



Village of Three Oaks

Employee Handbook

Approved: April 14th, 2010
Effective: April 15th, 2010
Revised: March 22nd, 2018

Section 1 – INTRODUCTION

The purpose of this manual is to outline the various expectations, responsibilities, and guidelines of employment by the Village of Three Oaks. The Village Council reserves the rights to alter, amend, revise or abolish this manual in whole or in part.

The primary purpose of personnel working for the Village of Three Oaks is to provide effective and efficient services to the residents of the Village and the community. You will be continually observed by those you serve. Your attitude, appearance, behavior, and performance may be the only contact or reference a citizen has regarding his or her village government. **We want you to make a positive impression.**

1.1 Preamble

The regulations outlined herein have been prepared with the intention of establishing consistent and fair policies of proper personnel administration to all Village employees.

Since these regulations are brief, it is understood that they may not cover every situation. Personnel are expected to use good judgment in matters not specifically covered herein and to discuss them with proper officials.

It is the Village's intention to have the cooperation and understanding of each employee to maintain an efficient and orderly work environment.

1.2 Application of Policies

These policies and procedures apply to the employees of the Village of Three Oaks specifically as provided for by the following job classification code:

Code A: All employees

Code B: All non-contractual full-time employees

Code C: All non-contractual employees

In situations where individual employment agreements or insurance plan documents specifically differ from these policies, then the applicable provision(s) shall govern. In all other areas, these policies should be referred to as guidance in personnel policy matters. The policies contained herein shall govern regardless of past practices or former policies.

1.3 Severability

If one or more provisions of this policy manual are superseded by or become in conflict with state and/or federal laws, or if they are determined by a court of competent jurisdiction to be inappropriate and voided, then the balance of the handbook shall remain in effect.

1.4 Employee Attitude (Code: A)

The average citizen usually forms an opinion of how his or her Village is run by his or her contact with one individual. If this individual is rude or inefficient, it will require much courtesy and efficiency to overcome this bad impression. Every member of an organization who, in any capacity, encounters the public is a salesperson and the impressions he or she make will reflect on the whole Village Administration. We expect our employees to make good impressions when they make public contacts. We acknowledge that this is difficult to accomplish at times.

The following are some suggestions we would like our employees to read and incorporate into their everyday contact with citizens of the Village of Three Oaks:

- Smile, use a tone and manner that is pleasant.
- Identify yourself to the citizen with warmth and interest.
- Be attentive and listen closely.
- Do not be in a rush.
- Always be courteous.
- Answer the citizen's questions or direct them to an individual who can.
- Watch your emotions and keep an open mind.
- Take notes when necessary because you may want to refer to them later.
- Remember – we all like to be treated with dignity and respect so we should treat others the same.

Section 2 – INITIAL PERIOD (Code: C)

An initial period of ninety (90) days is established to determine whether the employee relationship meets the goals of the Village. The initial period may be extended if the Village of Three Oaks feels the extension is necessary to fully evaluate an employee. This is the time to ask questions and make certain you understand just what you are expected to accomplish on your job. We realize it takes a while to get adjusted to a new job and new co-workers. Don't hesitate to go to your supervisor with questions or concerns. While it is true we retain the right to terminate employment at any time for any reason, we hired you because we felt you could help us provide quality services to the Village.

New employees will go through an initial period during which time every opportunity will be given to show that they can perform the required work satisfactorily; in a timely and orderly fashion. All employees should demonstrate that they can give priority to completing their own specific job assignments so that any surplus time may be used for helping other employees or performing other duties as time allows. An employee during their initial period may be terminated at any time for unsatisfactory performance or a violation of the work rules.

A performance evaluation will be completed by the employee's supervisor at the end of the initial period. It will determine whether the employee has satisfactorily completed the initial period, and if employment will be continued. An employee will not continue employment beyond the three-month period unless:

- 1) A satisfactory evaluation is received from the supervisor, or
- 2) The initial period is extended.

Temporary, seasonal, or part-time employees who are hired on a full-time basis shall begin a new three-month initial period on the full time hiring date. A satisfactory review in no way implies that future termination is not possible.

Section 3 – EMPLOYMENT RULES (Code: C)

The employment relationship is terminable at the will of either the Village or the employee, at any given time. Thus, the employment relationship can be terminated at any time, at the option of either the Village Manager or the employee. The following rules and regulations are to govern the conduct of the employees. They are intended as a general guideline as to the kind of misconduct that will result disciplinary action and are not intended as a complete list. This listing of infractions is not all-inclusive and does not alter the fact that the employment relationship is terminable at will of either party. Commission of any of the following violations can be sufficient for disciplinary action up to and including immediate termination, as determined within the sole discretion of the Village Manager.

We recognize that each employee is different, special, and a unique individual, having different needs. Village management reserves the right to tailor disciplinary action to fit the specific situation and individual.

Section 4 – PERSONNEL

The Village Manager or designee shall be responsible for maintaining records on each employee to include pertinent personal data such as: name, address, telephone number, employment classification, salary and wage history, benefit coverage, performance evaluations and performance related correspondence, and other information deemed necessary by the Village.

4.1 Personal Information (Code: A)

An employee shall notify his or her supervisor whenever there is a change in:

- Address
- Telephone number
- Emergency contact
- Marital status
- Number of dependent and/or change in withholding tax exemptions
- Insurance beneficiary and/or additions or deletions to insurance policy
- Military status

This information is necessary to enable the Village of Three Oaks to properly calculate payroll taxes and to contact employees in cases of changes in working schedules.

