy for any applicant or employee to:

- ▶ Work or report to work under the influence of alcohol or controlled substances. Employees are expected and required to report to work on time and in appropriate mental and physical condition for work.
- ▶ Operate any vehicle while conducting Township business under the influence of alcohol or controlled substances.
- ▶ Be in possession of alcohol or controlled substances, including marijuana, while on the premises or conducting Township business.
- ▶ Sell or distribute alcohol or controlled substances on the Township's premises or while conducting the Township's business off its premises.
- ▶ Test "positive" for alcohol or controlled substances or refuse to cooperate in connection with requested testing.
- ▶ Failing to adhere to the requirements of any drug or alcohol treatment or counseling program in which the employee is enrolled.
- ▶ Engage in any criminal activity involving alcohol or controlled substances.
- ▶ Failing to notify the Township of any arrest or conviction under any criminal drug statute within 2 days of the arrest or conviction.
- ▶ Failing to report to the office the use of a drug which may alter the employee's behavior or physical or mental ability or failure to keep prescribed medicine in its original container.
- ▶ Refusing to sign a statement agreeing to abide by the Township's Drug-Free and Alcohol-Free Workplace Policy.

Controlled Substances

As used in this policy, “**controlled substances**” include any drug that is illegal under federal or state law, or that is legally obtainable but that has not been legally obtained. The term also includes prescribed drugs which are not being used for the prescribed purpose or in the prescribed manner. Examples of controlled substances subject to this policy include, but are not limited to the following: marijuana, opiates, amphetamines, cocaine, crack, phencyclidine (PCP), narcotics, barbiturates, stimulants, and depressants.

Although marijuana is legal in the state of Michigan, employees and other individuals in our workplace may not possess marijuana on any Township property. Further, an employee’s possession of a “medical marijuana card” or similar documentation supporting the use of illegal drugs will not excuse or permit the manufacture, distribution, or use of illegal or unauthorized drugs or paraphernalia on Township property, or at a Township-sponsored activity.

Notification of Convictions

Employees are required to notify the Township of any criminal drug statute arrest or conviction for a violation occurring in the workplace no later than two days after such arrest or conviction. Within 30 days of receiving such notice, the Township will either: (1) take appropriate disciplinary action, up to and including termination of employment; or (2) require the employee to satisfactorily participate in a drug abuse assistance rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency. Each case will be evaluated on a case-by-case basis.

Testing

Employees may be required to submit to substance testing, including, but not limited to, urinalysis, blood, breath, hair, or similar tests under the following circumstances:

- ▶ **Pre-Employment**: Pre-employment testing will take place after a conditional job offer has been extended. The testing will be paid for by the Township and must be completed before the new employee begins work with the Township. The designated drug testing location will be chosen by the Township. Post-offer applicants who test positive for illicit drugs or alcohol may have their job offer rescinded.
- ▶ **Post-Accident or Incident Testing**: Employees involved in accidents or injuries on the job may be required to submit to a post-accident drug and alcohol test if the Township has good reason to believe that drug or alcohol use may have contributed to the accident. This includes testing all employees whose conduct could have contributed to the incident, not just employees who reported injuries. There will be no retaliation for employees who report an injury or illness
- ▶ **Reasonable Suspicion**: Employees may be subject to drug testing based on a belief by the Township that an employee is using or has used drugs or alcohol in violation of this policy, such as when there is a reasonable suspicion of alcohol or drug impairment.
- ▶ **Random**: Employees may also be subject to unannounced, random testing.

- ▶ **Return to Work:** Employees who return to work after a disciplinary layoff or any inactive period of 30 days or more may be subject to immediate testing upon returning to work.

The Township will determine how to deal with a positive drug test result on a case-by-case basis.

Employees or job applicants who refuse to undergo a drug or alcohol test, fail to cooperate fully, or substitute or adulterate any sample related to his or her drug or alcohol testing will be considered to have received a “positive” result and will be subject to appropriate disciplinary action, up to and including termination of employment or revocation of a prior employment offer.

Medical Guidelines

Employees are expected to manage potential impairment during working hours due to the legitimate use of medications. There are numerous over-the-counter and prescription drugs that may negatively impact safe work performance. Therefore, employees are expected to consult with their personal physician or other health care professional to determine if use of such medication will have any potential negative impact on safe job performance. Use of medication that may pose a threat to workplace safety must be discussed with the employee’s direct supervisor or the Township Supervisor.

Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked. Employees should not, however, disclose to the Township the underlying medical conditions unless directed to do so.

Consequences for Violations of this Policy

If an employee violates this policy, he or she will be subject to discipline, up to and including termination of employment. Appropriate discipline will be administered on a case-by-case basis, and discipline with respect to one employee shall not be precedential to determining similar misconduct by another employee.

If an applicant violates this Policy, his or her conditional offer of employment may be withdrawn.

Further, an employee or job applicant will be subject to immediate discharge or rescission of his or her conditional offer of employment upon any of the following:

- ▶ Refusing to take a drug test;
- ▶ Failing to immediately report for a drug test once requested;
- ▶ Adulterating or diluting the specimen;
- ▶ Substituting the specimen with that from another person or sending an imposter; or
- ▶ Refusing to sign required forms related to this policy.

Substance Abuse Treatment Programs

Although the Township does not operate its own employee assistance program, employees should be aware that counseling and rehabilitation relative to drug abuse are available from many local sources. The Township encourages employees to voluntarily seek help for substance abuse problems before becoming subject to discipline or termination under this or other Township policies.

Confidentiality

All information received by the Township through the drug-free workplace program is confidential. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

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Appendix A:
Accommodation Request Form

SECTION 1: EMPLOYEE/APPLICANT INFORMATION

Last Name	First Name	M.I.	Date of Request
Home Address (Number and Street)		City	State Zip Code
Work Phone	Home Phone	Dept.	Job Title
Email Address	Immediate Supervisor and Phone Number		

SECTION 2: REASON FOR ACCOMMODATION REQUEST

Please check one:

☐ Currently employed by the Township and request a reasonable accommodation to perform essential job functions.

☐ Currently employed by the Township and request a reasonable accommodation to enjoy equal benefits and privileges of employment.

☐ Applying for employment. The accommodation request will allow me to participate in the application / examination process.

Specify position: _____

☐ Other: _____

What, if any, job function are you having difficulty performing? Attach additional pages, if necessary.

What, if any, employment benefit are you having difficulty accessing? (e.g., attending a training program or social event). Attach additional pages, if necessary.

What limitation is interfering with your ability to apply for employment, perform your job, or access an employment benefit? Attach additional pages, if necessary.

SECTION 2: ACCOMMODATION REQUESTED

Describe any accommodations that you believe would minimize or eliminate the functional limitation listed above. Include any available information relating to cost, source, name of device, etc.

What specific accommodation are you requesting?

If you are not sure what accommodation is needed, do you have any suggestions about what options we can explore? ☐ Yes ☐ No

If yes, please explain:

Have you had accommodations in the past for this same limitation? ☐ Yes ☐ No
If yes, what were they and how effective were they?

Is your accommodation request time sensitive? ☐ Yes ☐ No
If yes, please explain:

SECTION 4: OTHER

Please provide any additional information that might be useful in processing your accommodation request. Attach additional pages, if necessary.

SECTION 5: ACKNOWLEDGMENT

Employee Name

Employee Signature

Date Submitted

For Office Use Only:

Received by: _____
Title: _____
Date: _____

Appendix B:
Accommodation Request Medical
Inquiry Form

ACCOMMODATION REQUEST MEDICAL INQUIRY FORM

SECTION 1: FOR COMPLETION BY EMPLOYEE/APPLICANT

Instructions: If requested by the Human Resources Department, employees seeking an accommodation should answer each item in Section 1 of this form and then provide the form, together with a copy of his or her position description, to the employee's medical professional for completion of Section 2. All information submitted in accordance with this form will be treated as confidential to the extent permitted by law. Please note that your request cannot be processed unless all sections of this form are completed. For further information, please speak with the Human Resources Department.

Last Name	First Name	M.I.	Date of Request
Home Address (Number and Street)		City	State Zip Code
Job Title	Dept.	Regular Work Schedule	

SECTION 2: FOR COMPLETION BY MEDICAL PROVIDER

Instructions: A request for a reasonable accommodation has been made by the individual identified above. In order to assist with the interactive process, we are requesting you to provide feedback to the following questions based on your medical knowledge, experience, and examination of the patient. Please answer the questions on this form to help determine disability and reasonable accommodation.

Health Care Provider's Name and Business Address	Type of Practice / Medical Specialty
	Telephone Number
	Fax Number
Does this employee have a physical and/or mental impairment? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state the type of impairment.	
What is the duration or expected duration of the employee's impairment?	
List each major life activity (e.g., breathing, eating, sleeping, walking, talking, manual tasks, etc.) limited by the impairment and describe how the employee is restricted due to the condition, as compared to an average person.	
Please review the attached job description. Can the employee perform all job duties listed in the job description? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please state which job functions cannot be performed and why.	
Describe any reasonable accommodations that would allow the employee to perform the job functions listed above. If medical leave is one of the possible accommodations, please provide an estimated duration for the leave.	
Would performing any job function listed in the job description result in a direct safety or health threat to the employee or other people (coworkers, the general public, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If yes, please state which job functions would pose a threat, what that threat could be, and any reasonable accommodation that would eliminate or reduce the threat to an acceptable level.	
Medical Provider's Signature	Date

For Office Use Only: Received By: _____ Title: _____ Date: _____

Appendix C:
Accommodation Request
Resolution Form

ACCOMMODATION REQUEST RESOLUTION FORM

SECTION 1: REQUEST INFORMATION			
Employee Last Name	Employee First Name	Employee M.I.	Date of Request
Home Address (Number and Street)	City	State	Zip Code
Work Phone	Home Phone	Dept.	Job Title
Email Address	Immediate Supervisor and Phone Number		
Nature of Accommodation Requested (Check all that apply): <div> <input type="checkbox"/> Job Restructuring <input type="checkbox"/> Modified or Part-time Schedule <input type="checkbox"/> Reassignment to vacant position </div> <div> <input type="checkbox"/> Leave <input type="checkbox"/> Modified workplace policy <input type="checkbox"/> Modification to equipment or facilities </div> <input type="checkbox"/> Other: _____			
Description of Accommodation Requested:			
SECTION 2: DOCUMENTATION RELATING TO REQUEST			
Were medical records requested to support employee's accommodation request? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Were medical records provided to support employee's accommodation request? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, but additional information is required			
Date Medical Records Were Received from Provider:			
SECTION 3: DETERMINATION			
Township Decision (Check one and complete corresponding information below):			
<input type="checkbox"/> Accommodation request GRANTED <input type="checkbox"/> Accommodation request DENIED <input type="checkbox"/> Alternative effective accommodation offered and: <div> <input type="checkbox"/> Accepted by employee <input type="checkbox"/> Rejected by employee </div>			
If an accommodation was GRANTED or an alternative effective accommodation was offered, complete the following information:			
Description of the Accommodation:			
Accommodation Start Date:	Accommodation End Date:	Accommodation Review Date (if applicable):	

If an accommodation was denied, complete the following information:

Reason for Denial (check primary reason):

- ☐ Employee did not respond to information requested and/or additional information is necessary to evaluate the accommodation request
- ☐ The employee's medical condition does not meet the ADA's definition of disability
- ☐ The accommodation would not be effective
- ☐ The accommodation would require removal of an essential job function
- ☐ The medical documentation provided does not adequately support the request
- ☐ The accommodation would require lowering of a performance or production standard
- ☐ The accommodation would cause an undue hardship to the organization
- ☐ The accommodation would create a direct threat to the safety of employees or others
- ☐ Other: _____

Further explanation of denial:

Form Completed By: (Print Name)

Title

Signature

Date

SECTION 4: STATEMENT TO EMPLOYEE AND EMPLOYEE ACKNOWLEDGMENT

If any of the information in this document is incorrect, please inform the Human Resources Director as soon as possible.

Employee Signature

Date

Appendix D:

**Harassment, Discrimination, and
Retaliation Incident Reporting Form**



HARASSMENT, DISCRIMINATION, AND RETALIATION INCIDENT REPORTING FORM

INSTRUCTIONS: This form is for employees and third parties to report acts of discrimination, harassment, or retaliation by an employee of the Township, or any third party on company property, or in any company-owned vehicle, including a vendor, contractor, etc. You do not need to complete this form to file a report. If you prefer, you may speak with a member of the Personnel Committee to voice your concerns. You also do not need to provide your name on this form, or you can request to remain anonymous. However, this will limit any actions that the Township may take to remedy the conduct, and our ability to provide support and resources.

PERSONAL INFORMATION			
Last Name	First Name	M.I.	Employee I.D. Number
Home Address (Number and Street)		City	State Zip Code
Work Phone	Home Phone	Dept.	Work Hours
Email Address	Immediate Supervisor		Supervisor Work Phone
ACCUSED INFORMATION			
Name	Dept.	Relationship/Association to You	
Work Phone	Email Address	Immediate Supervisor	Supervisor Work Phone
COMPLAINT			
Indicate the type(s) of complaint being filed. Please check all that apply.			
<input type="checkbox"/> Discrimination	<input type="checkbox"/> Harassment	<input type="checkbox"/> Retaliation	<input type="checkbox"/> Other: _____
If you are filing a discrimination or harassment complaint, indicate the protected status(es) that you believe was/were the basis(es) of the alleged discrimination or harassment. Please check all that apply.			
<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Disability	<input type="checkbox"/> Race
<input type="checkbox"/> Height	<input type="checkbox"/> Weight	<input type="checkbox"/> Marital Status	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Sex	<input type="checkbox"/> Religion	<input type="checkbox"/> National Origin	<input type="checkbox"/> Partisan Considerations
<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Gender Identity		
GENERAL			
Have you read the Township's Anti-Harassment and Non-Discrimination Policy? <input type="checkbox"/> Yes <input type="checkbox"/> No			
STATEMENT (Attach additional pages if necessary.)			
Please describe in detail the specific incident that is the basis of the alleged discrimination, harassment, or retaliation. Describe each incident of harassment, discrimination, or retaliation separately. Please be as detailed as possible, giving names, dates, times, places, and the names of individuals present.			

Describe the specific harm, if any, that was caused to you or others with whom you work because of the incident(s).

If you or others did something to try to resolve the issue, please describe.

If your complaint is based on a disability, please describe the disability, your history of disability, or why you think you were regarded as being disabled.

If you are alleging retaliation, why do you believe the act(s) was motivated by you (or another individual) having made a discrimination or harassment complaint, assisting someone with a report of discrimination/harassment, or engaging in other protected activity?

Is the behavior on which this report is made continuing? ☐ No ☐ Yes If yes, please identify the date, time, and location of the most recent occurrence.

WITNESSES

Please identify any individuals who observed or witnessed the incident(s) that you described. Attach additional pages if necessary.

Name	Dept.	What specifically were they witness to?

Have you discussed this incident with anyone? ☐ No ☐ Yes

If yes, please identify who, his or her relationship to you and the Township, and the date(s), time(s), and location(s) of such discussion(s).

DOCUMENTS

Are there any notes, physical evidence, or other documentation regarding the incident(s)? ☐ No ☐ Yes

If yes, please list and attach a copy.

OTHER REPORTS

Do you know whether anyone has previously complained about harassing, discriminatory, or retaliatory conduct by this individual?

☐ No ☐ Yes

If yes, please identify who and explain.

Have you previously reported or otherwise complained about this or related acts of harassment, discrimination, or retaliation to a Township supervisor or official? ☐ No ☐ Yes

If yes, please identify the individual to whom you made the report, the date you made the report, and the resolution. Attach additional pages if necessary.

REMEDY

How would you like to see this situation resolved? Please be as specific as possible.

ADDITIONAL INFORMATION

Please provide any additional information or comments you would like the investigator to know.

ACKNOWLEDGMENT

I certify that the information provided is true, accurate, and complete to the best of my knowledge and belief.

Employee/Complainant:

(Print Name)

NOTICE: You may be contacted by a company assigned investigator upon submitting this report and asked to participate in an interview. Please bring any additional information or evidence to that meeting. The investigation will be conducted in an objective and confidential manner. No action will be taken against you for having submitted a complaint, no matter what the investigation reveals (so long as you believed the complaint to be valid and your statement is truthful). At any time during the investigation, if you have additional thoughts or facts that should be considered by the investigator, please contact the assigned investigator immediately.

Witnessed By: (If applicable)

(Print Name)

(Signature)

FOR OFFICE USE ONLY:

Investigation Meeting Details:

Investigator: _____
Department: _____
Title/Position: _____
Date: _____
Time: _____
Location: _____
Present: _____

FOR OFFICE USE ONLY:

This form was completed by:

☐ Complainant

☐ Other: _____ (Name)

(Position)
(Dept.)

The information on this form was gathered:

☐ Submitted by Complainant

☐ By phone

☐ In person

Date: _____

Harassment, Discrimination, and Retaliation Incident Reporting Form Instructions

General Instructions

This form may be completed by Township employees and third parties who wish to file an internal complaint of potential violations of the Township's Anti-Harassment and Non-Discrimination Policy. Assistance in completing this form may be obtained from a supervisor, manager, or any member of the Personnel Committee. Please ensure that the following information is submitted promptly following the alleged event and record all information so that it is legible using type or block print.

1. Respond completely to all questions in the Incident Reporting Form;
2. Attach additional pages describing the alleged event(s);
3. Sign and date the form and any additional documents submitted;
4. Make a copy for your records;
5. Forward your completed Incident Reporting Form to the Personnel Committee as soon as practicable after the alleged violation(s); and
6. Refer to the Township's Policy and Procedures Manual for more information.

Investigative Process

A thorough investigation will be conducted on all complaints of discrimination, harassment, or retaliation. The complainant shall provide the following information to the investigator to determine whether a full-scale investigation is warranted:

1. Specific details as to what happened;
2. Who was directly or indirectly involved;
3. When the incident(s) occurred (i.e., date and time);
4. Witnesses to the event(s);
5. Documents or other evidence that may be useful to the investigation;
6. Why the complainant believes that their protected status, i.e. race, gender, age, etc., is the reason for the adverse action(s) or conduct; and
7. How the treatment of the complainant differs from the treatment of other similarly situated employees who do not share the complainant's protected status.

Retaliation Warning

Retaliation against anyone making a complaint, acting as a witness, or participating in the investigation is a violation of law and Township policy, and is strictly prohibited. Retaliation complaints shall be investigated as a separate charge and persons found in violation may be subjected to discipline, up to and including discharge.

Additional Assistance and Information

The Township has an obligation to investigate complaints and take appropriate action even if the complainant does not wish to proceed with an internal investigation. The complainant's identity and complaint may be subjected to disclosure pursuant to the investigation and resolution of the complaint. Information contained in this form will be kept confidential to the extent allowed by law, and as is practical to conduct a complete and thorough investigation. If you have questions regarding this form or the investigative process, please contact the office at (616) 895-6295.

PLEASE FORWARD COMPLETED FORMS TO:

Allendale Charter Township
Attention: Human Resources Director
6676 Lake Michigan Drive
P.O. Box 539
Allendale, MI 49401
(616) 895-6295

Appendix E:
Leader Memorandum of Understanding

The Township maintains that conduct involving discrimination, harassment, and retaliation are practices that undermine our organization's health and the professional conduct of our business. It is your responsibility to look for signs of discrimination, harassment, and retaliation, and to ensure that your team members are conscious of their actions and the consequences of committing violations of our anti-harassment and non-discrimination policies.

Please read and understand the Township's Anti-Harassment and Non-Discrimination Policy in its entirety, which is included in the Township's Employee Handbook and Policies and Procedures Manual. If you do not understand any part of it, ask. Do not let what you do not understand become part of a problem.

