

CITY OF MARINE CITY

CITY COMMISSION

MEETING AGENDA

Workshop: Thursday, June 20, 2013; 6:00PM

Marine City Fire Hall: 200 South Parker Street, Marine City, Michigan

1. **CALL TO ORDER**
2. **MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**
3. **ROLL CALL:** MAYOR Charles R. Browne; COMMISSIONERS Elizabeth Hendrick, Dianne M. Lovett, Raymond Meli, Patrick R. Phelan, Raymond Skotarczyk, and James L. Turner; and, City Manager John Gabor.
4. **PUBLIC COMMENT** *Residents are welcome to address the City Commission. Please state name and address. Limit comments to five (5) minutes.*
5. **APPROVE AGENDA (Additions / Deletions)**
6. **NEW BUSINESS**
 - A. Workshop ~ Marine City Personnel Policies and Procedures
7. **ADJOURNMENT**



PERSONNEL POLICIES AND PROCEDURES
Proposed Revision – June 20, 2013

**CITY OF MARINE CITY
303 WATER STREET
MARINE CITY, MICHIGAN 48039
CITY OF MARINE CITY**

PERSONNEL POLICIES AND PROCEDURES
CITY OF MARINE CITY



CITY OF MARINE CITY

RESOLUTION

A RESOLUTION ADOPTING A PERSONNEL POLICIES AND PROCEDURES MANUAL FOR THE CITY OF MARINE CITY.

WHEREAS, in order to insure the most effective and efficient delivery of services to the citizens of Marine City, it is necessary to adopt and maintain a reasonable system for administration of all personnel matters; and

WHEREAS, the City of Marine City is firmly committed to the principles of fairness and merit in personnel administration, it is necessary to establish personnel policies and procedures insuring that all personnel practices shall be impartial and universally applied.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF MARINE CITY THAT:

Section 1: The "Personnel Policies and Procedures Manual" incorporated herein shall be adopted in full.

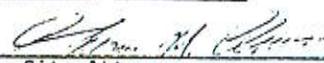
Section 2: The City Manager shall be responsible for the administration of all provisions outlined in this "Personnel Policies and Procedures Manual". The City Manager may adopt, amend, or rescind written administrative procedures consistent with these policies and procedures. The City Manager shall perform any other lawful acts which are considered necessary or desirable to carry out the purpose of the personnel system and the provisions outlined in the "Personnel Policies and Procedures Manual".

Section 3: Amendments to this resolution shall be recommended by the City Manager and adopted by the City Commission prior to becoming effective.

Section 4: If any portion of this resolution or any amendment hereto should be held invalid by operation of the law, or by any lawful tribunal having jurisdiction, or if compliance with or enforcement of any portion should be restricted by such tribunal, the remainder of this resolution shall not be affected thereby and the City Manager shall recommend to the City Commission substitute language for such portion.

Adopted this 7th day of February, 1991.

Personnel Policies & Procedures Approved:


City Attorney

Date : 2/7/91



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PERSONNEL POLICIES AND PROCEDURES CITY OF MARINE CITY

Revised: 2-1-2010
Created: 2-7-1991

INTRODUCTION

The purpose of this Manual is to establish and maintain a reasonable system for administration of all personnel matters. These procedures shall be administered by the City Manager. The City Manager may delegate the responsibility of assisting in the administration of these personnel policies and procedures. These policies and procedures will be updated periodically upon the recommendation of the City Manager.

The goal of uniform personnel practices is to insure that the principles of fairness and merit are the basis for all personnel actions. These personnel policies and procedures have been established to set standards insuring that in any personnel action, including recruitment, examination, selection, appointment, compensation, training, promotion, retention, and discipline; the basis for the action, and the procedures employed will be impartial and universally applied.

Differences in administration and benefit levels exist between “Regular Full-time Employees” and “Regular Part-time employees”. These differences are noted throughout this manual as required. Any discrepancy in the interpretations of these differences will be handled by the City Manager.

This manual is supplemental to any current labor contracts in effect between certified labor organizations and the City of Marine City. In the event that the contract of a certified labor organization and the Personnel Manual do not address a particular issue in the same manner, that issue will be controlled by the collective bargaining agreement.

PERSONNEL POLICIES AND PROCEDURES
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EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of the City of Marine City to provide equal employment opportunities to all without regard to race, color, religion, national origin, political ideology, marital status, sex, age, and mental or physical handicap, except where it is based upon a bona fide occupational qualification. This policy applies to recruiting, hiring, placement, compensation, promotion, transfer, layoff, dismissal, seniority, benefits, training, and all other terms and conditions of employment.

To implement this program, the City has developed an Affirmative Action Program. The goal of this program is to insure that equal employment opportunity becomes a fact as well as an ideal. This program outlines specific action steps to redress the effects of past discrimination, to insure that no discrimination occurs in the future, and to establish parity of representation of women and minorities in all departments and classifications..

All employees are expected to cooperate and participate in the implementation of this program. The ultimate success of the Affirmative Action Program will depend upon the commitment of every employee of the City of Marine City.

PERSONNEL POLICIES AND PROCEDURES
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Revised: 2-7-1991
Created: 2-7-1991

1.0 ADMINISTRATION OF THE PERSONNEL PROGRAM

1.1 City Commission

The City Commission shall exercise control over personnel only through the adoption of the City budget, pay plan, or ordinances and resolutions.

1.2 City Manager

The City Manager shall be responsible for insuring the effective administration of these policies and procedures and may delegate such functions as deemed necessary for the implementation of this system. The City Manager may adopt, amend, or rescind written administrative procedures consistent with these rules and procedures providing they do not conflict with the City Charter.

The City Manager or his appointee shall be responsible for directing and coordinating the personnel activities of the City including the following:

- a. Preparation of position classification and pay plans and directing the administration of these plans.
- b. Computation of a budget for Personnel Services for all Departments.
- c. Recruiting, testing, selecting, and hiring of all City employees.
- d. Approve the appointment, promotion, demotion, transfer, discipline, discharge, and other actions affecting persons employed by the City.
- e. Supervise, develop, and maintain the personnel system including written forms, procedures and records.
- f. Maintain a current roster of all persons employed by the City.
- g. Direct employee orientation, training, counseling, and career development in conjunction with Department Heads.
- h. Administer the fringe benefits program.
- i. Approve Performance Evaluation reviews for all employees.
- j. Administer the Personnel Policies and Procedures including (in particular) the employee Grievance Procedures.
- k. Perform any other lawful acts which are considered necessary or desirable to carry out the purpose of the personnel system and the provisions outlined in this Manual.

PERSONNEL POLICIES AND PROCEDURES
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Revised: 2-7-1991
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1.3 Department Heads

Department Heads will establish such written rules as deemed necessary for the efficient and orderly administration of the department. Such rules are subject to the approval of the City Manager before they become effective, and must be consistent with the guidelines established in this Manual. Copies of department rules shall be provided to each employee in the department and will be filed with the City Manager.

1.4 Personnel Records

The City Manager, or his appointee, shall maintain a personnel record for each employee. The personnel record shall show the employee's name, title, job description, department, salary, change in employment status, training, received, disciplinary actions, and other such information as may be considered pertinent.

All employee records shall be considered "CONFIDENTIAL", and shall be accessible only in the following manner:

- a. Contents of an employee's file shall not be opened by anyone except the City Manager or his appointee, Department Head, the employee or their specially authorized representatives, or as may be required by a Court Order.
- b. No material of any kind shall be placed in an employee's personnel file unless the employee has been allowed to read it and has indicated, by affixing their signature, that they have knowledge of that which is being placed in their file.
- c. The employee may place in the file comments regarding material which they consider to be derogatory.
- d. No portion of an employee's file shall be reproduced by any person without the written consent of the employee.
- e. No information from the personnel file shall be released to outside parties except verification of employment, employment dates, and title without prior written authorization from the employee.
- f. Upon termination, an employee shall retain the right to obtain copies of his/her entire personnel file for a period of two years following termination. Requests should be made in writing to the City Manager.

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- g. Employee will be required to prepare and sign a statement regarding future release of information from their personnel file at the time of their termination.

1.5 Productivity

The City shall recognize that delivery of essential municipal services in the most efficient and effective manner is of paramount importance. Optimum productivity is recognized to be the mutual obligation of both the City and its employees.

Work procedures, schedules, and assignments, or any other means of Increasing productivity, may be established and/or revised at the discretion of the City Manager so long as no right guaranteed an employee under their respective contracts is violated. The City and employees may agree to meet at mutually convenient times to discuss means of increasing departmental productivity.



PERSONNEL POLICIES AND PROCEDURES CITY OF MARINE CITY

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2.0 RECRUITMENT, APPLICATION & SELECTION

General Statement

Appointment and promotion to positions in the City shall be based upon merit and fitness. Selection methods will be based solely on job-related knowledge, skills, abilities, experience, education, and, when appropriate, prior demonstrated performance, aptitude and adaptability. Selection factors will be weighed as determined through position classification and analysis.

Regardless of the number of competitors, selection methods shall be deemed competitive when: (a) the qualifications required are based upon education, experience, and personnel standards established by the City Manager; (b) a reasonable opportunity is afforded for qualified persons to apply; and (c) all persons being considered compete against common standards.

2.1 Appointing Authority

The head of each department shall have the power to hire and discharge the employees of such department without confirmation by the Commission.

2.2 Announcement of Vacancies

All vacancies shall be filled by transfer, promotion, reemployment, reinstatement, or original appointment. When a vacancy is to be announced, the Department Head shall submit a written request to the City Manager. This request should state any special requirements of the position so that they can be added to the job announcement. Approval must be obtained from the City Manager prior to any advertising or recruiting.

The job announcement shall specify the title and salary range of the class for which the opening is occurring; the job description (or summary); manner of application; and other pertinent information.

Announcements shall be posted on all City bulletin boards where eligible persons might reasonably be expected to have access to them.

It shall be the duty of the Department Head and/or City Manager to bring the announcement to the attention of all eligible employees.

As a minimum, announcements will be advertised in a newspaper of regional distribution. Additional recruiting or advertising measures may be taken if needed. Any job classification identified as underutilizing women and/or minorities shall be advertised as specified in the Affirmative Action Program.

In cases where there is a current "list of eligible's" (as established through earlier recruiting, advertising and testing) no further advertising or recruiting is necessary.

PERSONNEL POLICIES AND PROCEDURES
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2.3 Pre-Employment Requirements

Medical Examination Prior to Appointment - Any medical examination required prior to original appointment shall be conducted by a Licensed physician approved by the City prior to the examination. Cost for this examination shall be incurred by the City. If the physician deems any candidate medically unable to perform the duties of the position, the report shall state the reason(s) for the inability and the reason for rejection. The City Manager shall make all final decisions in this regard.

All medical examinations required before promotional appointments are made shall be paid for by the City.

Any person who refuses to submit to such an examination may be rejected for employment.

Background Check - Candidates for police and certain finance positions may be photographed and fingerprinted for the purpose of a routine background check.

Any person who refuses to submit to such an examination may be rejected for employment.