4.2 Confidential Information (Code: A)

As an employee you may have access to certain information which should be handled with confidentiality. It is improper for you to divulge, remove, or discuss with anyone, on or off the job, materials of a confidential nature. Any inquiry by a representative of any government agency or bureau, local, state, or federal, should be referred to your supervisor immediately. Any disclosure of confidential information may be grounds for dismissal.

4.3 Personnel Director (Code: C)

It is the policy of the Village of Three Oaks that the Village Manager shall assume all the duties and responsibilities as Personnel Director. The Manager may delegate such duties to some other officer or employee of the Village who has the necessary training or experience to act in this capacity.

4.4 Nepotism (Code: A)

Relatives of elected or appointed officers of the Village are ineligible for hire during the tenure of their relative. Relatives of immediate supervisors are ineligible for hire during the employment of said supervisor.

Relative is defined as a: parent, grandparent, grandchild, sibling, half-sibling, spouse, or child.

Section 5 – JOB DESCRIPTION

5.1 Job Classification (Code: A)

All employees are considered “at-will” and the Village does not guarantee lifelong employment.

5.2 Temporary Employee (Code: C)

A temporary employee is an individual employed for a short period of time. A temporary employee is not eligible for benefits provided for permanent employees. They may work a regular workweek or reduced workweek, depending upon departmental needs.

5.3 Full Time (Code: A)

Full time is a position where the employee is working the normal workweek on a regular schedule at a job classified by the employer as a regular full-time employee – 40 hours per week.

5.4 Part Time (Code: A)

Part time is a position where the employee is scheduled to normally work less than a 40-hour workweek. They will be paid for recognized holidays falling during their employment, if the employee customarily works at least 24 hours per week.

5.5 Seasonal (Code: A)

Seasonal are positions where the employee works a full or part time schedule for a limited and defined duration.

Employees appointed to Temporary, Seasonal, or Part-Time positions are not, unless otherwise indicated by the Village Manager, eligible to receive the fringe benefits afforded to Full-Time employees.

Section 6 – EMPLOYEE EVALUATIONS (Code: C)

Each full time and certain part time employees of the Village shall participate in an employee performance evaluation at least once annually. The purpose of such evaluation is to enhance communication, maintain clearly understood performance expectations, and identify employee’s strengths and weaknesses relative to their job duties.

Performance evaluations of part time and temporary employees are required and should be scheduled as appropriate.

All positions in our municipal organization are evaluated as to training and education required, work performed, and assigned responsibilities. The relationship of one position to all others is also considered.

Section 7 – APPEARANCE

7.1 Dress Appearance (Code: A)

The Village of Three Oaks does not require specific dress for non-uniformed employees. The Village does, however, expect a non-uniformed employee to be appropriately attired and groomed for their job. Examples of clothing that are not considered appropriate include styles that are tight or form fitting, shorts or skirts that are brief, clothes that are “see through”, tank tops or similar fashions. Employees that are provided with Village of Three

Oaks apparel are expected to wear one item displaying “Village of Three Oaks” that is visible to the public.

All field employees will be provided proper attire, through their departments budget, that will ensure their safety in the field.

7.2 Personal Hygiene (Code: A)

Cleanliness is a must for all Village employees. Personal hygiene shall be tended to not only for the individual’s comfort but also for the protection and safety of fellow employees. Body odors, strong perfume, or smoke may all be particularly offensive to the public and coworkers. Employees should take pride in their personal appearance and assure cleanliness and neatness of hair, shoes, clothing, and uniforms.

Section 8 – ATTENDANCE

It is understood that employees will be absent from time to time due to illness or other personal situations. Excessive absenteeism generates an undue hardship on fellow workers and is detrimental to the citizens we are charged to serve. An employee who fails to notify their supervisor that they will not be reporting for work is subject to disciplinary action. An employee, who fails to report for three (3) consecutive days without notification, shall be terminated.

Upon accepting employment with the Village, you assume the personal responsibility of being on the job each scheduled day. You should strive for perfect attendance. We recognize that occasional absence and lateness is unavoidable. However, absenteeism and tardiness always cause lost wages to you and difficulty in meeting the Village’s obligations to its residents.

8.1 Work Schedule (Code: C)

Village employees normally work eight hours each day, Monday – Friday. However, Village Hall is open from 8:00 AM to 4:00 PM from Monday to Thursday. Lunch periods are one-half hour, unpaid. If an employee works a full eight (8) hour workday, they will receive two (2) fifteen (15) breaks (paid) and a one-half hour lunch (unpaid). Employees in the Village office building may leave for lunch and/or breaks.

Other department’s schedules are based on work demand. Supervisors are to receive approval from the Village Manager prior to any change in the department’s schedule.

These are the hours expected to be worked under normal conditions, but in emergencies or where additional service to the Village is required, reasonable overtime may be required. Other circumstances may require a change in the normal workweek.

8.2 Absences and Tardiness (Code: C)

It is important to the Village of Three Oaks that employees report to work on time and work their scheduled hours. If for any reason you are unable to report to work on a scheduled work day, you are required to notify your direct supervisor immediately. You must call **EACH DAY** you are going to be late or absent. Failure to do so (unless caused by unavoidable circumstances) will result in the employee being recorded as “Late, No-Call” or “Absent, No-Call” Advance notice of two weeks is required for all absences that the employee has advance knowledge of (ex: vacation, doctors’ appointments, etc.). Employees who are excessively late or absent are subject to disciplinary action.

Any full-time employee who is out sick for three (3) consecutive work days must obtain a doctor’s note.