What to do if you receive a complaint:

- It is vitally important that you receive the complaint confidentially. Make sure that you listen to the person in a private place. It may be necessary to relocate the conversation if it is initiated in an area that is open or readily accessible by others.
- Behave professionally and impartially. You may be uncomfortable with what you hear. It is your responsibility to accurately pass on information. It is not your responsibility to pass judgment.
- Reassure the person making the complaint. Make sure they understand that their concern will be a priority and the issue will be dealt with immediately.
- Accurately document what you have been told.
- Obtain a **Harassment, Discrimination, and Retaliation Incident Reporting Form** for the person and give it to them. You may obtain necessary forms from the Human Resources Department.
- Immediately contact the Human Resources Director to initiate the investigative process.

By signing below, I certify that I have received a copy of this Leader Memorandum of Understanding, and have read it, understand it, and agree to follow it:

_____ (Print Name)

_____ (Signature)

_____ (Department)

_____ (Date)

For Office Use Only:

Received by: _____

Title: _____

Date: _____

Appendix F:
Employee Coaching and
Mentoring Form

Allendale Charter Township

Employee Coaching and Mentoring Form

Employee Information

Employee Name:

Date:

Department Head:

Job Title:

Supervisor:

Department:

Details

Coaching Topic / Area:

Desired Outcome: (List desired behaviors, knowledge, skills, etc.)

Benefits of Change: (How will employee's actions or performance be positively impacted?)

Action Plan: (What actions can be taken to achieve these goals?)

Timeline: (Prepare a timeline for the plan and when to follow-up.)

Acknowledgment of Discussion

Employee Signature

Date

Manager Signature

Date

For Office Use Only:

Received by: _____

Title: _____

Date: _____

Appendix G:
Employee Discipline Report

Allendale Charter Township

Employee Discipline Report

Employee Information

Employee Name:

Date:

Department Head:

Job Title:

Supervisor:

Department:

Nature of Incident

- | | |
|---|--|
| <input type="checkbox"/> Tardiness / Leaving Early | <input type="checkbox"/> Violation of Safety Rules |
| <input type="checkbox"/> Substandard Work | <input type="checkbox"/> Violation of Company Policies |
| <input type="checkbox"/> Absenteeism / Unexcused Absence(s) | <input type="checkbox"/> Rudeness to Customers / Coworkers |
| <input type="checkbox"/> Other: _____ | |

Action to Be Taken

- | | |
|---|--|
| <input type="checkbox"/> Verbal Warning | <input type="checkbox"/> Final Written Warning |
| <input type="checkbox"/> First Written Warning | <input type="checkbox"/> Suspension |
| <input type="checkbox"/> Second Written Warning | <input type="checkbox"/> Termination |

Details

Facts of Incident:

Witnesses:

Prior Related Incidents:

Employee's Comments:

Plan for Improvement / Consequences of Further Infractions:

Allendale Charter Township

Acknowledgment

By signing this form, you acknowledge you have received, read, and understand the information contained in this document. You also confirm that you and have discussed this document and its contents with your supervisor and/or the Human Resources Director.

Employee Signature

Date

Supervisor Signature

Date

Witness Signature (if employee understands document but refuses to sign.)

Date

For Office Use Only:

Received By: _____

Title: _____

Date: _____

Appendix H:
Employee Performance
Improvement Plan

Allendale Charter Township

Employee Performance Improvement Plan

Employee Information

Employee Name:

Date:

Department Head:

Job Title:

Supervisor:

Department:

Previous Warnings

Date:

Reason:

First Warning:

Second Warning:

Third Warning:

Termination Request:

Details

Areas of Concern: Bullet point issues concerning employee's performance, behavior, etc.

Plan for Improvement: List the specific results that must be achieved. Include specific checkpoints and/or timeline to evaluate employee's improvement (include attachments if necessary).

Resources: Identify resources available to the employee to complete the identified improvement activities (this may include other people's time or expertise, funds for training materials and activities, or time away from usual responsibilities).

Consequences of Further Infractions:

Allendale Charter Township

Timeline for Improvement, Consequences, and Expectations

Effective immediately, you are placed on a **(30, 60, 75, or 90)**-day Performance Improvement Plan (“**PIP**”). During this time, you will be expected to make regular progress on the plan outlined above. Failure to meet or exceed these expectations, or any display of additional misconduct will result in further disciplinary action, up to and including termination.

In addition, if there is no significant improvement to indicate that the expectations and goals will be met within the timeline indicated in this PIP, your employment may be terminated prior to **(30, 60, 75, or 90)** days. Furthermore, failure to maintain performance expectations after the completion of the PIP may result in additional disciplinary action, up to and including termination.

The PIP does not alter the employment-at-will relationship. Additionally, the contents of this PIP are to remain confidential. Questions or concerns regarding the content of this PIP should be addressed with Human Resources.

Acknowledgment of Receipt of PIP

By signing this form, you confirm that you understand the information in this warning and PIP. You also confirm that you and your manager have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

Employee Signature

Date

Manager Signature

Date

Witness Signature (if employee understands warning but refuses to sign)

Date

For Office Use Only:

Received by: _____

Title: _____

Date: _____

Appendix I:
Unpaid Personal Leave of Absence
Request Form



UNPAID PERSONAL LEAVE OF ABSENCE REQUEST FORM

INSTRUCTIONS: Employees seeking a leave of absence must complete this form at least 30 days prior to the commencement of leave, or as soon as practicable in the event of an unforeseeable absence. An unpaid leave of absence is available in certain circumstances as described in the Township's Personal Leave of Absence Policy in the Township's Employee Handbook, and as otherwise detailed in the Township's Policies and Procedures Manual.

Please note:

- All leaves of absence must be approved in advance by the employee's Department Head, the Township Supervisor, and Human Resources.
- If the dates of requested leave change, a new Personal Leave of Absence Request Form must be submitted for approval.
- Employees on an unpaid leave of absence are responsible for payment of insurance premiums as agreed upon with Human Resources prior to the commencement of leave.
- Employees returning from a leave of absence must contact Human Resources at least one week in advance of the projected return date.

See the Township's Personal Leave of Absence Policy in the Township's Policies and Procedures Manual for additional information.

This form should not be used to request leave under the Family and Medical Leave Act (FMLA), or to request leave as an accommodation under the Americans with Disability Act (ADA). Employees should consult with Human Resources to request leave under the FMLA or ADA.

SECTION 1: EMPLOYEE INFORMATION				
Last Name		First Name	M.I.	Date of Request
Home Address (Number and Street)		City		State Zip Code
Work Phone	Home Phone	Dept.		Job Title
Email Address		Immediate Supervisor		Supervisor Work Phone
SECTION 2: REQUESTED LEAVE (information provided is what will be used to determine if leave is approved)				
Request: <input type="checkbox"/> New Leave of Absence <input type="checkbox"/> Revision of Original Request (Superseding) <input type="checkbox"/> Extension of Leave		Request Leave of Absence Dates: (mm/dd/yy) Type of leave requested: <input type="checkbox"/> Full-time / continuous leave <input type="checkbox"/> Reduced / partial leave <input type="checkbox"/> Intermittently		
From: ____ / ____ / ____ To: ____ / ____ / ____				
Briefly explain the reason for the requested leave:				
For reduced, partial, or intermittent absences, please described your intermittent or reduced work schedule.				

SECTION 3: EMPLOYEE ACKNOWLEDGMENT

1. I certify that all the facts are true and correct to the best of my knowledge.
2. I understand that falsification of this request, or any documentation provided to support this request, is cause for immediate dismissal.
3. I understand that this request is subject to the approval of my supervisor, Department Head, and the Human Resources Department, and is without pay.
4. I understand that I am responsible for paying the Township for my group health insurance benefits coverage, including the Township's employer-paid portion and any applicable administrative fees, to ensure that such benefits will continue through the time of this leave, if approved.
5. If my request for a leave of absence is approved, I understand that I must abide by all the terms and conditions of my leave of absence. I understand that if I do not follow the Township's leave procedure, I am subject to applicable disciplinary action. Any issues in obtaining forms or documentation by the date provided in my leave approval letter must be reported to my supervisor and/or the Human Resources Director prior to the deadline for the submission of documentation in order for me to be in compliance with the Township's leave procedure.
6. If this request is approved, I understand and agree that I must report directly to the Human Resources Department for reinstatement, assuming the position is still open and available at that time. Failure to report on the expected date of return will be viewed as reason to believe that I am not returning to work, and will result in termination of my employment.

By signing below, and returning this form to the Human Resources Department, I am confirming my acceptance of these terms and all other terms and conditions as stated in the Township's Personal Leave of Absence Policy, which has been provided to me.

Print Name

Signature

Date

Please note that a leave of absence is not approved until all approval / notification signatures have been obtained. You will be notified when the process is complete and a decision has been made.

SECTION 4: TO BE COMPLETED BY EMPLOYEE'S DEPARTMENT HEAD

Name	Department	Request: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date
Signature		Comments:	

SECTION 5: TO BE COMPLETED BY TOWNSHIP SUPERVISOR

Name	Request: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date
Signature		Comments:

SECTION 6: TO BE COMPLETED BY HUMAN RESOURCES

Name	Title	Request: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date
Signature		Comments:	
Employee's Last Day Worked		Employee's Return-to-Work Date	

File original form in the employee's personnel file and provide a copy to the employee and the employee's supervisor.

For Office Use Only: Received By: _____ Title: _____ Date: _____

(__/__/2023)

Appendix J:
Physician Statement /
Return to Work Form

**INSTRUCTIONS:**

Immediate Supervisor: Provide this form with an updated copy of the employee's job description/duties to the employee.

Employee: Complete Section 1 and provide your health care provider with the form and attached job description. Sections 2 through 6 must be completed by your medical provider. Return the completed, signed form to the Human Resources Director before you return to work.

Health Care Provider: Please review the attached job description for this employee, complete this form, and return it to the employee.

PHYSICIAN STATEMENT / RETURN TO WORK RELEASE FORM

SECTION 1: EMPLOYEE INFORMATION *[to be completed by employee]*

Last Name:		First Name:	Middle Name:	
Home Address (Number and Street):		City:	State:	Zip Code:
Home Phone No.:	Cell Phone No.:	Email Address:		
Supervisor:		Date Last Worked:		
I HEREBY AUTHORIZE MY HEALTH CARE PROVIDER TO RELEASE ANY INFORMATION OR COPIES THEREOF ACQUIRED IN THE COURSE OF EXAMINATION OR TREATMENT FOR THE INJURY/ILLNESS IDENTIFIED BELOW TO MY EMPLOYER OR THEIR REPRESENTATIVE.				
Employee Signature:		Date:		

THE REMAINDER OF THIS FORM MUST BE COMPLETED BY THE EMPLOYEE'S HEALTH CARE PROVIDER.

SECTION 2: HEALTH CARE PROVIDER INFORMATION

Provider's Name:		Provider's Specialty:		
Provider's Practice Name:	Street Address:	City:	State:	Zip Code:
Business Phone Number:	Business Fax Number:	Email Address:		

SECTION 3: WORK STATUS

After reviewing the specific tasks within the attached job description, please mark **ONE OF THE FOLLOWING OPTIONS**, specifically identify any restrictions (if any), and sign and date below.

- ☐ **Option 1: Released to Return to Work Full Duty with No Restrictions**
Employee released to the hours routinely worked and tasks routinely performed in job at the time of injury/illness.
Date employee is released to return to work on Full Duty Status: _____
- ☐ **Option 2: Released to Return to Work with Restrictions (Modified Duty)**
Employee released to work, subject to the following work restrictions/limitations. Please complete Sections 4 through 6 below, noting only those restrictions which are applicable.
Date employee is released to return to work on Modified Duty Status: _____
- ☐ **Option 3: Not Released to Work**
Employee is not capable of performing any work activities.
Employee unable to work through: _____ Date of Next Examination: _____

SECTION 4: PHYSICAL RESTRICTIONS

Does employee have any physical conditions which would impact his/her return to work? ☐ Yes ☐ No

If none, please skip to Section 5: Cognitive / Psychological Restrictions

Is the employee expected to materially improve from medical treatment or the passage of time? ☐ Yes ☐ No

Lift/carry/push/pull restrictions:

- ☐ Lifting (max weight) _____ lbs.
- ☐ Repetitive Lifting _____ lbs.
- ☐ Carrying _____ lbs.
- ☐ Pushing/pulling _____ lbs.
- ☐ Pinching/gripping _____ lbs.
- ☐ Reaching over head
- ☐ Reaching away from body
- ☐ Repetitive motion restrictions: _____

Activity restrictions:

- ☐ Walking _____ hours per day
- ☐ Standing _____ hours per day
- ☐ Sitting _____ hours per day
- ☐ Driving _____ hours per day
- ☐ Bending _____ hours per day
- ☐ Kneeling/crawling _____ hours per day
- ☐ Squatting/crouching _____ hours per day
- ☐ Climbing/balancing _____ hours per day

Hand use restrictions:

- ☐ Fine actions: _____ hrs./day Left Hand
_____ hrs./day Right Hand
- ☐ Keyboarding: _____ hrs./day Left Hand
_____ hrs./day Right Hand
- ☐ Grasping: _____ hrs./day Left Hand
_____ hrs./day Right Hand
- ☐ Climbing: _____ hrs./day Left Hand
_____ hrs./day Right Hand

Foot use restrictions:

- ☐ Raise: _____ hrs./day Left Foot
_____ hrs./day Right Foot
- ☐ Push: _____ hrs./day Left Foot
_____ hrs./day Right Foot

These limitations/restrictions are:

- ☐ Temporary limitations/restrictions
- ☐ Permanent limitations/restrictions

Prognosis for return to full duty:

- ☐ Undetermined
- ☐ Date: _____

Please clarify or add any additional information here:

SECTION 5: COGNITIVE/PSYCHOLOGICAL RESTRICTIONS

Does employee have any cognitive or psychological conditions which would impact his/her return to work? ☐ Yes ☐ No

If no, please skip to Section 6: Other Restrictions

Is the employee expected to materially improve from treatment or the passage of time? ☐ Yes ☐ No

Please identify any applicable functional limitations of the diagnosis(es) by checking the appropriate box(es) below based on the current status of employee:

- | | |
|--|--|
| <input type="checkbox"/> Exercise full cognitive abilities | <input type="checkbox"/> Handle tight deadlines |
| <input type="checkbox"/> Maintain concentration / attention span | <input type="checkbox"/> Handle shifting priorities |
| <input type="checkbox"/> Handle multiple simultaneous demands | <input type="checkbox"/> Work independently |
| <input type="checkbox"/> Exercise full memory capabilities | <input type="checkbox"/> Work with others |
| <input type="checkbox"/> Operate motorized equipment | <input type="checkbox"/> Perform under stress and/or in emergencies |
| <input type="checkbox"/> Work and problem solve with accuracy | <input type="checkbox"/> Receive and act upon simple written / verbal instructions |
| <input type="checkbox"/> Work and problem solve with speed | <input type="checkbox"/> Receive and act upon detailed written / verbal instructions |
| <input type="checkbox"/> Exercise sound judgment | <input type="checkbox"/> Driving |
| <input type="checkbox"/> Maintain stamina | <input type="checkbox"/> Other: _____ |

These limitations/restrictions are:

- ☐ Temporary limitations/restrictions
- ☐ Permanent limitations/restrictions

Prognosis for return to full duty:

- ☐ Undetermined
- ☐ Date: _____

Please clarify or add any additional information here:

SECTION 6: OTHER RESTRICTIONS

If there are other job restrictions you have not described elsewhere, please describe here:

Duration of activity per day:

Duration of activity per week:

These limitations/restrictions are:

- ☐ Temporary limitations/restrictions
☐ Permanent limitations/restrictions

Prognosis for return to full duty:

- ☐ Undetermined
☐ Date: _____

Is the employee currently prescribed medication that would impair job function or safety? If so, please describe:

Are all listed work restrictions medically necessary? ☐ Yes ☐ No

My signature below indicates that I have read and understand the employee's job description (attached) and the listed tasks and that my findings are based on my medical assessment of this employee's physical and cognitive capabilities as compared to the duties identified in the job description.

PROVIDER'S SIGNATURE: _____

DATE: _____

PRINT PROVIDER'S NAME: _____

PHONE: _____

For Office Use Only:

Received by: _____

Title: _____

Date: _____

Appendix K:

Expense Reimbursement Request Form

[Existing form to be supplied by Allendale Charter Township]

Appendix L:
Personnel File Review Request Form

SECTION 1: EMPLOYEE INFORMATION

Last Name	First Name	M.I.	Date of Request
Home Address (Number and Street)		City	State Zip Code
Work Phone	Home Phone	Dept.	Job Title
Email Address	Immediate Supervisor	Supervisor Work Phone	

SECTION 2: REQUEST

Request:	Employment Status:
<input type="checkbox"/> Review my personnel file	<input type="checkbox"/> Current Employee
<input type="checkbox"/> Obtain a copy of my personnel file	<input type="checkbox"/> Former Employee
<input type="checkbox"/> Obtain copies of specific documents from my personnel file listed as listed below:	

I understand the following:

- If I am reviewing my personnel file, I may not add, remove, or revise any documents.
- If I do not agree with documents in my personnel file, I may submit a statement in writing.

Documents Requested from File:

- | | |
|--|--|
| <input type="checkbox"/> Entire personnel file | <input type="checkbox"/> Required certifications and job-related certifications |
| <input type="checkbox"/> Township Employment Application | <input type="checkbox"/> Performance development documents (including orientation records) |
| <input type="checkbox"/> Employment Offer Letter | <input type="checkbox"/> Mandatory continuing education records |
| <input type="checkbox"/> Performance Improvement Plan(s) or Disciplinary Letter(s) | <input type="checkbox"/> Open enrollment / Fringe Benefit Information |
| <input type="checkbox"/> Authorizations for a deduction or withholdings of pay | <input type="checkbox"/> Retirement Application |
| <input type="checkbox"/> Employment History (including salary information) | |

SECTION 3: EMPLOYEE AUTHORIZATION TO RELEASE PERSONNEL RECORDS

By my signature below, I certify that I am requesting a review and/or copy of my personnel records as described above.

Employee Name:	Employee Signature:	Date:
----------------	---------------------	-------

Name and Address for Delivery of Personnel Records
(if to an individual/entity other than Employee):**FOR OFFICE USE ONLY: TO BE COMPLETED BY HUMAN RESOURCES**

Date and Time Request Received:	Received By:	Position Title:
Date File Picked Up:	Processed By:	Position Title:

Appendix M:

Incident with Injury – Employee Report

[Existing form to be supplied by Allendale Charter Township]

Appendix N:

Findings Report

[Existing form to be supplied by Allendale Charter Township]



Employee Handbook

Allendale Charter Township
6676 Lake Michigan Drive
P.O. Box 539
Allendale, MI 49401
(616) 895-6295
www.allendale-twp.org

Adopted:

WELCOME!	4
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Welcome!

Welcome and thank you for joining our family of employees! Whether you have just joined Allendale Charter Township (the “**Township**”) or have been at the Township for a while, we think you will find our organization a great place to work, and we look forward to a productive and successful association.

As you begin what we hope will be a long and fulfilling career with us, we want to be sure that you are comfortable with our mission, our expectations of you, and what you may expect of us. This Employee Handbook (the “**Employee Handbook**” or “**Handbook**”) is intended to be both a guide and a reference manual in helping you understand your employment package and responsibilities. Accordingly, you will find it to your advantage to read the entire Employee Handbook promptly so that you will have a complete understanding of the material covered.

Please do not consider this Employee Handbook your only source of information about the Township and your job. In fact, we want you to make every effort to learn as much as possible about your own department’s policies through your supervisor or Department Head. We will keep you updated on new policies and benefits, but please remember that if you have a question, any question, just ask.

Once again, welcome to the Township and thank you for providing your time, dedication, and talent to our organization and community residents.