2.4 Rejection of Applicants

Any applicant may be rejected if that person:

- a. Is found to lack the job-related qualifications prescribed in the job description.
- b. Is physically unfit to perform the duties of the position.
- c. Has a recent history of untreated excessive use of alcohol, or of narcotics, or other drugs which may affect work performance.
- d. Has a record of unsatisfactory employment.
- e. Has been convicted of a crime which would bar the applicant from effective performance of the duties of the specific position applied for (time limits for consideration are 5 years for felonies, and 2 years for misdemeanors).
- f. Has used or attempted to use political pressure or bribery to secure an advantage in being considered for a position.
- g. Has practiced or attempted to practice deception or fraud in the application or testing process.

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Revised: 2-7-1991
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- h. Has otherwise violated policy or procedures relating to the application process.
- i. A reasonable effort will be made to notify all applicants applying for a specific job, by mail, or phone, within 5 Working days after the vacancy has been filled.

2.5 Filling of Vacancies

When a vacancy is to be filled, the Department Head shall submit a Personnel Action Form to the City Manager. This form should state the appropriate information to identify the type of transaction requested (Promotion, transfer, original appointment, etc.). Appointments must be approved by the City Manager before hiring.

PERSONNEL POLICIES AND PROCEDURES
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Revised: 2-7-1991
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3.0 WORK SCHEDULE

General Statement

Every employee shall perform such services as may be directed by the City Manager or their respective Department Head even though the work may be of a different nature or in a different department from that in which the employee is normally engaged.

3.1 Work Week

Generally, the work week shall consist of five consecutive eight hour days, Monday through Friday. This may be altered by the Department Head with the approval of the City Manager, but will always consist of a 40 hour shift scheduled during a seven day calendar period.

3.2 Work Day

Generally, the work day shall consist of eight working hours (8:30 a.m. - 5:00 p.m.) within the 24 hour period beginning at midnight (will vary department to department). This may be altered by the Department Head with the permission of the City Manager. Also, see specific Union contracts.

3.3 Work Day Breaks

See specific Union or Personal Contract.

3.4 Shift Changes

See Specific Union or Personal Contract.

3.5 Outside Employment

All Employees - In order to be approved, the outside employment must conform to the following regulations:

- a. Such outside employment shall not have any conflict, real or implied, with the official duties of the employee.
- b. Outside employment shall not require such a degree of commitment that it would tend to prevent an employee from rendering primary (effective) service to the City.
- c. The work shall not reflect discredit or derogation upon the employee or the City.
- d. It shall be understood that the City has prior call upon the services of its employees whenever the public interest demands it regardless of any impingement upon secondary employment.

PERSONNEL POLICIES AND PROCEDURES
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4.0 CLASSIFICATION

General Statement

The classification plan is comprised of a list of classes of positions supported by written specifications setting forth the duties and responsibilities of each class and the qualifications necessary for appointment to a position within the class. It is understood that Union Contracts will supersede this provision.

4.1 Purpose

The purpose of the classification plan shall be to:

- a. Provide like pay for like work.
- b. Establish qualification standards for recruiting and testing purposes.
- c. Provide the appointing authority with a means of analyzing work distribution, areas of responsibility, lines of authority, and other relationships between positions.
- d. Assist the appointing authority in determining budget requirements.
- e. Provide a basis for developing standards of work performance.
- f. Establish lines of promotion.
- g. Indicate training needs.
- h. Provide uniform titles to positions.

4.2 Class

A class shall be comprised of one or more positions that are similar in the basic character of their duties and responsibilities so that the same pay scale, title and qualification requirements can be applied, and the positions can be treated fairly and equitably under like conditions for personnel purposes.

4.3 Class Specification

Each Department Head shall be responsible for establishing and keeping current class specifications for positions in their respective departments. The class specification shall state the characteristic duties, responsibilities, and qualification requirements which distinguish a given class from other classes. The class specification shall describe the more typical types of work which may be allocated to a given class, but shall not be construed to restrict the assignment of other duties related to the class.



PERSONNEL POLICIES AND PROCEDURES CITY OF MARINE CITY

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Created: 2-7-1991

4.4 Administration of the Classification Plan

The classification plan shall be established and maintained through recommendations of the Department Head to the City Manager. The City Manager shall have final authority, and may establish a new class, create a new position within a class, or reclassify a position.

When a new position is proposed by a Department Head, a request for classification of the position with a description of the applicable duties and responsibilities shall be sent to the City Manager. The City Manager shall allocate the position to the proper class after analysis and evaluation of duties and responsibilities without regard to the personal characteristics, abilities or qualifications of the incumbent.

4.5 Reclassification

Reclassification of positions may not be used to avoid restrictions concerning demotion, promotion, or compensation. If the employee's salary is higher than the maximum pay step of the new classification, their salary can be lowered only when a disciplinary demotion occurs.

When the assignment of an employee has changed substantially as to kind and/or level of work, the Department Head or the employee may initiate a request for a change in classification. This request will be submitted in writing to the City Manager accompanied by a position description prepared by the Department Head. Such reclassification shall be considered a change in position, and rules and pay procedures applicable to a position change shall apply. If the City Manager denies a reclassification, no similar request may be submitted within six months.

4.6 Classification Designations

All personnel positions shall be designated as Administrative, Supervisory, Professional, Police Service or Classified personnel.

Administrative, Supervisory, and Professional employees will generally be referred to as unclassified personnel.

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Revised: 11-14-2012

Created: 2-7-1991

5.0 PAY PLAN AND ADMINISTRATION

General Statement

The Pay Plan shall prescribe the pay range for each classification. Each pay step shall specify the hourly rate of compensation for the class. Employees must be compensated at an established step. Pay rates shall be equal where men and women are performing similar work under similar conditions.

5.1 See local union contract:

- a. Police Department
- b. DPW

5.2 Unclassified Employee Pay Plan

Salaries for these positions will be agreed to at the time of appointment. Salari may be adjusted by City Commission every July 1 to represent both cost of living and merit increases.

5.3 Appointment Rate

The minimum rate of pay for a class shall normally be paid to any person, weather full or part time for original appointment to a position in the class. Original appointment above the minimum rate may be made only with written approval of the City Manager. Certain union contracts and employees have specific probationary period at a reduced rate of pay.

5.4 Pay Days

All monthly, hourly and part-time personnel shall be paid on a bi-weekly basis. Checks will be issued on Friday following the end of the pay period.

5.5 Merit Increases

Merit increases are not automatic. They are subject to a written Performance Evaluation from the City Manager certifying that the employee has been performing work which consistently meets and occasionally exceeds department standards and is improving in their ability to carry out their job assignment.

PERSONNEL POLICIES AND PROCEDURES
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Revised: 11-14-2012
Created: 2-7-1991

5.6 Overtime

See specific Union or Personal Contracts.

- a. Overtime is that time worked in excess of eight hours in one day, or on any day in addition to a scheduled 40 hour shift week.
- b. Overtime must be authorized by the City Manager.
- c. Overtime shall be computed to the nearest quarter hour.
- d. Time spent by an employee called back to work to correct improper or incomplete work that should have been performed during normal working hours, shall not be compensated for. An employee shall not be called back to perform work that does not require immediate attention before the employee's next scheduled shift. If it is determined that the reasons for the improper or incomplete work were beyond the employee's control, they will receive overtime compensation.

5.7 Exempt and Non-exempt Compensatory Time

- a. General Policy - The salaries of unclassified personnel are designed to suffice for additional time (above the normal 40 hour work week) to render the necessary services and support to conduct and supervise the affairs which have been assigned to them, unless specified differently in Local Union or Personal contracts. There are no contracts which provide for compensatory time. However compensatory time ***MAY be authorized*** during busy periods (elections, tax, budget, etc), and/or repetitive meeting schedules.
- b. Administrative Time: (Exempt Employees)
 - i. Exempt salaried employees who are at times required to work outside of their regular work hours shall receive administrative time. This administrative time requires pre-approval by the Department head or City manager and shall be credited at the rate of one (1) hour for every hour worked in excess of their regular scheduled hours in any pay period, based upon the pre-approved request from the salaried employee listing the date, time, and reason spent outside of their regular hours (E-mail and/or In Writing).
 - ii. Administrative time off may be accumulated to a maximum of forty (40) hours within a six (6) month period (January 1 – June 30 and July 1 – December 31). Under no circumstances will an employee receive more than forty (40) hours of administrative time per six (6) month period. All unused administrative time as of the end of December 31 of each year will be forfeited.

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- iii. The scheduling of administrative time off shall be arranged in advance by the employee with their supervisor. A request for administrative time may be denied, or scheduled administrative time canceled if it would unduly disrupt the City's operations. Administrative time must be scheduled in **TWO (2) HOUR BLOCKS** or greater. Only approved hours will be tracked by the payroll department.
- c. Compensatory Time: (Non-Exempt Employees)
- i. Hourly employees who are required to work overtime in any pay period may elect to receive compensatory time in lieu of receiving overtime pay for the hours worked. This compensatory time requires pre-approval by the Department head and/or City Manager and shall be credited at the rate of one and one half (1 1/2) hours for every hour worked in excess of forty (40) hours in any work week, based upon the pre-approved request from the employee listing the date, time and reason spent outside of their regular hours (E-mail and/or In Writing).
 - ii. Compensatory time off may be accumulated to a maximum of forty (40) hours within a six (6) month period (January 1 – June 30 and July 1 – December 31). Under no circumstances will an employee receive more than forty (40) hours of administrative time per six (6) month period. All unused compensatory time as of December 31 of each year will be forfeited.
 - iii. The scheduling of compensatory time off shall be arranged in advance by the employee with their supervisor. A request for compensatory time may be denied, or scheduled compensatory time canceled if it would unduly disrupt the City's operations.
 - iv. Employees whose employment with the City is terminated shall receive pay for accrued but unused compensatory time at the average regular rate received by such employee at the time the employment relationship is terminated.
- d. See specific Union or Personal Contracts for additional clarification.

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5.8 Part Time Employees - Overtime

Part time employees will receive compensation at straight time for hours worked. There will be no overtime scheduled for part time employees.

5.9 Emergency Overtime

The City Manager may declare an emergency during periods of disruption resulting for accidents, acts of God, or events of crisis proportions. He shall notify Department Heads by any means available and may instruct them to depict their subordinates from home, job, or any other place for the purpose of alleviating such emergency situations. Failure to report to duty under these circumstances will be grounds for disciplinary action. In cases of emergency overtime the employee will receive overtime compensation in accordance with their union or personal contract.

5.10 Salary Advance

An advance in salary should be requested only in case of an emergency for one pay period. A written memorandum requesting the advance should be submitted to the Payroll Clerk for approval. A salary advance will be approved only for employees going on vacation or attending conferences or an approved emergency situation; and only if the Friday that checks are received on, falls during this period.

5.11 Personal Telephone Calls

Personal telephone calls are to be limited. Any long distance calls will be charged to the employee. These calls are allowed only when the employee cannot reach the other party after working hours. This is a privilege and any abuse will not be tolerated.

