

**SCIO TOWNSHIP  
EMPLOYEE HANDBOOK**

# Scio Township Employee Handbook

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# Scio Township Employee Handbook

## **1. WELCOME**

Scio Township firmly believes that you, as an employee, are an important member of the Scio Township Team, which over the years has enjoyed an enviable tradition of service, courtesy, integrity and opportunity. We expect that by continuing to work together in understanding and confidence, we will continue to provide the highest measure of service to the public.

This handbook is intended to acquaint you with the personnel policies of Scio Township. You should read it carefully and keep it available for ready reference. If your questions are not answered in the following pages, please feel free to contact your Department Head or the Township Chief Administrative Officer.

Scio Township welcomes you with the hope that your employment will be satisfying, rewarding and long lasting.

## **2. INTRODUCTION**

The information contained in this handbook may not cover every situation that arises. Likewise, changing circumstances may require the Township to revise from time to time the personnel rules and regulations contained in this handbook. Accordingly, you should understand that nothing contained in this handbook shall limit or prevent future changes in the Township's policies or procedures, nor shall this handbook constitute an employment agreement. On September 24, 2008, the Scio Township Board of Trustees passed a motion adopting a just cause standard for the discharge of any non-elected employee. If a conflict exists between this handbook and any contract of employment, the terms of the contract of employment prevail.

## **3. NOTE:**

Full-time firefighters in Scio Township are represented by the Scio Township Professional Firefighters Union, IAFF Local 4891. To the extent that their collective bargaining agreement conflicts with this handbook, the collective bargaining agreement prevails. Where the collective bargaining agreement is silent on a particular issue, the policies in this handbook govern.

## **4. EQUAL EMPLOYMENT OPPORTUNITIES**

It is the policy of Scio Township to grant equal employment opportunities to all qualified persons in accordance with state and federal anti-discrimination laws. Scio Township will provide equal opportunity in employment, promotion, wages, benefits and all other terms and conditions of employment.

## **5. MANAGEMENT RIGHTS – BOARD LIAISONS TO MANAGEMENT**

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, Operations Director, 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, Operations Director, or Human Resources Manager. Board Liaisons may collect information for policies and may act as a sounding board for Human Resources Manager, Operations Director, or Office Coordinator. The Board of Trustees has delegated its authority jointly to the Office Coordinator, Operations Director, Human Resources Manager, and Board Liaison(s) to Management to make final determinations on any requests for visas based on employment with the Township. Board Liaisons to Management are not delegated additional authority

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beyond what is set forth in Township policy and law.

## 6. EMPLOYMENT STATUS

Scio Township hires employees to fill full-time, part-time, and seasonal or temporary positions.

- A **full-time** position is one in which the employee is scheduled to work forty (40) hours per week on a regular basis.
- A **permanent part-time** position is one in which the employee is scheduled to work a set number of hours per week on a regular basis. For purposes of the receipt of employment benefits, an employee in a permanent part-time position shall accrue Paid Time Off and Holiday Pay, prorated to number of hours/week for which position is budgeted. Also, they shall receive benefits as set forth in Section 33 Medical Insurance and Section 34 Retiree Medical Insurance. And, they shall receive benefits as set forth in Section 35 Dental Hearing and Vision, prorated to number of hours/week for which position is budgeted.
- A **seasonal** or **temporary** position is one in which the employee works a full or part-time schedule for a limited duration. Paid-on-call firefighters shall be included within this definition.

Unless otherwise indicated in this Handbook, seasonal and temporary positions are not eligible to receive the fringe benefits afforded permanent part-time and full-time positions. In no event shall any employee become a full-time or permanent part-time employee until the Township Board shall have approved such status.

## 7. EMPLOYMENT CLASSIFICATION

As required by federal law, employees are classified in one of two groups: either exempt employees or non-exempt employees.

1. **Exempt Employees:** Employees who are exempt from the minimum wage and overtime requirements of the Fair Labor Standards Act or who are excluded from the coverage of the Fair Labor Standards Act. The status of positions is evaluated on a position-by-position basis to identify those who qualify for an exemption from the minimum wage and overtime requirements as provided under the Fair Labor Standards Act.

Current examples of exempt employees include:

Assessor	Office Coordinator
Finance Director	Finance Manager
IT Director	Parks and Pathways Director
Fire Chief	Utilities Director
Township Manager/Administrator/Chief Administrative Officer	

The above-listed exempt positions are offered as examples of current exempt positions. These and other positions will be evaluated as needed to determine exempt status on a case-by-case basis as jobs and duties may change over time.

Also exempt as excluded from the coverage of the Fair Labor Standards Act are all Elected Officials and Appointees of Elected Officials, which currently include the Deputy Clerk and Deputy Treasurer.

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2. **Non-Exempt Employees:** Non-exempt employees are entitled to be paid at or above the applicable minimum wage, and also are entitled to be paid at time and one half of their regularly rate for all hours actually worked in excess of forty (40) hours in a work week. All overtime requires prior authorization from the employee's immediate supervisor. Working unapproved overtime subjects an employee to disciplinary action.

## 8. SENIORITY

Seniority is an employee's length of continuous service since the last date of hire. New full-time employees acquire seniority after successfully completing the introductory period and receiving Board approval, whereupon computation of seniority will relate back to the date of hire when employment commenced. An employee's seniority date will be the date of hire.

## 9. FILLING OF VACANCIES

The Township Board, on the advice of the Township Chief Administrative Officer and in consultation with the appropriate Department Head, shall determine whether or not any vacant full-time or part-time position will be filled. Situations from which the issue of nepotism might arise upon the hiring of a new employee are to be avoided.

Applications for employment will be submitted to the Township Chief Administrative Officer and placed on file with the Township Clerk. Although the Township will not limit its search for the best-qualified applicant, the Township will seriously consider promotion from within its ranks, and employees are encouraged to apply. All applicants shall accurately complete an employment application provided by the Township. The application shall become a part of the employee's permanent record. All information submitted on the application form is subject to verification. Applications will be reviewed and interviews conducted by the appropriate Department Head, the Township Chief Administrative Officer, elected officials and others as may be appropriate. Those involved in the interviewing process will select the applicant they believe best meets the needs of the Township.

For seasonal or temporary employees, the Township Chief Administrative Officer, in consultation with the appropriate Department Head, shall have the authority to select and discharge seasonal or temporary employees.

## 10. LAYOFFS

If it becomes necessary to layoff employees, the employee who has the least seniority in the affected department shall be laid off first. Notwithstanding any provision of this section, a junior employee may be retained if a senior employee remaining in the department does not presently have the necessary skill, ability, training, attendance, productivity or reliability to satisfactorily perform the required work and meet the required hours in the work schedule.

An employee shall lose all accumulated seniority if laid off for one year or for a period equal to the total length of seniority, whichever is less, for purposes of layoff and recall.

## 11. RECALLS

In the event that the work force is to be increased, any employees who have been laid off within the preceding twelve (12) months may be recalled at the discretion of the Township. Notwithstanding any provision of this section, a junior employee may be recalled if a senior employee does not presently have the necessary skill, ability, training, productivity or reliability to satisfactorily perform the required work and meet the required hours in the work schedule.

An employee who fails to report to work within five (5) working days after the date of receipt of notice

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of recall by certified mail, return receipt requested, shall be presumed to have given up any claim to re-employment. Actual receipt of the notice of recall by the laid-off employee is not a precondition to the Township's replacement of the laid-off employee, when no response has been received from the employee within the required time. If unusual circumstances prevent an employee from reporting, that employee should notify their Department Head promptly after receipt of the recall notice and prior to the notified date of return, so that other satisfactory arrangements may be made.

During the entire period of layoff, it is the employee's responsibility to keep Scio Township informed of the employee's current address, so as to assure receipt of any notice of recall.

## **12. INTRODUCTORY PERIOD**

All new employees will begin their employment with an introductory period. The introductory period is a time for an employee to decide whether to continue to work for the Township and a time for the Township to determine whether the employee can provide the level of performance required. The Township reserves the right to terminate an introductory employee's services at any time at its sole discretion, with or without cause and with or without prior notice.

The introductory period will last for ninety days of continuous employment beginning with the most recent date of hire, with the exception of paid-on-call firefighters, who are covered under their own department's policies in this regard. The introductory period may be extended for an additional ninety- days (90) by the Township Chief Administrative Officer, if the extension is necessary to fully evaluate an employee.

