

**TOWNSHIP OF SCIO
WASHTENAW COUNTY, MICHIGAN
RESOLUTION #2025-13**

To Modify the Employee Handbook and Designate Board Liaisons to Management

At a Regular Meeting of the Township Board of Scio Township, Washtenaw County, Michigan held at the Scio Township Hall, 827 N Zeeb Road, in said Township on March 11, 2025, at 7:00pm.

Members Present: Brant, Knol, Reiser, Kerry, Yaple, Flintoft, Read

Members Absent: None

The following preamble and resolution were offered by Reiser and supported by Read.

WHEREAS, the Scio Township Employee Handbook (last amended January 28, 2025) contemplates a Personnel Committee to manage issues related to Township personnel; and,

WHEREAS, the Handbook Section 5 states "As the Employer, Scio Township has the sole and exclusive right to manage and operate the Township in all its operations and activities, including all issues relating to Township personnel. Township personnel policies will be implemented through the Township Chief Administrative Officer and various Department Heads in conjunction with the Personnel Committee. The Personnel Committee generally reviews and suggests policies or changes to policies; reviews and makes salary recommendations; oversees employee relations activities and participates in problem solving procedures described elsewhere in this Handbook."; and,

WHEREAS, the operations of Scio Township have grown, and the Township now employs an Office Coordinator and Human Resources Manager and is hiring a Director of Operations, all of whom report directly to the Board of Trustees; and,

WHEREAS, the Township Board has determined that having designed official(s) that perform some functions of a Personnel Committee would benefit the Township and its employees.

NOW THEREFORE BE IT RESOLVED, the Scio Township Employee Handbook Section 5. is retitled to "Management Rights – Board Liaisons to Management and replaced in full with, "As the Employer, Scio Township has the sole and exclusive right to manage and operate the Township in all its operations and activities including all issues relating to Township personnel. At the request of the Office Coordinator, Director of Operations, or Human Resources Manager, the Board Liaisons may provide guidance on concerns, or questions related to employees including, but not limited to: attendance, performance, conduct and job duties. Board Liaisons to Management may participate in problem solving with the Office Coordinator, Director of Operations, or Human Resources Manager. Board Liaisons may collect information for policies and may act as a sounding board for Human Resources Manager, Director of Operations, or Office Coordinator. Board Liaisons to Management are not delegated additional authority beyond what is set forth in Township policy and law.

NOW THEREFORE BE IT FURTHER RESOLVED, that Section 39, Education Assistance subparagraphs 1, 2 and 3, are revised to read,

1. A written request for approval shall be addressed to the respective department head, at least sixty (60) days prior to enrollment. The request must include as much information about the class(es) as possible, including a course outline and an estimate of monetary assistance sought.
2. If appropriate, the department head may recommend the requested educational assistance by submitting the recommendation and all supporting materials to the Director of Operations and Office Coordinator.
3. The Director of Operations and/or Office Coordinator shall have the authority to approve educational assistance for requests that are one thousand dollars (\$1,000) per year, or less. Requests in excess of \$1,000 per year require approval of the Township Board.

NOW THEREFORE BE IT FINALLY RESOLVED that section 53 is amended to delete the requirement that any amendment to the Employee Handbook has to be approved by the Personnel Committee.

BE IT FINALLY RESOLVED, Treasurer Yapple is appointed as Board Liaison to Management, through November 20, 2028 unless and until future action by the Board of Trustees.

ROLL CALL VOTE:

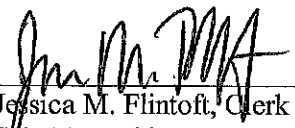
YES: Brant, Knol, Reiser, Read, Yapple, Kerry, Flintoft

NO: None

ABSENT: None

ABSTAIN: None

RESOLUTION DECLARED ADOPTED.

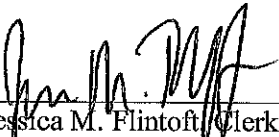


Jessica M. Flintoft, Clerk
Scio Township

DATED: March 11, 2025

CERTIFICATE

I, Jessica Flintoft, hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of Scio Township, County of Washtenaw, State of Michigan, at a Regular Meeting held on March 11, 2025 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.



Jessica M. Flintoft, Clerk
Scio Township

DATED: March 11, 2025