8.3 Time Keeping (Code: C)

Accurately recording time worked is the responsibility of every employee. All employees, including salaried, must accurately record the time they begin and end their work day, the beginning and ending of time of each meal period, as well as if they have taken a personal, vacation, or comp day, unless otherwise specified in a contract.

Section 9 – PAYROLL

9.1 Pay Period (Code: A)

Paychecks are distributed on a biweekly basis. If a regular payday occurs on a holiday, the pay date will be the prior working day.

It is the employee's responsibility to have the appropriate time accurately completed and given to the Village Manager or designee at the end of the pay period. Failure to do so may result in the employee not receiving a paycheck in that pay period and for the employee to be written up.

9.2 Payroll Deductions (Code: A)

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 exemptions certificate that is on file. Social security tax, Medicare tax and State income tax are also withheld as required by law. Other deductions such as garnishments, child support, and court orders will be withheld as required by law. Defined contribution may also be deducted from the employee's payroll check.

9.3 Compensation (Code: A)

Pay increases will be based on performance determined by the Village Manager, and approved by the Village Council, through an annual evaluation of the employee in October of each year or from time to time at the sole discretion of the Village Manager.

9.4 Overtime General Provisions (Code: B)

Overtime will be paid for any work beyond forty hours a week. Overtime will be computed to the nearest quarter hour. An individual called back to work after normal working hours will receive pay for a minimum of two hours. All employees will receive their regular pay, plus time and one-half, for hours which are required to be worked on a holiday.

It is understood that at times salaried employees are required to perform tasks more than expected work duties. From time to time additional time off work may be approved by the Village Manager for salaried employees.

9.5 Hours & Payday (Code: C)

Employees are expected to work their full shifts. These hours may vary due to the amount of work and other conditions, but only with the approval of the Village Manager. Every employee shall be at his or her position and ready to start work promptly at their starting time. Failure to do so may result in a written reprimand. The pay period begins on Saturday morning and ends on Sunday evening (14 days).

Time sheets must be filled out daily and turned into the Village Manager or designee no later than 10:00 AM every other Monday (based on a bi-weekly pay period). The Village may alter the pay period from time to time to accommodate accounting practices. It is the employee's responsibility to have the time sheet accurately

completed, signed, and given to the Village Manager or designee at the required time. Failure to do so may result in the employee receiving a paycheck based on an estimated number of hours worked.

Section 10 – LUNCH & REST PERIODS

10.1 Meal Periods (Code: A)

Every employee, except those on continuous operations, may receive a lunch period during each work shift. Meal periods may not be accumulated, if not taken. Nor may they be used to cover an employee's late arrival or early departure from work unless authorized by the employee's supervisor. For an eight (8) hour shift, the meal period is one-half hour (unpaid).

10.2 Rest Periods (Code: A)

Employees will be permitted a paid fifteen-minute relief period in the morning and paid fifteen-minute relief period in the afternoon. Rest periods may not be accumulated if not taken nor may they be used to cover an employee's late arrival or early departure from work. However, they may be used to cover the unpaid meal period or be combined for a one-hour lunch period. Half of which being paid and half of which being unpaid.

Section 11 – VACATION

11.1 Vacation Schedule (Code: B)

Effective January 1st of each calendar year, regular full-time employees who have completed the following years of service shall be entitled to the following vacation time (unless otherwise specified in their contract):

Year(s) Completed	Vacation Hours
1	40
2 - 6	80
7 -14	120
15+	160

Note: during the first year of employment, if an employee starts their employment other than January 1st, then the amount of vacation hours issued will be prorated (ex: start date of July 1st would equal 20 hours of vacation time).

Vacation may be requested in writing from the Village Manager. Employees shall take their vacations within the calendar year. An employee may carry over two (2) days of vacation time, however, any excess vacation time will be lost if not used within the calendar year except as provided in 11.2.

Village Clerk & Treasurer, will receive a pro-rated amount of vacation based on their complete years of service (see chart below). The remainder of the regularly scheduled part time employees, scheduled twenty-four (24) hours or more each week, will be given a yearly vacation equal to their regularly scheduled hours. No vacation days can be carried over for part-time employees. **Each employee is encouraged to use earned vacation for rest and relaxation.**

Year(s) Completed	Vacation Hours
1	20
2 - 6	40
7 -14	60
15+	80

11.2 Vacation Leave Used (Code: B)

The amount of vacation leave used by an employee shall be equal to the number of regularly scheduled hours they would otherwise have worked during their absence. If a change in the workweek occurs for a full-time permanent employee, accumulated vacation leave shall be credited based on the new work schedule.

All vacations shall be scheduled at least two (2) weeks in advance through the Village Manager, except in emergency situations when notice shall be given as soon as possible. Vacation requests will then be approved or denied within three (3) days of receipt. To schedule a vacation, an employee shall complete and file a *Vacation Request Form* at least two (2) weeks prior to the beginning of the requested vacation leave with their immediate supervisor.

Vacations will normally be granted for the time requested by the employee. Although the Village will make every effort to accommodate vacation requests, if there are insufficient employees to operate a department, an employee of that department may be required to reschedule their vacation. If vacation time is denied for operational purposes that amount of time may be carried over to the following year if there is not adequate time to use vacation time in the current year.

11.4 Vacation Time Upon Termination (Code: C)

Upon termination from employment, employees will be paid unused vacation time, including:

- Voluntary termination shall receive earned vacation pay.
- Involuntary termination without cause shall receive earned vacation pay.
- Retiring employees shall receive earned vacation pay.
- An employee’s widow/widower or legal supervisors shall receive earned vacation pay when an employee’s employment is terminated by death.