For temporary, seasonal, or part-time employees who are hired on a full-time basis, the introductory period shall begin on the date of commencement of full-time employment. For such employees, the length of the introductory period will be determined by the Township Chief Administrative Officer, taking into consideration the number of hours worked in the year previous to the date of full-time hire.

In order to remain employed at the Township, employees must demonstrate an interest in their work and exhibit the skills necessary to perform their assigned tasks. Employees will be evaluated primarily by daily observation and periodic conferences as required. At the conclusion of the introductory period, a conference will be held with the employee and the appropriate Department Head to discuss an evaluation of work performance during the introductory period. The Township Chief Administrative Officer, after consulting with the appropriate Department Head, shall have the power to hire or discharge an employee during the introductory period.

In no event shall any introductory employee be deemed to have completed the introductory period until the Township Board shall have approved such status.

## **13. WORK SCHEDULE**

The typical work schedule for regular full-time employees is eight (8) hours a day, five (5) days a week with each department staffed with at least one employee to cover those hours. The normal workday for Township employees is from 8:00 a.m. to 4:00 p.m., Monday through Friday, and includes a thirty (30) minute paid working lunch period, which is considered time worked for overtime purposes. The scheduling of a lunch period is a management responsibility. The normal workweek is forty (40) hours of work per week. However, the foregoing is not a guarantee by Scio Township of the amount of work in any day or week.

The Board of Trustees, based on the recommendation from the Township Manager, has the sole responsibility for establishing and maintaining the work schedule for the employees under their

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authority. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as the days involved in the workweek and variations in the total hours that may be scheduled each day and week. The Township Manager can authorize a temporary adjustment to the work schedule. The Township reserves the right to change the workdays or the starting and/or ending times of the workday. Whenever a change to an existing schedule is determined to be necessary, every effort will be made to provide advance notice (two or more weeks) to the employee with the understanding that there are circumstances that arise that do not always allow for advance notice.

Full-time employees are expected to work a full eight (8) hour day. Part-time employees as scheduled. When outside of the office during work, employees must keep the Township informed as to their whereabouts. This provision does not apply to fire or emergency personnel.

- Office & Appointed personnel - are expected to be at their work area/workstation(s) during the workday. Employees must account for their time when outside of the office for the conduct of official business, in an emergency situation, or on other matters of importance when approved by the immediate manager.
- Inspectors, Assessors, and Field personnel - will either be in their offices or conducting field work during their regularly scheduled working hours, and normally report to their offices at the beginning and end of each workday, when possible. The Department Head or their designee will be made aware of the whereabouts of personnel when not in the office.

*(Amended 7/24/2024)*

## 14. ABSENCES AND TARDINESS

It is important to the Township that employees report to work on time and work their scheduled hours. If an employee must be absent, their immediate supervisor should be notified before the start of the workday, so any scheduling problems may be taken care of. The employee's immediate supervisor, or in the alternative, the Township Chief Administrative Officer, must in any event be notified as soon as possible. Thereafter, the employee's immediate supervisor or Township Chief Administrative Officer must be notified every twenty-four (24) hours until the employee returns to work, unless the nature of the absence is such that an extended absence is probable and the immediate supervisor or Township Chief Administrative Officer is notified of the probable duration of such absence.

Unexcused absences and tardiness will not be tolerated and will be grounds for disciplinary action or discharge. In the event that an employee is absent for three consecutive days without notifying their immediate supervisor or the Township Chief Administrative Officer, the employee may be considered as having voluntarily terminated his/her employment.

## 15. PAY PERIOD

Paychecks are distributed every other Friday beginning Friday, September 30, 2022.

It is the employee's responsibility to have their time sheet accurately completed, signed, and given to their immediate supervisor on or before the Friday preceding the next paycheck date. Failure to turn in all paperwork on time may result in a delay in issuing a paycheck. Paychecks will be released to persons other than the employee only upon the authorization of the employee.

For any salaried employee who works only a portion of a pay period, for example a new employee or one terminating service, pay will be computed by calculating an hourly rate of pay based upon 2080 work hours per year, and then multiplying that hourly wage by the hours actually worked during the pay period.

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## 16. PAYROLL DEDUCTIONS AND DEPOSITS

Certain legal deductions are made from paychecks. Federal withholding tax is deducted in accordance with the number of exemptions claimed by an employee on the W-4 withholding exemption certificate that is on file in the office of the Finance Director. FICA tax and state income tax are also withheld as required by law, as well as the MERS contribution.

Direct deposit of your payroll check into a bank or credit union of your choice is available. Arrangements for this service may be made in writing with the Finance Director.

## 17. LONGEVITY PAY

Full-time employees, deputy clerk, deputy treasurer (except elected officials) are entitled to longevity pay equal to \$100.00 for each year of service, payable on their anniversary date.

## 18. HOLIDAYS

The Township offices will be closed, and each full-time employee will receive eight (8) hours of pay at their regular hourly rate, for the following holidays:

New Year's Day	Indigenous Peoples' Day
Martin Luther King Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Juneteenth Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	

Holidays that fall on a Saturday will be observed by the Township the preceding Friday. Holidays that fall on a Sunday will be observed by the Township on the following Monday. If the holiday cannot be observed as described above, the Township Manager will determine which day the holiday will be observed on.

Township offices close at noon on Good Friday and at 2:00 p.m. on New Years Eve. Full-time employees will receive 8 hours of pay on both Good Friday and New Years Eve. Employees who work a shift other than the established office hours will work a pro-rated portion of their shift on these days. Reasonable accommodation will be made for employees observing other religions or traditions.

A seasonal or temporary employee working a set schedule at least 24 hours a week will be eligible for holiday pay on the days the Township offices will be closed. Pay is based on scheduled hours at their regular hourly rate.

All full-time, regular Employees will receive two floating holidays (16 hours per calendar year), in addition to Scio Township's regular paid holidays. Floating holidays are available at the beginning of each calendar year for all current employees. A new employee hired before the end of the first half of the calendar year will receive two floating holidays upon hire; a new employee hired during the second half of the calendar year will receive one floating holiday upon hire. Floating holiday requests must be scheduled and approved in advance by the employee's immediate supervisor and must be used in increments of no less than one hour. Floating holidays will not be carried over to the next calendar year, nor may they be cashed out if not taken or paid upon termination of employment.

To be eligible for holiday pay, the employee must work both on his or her last scheduled work day before  
Last Amended on September 30, 2025

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the holiday and his or her first scheduled work day after the holiday. Failure to work either of these days will result in disqualification from holiday pay unless the employee has prior written permission or is on authorized paid time off. The Board retains the discretion to close the offices a day before or after a holiday designated herein, and for the purposes of this subparagraph, such additional day off shall be considered a “holiday” only for the purposes of determining eligibility for holiday pay under this section.

## 19. FLEX TIME and OVERTIME

### **Exempt Employees:**

Exempt employees are expected to work a reasonable number of hours in their regular work week in order to perform their duties. The Township may offer flexible scheduling, or flextime, when an exempt employee occasionally works in excess of forty (40) hours per week in order to perform their duties. At such times, exempt employees may flex their time within two (2) pay periods. The Township will only allow for flextime if a mutually workable schedule can be agreed to by the department director and Township Manager. Such arrangements will be made only when appropriate for efficient department operations and when in the best interest of the Township.

Any flextime not used within the two (2) pay periods is forfeited. At no time will the Township pay out any remaining flextime hours.

### **Non-Exempt Employees:**

Non-Exempt employees will be paid overtime compensation in accordance with the Fair Labor Standards Act and the Michigan Wage and Hour laws. At the request of the non-exempt employee, flexible scheduling within the week working excess hours may be approved by the Township Manager or department director. *(Amended 7/23/2024)*

## 20. UTILITY DEPARTMENT

Utility Department employees, both exempt and non-exempt, may be required to serve on-call duty on nights, weekends, and holidays as scheduled by the Utilities Director, and will be paid on the following basis:

Utility Department employees called to work on Monday through Saturday outside of normal work hours in response to an alarm or a utility system emergency shall be compensated at one and one-half times the regular hourly rate of pay. On Sundays and holidays, compensation will be paid at twice the regular hourly rate of pay. Emergency work that extends beyond normal work hours will be compensated at one and one-half times the regular hourly rate of pay. Overtime will begin when the employee departs in response to an alarm or emergency and ends when the employee returns to the point of dispatch.