With warm and welcome regards,

Adam Elenbaas
Allendale Charter Township
Township Supervisor

Section 1: Introduction

1.1 PURPOSE OF THIS HANDBOOK

This Handbook has been written to serve as a general guide so you know what we expect from you as a member of our team. It will familiarize you with the privileges, benefits, and responsibilities of being an employee of the Township. It is not intended, however, to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, additional details or procedures regarding a policy, or the applicability of a policy or practice to you, you should address your specific questions to your supervisor, Department Head, or the Human Resources Director.

1.2 CHANGES OF POLICY

Because the Township is a growing, changing organization, the procedures, practices, policies, and benefits described here may change from time to time, or be discontinued, for any reason and without warning. We will try to inform you of any changes as they occur. These changes will be communicated to you through bulletin boards, newsletters, emails, or employee meetings. Employees are expected to review all changes and updates and remain abreast of all current personnel policies. Periodically, employees may be required to provide an updated signature form to affirm that they have received and reviewed the Handbook and changes in policy.

1.3 AUTHORITY

The policies and procedures contained in this Employee Handbook shall take effect immediately upon their formal adoption by the Township Board. The interpretation and administration of all personnel policies and procedures will be made at the discretion of the Township Supervisor, who will keep the Township Board informed of his/her interpretations and administrative actions.

1.4 SCOPE

These personnel policies and procedures shall apply to all Allendale Charter Township qualifying full-time, part-time, and temporary and seasonal employees, except where specifically noted. Specific regulations in certain departments of the Township may restrict employees further than the provisions of this Handbook. In addition, all policies and procedures described in this Handbook are subject to elaboration or clarification based on additional requirements or detailed procedures as identified in the Township's [Policies and Procedures Manual](#), or as otherwise required by law. Should you desire additional information about any policy or procedure, please see your supervisor, Department Head, or the Human Resources Director.

1.5 AT-WILL EMPLOYMENT

Allendale Charter Township is an "at-will" employer. This means that employees may have their employment terminated at any time for any reason or for no reason at all, with or without notice and with or without cause, unless an "individual" employment contract states otherwise. Similarly, any employee may resign his or her employment with the Township at any time for any reason or for no reason at all, with or without notice and with or without cause. This at-will employment relationship with the Township may not be changed by any written document, oral representation, or conduct unless the Township Board specifically approves such change in writing. **Nothing in this Employee Handbook should be interpreted as being inconsistent with at-will employment.**

Along with a signed acknowledgment of receipt and review of this Employee Handbook, at-will employees are required to sign a specific acknowledgment that their employment with the Township is at-will.

1.6 HANDBOOK DISTRIBUTION

All employees will receive a copy of this Handbook upon hire and a copy will be available upon request from your supervisor. An electronic copy of this Handbook is also available to all employees. New employees will receive a copy of this Employee Handbook at the time of orientation. If requested, an applicant being considered for employment with the Township will be allowed to review the Handbook.

1.7 DISCLAIMER

The policies in this Employee Handbook govern regardless of past practices or former policies. This Employee Handbook supersedes any previous verbal or written policies, statements, understandings, or agreements concerning terms and conditions of employment, except in cases of formal employment contracts or other legally binding agreements.

1.8 QUESTIONS

The Township has intended to present the contents of this Employee Handbook in an easy-to-understand format and has avoided legal words and phrases as much as possible. Nevertheless, you should feel free to address your supervisor, the appropriate Department Head, Human Resources Director, or Township Supervisor about any specific questions related to this Employee Handbook and the policies contained within it. For department specific inquiries, please consult your Department Head.

Section 2: Township Culture

2.1 MISSION STATEMENT

It is the mission of the officials and staff of Allendale Charter Township to serve its citizens with efficiency, integrity, and courtesy and to provide quality municipal services that will help to maintain and improve the environment and quality of life in which our citizens live. Employees will be provided the same concern, respect, and caring attitude within the organization that they are expected to share externally with every citizen.

2.2 OPEN-DOOR POLICY

We follow an open-door policy which encourages open communication to quickly settle differences, misunderstandings, and complaints. Employees should feel free to express concerns, ideas, etc. to the appropriate Department Head. If the employee is not satisfied with the Department Head's response, the employee should speak to the Human Resources Director. If these individuals do not resolve the issue, the employee should speak with the Personnel Committee and lastly to the Township Supervisor (chain of command). Prompt and thorough consideration will be given to employee complaints.

2.3 COOPERATION

Employees are expected to perform to the best of their ability in a spirit of cooperation with fellow employees. All departments should work together, regardless of their designated job responsibilities. If an employee has spare time during work hours, that employee is expected to spend that time helping with other Township business.

2.4 EFFICIENCY

Efficiency is particularly important in a work environment where an employee handles many tasks and priorities. Employees must organize their time and allow for frequent interruptions to take care of phone calls, visitors, requests from other staff and community members, as well as rush requests. To assist with efficiency, employees are expected to keep files in current and proper order, and to return files, reference materials, and other records of general use to their proper place immediately after use.

2.5 CITIZEN RELATIONS

Positive citizen relations are essential to our success as public servants and in maintaining favorable public relations. It is imperative that all employees be friendly, courteous, and helpful at all times.

Section 3: Workplace Commitments

3.1 EQUAL EMPLOYMENT OPPORTUNITY

The Township is committed to a work environment in which all individuals are treated with respect and dignity. Everyone has a right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. The Township ensures equal employment opportunity without discrimination or harassment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, veteran status, disability, age, marital status, height, weight, or genetic information (including family medical history), or any other characteristic protected by law, and finds any type of harassment based on these protected categories to be a form of discrimination affecting the work environment. All employees shall conduct themselves in a manner conducive to creating a work environment free of coercion, intimidation, harassment, retaliation, or discrimination. This Equal Employment Opportunity policy applies to all applicants, employees, and contractors affiliated with the Township, and concerns all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment.

3.2 REASONABLE ACCOMMODATIONS

The Township does not discriminate against any qualified applicant or employee regarding any terms or conditions of employment because of such individual's disability, so long as the employee can perform the essential functions of the job, with or without a reasonable accommodation, unless doing so would result in an undue hardship, safety risk, or health risk. If an applicant or employee believes that accommodation is necessary to perform the essential functions of a position due to medical or religious reasons, that individual must notify us of this need, in writing, within 182 days after he or she knows or reasonably should have known of the need for accommodation. Under Michigan law, failure to properly notify us in writing within the 182-day timeline will preclude any claim that we failed to provide accommodation.

Although Michigan law requires employees to provide requests for accommodation in writing, the Americans with Disabilities Act (ADA) does not include a comparable requirement. Consequently, those in need of accommodation may make verbal requests under the ADA. Verbal requests for accommodation should be confirmed in writing as soon as possible.

Employees can request accommodations by either contacting their direct supervisor or the Human Resources Director; however, no supervisor or Department Head is authorized to approve such requests without approval from Human Resources. Applicants can request accommodations through the Human Resources Director.

Individuals who request accommodations, either verbally or in writing, will be asked to complete the Township's [Accommodation Request Form](#) and may also need to have their physician, or a medical provider selected by the Township, complete an [Accommodation Request Medical Inquiry Form](#). All information received in relation to an accommodation request is filed separately from the employee's personnel file and treated confidentially. Employee requests for an accommodation are considered on a case-by-case basis.

3.3 ANTI-HARASSMENT AND NON-DISCRIMINATION

The Township has zero tolerance for any unlawful harassment or discrimination, and strongly encourages the prompt reporting of all perceived incidents of discrimination, harassment, or retaliation – regardless of the offender's identity or position. If you believe you have experienced conduct that is contrary to this policy or have concerns about such matters, you have an obligation to take advantage of this complaint procedure early by reporting the alleged conduct to your **Department Head** or the **Human Resources Director**. If your concern or complaint is not resolved by these individuals within a reasonable period, you should address such concerns or file your complaint with the **Township's Supervisor**. The Township will not retaliate against any individual who makes a complaint pursuant to this policy in good faith. For the full text of the Township's Anti-Harassment and Non-Discrimination Policy, including examples of conduct which is prohibited under this Policy, see [APPENDIX A](#).

3.4 DRUG-FREE AND ALCOHOL-FREE WORKPLACE

It is the policy of the Township to ensure that employees do not report to work in an impaired condition resulting from the use of alcohol or drugs (including marijuana); consume alcohol while on duty; manufacture, distribute or dispense drugs; or unlawfully possess or consume any drugs which could interfere with the safe and efficient performance of their duties at a work site or while driving a vehicle on Township business. For the full text of the Township's Drug-Free and Alcohol-Free Workplace Policy, including but not limited to additional examples of prohibited conduct, types of testing performed by the Township and their frequency, and employee obligations for notification of any drug- or alcohol-related convictions, see [APPENDIX B](#).

Section 4: General Employment

4.1 CLASSIFICATIONS

We strive to staff our organization for maximum efficiency and performance and utilize different types of employment relationships to do so. Those classifications determine an employee's eligibility for benefits and overtime status, and are as follows:

Trainee: All newly hired employees who have been employed with the Township for 90 days or less. Trainees are not eligible for Township benefits.

Regular Full-Time: An employee who has completed his or her Orientation Period (defined below), and who is normally scheduled to work 30 hours or more hours in a workweek for an indefinite period of time.

Regular Part-Time: An employee who has completed his or her Orientation Period, and who is normally scheduled to work less than 30 hours in a workweek for an indefinite period of time. Part-time employees are not eligible for Township benefits.

Temporary: An employee who is scheduled to work for a short time or on a sporadic basis. A temporary employee may be used for a specific project, for replacement of an absent regular employee, or for “on-call” work. Temporary employees are not eligible for Township benefits.

Seasonal: Employees who are regularly scheduled to work part or full-time hours for a specified time during the Township’s designated seasonal periods. A seasonal employee may work up to 25 weeks in a calendar year at full-time hours. Seasonal employees are not eligible for full-time benefits regardless of hours worked. This type of employment is not a contract and does not change an employee’s at-will status.

All employees will also be designated as either **Exempt** or **Non-Exempt** employees:

Non-exempt: Nonexempt employees are paid on an hourly basis and receive overtime pay equal to one and a half times their regularly hourly pay for any hours worked over 40 in a workweek.

Exempt: Exempt employees are paid a fixed weekly salary and do not receive overtime. For additional details outlining salaried-exempt pay exceptions, please see Human Resources.

4.2 TOWNSHIP STRUCTURE

In addition to understanding the various employment classifications within the Township, it is also beneficial for every employee to understand the Township organizational structure. The Township is a municipality governed by a supervisor and six board members who are all elected by the residents to serve four-year terms. Regular board meetings are held twice each month in the auditorium at the Township Hall. For additional information, please see the Township’s Organizational Chart, attached as **APPENDIX C**.

4.3 ORIENTATION PERIOD

The first 90 days of your employment with the Township are a period of orientation and adjustment for both you and the Township (the “**Orientation Period**”). During this time, you will receive additional training, and are encouraged to ask questions to help better understand the job and the Township’s policies, procedures, and goals. Employees will also be closely supervised during the Orientation Period to ensure proper instruction, and to provide feedback on their performance while aligning their skills with the goals of the Township.

During the Orientation Period, employees may accrue, but may not use, paid time off. Completion of the Orientation Period allows employees to become eligible for additional benefits and should not be considered as a guarantee of permanent employment. The Township evaluates employees on a continuing basis and has the right to terminate an employee’s employment at any time.

At its discretion, the Township may extend an employee's Orientation Period for another 90 days, with written notice to the employee after the first Orientation Period has ended.

4.4 SERVICE DATE

So that the Township can maintain a record of benefits for each employee, a continuous service date will be established for each full-time employee. The continuous service date will be your first day of employment as a full-time employee and will continue uninterrupted as long as you remain a full-time employee of the Township. If you leave your employment at the Township and thereafter become

reemployed with the Township, you will be subject to a new continuous service date running from your most recent hire date.

4.5 EMPLOYEE INFORMATION

It is important that the Township maintains complete and accurate personnel records for all its employees for various legal, tax, and benefit purposes. Accordingly, you are responsible for promptly notifying the Human Resources Department, in writing, if there are any changes in the following:

- | | |
|------------------------|---------------------------------|
| ▶ Name | ▶ Emergency contacts |
| ▶ Home mailing address | ▶ Change of beneficiaries |
| ▶ Telephone number | ▶ Driving record |
| ▶ Marital status | ▶ Authorized payroll deductions |
| ▶ Number of dependents | ▶ E-mail address |

4.6 PERSONNEL FILES

Employee personnel files are stored and maintained by the Human Resources Director in a secure location and are retained in accordance with the State of Michigan record retention laws. If you wish to review your own personnel file, you must complete a [Personnel File Review Request Form](#), which is available from Human Resources. Employees will be subject to disciplinary action, up to and including termination of employment, if caught looking through personnel files for themselves or others without a designated Township representative present. For additional information, including the procedures for personnel file review requests, please speak with the Human Resources Director.

4.7 SOCIAL SECURITY PRIVACY

We take each employee's privacy very seriously and maintain a strict policy to protect the confidentiality of social security numbers that are obtained by, or provided to us or our employees, members, contractors, agents, and representatives during their employment, activities, or service performed on behalf of our organization. Employees who obtain, use, or disclose social security numbers for improper, unauthorized, or illegal reasons are subject to discipline or discharge, as well as potential criminal or civil prosecution. The full text of the Township's Social Security Privacy Policy is available electronically in the Township's Policies and Procedures Manual or through Human Resources.

4.8 RECORD RETENTION

By law, certain items must be maintained for a period of years. Employees must make themselves familiar with the retention schedule for their line of work as they will be held responsible for accurately maintaining records. Your supervisor or Department Head will discuss with you the applicable retention schedule for records maintained within your department. For the full text of the Township's Record Retention Policy, speak with your direct supervisor, your Department Head, or the Township Clerk.

Section 5: Work Schedules & Hours

5.1 WORK SCHEDULES

The normal work week for most employees within the Township is Monday through Friday. Ordinarily, work hours are 8:00 a.m. to 5:00 p.m., but these hours and days are subject to change and vary for employees working in the Library and Fire, Maintenance and Public Utilities Departments. Work schedules for employees working in those departments are set forth in the specific department Addendums attached to this Handbook.

5.2 OVERTIME

Employees may occasionally be asked to work more than their scheduled shift if necessary to meet Township demands. The Township will try to give you as much reasonable advance notice of scheduling changes and overtime as possible, but please keep in mind that changes in work schedules are not always possible to predict in advance. If you fail to work scheduled overtime or are an hourly employee and work overtime without receiving prior authorization from your supervisor, you will be subject to disciplinary action, up to and including termination of employment.

5.3 TIME CLOCK PROCEDURES

Hourly employees are expected to punch in and out at the beginning and the end of the workday, as well as any time the employee leaves their regular Township worksite, unless the employee is doing so for a Township purpose. Hourly employees must also punch in and out during lunch breaks and any other approved unpaid breaks.

Punching another employee's timecard is strictly prohibited. If you are unable to punch in or out due to being away from the office on a Township purpose, or if you forget to clock in or out, you must provide the Human Resources Director or your Department Head with the information required to adjust your time clock punches. If a pattern develops with an individual employee regarding missed punches, this may be addressed by the Department Head or Human Resources.

5.4 LUNCH AND REST BREAKS

All full-time employees are permitted a 15-minute paid rest break for each four-hour work period. Breaks are not permitted at either the beginning or end of the workday to offset arrival and departure times, nor can break times be combined. Employees who voluntarily work through their paid rest breaks will not be paid additional compensation. Additionally, all full-time employees working shifts of 8 hours or more will receive a lunch break in accordance with the policies of their department.

As part-time hours may vary, employees must check with their Department Head regarding break periods.

Those in a customer facing role may be required to find coverage for their lunch period or breaks. Departments of two or more people are encouraged to have coverage during regular work hours and lunches when possible.

5.5 LACTATION BREAKS

The Township supports breastfeeding employees by accommodating an employee and providing reasonable breaks (i.e., 2 to 4 times in an 8-hour period, for up to 30 minutes) and a private space to express breast milk during the workday for up to one year following the child's birth. Additional information regarding the Township's Lactation Break Policy can be obtained from Human Resources.

5.6 ATTENDANCE POLICY

Reporting Absences or Tardiness

If you are unable to work your scheduled shift, you must obtain approval from your supervisor or Department Head prior to any requested schedule changes, unless a verifiable emergency makes it impossible for you to do so. In the event you are ill or otherwise unable to work for more than one day, you should timely call in each day unless otherwise approved. In those cases where a work absence is foreseeable, whether related to a personal or family illness or personal reason, you must communicate your anticipated absence to your supervisor or Department Head and give as much notice as is practicable.

Excessive Absenteeism

Excessive absenteeism and tardiness are inconvenient and cause costly problems while burdening your co-workers. While it is recognized that an occasional illness or extenuating personal reason may cause unavoidable absence from work or tardiness, regular on-time attendance is an essential function of each employee's position and is required for continued employment at the Township.

Job Abandonment

Any employee who is absent from work for a period of three (3) or more consecutive workdays without contacting his or her supervisor or Department Head to notify the Township of the employee's status will be deemed to have voluntarily abandoned his or her employment with the Township as of the employee's last day worked and will be removed from payroll.

5.7 SEVERE WEATHER AND CLOSINGS

Unless otherwise notified, employees are expected to be at work on time. If there is any question regarding hours of work during severe weather or in an emergency, employees are responsible for contacting their Department Head regarding opening and closing hours. All employees are required to have their current cell phone number on file so that they can be reached in the event of an emergency.

If an employee chooses not to come to work due to severe weather when his or her Department is open, they must notify their Department Head with as much notice as possible. They should also request the time off in the Township's electronic timekeeping system to alert others of their absence.

The full text of the Township's Emergency Closings Policy, which includes details and guidelines for pay and benefits in the event the Township closes under such circumstances, is available electronically in the Township's Policies and Procedures Manual or through your Department Head.

Section 6: Performance & Advancement

6.1 PERFORMANCE APPRAISALS

An employee's performance will be evaluated at regular intervals throughout his or her career with the Township. For new Township staff members, such appraisals will typically occur at the end of the employee's 90-day Orientation Period, and on an annual basis thereafter. Employees may also have follow-up performance appraisals at any time throughout his or her employment to check the employee's progress, identify improvement needs, celebrate employee success, or if a performance concern or other special circumstance arises. For additional details regarding performance appraisals, please speak with your Department Head.

6.2 LICENSING AND CERTIFICATION

Depending on the nature of the role, an employee may be required to maintain an industry specific license or certification. If the employee requires a specific license or certification, the employee will be expected to abide by and follow all rules and regulations associated with that licensing or certification and maintain it for the term of their employment. Compensation may be tied to licensing required for the position and may be included as a requirement of the position.

6.3 PROFESSIONAL DEVELOPMENT AND TRAININGS

Employees are encouraged to attend industry and role specific workshops, seminars, trainings, etc. for professional development. These courses could also be required by the employee's Department Head based on performance concerns or goal setting objectives and may be paid for by the Township.

Section 7: Employee Compensation

7.1 WORKDAY AND WORKWEEK

The Township has adopted a uniform workday and workweek to facilitate the prompt, consistent, and efficient computation of straight time and overtime pay and to process payroll in an orderly and efficient manner. The workday used for overtime purposes is the consecutive 24-hour period commencing at 12:00 AM each calendar day. Except as noted below, each workweek consists of the 7-calendar day period commencing at 12:00 AM on Monday and ending at 11:59 P.M. the following Sunday.

Fire Department and Public Utilities Department employees are further directed to the policies applicable to their specific departments, which are attached as Addendums to this Handbook.