5.12 Shipping/Sending Personal Items

The use of UPS or other carriers is allowed only when the employee reimburses the City for the shipping charges.

5.13 Travel Time

a. Full and Part-time employee shall not be compensated for travel time.



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6.0 EMPLOYEE STATUS

6.1 Definitions

- a. Probationary - A new employee being evaluated for a specified period of time prior to achieving permanent status.
- b. Permanent - An employee who has successfully completed the specified probationary period (and has been retained in the appointed position).
- c. Temporary - An employee who has been appointed for a limited and specified period of time, either full or part time.
- d. Conditional - An employee on temporary status, with transition to permanent status conditional upon another employee's return.
- e. Full Time - An employee who works the normal 40 hour work week.
- f. Part Time - An employee who is employed regularly for less than the normal number of working hours, but on a fixed schedule.
- g. Contractual - An individual who contracts with the City for a specific service without fixed hours.

6.2 Probationary Period: City Service Positions

The initial probationary period shall be six months for all new employees or as specified in the Union Contracts. Prior to completion of this probationary period, employees may be dismissed by written notice stating the date of dismissal and cause

All promotions, transfers and reappointments will be subject to a six month probationary period. During this type of probationary period employees will continue to be considered permanent employees, will accrue seniority and shall be protected in discharge procedures as other permanent employees.

6.3 Permanent Status

When an unclassified employee first receives permanent status, the employee shall be advanced to the pay step in the employee's pay range. Probationary employees normally start at \$500 less than a full time employee. This is discussed at time of hire.

6.4 Seniority

Seniority means the length of an employee's continuous service with the City. An employee who has not completed the initial probationary period shall not be considered to have seniority, and shall not be considered a permanent employee.



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Preference in vacation scheduling and extra days off shall be by seniority or as stated in Union Contracts. Unclassified employees vacation shall be approved in advance by City Manager.

An employee's continuous service record (seniority) shall be broken by voluntary resignation, discharge for just cause, and retirement.

6.5 Promotion

The City shall endeavor to fill job vacancies by promotion from within the organization. The newly promoted employee will be subject to a six month probationary period and may become eligible for a merit advancement after review and approval of City Commission.

- a. Classified Employees - Promotions will be made according to Union Contract provisions.
- b. Unclassified Employees - Salary increase resulting from promotion to, or within, unclassified positions shall be agreed to at the time of appointment.

6.6 Acting Appointment

Appointment of personnel to a higher classification on an acting basis to fill a vacancy may be made. Appointments shall be made for a minimum of one month.

An employee holding an acting appointment shall receive a pay increase as agreed to at time of appointment. Decisions regarding these appointments will be made by the City Manager.

6.7 Transfer

Such requests shall be given consideration when a suitable vacancy occurs. Requests including a resume of qualifications from employees for transfers from one Department to another, shall be made in writing and shall be directed to the employee's present Department Head with copies to the appropriate Department Head and the City Manager. Transferred employees will have their pay set according to the specific union contract or agreement at time of transfer.

6.8 Demotion

When an employee is demoted, the rate of pay shall be determined by the contract governing that Department or personal contract.

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6.9 Suspension

- a. Disciplinary Suspension - See Union Contract provisions for F.O.P, I.U.6.E. and Teamsters.
- b. Administrative Suspension - An employee may be suspended without pay for five days for the purpose of investigating grounds for suspension or dismissal. If the investigation clears the employee of the charges, they will receive retroactive pay for the period of suspension.
- c. An employee may be suspended for severe personal conduct violations. This type of suspension is limited to the remainder of the current shift plus one day.

6.10 Reappointment Rate

Persons receiving reemployment or reinstatement appointments may be paid at any step within the pay range not to exceed the step attained at the time of separation, at the discretion of the City Manager.

6.11 Separation

Upon separation of any employee for any reason the employee shall be paid a lump sum payment for all earned but unused holiday, vacation and sick credits (see specific union contract or personal contract for sick payoff).

Before separation all employees must complete an exit interview with their Supervisor, Department Head or the City Manager (the employee is given the choice) The purpose of this interview is to clarify the factors leading to the separation for the benefit of both the employee and employer. A summary of this interview shall be prepared on the form provided, signed by both parties, and placed as the final document in the employee's personnel file.

Before an employee's termination date, they must complete the separation clearance (returning all equipment, keys, etc.). In addition, they must complete a form relating to the future release of information from their personnel file.

If the employee's termination date does not coincide with the last day of a pay period, the employee will receive compensation for time worked based on a hourly pay schedule.

a. Layoff

If there are changes in the organization, lack of work or funds, the City Manager may lay off employees.

- i. Employees shall be given not less than ten working days written notice and shall be laid off in inverse order of their seniority in their classification.



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- ii. Any employee who is to be laid off who had advanced to their present classification from a lower classification in which they held a permanent appointment shall be given a position, if available, in a lower classification in the same department.
- iii. Seniority in the lower classification shall be established according to the date of original appointment to that class.
- iv. Employees shall be called back from layoff according to seniority in the class from which the employees were laid off within the department.
- v. No new employees shall be hired in any class until all employees on layoff status in that class have had the opportunity to return to work.
- vi. An employee on layoff status shall accept or decline an opening within 5 working days following notice of an available position. They must be prepared to return to work within 10 working days of accepting a position.

b. Resignation

If circumstances make it necessary for an employee to resign, a written resignation should be submitted to the Department Head/City Manager. This should state the reason for resigning and give at least 30 working days notice or as provided in specific Union Contract.

c. Termination for Medical Reasons

When it is determined, on the basis of a medical examination, that an employee is incapable of performing the duties of their position satisfactorily because of a physical or mental impairment which is likely to continue indefinitely or to recur frequently, the appointment may be terminated. However, every effort will be made to reassign the employee to a position within their physical and mental capabilities. Final decisions in this area will be made by the City Manager.

d. Bargaining Unit Dismissal

Union contracts set procedures for dismissal of bargaining unit employees.

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- e. Exempt Employees Termination and Severance Pay
Nothing contained herein will diminish the "At-Will" termination process. Nothing contained herein will prevent, limit or interfere with the Employee's right to voluntarily resign at any time, with 30 days advance notice to the City. In the event the employee is terminated during such time as the employee is willing to perform the assigned duties, the City agrees to pay the employee a lump sum cash payment of two (2) month's aggregate salary. If an employee is terminated due to conviction of any illegal act involving the performance of assigned duties, the City will have no obligation to pay the severance sum indicated.
 - i. For other provisions relating to termination and severance pay see specific personal contract



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7.0 LEAVE BENEFITS AND REGULATIONS

General Statement

All employee benefits, provided to full time permanent employee shall be offered equally without regard to race, religion, national origin, sex, age, marital status, or mental or physical handicap.

- 7.1 Authorization for Leave
No payment for any leave of absence shall be made until the leave has been properly approved by the Department Head and the City Manager.
- 7.2 Absence Without Leave
Unauthorized absence of an employee from duty shall be grounds for disciplinary action by the Department Head with the approval of the City Manager. Any employee who is absent for three (3) or more days without authorization shall be deemed to have resigned. When extenuating circumstances are found to have existed, however, such absence may be authorized by the Department Head with the approval of the City Manager by subsequent grant of leave with or without pay.
- 7.3 Holidays & Floating Holidays
 - a. Holiday pay will be credited to full-time employees per the following schedule:
 - i. New Years Day
 - ii. Good Friday
 - iii. Memorial Day
 - iv. Fourth of July
 - v. Labor Day
 - vi. Thanksgiving Day
 - vii. Friday after Thanksgiving Day
 - viii. Christmas Eve Day
 - ix. Christmas Day
 - x. New Years Eve Day
 - b. Floating Holiday pay will be credited to full-time employees per the following schedule:
 - i. Total annual floating holiday hours 56 Hours
 - ii. Floating holiday hours must be scheduled in 4 hour blocks
 - iii. Unused floating holiday hours cannot be accrued year over year
 - c. For other provisions relating to floating holidays see specific union or personal contract.
- 7.4 Vacation
The Payroll Clerk shall compute vacation leave time for each employee and provide a list of accumulated leave time on each paystub.
 - a. The vacation year is the calendar year of January 1 through December 31.

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An employee, upon completing one (1) year of employment, will be entitled to a pro-rata vacation based upon the time period between his completion of one (1) year of employment and December 31 of that completion year,

- b. A full-time employee will earn credits toward vacation with pay in accordance in accordance with the following schedule:

	Hired prior to 6-20-2013	Hired after 6-20-2013
i. 1-2 Years	96 Hours	86 Hours
ii. 3-5 Years	112 Hours	100 Hours
iii. 6-10 Years	136 Hours	122 Hours
iv. 11-14 Years	176 Hours	158 Hours
v. 15 Years plus	184 Hours	160 Hours

- c. Scheduling Vacation - Unclassified Employees (Admin., Super., Prof.) - Preference in vacation scheduling shall be by seniority. Vacation requests must be submitted to Department Head/City Manager and approval obtained prior to taking vacation leave. Vacation leave must be scheduled in **FOUR (4) HOUR BLOCKS** or greater
- d. Vacation Leave Accumulated at Time of Termination - Upon separation of an employee for any reason the employee shall be paid a lump sum payment for all earned but unused vacation credits. The employee will also be paid for an unused floating holiday at the rate of 4.67 hours per month and prorated for the months worked.
- e. Vacation leave may not be accrued year over year unless one of the following conditions exist:
- i. A vacation request was denied and could not be rescheduled before the end of the year because of scheduling conflicts
 - ii. A vacation request was denied without reason
 - iii. Vacation denial because of specific contract language does not provide reason for accrual.
 - iv. Under no circumstances may any accrued vacation extend past April 1 of the next year.
- f. For other provisions relating to vacation time see specific union or personal contract.
- g. Only the City Manager may make exceptions for extenuating circumstances to (f) and (g) above.

7.5 Longevity

- a. Effective July 1, 2010 Longevity will not be paid to full or part-time employees
- b. For other provisions relating to longevity see specific union or personal contract

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7.6 Sick Leave

The purpose of sick leave is to allow continuation of pay while an employee recuperates from an illness, or other approved reason causing absence. It is also intended to provide employees with the assurance of pay in order that they may be away from the job to avoid exposing others to illness.

- a. Employee will receive (1) day of Sick Leave for each full month worked with maximum of 150 days. All unused Sick Leave Days will be paid upon retirement according to the retirement. Retirement shall mean ten (10) years of full time service and/or a minimum age of 60 years, and upon the death of the employee to the employee's designated beneficiary at the prevailing wage rate. In case of severance the employee shall be paid 100% of accumulated sick leave time at the prevailing rate. If the employee has accumulated 200 hours of sick leave in an individual bank and has not used more than one half of the yearly accumulated sick time, the employee shall be paid at year end forty (40) hours of sick time benefits. Said paid hours will be deducted from the accumulated sick leave bank at time of payment

Employee may charge nine (9) sick leave days to personal business without losing the option to be paid or bank sick time.