1. Employees assigned to on-call status will receive a weekly stipend of \$225.00.
2. If an on-call employee is required to report to work during the on-call period, they will receive a minimum of 3.5 hours of pay at the applicable overtime rate.
3. On-call employee must remain within a one-hour radius of Scio Township to ensure a timely emergency response. Mileage reimbursement will be provided from their starting location to Township Hall and back, with a maximum one-way reimbursement of 60 miles at the IRS established mileage rate.

Currently, Utility Department employees will serve in on-call status during alternate two-week periods. In those weeks during which an employee is not on-call, that employee shall have no responsibility to serve as back up to the employee then on-call. This is not intended to prevent their

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serving as back up, nor to prevent the on-call employee from contacting them. Only to clarify that they shall have no formal responsibility to serve in a back-up capacity when not on-call. Provided, however, that this rotation policy may change dependent upon the number of employees and their availability. Furthermore, Utility Department employees may request up to three (3) holidays per year to be relieved of their on-call status. These requests must be made to the Utilities Director at least two (2) weeks in advance of the holiday requested.

When scheduling the use of PTO, if a Utility Department employee requests five (5) consecutive days (Monday through Friday) as time off from work, that employee shall be free from on-call duty on both the weekend before and the weekend after the days off. Furthermore, if ten (10) consecutive days off are requested (Monday through Friday for two consecutive weeks), that employee shall be free from on-call duty on the weekend before, the weekend during, and the weekend after the days off. However, one of the three weekends shall be considered the one weekend allowed for relief from on-call duty for that month. In no case shall any Utility Department employee take more than three weekends off in any one month, and that may occur no more than twice each year. (*Amended 7/23/2024*)

## **21. WORK TIME LOST**

Township offices may be closed because of severe weather or natural disaster upon the order of the Township Supervisor or Chief Administrative Officer, or in his or her absence, the Office Coordinator after consultation with the Township Supervisor, Chief Administrative Officer, or other Township Officer, if possible. All Township employees will be paid at the regular rate of pay for all normal working hours during which the offices are closed. Exempt employees will be granted compensatory time for every hour worked when required to work. Nonexempt employees will be granted time and a half for every hour worked, when requested to work by their supervisor, during the time that the offices are closed.

All represented employees are exempt from this rule and their contractual provisions apply.

Individual employees unable to report to work because of severe weather or natural disaster on days when the Township offices are open may receive their regular rate of pay by deducting the lost time from their accrued paid time off. If work is available, with the approval of their immediate supervisor, the lost time may otherwise be made up within the current pay period.

## **22. PAID TIME OFF**

To foster work/life balance, the Township provides a Paid Time Off (“PTO”) bank, which generally combines vacation, sick leave, and personal business time. PTO does not include: jury duty, bereavement leave, military service, scheduled holidays, long-term disability or workers’ compensation.

### **Eligibility**

All regular full-time employees are eligible to accrue PTO. PTO for part-time employees who work 20 hours or more is a pro rata portion of what a comparable full-time employee would receive. New hires may begin using their PTO upon satisfactory completion of the introductory period. Effective February 21, 2025, earned sick time from the PTO bank is immediately available as noted in the Michigan Earned Sick Time Act (ESTA) section below. Recalled employees will accrue PTO based on their original date of hire.

### **Benefit Accrual**

1. Newly hired employees begin accruing PTO on the first day of employment. When hired on or before the 15<sup>th</sup> of the month, a full month’s accrual will be credited for the first partial

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month of employment. When they are hired after the 15<sup>th</sup> of the month, half of the accrual will be credited for the first partial month of employment. PTO is accrued monthly on the last day of each month based on an employee's anniversary date and length of service, subject to the limits below. Employees must be actively employed on the last business day of the month to accrue PTO for that month. Employees immediately begin accruing at the next higher rate upon the anniversary date on which they meet the minimum number of years of service.

2. Full time employees earn as follows:

<b>Length of Service</b>	<b>Maximum Annual PTO Benefit</b>	<b>Maximum Carryover Hours</b>
Less than 5 full years	192 hours (24 days)	96 hours (12 days)
5 through 10 full years	232 hours (29 days)	116 hours (14.5 days)
More than 10 full years	272 hours (34 days)	136 hours (17 days)

3. Accrued but unused Paid Time Off (PTO) can be carried over from one fiscal year to the next up to 50% of the maximum number of PTO hours earned per year. Once the maximum accrual has been reached, PTO accrual will stop until the employee uses their accrued PTO time. Employees may cash out their accrued PTO (with the carryover from the previous year) only at the time of separation from Township employment.
4. PTO does not accrue during an unpaid leave of absence of one month or more or while on long-term disability, *except that* PTO does accrue during any authorized Family and/or Medical Leave covered by the FMLA. Using PTO days may not extend final employment dates.
5. Effective February 21, 2025, under Michigan's Earned Sick Time Act (ESTA), seasonal and temporary employees will accrue sick time at a rate of 1 hour for every 30 hours worked. Up to 72 hours from the ESTA accrual per year may be used for sick time to the extent the leave is accrued.

Unused sick time can be carried over, but the annual use is limited to no more than 72 hours.

6. If the need for earned sick time is foreseeable, an employee may be required to provide advance notice not to exceed 7 days prior to the date the earned sick time is to begin, of the intention to use the earned sick time. If the need for earned sick time is not foreseeable, an employee may be required to give notice of the intention as soon as practicable.

For earned sick time of more than 3 consecutive days, an employee may be required to provide reasonable return to work documentation from a health care provider. The Township is responsible for all out-of-pocket expenses the employee incurs to obtain such documentation. Upon request, the employee must provide this documentation in a timely manner.

## **Use of Accrued Paid Time Off**

**Scheduling** - Employees must obtain prior approval from their supervisor to use PTO. Employees should notify their supervisor of their absence due to illness before their regularly scheduled start time, or as soon as possible in case of an emergency. The Township reserves the right to deny approval for a requested PTO. PTO must be used in increments of no less than one half hour.

PTO eligible employees must have the available time accrued to use. Under no circumstances should

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an employee utilize unpaid time off unless a short term medical leave has been approved by the Township Supervisor or the leave is covered by the Family Medical Leave Act (FMLA).

**Verification** - Employees may be requested to provide documentation verifying the employee's need to be off work for illness.

## **Tracking PTO**

Employees must track PTO.

## **Payout upon Termination or Layoff**

Unused, accrued PTO is paid only at the time of separation from employment. No payment is made for unaccrued PTO.

## **23. DEFERRED COMPENSATION**

Scio Township offers employees a deferred compensation plan that allows eligible employees to invest part of their income on a tax-deferred basis. The investment is not subject to federal or state income tax until it is withdrawn, normally after retirement. Any full-time or part-time employee is eligible to participate upon completion of the introductory period. See the Township Controller for further details.

## **24. RETIREMENT PLAN**

Scio Township provides MERS and a defined contribution retirement plan for full-time employees. The current provision for contributions to the retirement plan by the Township is an amount equal to 8.0% of the employee's salary as of the date of contribution. The Township pays for these contributions and some administrative costs of the system.

## **25. WORKERS COMPENSATION**

In order to protect an employee and his or her family against medical care expenses and lost wages caused by accidents or illness arising out of or in the course of employment, an employee is covered by workers compensation insurance carried by Scio Township. This insurance provides for payments of all allowable claims and amounts specified under state law.

A full-time or part-time employee who has a work-connected disability or injury which would otherwise qualify for workers compensation insurance benefits, but who does not remain off work long enough to be eligible for benefits, will receive full pay for up to a maximum of seven (7) days in any one (1) year period, without deduction from accumulated time off.

## **26. JURY DUTY**

Scio Township encourages its employees to accept the civic responsibility of jury duty by ensuring that the employee will not suffer a loss in wages. If an employee is called for jury duty, their immediate supervisor must be promptly provided with the official notice from the Court. During jury duty, the employee must keep their immediate supervisor notified of his or her schedule on a daily basis. The Township will pay any full-time and any part-time employee who has completed the introductory period and is on jury duty, an amount based upon the hours the employee was regularly scheduled to work but could not, as a result of serving on jury duty. Pay shall be at the employee's regular hourly rate of pay. Any payment received by an employee from the Court for jury service, but not for travel, shall be reimbursed to the Township when the Township shall have paid the employee's regular wages as contemplated in this paragraph. Employees who are on jury duty and are dismissed by the

# Scio Township Employee Handbook

Court before noon must report promptly back to work to complete the day. The employee must provide Court pay documents as proof of the time spent on jury duty.