7.2 PAYMENT SCHEDULE

The Township pays regularly scheduled employees on a biweekly basis (i.e., every other Friday). Exceptions to this schedule are as follows:

- ▶ Trustees are paid for meetings attended during the prior pay period.
- ▶ Paid-on-call firefighters are paid in the first week of the month for hours worked in the prior month.
- ▶ Members of the Planning Commission, Construction Board of Appeals, Board of Review, Board of Appeals, Parks and Recreation Committee, and Library Board are paid for meetings attended during the prior pay period.

If a pay date falls on a weekend, then the employee will receive their pay on the Friday before the pay date. If the pay date falls on a holiday, then the employee usually receives their pay on the last working date before the pay date. Questions regarding payment schedules should be directed to your supervisor or the Human Resources Department.

7.3 PER DIEM PAY

The following individuals are paid per meeting: members of the Planning Commission, Construction Board of Appeals, Board of Appeals, Parks and Recreation Committee and the Library Advisory Board.

Hourly employees who are requested to attend scheduled meetings beyond normal working hours will receive compensation as set by Township policy, consistent with any applicable overtime laws. No mileage reimbursement will be received for meetings held at the Township offices.

7.4 COMPUTING OVERTIME PAY

Except for certain Fire Department and Public Utilities Department personnel, all non-exempt hourly employees will be paid overtime compensation not less than 1 ½ times their regular hourly rate for any time worked in excess of 40 hours in a given workweek. Employees must receive prior approval from their Department Head or the Township Supervisor before working overtime. If an employee develops a pattern of working overtime without prior approval, they may be subject to disciplinary action, up to and

including termination. In some cases, at the Township's option, an employee's hours may be reduced later within the pay period to avoid overtime.

Holiday pay, paid time off, and time off for any leave of absence will not be considered as hours worked when computing overtime. In the event of a paid holiday, or when an employee uses paid time off during the measurement period, the Township may, but is not required, choose to pay overtime for unscheduled or emergency time worked.

Fire Department and Public Utilities Department employees are further directed to the overtime pay policies specific to their departments, which are attached as Addendums to this Handbook.

7.5 DIRECT DEPOSIT

Employees may have their pay directly deposited into a bank account of their choosing or may request to receive their pay via a payroll debit card. Regardless of the method chosen, each payday, you will have access to pay statements showing your gross pay, itemized deductions, and net pay. If you are a nonexempt employee, the pay statement will also show the number of hours worked.

7.6 PAYROLL DEDUCTIONS

The Township complies with applicable laws and will make only required or authorized deductions from employees' wages, which include the following: employee's portion of federal, state, and local income taxes; social security taxes; past due taxes; garnishments (including child support) or other court ordered wage deductions; employee's portion of group insurance premiums; and retirement savings plan contributions.

Any deductions, other than statutory deductions, must be authorized by the employee. Employees with questions regarding paycheck deductions should immediately contact the Human Resources Department.

7.7 PAY ADVANCES

The Township will not make pay advances to any employee.

7.8 PAYROLL ERRORS AND QUESTIONS

The Township takes precautions to ensure that employees are paid correctly, and it is our intention and commitment to ensure that we compensate all employees in accordance with applicable requirements of the Fair Labor Standards Act and other applicable laws. You will have access to pay statements that show all deductions, taxes, and hours worked. Please promptly review your paystubs with each paycheck to ensure accuracy and bring any discrepancies or questions to the attention of the Human Resources Department immediately, but no later than two (2) business days following the pay date. If we do not hear from you within this period, we will assume your pay is correct.

Section 8: Employee Benefits

Our investment in our employees goes beyond their weekly paycheck. Based on employment status and regular schedule, employees may be eligible for various employment benefits, such as:

- ▶ Health, Dental, and Vision Insurance
- ▶ Life Insurance
- ▶ Paid Time Off (PTO)
- ▶ Paid Holidays
- ▶ Paid Bereavement Leave
- ▶ Paid Medical Leave
- ▶ Family and Medical Leave
- ▶ Personal Leave
- ▶ Jury Duty Leave
- ▶ Military Leave

- ▶ Social Security
- ▶ Workers' Compensation Insurance
- ▶ Unemployment Insurance

This portion of the Employee Handbook contains a very general description of some of the benefits to which an employee may be entitled as an employee of the Township, which may be modified or discontinued at any time at the Township's sole discretion. For more information regarding any of our benefit programs, please refer to the Summary Plan Description and official plan documents for each particular benefit program, which are available from the Human Resources Department. To the extent there is any conflict between this Handbook and the official plan documents, the official plan documents will control.

8.1 GROUP HEALTH INSURANCE BENEFITS

The Township provides a comprehensive group health insurance plan for all regular full-time employees and their eligible dependents which provides health, dental, and optical insurance coverage. New employees become eligible to enroll in the group benefit plans on their date of hire. To remain eligible for such coverage, employees must remain a regular full-time employee who is actively working for the Township and make premium contributions.

Specific coverage details are outlined in the yearly Benefits Guide, which is distributed to all eligible employees upon hire and is also available electronically. Supplemental insurance is also available for eligible employees and their eligible dependents through voluntary payroll deduction.

8.2 INSURANCE OPT-OUT PAYMENT

Eligible employees may elect to receive a payment-in-lieu of participating in the Township's provided health-insurance, provided the employee receives insurance from another source and provides proof of such coverage. Eligible employees declining health insurance through the Township must annually elect whether they wish to take the in-lieu benefit and waive the health insurance.

8.3 CONTINUATION OF BENEFITS (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Township's health plan when a "qualifying event" would normally result in the loss of eligibility.

Some common qualifying events are resignation; termination of employment; death of an employee; a reduction in an employee's hours; leave of absence; divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage after a qualifying event at the Township's group rates plus an administration fee for continuation coverage. The Township provides each eligible employee with a written notice describing rights granted under COBRA when a qualifying event occurs. The notice contains important information about the rights and obligations of the employee and/or beneficiary(ies). Failure to timely comply with the notice may result in a loss of insurance coverage. It is imperative that each employee keep the Township apprised of the status of his/her family life and age of dependents. For additional information and questions regarding COBRA, please contact Human Resources.

8.4 LIFE INSURANCE

Full-time Township Board members and full-time employees shall each have a \$20,000 life insurance policy, fully paid for by the Township. However, if the employee is over 65 years of age, the benefit drops to \$13,000. Each firefighter also has a \$50,000 life insurance policy, fully paid for by the Township. Details of the coverage are summarized in a booklet prepared by the insurance carrier(s), which are distributed to eligible employees.

8.5 DISABILITY INSURANCE

Short-term disability, which is self-funded by the Township, is provided at no cost to full-time employees. Long-term disability insurance is also provided to full-time employees at no cost. Long-term disability insurance is provided by an insurance carrier as designated by the Township Board. Contact Human Resources for more information or to request paperwork.

8.6 RETIREMENT PLANS

401(a) Retirement Plans

401(a) contributions are provided for all full-time employees at a percentage of their base annualized salary as approved by the Board. Thus, overtime hours are not eligible for plan contributions. The plan, including the Township's contribution, is fully vested to the employee at the start of the employee's contributions. Employees who opt to enroll in the 401(a) have a mandatory contribution of four percent of the employee's annualized base rate or salary. The Township contributes six percent of the employee's annualized base rate or salary to the employee's 401(a) in addition to the employee's contribution.

457 Deferred Compensation Plan

The Township also offers a plan 457 for all part and full-time employees. This plan does not require minimum contributions from employees, and the Township does not provide contributions to the employee's plan.

For questions regarding the Township's retirement plans, please contact Human Resources.

8.7 PAID TIME OFF

The Township recognizes the need for employees to be absent from work due to illness or the need to take care of personal business during the normal workday. Accordingly, the Township has instituted a Paid Time Off Policy, as described below, for these needs as they arise. This Paid Time Off policy, or PTO policy, is intended to compensate employees as an alternative to using separate banks for sick, vacation, and personal time.

Full Time Employees

PTO benefits shall be calculated and awarded to full-time employees at the end of each pay period based on the employee's annual accrual amount divided by the number of pay periods in the calendar year. Below is the table at which full-time employees will accrue PTO in a typical 26 pay period calendar year.

Accrual Table

Level	During Year(s)	Hours Given After Orientation period (New Hires)	Additional Accrual Hours Possible	Additional Accrual Days Possible	Bi-weekly Accrual Rate	Maximum Bank
1	1	40	64	8	2.46	156
2	2		128	16	4.92	192
3	3		144	18	5.54	216
4	4		168	21	6.46	252
5	5-9		176	22	6.77	264
6	10-19		208	26	8.00	312
7	20+		248	31	9.54	372

*Full-time employees must be paid a minimum of 40 non-OT hours each week. The employee's Department Head will be responsible for adding PTO to an employee's timesheet for weeks the full-time employee has not reached 40 non-OT hours. If the employee does not have PTO hours to supplement a shortage of weekly non-OT hours, the employee's bi-weekly PTO accrual will be prorated accordingly.

Part-Time Employees

PTO benefits shall be calculated and awarded to part-time employees at the end of each pay period based on the number of hours the employee is paid for in that pay period **EXCLUDING** overtime hours. Below is the table at which part-time employees will accrue PTO.

Accrual Table

Level	During Year(s)	Accrual Hours Possible	Accrual Days Possible	Hourly Accrual Rate	Maximum Bank
1	1	104	13	0.0500	156
2	2	128	16	0.0615	192
3	3	144	18	0.0692	216
4	4	168	21	0.0808	252
5	5-9	176	22	0.0846	264
6	10-19	208	26	0.1000	312
7	20+	248	31	0.1192	372

Part-time employees will not earn the same number of days/hours as their full-time counterparts, however they will earn a corresponding number of PTO hours based on the hours they are paid each pay period **EXCLUDING** overtime hours.

At an employee's anniversary date, their accrual rate will be adjusted if they are moving to a different level.

New Employees PTO Accrual

New, part- and full-time employees will begin accruing PTO starting the first day of hire. Upon successful completion of their Orientation Period, full-time employees will receive 40 hours of their annual PTO. The full-time employee will accrue the remainder of their PTO throughout their first year of employment.

New employees with pre-planned vacations or appointments during their orientation period may be allowed to take unpaid time off at the discretion of their supervisor. Upon successful completion of the 90-day Orientation Period, PTO can begin to be used.

Guidelines for Accrual

- 1) PTO benefits may not be used before they are accrued or given (new full-time hires will receive 40 additional PTO hours once their Orientation Period is completed).
- 2) Employees may discuss unpaid time off with their Department Head or Township Supervisor if they do not have any PTO available; however, an abuse of unpaid time off may result in disciplinary action, up to and including termination.
- 3) All employees who are actively at work or using PTO will continue to accrue paid-leave benefits provided by the Township.
- 4) Employees on unpaid leave are not eligible to continue accruing PTO benefits. This includes employees who are receiving income replacement benefits from a source other than the Township, such as short-term disability, long-term disability, or workers' compensation insurance.
- 5) Employees on unpaid military leave of absence and unpaid leave under the Family and Medical Leave Act (FMLA) are not eligible for PTO accrual.
- 6) Employees on layoff are not eligible for PTO accrual.

Accrual Balance Tracking and Time Off Requests

The Township has elected to utilize a time tracking system to track accrual balances, use of PTO benefits, and use of other paid and unpaid time off. All employees must request their time off via the time tracking system application.

Employees are encouraged to request time off as far in advance as possible to allow Department Heads ample opportunity to plan for their absence. Department Heads, Human Resources, and the Township Supervisor reserve the right to deny PTO requests.

If an error is made, or if the employee uses more leave or less leave than originally requested, the employee must edit their time off request. An employee is only able to edit the request (pending or approved) until the end of the day in which they took the leave. If the employee does not edit the request in time, the employee must email the Human Resources Director and copy their Department Head so that they may edit the time off entry and adjust payroll as required. If an employee believes there is a discrepancy with their PTO, they must contact Human Resources with information regarding the difference.

If a full-time employee does not request time off through the tracking system, but they have not clocked their standard work hours for the pay period, PTO will automatically be deducted to reach their required hours for the pay period. In certain circumstances, the Department Head, with the approval of Human Resources and the Township Supervisor, may exercise discretion in approving unpaid time off for an employee. In this instance, "Unpaid Time Off" must be recorded in the timekeeping system to explain the modification of this policy.

If a paid holiday falls within an employee's PTO, the day will be treated as a holiday and not as PTO.

PTO and Termination from Employment

Upon termination of employment, employees (except for Township Officials) shall be eligible to be compensated for any accrued, but unused PTO benefits, provided the employee has (i) completed at least 12 months of employment with the Township, (ii) did not have his or her employment involuntarily terminated, and (iii) did not resign in lieu of termination.

The Township reserves the right to vary from the guidelines outlined in this policy to address unusual circumstances on a case-by-case basis.

8.8 PAID HOLIDAYS

Regular full and part-time, non-exempt employees are eligible to receive holiday pay at his or her regular pay rate for the following holidays observed by the Township:

- | | |
|-------------------------------|-----------------------------|
| ▶ New Year's Day | ▶ Thanksgiving Day |
| ▶ Martin Luther King, Jr. Day | ▶ Friday After Thanksgiving |
| ▶ Memorial Day | ▶ Christmas Eve |
| ▶ Independence Day | ▶ Christmas Day |
| ▶ Labor Day | ▶ New Year's Eve |

Holiday pay for all eligible employees is subject to the following general provisions:

- ▶ To qualify for holiday pay, you must report to work for the regularly scheduled hours the workday before and after a holiday, unless you are off work because of a previously approved absence or an illness certified by a doctor.
- ▶ Such holiday pay will be calculated at your straight time pay rate, with regular full-time hourly employees receiving 8 hours of holiday pay. Holiday pay for salaried employees is included in their regular salary rate.
- ▶ Full-time Fire Department personnel may be scheduled to work on a holiday. In this case, the employee would be paid at 2x their regular rate for their regularly scheduled hours on that holiday. If the full-time Fire Department employee is not scheduled to work on the holiday, they will not be compensated according to this paid holiday schedule and will receive no pay.
- ▶ Full-Time Public Utilities personnel may also be scheduled to work on a holiday in order to adhere to lab work for Leprino Foods. The employee required to work will receive 8.0 hours at the greater of the Leprino contract hourly rate or the employee's overtime rate. The employee will also receive 8.0 hours of holiday pay.

- ▶ If any department (other than Public Utilities) decides to be open on a Township observed holiday, the employee(s) required to work will receive their normal hourly rate for any hours worked plus the employee's allotted amount of holiday pay for the observed holiday. The employee will be expected to reduce their work hours during the week of the observed holiday by the amount of their holiday hours in order to not create a budgetary issue and incur overtime.
- ▶ An employee on layoff or leave of absence or otherwise not scheduled to work at the time the holiday occurs is not eligible for holiday pay.
- ▶ Holiday time will not be counted as worked hours for overtime purposes.
- ▶ Unless otherwise specified or directed by the Township in its discretion, holidays which fall on a Saturday will generally be observed on the immediately preceding Friday, and holidays which fall on a Sunday will generally be observed on the immediately following Monday.
- ▶ The Township Board may change or edit the holiday observation schedule or may decide to combine ½ day holidays.
- ▶ The Township will make reasonable efforts to accommodate holidays pertaining to a Township staff member's established cultural or religious beliefs that are not included in the above list. Township staff should speak with the Township's Supervisor to obtain approval for taking time off to observe such holidays.

8.9 PAID BEREAVEMENT LEAVE

To support our employees who experience a loss of a family member, the Township provides paid bereavement leave to assist employees with making arrangements or to attend the funeral of a loved one. Such employees will be allowed paid time off according to the following schedule:

Relationship	Paid Bereavement Days (Salaried Employee / Hourly Employee)
Spouse, Partner, or Child	7 days / 56 hours
Parent, Parent-in-law, Daughter-in-law, Son-in-law, or sibling	5 days / 40 hours
Grandparent, Grandparent-in-law, grandchild, sister- in-law, brother-in-law, aunt, uncle, niece or nephew	3 days / 24 hours

In the event of the death of someone close to you who is not on the above list, you may request an unpaid leave of absence.

To be eligible for bereavement leave, the employee must notify the Township in advance of the funeral and attend the funeral. The Township may request documentation regarding the employee's need for the leave, the employee's relationship to the deceased, or the employee's attendance at the funeral. When requested, this documentation must be promptly provided to the Human Resources Department the day the employee returns to work.

The full text of the Township's Bereavement Leave Policy is available electronically in the Township's Policies and Procedures Manual or through your Department Head or supervisor.

8.10 FAMILY AND MEDICAL LEAVE

The Township offers eligible employees job protected, unpaid Family and Medical Leave in accordance with the Family and Medical Leave Act ("FMLA").

The FMLA entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

To be eligible for FMLA benefits, an eligible employee must have worked for the Township a total of 12 months and for at least 1,250 hours over the previous 12-month period.

To apply for FMLA leave, employees must contact the Human Resources Director, who will provide the employee with additional information regarding eligibility for such leave. **When the need for leave is foreseeable, the employee must provide the Township with at least 30 days' advance notice.**

The Township's complete FMLA Policy is contained in the Township's Policies and Procedures Manual, which is available electronically or through Human Resources.

8.11 PERSONAL LEAVE OF ABSENCE

The Township realizes that occasionally life circumstances require employees to miss extended periods of time from work. Regular full-time employees who have exhausted their paid leave benefits may request an unpaid personal leave of absence in extenuating services, which will be granted or denied in the Township Supervisor's sole and absolute discretion.

Employees seeking an unpaid leave of absence must complete an [Unpaid Personal Leave of Absence Request Form](#), which is available from any Department Head or Human Resources. This form will require employees to (i) state the reason for the leave; (ii) the proposed start and end date of the requested leave; and (iii) be signed by the employee.

The Township's Supervisor, or his or her designee, may approve or deny a request for a leave of absence based on the availability of qualified substitute help, the needs of the Township, the frequency of such requests, and other factors deemed pertinent by the Township. No employee is guaranteed a personal leave of absence. If a leave of absence is granted by the Township, it shall be granted in writing, specifying the beginning and ending dates of the leave, and shall be signed by an authorized representative of the Township.

The full text of the Township's Personal Leave of Absence Policy is contained in the Township's Policies and Procedures Manual, which is available electronically or through your Department Head or supervisor.

8.12 JURY DUTY LEAVE

The Township supports our communities and employees by offering paid leave for jury duty to regular full-time employees. All eligible regular, full-time employees will receive full pay, less any per diem pay received by the employee, if summoned to perform jury duty. Employees who utilize this policy must turn in proof of their jury duty service to their Department Head or Human Resources.

Employees must use the time tracking system to indicate their need for jury duty leave. Their jury duty hours must be tracked and maintained in the time tracking system, and any discrepancies updated with their Department Head and Human Resources. For example, in the event an employee is relieved of jury duty earlier than anticipated, the employee must report directly to work to finish their regularly scheduled shift (provided their combined jury duty and work hours do not exceed the number of hours an employee would normally work during a day). The employee must then update their time off in the time tracking system for accurate recordkeeping.

The Township may request an excuse from jury duty on the employee's behalf if, in the Township's judgment, the employee's absence would create serious operational difficulties.

8.13 MILITARY LEAVE

Full-time and part-time employees who participate in the National Guard or other reserve units of the United States Armed Forces will be provided time off for military exercises, or voluntary or involuntary service in accordance with applicable state and federal laws. Temporary employees are not entitled to military leave.

Employees called to duty should provide as much advance notice as possible and are required to provide the Township with written proof of military service within a reasonable time period of it becoming available. Such documentation should be provided to the employee's supervisor and Human Resources.

Health insurance will continue under the same terms and conditions, including required employee contributions, for employees on military leave for fewer than 31 days. After that time, employees may continue participation in health insurance through COBRA while on leave, but will be expected to pay the full cost of their continued participation in the plan, including the employer contribution and any administrative fees.