- b. Sick Leave will be granted for the following reasons:
 - i. Injury on the Job - Absence due to injury received on the job. Sick leave pay shall be used to compensate for the difference between Workman's Compensation Insurance and full pay.
 - ii. Other Illness or Injury - Personal illness or physical incapacity resulting from causes beyond the control of the employee.
 - iii. Quarantine - Force quarantine of the employee in accordance with State or Community Health Regulations.
 - iv. Medical and Dental Appointments - These should be scheduled at the beginning or end of the work day whenever possible to avoid disruption of work.
 - v. Counseling - Inpatient or out-patient treatment or counseling for mental or emotional problems when the appointments conflict with the regular work schedule.
- c. Other Accrued Time Allowed for Sick Leave
At such time as an employee exhausts all of their sick leave benefits, holidays and vacation credits may be used to continue pay during the remainder of the sick leave. Medical progress reports may be required prior to approval of such payments.

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- d. **Employee Responsibility**
It shall be the employee's responsibility to maintain good health. This includes seeking competent medical attention in the event that an illness lasts longer than three days.
- e. **Mental and Emotional Problems**
Employees are urged (and may be required, in lieu of disciplinary action) to seek treatment and counseling for mental and emotional problems which may affect work performance.
- f. **Procedures**
Continuance of pay during absence from duty due to sickness or other approved reasons shall depend upon compliance with the following procedures:
 - i. On the first day of absence from duty, the employee, or someone on their behalf, shall notify the City of the reason for such absence. If the duration of the illness lasts longer than one day, the employee must notify the Department Head daily.
 - ii. An employee may be required after 3 days absence to furnish a certificate from a licensed physician or practitioner to support their sick leave claim.
 - iii. When an employee receives Workman's Compensation or any other form of public insurance benefit as a result of injury or illness the City will pay the difference between the insurance and full pay (40 hours regular pay per week). The employee must report the amount of payment and the period which it represents to the City.
- g. **Official Record of Sick Leave**
There shall be maintained by the City, as a part of the personnel records, an accurate and permanent record of approved sick leave for each employee.
- h. **Second Medical Opinion**
In cases of disability certified by an employee's personal physician, the City has the right to obtain a second medical opinion to confirm the employee's ability or inability to work. Such examinations will be performed by a licensed physician of the City's choosing; and at City expense. The consulting physician shall submit a written report to the City Manager who will make all final decisions with regard to granting sick leave benefits. Employees who refuse to submit to such an examination may become ineligible for sick leave benefits (for the particular disability in question).

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7.7 Family and Medical Leave Act – General Description

- a. In accordance with the Family and Medical Leave Act of 1993 (FMLA), it is the policy of the City of Marine City to grant up to 12 weeks of family and medical leave during any 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid, depending on circumstances and the provisions of this Policy and the other leave policies.
- b. This Policy does not supersede other policies which might provide for more than 12 weeks of leave to employees under specific circumstances.
- c. Employees requesting FMLA leave and their supervisors should review the following applicable City of Marine City Personnel Policies and Procedures:
 - i. Sick Leave;
 - ii. Vacation Leave;
 - iii. Holidays, Personal Leave and Earned Days Off;
 - iv. Leave of Absence Without Pay;
- d. Eligibility
 - i. In order to qualify to take family and medical leave under this Policy, the employee must meet **all of the following conditions**:
 - ii. The employee must have worked for the City of Marine City at least 12 months, or 52 weeks. The 12 months, or 52 weeks, need not have been consecutive. For eligibility purposes, an employee will be considered to have been employed for an entire week, even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
 - iii. The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave would begin.
- e. Type of Leave Covered
 - i. In order to qualify as FMLA leave under this Policy, the employee must be taking the leave for one of the reasons listed below:
 - ii. The birth of a child in order to care for that child;
 - iii. The placement of a child for adoption or foster care;
 - iv. The employee is needed to care for a spouse, child, or parent with a serious health condition; or
 - v. The serious health condition of the employee.

NOTE: The definition of a “serious health condition” is contained in FMLA regulations and can be obtained through the Human Resource Department.

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f. Duration of Leave

- i. An eligible employee may take up to 12 weeks of leave under this Policy during any 12-month period. The City will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any FMLA leave under this Policy.
- ii. If a husband and wife both work for the City, and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife are entitled to only take a combined total of 12 weeks' of such leave under FMLA.

g. Employee Status and Benefits During Leave

- i. While an employee is on family and medical leave, as described by the Act, the City is obligated to continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.
- ii. If the employee chooses not to return to work for reasons other than a continued serious health condition, the City may require the employee to reimburse the City the amount it paid for the employee's health insurance premium during that leave period.
- iii. If the employee contributes to a health insurance, life insurance, disability insurance or other type plan, the City will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee must continue to make those payments. If the employee does not continue these payments, the City may discontinue coverage during the leave period, or will recover the payments at the end of the leave period, in a manner consistent with law.

h. Employee Status After Leave

- i. FMLA dictates that an employee who takes leave under this Policy will be able to return to the same job or a job with equivalent status, pay, benefits and other employment terms. The position will be the same or one which entails substantially equivalent skills, effort, responsibility and authority.

i. Use of Paid and Unpaid Leave

- i. In cases where the City authorizes the use of accrued Sick Leave for FMLA Leave, the employee must use paid Sick Leave before taking unpaid leave. Likewise, in cases where Vacation Leave, Personal

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Leave or EDOs are available and authorized, this leave must also be used for FMLA Leave before unpaid FMLA Leave is granted. The Director of Human Resources may grant exceptions to this provision.

j. Intermittent Leave or a Reduced Work Schedule

- i. FMLA provides that an employee, under certain circumstances, may take leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year), or may use the leave to reduce the work week or work day, resulting in a reduced-hour-schedule. In all cases, the leave may not exceed a total of 12 weeks over a 12-month period.
- ii. The City may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.
- iii. For the birth, adoption or foster care of a child, the City and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced-hour-schedule. Leave for birth, adoption, or foster care of a child must be taken within one year of the birth or placement of the child.
- iv. If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the City before taking intermittent leave or working a reduced-hour-schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary. The City may require certification of the medical necessity.

k. Certification of a Serious Health Condition

- i. The City may ask for certification of the serious health condition. The employee should try to respond to such a request promptly, but no later than 15 days of the request, or provide a reasonable explanation of the delay. Failure to provide certification may result in a denial of continuation of leave.
- ii. Certification of a serious health condition shall include: the date when the condition began, its expected duration, diagnosis, and a brief statement of treatment. For FMLA leave for the employee's own medical condition, the certification must also include a statement that the employee is unable to perform work of any kind or a statement that the employee is unable to perform the essential functions of the employee's position. For seriously ill family

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members, the certification must include a statement that the patient requires assistance and that the employee's presence would be beneficial or desirable.

- iii. If the employee plans to take intermittent leave or work a reduced schedule, the certification must also include dates and the duration of treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule.
- iv. For FMLA purposes, the City has the right to ask for a second opinion. The City will pay for any second opinion. If necessary, to resolve a conflict between the original certification and the second opinion, the City will require the opinion of a third doctor. The City and the employee will jointly select the third doctor, and the City will pay for the opinion. This third opinion will be considered final.

I. Procedure for Requesting FMLA Leave

- i. Except where leave is not foreseeable, all employees requesting FMLA leave under this Policy must submit the standard leave request form to their immediate supervisor. The employee should designate under remarks the purpose of the leave which qualifies it as FMLA leave.
- ii. If an employee does not declare that the leave requested is for FMLA purposes, and if the reason for the leave requested would have otherwise qualified as FMLA leave, the City will treat the request as one for FMLA leave and will count such leave against the 12 weeks' leave available under FMLA.
- iii. A copy of any leave request form which qualifies as FMLA leave should be submitted to the Human Resource Department through the appropriate Department Director.
- iv. When an employee plans to take leave under this Policy, the employee must give the City 30 days' notice. If it is not possible to give 30 days' notice, the employee must give as much notice as is practicable. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to the City's operations.
- v. If an employee fails to provide 30 days' notice for foreseeable leave, with no reasonable excuse for the delay, FMLA allows that the leave request may be denied until at least 30 days from the date the City receives notice.
- vi. While on leave, employees are requested to report periodically to their Supervisor regarding the status of the medical condition and their intent to return to work.

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7.8 Funeral Leave

For a death in the immediate family, the employee shall be allowed up to three (3) days between date of death and date of funeral. Leave days are not to be deducted from sick leave. Immediate family is to be defined as follows: Mother, father, brother, sister, wife or husband, son or daughter, grandparents and grandchildren, or a member of the employee's household or the employee's spouse; or at the discretion of the City. An employee selected to be a pall bearer will be allowed one (1) funeral leave day with pay not to be deducted from sick leave. In unusual circumstances additional time off up to three (3) days may be granted by the City Manager. Such additional days shall be deducted from accumulated sick leave.

For other provisions relating to funeral leave see specific union or personal contract

7.9 Military Leave

Any employee who is a member of the National Guard or a reserve component of the Armed Forces of the United States is entitled to 15 days annual leave without pay for active duty or training.

a. Request Procedure

A copy of orders must be presented to the Department Head, subject to the approval of the City Manager. For employees entering the military service for extended periods of active duty, leave shall be granted in accordance with State Statutes.

7.10 Civil Leave & Jury Duty

Necessary leave at full pay shall be granted for the purpose of reporting for jury duty or any other civil duty provided by law (subpoena, search and rescue operations, disaster relief assistance, etc.). The employee should give as much advance notice as possible to their Department Head and the City Manager.

If the employee receives any compensation for civil duty, they must report the amount received and the period for which it represents payment. Regular salary will then be used to compensate for the difference between civil duty pay and full pay. Employee is allowed to keep travel expense reimbursement.

7.11 Religious Leave

A leave of absence may be granted for the purpose of observing or attending religious services for holidays of major theological importance.

a. Request Procedure

- i. A written request must be made to the Department Head, subject to the approval of the City Manager, prior to taking such leave.

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- ii. Such leave will be charged to vacation, floating holiday or personal leave if available; if no leave time has accrued the employee can take time off without pay.

7.12 Leave of Absence Without Pay

A permanent employee may be granted leave of absence without pay up to twelve months when the work of the Department will not be seriously handicapped by their absence. Vacancies created by such leave, if filled, will be by temporary or conditional appointment.

a. Request Procedure

A written request, establishing reasonable justification and duration of leave, must be submitted to the Department and City Manager. This must be approved by City Manager and is renewable in writing every 30 days.

b. Benefits While on Leave of Absence

Health insurance is available for 30 days at the employee's expense (group rate) if such coverage is desired. All other benefits and accruals shall be discontinued during leaves longer than 30 days.

c. Reinstatement of Employee Benefits Following a Leave of Absence

In a leave of absence less than 30 days, vacation accrual, seniority, and time towards performance evaluation will accrue without interruption. Also, health and other insurance benefits will continue without interruption.

In a leave longer than 30 days, vacation, seniority and time towards performance evaluation will not accrue during the leave, but shall begin accruing again when the employee returns from leave, without loss of previous accrual (unless vacation time has been used to supplement the leave). Health and other insurance benefits will be reinstated after the leave, but will be subject to the regular waiting periods for new enrollment.