## **27. LEAVES OF ABSENCE**

At one time or another an employee may find it necessary to take some time off from work. Employees who are not in their introductory period may be granted a leave of absence upon approval of the Township Supervisor. Employees shall retain and continue to accrue seniority and credit for service during an approved leave of absence. Requests for leaves of absence shall be made in writing, and signed, stating the reasons the leave is requested, the length of time the employee desires, and given to their Department Head for review and comment. The Department Head shall transmit the request to the Township Supervisor. Leaves of absence shall be without pay and without benefits, except as provided by law. This section covers leaves that are not covered by the Family Medical Leave Act (FMLA). FMLA leave is covered in the next section.

At the conclusion of the leave of absence, the Township will attempt to return the employee to the same job. Whether or not the employee will be able to return to the same job depends on the length of the leave and other circumstances in each case. An employee who fails to return to work upon termination of the leave of absence shall be presumed to have voluntarily terminated his/her employment.

## **28. SHORT TERM MEDICAL LEAVE**

Employees who are not in their introductory period may be granted a short-term medical leave of absence, up to 90 calendar days in length, upon approval of the Township Supervisor. Employees shall retain and continue to accrue seniority and credit for service during an approved short-term leave of absence. Requests for leaves of absence shall be made in writing with medical certification, signed, and given to the employee's Department Head for review and comment. The Department Head shall transmit the request to the Township Supervisor. This section covers medical leaves that are not covered by the Family Medical Leave Act (FMLA) or by the Township's long-term disability policy.

If an employee is provided group health insurance, the employee is entitled to the continuation of the group health insurance coverage during short-term leave on the same terms as if he or she had continued to work. If family member coverage is provided to an employee, family member coverage must be maintained during the short-term leave. The employee must continue to make any normal contributions to the cost of the health insurance premiums. If leave is paid, the employee's share of group health plan premiums must be paid by the method normally used during paid leave (usually payroll deduction). An employee on unpaid short-term leave must make arrangements to pay the normal employee portion of the insurance premiums in order to maintain insurance coverage. If the employee's premium payment is more than 30 days late, the employee's coverage may be dropped unless the employer has a policy of allowing a longer grace period. The employer must provide written notice to the employee that the payment has not been received and allow at least 15 days after the date of the letter before coverage stops.

At the conclusion of the leave of absence, the Township will attempt to return the employee to the same job. Whether or not the employee will be able to return to the same job depends on the length of the leave and other circumstances in each case. An employee who fails to return to work upon termination of the leave of absence shall be presumed to have voluntarily terminated his/her employment.

## **29. FAMILY MEDICAL LEAVE ACT**

The Family Medical Leave Act of 1993 (FMLA) provides that eligible employees of covered

# Scio Township Employee Handbook

employers are entitled to up to twelve (12) weeks of unpaid leave per year for certain family and medical reasons. A general description of your rights under the FMLA is attached to this handbook.

FMLA requires you to give notice to your employer of leave that qualifies under the FMLA. Any request for leave should be directed to the Department Head who will transmit the request to the Township Supervisor. Employees will be notified if their request for leave qualifies for FMLA leave. As is permitted under the Act, eligible employees taking FMLA leave will be required to use any available paid leave toward their twelve week entitlement until such leave is exhausted; any further time taken would be unpaid up to the twelve week entitlement. Employment benefits, as well as credit for service, shall be maintained during the period of leave. Any questions regarding FMLA leave should be directed to the Township Supervisor.

Employees shall retain and continue to accrue seniority and credit for service during an approved FMLA leave of absence. If an employee is provided group health insurance, the employee is entitled to the continuation of the group health insurance coverage during FMLA leave on the same terms as if he or she had continued to work. If family member coverage is provided to an employee, family member coverage must be maintained during the FMLA leave. The employee must continue to make any normal contributions to the cost of the health insurance premiums. If paid leave is substituted for FMLA leave, the employee's share of group health plan premiums must be paid by the method normally used during paid leave (usually payroll deduction). An employee on unpaid FMLA leave must make arrangements to pay the normal employee portion of the insurance premiums in order to maintain insurance coverage. If the employee's premium payment is more than 30 days late, the employee's coverage may be dropped unless the employer has a policy of allowing a longer grace period. The employer must provide written notice to the employee that the payment has not been received and allow at least 15 days after the date of the letter before coverage stops.

## **30. MILITARY LEAVE AND REINSTATEMENT**

Scio Township supports its employees and their families who serve the United States in the National Guard or military reserves. Therefore, in accordance with State and Federal law, any employee who applies for reinstatement within ninety (90) days following his or her honorable discharge from active military service, shall be entitled to reinstatement. Employees who are members of the National Guard or military reserves will be granted a military leave when called to duty. The employee must supply the Township with a copy of such an order. The Township will also make every attempt to accommodate its employees who have spouses in the military service, and who may be called to meetings in conjunction with their spouse's service. Full-time employees may use up to eight (8) hours of accrued vacation or personal time to cover the difference between the employee's daily pay and the military pay, provided that evidence of military pay is presented to the Township.

## **31. BEREAVEMENT LEAVE**

Upon request, a full-time employee who has completed the introductory period will be granted up to three (3) consecutive workdays leave with pay upon the death of an immediate family member or a close non-family member.

Bereavement leave may be extended upon request by using paid time off (or unpaid leave with the approval of the Township Chief Administrative Officer). The Township recognizes the deep impact that death can have on an individual or a family, therefore additional paid or non-paid time off may be granted. The Township may require verification of the need for the leave.

A full-time employee granted bereavement leave shall receive eight hours pay or pay equal to the number of hours of the normal workday for each day missed at the regular rate of pay. No bereavement pay will be paid for holidays, weekends, or if the employee is on a leave of absence or on layoff.

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Bereavement leave benefits do not accrue or accumulate. The pay for time off for bereavement will not be deducted from the employee's accumulated Paid Time Off.

## **32. VEHICLE USAGE**

Township owned vehicles shall be operated only by Township employees with a valid operators license. All employees are required to wear seat belts while operating or riding in any Township vehicle equipped with seat belts.

The Township reserves the right to obtain and review the driving record at least annually for all employees permitted access to Township vehicles. If it is determined that the employee's driving record is unacceptable, the Township reserves the right to impose a prohibition on further Township vehicle use until corrective action or improvement of the driving record is achieved. *Note: see Township driving record policy adopted separately on April 23, 2013.*

Persons other than Township employees may be passengers in Township owned vehicles when such persons are official guests of the Township, when they are engaged in official business, when such is required for the conduct of official business, and in any other case where prior approval is granted by a Department Head or the Township Chief Administrative Officer.

Township employees are expected to operate Township owned vehicles in a safe and responsible manner at all times in accordance with motor vehicle regulations. Township employees are expected to provide driving courtesies to the public at all times which reflect favorably on Scio Township and its employees. Township employees are expected to use care, caution and consideration for others in the operation of a Township vehicle. Township employees shall pay for all parking violations.

## **33. MEDICAL INSURANCE**

Scio Township will provide all full-time employees and permanent part-time employees working at least 30 hours a week and their eligible dependents with medical insurance at the earliest date allowed by the plan document. Introductory employees are eligible for this benefit. A copy of the plan document is available to all employees. The Township pays the entire premium for the employee and dependent coverage.

In lieu of receiving medical insurance, Scio Township will permit full-time employees the option of receiving additional compensation. The additional compensation will be in the amount of \$150 per month, payable with the employee's regular salary. Employees who choose this option will be required to demonstrate that they and their dependents are covered by another comparable (equal to or better) medical insurance policy. In the event that the other comparable medical insurance policy benefit is terminated for any reason, the employee shall immediately advise the Township, and the option to receive compensation in lieu of medical insurance benefit shall cease, and coverage under the Township's medical insurance plan shall be initiated.

## **34. RETIREE MEDICAL INSURANCE**

"Eligible Retiree" means a former Township employee who (i) retired before April 1, 2023, and (ii) as of March 31, 2023 had met the eligibility requirements for retiree medical insurance as described in Section 34 of the Scio Township Employee Handbook, as that section existed prior to this amendment, The Township has prepared a list of these Eligible Retirees.

The Township will select a Trust Administrator and establish a Trust fund, into which it will deposit and maintain an amount sufficient to meet the benefits provided for hereunder. In accordance with procedures established by Plan Administrator, an Eligible Retiree may use the benefit to reimburse the Eligible Retiree for his or her medical expenses.