THIS DOES NOT INCLUDE EMPLOYEES THAT ARE TERMINATED FOR CAUSE.

Section 12 – PERSONAL TIME

Personal hours are times granted to the employee to conduct business and attend to personal matters which must be attended to including but not limited to sick leave.

All full-time “Code: C” employees are eligible for personal leave time each year based on the following time schedule:

Year(s) Completed	Personal Hours
1+	48

Credit will not be given for time worked at a part-time classification. These hours are allotted on a calendar year basis. All full-time employees with more than one year of service, simultaneously, are eligible for personal time.

Personal hours may be used in any combination of time blocks with a minimum of two hours. Personal hours may be used with vacation time.

Prior to the use of any personal hours, the employee is required to make a written request, which must receive the approval of the Village Manager prior to the personal hour(s) being taken. Such approval is at the discretion of the Village Manager. There shall be no accumulation of personal time if not used each year. All personal time taken shall be scheduled at least two (2) weeks in advance through the Village Manager, except in emergency

situations when notice shall be given as soon as possible.

Section 13 – HOLIDAYS

Each full-time or permanent part-time employee, having completed ninety (90) days of employment with the Village, will receive eight (8) hours of pay or pay equal to the number of hours of the employee's normal work day, at the employee's regular hourly rate. *During the November Village Council meeting, Three Oaks Village Council will be notified of the holiday schedule for the following calendar year.*

Typical holidays observed by the Village of Three Oaks:

- New Year's Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day
- Floating Holiday*

*A *Floating Holiday* is a paid day off from work, given as a substitution for a public holiday and typically taken on a day chosen by the employee (e.g. instead of using a Vacation/Personal day for July 5th, an employee can use their yearly *Floating Holiday*).

If on vacation at the time of a holiday, the day shall not be charged against vacation time.

Holidays falling on a Saturday or Sunday will be observed at the discretion of the Village Manager.

A full-time employee who is scheduled to and does work on a holiday because of the nature of their position will be paid double time. Employees who perform no work on a holiday shall be paid their regularly scheduled hours.

A salaried employee who is required to work on a legal holiday will be paid their regular salary and will receive equivalent time off during the calendar year at a time agreeable to both the employee and the employee's supervisor(s).

An employee who is scheduled to work on a holiday and is absent without an excuse acceptable to the Village Manager, shall not be eligible for holiday pay. Paid vacation time or paid personal time must be available and used if taking off time immediately prior to and after a paid holiday. This must be scheduled in advance

Section 14 – TRAVEL & MILEAGE (Code: A)

The Village of Three Oaks shall reimburse an employee for expenses incurred while outside the Village on authorized travel. All advances or reimbursements for authorized travel shall be approved in advance by the Village Manager.

It shall be the responsibility of each employee, traveling as an official representative of the Village of Three Oaks, to keep sufficient records to make a complete and detailed report of all authorized expenses to be paid for by the Village. When possible, actual receipts will be obtained and attached to the expense report.

Authorized travel shall mean travel by village employees or representative in any one of the following categories:

14.1 Official Village Business

This shall be construed to include:

- Any conference, meetings, hearing, consultations, or other business carried on between the Village of Three Oaks and other governmental agencies.
- Any matter relating to the purchased goods, equipment, or services when such requires personal contact on the part of the representative or Village employee.
- Any travel specifically authorized by action of the Village Manager.

14.2 Professional Conferences & Conventions

The Village of Three Oaks may reimburse an employee for expenses incurred as a result of attending approved professional conferences or conventions. All such conferences and conventions must be directly related to the employee's professional field and positions with the Village. The Village Manager must specifically approve attendance at such a conference or convention prior to authorizing the reimbursement or advancement of expenses.

14.3 Schools & Training Sessions

The Village Manager may authorize an employee to attend schools and training sessions directly connected with their position and duties with the Village of Three Oaks.

The following is a summary of allowable expenses, which an employee may be advanced or reimbursed by the Village of Three Oaks when incurred on authorized travel.

14.4 Private Automobiles

A private automobile may be authorized for Village business if prior approval of the Village manager is obtained before the trip is taken. If a private automobile is permitted to travel within the state, the reimbursement shall be paid at the rate of the current federal per diem plus parking charges (receipt required). If a private automobile is permitted for travel out of state, reimbursement expenses shall be limited to a maximum dollar amount equal to coach class airplane and shall not include tolls on roads or bridges, lodging, meals, and other expenses in route that would not be paid if commercial transportation were used. In the event approval is received for two or more employees to travel by private car, only one party will estimate and receive transportation costs.

14.5 Hotels & Lodging Expenses

Employees may be allowed an amount not greater than the cost of a medium priced, single room for lodging while traveling at the expense of the Village. No provisions shall be made for an advance or a reimbursement for lodging expenses for relatives and friends of employees. All lodging must be supported by receipts. All efforts shall be made to have the lodging booked in advance by the Village Managers or designee.

14.6 Meals

Employees traveling for the Village will be allowed reasonable meal expenses and reimbursement based on IRS approved rates. These expenses will be subject to approval of the Village Manager. No reimbursement will be made for entertainment or for meals for persons other than Village employees unless such expenses are specifically approved in advance by the Village Manager.

14.7 Miscellaneous

Village employees may be reimbursed for reasonable tips, telephone, and tax expenses, provided these expenses were business purposes only. Parking costs will be reimbursed if the employee uses a Village owned or a private vehicle.

Section 15 – VILLAGE EQUIPMENT

15.1 Personal Use of Village Equipment (Code: A)

The personal use of Village owned equipment outside the scope of employment is prohibited. Any exceptions to this policy shall be approved by the Village Manager.