This section is to be the governing section on Leave of Absence unless the Union Contracts or Personal Employee Contracts conflict. In that case the contract supersedes this section.

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Revised: 11-14-2012

Created: 2-7-1991

7.13 Personal Leave Days – Personal leave time will only be paid to regular full-time employees.

- a. Total personnel leave time is (32) hours.
- b. Personal leave time must be scheduled in TWO (2) HOUR BLOCKS or greater
- c. Scheduling of personnel leave must be approved by the Department Supervisor or the City Manager.
- d. For other provisions relating to personal leave days see specific union or personal contract
- e. An employee not scheduled to work on a holiday but who is called in to work, shall be paid one and half times regular pay in addition to the holiday pay.



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Created: 2-7-1991

8.0 FRINGE BENEFITS

General Statement

Every new employee shall be advised of the policies available, the eligibility requirements, limitations and coverage. Part-time employees do not qualify for fringe benefits.

8.1 Health Insurance

On the 15th day of the month following 45 days of employment, employees become eligible for health insurance furnished by the City. A regular fulltime employee shall be covered by the City's health insurance plan which may include prescription rider, optical, and dental plans. The employee shall benefit by an increased Health/Medical benefits allowed other salaried employees. The total cost of this insurance may be paid in full by the City and/or shared by the employee.

Current employee contributions:

Healthcare:

- 100% of all policy deductibles
- All premiums costs over the State of Michigan Annual Hard Cap for health insurance

Dental:

- No contributions required other than normal deductibles

Vision:

- No contributions required other than normal deductibles

This section supersedes all personal contracts that have not been updated prior to March 1, 2008

8.2 Retire Health Insurance

- a. Retiree and dependents shall receive hospitalization coverage from the City which it provides to active employees under the same conditions and shall be modified as modified for active employees.
- b. Retiree medical eligibility depends upon receiving an immediate (not deferred) monthly retirement benefit from the City of Marine City Retirement System. Normal retirement age is fifty five (55) with twenty (25) or sixty (60) with ten (10) years of service.
- c. A deferred vested retiree (a person who leaves employment with a vested benefit, but prior to retirement eligibility) is not entitled to retiree medical.
- d. During a retiree's lifetime, a retiree's spouse and dependent children covered at the time of retirement are covered by the retiree medical plan.

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Revised: 11-14-2012
Created: 2-7-1991

- e. Upon the death of a retiree, the retiree's spouse remains eligible for retiree medical if receiving a survivor spouse benefit. Dependent children continue to receive retiree medical if their surviving parent is receiving a survivor pension and retiree medical.
- f. Dependent children are defined the same way as in the active employee medical plan.
- g. If eligible for Medicare, the retiree medical program coordinates with Medicare. A retiree and the retiree's spouse, who are Medicare eligible, must participate in both Medicare Parts A and B.
- h. Retirees eligible to receive substantially equivalent or better medical benefits from another employer or spouse's employer, at substantially equivalent or less cost to the retiree, may not participate in the City's medical plan until eligibility for coverage with the other employer ends. Upon termination of eligibility for coverage with the other employer, retiree must notify the City of Marine City of loss of such coverage within thirty (30) days, in order to insure re-instatement in the City of Marine City Retiree Medical Plan effective the first day following the last day of the loss of the other coverage.

8.3 Life Insurance

City Service – Regular fulltime employees are provided with \$1,000 life insurance per \$1,000 salary with the premiums paid by the City. Minimum coverage \$35,000

For other provisions relating to Life Insurance see specific union or personal contract.

8.4 Disability/Salary Continuation

- a. WORKMEN'S COMPENSATION (ON-THE JOB INJURY) - The employee shall be covered by the applicable Workmen's Compensation laws and the employer further agrees that the employee being eligible for Workmen's Compensation will receive in addition to Workmen's Compensation income, an amount to be paid by the employer sufficient to make up the difference between Workmen's Compensation and the regular weekly income based on forty (40) hours, for a period of one year. In cases of permanent disability, disability Social Security and Retirement shall be counted as part of the employer's supplement.
- b. NON-JOB DISABILITY - If a regular fulltime the employee is disabled and unable to work due to illness or disability (non job related) the employee shall be paid in accordance with the following schedule:
Payment Start Date: 15th day of disability

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Revised: 11-14-2012
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Payment Length: 52 weeks
Payment Amount: Four days pay per week @ 70% of regular gross.
Employee may use sick leave for additional days pay.

For other provisions relating to Disability/Salary Continuation days see specific union or personal contract

8.4 Retirement Plan

- a. Each regular fulltime and part-time employee hired before September 1, 2007 may belong to the City's Pension Plan. The employee will pay five percent (5%) of gross salary into the plan deducted from their salary. The pension multiplier shall be two and one-quarter percent (2.25%)
- b. Each regular fulltime employee hired after September 1, 2007 shall belong to the city's 457 retirement plan which the city will match dollar for dollar on the first 5% of contributions
- c. All employees are covered by the City's Pension Plans in accordance with Pension Plan Ordinance.

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Revised: 2-7-1991

Created: 2-7-1991

9.0 CAREER DEVELOPMENT

General Statement

Employees are encouraged to take advantage of education and training benefits to improve their job skills and to qualify for transfers and promotions. These benefits are limited to training and education which is relevant to the employee's current position or "reasonable" transfer and promotion opportunities. "Reason; able" is defined as attaining the minimum qualifications for promotion or transfer with no more than two years of additional education or training. These benefits will be available to all employees on a first come first serve basis, subject to the availability of budgeted funds and approval of City Manager.

Requests for education and training may be initiated by either the employee or the Department Head. Reference to training requests and training received should be made on the Performance Evaluation forms. Final decisions on requests for education and training will be made by the City Manager.

- 9.1 Education Reimbursement
See specific Union or Personal Contracts.
- 9.2 Training
 - a. Authorization to Attend Function
The City may authorize or require employee attendance at conferences, seminars, workshops, or other functions of a similar nature that are Intended to improve or upgrade the employee's job skills.
 - b. Request Procedure
Requests to attend training sessions should be made at least 15 days prior to the deadline for registration. The Department Head will make decisions regarding employee attendance subject to the final approval of the City Manager.
 - c. Cost Covered
When a request for training is approved, the employee's cost of registration, tuition and publications, transportation, lodging and per diem will be covered by the City. In addition, the employee will receive compensation as described below:
 - d. When attendance is authorized in response to an employee request, the employee shall be compensated at their regular rate of pay and shall receive no overtime compensation for extra hours incurred by the employee attendance at such training.

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9.3 Personal Education and Training

Employees who desire to further themselves through education or training not related to their work for the City are encouraged to do so. The City will be unable to provide financial assistance for this type of education and training unless otherwise specified in the Union Contract or Personal Contracts.

Employees may be granted, upon written request, permission to take time away from their job for training (conference, workshops, etc. -not ongoing classes) when such time is taken without pay, as vacation time, and only so long as their absence will not cause hardship for their Department.

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Created: 2-7-1991

10.0 PERFORMANCE EVALUATIONS

General Statement

Performance Evaluations are an essential component in the administration of personnel. They provide information relating to: merit raises and promotions; needed training and education; identification of promotion able employees for future reference; needed reclassification of positions; and, identification of career advancement structures. Employment is based on a successful job evaluation and contract renewal every year.

10.1 Schedule for Completing Performance Evaluations

- a. City Service - During the six month probationary period, employees will be evaluated twice; once after three months and again at the end of the probationary period. Evaluations will occur annually thereafter.
- b. Contractual Employees - Employees will be evaluated once every month during the initial probationary period. Evaluations will occur annually after the employee is put on permanent status.
- c. Special Evaluations - Should occur:
 - i. Prior to any promotion or transfer.
 - ii. When an employee is subject to any disciplinary action exceeding an Oral or Written Reprimand.
 - iii. Evaluations must be submitted by March 31.

10.2 Procedures

Performance Evaluations are to be completed cooperatively by the employee and their Department Head. They are to be completed within the scheduled month and may be initiated by either the employee or Department Head. The Department Head may solicit input from more immediate supervisors if they desire to do so. Employees who are assigned to more than one department will be evaluated jointly by both Department Heads. The employee and Department Head(s) are required to sign the forms. All evaluations will be reviewed by the City Manager. All evaluations will be placed in the employee's personnel file and the employee will be provided with a copy.

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Created: 2-7-1991

11.0 MISCELLANEOUS

- 11.1 Mileage Reimbursement - Mileage will be paid at the rate approved by the IRS for the use of personal car for City business. Mileage will not include trips from home to the employee's regular job site. Use of personal vehicle for city business will be approved if practical in advance. While an employee's car is used on approved City business, the City will provide the employee with a collision deductible to a maximum of \$100 if not reimbursed by insurance carrier(s). The employee must provide evidence of insurance to use a personal car on City business.
- 11.2 Lodging
Employee's lodging expenses will be covered while traveling on City business. Employees are expected to be reasonable in selection of accommodations.
- 11.3 Per Diem
Any employee traveling on City business shall receive in addition to transportation and lodging expenses, a per diem allowance for each day of a conference, meeting, etc., plus no more than one day's per diem for travel each way. The purpose of per diem is to cover ordinary expenses such as meals, refreshments, tips, etc. The total allowance will be granted to the employee before they leave. Upon return, the employee will be required to account for the use of per diem (receipts or a statement of expenses) and return any unused portion. The City Manager will determine the reasonableness of the accounting for the use of the per diem.
- 11.4 Clothing and Uniforms
See specific Union and Personal Contracts.
- 11.5 Use of City Vehicles and Equipment
City vehicles shall be used only for City business except as authorized by the City Commission upon the recommendation of the City Manager. Only the employee assigned a City vehicle or a fellow employee temporarily designated by the assignee may operate the vehicle. City employees assigned or otherwise operating City vehicles shall observe the following practices.
- a. Operate vehicle safely and economically and in strict compliance with all traffic and parking regulations.
 - b. Comply with routine maintenance schedules as established by the Department Head.
 - c. Assume responsibility for reporting needed repairs to the Department Head and maintaining the cleanliness of the interior and exterior of the vehicle.