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The Township will provide medical insurance benefits to Eligible Retirees. Such benefits cease at the death of the retiree. This benefit shall not be available to an Eligible Retiree if other comparable medical insurance coverage, equal to or better than that available through the Township, is available through a previous employer, a spouse's employer, or another retirement plan. When available, an Eligible Retiree shall acquire federal medical benefits to reduce the overall cost of retiree medical insurance coverage.

The maximum annual benefit amount shall be Three Thousand Nine Hundred Eighteen dollars (\$3,918) as of FY 2011. The annual benefit period will coincide with the Township's fiscal year, April 1 through March 31. Beginning April 1, 2012, and each April 1 thereafter, the benefit shall be adjusted up or down by the lesser of the following calculations: (1) the percent of change in the State of Michigan inflation rate used for calculating property tax adjustments for the previous calendar year (Michigan Headlee Inflation rate, MCL 211.54d), or (2) the percent of change in Scio Township General Fund fiscal year-end revenues as determined by comparing the difference between the current and prior fiscal year end audits. (*Amended 4- 28-2015*)

Eligible Retirees may elect to purchase coverage under the Township medical insurance policy, if available, that is provided for full-time employees. If so elected, the Eligible Retiree shall reimburse the Township for any costs that exceed the maximum benefit amount. An Eligible Retiree may elect to acquire medical coverage other than that provided by the Township, in which case the Township will reimburse to the Eligible Retiree an amount not to exceed the maximum benefit amount. Provided however, the benefit amount paid to Eligible Retiree shall not exceed the actual cost of the policy acquired by the retiree. Scio Township reserves the right to modify, from time to time, the retiree medical benefit herein provided, especially if required by State or Federal regulations or Township budgetary constraints. Further, the Township may appoint a third party to administer this plan on behalf of the Township, or may establish HCSP accounts that Eligible Retirees may use to obtain reimbursement of medical expenses.

## **Part B. Retiree Health Care Savings Program for Union Employees**

Scio Township will make contributions to HCSP accounts for union employees in accordance with the terms of the applicable collective bargaining agreement.

## **Part C. Health Care Savings Program for Non-Union Employees**

Effective April 1, 2023, Scio Township will provide each Eligible Employee with an account established under a Health Care Savings Program ("HCSP") in place of the retiree medical benefit described in Section 34 of the Scio Township Employee Handbook, as that section existed prior to this amendment ("Prior Plan"). The Township shall select the administrator of the HCSP. The Township reserves the right to amend any Participation Agreement with the HCSP administrator, including the required employer or employee mandatory contributions to the HCSP accounts, or to terminate its participation in the HCSP at any time.

"Eligible Employee" means an employee who is in a full-time or permanent part-time position who (i) is employed by the Township on or after April 1, 2023 and (ii) is not covered by a collective bargaining agreement.

**Contributions:** Beginning with the first payroll in April 2023 and continuing for as long as the individual is an Eligible Employee, the Township shall contribute to the Eligible Employee's HCSP account an amount equal to 3.5% of the Eligible Employee's gross wages for the pay period (the "Township Contribution") and each Eligible Employee shall contribute to the employee's HCSP account an amount equal to 1.5% of the Eligible Employee's gross wages for the pay period (the

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“Employee Contribution”). The Employee Contribution is a mandatory salary reduction contribution that the Township deducts from the Eligible Employee’s gross wages on a pre-tax basis.

***Vesting:*** An Eligible Employee is fully vested in his or her Employee Contribution. An Eligible Employee becomes vested in the Township Contribution portion of the employee’s HCSP account based on eligible service with the Township. An Eligible Employee is 25% vested in his or her Township Contribution HCSP account upon achieving 5 years of service; 70% vested in his or her Township Contribution HCSP account upon achieving 10 years of service; and 100% vested in his or her Township Contribution HCSP account upon achieving 15 years of service. Only service while working for the Township in a full-time or permanent part-time position counts for vesting purposes. The Township will prepare a list of each non- union employee as of April 1, 2023, and his or her vesting service as of that date. Vesting service does not continue to accrue during an approved non-FMLA leave of absence.

***Contributions for Service under the Prior Plan:*** As compensation for the benefits that might have been payable to an Eligible Employee under the terminated Prior Plan, the Township will make the following contributions. For an Eligible Employee hired on or before March 31, 2021, the Township will contribute to the employee’s HCSP account an actuarially determined lump sum amount listed on the schedule attached to the Township’s copy of the HCSP administrator’s Participation Agreement. For an Eligible Employee hired after March 31, 2021 but before April 1, 2023, the Township will contribute to the employee’s HCSP account an amount equal to \$1,500 per year of service or a pro-rated amount for periods of less than a year. The Township shall contribute these amounts as soon as reasonably feasible after the Eligible Employees’ HCSP account are established. These Township Contributions are subject to the vesting schedule described in the prior paragraph.

***Accessing an HCSP Account:*** The Township established the HCSP accounts to provide an Eligible Employee with funds that he or she may use after retirement or termination of employment for reimbursement of medical expenses. A former Eligible Employee must follow procedures established by the Plan Administrator to obtain reimbursement for medical expenses.

## **35. DENTAL, HEARING AND VISION EXPENSE REIMBURSEMENT**

On date of hire, full-time and part-time employees shall be eligible for reimbursement from the Township for up to eighty percent (80%) of any uninsured family dental, hearing or eye care costs resulting from services provided through a state licensed professional during the Township’s fiscal year. Regular part-time employees working at least 30 hours a week shall be eligible for a reimbursement prorated to number of hours/week for which position is budgeted. The amount of this benefit shall not exceed one thousand two hundred fifty dollars (\$1,250.00) in the 1996-97 fiscal year. For each fiscal year thereafter, the maximum benefit shall be adjusted in accordance with the percent of change in the State of Michigan inflation rate used for calculating property tax adjustments for the previous calendar year (Michigan Headlee Inflation rate, MCL 211.54d). Unused benefits do not carry over to the succeeding fiscal year. (*Amended 3-24-2015*).

Coverage for eligible employees shall begin upon hire. The annual benefit for new employees will be prorated based on the number of months remaining in the Township’s fiscal year. All benefits paid under this section shall be charged against the employee's available benefit, as it may exist from time to time during the Township’s fiscal year in which the services were rendered, and not in the fiscal year when submitted or paid.

Itemized bills and receipts documenting uninsured dental, hearing or eye care services shall be submitted to the Township for reimbursement within ninety (90) days of either the date of the service or the date of an insurer’s action on a claim for benefits submitted by the employee. If employees have  
Last Amended on September 30, 2025

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dental, hearing or eye care insurance, they shall first submit a claim to their insurer prior to seeking reimbursement from the Township. When an employee submits a claim for benefits to an insurer, a copy of the claim and the decision of the insurer shall be attached to the itemized billing and receipt submitted to the Township for reimbursement. Receipts submitted after ninety (90) days shall not be reimbursable.

Where the expenses of orthodontic treatment are charged as a fixed or flat fee, and where such fee can be and is paid over the period of treatment, then and in such event, and for purposes of reimbursement by the Township, the total fee will be deemed to be prorated over the period of treatment and subject to reimbursement by the Township as and when the payments are made. Where reimbursement is sought under these circumstances, the employee shall provide written evidence to the Township with regard to the total fee and the anticipated period of treatment.

## **36. LIFE INSURANCE**

Scio Township pays the required premium to provide each full-time employee under age seventy (70) with term life insurance in a benefit amount of fifty thousand dollars (\$50,000.00). Eligible paid-on-call firefighters receive a term life insurance benefit of ten thousand dollars (\$10,000). Those employees over seventy years of age shall receive life insurance benefits in a reduced amount in accordance with the Township's policy and plan then in effect.

## **37. LONG TERM DISABILITY**

The Township will provide full time employees with a Long Term Disability policy as determined by the Township Board.

## **38. WORKSHOPS AND SEMINARS**

Attendance of employees at workshops, conferences, and seminars is based upon the need of the Township for information and training. All costs associated with such training, including travel mileage, will be reimbursed. Attendance shall be at the direction of the respective Department Head and/or the Township Chief Administrative Officer, keeping within the fiscal limits set by the annual budget adopted by the Township Board. Employees wishing to avail themselves of more advanced training and education should apply for educational assistance as described below.