15.2 Care of Village Equipment (Code: A)

The Village of Three Oaks possesses and maintains a wide array of costly equipment and rolling stock. Employees are expected to follow prescribed procedures for equipment and vehicle usage, refrain from equipment abuse, and guard against equipment loss.

It shall be a condition of employment that all employees who operate Village equipment meet any and all standards, regulations and/or license requirements of the state of Michigan (including required drug testing) and must possess a valid driver's license at all times.

Should an employee encounter equipment malfunction or be involved in an accident, the incident should be immediately reported to the appropriate supervisor or department head. Intentional equipment abuse, careless use of equipment, or habitual loss of equipment may result in disciplinary action, up to and including termination.

Section 16 – MEDICAL & DENTAL INSURANCE

The Village of Three Oaks provides health and dental insurance for all full-time employees and dependents, and qualified part-time employees. A part-time employee can qualify for insurance pending Village Council review. Health and dental insurance coverage, policies and contribution will be determined by the Village Council from time to time. Coverage begins the on the first day of the month following thirty (30) days of employment.

Employees on extended sick leave, whether compensated or not, whether their position has been filled, will continue their health coverage with the Village contribution for up to a maximum of four (4) months. After four (4) months, the employee may opt to continue coverage at their own expense. During extended leave the employee remains responsible for their contribution to the medical insurance.

Section 17 – RETIREMENT – SIMPLE IRA PLAN

Effective for all employees that earn a minimum of \$5,000.00 annually. Any employee that earns a minimum of \$5,000.00 annually and is expected to continue to earn \$5,000.00 annually will be eligible for the SIMPLE IRA Plan effective on January 1st of the following year in which they become eligible. They must contribute a minimum of 3% of their gross salary to be eligible for the Village's 3% contribution, however, they may contribute any percentage above that within the limits of the law.

On a quarterly basis, the Village will make a 3% contribution to any eligible, actively contributing employee that is participating in the SIMPLE IRA Plan and that is still employed with the Village.

Section 18 – PROFESSIONAL MEMBERSHIP & REQUIRED TRAINING (Code: A)

Membership dues for a related trade or professional organization may be paid for by the Village with the prior approval of the Village Manager and at his/her discretion.

All additional continued training required for the employee's position shall be fully paid for by the Village.

Section 19 – CONTINUING PERSONAL EDUCATION (Code: A)

The Village encourages all personnel to continually enhance their personal knowledge and job proficiency through ongoing education. Educational activities are not compensable and are self-improvement for the employee above and beyond that required by their position with the Village.

Section 20 – EDUCATION AND TRAINING (Code: A)

The Village Council may encourage the improvement of service by providing employees with opportunities for training, which need not be limited to training for specific jobs but include training for advancement and general fitness for public service.

If testing is required for certification after an education/training session, the Village will cover the cost of the first two test attempts; any additional testing will come at the cost of the employee.

Section 21 – WORKSHOPS & SEMINARS (Code: A)

Attendance of personnel at special workshops and seminars is based upon the needs of the Village for information or training in special areas. Such attendance shall be at the discretion and approval of the Village Manager.

Section 22 – EMERGENCIES (Code: A)

Due to extenuating circumstance, in the event of a serious injury/illness of an immediate family member the Village Manager may grant leave with or without pay.

Section 23 – LEAVE OF ABSENCE WITHOUT PAY (Code: C)

At one time or another an employee may find it necessary to take some time off from work for illness, injury, disability, pregnancy, serious illness in the employee's family, or other reasons acceptable to the Village. Full-time or part-time employees may be granted a leave of absence upon approval of the Village Manager. An employee may be placed on leave of absence (LOA) without pay by the Village Manager.

LOA without pay may be granted to a permanent employee, at the discretion of the Village Manager, for a period of one week. A LOA of more than a week must be approved by the Village Manager and the Village President. Such leave shall be granted when the Village will benefit from the grant.

Reinstatement to Position: Upon expiration of the leave, the employee may be reinstated to the position held before the leave was granted or other similar position. The Village will attempt to return the employee to the same job. An employee who fails to return to work upon termination of the LOA shall be presumed to be a voluntary quit.

Normally, LOA more than thirty (30) days will not be granted. If additional time is required, the employee must reapply no later than fifteen (15) days prior to the expirations of the approved LOA. The extended LOA will be reviewed based on the circumstances of the request and the needs of the Village at the time of the leave. LOA

shall not be used to search for other employment.

Requests for LOA shall be made in writing, shall be signed by the employee, shall state the reason the leave is requested, and the length of time the employee desires. The LOA must be signed by the Village Manager and Village President (if applicable).

Any absence of an employee from duty, including any absence for any single day or part of day that is not authorized by a specific grant of LOA, under provisions of these rules, shall be deemed to be an absence without leave. Any such absence shall be subject to disciplinary action. In the absence of such disciplinary action an employee who absents themselves for three (3) consecutive days without leave shall be deemed to have resigned.

A LOA will be paid with unused vacation and personal time until it expires; remaining LOA will be unpaid.

Section 24 – MILITARY LEAVE (Code: A)

24.1 Military Leave

Any permanent, full-time employee who enters active duty with the armed forces of the United States to fulfill their required military services will, if such employee requests it before they leave their Village employment, be granted a leave of absence without pay for the period of service or duty required and any period following the period of actual required service or discharge from a veteran's hospital. An employee who is fulfilling their required military service by attending a two-week training session each year, for several years, will be without pay or if such employee chooses to utilize vacation time.