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- d. Radio equipped vehicles shall maintain radio contact with an appropriate base station when on duty or on call.
 - e. All City vehicles shall be locked and keys removed from the vehicle when left unattended.
 - f. No posters, stickers, or advertisements shall be placed upon City vehicles without prior approval of the City Manager.
 - g. City vehicles may be used for transportation to and from meals when assigned to an employee on a full-time basis or when in use by employees required by job assignments to take their meals in the field.
 - h. City vehicles may be used for transportation to and from an employees residence when assigned to an employee on a full-time basis; when the employee is officially "on call" for emergency duty; or when on a temporary basis, the employee is assigned the vehicle directly by the Department Head. This does not apply to running personal errands on City time.
- 11.6 Conflict of Interest
- a. No City employee shall accept a favor of gift which would in any way bring about special consideration, treatment, or advantage to any citizen or business which goes beyond that afforded to other citizens and businesses. City employees shall not accept any gift or service if it can be reasonably inferred that such gift or service was intended to influence the employee in the performance of their duty or as a reward for any official action.
 - b. No City employee shall represent the City in any matter with any firm, corporation, or individual where the employee will benefit due to a personal or financial interest with that firm, corporation or individual.
- 11.7 Political Activity
- Engaging in any type of political activities, during normal working hours or while pursuing regular duties in the course of employment is prohibited. Members of the Police Department may not take part in an political activity while in uniform.
- 11.8 Contractor's Equipment
- City Employees may not borrow or operate equipment that is not owned by the City without prior approval of the Department Head. (adopted CC 8-6-92).
- 11.9 POLICY ON BLOOD-BORNE PATHOGENS EXPOSURE

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Revised: 2-7-1991
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a. POLICY STATEMENT

It is the policy of this Department to safeguard, to the highest degree possible. Department employees and the public who come in contact with people who are known to have, or are suspected of having, a communicable disease without sacrificing essential services to the community or individual citizens.

It is also the intent of this policy to provide training, educate, and establish guidelines and procedures for the employee to reduce the risk associated with exposure to blood and/or body fluids.

This policy applies to all personnel that may come in contact with blood or other potentially infectious materials in the performance of their duty.

b. DISCUSSION

Public personnel routinely come into contact with members of the public. At some point it is predictable that they will come in contact with a person who has an infectious disease such as Acquired Immune Deficiency Syndrome (AIDS), Hepatitis and other infectious diseases. Although there are no reported instances where employees have contracted AIDS as result of a duty-related incident, cases have been documented where the AIDS virus has been transmitted to health care workers. These instances have been the result of handling of blood samples with ungloved hands (particularly where skin disorders have left broken skin), splashing of contaminated blood into the mouth and nose, or piercing the skin with a contaminated needle.

Blood-borne Pathogens means pathogenic microorganisms are present in human blood and can cause disease in humans. These pathogens include but are not limited to Hepatitis D (HDV), and Human Immunodeficiency Virus. AIDS is a serious infectious disease of viral etiology. It appears to be caused by one or more viruses called human Tlymphotropic virus type III (HTV-III and HTLVIV).

The virus has a major destructive effect on the body's immune system which in turn reduces the infected person's capacity to fight infection. The end result is debilitating and usually fatal causing infections or malignancies which would normally represent no significant threat to a healthy person. The disease seems to be predominately sexually transmitted to sexes in proportion to the number of sexual partners particularly to the multiplicity of partners in high-risk groups (homosexuals, IV drug abusers, prostitutes, or those persons requiring frequent blood transfusions). Sexual and non-sexual transmission is through body fluids, including blood, and semen, all of which have been shown to contain HTLV-III HTLV-IV viruses. The virus is spread among intravenous drug abusers when they share contaminated paraphernalia. Hemophiliacs apparently contract AIDS, Hepatitis A & B,

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and other infectious diseases through transfusion of blood and blood products. Infant of mothers with AIDS are likely to develop the disease.

The precautionary measures found in this Communicable Disease Policy are necessary under certain, specified conditions to minimize the risk of infection to employees of the Department. Employees are reminded that there is no medical evidence indicating that Hepatitis B or AIDS can be transmitted by casual contact. The kinds of non-sexual person-to-person contacts that generally occur between an employee and victim or victims do not pose a risk of disease transmission.

However, extreme caution should be exercised by personnel, and the following procedures shall be utilized when dealing with blood, items stained with blood or other body fluids, and persons of high-risk groups.

c. TRAINING AND EDUCATION

The initial introductory training class will be given by a knowledgeable health care professional and it is mandatory that all employees who may have any contact with any of the risks attend.

Each of the employees will receive a copy of the Blood-borne Pathogens Standard and it is expected that they will review it, so that he or she will know exactly what its requirements are.

Annual Training will be provided and additional training when changes, such as modification of tasks or procedures or institution of new tasks or procedures affect the employee's occupational exposure.

The training program will address at a minimum all the elements as described in the Standard. Training records shall be maintained and include the information as required by the Standard.

d. VACCINATION

It shall be the policy of the City to provide Hepatitis B vaccinations to all employees, at no cost to the employee.

The Hepatitis B vaccination consists of 3 inoculations, the initial injection, another 30 days later, and the final 6 months after the first initial injection. All 3 must be administered in order for the vaccine to be effective.

If any employee declines the vaccination, it is mandatory that he or she sign a Hepatitis B vaccine declination. However, if at a later date the employee decides to be vaccinated, he or she will receive the inoculations at the employer's expense.



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Vaccinations will be administered by a Licensed Medical Professional.

e. RECORD KEEPING

An accurate medical record will be kept in a confidential file for each employee with an occupational exposure. This record will contain all necessary information as required by the Standard.

Medical records will be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the work place except as required by this Standard or by Law.

Medical records will be maintained for the duration of employment plus 30 years as required by the Standard.

f. PROTECTIVE EQUIPMENT

All Departments covered by this policy will be issued the following protective equipment, as required:

- i. Disposable gloves
- ii. Plastic storage tubes (for syringes)
- iii. Protective masks CPR mask
- iv. Anti-septic towelettes
- v. Storage bag for above equipment
- vi. Disposable bag for contaminated items

Personnel should use the above protective equipment to help alleviate the possibility of any type of exposure. It is highly recommended that personnel, at a minimum, wear disposable gloves when responding to a situation where there is a probability of exposure to human body fluids.

Additional quantities of protective equipment will be stored in the Department for replacement of items that are used.

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g. PROCEDURES

i. Exposure

- ⇒ An exposure occurs when a person's blood or any body fluids transfer to another person's blood stream. This can occur three ways:
 - ⇒ Needle sticks (e.g. accidental needle stick while searching people or places).
 - ⇒ Through human bites or through openings in the skin (e.g. cuts, sores, abrasions, etc.) which are exposed to blood or body fluids.
 - ⇒ Splashes into the eyes, nose or mouth.
 - ⇒ Examples of fluids include: Blood, saliva, tears, semen, vomit us, urine, and stool.
- ii. The mere handling of a victim does not constitute an exposure. For an actual exposure to occur, at least one of the above conditions must be met.

h. REPORTING

An employee who believes they have been exposed to an infectious disease:

- i. Shall thoroughly wash the area with soap and hot water, if direct personal contact was made.
- ii. Shall gather information about the person involved (keeping in mind confidentiality). Information collected by the employee shall include name, date of birth, any medical information legally available, where the person is now, and what has led the employee to believe the person has an infectious disease. This information may not be disclosed under the Freedom of Information Act.
- iii. Shall contact their supervisor immediately.
- iv. A General Case Report, as well as, an Employer's Basic Report of Injury (Form 100) shall be immediately completed and forward to the Department Head.

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- v.
- ⇒ The supervisor may contact the Hospital Emergency Room if necessary. Advise the doctor of all the facts about the exposure and follow the doctors instructions, or
 - ⇒ The supervisor may contract the County Public Health Department advising the staff of all facts about the exposure and follow a doctor's instructions, or
 - ⇒ The supervisor may contact the City Physician, advice about the facts of exposure, and follow those physicians' instructions.

i. BLOOD TEST FOR SUSPECTS

When a supervisor has been notified that an employee believes that they have been exposed to a communicable disease, the supervisor may ask the suspected carrier to voluntarily submit to a blood test. The test shall be administered by medical personnel.

j. GENERAL PRECAUTIONS

The following precautions should be observed:

- i. Use a resuscitator mask when performing mouth-to-mouth resuscitation or CPR.
- ii. Disposable surgical gloves shall be worn when handling blood or other body fluids, regardless of whether such fluids are wet or dry.
- iii. Wash hands thoroughly and immediately with hot water and soap or antiseptic wipes following contact with blood or other body fluids. Hand washing is recommended even if gloves have been worn.
- iv. 4. Make it a practice to bandage open wounds or cuts on hands to avoid direct contact with contaminated body fluids. Bandages should be changed if they become wet or soiled.
- v. 5. Use care when conducting searches of suspects or vehicles. Never blindly place hands in areas where there may be sharp objects that could puncture the skin.
- vi. Employees who have been diagnosed as having leukemia or other forms of cancer, or who are taking medicine which suppresses the immune system should not enter areas where there are body fluids present or have contact with persons who have an infectious disease.

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- vii. Information in records (e.g. test results) regarding an employee or arrestee with AIDS or other communicable disease is confidential. Access to such information is limited to only staff who have a legal need to know. Disclosure of any information except as required by law must not be made unless the express written consent of the person is obtained.

k. CUSTODY PROCEDURES

- i. Persons of high risk groups, including homosexuals, intravenous drug users, prostitutes, and other should be treated with caution. Where violence or an altercation is likely, protective disposable gloves should be worn. Extreme caution must also be used when reaching into areas, such as under car seats, into waste containers, etc., that are not visible.
- ii. After the completion of the task or search where protective disposable gloves were utilized, they should be removed with caution, placed in a plastic bag and securely sealed. Upon returning to the Department, the employee shall place the sealed bag into a designated "CONTAMINATED ITEM RECEPTACLE".
- iii. Whenever it is necessary to transport a subject known to have an infectious disease who has blood or bodily fluids present on his person or clothing, a supervisor shall be notified.
- iv. Subjects known to have an infectious disease with blood or bodily fluids present on their persons should be transported separately from other subjects when practical.
- v. Employees have an obligation to inform other support personnel (firefighters, paramedics, sheriff, detox personnel, etc.) whenever transfer of custody occurs and the subject has blood or bodily fluids present on their person, or if the subject has made a voluntary statement that they have a contagious disease.
- vi. Officers should indicate on the appropriate arrest forms when a subject taken into custody makes a voluntary statement that they have an infectious disease, narratives also will be included when preparing reports. Additionally, a notation shall be made when that subject has blood or bodily fluids visibly present on their person or clothing.

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I. EVIDENCE HANDLING

- i. Evidence containing suspected blood or other bodily fluids should be handled with disposable gloves. If the stain or sample is dry, the evidence should be placed in a paper bag. A proper evidence tag, evidence processing request, and a special label should be affixed to the outside of the package. If the evidence consists of a syringe needle, the needle should be made safe by placing it in a protective plastic tube. Special precautions should be taken when bodily fluids are present including:
 - ⇒ a proper evidence tag
 - ⇒ evidence processing request
 - ⇒ special label on the container
- ii. Persons working in areas for extended periods of time where blood or other bodily fluids have been shed (for example, crime scene personnel working for protracted periods of time at homicide or suicide scenes) should wear protective equipment such as masks, gloves, and shoe covers.
- iii. Property section personnel will adhere to a precise regimen when handling, processing and storing potentially infectious disease (contaminated evidence/property).
- iv. Any clothing or evidence known to be contaminated with suspected infectious diseases will be placed in a specified area and clearly labeled.
- v. 5. Protective disposable gloves will be furnished to appropriate personnel handling contaminated evidence.
- vi. All property for disposal shall be kept in sealed plastic bags and placed in a conspicuously labeled area.