Employees seeking military leave will be provided with additional information, including information regarding re-employment and reinstatement rights, upon giving notice to Human Resources of their need for such leave.

8.14 MATERNITY LEAVE

The Township does not provide "maternity leave". However, for insurance and leave purposes, maternity leave shall be considered the same as any other temporary disability or, depending upon the health of the employee, any other personal leave of absence. Depending on the circumstances, "maternity leave" may be classified as FMLA, short-term disability, personal leave, or a combination of one or more of these types of leave.

8.15 GENERAL EXPENSE REIMBURSEMENTS

Approved expenses incurred on behalf of the Township will be reimbursed in accordance with the Township's reimbursement policy that applies based on the type of expense incurred. Detailed receipts for all expenses are required and the Human Resources Department must sign off on your completed expense reimbursement request form. The full text of the Township's Expense Reimbursement Policy is

available electronically in the Township's Policies and Procedures Manual or through your Department Head or supervisor.

8.16 MEMBERSHIP DUES REIMBURSEMENT

The Township may provide reimbursement of employee expenses for membership in professional organizations. Employees must discuss these needs with, and get approval from, the appropriate Department Head prior to making a commitment of expenditures. A copy of the membership information and payment will be maintained in the employee's personnel record.

8.17 PROFESSIONAL DEVELOPMENT, CERTIFICATION, AND TRAINING REIMBURSEMENT

The Township may also pay for approved professional development, certifications, and training expenses incurred in accordance with the following table:

Type of Expense	Reimbursement Allowance
Workshops, Seminars, Trainings	At Department Head Discretion
Certifications	Reflect actual cost; not to exceed \$1,500 per year

The full text of the Township's Expense Reimbursement Policy, which includes details and guidelines for supervisory approval of payment for professional development, certification, and training related expenses, is available electronically in the Township's Policies and Procedures Manual or through your Department Head or supervisor.

8.18 UNIFORMS AND SAFETY ATTIRE

The Township may issue uniforms directly, or provide an allowance or reimbursement for employees in certain departments for safety attire, work shoes/boots, uniforms, prescription safety glasses, etc. These items are to be kept clean and worn with reasonable care. The Township will replace worn or damaged items as needed and within reason. If an employee loses an item that was supplied by the Township, the employee may be responsible for its replacement cost.

For additional information concerning allowances for employee uniforms and safety equipment, including allowances for prescription safety glasses, please see the Township's Policies and Procedures Manual or speak with your Department Head or supervisor.

8.19 SOCIAL SECURITY / MEDICARE

The Township matches the amount of Social Security taxes paid by each employee. Social Security taxes provide benefits for employees and their families as specified by law in the event of retirement, hospitalization after age 65 (Medicare), total and permanent disability before age 65, and death at any time. Questions concerning Social Security benefits and coverage should be directed to any Social Security office.

8.20 WORKERS' COMPENSATION

All employees are protected during scheduled work hours by workers' compensation insurance. This insurance provides coverage if an employee is injured at work, suffers an occupational illness, or has a prolonged absence due to such injury. It also provides death benefits for legal dependents if an employee dies as the result of a work-related injury. The Township pays the full cost of this protection.

To be assured of maximum coverage, work-related accidents, no matter how minor, must be reported **immediately** to your Department Head, the Safety Coordinator, and Human Resources, after which an insurance claim will be filed as necessary. Any delay in reporting may result in disciplinary action up to and including termination, as well as possible denial of the workers' compensation claim.

If you require ongoing medical treatment, report to your supervisor and the Human Resources Department after each appointment to provide a status report along with any medical documentation and billing information. We will make every attempt to accommodate work restrictions ordered by a medical professional. It is your responsibility to comply with all written instructions given by the treating physician, both at work and at home.

Injuries caused by intentional or willful misconduct will not be compensated through workers' compensation. In the event an employee is found to be fraudulently using workers compensation insurance, disciplinary action may be taken, up to and including termination.

For the full text of the Township's Workers' Compensation Policy, please see the Township's Policies and Procedures Manual or speak with your Department Head or the Human Resources Department.

8.21 UNEMPLOYMENT

Unemployment compensation insurance is another form of insurance which is paid for entirely by the Township on behalf of its eligible employees. Unemployment compensation helps employees meet loss of income resulting from unemployment beyond their control by paying certain benefits while they are out of work. This form of protection is in addition to group health insurance, Social Security, and workers' compensation. Further information may be obtained from the Michigan Unemployment Insurance Agency.

Section 9: Employee Conduct Expectations

9.1 PERSONAL APPEARANCE AND HYGIENE

Your appearance is important to demonstrating the professionalism of our organization. Employees are expected to report to work each day with appropriate hygiene, appearance, and attire for their position.

Personal cleanliness is a must for all employees. Body odors, strong perfume, or smoke may be particularly offensive to the public or coworkers. Employees should take pride in their personal hygiene and appearance, and report to work clean and groomed appropriately, free of strong smells.

Attire should be consistent with job responsibilities and should not jeopardize the safety of the employee or distract others. Office dress is business casual and employees are expected to appear professional. Employees holding positions that require them to work out in the community among residents or contractors are required to wear, at a minimum, a logoed Township shirt or jacket, unless in a position which requires business casual dress. If wearing business casual clothing, the employee must have their Township photo identification card displayed.

Although your supervisor may set additional, specific guidelines for your department, items that should not be worn by employees of all departments include, but are not limited to, the following:

- ▶ Excessively worn, torn, or dirty clothing;
- ▶ Clothing with suggestive or offensive logos, pictures, insignia, etc.; and
- ▶ Very tight, revealing, or otherwise sexually suggestive clothing.

Management level employees are expected to inform employees when they are violating the dress code. Employees in violation are expected to immediately correct the issue. This may include having to leave work to change clothes. For specific questions on dress standards, contact your direct supervisor, Department Head, or Human Resources.

9.2 IDENTIFICATION CARDS AND TAGS

All employees, including part-time, temporary, contract appointed, and elected officials, will be issued identification name tags by Human Resources. These must be worn during work hours. Additionally, employees who are reasonably expected to have regular contact with the public outside of the Township offices will be issued photo identification cards. Employee identification cards shall immediately be returned to the Township upon termination of employment.

9.3 IDENTIFICATION PLACARDS FOR VEHICLE USE

All employees, including contract and temporary employees, who are using a vehicle to go to residents' homes must use an identification placard on that vehicle to allow the homeowner to appropriately identify who is at their home.

9.4 FRATERNIZATION POLICY

A manager or supervisor who dates or becomes romantically involved with an employee, even when the employee is not in a direct reporting relationship, creates a serious problem for the Township. Anyone employed in a managerial or supervisory role needs to heed the fact that personal relationships with employees who report to them are problematic and will not be tolerated by the Township. For this reason, if a manager or supervisor decides to pursue a close relationship with an employee, he or she needs to inform the Township's Supervisor immediately, who will then decide what, if any, actions are necessary to take regarding assignments and jobs. The fraternization that is prohibited by this policy includes dating, romantic involvement, and sexual relations.

9.5 TOWNSHIP PROPERTY AND EQUIPMENT

The Township has made a significant investment into quality technology and equipment for employees to use in their performance of services on behalf of the Township. Therefore, we expect each employee to take care of such property. Theft, negligent use of, or abuse of the Township's equipment or technology will not be tolerated. Further, employees may not remove any equipment or supplies from the Township's premises without permission from their supervisor.

If any piece of technology or equipment appears to be damaged or defective, or in need of repair, notify your supervisor. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

Before using any equipment, an employee must be trained by his or her Department Head, or the Department Head's designee, for proper instruction. Proper protective equipment and clothing must be used when appropriate.

9.6 WORKSPACES

Township employees are strongly encouraged to maintain a clean and organized workspace, as appropriate cleanliness helps to ensure productivity and reflects positively on the employee's professionalism. Further, cleanliness affects the public's view of the Township and is extremely important for the prevention of illness.

9.7 TOWNSHIP VEHICLES

Township-owned vehicles may be available for employees to use or may be assigned to a specific employee at the discretion of the Township. If you drive a Township vehicle, you must have both a valid driver's license and a driving record acceptable to both the Township and our insurance carrier. Any unsatisfactory driving record may be grounds for reassignment or termination of employment. Driving records for employees driving Township vehicles will be reviewed on an ongoing basis. Employees who are assigned to drive a Township vehicle will be asked to complete a [Township Vehicle Use Agreement](#).

Any employee who drives a Township vehicle must have proper authorization from his or her Department Head and is expected to comply with all state motor vehicle laws (including, without limitation, refraining from driving while impaired due to alcohol or other substances), along with all additional guidelines and procedures governing an employee's operation of a Township Vehicle as further described in the full text of the Township's Vehicle Use Policy contained in the Policies and Procedures Manual, which is available electronically or through your Department Head or supervisor.

9.8 PARKING

Township employees must park only in the area designated as employee parking. Employees may park in any space that is not marked as reserved. Please cooperate by not blocking any gate, door, or driveway.

Because the Township is not responsible for theft or damage occurring in our parking lots, we recommend that employees lock their vehicles and keep valuables to a minimum. Employees who are unsure of where to park should speak with their supervisor.

9.9 PERSONAL MAIL

Employees must not use the Township as a personal mailing address, and personal mail should not be put in Township mail stacks to be run through the Township postage meter. All mail delivered to employees at the Township is presumed to be business-related and may be opened with all other mail.

9.10 PERSONAL PRINTER USE AND PHOTOCOPYING

Employees may make up to five pages of personal prints or photocopies per month for free. Prints in excess of this may still be made, provided that the employee reimburses the Township in accordance with the fee schedule in effect.

9.11 SOLICITATION AND LITERATURE DISTRIBUTION

To prevent disruption of business activities, to minimize distractions for all employees, and to preserve Township security, solicitation and distribution of literature, materials, goods, contest promotions, requests for donations (or any other solicitation or distribution) is prohibited during working time or in work areas. "Working time" does not include an employee's lunch or break period. Any employee(s) being solicited must also be on an authorized lunch or break period, or otherwise not required to be working. Distribution of literature in such a manner as to cause litter on Township premises is prohibited. Nothing in this policy shall be construed or applied in a way that interferes with an employee's rights under any applicable state or federal law, including but not limited to speech that is protected by Section 7 of the National Labor Relations Act.

9.12 POLITICAL ACTIVITY

Employees may not use their Township position for any political purpose, nor may employees engage in political activities during work hours. During work hours for the Township, employees may not promote anything politically, with their speech, clothing, computer usage, or other similar activities. Nothing in this policy shall be construed or applied in a way that interferes with an employee's rights under any applicable state or federal law, including but not limited to political speech that is protected by Section 7 of the National Labor Relations Act.

9.13 ARREST OR CONVICTIONS

The Township seeks to provide a safe and secure environment for its employees, customers, and visitors; to protect its funds, property, and other assets; and to maintain its reputation and integrity. As such, the Township requires its employees to self-disclose an arrest or conviction to the Human Resources Director within two (2) business days so that the Township can conduct an independent review of their continued suitability for employment.

Disclosing an arrest or conviction does not automatically impact an employee's eligibility for employment with the Township. Continued employment depends on a variety of factors, such as the nature and gravity of, and circumstances surrounding, the arrest or conviction, including the employee's truthfulness and completeness in disclosing the information in a timely manner.

For purposes of this policy, "conviction" includes any unlawful offense, including but not limited to major traffic violations (e.g., such as OWI, reckless or negligent driving, driving with an invalid license, or leaving the scene of an accident); worthless check violations; or any citation for violation of federal, state, or local ordinances or statutes that resulted in a fine, restitution, or incarceration. Guilty verdicts, guilty pleas, and pleas of nolo contendere (no contest) must be disclosed. Minor traffic violations do not need to be reported.

Violations

An employee who fails to disclose an arrest or conviction in accordance with these procedures is in violation of this policy. Similarly, a supervisor who is made aware of an employee arrest or conviction and fails to immediately disclose the information to the Township's Supervisor is also in violation of this policy. Violations of this policy may result in disciplinary action, up to and including termination of employment.

9.14 PERSONAL CONDUCT

The Township expects its employees will conduct themselves with the pride and respect associated with their positions, fellow employees, citizens, and the Township. Employees should always use good judgment and discretion in carrying out the Township's business. The highest standards of ethical conduct should always be used by the employees of the Township. Improper conduct by and between employees or by and between employees and others will not be tolerated. Any employee demonstrating improper conduct will be subject to disciplinary action.

The following illustrations of unacceptable conduct are to provide specific and exemplary reasons for initiating disciplinary action, and to alert employees to the more commonplace types of employment conduct violations. However, because conditions of human conduct are unpredictable, no attempt has been made here to establish a complete list. Any violation of work rules and unacceptable conduct may be grounds for disciplinary action, up to and including termination of employment. Nothing set forth in this policy should be interpreted to infer a contract between the parties, or as establishing any sort of progressive discipline policy.

Attendance

1. Improper or unauthorized use or abuse of paid leave or punching another employee's timecard.
2. Excessive absenteeism, regardless of reason, the effect of which disrupts or diminishes operational effectiveness.
3. Being absent without approved leave, or repeated late arrival or early departure from work.
4. Failure to return to work upon expiration of a leave of absence.
5. Failure to report to work and call-in for three (3) consecutive scheduled days (automatic quit).

Behavior

1. Willful or negligent violation of the personnel policies and procedures.
2. Failure to carry out a direct order from a superior, except where the employee's safety may reasonably be jeopardized by the order.
3. Engaging in a conflict of interest activity.
4. Conduct that discredits the employee or Township, or willful misrepresentation of the Township.
5. Conviction of a crime, including convictions based on a plea of nolo contendere or of a misdemeanor involving moral turpitude, the nature of which reflects the possibility of serious consequences related to the continued assignment or employment of the employee.
6. Knowingly falsifying, removal, or destruction of information related to employment, payroll, or work-related records or reports.
7. Soliciting outside work for personal gain during business hours, engaging in off-duty employment for any business under contract with the Township, participating in any off-duty employment that adversely affects the employee's performance of work for the Township, and engaging in unauthorized off-duty employment.
8. Discourteous treatment of the public or other employees, including harassing, coercing, threatening, or intimidating others.
9. Conduct that interferes with the management of the Township operations.
10. Violation or neglect of safety rules or contributing to hazardous conditions.
11. Unauthorized removal or use of any Township property, or that of its residents.
12. Physical altercations.
13. Any act or conduct that is discriminatory in nature toward another person's race, religion, color, national origin, sex, age, handicap, marital or veteran status, height, weight, or political affiliations.

14. Any violation of the Township's policy against harassment, discrimination, and retaliation.

Performance

1. Inefficiency, incompetence, or negligence in the performance of duties, including failure to perform assigned tasks or training, or failure to discharge duties in a prompt, competent, and reasonable manner.
2. Refusal or inability to improve job performance in accordance with written or verbal direction after a reasonable trial period.
3. Refusal to accept reasonable and proper assignments from an authorized supervisor.
4. Intoxication, impairment, or incapacity on duty due to the use of alcohol or drugs.
5. Driving while impaired or under the influence of alcohol or drugs while on duty.
6. Suspension of driver's license where job duties require driving.
7. Careless, negligent, or improper use of Township property, equipment, or damage or unreasonable risk of damage to property.
8. Unauthorized release of confidential information or official Township records.

All employees are urged to become familiar with these standards of conduct and the other workplace rules and policies provided elsewhere within this Handbook. Employees are expected to follow these rules and standards faithfully in doing their own jobs and conducting the Township's business.

9.15 DISCIPLINE

A violation of any of the Township's rules or policies, or any other behavior deemed unacceptable by the Township, constitutes misconduct on the part of the employee and appropriate disciplinary action will be initiated. Disciplinary action may include, but is not limited to, verbal reprimand, written notice, suspension from work without pay, and immediate termination of employment.

Management reserves the right to terminate or discipline any employee as the Township, in its sole discretion, considers necessary in individual circumstances. Employee disciplinary decisions will typically be determined in consideration of recommendations by the Department Head, Township Supervisor, the Township Board, and/or the Personnel Committee.

Although the Township has the discretion to administer any level of discipline at any given time, the Township will treat its employees fairly in determining the appropriate level of discipline to administer. Employees should not, however, expect that they have a right to a certain number of disciplinary measures prior to termination, or that they have a right to any type of progression of discipline.

In the event an employee is suspended from work for disciplinary actions, benefits will not accrue, nor will benefits be recoverable during the suspension period.

Section 10: Conflicts of Interest

10.1 SENSITIVE OR CONFIDENTIAL INFORMATION

Though much of the information handled by the Township is public information, employees may have access to sensitive or confidential information or records not intended for or required to be publicly released. Such information may include, but is not limited to business records, tax accounts, anticipated changes in staff or Township management, employee personnel data, compensation data, software, legal documents, and the affairs of citizens ("**Sensitive and/or Confidential Information**").

Township employees are not to disclose Sensitive and/or Confidential Information without approval of the Township Supervisor, and should only discuss Sensitive and/or Confidential Information when necessary to carry out job duties. In addition, employees should not attempt to acquire Sensitive and/or Confidential Information that is not germane to their work.

Under no circumstance may an employee remove documents, photos, reports, personnel information, or any sensitive material that is the property of the Township.

If you have questions regarding the confidential nature of data, contact your supervisor for clarification. Employees will be subject to appropriate disciplinary action, up to and including discharge, for knowingly or unknowingly revealing information of a sensitive or confidential nature, even if they do not actually benefit from the disclosed information.

10.2 OUTSIDE EMPLOYMENT

The Township expects you to devote your best efforts to your employment with us, and we therefore discourage outside employment which may interfere with your duties at the Township. In the event you find it necessary to pursue additional employment, you must inform your Department Head to determine whether the second job will conflict with your responsibilities here.

If an employee has a second job, the employee may not conduct any such activities while in the office or working on Township time. Further, outside employment will not be considered an excuse for poor job performance, absenteeism, or refusal to work overtime or different hours as requested by the Department Head. If outside work activity causes or contributes to job-related problems at the Township, the employee will be asked to discontinue the outside employment, and may be subject to disciplinary procedures, up to and including termination. Employees with questions about this policy and any potential conflicts of interest are encouraged to speak with their Department Head, the Human Resources Director, or the Township Supervisor.

10.3 BRIBES AND KICKBACKS

Bribes, kickbacks, and other illegal payments to or from any individual or entity with whom we conduct business (in any form and for any purpose) are prohibited.

10.4 GIFTS AND GRATUITIES

No employee or Board Member may directly or indirectly accept for himself or herself, or for another, any gifts which would infer special consideration from a person or firm that does business or seeks to do business with the Township. This policy is not intended to interfere with courtesies which are extended to the Township, Township employees, or Trustees as a whole.

Section 11: Technology and Electronic Communications

11.1 TOWNSHIP TECHNOLOGY AND EQUIPMENT

Depending upon their need and the nature of their job responsibilities, employees are provided with various types of Township-issued technology, including cell phones, computers, tablets, or other similar devices. All Township-provided devices and equipment shall always be deemed to be the property of the Township, and subject to immediate return upon separation of employment with the Township, or sooner upon demand by the Township. Employees will be responsible for maintaining the device in good working condition and may be required to pay for the replacement or repair costs if the device is lost or damaged. Any loss, theft, or damage to such equipment must be reported immediately. Employees who receive Township equipment for use during their employment with the Township will be asked to complete an [Employee Technology/Equipment Agreement](#).

11.2 COMPUTER, EMAIL, AND INTERNET USAGE

The Township's computer systems (including all hardware and software) and Township email accounts are the exclusive property of the Township and are provided for creating and transmitting Township related information. The Township treats all computer files, including emails sent or received as business information belonging to the Township. In that regard, the Township reserves the right, with or without notice, to access, monitor, review, copy and delete any computer files, including e-mail sent or received, all web site communications and transactions. Computer activity and email messages could potentially be viewed by third parties and could potentially be requested for disclosure under the Freedom of Information Act. Because of these concerns, employees are required to maintain the highest standards of courtesy and professionalism when transmitting any e-mail. E-mails which would violate any of the Township's other policies in this Employee Handbook are strictly prohibited.