24.2 Reinstatement

At any time before the expiration of such military leave of absence, the employee shall be entitled to re-employment in their former position or a position of like seniority, status, and pay, provided:

- They are still qualified to perform the duties of such position.
- Their service with the armed forces has been honorable and they can establish this fact to the satisfaction of the Village.

24.3 Abolishment of Former Position

In the event the employee's former position is non-existent or the employee no longer physically qualifies for their position, then the employee may apply for a different position in the Village.

24.4 Credit for Service Period

Upon reinstatement to their former position, any such employee shall be given credit for their period of service in the armed forces in determining their eligibility for pay increases within their salary or wage range. Vacation time and personal time may not be accumulated during periods of military leave. For determining any vacation time, the years of service shall be the total years of employment plus the years of military leave. Length of credit allowed for military leave shall be limited to the time of service.

The maximum time that may be charged to military training leave shall not exceed the number of days that an employee would normally have worked during sixteen consecutive calendar days.

Section 25 – OCCUPATIONAL INJURY OR ILLNESS (Code: A)

If, during the workday, an employee becomes ill or is injured for reasons attributable to employment, no portion of a sick day or any other leave shall be charged against the employee.

The employee must immediately go to an acceptable medical and/or dental facility to be drug tested and have their condition assessed. Failure to do so will make the employee ineligible for full compensation.

The employee is expected to return to work within a reasonable period, as authorized by an acceptable physician's report. At the end of twenty-two (22) weeks, the employee's case shall be reviewed by the Village Manager or designee and the employee. If it is determined that the employee will not be able to resume normal duties until after twenty-six (26) weeks have lapsed, the Village may, at its option, proceed as follows:

- The Village may pay the employee full or part pay by using personal leave and/or vacation credits.
- Request the employee go on disability retirement under provisions of an approved system.
- The employee may elect to voluntary resign.

All injuries, no matter how slight, must be reported the day the injury occurs, to your immediate supervisor.

This procedure must be followed if the insurance company carrying the Village's workman's compensation coverage is to honor any claim that develops because of the injury occurring during working hours. In the case of compensational injuries, an employee is required to go to the doctor(s) designated by the Village or insurance carrier.

25.1 Worker's Disability Compensation

In accordance with the law, the Village of Three Oaks provides benefits as prescribed under the Worker's Disability Compensation Act, for injuries/illnesses occurring while engaged in the performance of Village duties. All work-related injuries, no matter how minor, must be reported immediately to the employee's immediate supervisor. All worker's compensation claims, and incident reports must be filed with the Village Manager within twenty-four (24) hours of the occurrence or detection of work related injuries.

Unless the injury is life-threatening, the employee should be directed to the Village's designated medical care provider.

25.2 Worker's Compensation Payments

Worker's compensation law requires that loss of work must exceed seven (7) working days before worker's compensation payments begin. If an employee is off over fourteen (14) working days, payment is then retroactive to day one. To receive payment for a job-related injury, where less than eight (8) working days leave is needed, an employee must use personal leave.

Once payment of worker's compensation is received, the employee will not receive personal leave benefit payments. Employees cannot receive both benefit payments at the same time.

Section 26 – PARENTAL LEAVE

Due to the size of the Village of Three Oaks' work force, the Family and Medical Leave Act (FMLA) does not apply.

Section 27 – JURY DUTY

It is the policy of the Village to cooperate in every way with local and national governmental agencies. The Village also realizes that it is an obligation of citizenship to serve on a jury. If you receive a jury summons, report the fact promptly to your supervisor so that arrangements can be made to excuse you from work. The Village may request that you be excused from jury duty due to the importance of your position.

If any regularly scheduled employee is called to jury duty, full compensation shall be received while on jury duty. Maximum jury duty leave is fifteen days. Additional paid leave, beyond fifteen days, must be approved by the Village Manager with a report filed by the employee.

Jurors, when not assigned to cases, must report to their work for the remainder of the day.

Section 28 – BEREAVEMENT LEAVE

In the event of a death in the immediate family of an employee, the employee should notify their supervisor as soon as possible of an absence due to a funeral.

For all full-time employees there shall be:

- **Five (5) consecutive funeral leave days** with pay, when a death occurs in the employee's immediate family. Immediate family is defined as: parents, step-parents, siblings, spouse, children, and stepchildren.

If the employee is required to make at least a four hundred (400) mile trip for the funeral, an additional day may be requested and approved by the Village Manager for travel time.

A full-time employee granted bereavement leave shall receive pay equal to the number of hours of the employee's normal work day for each day of work missed, at the employee's regular rate of pay.

No bereavement pay will be paid if the funeral falls on holiday, weekend, unscheduled workday, if the employee is on leave of absences or if the employee is on layoff.

If an employee is on a scheduled vacation, they may reschedule the vacation later and receive bereavement leave. Bereavement leave, jury leave, sick leave, and leaves of absences shall not be eligible for purposes of computing overtime.

Section 29 – CIVIL RIGHTS (Code: A)

The opportunity to obtain employment without discrimination because of race, religion, national origin, color, sex, marital status, age, sexual orientation, or handicap is hereby recognized and declared to be a civil right. Further, it shall be contrary to the public policy of the Village of Three Oaks or any employer to discriminate in the termination, promotion, tenure, terms, or conditions of employment due to race, religion, national origin, color, sex, marital status, age, sexual orientation, or handicap.

29.1 Political Considerations

Employees shall be selected without regard to political considerations and shall not be required to contribute to any purpose.