## **39. EDUCATIONAL ASSISTANCE**

Scio Township encourages its employees to request approval for training opportunities in order to improve job performance and to qualify for positions of increased difficulty and responsibility. All non- introductory employees are eligible to apply for educational assistance to a recognized or accredited source of instruction. The Township may reimburse an employee for educational expenses subject to the following provisions:

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.
4. ("C" in a graded course), and upon presentation of receipts for tuition charges, textbooks, and

# Scio Township Employee Handbook

fees such as registration, library, and laboratory fees. No reimbursement for time spent in class will be paid except for certification classes offered only during normal working hours. No reimbursement for travel expenses to and from school will be paid except for mileage for an examination taken to gain certification when the examination site is remote from the school where the courses were offered. Expense reimbursement will be reduced by the amount of any other assistance received for the same expenses.

5. After the Township has approved the request for educational assistance, and when reimbursement is requested, reimbursement shall be made to the employee in six equal monthly installments. Should the employee voluntarily terminate employment with the Township during this six-month period, the reimbursement payments shall cease.

## 40. TRAVEL AND MILEAGE REIMBURSEMENT

Scio Township shall reimburse an employee for reasonable expenses incurred for authorized travel. Authorized travel shall mean travel by Township employees in the conduct of official Township business including inspections, meetings, hearings, consultations, purchasing of goods and services, and attendance at approved conferences, seminars, and workshops.

It shall be the responsibility of each employee to keep sufficient records in order to make a complete and detailed report of all authorized expenses to be paid for by the Township. Authorized expenses include:

1. **Transportation:** Township owned vehicles shall be used for all local travel when at all practical. However, Township owned vehicles will not be used for trips with destinations outside Washtenaw County without specific prior approval of the Township Chief Administrative Officer. Reimbursement for personal automobile travel within or without the Township shall be reimbursed at the rate per mile currently established by the Internal Revenue Service for income tax purposes. For travel in excess of two hundred (200) miles (one way) outside the Township, prior authorization and approval of expenditures shall be required.
2. **Lodging and Meals:** Employees traveling for the Township will be allowed reasonable lodging and meal expenses, provided that authorization for such expenditures has been obtained in advance. No reimbursement will be made for alcoholic beverages, entertainment, or for meals of persons other than Township employees.
3. **Other Fees:** The Township may bear the cost of fees, dues, and registration expenses. Such expenses must be verified by a program or bulletin setting forth such fees or dues. In addition, an employee may be reimbursed for such miscellaneous expenses as reasonable tips, telephone, taxi, and parking costs. All miscellaneous expenses must be itemized to be reimbursed.

## 41. EMPLOYEE UNIFORMS

### Purpose

The purpose of this policy is to establish clear guidelines for the purchase, reimbursement, and maintenance of employee work wear.

### Scope

This policy applies to all non-fire employees who are required to wear Scio Township clothing as part of their job responsibilities.

# Scio Township Employee Handbook

## **Uniform Requirements**

- Employees must wear a shirt with “Scio Township” while working off site from Township Hall and representing Scio Township. The Scio Township may or may not include the logo and the design must be approved by the Operations Director to ensure that it appears official and consistent across departments.
- Clothing must be clean, presentable, and in good condition.
- Alterations or modifications to the clothing must be approved by management.

Employees who are required to wear Scio Township clothing and are engaged in tasks involving interaction with township residents are required to wear township-designated clothing (and Township issued badge) at all times while working and representing Scio Township. Maintenance and care of Township work wear is the responsibility of the employee.

## **Purchasing Process**

### **Utility (Water and Sewer) Employees**

On the first day of employment, the Township will provide the employee with two shirts. After passing the 90 day probationary period and the employee being approved for continued employment by the Board of Trustees, utility employees will be provided a \$450 stipend to purchase the necessary gear to perform their job duties related to their position. This stipend will be taxable to the employee.

After completion of the first year of employment, Scio Township will issue a stipend of \$450 on April 1<sup>st</sup> of each year to the utility director, field supervisor, and field technician to purchase the necessary gear to perform their job. If employees need to exchange damaged or stained shirts, the utility director will provide suitable replacement shirt in exchange for the damaged shirt. The stipend will be taxable to the employee.

### **Assessing Employees**

#### **Building and Grounds/Facilities Custodian**

#### **Code Enforcement Officer**

On the first day of employment, the Township will provide the employee with two shirts. After passing the 90 day probationary period and the employee being approved for continued employment by the Board of Trustees, employees in the above-referenced positions will be provided a \$200 stipend to purchase the necessary clothing to perform their job duties related to their position. The stipend will be taxable to the employee.

After completion of the first year of employment, Scio Township will issue a stipend of \$75 on April 1<sup>st</sup> of each year to each employee in the assessing department, Parks, Preserves & Pathways Department and Building and Grounds to purchase the necessary clothing to perform their job. The stipend will be taxable to the employee.

### **Parks, Pathways & Preserves Employees**

On the first day of employment, the Township will provide employees with  
(a). 2 t-shirts, 3 long-sleeved shirts, and one crew neck sweatshirt; or,  
(b). 3 t-shirts, 2 long-sleeved shirts, and one crew neck sweatshirt

After passing the 90 day probationary period and the employee being approved for continued employment by the Board of Trustees, parks employees will be provided a \$120 stipend to be used for purchasing steel-toed work shoes, which must be worn when performing duties which involve

# Scio Township Employee Handbook

power tools of any kind. This stipend will be taxable to the employee.

*Returning employees will receive*

- (a). 2 t-shirts and 1 long-sleeved shirt; or,
- (b). 1 t-shirt and 2 long-sleeved shirts

These are to be worn in rotation with the uniforms received the previous year. Uniforms will be replaced if in a tattered or overly damaged state.

Each returning employee will be issued a stipend of \$120 for steel-toed work shoes. The stipend will be taxable to the employee.

If employees have questions regarding this policy or its implementation, please contact human resources.

## **All Employees Required to Wear a Uniform:**

Uniform replacement resulting from the negligent loss or misuse by an employee shall be at the employee's expense. The Township will deduct the cost of the uniforms from an employee's final paycheck if the uniforms are not returned to the Township upon termination of employment.

## **42. APPEARANCE**

Generally, Scio Township does not require specific dress for its employees. The Township does, however, expect a non-uniformed employee to be appropriately dressed and groomed for his or her position.

## **43. MEAL PERIODS**

Because most Township employees presently operate on an eight-hour (8) schedule, no formal lunch period is provided. However, such employees are encouraged to take a mid-day meal period of a reasonable length of time that accommodates the needs of the public and the workload on any given day.

## **44. PERFORMANCE MANAGEMENT and SALARY EVALUATION POLICY**

The performance evaluation process provides a means for discussing, planning and reviewing the performance of each employee.

Performance evaluations influence salaries, promotions and transfers, and it is critical that supervisors are objective in conducting performance reviews and in assigning overall performance ratings.

### **Eligibility**

All full- and regular part-time employees generally will receive annual performance evaluations. After completion of introductory period and receiving Board approval, and one year anniversary (from date of hire), consideration for merit pay increases as warranted will be made.

### **Performance Review Schedule**

Performance appraisals generally will be conducted annually during January each year beginning in 2027 for evaluation period February 2026 - January 2027. The dates are announced by Human Resources. Each Scio Township manager is responsible for the timely and objective assessment of the performance and contribution of all direct reports.

### **Salary Increases**

A performance evaluation does not always result in a pay increase. The employee's overall performance

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and salary level relative to position responsibilities must be evaluated to determine whether a salary increase is warranted.

## **Salary Reviews**

An analysis of employee salaries will occur periodically at the direction of the Board. Human Resources will review the employee's salary in comparison to other employees in comparable positions and within the guidelines of Scio Township's position placements, salary structure and steps.

Market-based compensation adjustment does not apply to an employee at maximum pay (red-circled) or to those covered by a collective bargaining agreement.

## **Processes**

Human Resources, upon Township Board final approval, will establish the format and timing of all review processes. The completed evaluations will be retained in the employee's personnel file for the period of time prescribed by applicable law.

Salary increase requests must be supported by the performance evaluation and a specific request for salary change processing. Managers may not discuss any proposed action with the employee until all written approvals are obtained. Human Resources and the Finance Director or designee will review, and the Board of Trustees will approve/decline all salary increase/adjustment requests to ensure compliance with Township policy and that they fall within the provided guidelines.