If the Township reasonably believes that your electronic communications and activities are in violation of the Township's policies or applicable law, it will take appropriate action. Any suspect electronic communications or activities may be reported or disclosed to the proper authorities without your prior consent. The Township's complete Computer, Email, and Internet Usage Policy is attached as **APPENDIX D**.

11.3 PERSONAL CELL PHONE USE

Your full attention is expected while working. Nevertheless, the Township recognizes that, occasionally, it may be necessary to take care of personal business during the workday. Try to conduct such matters before or after work, or during scheduled breaks, and ensure that your friends and family members are also aware of this policy.

11.4 PERSONAL ELECTRONICS

Radios and other music players may be used during working hours through speakers or headphones, provided that the volume is kept low enough so as not to disturb other employees. Department Heads reserve the right to restrict this use as necessary to ensure an appropriate work and learning environment. The Township assumes no responsibility for the personal belongings of its employees. Therefore, personal belongings and electronics brought to the Township are at the employee's own risk.

11.5 TOWNSHIP PHONES

Township telephones are intended for the use of serving our customers and in conducting the Township's business. Personal usage during business hours is not permitted. Flexibility will be provided in emergency situations with permission from the employee's supervisor. All personal telephone calls should be kept brief to avoid congestion on the telephone line.

11.6 SOCIAL MEDIA

The Township understands that social media can be a fun and rewarding way to share life experiences and opinions with family, friends, and co-workers. However, the use of social media also presents certain risks and includes various responsibilities. To help make responsible decisions about the use of social media, the Township has established guidelines for appropriate use of social media. Social media includes all means of communicating or posting information or content of any sort on the Internet, including blogs, websites, social networking or affinity websites, web bulletin boards or chatrooms, as well as any other form of electronic communication. It includes, but is not limited to, sites such as Facebook®, Instagram®, LinkedIn®, Twitter®, Yelp®, YouTube®, Flickr®, and other social media. Social networking activities may also include the permission or refusal of posts by others where an individual can control the content of postings.

The same principles and guidelines found elsewhere in this Employee Handbook apply to an employee's activities online both during work time for approved work-related matters and outside work time if connected to the Township in any way. Ultimately, employees are individually and solely responsible for online posts or interactions. Before creating online content, employees should consider some of the risks and rewards that are involved. Any activity that negatively affects an employee's job performance, the performance of fellow employees, or otherwise adversely affects the Township or individuals who work with the Township or the Township's legitimate business interests may result in disciplinary action up to and including termination.

Carefully read these guidelines, and ensure your postings are consistent with these policies. Inappropriate postings will not be tolerated and may subject you to disciplinary action, up to and including termination.

- 1) Employees must be respectful to fellow employees and individuals involved with the Township. For example, employees should avoid posting statements, photographs, videos, or audios that could be viewed as malicious, obscene, threatening, or intimidating, or that could be viewed as disparaging employees or individuals involved with the Township, or that might constitute harassment or bullying.
- 2) Employees must abide by the Township's equal employment, anti-harassment, non-discrimination, and other applicable policies, all of which apply to social media communication with equal force as to other forms of verbal or written communications, and employees shall not engage in communications that are defamatory, discriminatory, harassing, retaliatory, abusive, or hateful.
- 3) Employees are prohibited from using social media to disclose, discuss, or comment upon any Township related information that is intended to be confidential and would be exempt from disclosure under the Freedom of Information Act.

- 4) Employees may not, through the use of social media tools or otherwise, disclose, discuss, or comment upon the personal information of Township employees or individuals connected with the Township (unless the employee receives the individual's express prior agreement, is legally required to do so, or has received express authorization by the Township as part of the employee's job responsibilities).
- 5) The Township reserves the right to monitor, prohibit, restrict, block, suspend, terminate, delete, or discontinue an employee's access to any social media sites on any Township-owned equipment or Township accounts at any time, without notice and for any reason and in its sole discretion. Employees do not have any right to or expectation of privacy with respect to their use of social media on Township-owned equipment.
- 6) Only employees who are specifically authorized to speak on behalf of the Township by the Township's Supervisor may do so. If the Supervisor has extended unavailability, authorization may be made by the Clerk.
- 7) If employees post content online and on social media in a personal capacity and it relates to the Township, a disclaimer must be provided (e.g., "The postings on this site are my own views and do not represent the Township's positions, strategies, or opinions.")

These guidelines shall not be interpreted or applied to prohibit employees from disclosing non-confidential and non-proprietary information pursuant to their lawful right to do so. If employees have any questions about the application of this Policy, they should contact the Township Supervisor or Human Resources Director.

Section 12: Health, Safety, and Security

12.1 SAFETY IN GENERAL

The safety of our employees and visitors is of primary importance to the Township. We want to provide our employees, contractors, and guests with the safest environment possible. In doing so, we need everyone's cooperation. Employees should perform their jobs in a safe and conscientious manner; use common sense; follow all state and federal safety guidelines, and industry or department safety rules or standards; and report to their supervisor if they observe what they consider to be an unsafe working condition. Although this list is not inclusive, several important safety rules are as follows:

- ▶ Know where all fire extinguishers are located.
- ▶ Keep fire extinguishers, aisles, and doors clear.
- ▶ Keep areas clean and free of clutter.
- ▶ Use proper lifting techniques.
- ▶ Use equipment only for its intended purpose.
- ▶ Know first aid locations and how to use them.
- ▶ Avoid unnecessary exposure to bodily fluids if called upon to assist with first aid.
- ▶ Use sound judgment in all activities.

Reporting Concerns

If you become aware of a safety situation, condition, or potential hazard that might put you, other employees, or our visitors and guests at risk, please report the problem **immediately** to your supervisor. If (1) your complaint or concern is not resolved by your supervisor, or (2) your supervisor is contributing to the problem or the perception of the problem, promptly address your concerns with Human Resources or the Township Supervisor.

12.2 MATERIAL SAFETY DATA SHEETS (MSDS)

Material Safety Data Sheets (MSDS) are located at each Township building as required and may be viewed as requested.

12.3 CELL PHONE USE WHILE DRIVING

Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call or text message. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the communication short, use hands-free options, refrain from discussion of complicated or emotional issues, and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

12.4 SMOKE-FREE WORKPLACE

The Township maintains a smoke- and tobacco-free office. Smoking or other use of tobacco or similar products (including, but not limited to cigarettes, e-cigarettes, or vaping devices, pipes, cigars, snuff, or chewing tobacco) is not permitted inside any Township facilities, vehicles, or within 25 feet of doors on Township property. Please check with your supervisor for information on designated smoking areas.

If returning from a meal break during which you have used tobacco or similar products, do not leave cigarette butts or other traces of litter or tobacco use on the ground or anywhere else. Dispose of any litter properly in the receptacles provided for that purpose. Further, employees may not have the smell of tobacco smoke about their persons during work hours or while on Township business.

12.5 ACCESS TO TOWNSHIP PREMISES

For purposes of safety, security, and insurance, employees are not to enter the Township's facilities except when on duty or reporting for work (unless approved in advance by the employee's supervisor).

12.6 VISITORS

Employees are permitted to have visitors but are asked to exercise discretion and keep such visits as brief and infrequent as possible. Children of employees should not be present on the job unless approved by the appropriate Department Head or the Township supervisor.

12.7 PETS

Pets are not allowed on the Township premises unless permitted by law or allowed by the Township Supervisor.

12.8 SECURITY

Most offices are easily accessible by other staff members and may be open to the public. Employees are expected to remain aware of their surroundings and the visitors who enter their work area. Abide by all department level procedures related to security and immediately report any suspicious activity to your supervisor or law enforcement authorities. Be sure to secure your valuables and belongings at all times and, if you are the last to leave an area, be sure to properly secure it according to department rules and procedures.

12.9 EMERGENCIES

All employees are expected to be familiar with, and adhere to, the emergency procedures of their worksite (e.g., fire, tornado, flood, etc.), including information such as where to properly exit buildings, where to gather, where to head for shelter, and what lockdown procedures to follow in such an event. In the event of an emergency, the Township reserves the right to contact emergency authorities without the express consent of the individual.

12.10 WORKPLACE VIOLENCE

The Township has zero-tolerance for all forms of violence in the workplace. Verbal or nonverbal threats, physical threats, abusive or intimidating behavior, destruction of Township property, the use of profanity, stalking, or acts of violence against employees, visitors, customers, or other individuals will not be tolerated. Any person who makes threats, exhibits threatening behavior, or engages in violent acts on Township property will be removed from the premises as quickly as safety permits and will remain off the premises pending the outcome of an investigation.

Allegations of conduct that violates this policy will be promptly investigated on a case-by-case basis, and the Township will determine, in its discretion, whether an act is violent. The Township will take appropriate corrective action as warranted by such investigation. Such conduct may lead to termination of employment and referrals to appropriate law enforcement agencies for arrest and prosecution.

Employees are responsible for notifying their Department Head, the Human Resources Director, or the Township Supervisor of any behavior that violates this policy.

12.11 WEAPONS

Pursuant to MCL 123.1103(b), which permits the Township to prohibit the transportation, carrying, or possession of pistols, other firearms, or pneumatic guns by Township employees in the course of their employment with the Township, Township employees are prohibited from carrying a weapon while on-duty for the Township or performing any function in connection with their employment with the Township, including but not limited to regularly scheduled time for work, emergencies, and required attendance at meetings in an official capacity.

12.12 WORKPLACE SEARCHES

The Township reserves the right at any time and at our discretion to search all Township vehicles, plus packages, containers, briefcases, purses, lockers, desks, enclosures, and persons entering the Township's premises, for legitimate reasons, including but not limited to the purpose of determining whether any weapon, ammunition, drugs, or alcohol is being, or has been, brought onto our property or premises in violation of the Township's policies. Employees should have no expectation of privacy regarding their use of Township property. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline, up to and including termination. Any illegal drugs or drug paraphernalia discovered

during such search will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

12.13 WORKPLACE ACCIDENTS AND INJURY REPORTING

Even though we are committed to providing a safe working environment for our employees, it is still possible for a work-related accident or injury to occur. All incidents that arise during employment activities, or involving Township vehicles, equipment, or people, no matter how minor and regardless of whether a personal injury results, must be reported **immediately** and no later than 24 hours after the occurrence to your Department Head and the Township's Human Resources Director and with as much information as possible. No employee will be disciplined for reporting an injury or illness.

If medical treatment is necessary, a qualified person may provide minor first aid. When an injury requires outside evaluation or treatment, the Township will arrange transportation for you to the nearest in-network occupational medical center, urgent care, or emergency room. Alternatively, a 911 response may be initiated. The full text of the Township's Workplace Accidents and Injury Reporting Policy is available electronically in the Township's Policies and Procedures Manual, or by speaking with your Department Head or any member of management.

Section 13: Separation from Employment

13.1 VOLUNTARY RESIGNATION

Employees who plan to resign voluntarily should notify the Township of their intention in a letter to the Human Resources Director and provide a copy of such letter to their Department Head or immediate supervisor. The letter should state the effective date of the resignation.

Although advance written notice is not required, please understand that it would place less hardship on your fellow employees, as well as management, if you provide us with notice of your intent to leave your employment. Hourly employees are requested to provide a two-week notice, and salaried employees, including Department Heads, are requested to provide a four-week notice. This does not change an employee's at-will status.

13.2 STAFF REDUCTION

Although the Township makes every effort to keep our workload balanced, there may be times when it is necessary to reduce or reorganize our workforce. Making those decisions is never easy. However, in making these decisions, the Township will attempt to avoid layoffs and, whenever possible, will consider alternatives to layoffs before any final decisions are made.

When a reduction in force is to be enacted, the Township Board shall determine the number of positions to be eliminated or reduced. Thereafter, the Township Board shall determine in its discretion which employees will be laid off, and in which order to recall employees. Employees selected for layoff will be given as much notice as reasonable under the circumstances.

When an employee is laid off, retirement contributions will not be made and no paid time off or other Township benefits will be accrued. Employees who participate in the Township's health insurance plan may no longer be eligible for coverage at the employee rate if laid off for more than 30 consecutive days.

13.3 RETIREMENT

Pursuant to federal law, there is no mandatory retirement age for employees. If an employee's retirement is planned, the Township would appreciate at least 30 days' advance written notice of their plan to retire.

13.4 EXIT INTERVIEWS

Separating employees may be asked to meet with the Human Resources Director for an exit interview. During this interview, the employee will be given the opportunity to explain the reason(s) for leaving, and to discuss other issues such as employee benefits and repayment of outstanding debts to the Township. Any items belonging to the Township will be returned by the employee at this time, or as otherwise directed by Human Resources. The exit interview is also a time when the employee will receive communication outlining how his or her final pay will be processed.

13.5 RETURN OF TOWNSHIP PROPERTY

You are responsible for returning all Township property, materials, or written information issued to you or in your possession or control immediately upon request or upon termination of employment (whichever occurs sooner) to the Human Resources Director as requested. This includes, but is not limited to, any clothing and equipment that was purchased by the Township on your behalf, office keys, identification cards and tags, and placards. Any documents or contact information related to the Township on any personal devices should be saved on the Township shared file locations and then deleted immediately from your personal devices. Where permitted by applicable law, the Township may take all action deemed appropriate to recover or protect its property.

13.6 FINAL PAY

Your final paycheck for time worked, less deductions, will be issued to you no later than the next regularly scheduled payday for the period in which your employment ends. Should you be unable to personally retrieve your paycheck and not be enrolled to receive payment via direct deposit, your final paycheck will be mailed to the address on file.

13.7 DEDUCTIONS IN FINAL PAY

The Township will determine if you have any outstanding debt owed to the Township and whether you have in your possession any uniforms, tools, keys, safety or technology equipment, manuals, vehicles, or other Township property. Where permitted by applicable law, we may take all action deemed appropriate to recover or protect Township property or collect upon any outstanding debts. This includes a deduction from your final pay if any Township equipment is not returned or is returned damaged, or outstanding debts are owed. By signing the Employee Handbook Acknowledgement and Acceptance form, you specifically authorize the Township to make such deductions in the event an outstanding debt is owed, or you fail to return such property as required.

Section 14: Contacts

Adam Elenbaas

Township Supervisor

supervisor@allendale-twp.org

(616) 892-3110

Jody Hansen

Township Clerk

clerk@allendale-twp.org

(616) 892-3111

Lydale Weaver

Human Resources Director

LydaleWeaver@allendale-twp.org

(616) 892-3113

Tim VanBennekom

Finance/Accounting Director

Timv@allendale-twp.org

(616) 892-3112

APPENDIX A: ANTI-HARASSMENT AND NON-DISCRIMINATION POLICY

Purpose

This policy addresses the Township's commitment to providing a work environment that is free from harassment and discrimination. In pursuit of this goal, the Township adheres to all relevant federal, state, and local laws and regulations regarding harassment and discrimination, including sexual harassment. The Township's EEO policy governs overall compliance with all federal, state, and local equal employment opportunity laws. For more information, see the Township's Equal Employment Opportunity Policy.

Scope

This policy applies to all applicants, employees, consultants, contractors, vendors, temporary employees, seasonal employees, interns, and any other individuals having a business relationship with the Township. Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events.

Definitions and Examples of Prohibited Conduct

Discrimination Defined

Adverse treatment of an individual based on a protected characteristic, rather than individual merit.

Examples of conduct that can constitute discrimination if based on an individual's protected characteristic include but are not limited to:

- Singling out or targeting an individual for different or less favorable treatment (e.g., more severe discipline, lower salary increase) because of their protected characteristic;
- Failing or refusing to hire or admit an individual because of their protected characteristic; or
- Terminating an individual from employment based on their protected characteristic.

Harassment Defined

Unwelcome conduct which is based on a protected category and has the purpose or effect of:

- Creating an intimidating, hostile, or offensive work environment;
- Unreasonably interfering with an individual's work performance; or
- Otherwise negatively affecting an individual's employment opportunities.

Examples include, but are not limited to, jokes, stereotypes, denigration, name calling, threats, visual displays, hazing, and segregation.

Sexual Harassment Defined

Includes unwelcome sexual advances, requests for sexual favors or any other verbal or physical conduct of a sexual nature when:

- Submission to sexual conduct or sexual communication is made an express or implied condition of obtaining or maintaining employment;

- Submission to or rejection of sexual conduct is used as a basis or factor in decisions affecting the employment of any personnel; or
- Sexual conduct or communication has the purpose or effect of interfering with an employee's duties, assignment or work performance, or creating an intimidating, hostile or offensive environment.

Examples include, but are not limited to:

- Suggestive comments and innuendo;
- Unwanted physical contact or advances;
- Repeated requests or pressure for "dates";
- Sexually suggestive messages of any kind via technology;
- Insults or verbal abuse of a sexual nature;
- Graphic verbal commentaries about an individual's body;
- Use of sexually degrading words or vulgar words of a sexual nature;
- Humor or jokes about sex or gender-specific traits;
- Display of sexually suggestive objects or pictures;
- Leering, whistling or suggestive sounds;
- Obscene gestures;
- Displaying pornographic materials and lewd photographs in common areas or via computer; and
- Prohibited touching with associated innuendoes (includes unwelcome touching of a sexual nature or intentional brushing of the body).

Complaint Procedure

The Township strongly urges the reporting of all perceived incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Further, such reports should be made at the earliest possible stage to prevent any harassing conduct from becoming severe or pervasive. If you believe you have experienced conduct that is contrary to the Township's policy or have concerns about such matters, you have an obligation to take advantage of this complaint procedure early by reporting the alleged conduct to your ***Department Head or the Human Resources Director***. If your concern or complaint is not resolved by these individuals within a reasonable period, you should address such concerns or file your complaint with the ***Township's Supervisor***.

No Retaliation

The Township prohibits retaliation against any individual who reports discrimination or harassment or against any individual who participates in an investigation of such reports, and treats all questions, concerns, and complaints seriously. Retaliatory action or conduct of any kind taken by an agent of the Township against an employee as a result of that employee having sought redress under this policy, or having provided information regarding a complaint, is strictly prohibited and shall be regarded as a separate and distinct violation of this policy, subjecting the offending employee to disciplinary action, up to and including discharge.

False Complaints

False and malicious complaints of harassment, discrimination, or retaliation, as opposed to complaints which are (even if erroneous) made in good faith, will also be the subject of appropriate disciplinary action.

Investigation Process

Any Department Head, supervisor, or employee within the Personnel Committee or Human Resources Department must respond appropriately and immediately to any report of harassment, discrimination, or retaliation that is received, or he or she must report such to another individual who is authorized to respond. Any of the above-referenced employees who receive a complaint and fail to take any necessary corrective action will also be subject to disciplinary action.

All reported allegations of harassment, discrimination, or retaliation will be investigated promptly, thoroughly, and impartially. The extent of the investigation will depend on the facts and circumstances involved, and may include interviews of the parties involved, and with individuals who may have observed the alleged conduct or have relevant knowledge. During the investigation, confidentiality will be maintained to the fullest extent possible, and disclosed only on a need-to-know basis.

Complaints Against Elected Officials by Staff

All complaints directed toward an elected official, which cannot be resolved with that person directly, will be turned over to the two elected officials serving on the Personnel Committee for further action. Those officials will determine an appropriate course of action, taking counsel from the Township Attorney, if deemed necessary. If the complaint is deemed valid, these officials will inform the Township Board.