29.2 Drug-Free Work Place

All employees of the Village of Three Oaks shall be aware that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Village's work place. Employees may not come to work under the influence of any controlled substances or alcohol. The Village encourages any employee with a chemical dependence problem or concern about a chemical dependence problem to seek professional treatment before the problem becomes a deterrent to job performance. Any employee, who is convicted by a court of law of any criminal drug statute violation shall be immediately terminated. The Village reserves the right to have an employee tested for drugs and alcohol at any time for any reason. Possession, use, or being under the influence of alcohol or a controlled substance is grounds for immediate termination.

29.3 Safety & Health Policy

The Village of Three Oaks believes that no job or task is more important than worker health and safety. If a job represents a potential safety or health threat, every effort will be made to plan a safe way to do the task.

29.4 Specific Safety Rules

Any unsafe working conditions should immediately be brought to the attention of your supervisor. The following are specific rules and may be amended as necessary:

- All employees are responsible for conducting themselves in a safe manner always.
- The observance of all notices and safety signs is required always. DO NOT block exit or entrance doors or fire extinguishers.
- NO SMOKING in designated non-smoking areas (i.e. buildings and work vehicles/machinery).
- All applicable governmental safety regulations shall be followed by employees.

Section 30 – GRIEVANCE & COMPLAINT PROCEDURE (Code: B)

Problems or misunderstandings arise occasionally. No matter what the nature of the problem, it is important to employees and it is important to the Village that an employee should have a full opportunity for discussion and consideration. It is the policy of the Village of Three Oaks to be equitable, honest, and fair in all our employee relationships.

Section 31 – RULES & DISCIPLINARY ACTIONS (Code: B)

Minor offenses include all cases where an employee acts in disregard of Village rules, regulations, policies, procedures, and attendance.

Discipline for minor offenses will ordinarily be preceded by progressive discipline as set forth below:

- 1st offense – verbal counseling from employees Immediate Supervisor or Village Manager
- 2nd offense – written counseling / reprimand from the Village Manager
- 3rd offense – one (1) to five (5) day suspension without pay from the Village Manager
- 4th offense – termination

Major offenses may cause an employee to be terminated immediately. Following is a list of the type of offenses, which are considered "major". Similar offenses not listed below may also subject employees to immediate termination.

- Commission of a felony.
- Sale, possession, use or being under the influence of alcohol or other controlled substances while performing duties for the Village.
- Any act which jeopardizes the health or safety of a citizen or fellow employee while performing duties for the Village.
- Refusal to complete a legitimate function of the employee's position having received direct instruction from their supervisor to do so.
- Deliberate destruction or abuse of Village property or that of other employees or citizens.
- Use or threat of physical violence while performing duties for the Village.
- Failure to report accidents involving Village property or personnel.
- Failure to report personal injury or accident.
- Stealing Village property for personal use or sale.

Section 32 – RULES OF CONDUCT (Code: B)

Each job depends on how an employee and their coworkers conduct themselves. In any organization, it is necessary to have established and understood policies and rules to protect the interests of all employees and to assure that all employees are treated fairly.

Violation of handbook rules will result in progressive disciplinary action. Discipline ranges from a written reprimand to immediate discharge, depending on the seriousness of the violation and whether it is a first violation or reoccurrence. A combination of work rule violations will be dealt with according to the circumstances of each case.

Documentation regarding all appropriate disciplinary action shall be kept in the employee's personnel file. An employee's personnel file is private and can only be opened by the employee, the Village Manager, and the duly elected members of the Village Council.

If a circumstance arises which is not specifically covered by this handbook, the Village may take appropriate disciplinary action. The following are examples of improper conduct, together with guidelines for disciplinary action. Disciplinary action in any case will depend on the facts of that case and the employment record of the person involved.

32.1 Reasons for a reprimand

- Late to work without an excuse acceptable to the Village Manager.
- Inattentiveness to work (i.e. loafing, wasting time, failing to start work at designated time, quitting work before the proper time, or leaving the job during working hours without permission of the Village).
- Disregarding job duties by neglect of work or conducting personal business.
- Unexcused or unauthorized absence on one or more scheduled days of work.
- Establishment of a pattern of sick leave abuse or excessive absenteeism.
- Failure to observe precautions or personal safety, posted rules, signs, safety instructions or to use protective clothing or equipment. Neglect or carelessness' that leads to unsafe conditions of self, other employees or the public.
- Violating traffic regulations, or improper operation of a motor vehicle.
- Careless workmanship resulting in spoilage of waste or materials or delay in production.
- Failure or delay in carrying out orders, work assignments or instructions.
- Incompetence, inefficiency, or unsatisfactory work performance.
- Stopping work or preparing to leave work without authorization before the lunch period, official break in work, or before specified quitting time.

- Distraction of the attention of other employees.

32.2 Reasons for an Automatic Written Reprimand

- Smoking in unauthorized areas.
- Permitting any person who is not an employee of the Village of Three Oaks to enter or ride in a Village vehicle without the written authorization of the supervisor.
- Gambling or unlawful betting on Village premises.
- Covering up or attempting to conceal defective work, removing or destroying the same without permission.
- Failure to report for overtime without good reason after being scheduled to work.
- Use of Village vehicles, equipment, or buildings for other than employer directed use.
- Disrespectful conduct: use of insulting, abusive, threatening, or obscene language toward subordinate, fellow employee, supervisor, or public.
- Failure to report in a prompt and timely manner (repeatedly).