## **45. PERSONAL INFORMATION**

An employee shall notify his or her Department Head and the Township Controller within thirty (30) days whenever there is a change in:

1. Address
2. Telephone Number
3. Emergency Contact
4. Marital Status
5. Number of Dependents
6. Insurance Beneficiary
7. Military Status

This information is necessary to enable Scio Township to help in emergencies, to contact employees in case of changes in work schedules, and to make sure that an employee receives proper insurance coverage.

## **46. RESIGNATIONS**

Given the amount of time necessary to review and select new employees, Scio Township requests a minimum of two weeks (2) notice be given prior to resigning from employment with the Township.

## **47. SAFETY POLICY**

The personal safety of each employee of Scio Township and the prevention of occupational injuries and illnesses is of primary importance. To the degree possible, the Township seeks to maintain a safe and hazard-free work environment. To be successful, safety must be the shared responsibility of all employees. Only through such cooperative efforts can Scio Township's safety record be improved and maintained.

Supervisors are responsible for providing the safeguards required to ensure safe working conditions; for developing the proper attitudes toward safety in themselves and those they supervise; and for

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ensuring that all operations are performed with the utmost regard for the safety of all employees involved.

Employees are responsible for genuine cooperation with all aspects of workplace safety, including compliance with all rules and regulations, and for continuously observing safety practices while performing their duties.

## **48. ACCIDENTS**

Any accident, no matter how slight, must be reported to the employee's immediate supervisor immediately. The supervisor will send or take the injured employee for examination or treatment as appropriate. As soon as possible, the injured employee must complete an accident report form and provide the form to the Department Head, who in turn must submit the form to the Township Chief Administrative Officer or his or her designee for processing. If this procedure is not followed, the injured employee may not be able to receive full benefits available under the workers compensation laws of the State of Michigan.

## **49. TELEPHONE USAGE**

The Township recognizes the inconvenience and waste of work time that results in forcing employees to leave the building to make personal telephone calls. Therefore, the business telephones are available for limited personal use. Personal telephone calls and time spent on electronic communications of a personal nature should be kept to a minimum.

## **50. DRUG-FREE WORK PLACE**

Township employees have the right to a drug-free work place. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance as defined and prohibited by Michigan and Federal law is prohibited in the work place. Any employees engaged in such activity will be subject to discipline.

Drug abuse in the work place is dangerous. Employees are urged to make use of the drug counseling, rehabilitation and assistance resources of this area when needed. If an employee needs information about such services, the Township Chief Administrative Officer should be contacted without fear of discipline. Nevertheless, any employee who is convicted or pleads no contest to a controlled substance offense that occurred at the work place must notify the Township no later than five (5) days after the conviction. Within thirty (30) days of such notification, the Township will take appropriate action that may include required participation in an approved drug rehabilitation program and/or discipline, up to and including discharge.

## **51. DISCRIMINATION AND SEXUAL HARASSMENT**

It is the policy of Scio Township that all employees have the right to work in an environment free from discrimination based on religion, race, color, national origin, age, sex, height, weight or marital status, sexual orientation, gender identity, or expression or any other category protected under Federal or State law. Sexual discrimination includes sexual harassment. For purposes of this section, the following definitions shall apply:

1. "Employee" shall include all Township personnel, both elected and appointed.
2. "Sexual Harassment" shall include any unwanted verbal or physical sexual advances, sexually explicit, provocative, or suggestive statements, innuendo, or comments, or sexually oriented conduct or physical contact made by another employee which are reasonably objectionable to the recipient or which reasonably causes the recipient discomfort or humiliation or which reasonably interferes with the recipient's work performance. Verbal or

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physical conduct of a sexual nature constitutes sexual harassment when:

- a. Submission to such conduct or communication is made an express or implied condition of obtaining employment;
- b. Submission to or rejection of such conduct is used as a basis of or a factor in decisions affecting the employment of any personnel;
- c. Such conduct or communication has the purpose or effect of interfering with an employee's duty assignment or work performance or creating an intimidating, hostile, or offensive work environment.
- d. "Shall" is mandatory, not permissive.
- e. "Discrimination" includes discrimination in employment based upon religion, race, color, national origin, age, sex, height, weight or marital status, sexual orientation, gender identity or expression or any other category protected under State or Federal law.

Any questions, concerns, or other inquiries regarding the conduct that is prohibited by this policy or the procedures contained herein should be directed immediately to Human Resources.

An employee who believes that he or she has been subjected to discrimination or sexual harassment shall report the incident within one working day after the alleged occurrence, to either his or her immediate supervisor or to Human Resources. All employees shall be expressly responsible for immediately reporting any occurrences they witness or become aware of in any area of Township operations. A complaint of discrimination or sexual harassment shall be promptly investigated by Human Resources. Every effort will be made to handle all such complaints in a fair, impartial, and speedy manner, with concern for the principles of due process and fairness. In order to protect both the person(s) making the complaint and the person(s) against whom the complaint is made, every reasonable effort will be made to handle all complaints in a confidential manner.

## **52. RULES OF CONDUCT**

Violation of work rules will result in disciplinary action. Discipline ranges from oral reprimand to immediate discharge, depending on the seriousness of the violation and whether it is a first violation or a recurrence. All suspensions shall be without pay unless specifically classified as "suspension with pay pending an investigation". A combination of work rule violations will be dealt with according to the circumstances of each case. Disciplinary action in any case will depend on the facts of the situation and the employment record of the person involved. This section is intended to illustrate violations of work rules that will result in discipline up to and including discharge, depending on the situation.

All disciplinary actions taken by the Township shall first be approved and authorized by the Township Chief Administrative Officer, and shall be reduced to writing (including verbal warnings) and filed in the employee's review after a copy has been provided to the employee. The employee shall sign a copy, however, the employee's signature shall signify receipt only and shall not imply agreement or disagreement with the disciplinary action.

Disciplinary action may vary from case to case, dependent upon the facts and circumstances of each case. If circumstances arise which are not specifically covered by these rules, the Township may take appropriate disciplinary action, up to and including discharge. The following are examples of

# Scio Township Employee Handbook

improper conduct that will result in disciplinary action:

1. Gross neglect of duty or refusal to comply with a supervisor's instructions, including insubordination.
2. Theft or intentional destruction of Township, private, or public property.
3. Violation of any part of the Township's policy on drugs and alcohol, or violation of any of the policies embodied in this Employee Handbook pertaining to employee responsibilities.
4. Conviction of a felony, or pleading "no contest" to a felony, while an employee of the Township.
5. Carelessness, inattentiveness or negligence which causes serious damage or injury to the Township's equipment or property and/or that of a private party or the public or to any person.
6. Abusive, threatening or coercive treatment of a member of the public or of another employee.
7. Conviction of any moving traffic violation for which an employee receives four (4) or more points during a twelve (12) month period, while driving Township vehicles. The employee must report any traffic citation received while operating Township equipment.
8. Suspension or loss of driver's license and/or having a driving record which is the basis for an insurance carrier's recommendation to remove the employee from driving the Township's equipment. This rule applies only to persons who operate Township vehicles.
9. Possession and/or control of any device, object or substance which a reasonably prudent person would consider a weapon while in/on the Township's premises, facilities, or equipment.
10. Release of confidential information.
11. Any offense of equal magnitude to the above.

## **53. E-MAIL POLICY**

The following procedures and policies are established with regard to the Township's e-mail system:

1. The e-mail system is the property of Scio Township and is provided to serve the Township's business purposes.
2. E-mail messages should be disclosed only to those who need to read them. Confidentiality cannot be guaranteed, and it should be assumed that e-mail messages will be seen by others. Further, as Scio Township is a public entity, e-mail messages may be subject to public disclosure under the provisions of the Freedom of Information Act.
3. The Township reserves the right to monitor, access, disclose and use e-mail communications at its discretion for legitimate business purposes.
4. Employees are advised and should understand that they do not have a personal privacy right in and to any e-mail communication, and they should not expect that e-mail messages are either private or confidential.
5. E-mail messages should not include anything that could be considered offensive to any employee, and employees should refrain from including anything in e-mail that would not be appropriate in a formal written memorandum.

# Scio Township Employee Handbook

## **54. AMENDMENT OF POLICIES**

This handbook is intended primarily as an outline of the important features of working relationships at Scio Township. It must be understood that Scio Township may necessarily revise or amend these policies from time to time. Proposed amendments shall first be reviewed by the Personnel Committee, and sent with a recommendation to the Township Board for final approval or denial. Employees will be advised promptly of any amendments.