Responsive Action

After the Township completes the investigation, it will determine whether this policy has been violated. If a violation has occurred, we will take action reasonably calculated to end the harassment and to prevent future misconduct. Such action may include disciplinary action, up to and including termination. In addition, the Township will notify the individual complaining and the alleged harasser about the resolution of the Complaint. The Township, except as required by law, has no obligation to provide a defense or to pay damages assessed against any team member or manager who has violated this policy.

The Township will document complaints, investigations, findings, recommendations, and corrective, preventive and disciplinary actions, and will keep this documentation confidential to the greatest extent possible and permitted by law.

APPENDIX B: DRUG-FREE AND ALCOHOL-FREE WORKPLACE POLICY

Purpose

The Township is committed to protecting the safety, health, and well-being of all employees and other individuals in our workplace. Recognizing that alcohol abuse and drug use pose a significant threat to those goals, we have established a policy that balances our respect for individuals with the need to maintain an alcohol- and drug-free environment.

Scope

All applicants and employees are covered by this policy whenever any employee is representing or conducting business for the Township.

Prohibited Behavior

It is a violation of our Drug-Free and Alcohol-Free Workplace Policy for any applicant or employee to:

- ▶ Work or report to work under the influence of alcohol or controlled substances. Employees are expected and required to report to work on time and in appropriate mental and physical condition for work.
- ▶ Operate any vehicle while conducting Township business under the influence of alcohol or controlled substances.
- ▶ Be in possession of alcohol or controlled substances, including marijuana, while on the premises or conducting Township business.
- ▶ Sell or distribute alcohol or controlled substances on the Township's premises or while conducting the Township's business off its premises.
- ▶ Test "positive" for alcohol or controlled substances or refuse to cooperate in connection with requested testing.
- ▶ Failing to adhere to the requirements of any drug or alcohol treatment or counseling program in which the employee is enrolled.
- ▶ Engage in any criminal activity involving alcohol or controlled substances.
- ▶ Failing to notify the Township of any arrest or conviction under any criminal drug statute within 2 days of the arrest or conviction.
- ▶ Failing to report to the office the use of a drug which may alter the employee's behavior or physical or mental ability or failure to keep prescribed medicine in its original container.
- ▶ Refusing to sign a statement agreeing to abide by the Township's Drug-Free and Alcohol-Free Workplace Policy.

Controlled Substances

As used in this policy, “**controlled substances**” include any drug that is illegal under federal or state law, or that is legally obtainable but that has not been legally obtained. The term also includes prescribed drugs which are not being used for the prescribed purpose or in the prescribed manner. Examples of controlled substances subject to this policy include, but are not limited to the following: marijuana, opiates, amphetamines, cocaine, crack, phencyclidine (PCP), narcotics, barbiturates, stimulants, and depressants.

Although marijuana is legal in the state of Michigan, employees and other individuals in our workplace may not possess marijuana on any Township property. Further, an employee’s possession of a “medical marijuana card” or similar documentation supporting the use of illegal drugs will not excuse or permit the manufacture, distribution, or use of illegal or unauthorized drugs or paraphernalia on Township property, or at a Township-sponsored activity.

Notification of Convictions

Employees are required to notify the Township of any criminal drug statute arrest or conviction for a violation occurring in the workplace no later than two days after such arrest or conviction. Within 30 days of receiving such notice, the Township will either: (1) take appropriate disciplinary action, up to and including termination of employment; or (2) require the employee to satisfactorily participate in a drug abuse assistance rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency. Each case will be evaluated on a case-by-case basis.

Testing

Employees may be required to submit to substance testing, including, but not limited to, urinalysis, blood, breath, hair, or similar tests under the following circumstances:

- ▶ **Pre-Employment:** Pre-employment testing will take place after a conditional job offer has been extended. The testing will be paid for by the Township and must be completed before the new employee begins work with the Township. The designated drug testing location will be chosen by the Township. Post-offer applicants who test positive for illicit drugs or alcohol may have their job offer rescinded.
- ▶ **Post-Accident or Incident Testing:** Employees involved in accidents or injuries on the job may be required to submit to a post-accident drug and alcohol test if the Township has good reason to believe that drug or alcohol use may have contributed to the accident. This includes testing all employees whose conduct could have contributed to the incident, not just employees who reported injuries. There will be no retaliation for employees who report an injury or illness
- ▶ **Reasonable Suspicion:** Employees may be subject to drug testing based on a belief by the Township that an employee is using or has used drugs or alcohol in violation of this policy, such as when there is a reasonable suspicion of alcohol or drug impairment.
- ▶ **Random:** Employees may also be subject to unannounced, random testing.
- ▶ **Return to Work:** Employees who return to work after a disciplinary layoff or any inactive period of 30 days or more may be subject to immediate testing upon returning to work.

The Township will determine how to deal with a positive drug test result on a case-by-case basis.

Employees or job applicants who refuse to undergo a drug or alcohol test, fail to cooperate fully, or substitute or adulterate any sample related to his or her drug or alcohol testing will be considered to have received a “positive” result and will be subject to appropriate disciplinary action, up to and including termination of employment or revocation of a prior employment offer.

Medical Guidelines

Employees are expected to manage potential impairment during working hours due to the legitimate use of medications. There are numerous over-the-counter and prescription drugs that may negatively impact safe work performance. Therefore, employees are expected to consult with their personal physician or other health care professional to determine if use of such medication will have any potential negative impact on safe job performance. Use of medication that may pose a threat to workplace safety must be discussed with the employee’s direct supervisor or the Township Supervisor.

Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked. Employees should not, however, disclose to the Township the underlying medical conditions unless directed to do so.

Consequences for Violations of this Policy

If an employee violates this policy, he or she will be subject to discipline, up to and including termination of employment. Appropriate discipline will be administered on a case-by-case basis, and discipline with respect to one employee shall not be precedential to determining similar misconduct by another employee.

If an applicant violates this Policy, his or her conditional offer of employment may be withdrawn.

Further, an employee or job applicant will be subject to immediate discharge or rescission of his or her conditional offer of employment upon any of the following:

- ▶ Refusing to take a drug test;
- ▶ Failing to immediately report for a drug test once requested;
- ▶ Adulterating or diluting the specimen;
- ▶ Substituting the specimen with that from another person or sending an imposter; or
- ▶ Refusing to sign required forms related to this policy.

Substance Abuse Treatment Programs

Although the Township does not operate its own employee assistance program, employees should be aware that counseling and rehabilitation relative to drug abuse are available from many local sources. The Township encourages employees to voluntarily seek help for substance abuse problems before becoming subject to discipline or termination under this or other Township policies.

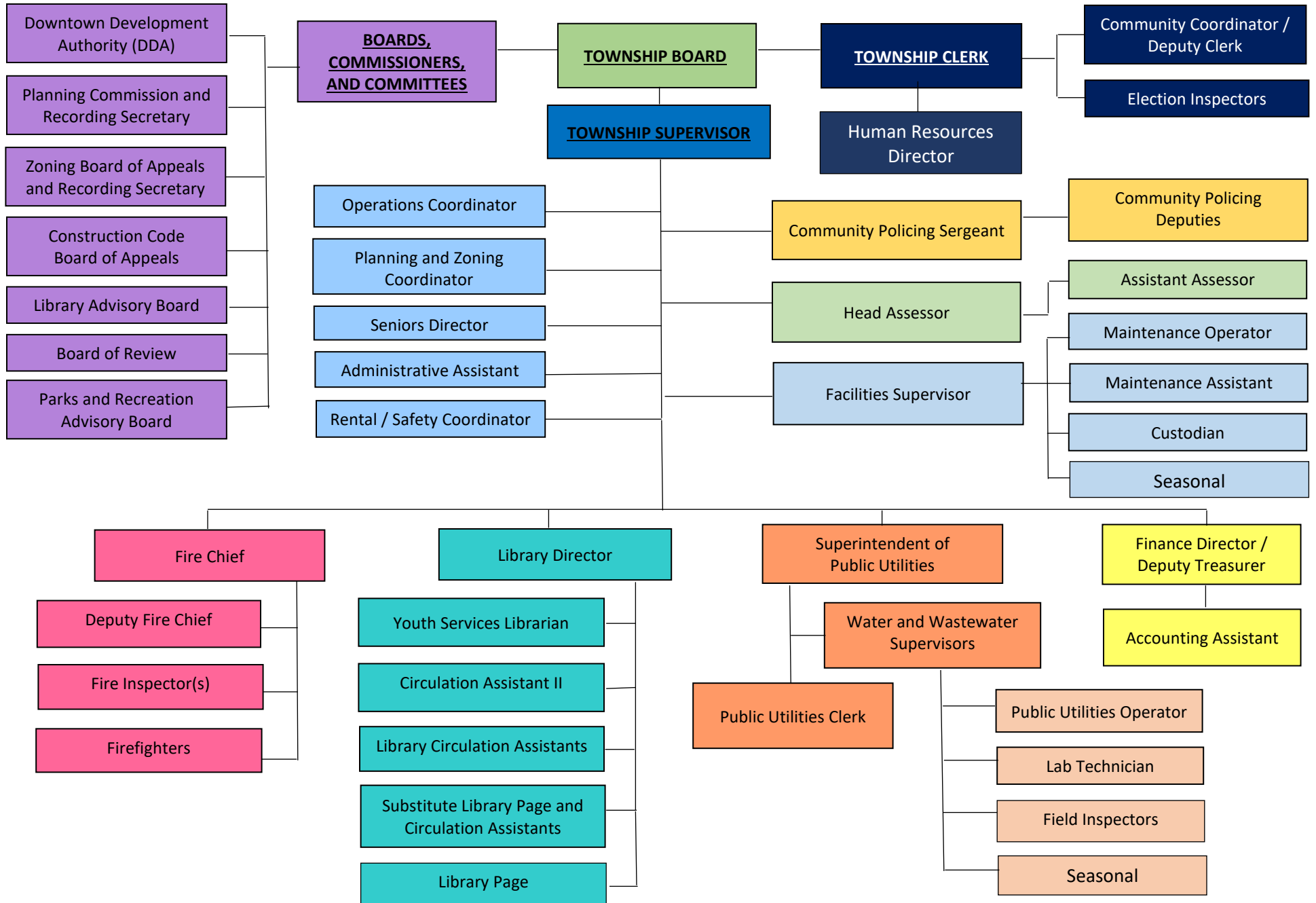
Confidentiality

All information received by the Township through the drug-free workplace program is confidential. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

APPENDIX C: TOWNSHIP ORGANIZATIONAL CHART

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ALLENDALE CHARTER TOWNSHIP ORGANIZATIONAL CHART



APPENDIX D: COMPUTER, EMAIL, AND INTERNET USAGE POLICY

Purpose

The Township recognizes that use of the Internet and e-mail is necessary in the workplace, and employees are encouraged to use the Internet and e-mail systems responsibly, as unacceptable use can place the Township and others at risk. This policy outlines the guidelines for acceptable use of the Township's technology, networks, and systems.

Scope

The Township has established the following guidelines for all employee, contractor, volunteer, or vendor use of the Township's technology and communications networks and systems, including the Internet and e-mail. All such use must be in an appropriate, ethical, and professional manner. This policy must be followed in conjunction with other Township policies governing appropriate workplace conduct and behavior.

Policy Statement

Confidentiality and Monitoring

All technology provided by the Township, including computer systems, communication networks, Township-related work records and other information stored electronically, is the property of the Township and not the user. In general, use of the Township's technology systems and electronic communications should be job-related and not for personal convenience. The Township reserves the right to examine, monitor and regulate e-mail and other electronic communications, directories, files and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite. Users should not have any expectation of privacy regarding the web sites accessed or information stored on a Township computer. The users to whom the Township computer or email account is assigned shall be responsible for any activity conducted on that computer or email account.

Internal and external e-mail, voice mail, text messages and other electronic communications are considered business records and may be subject to discovery in the event of litigation. Users must be aware of this possibility when communicating electronically within and outside the Township.

Appropriate Use

Users of Township computers and email accounts are expected to adhere to the following standards.

- 1) Township computers and e-mail accounts may not be used to access sexually explicit websites or to transmit any sexually explicit content.
- 2) Township computers and email accounts may not be used for any illegal or unacceptable purposes. Examples of unacceptable purposes include, but are not limited to, destruction of or damage to equipment, software, or data; disruption or unauthorized monitoring of electronic communications; unauthorized copying of copyright protected material; fraudulent, harassing, obscene, abusive, profane, or offensive messaging; libeling or slandering other users; or anything that would violate any other provisions in this Handbook.

- 3) Users of Township computers and email accounts shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other Township employees.
- 4) In general, users will treat information stored on Township computers and in Township email accounts as confidential, to the extent allowed by law.
- 5) Computer accounts, passwords, and other types of authorization that are assigned to individual users should not be shared with others, to the extent allowed by law. Users shall not represent themselves as another user. If an employee is unable to log into or access their accounts, they must reach out to the Township's IT contractor or system administrator for assistance.
- 6) The Township prohibits the unauthorized use of computer software. Users must refrain from making or using unauthorized copies of software programs. Users may not install or run outside software unless approved by the Township Supervisor. All outside software or documents must be virus scanned before being installed or run-on Township equipment.
- 7) Computers and email accounts must be used in accordance with ethical standards. Examples of unacceptable use (some of which may have legal consequences) include, but are not limited to, violation of computer system security; unauthorized use of computer accounts, access codes, or network identification as assigned to others; violation of software license agreements; and violation of network usage policies and regulations.
- 8) Limited personal use of Township computers and Township email addresses is permitted but should be done during lunch or break periods. Online game playing, however, is prohibited. Users are also prohibited from using Township email addresses to register on social media sites.
- 9) All Township business conducted via email must be conducted through the Township supplied email addresses to ensure proper retention and retrieval of communications.
- 10) All Township emails must be saved in accordance with the Township's record retention plan for Freedom of Information requests. For any questions on the retention plan, please contact the FOIA Coordinator.
- 11) Users must exercise extreme caution when creating or transmitting Township information. Information should not be transmitted to individuals who are not authorized to receive it. If a breach occurs, the user must alert the appropriate Department Head immediately.
- 12) Township computers and email addresses may not be used to solicit or promote commercial ventures, religious or political causes, or outside organizations, unless authorized by the Township Board.

Adopted Date:	
Revision Date(s):	
Department:	Township Office

Scope

This Addendum sets forth policies that are specifically applicable to employees working in the Township's Office. To the extent that a policy is outlined in this addendum, the addendum policy is intended to either supplement or supersede the policy as listed in the Township's Employee Handbook (the "**Employee Handbook**"). Where a policy replaces a policy in the Township's Employee Handbook, it is noted. If a policy in the Employee Handbook conflicts with a policy in this addendum, Township Office employees should follow the addendum policy.

WORK SCHEDULES **(Supplements Main Handbook Policy, Section 5.1)**

Office employees are scheduled for coverage Monday through Friday, from 8:00 a.m. to 5:00 p.m.

LUNCH AND REST BREAKS **(Supplements Main Handbook Policy, Section 5.4)**

Full-time office employees who are scheduled to work a shift of at least 8 hours will receive a one-hour unpaid lunch period. Hourly employees must clock out for each lunch period and refrain from performing any work during that time. If an employee's meal period is interrupted due to job requirements, he or she must inform his or her Department Head on the same date as the interrupted meal period.

In addition to a lunch break, the Township also encourages such employees to enjoy a 15-minute paid break period for each 4 hours of work.

Adopted Date:	
Revision Date(s):	
Department:	Fire Department

Scope

This Addendum sets forth policies that are specifically applicable to employees working in the Township's Fire Department. To the extent that a policy is outlined in this addendum, the addendum policy is intended to either supplement or supersede the policy as listed in the Township's Employee Handbook (the "**Employee Handbook**"). Where a policy replaces a policy in the Township's Employee Handbook, it is noted. If a policy in the Employee Handbook conflicts with a policy in this addendum, Township Fire Department employees should follow the addendum policy.

WORK SCHEDULES **(Supplements Main Handbook Policy, Section 5.1)**

Full-time Fire Department personnel regularly work twelve-hour shifts to provide coverage from 6:00 a.m. to 6:00 p.m. Monday through Friday. The work week consists of thirty-six (36), thirty-six (36) and forty-eight (48) hour work weeks in rotation, and as determined by the Fire Chief.

Work hours and schedules may be altered in accordance with job responsibilities or by the Fire Chief as deemed necessary. For example:

Week 1: 36 hours consisting of (3) 12-hour shifts

Week 2: 36 hours consisting of (3) 12-hour shifts

Week 3: 48 hours consisting of (4) 12-hour shifts

LUNCH AND REST BREAKS **(Supplements Main Handbook Policy, Section 5.4)**

Full-time Fire Department personnel are encouraged to take up to a one-hour total paid break during their regular 12-hour shift; however, they are not required to clock out for their lunch period as the job requires them to be available to respond to emergencies. In addition to a lunch break, the Township also encourages such employees to enjoy a 15-minute paid break period for each 4 hours of work.

COMPUTING OVERTIME PAY **(Supplements Main Handbook Policy, Section 7.4)**

In addition to receiving time and a half for all hours worked over 40 hours in a regular work week, the Township has chosen to pay all non-exempt, full-time firefighters 1 ½ times their regular rate of pay for all hours worked in excess of their regular 12-hour shift regardless of if they are over their overtime threshold. Eligible full-time firefighter timecards will be monitored by the Fire Chief and overtime will be paid in their regular bi-weekly paychecks.

Pursuant to Section 7(k) of the FLSA, the Township has adopted a 28-day work period for purposes of determining overtime pay for its paid-on-call firefighters. Pursuant to this policy, all paid-on-call firefighters are required to keep track of their time via the reporting mechanism specified by the Fire Chief and turn their time in at the end of each monthly pay period for processing. In accordance with Section 7(k) of the FLSA and this policy, all paid-on-call firefighters will receive overtime at the rate of 1 ½ times their regular hourly rate for all hours worked after 212 hours in a 28-day work period. This rule applies to paid-on-call firefighters who do not work in a full-time role at the Township.

Adopted Date:	
Revision Date(s):	
Department:	Maintenance; Public Utilities

Scope

This Addendum sets forth policies that are specifically applicable to employees working in the Township's Maintenance and Public Utilities Departments. To the extent that a policy is outlined in this addendum, the addendum policy is intended to either supplement or supersede the policy as listed in the Township's Employee Handbook (the "**Employee Handbook**"). Where a policy replaces a policy in the Township's Employee Handbook, it is noted. If a policy in the Employee Handbook conflicts with a policy in this addendum, Maintenance and Public Utilities department employees should follow the addendum policy.

WORK SCHEDULES

(Supplements Main Handbook Policy, Section 5.1)

Hours are determined by the Department Head based on department needs and communicated to employees in advance when possible.

LUNCH AND REST BREAKS

(Supplements Main Handbook Policy, Section 5.4)

Hours are determined by the Department Head based on department needs and communicated to employees in advance when possible. Full-time employees in the Maintenance or Public Utilities Departments working an 8-hour shift will receive a 30-minute unpaid lunch period.

In addition to a lunch break, the Township also encourages such employees to enjoy a 15-minute paid break period for each 4 hours of work, to be scheduled at the Department Head's discretion.

COMPUTING OVERTIME PAY

(Supplements Main Handbook Policy, Section 7.4)

The Public Utilities Department is required to work 7 days a week due to required laboratory testing and on-call time for emergencies. Public Utilities Operators share the responsibility of working weekends on a rotating basis, and typically work a 6-hour shift on both Saturday and Sunday. The employee working on Saturday and/or Sunday would receive the specified contract rate for up to 12 hours of that time. This rate is set by the Superintendent of Public Utilities, and may be higher than the employee's overtime rate, but must be at least equal to their overtime rate. Any time an Operator is on-call and has performed work outside of the specified 12 hours of contract time, the Operator would receive time and a half their normal rate.