32.3 Reasons for Suspension or Dismissal

- Disorderly conduct: fighting or engaging in dangerous horseplay.
- Mistreating, intimidating, coercing, or interfering with employees or supervision at any time.
- Resisting authority.
- Sleeping during working hours.
- Possession of firearms, explosives, or other weapons on the employer's premise.
 - Police personnel are exempt.
- Conviction of drunk or reckless driving while operating a Village owned vehicle.
- Being under the influence of narcotics or drugs without the written orders of a physician during working hours.
- The making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, the Village, or its operations.
- Actual or attempted theft of Village property or the property of others.
- Immoral, indecent, or notoriously disgraceful conduct.
- Discrimination against any employee or applicant because of race, color, religion, sex, national origin, age, sexual orientation, or handicap, and any reprisal action against an employee for reporting such discrimination.
- Falsifying attendance record for oneself or another employee.
- Disobedience to authorities, or deliberate refusal to carry out any proper order from any supervisor having responsibility for the work of the employee (insubordination).
- Making false claims or misrepresentations in attempt to obtain sickness or accident benefits, workmen's compensation, or unemployment compensation payments.
- Accepting bribes.

These lists are in no way to be considered exhaustive and other actions deemed inappropriate by management may result in discipline.

Section 33 – CONFLICT OF INTEREST (Code: A)

Interest that could conflict with or appear to conflict with the interest of the Village:

- No use of Village assets for any unlawful or improper purpose including personal use.
- No false entries are to be made in the Village accounting procedures for any reason.

- No payments are to be approved or made with the intention that any part is to be used for any purpose other than that described in supporting documentation to such payment.

Any employee who knows of any unrecorded assets or any prohibited act must promptly report such to the Village Manager or Treasurer.

Section 34 – RESIGNATION & TERMINATION (Code: C)

34.1 Separation

The tenure of every employee shall be conditioned on the good behavior and satisfactory performance of duties. An employee may be temporarily separated by layoff or suspension or permanently separated by resignation or dismissal.

All employees serve as “at-will” employees.

34.2 Layoff

Whenever there is a lack of work or lack of funds requiring reductions in the number of employees in a department of the Village, the required reduction may be made in such job class or classes as the department head may designate, upon approval of the Village Manager.

34.3 Resignation

An employee resigning from the employment of the Village should give sufficient notice to enable the Village to secure and train a replacement. Normally, this notice should be at least two weeks prior to time of termination. Resignation should be made in writing to the Village Manager.

Section 35 – SEXUAL HARASSMENT (Code: A)

35.1 Sexual Harassment

It is Village of Three Oaks policy that all employees are responsible for assuring that the work place is free from harassment. Due to the Village’s strong disapproval of offensive or inappropriate sexual behavior at work, all employees must avoid any action or conduct that would be viewed as sexual harassment, including: unwelcome sexual advances, requests of sexual acts or favors, other verbal or physical conduct of a harassing nature.

Any employee who has a complaint of sexual harassment at work by anyone, including supervisors, co-workers, customers, or visitors, must bring the problem to the attention of the Village Manager or Village President.

All complaints will be promptly handled. All employees should be aware that the privacy of the charging party and the person accused of sexual harassment will be kept strictly confidential.

The Village will retain confidential documentation of all allegations and investigations and will take appropriate corrective action, up to and including discharge, to remedy all violations of this policy.

35.2 Non-Retaliation

Any supervisor, agent, appointed member, or employee of the Village who is found to have taken actions determined to be retaliatory in nature against a complainant shall be subjected to immediate discipline up to and including immediate discharge. Any person who believes they were retaliated against for exercising their rights

should immediately file a complaint.

Section 36 – MISCELLANEOUS

36.1 Inclement Weather (Code: B)

Historically, Village services have remained operational through severe weather periods. Employees are expected to report for work unless Village operations are officially closed by a specific order from the Village Manager. Individual employees may decide that weather conditions prohibit them from reporting for work. In such cases, the employee shall notify their supervisor within the first hour of their scheduled start time and indicate whether the day is to be a vacation day, personal day, or leave without pay. Authorization for early dismissal will only be by specific order of the Village Manager.

36.2 Lack of Work

It is the employee's duty to find work to fulfill their workday. Upon the occasion of down time, the employee should ask their immediate supervisor for assignments. If they do not, it may become apparent that their job description is not sufficient to justify their job classification. This may lead to shifting of responsibilities or a down size in their job status.

Section 37 – READING OF EMPLOYEE MANUAL (Code: A)

A clear understanding of personnel policies by both employees and their supervisors is necessary to avoid possible misunderstandings and/or inappropriate conduct. To ensure that all employees have read and understand the personnel policies of the Village of Three Oaks, all employees will be given a copy of the personnel manual. All employees are required to read the personnel manual and sign the Employee Statement of Understanding stating that they have read and understood the personnel manual. This form must be completed and returned to the Village Manager within one week from the date the employee receives a copy of the Village of Three Oaks Personnel Manual and shall become a permanent part of the employee's personnel file.

37.1 Employee Statement of Understanding

A complete and proper understanding of employee benefits, policies, and procedures is essential to avoid possible misunderstandings and/or appropriate conduct. To facilitate this objective, the Village of Three Oaks requires all employees to read the Personnel Manual and sign the following statement.

I, the undersigned, do hereby certify that I have read the Village of Three Oaks Employee Handbook, dated March 22nd, 2018, and addressed any questions or concerns concerning the manual to the Village Manager. I understand the employee benefits, policies, and procedures as outlined in the manual and have had any questions or concerns regarding the manual adequately address by the Village Manager. I understand that I am an at-will employee and the Village does not guarantee lifelong employment.

Employee Signature

Date

Note: A copy of this form is required by Village Policy to become a permanent part of each employee's personnel file.