## **55. PERSONNEL PRIVACY POLICY**

Township employees shall not disclose personal information related to any current or past Township employee to any individual or organization, unless the recipient is legally entitled to receive that information. Further, Township employees shall not access or release information contained in the records

of the Michigan Department of State, except in connection with their duties, and then only to authorized third parties in accordance with approved procedures. Further, if a Township employee is approached to provide information inappropriately, the employee must refuse to release the requested information and shall immediately advise their supervisor. A violation of this policy shall be cause for disciplinary action up to and including dismissal. In addition, the employee may be subject to criminal charges that may result in a felony conviction. (*Amended 4/23/2013*).

## **56. RETURN OF TOWNSHIP PROPERTY**

Immediately upon termination of employment with Scio Township, regardless of how termination is effected, the employee shall deliver to the Township Manager or Township Supervisor all confidential information, documents, correspondence, notebooks, reports, computer programs, names of full time and part time employees and consultants, and all other materials and copies thereof (including computer discs and other electronic media) relating in any way to Scio Township in any way obtained by the employee during the periods of employment with Scio Township. Immediately upon termination of employment, the employee shall deliver to the Township Manager or the Township Supervisor all tangible Township property in the possession of the employee, including without limitation telephones, keys, equipment, computers, leased automobiles, and credit cards.

# Scio Township Employee Handbook

## ACKNOWLEDGMENT CARD

I, \_\_\_\_\_, am in receipt of the Scio Township Employee Handbook (revision of September 30, 2025), which outlines my benefits and responsibilities as an employee of the Township. I will familiarize myself with the information in this booklet. I understand that this booklet constitutes the general personnel practices of my employer and that I am governed by it.

This handbook, along with any other employee policies, manuals, and procedures published by Scio Township, is neither intended to nor does it bestow any additional employment rights or benefits to Township employees. I understand that the Township reserves the right, in its sole discretion, to change, modify, suspend, or cancel (in whole or in part) its personnel benefits, practices, policies, and procedures without advance notice, and without need to give cause or justification for the changes made, except that termination shall be for just cause only unless changed at a future date by the Scio Township Board of Trustees

I understand that the policies contained in this handbook do not constitute a contract of employment.

Dated: \_\_\_\_\_, 20\_\_\_\_\_ (signature)

[This card must be signed and returned to the Personnel File.]

# Scio Township Employee Handbook

## ESTA covered reasons for use of PTO

There are several situations where employees must be permitted to use available PTO or ESTA time for periods of temporary absence for an ESTA covered reason. The reasons include the following:

- a) If you have a mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of your mental or physical illness, injury, or health condition; or preventative medical care.
- b) For your family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of your family member's mental or physical illness, injury, or health condition; or preventative medical care for your family member.
  - i) For purposes of this policy, "family member" means:
    - (1) a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom you stand in loco parentis;
    - (2) a biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of you or your spouse or domestic partner or a person who stood in loco parentis when you were a minor child;
    - (3) a person to whom you are legally married under the laws of any state or a domestic partner;
    - (4) a grandparent or grandchild;
    - (5) a biological, foster, or adopted sibling; or
    - (6) any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.
- c) If you or your family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- d) Meetings at a child's school or place of care related to the child's health or disability or the effects of domestic violence or sexual assault on the child.
- e) Closure of the Company by order of a public official due to a public health emergency.
- f) You need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency.
- g) When determined by governing public health officials or a health care provider that you or your family member's presence in the community would jeopardize the health of others because of your (or your family member's) exposure to a communicable disease, whether or not you or your family member has actually contracted the communicable disease

Scio Township prohibits retaliatory personnel actions against an employee for requesting or using PTO. No one shall interfere with, restrain, or deny the exercise or attempt to exercise any right under this policy. Any violations of this policy or retaliatory action that is suspected should be immediately reported to Human Resources. Employees have a right to bring a civil action or file a complaint with the State of Michigan Wage and Hour Division for any violation of a right to use PTO for ESTA related reasons. If you have questions concerning this policy you should contact Human Resources.

# Scio Township Employee Handbook

## YOUR RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances.

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### **REASONS FOR TAKING LEAVE:**

Unpaid leave must be granted for *any* of the following reasons:

- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee’s job.

At the employee’s or employer’s option, certain kinds of *paid* leave may be substituted for unpaid leave.

### **ADVANCE NOTICE AND MEDICAL CERTIFICATION:**

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is “foreseeable.”
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

### **JOB BENEFITS & PROTECTION:**

- For the duration of FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan.”
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

### **UNLAWFUL ACTS BY EMPLOYERS**

FMLA makes it unlawful for any employer to:

- interfere with, retrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

### **ENFORCEMENT**

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

### **FOR ADDITIONAL INFORMATION:**

If you have access to the Internet visit FMLA website: <http://www.dol.gov/esa/whd/fmla>. To locate your nearest Wage-Hour Office, telephone our toll-free information and help line at 1-866- 4USWAGE (1-866-487-9243): a customer service representative is available to assist you with referral information from 8am to 5pm in your time zone; or log onto our Home Page at <http://www.wagehour.dol.gov>.

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U.S. Department of Labor  
Employment Standards Administration  
Wage and Hour Division  
Washington, D.C. 20210

WH Publication 1420  
August 2001

# Scio Township Employee Handbook

## BENEFIT MATRIX

<b>BENEFIT</b>	<b>IMMEDIATE</b>	<b>AFTER INTRO PERIOD COMPLETE</b>	<b>RETROACTIVE AFTER INTRO COMPLETE</b>
<b>Bereavement Leave</b>		<b>X</b>	
<b>Deferred Compensation</b>	<b>X</b>		
<b>Dental &amp; Vision Benefit</b>	<b>X</b>		
<b>Educational Assistance</b>		<b>X</b>	
<b>Holidays and Floating Holidays</b>	<b>X</b>		
<b>Life Insurance</b>	<b>X</b>		
<b>Medical Insurance</b>	<b>X</b>		
<b>Health Care Savings Plan</b>	<b>X</b>		
<b>Pension</b>		<b>X (per plan documents)</b>	
<b>Paid Time Off (PTO)</b>			<b>X</b>
<b>Short Term Disability</b>		<b>X</b>	
<b>Long Term Disability</b>		<b>X</b>	
<b>Seniority</b>			<b>X</b>

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## APPENDIX

### **Amended:**

October 23, 2012 (PTO carryover correction, Sec 22.3)

April 23, 2013 (Personnel Privacy Policy, Sec. 54)

June 25, 2013 (Holiday closings, Sec. 18)

March 24, 2015 (Dental etc reimbursement calc., Sec 35)

April 28, 2015 (Retiree reimbursement calc., Sec 34)

June 23, 2020 (Life Insurance Benefits, Sec 36 and Return of Township Property, Sec 55) October 27, 2020 (Leave of Absence, Sec 27 and Short-Term Medical Leave, Sec 28)

November 10, 2020 (PTO, Sec 22, Comp Time, Sec 19, Discrimination & Sexual Harassment, Sec 50)

May 24, 2022 (Holiday closings, Sec. 18)

July 26, 2022 (Holiday closings, Sec. 18)

March 14, 2023 (Employment Status, Sec. 6, Retiree Medical Insurance, Section 34)

April 11, 2023 (Holidays, Sec. 18, Work Time Lost, Sec. 21)

June 13, 2023 (Table of Contents, Note Sec. 3, Employment Classification Sec. 7, Flex Time, Compensatory Time and Overtime Sec 19)

November 14, 2023 (Employment Status, Sec. 6; Medical Insurance, Sec. 33; Dental Hearing and Vision Expense Reimbursement, Sec. 35)

July 23, 2024 (Work Schedule, Section 13), (Holidays, Section 18), (Flex time and Overtime, Section 19), (Utility Department, Section 20)

October 22, 2024 (Discrimination and Sexual Harassment, Section 50)

November 12, 2024 (Dental, Vision, Hearing Reimbursement, Section 36)

January 28, 2025 (PTO include Earned Sick Time Act, Section 22)

March 11, 2025 (Management Rights – Board Liaisons to Management, Section 5), (Educational Assistance, Section 39)

June 10, 2025 (Holidays, Section 18), (Utility Department, Section 20)

July 22, 2025 (Management Rights – Board Liaisons to Management, Section 5)

September 30, 2025 (Longevity Pay, Section 17), (Employee Uniforms, Section 41), Performance Management and Salary Evaluation Policy, Section 44)