Operators who have been trained and begin working the on-call rotation will receive a one (1) dollar per hour increase to their base pay. If an employee stops working the on-call rotation, the one (1) dollar per hour on-call compensation will be removed from their base pay.

Any time an Operator physically responds to an emergency, they will receive at least one (1) hour of pay at one and a half times their base rate regardless of the time spent at the emergency. If the Operator spends more than one hour at the emergency, they continue earning their overtime rate for the duration of the time worked.

If an Operator has reported for an emergency and their regular shift begins while they are on-site for the emergency, they would be paid time and a half for all hours up to their regular start time and then go to their regular rate of pay at the start of their regular shift.

If other non-exempt Public Utilities employees are required to assist with the emergency, they would also receive time and a half their regular rate for reporting to the emergency.

Adopted Date:	
Revision Date(s):	
Department:	Township Library

Scope

This Addendum sets forth policies that are specifically applicable to employees working in the Township's Library. To the extent that a policy is outlined in this addendum, the addendum policy is intended to either supplement or supersede the policy as listed in the Township's Employee Handbook (the "Employee Handbook"). Where a policy replaces a policy in the Township's Employee Handbook, it is noted. If a policy in the Employee Handbook conflicts with a policy in this addendum, Township Library employees should follow the addendum policy.

WORK SCHEDULES **(Supplements Main Handbook Policy, Section 5.1)**

Library hours vary and are posted on the Library website, <http://www.allendalelibrary.org/>. The Library Director will schedule employees for adequate coverage based on the programs and events at the Library. The schedule will be posted in advance whenever possible.

LUNCH AND REST BREAKS **(Supplements Main Handbook Policy, Section 5.4)**

Library hours vary and are posted on the Library website. The Library Director will schedule employees for adequate coverage based on the programs and events at the Library. The schedule will be posted in advance whenever possible and the Director will arrange for breaks and/or 30-minute unpaid lunch period when applicable. In addition to a lunch break, the Township also encourages Library employees to enjoy a 15-minute paid break period for each 4 hours of work, to be scheduled at the Library Director's discretion.



ACKNOWLEDGMENT AND ACCEPTANCE OF EMPLOYEE HANDBOOK

I, _____, acknowledge that I have received, read, and understand the Allendale Charter Township Employee Handbook, including its attached appendices and addendums (collectively, the “**Employee Handbook**”). I understand that the Employee Handbook, and all other Township policies and guidelines, are subject to revisions, alteration, amendment, modification or change by the Township from time to time, with or without advance notice. I further acknowledge, understand, and agree that:

Please initial each line:

- _____ My employment with the Township is voluntary and is not for a specific period of time. I am an “at-will” employee, unless I have entered into a separate written employment contract with the Township for a specified period of employment, signed by the Township’s Supervisor. **The Employee Handbook does not constitute an employment contract.**
- _____ I have the right to terminate my employment “at-will” with the Township at any time, with or without notice, and with or without reason or cause. Similarly, the Township has the right to terminate my employment “at-will” at any time, with or without notice, and with or without reason or cause.
- _____ The Township has the exclusive right and authority to revise, alter, amend, modify, or change the provisions of the Employee Handbook at any time.
- _____ An electronic copy of the Employee Handbook is available to me upon request.
- _____ It is my responsibility to read, review, and comply with the Employee Handbook and any revisions, alterations, amendments, modifications or other changes to it.
- _____ The Township may maintain other policies, conditions, and guidelines that are applicable to my employment in addition to those set forth in the Employee Handbook, including but not limited to the detailed policies and procedures as identified in the Township’s **Policies and Procedures Manual**, which is available to me electronically and may elaborate or clarify some of the procedures in the Employee Handbook.
- _____ I agree to return all printed copies of the Employee Handbook upon separation.
- _____ It is my responsibility to consult the Human Resources Department or my direct supervisor if I do not understand a provision of the Employee Handbook.

I have read, understand, and agree to all the above.

Employee Signature

Print Name

Date

For HR Department Use Only:

Received by: _____

Position: _____

Date: _____



**EMPLOYEE ACKNOWLEDGMENT AND ACCEPTANCE
OF ANTI-HARASSMENT AND NON-DISCRIMINATION
POLICY AND TRAINING**

I, _____, am an employee of Allendale Charter Township (the “**Township**”) and acknowledge that I have received a copy of and understand the Township’s Anti-Harassment and Non-Discrimination Policy (the “**Policy**”) prohibiting harassment and discrimination in the workplace. I further acknowledge that I am expected to abide by the Policy at all times during my employment. I understand that any failure to abide by the Policy may constitute misconduct connected with my employment, and shall subject me to discipline up to, and including, termination of my employment.

I further acknowledge that I attended a training seminar regarding the prevention of harassment and discrimination in the workplace. I understand and acknowledge that this training was presented by the Township in its effort to continuously prevent any harassing and discriminatory behavior and to maintain a professional and productive work environment.

I specifically acknowledge and agree that I will report any inappropriate or questionable behavior that I witness or experience in accordance with the Township’s Policy. I understand that the Township will not retaliate against me for making good faith reports or complaints, or participating in any investigations conducted, under this Policy.

I understand and agree that this Acknowledgment does not constitute a contract of employment for any specified period of time.

By signing below, I further affirm that I have read the Policy in its entirety, understand it, had an opportunity to have any questions I may have answered by the Township’s management, and that I agree to comply with the Policy at all times throughout my employment with the Township.

Employee Signature

Print Name

Date

For HR Department Use Only:

Received by: _____
Position: _____
Date: _____



**EMPLOYEE ACKNOWLEDGMENT AND ACCEPTANCE
OF DRUG-FREE AND ALCOHOL-FREE WORKPLACE
POLICY AND TRAINING**

I, _____, am an employee of Allendale Charter Township (the “**Township**”) and acknowledge that I have received a copy of and understand the Township’s Drug-Free and Alcohol-Free Workplace Policy (the “**Policy**”) prohibiting drugs and alcohol possession and use in the workplace. I further acknowledge that I am expected to abide by the Policy at all times during my employment. I understand that any failure to abide by the Policy may constitute misconduct connected with my employment, and shall subject me to discipline up to, and including, termination of my employment.

I acknowledge that I must report for work in a fit condition to perform my duties.

I further acknowledge that I am subject to alcohol and drug testing at various times throughout my employment with the Township, including randomly and upon reasonable suspicion.

I further acknowledge that I am required to notify the Township of any arrest or conviction under any criminal drug statute within 2 days of the arrest or conviction.

In accordance with the Township’s Policy, I certify that as a condition of my employment, I do not currently use illegal drugs.

I understand and agree that this Acknowledgment does not constitute a contract of employment for any specified period of time.

By signing below, I further affirm that I have read the Policy in its entirety, understand it, had an opportunity to have any questions I may have answered by the Township’s management, and that I agree to comply with the Policy at all times throughout my employment with the Township.

Employee Signature

Print Name

Date

For HR Department Use Only:

Received by: _____

Position: _____

Date: _____

EMPLOYEE INFORMATION			
Last Name	First Name	M.I.	Employee I.D. Number
Home Address (Number and Street)	City	State	Zip Code
Work Phone	Home Phone	Dept.	Job Title
Email Address	Immediate Supervisor	Supervisor Work Phone	
DESIGNATED VEHICLE INFORMATION			
Make	Model	Color	Year
VIN	License Plate Number	Mileage	Number of Key Fobs Provided
AGREEMENT TERMS AND CONDITIONS			
<p>1. I acknowledge that I have received the vehicle designated above for use during my employment with Allendale Charter Township (the "Township"), and that the vehicle was received by me in good working condition, free from any damage or defect.</p> <p>2. I acknowledge that while I am working for the Township, I will take proper care of the vehicle, and that I will only use it for work-related purposes. Further, I agree to operate the vehicle above, and any other Township-owned vehicle or equipment, according to the following guidelines:</p> <ul style="list-style-type: none">(a) I will not use a cell phone or other handheld device unless it is equipped with a hands-free accessory that permits safe and lawful operation of the vehicle. At no time will I engage in text messaging, emailing, or internet browsing while operating a Township vehicle or equipment.(b) I understand that I must maintain a valid Michigan state driver's license at all times while operating a vehicle for the Township.(c) I will immediately notify my supervisor and the Human Resources Department of any citations received while operating a Township vehicle.(d) I will also immediately notify my supervisor and the Human Resources Department of any license suspensions, revocations, serious accidents or offenses, or any other condition that may affect my ability to drive a Township vehicle (or my own vehicle if I am required to drive it for work-related purposes) after I am hired.(e) I agree to follow generally accepted safe driving practices and obey all traffic regulations.(f) I will ensure that all occupants of the vehicle are properly wearing safety belts while the vehicle is in motion.(g) I understand that I am responsible for ensuring that the vehicle is properly maintained and kept clean. This includes having the vehicle serviced at regular service intervals by a qualified mechanic. The Township will provide reimbursement for the cost of the vehicle maintenance, except that which falls under the category of employee misuse or illegal activities.(h) I agree to operate the vehicle in such a manner that will not expose the Township to any out of the ordinary liability or risk.(i) I understand that Township owned vehicles may not be used for family vacations.(j) I understand and agree that I am financially responsible for any parking or traffic violations while operating a Township-owned vehicle.(k) I understand and agree that I will be responsible to pay any deductible in the event an accident is deemed avoidable (i.e., that I am at fault).			

- (l) I will immediately report any accident, theft, or malicious damage involving a Township vehicle to my supervisor and the Human Resources Department, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible, but no later than 12 hours after the incident. I will cooperate fully with authorities in the event of an accident. However, I understand that I should make no voluntary statement other than in reply to questions of investigating officers.
 - (m) I will not make any modifications or add equipment to any Township-owned vehicles.
 - (n) I understand that Township vehicles are not to be loaned to any employees who are not allowed to operate Township vehicles.
 - (o) I understand that non-employees are not allowed to operate a Township vehicle.
 - (p) I will not allow a hitchhiker to enter a Township vehicle.
 - (q) I understand that towing of mobile homes and travel trailers with a Township vehicle is prohibited.
 - (r) I will park the vehicle in a safe and legal area, off public roadways.
 - (s) I understand that the use of alcohol or controlled substances prior to and during operation of any Township vehicle, or in a personal vehicle while performing work-related duties, is strictly prohibited.
 - (t) I understand that any hazardous substance, chemicals, or dangerous goods (as defined by law) are prohibited from being carried in a Township vehicle.
3. I authorize the Township to check my driving record prior to hire and to check it periodically thereafter. I understand that the Township will use this information for employment purposes only and will not furnish this information to a third party without my written consent.
 4. I understand that failure to safeguard the Township's vehicle assigned to me may result in disciplinary action, up to and including termination of my employment.
 5. In the event that I leave my position with the Township, for any reason, including temporary leave, it is my responsibility to immediately return the vehicle, along with any driving logs, reimbursement receipts, and keys, to the Township's management, no later than 24 hours of my exit.
 6. I understand that my failure to return the vehicle and keys immediately, or at some other date and time as mutually agreed upon between myself and the Township, will be considered theft and may lead to civil or criminal prosecution against me.
 7. I understand that if I fail to return the Township's vehicle and keys by the return due date, or if I return the vehicle and equipment damaged, the cost of repair or replacement will be immediately due and payable by me to the Township. In such event, the Township is authorized to make deductions from my final pay where and to the extent permitted by law. Where such deductions are not permissible and legal action is necessary, I authorize the Township to institute legal action against me, which may include the Township seeking all legal and/or equitable remedies. In such event, I understand and agree that I am solely responsible for all fees and costs incurred by the Township in seeking return of its property and/or the cost of repair or replacement, which may include interest, late fees, and its actual attorney's fees, all in an amount to be determined by the court. Any judgment entered in such action shall include a specific provision authorizing the recovery of attorney's fees and costs incurred in enforcing such judgment.
 8. The validity, construction, and interpretation of this Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, exclusive of any applicable conflict of law provisions
 9. The parties hereby consent and agree that all suits, actions, or proceedings directly or indirectly arising out of or relating to this Agreement shall be brought in a state or federal court of competent jurisdiction in Michigan. The parties further consent and agree to the personal jurisdiction of the state and/or federal courts located in Ottawa County, Michigan, and waive any objection or defense claiming lack of jurisdiction or improper venue in any action brought in such courts.
 10. Nothing contained in this Agreement shall be construed to require the commission of any act contrary to law, and whenever there is any conflict between any provision of this Agreement and any statute, law, ordinance or regulations, the statute, law, ordinance or regulation shall prevail. In such event, and in any case in which any provision of this Agreement is determined to be in violation of a statute, law, ordinance or regulation, the affected provision(s) shall be limited only to the extent necessary to bring it within the requirements of the law and, insofar as possible under the circumstances, to carry out the purposes of this Agreement. The other provisions of this Agreement shall remain in full force and effect, and the invalidity or unenforceability of any provision hereof shall not affect the validity and enforceability of the other provisions of this Agreement.
 11. This Agreement may be amended or modified only by the written agreement of the parties hereto.

ACKNOWLEDGMENT AND ACCEPTANCE

By signing below, I acknowledge that I have read, understand, and agree to comply with the above conditions authorizing me to drive a Township vehicle.

EMPLOYEE:

(Print Name)

(Signature)

(Date)

ALLENDALE CHARTER TOWNSHIP:

By:

(Print Name)

Its:

(Position)

(Signature)

(Date)

FOR HR DEPARTMENT USE ONLY:

Form Received by: _____

Date Vehicles/Equipment Provided: _____

____ / ____ / ____

Date Vehicles/Equipment Returned: _____

____ / ____ / ____

Vehicles/Equipment Received by: _____

Returned free from damage or defect? ☐ Yes ☐ No

If no, note damage or defect(s): _____

**EMPLOYEE TECHNOLOGY /
EQUIPMENT AGREEMENT**

EMPLOYEE INFORMATION			
Last Name	First Name	M.I.	Employee I.D. Number
Home Address (Number and Street)		City	State Zip Code
Work Phone	Home Phone	Dept.	Job Title
Email Address	Immediate Supervisor		Supervisor Work Phone
EQUIPMENT INFORMATION			
Make	Model	Serial No.	Additional Description
Make	Model	Serial No.	Additional Description
Make	Model	Serial No.	Additional Description
Make	Model	Serial No.	Additional Description
Make	Model	Serial No.	Additional Description
Make	Model	Serial No.	Additional Description
AGREEMENT TERMS AND CONDITIONS			
<p>1. I acknowledge that I have received the equipment identified above for use during my employment with Allendale Charter Township, Inc. (the "Township"), and that such equipment was received by me in good working condition, free from any damage or defect.</p> <p>2. I acknowledge that while I am working for the Township, I will take proper care of all Township-issued equipment that I am entrusted with (the "Equipment"), and that I will only use it for work-related purposes. In the event the Equipment becomes lost, damaged, or stolen, I will report it to the Human Resources Director within 24 hours of such loss, damage, or theft becoming known.</p> <p>3. I understand that failure to safeguard the Township's Equipment may result in disciplinary action, up to and including termination of my employment. Further, I understand that I may be held financially responsible for the entire cost of repair or replacement of such Equipment should it become lost, damaged, destroyed, or stolen while in my possession.</p> <p>4. I understand that once my employment with the Township ends, for whatever reason, it is my responsibility to return all Equipment assigned to me, in good working condition, immediately as directed by the Human Resources Director. Return of such Equipment must be made via personal delivery, or as otherwise mutually agreed to by the parties.</p> <p>5. I understand that if I fail to return the Township's Equipment by the return due date, or if I return the equipment damaged, the cost of repair or replacement will be immediately due and payable by me to the Township. In such event, the Township is authorized to make deductions from my final pay where and to the extent permitted by law. Where such deductions are not permissible and legal action is necessary, I authorize the Township to institute legal action against me, which may include the Township seeking all legal and/or equitable remedies. In such event, I understand and agree that I am solely responsible for all fees and costs incurred by the Township in seeking return of its Equipment and/or the cost of repair or replacement, which may include interest, late fees, and its actual attorney's fees, all in an amount to be determined by the court. Any judgment entered in such action shall include a specific provision authorizing the recovery of attorney's fees and costs incurred in enforcing such judgment.</p>			

6. I understand that my failure to return such Equipment by the time stated above, or at some other date and time as mutually agreed upon between myself and the Township, will be considered theft and may lead to civil or criminal prosecution against me.
7. The validity, construction, and interpretation of this Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, exclusive of any applicable conflict of law provisions
8. The parties hereby consent and agree that all suits, actions, or proceedings directly or indirectly arising out of or relating to this Agreement shall be brought in a state or federal court of competent jurisdiction in Michigan. The parties further consent and agree to the personal jurisdiction of the state and/or federal courts located in Ottawa County, Michigan, and waive any objection or defense claiming lack of jurisdiction or improper venue in any action brought in such courts.
9. Nothing contained in this Agreement shall be construed to require the commission of any act contrary to law, and whenever there is any conflict between any provision of this Agreement and any statute, law, ordinance or regulations, the statute, law, ordinance or regulation shall prevail. In such event, and in any case in which any provision of this Agreement is determined to be in violation of a statute, law, ordinance or regulation, the affected provision(s) shall be limited only to the extent necessary to bring it within the requirements of the law and, insofar as possible under the circumstances, to carry out the purposes of this Agreement. The other provisions of this Agreement shall remain in full force and effect, and the invalidity or unenforceability of any provision hereof shall not affect the validity and enforceability of the other provisions of this Agreement.
10. This Agreement may be amended or modified only by the written agreement of the parties hereto.

ACKNOWLEDGMENT AND ACCEPTANCE

By signing below, the parties to this Agreement acknowledge that Employee has received the Equipment described above in good working order, they have reviewed this Employee Technology/Equipment Agreement, and accept and will adhere to the terms and conditions set forth herein.

EMPLOYEE:

(Print Name)

(Signature)

(Date)

ALLENDALE CHARTER TOWNSHIP:

By:

(Print Name)

Its:

(Position)

(Signature)

(Date)

FOR HR DEPARTMENT USE ONLY:

Form Received by:

Date Equipment Assigned: ____/____/____

Equipment Due Date: ____/____/____

Date Equipment Returned: ____/____/____

Equipment Received by: _____

Was equipment returned free from damage or defect? ☐ Yes ☐ No

If no, note damage or defect(s):

Allendale

CHARTER TOWNSHIP

"Where community is more than just a concept!"

January 12, 2023

Township Board of Trustees:

In March of 2021, I presented a proposed hybrid job description for the Deputy Clerk/Community Coordinator roles. The vision of these job descriptions was to create a clerk's office that truly focuses on community being more than just a concept by changing the outlook of what citizens think of government organizations, specifically Allendale Charter Township. During this request, I outlined numerous benefits this role would bring. Some of the examples provided were: increased availability, enhanced and streamlined election processes, increasing exceptional customer service, and improved transparency. On March 22, 2021, action items BOT 21-047 and BOT 21-048 approved the proposed job description and salaries for the hybrid roles.

When the proposed role was introduced, I did indicate that it would be an evolving role that would require reexamination to ensure the job responsibilities and compensation were appropriate. After evaluating the past 23 months of activities, responsibilities, and extensive research, I feel that an adjustment is in order. Ms. Szymanski has far exceeded the entry level expectations of the roles and responsibilities. She has assumed lead roles, rather than supporting roles in many of the job duties. Her level of experience far exceeds the minimum expectations. In addition, comparable research reveals her compensation should be adjusted to align with similar roles in the job markets.

I am requesting the following:

To increase the annual salary of Elizabeth Szymanski to \$52,000.00 effective February 13, 2023. Ms. Szymanski will remain eligible for the 2023-year end wage increase as determined by performance review processes as outlined by the board. It should be noted that this requested pay increase still aligns with the wage range as defined by Pontifex.

Thank you for considering this much needed wage adjustment.

Sincerely,



Jody Hansen
Allendale Township Clerk