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m. DECONTAMINATION/CLEANUP

- i. Wash hands thoroughly and immediately with hot soapy water. Hand washing with hot soapy water is your best protection against infectious disease.
- ii. Uniforms or other clothing soiled with blood or other body fluids should be laundered using the following procedures:
 - ⇒ Washable fabrics should be laundered in a household bleach solution if the fabric is compatible with bleach.
 - ⇒ Body fluid stains in fabrics requiring dry cleaning should be diluted in cold water and tagged prior to cleaning.
- iii. Resuscitator masks and evidence collection equipment contaminated with blood or other body fluids should be disinfected after each use.
- iv. Areas and vehicles contaminated by blood or other body fluids should be cleaned with a household bleach solution immediately following the person's release or utilizing the contaminated vehicle.
- v. Decontamination shall be accomplished via the following procedures:
 - ⇒ Use disposable plastic gloves during any decontamination procedure.
 - ⇒ Small items or equipment:
 - i. Wash the item with soap and hot water and then rinse thoroughly.
 - ii. Soak item in a solution of water and household bleach for 10 to 15 minutes. Use a concentration of 1 to 1 1/2 cups of bleach for each gallon of water. Rinse with water and air dry.
 - ⇒ Large areas:
 - i. To decontaminate large areas (e.g. floors, vehicles, etc.), disinfect with the bleach and water solution and then clean with soap and detergent.
 - ii.
 - ⇒ If immediate decontamination is necessary, the arresting officers will be responsible, using the above described method.



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n. DISPOSAL OF CONTAMINATED ITEMS

Disposable gloves, clothing and other contaminated items must be disposed of properly to minimize the risk of infection.

- i. Contaminated items shall be packaged in 2 plastic bags (double bagging), sealed with tape (no staples) and then properly labeled.
- ii. Contaminated materials will be incinerated. REMEMBER

THE SAFETY OF ALL PERSONNEL IS OF UTMOST IMPORTANCE.

Adopted by City Commission August 6, 1992

11.10 COMMUNICATION POLICY.

It is the policy of the City that private communications with persons, organizations, other public entities, and the news media outside the course of one's employment, is a right of citizenship which this section does not intend to inhibit. It is also recognized that it is necessary during the course of employment that employees must communicate with others in order to accomplish their job responsibilities.

This section is intended to prohibit the dissemination of any employee's private opinions under the color of his/her official position without review and approval of such communication by the City Manager. It is therefore the policy of this City that:

Correspondence of any type which is copied to the news media is in the nature of a press release and must be approved in advance by the City Manager.

It is understood that this policy is open to interpretation and a free exchange of ideas between the employees and the City Manager is encouraged.

Should the employee and City Manager fail to reach accord on the appropriateness of the employee's proposed communication the same shall be reviewed by the full City Commission prior to publication, either written or oral.



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12.0 SAFETY POLICY

The City of Marine City, in concern for its employees, its moral and legal obligations and responsibilities, hereby sets the following Safety Policy. Let it be known that:

- a. The safety of employees, the public, and City operations are paramount.
- b. That safety will take precedence over expediency or short cuts.
- c. That every attempt will be made to reduce the possibility of accident occurrence.
- d. That the City intends to comply with all safety laws and regulations.
- e. In addition, it should be known that:
When a person enters the employ of the City, they have a right to expect that they will be provided with a proper place in which to work, and proper equipment with which to do their job, so that they will be able to devote their energies to do their work without danger to their life and health. Only under such circumstances can the association between employee and employer be mutually profitable and harmonious. It is the City's desire to provide a safe place to work and safe equipment to use as well as to establish and insist upon safe methods and practices at all times.

Let it also be understood that it shall be a basic responsibility of all employees to make the safety of all human beings part of their constant concern. This responsibility must be accepted by each one who conducts the affairs of the City, no matter in what capacity they may function.

The City considers no phase of its operation as being of greater importance than accident prevention. It shall be the policy of the City, therefore, to provide and maintain safe and healthful working conditions, and to follow practices that will safeguard all employees and result in safe working conditions and efficient operation.

The City believes in the dignity and importance of the individual employee and in their right to derive personal satisfaction from their employment. It is also felt that the safety of employees is the first consideration in the operation of the City.

Accident prevention and efficient operation go hand-in-hand.. All supervisors have a primary responsibility for the safety and well being of their staff. This responsibility can be met only by working continuously to promote safe working practices among all employees and to maintain property and equipment in safe operating condition.



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Safe practices, on the part of City employees, must be part of all operations. No job shall be considered efficiently completed unless the employee has followed every precaution and safety rule to protect themselves and their fellow workers. The ideals of job production and safety must be inseparable.

The City agrees to provide or arrange for routine safety training and education and will supply normal safety equipment for its employees. Every effort will be made to provide a safe work area and to provide safe working conditions. In return, employee cooperation regarding safety matters will be considered a condition of employment.

In conclusion, the City of Marine City, as a conscientious employer, pledges to make every effort to be "total safety" dedicated. With the cooperation of its employees, it is our sincere desire that accidents and on the job injuries can be significantly reduced.

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13.0 SEXUAL HARASSMENT POLICY

Policy Statement

Title VII of the Civil Rights Act of 1964 and the Elliott-Larsen Civil Rights Act of 1976 prohibit discrimination because of race, color, religion, sex, or national origin in all employment practices, including terms, conditions, and privileges of employment. The policy of the City of Marine City is to avoid sexual harassment in the work place. Sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment." Acts that constitute sexual harassment include, but are not limited to, unwelcome sexual advances, comments, conducts, and suggestions where:

- a. Submission to such conduct is either an expressed or implied term or condition of employment.
- b. Submission to or rejection of such conduct is used as a basis for an employment decision affecting the harassed person.
- c. The conduct has the purpose or effect of substantially interfering with an affected person's work performance or creating an intimidating, hostile, or offensive work environment.
- d. Sexual harassment by any employee, department head, supervisor, or others will not be tolerated. The City will actively investigate any allegation of sexual harassment. If it is determined that sexual harassment has occurred, appropriate disciplinary action will be taken against any employee who violates this policy which may include discharge of the offending employee.
- e. All department heads and supervisors, as part of their job requirements, will be responsible for preventing and eliminating sexual harassment in their respective departments or work areas. Such behavior by employees, contractors, and other non-employees who have reason to be dealing with the City will not be tolerated.

13.2 Policy Implementation

- a. Employee Responsibility: Any employee who believes that he or she is being sexually harassed by anyone in the course of their employment should promptly take the following steps:
 - i. Promptly report in writing to either the Department Head or the City Manager the details regarding the incident(s) which are believed to

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- be sexual harassment. The written statement must state specific details of the alleged sexual harassment behavior, including naming the person(s) who are doing the harassing and naming any witnesses.
- ii. Before involving this procedure, an employee may wish to consider whether it would be more beneficial to first confront the alleged harasser with the allegations or if it would be more productive to utilize this procedure.
 - iii. Sanctions against sexual harassment will depend upon the circumstances surrounding the incident. Minor first offenses will lead to written reprimands and/or time off without pay. Major or multiple offenses will lead to the dismissal of the offender.
- b. Management Responsibility: Every member of the City's management is responsible for ensuring that no sexual harassment occurs within his or her area of authority.
- i. Any complaint of sexual harassment should receive the immediate attention of the supervisor or manager to whom it is made and should be reported immediately to the City Manager.
 - ii. Investigation of a complaint of sexual harassment normally will include conferring with the parties and witnesses named by the employee making the complaint.
 - iii. Because of their sensitive nature, complaints of sexual harassment should be investigated with particular care and should remain, to any extent possible, strictly confidential.
 - iv. In no event will information concerning a complaint of sexual harassment be released by the City to third parties or to anyone within the City who is not involved with the investigation. More specifically, information will not be released to an affected employee's family, the news media, or a prospective employer seeking a reference. The purpose of this provision is to protect the confidentiality of the employee who files a complaint, to encourage the reporting of any incidents or sexual harassment, and to protect the reputation of any employee wrongfully charged with sexual harassment.

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- v. If the investigation reveals that the complaint is valid, prompt disciplinary action designed to stop the harassment immediately and to prevent its recurrence will be taken.



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14.0 ANTI-DRUG AND ALCOHOL ABUSE POLICY

The City of Marine City is dedicated to the well-being and safety of our employees, management, and the community we serve. We are also committed to the successful operation of our City and its citizens. We are committed to improve employee productivity, and to service the needs and demands of our employees, and residents.

We acknowledge and agree that alcohol and drug abuses in the workplace reflect a national problem. This policy and accompanying procedures are important in addressing this problem. We are required to comply with certain regulations which include the Federal Highway Administration, Department of Transportation (DOT) Qualification of Drivers and Procedures for Transportation Workers Drug Testing Programs (49 CFR, Parts 40 and 382). We must also meet the requirements of Michigan's Motor Carrier Safety Act No. 339 of 1990 (M.C.L. 480.11). Our obligation to comply includes all revisions to that act, specifically; Public Act No. 265 of 1995 which governs intrastate commercial motor vehicle operations.

The City of Marine City has a strong commitment to its employees. We intend to provide an alcohol and drug-free working environment. The City is also committed to its citizens, customers, administration, local businesses, and the public to operate its business safely and prudently. We are implementing the following policy and procedures to serve as a guide us and our employees in the enforcement of our policy. Our procedures are based upon both Federal and State regulations. Both sets of regulations govern the use of controlled substances, abuses of alcohol, and testing programs designed to deter and detect the use of alcohol and/or controlled substances in our workplace.

- 14.1 Definitions - There are eight specific reasons why we have developed these procedures.
- a. ESTABLISH and maintain a healthy and safe working environment for all of our employees;
 - b. ASSURE the reputation of The City of Marine City and its employees as good responsible citizens;
 - c. REDUCE accidental injury to persons and property;
 - d. REDUCE absenteeism, tardiness, and indifferent or declining job performance; and
 - e. DETER the use of illegally used controlled substances and alcohol abuses; and



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- f. DETECT the use and abuse of both alcohol and controlled substances by those employees who may persist in the use of these substances in spite of our policy.
- g. PROVIDE assistance in rehabilitation for any employee by the City's Employee Assistance Program.
- h. GOVERNMENT regulations require us to implement these programs because some of our employees perform what are defined as safety-sensitive functions during working hours.

14.2 DEFINITIONS:

The City of Marine City is required by Federal regulations to promote a policy on the misuse of alcohol and the use of controlled substances.' Our policy has been provided to each of our employees along with copies of these administrative procedures? We are also being required by these same Federal regulations to develop and maintain a system of testing. Our testing system will test for illegal controlled substances and alcohol use by employees doing certain functions or holding specific licenses. These specific classes of employees include:

- a. EMPLOYEES required to possess a valid commercial driver's license to satisfy job requirements and who perform safety-sensitive functions as a normal part of their workday. Three separate and distinct classifications of employees who may perform safety-sensitive function are reflected by the three examples listed below.
 - i. Drivers or operators who are required to possess a commercial driver's license by virtue of the equipment they operate.
 - ii. Vehicle mechanics who, because they must evaluate their work on equipment, operate equipment identified as requiring a commercial driver's licenses to operate must be participants in our program if we operate across state lines (interstate). Since we are limiting our operations to only those within the State of Michigan, we can exclude mechanics from participation under State law if the mechanic is operating a commercial motor vehicle and meets any of the following conditions.
 - ⇒ If the commercial motor vehicle is not be using to transport persons, property or the operator is not being compensated for the vehicle's operation.



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- ⇒ The mechanic is not being used as a regularly-employed driver.
 - ⇒ The mechanic is test driving a loaded vehicle but does not travel more than ten miles from the repair facility.
 - iii. Supervisors who might ever actually operate commercial vehicles are required to participate in such programs - whether licensed or not. Other supervisors, who significantly affect vehicle safety °, assign or otherwise have day-to-day responsibility for supervising subordinates, are not required to participate in drug and alcohol testing programs by the Federal Highway Administration.
- b. **ILLEGAL, UNAUTHORIZED DRUGS AND ALCOHOL:** None of our employees can report to work displaying the effects of illegal, illicit, controlled, or unauthorized drugs. No employee will take, make, sell, give, transport, or possess a controlled or illegal substance which is considered a covered substance under the Controlled Substance Act (CSA). This, specifically, includes all Schedule and II substances and Schedule III through V. substances being used or possessed without approval, legal prescriptions, or authorization.
- i. **CONTROLLED SUBSTANCE ACTS** are contained within Title 21 of the United States Code (Section 802(6), Food and Drugs] and use and possession of these controlled substances is unlawful under Chapter 13 of that title (Section 801 et seq.].
 - ii. **DRUG TESTS:** We will utilize testing procedures with scientifically valid protocols and that meet the certification criteria of the Substance Abuse and Mental Health Services Administration (SAMHSA), formerly known as the National Institute of Drug Abuse (NIDA). The only approved drug detection tests are urinalysis samples analyzed by U.S. Department of Health and Human Services-certified laboratories. We and the laboratories we utilize are compliant with 49 CFR, Part 40, and Procedures for Transportation Workplace Drug and Alcohol Testing Programs.
 - ⇒ All urine samples will be subjected to an initial screening utilizing an immunoassay technique.
 - ⇒ Specimens with negative test results following the initial screening will be reported to our Medical Review Officer

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(MRO) as negative tests. The initial screening test is designed to eliminate negative tests from any further consideration. The MRO will, in turn, report those tests to us as negative screening tests.

- ⇒ Specimens with positive test results following the initial screening will be subjected to a laboratory-administered analytical procedure to identify the presence of a specific drug or metabolite'.
 - This confirmatory test must, by definition, be independent from the screening test.
 - To ensure reliability and accuracy, the confirmatory test must use a technique and chemical principal different from the screening test.
 - ⇒ Gas chromatography/mass spectrometry (GC/MS) is the only authorized confirmation method for cocaine, marijuana, opiates, amphetamines, and phencyclidine.
 - ⇒ Protested positive test results allow the employee or applicant to submit a split sample portion of the original specimen required by Federal regulations immediately, and without prior notice, for testing.
 - If the split-sample urine drug screen test is requested, the applicant will pay for the test.
 - If the split sample's test's results overturn a first test positive, the test will be reported as a negative and a copy of the second test results, and only the second test's results, will be placed in the employee's driver's or personnel file and a copy provided to the employee or applicant
- c. BREATH ALCOHOL TESTS: Only those tests with approved protocol issued by the United States Department of Health and Human Services will be permissible. Certified Breath Alcohol Technicians will administer our alcohol tests using devices appearing on the Conforming Products Lists (CPL) and approved by the National Highway Traffic Administration (NHTSA).'



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The Federal Highway administration's Guidance Letter, no. 94.14, dated June 27, 1994. This letter says, "A trained supervisor can document and defend his or her observations of specific coexisting, distinct appearance, speech, body odor, or behavior suggesting the use of alcohol or controlled substances.

14.3 TEST LEVELS:

- a. **Controlled Substances:** An employee will be considered to have failed (with a positive test result) an administered urine drug screen if, after confirmed analysis, test levels show a reportable presence more than the allowable cutoff levels defined in 49 CFR, Part 40, §40.29 (f). The reportable presence will be for any of five controlled substances included in Schedule I or II. These schedules are defined by § 802(6) of Title 21 of the United States Code [Section 802(6) of title 21, Food & Drugs]. The possession of any of these drugs is unlawful under Chapter 13 of that Title [§ 801 et seq. of title 21]. The term illegal drug does not mean the use of a controlled substance pursuant to a valid prescription or other uses authorized by law. Valid prescriptions used following the physician's instructions must be recorded and treated as negative test results.

CONTROLLED SUBSTANCE LEVELS: we will accomplish all substance testing according to the guidelines established by the U.S. Department of Health and Human Services and the Department of Transportation, 49 CFR Parts 40, 3829. We are requiring testing for the following five families of drugs; amphetamines, cocaine, marijuana, opiates, and phencyclidine. We consider the use of such substances unacceptable in our business environment. We're also required to test for these substances by the Federal Highway Administration (FHWA) drug testing programs and Michigan's Motor Carrier Safety Act. The substance cutoff levels, and their most common signs and symptoms of use, are indicated on page 9•10

- b. **Alcohol Use:** An employee will be considered to have failed (with a test result of .04 percent or greater) an administered evidential breath alcohol test administered by a certified breath alcohol technician. To be considered a confirming evidential test, a breath alcohol technician must have administered a preliminary (screening) breath test within the 20 minute period immediately preceding the evidential test. The preliminary test must have resulted in a reading of not less than .02 percent to warrant the evidential breath test.

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- c. Low-end Alcohol Use: An employee submitting to a preliminary breath alcohol screening test with a result of .02 or higher but less than .04 percent as confirmed by an evidential breath test will be removed from duty or performance of their safety-sensitive function for a period of not less than 24 hours.
- d. Penalties for Low-end Alcohol Use: Existing Federal regulations we may take no action against an employee who tests below .04 percent. We do, however, reserve the right to institute our own disciplinary action for employees who test between .02 and .04 percent. Under independent authority granted us under 49 CFR. Part 382, Subpart F, §382.601 (c), we will remove employees testing within this range from further performance of their duties.

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e. Controlled Substance Levels

SUBSTANCE	SCREENING LEVEL	CONFIRMATORY LEVEL	SIGNS & SYMPTOMS
i Amphetamines Incl. Benzedrine, biphetamines, dexedrine, synatan, apperrol, methedrine and desoxyn	1000 NG/ml	Amphetamine 500 NG/ml Methamphetamine 500 NG/ml	1 Hyperactivity 2 Feelings of strength 3 Short-term insomnia 4 Loss of appetite 5 Irritability 6 Dilated pupils 7 Dizziness 8 Distorted thinking
ii Cocaine Incl. Coke, free base, and crack	300 NG/ml	Metabolites 150 NG/ml Benzoyl Ecgonine	<ul style="list-style-type: none"> • Momentary feelings of confidence, strength, and endurance. • "Rush" of short-term pleasurable sensations. • Impaired driving ability and reactions • Uncommon excitability or anxiety. • Dilated pupils and difficulty in focusing. • Paranoia
iii Marijuana Incl. pot, smoke, has, hashish oil, and Tai sticks	50 NG/ml	Metabolite 15 NG/ml Delta-9-tetrahydrocannabinol	<ul style="list-style-type: none"> • Changes in sensory perception • Impaired driving ability for 4-6 hours after one joint. • Restlessness followed by a dreamlike state of relaxation • Dulling of attention
vi Opiates Incl. morphine, codeine, heroin, methadone, meperidine, demerol, darvon, darvocet, tylenol 3 or 4, dilaudid, percodan, and percocet	300 NG/ml	25 NG/ml if immunoassay for free-morphine 300 NG/ml Morphine 300 NG/ml Codeine	<ul style="list-style-type: none"> • Constricted pupils • Drooping eyelids • Low raspy speech • Poor coordination • Depressed reflexes • Impaired driving ability • Euphoria (short-lived) • High pain thresholds
v Phencyclidine aka: Ange/ dust, rocket fuel, Krystal joints, super kools, sherms, mint weed, cluster	25 NG/ml	Metabolite 25 NG/ml	9 Impaired driving ability 10 Extreme agitation 11 Hallucinations 12 Schizophrenia 13 Enhanced strength



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- f Test Use: Any urine specimens collected may only be used to test for controlled substances designated or approved for testing and will not be used to conduct any other analysis or test unless otherwise specifically authorized by FHWA regulations. The accompanying Chain of Custody will reflect the nature of the test required.

- g Split Samples": The specimen collected must consist of not less than 45 milliliters of urine, 30 of which we pour into a container for initial testing. We will then pour the remainder into a second container for storage. The testing laboratory will retain this sample for at least 60 days from receipt of both specimens by the lab.
 - i The split sample confirms contested test results if the primary sample shows a positive test result.

 - ii Further, our program does not prohibit procedures incidental to an analysis of the specimen for controlled substances.

- h ALCOHOLIC BEVERAGES AND USE: The use of alcoholic beverages by employees affects safe and efficient operations. No employee will use or possess alcoholic beverages during working hour. No employee will report to work while under the influence of alcoholic beverages, displaying the effects of having used alcohol, or within four (4) hours of having used alcohol.
 - i An odor of alcohol on any employee's breath is reason enough for us to believe that the employee has used and may be under the influence of alcohol. Any employee who engages in such conduct may be subject to immediate removal from their safety-sensitive function. Any other lesser action required under these procedures will be according to the requirements of the Federal Regulations, 49 CFR. Part 382, inclusive.

 - ii Refusals to submit to a required preliminary breath test (PBT) followed by an evidential breath test (EBT) or any other DOT-approved test to measure the extent and level of alcohol within a worker's body" will be considered to have a positive alcohol test level greater than .04 percent.



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- iii Assessment refusals by an employee testing above .04 percent Breath Alcohol Level (BAL.) and who refuses assessment or fails to complete the treatment plan prescribed by the assessment professional will be suspended from further performing any safety-sensitive function until he or she submits to an assessment.
- iv Any employee referred to a substance abuse professional and/or employee assistance program who fails to follow any of the following will be suspended from the performance of any safety-sensitive function:
 - ⇒ Keep the appointment
 - ⇒ Complete the prescribed treatment or rehabilitation plan, or
 - ⇒ Authorize the disclosure of progress reports to the City.

14.4 DRUG AND ALCOHOL SCREENING:

- a. A reliable hospital or independent laboratory using qualified and trained medical technicians will do all substance testing. This facility will be one recommended by Specialists Limited and approved by the City of Marine City.

At this time, the following certified laboratories are providing analysis of all urine specimens collected from our employees;

SmithKline Beecham Clinical Laboratories
506 E. State Parkway
Schaumburg, Illinois 60173
(800) 447-4379

- i. COLLECTION of specimens required for testing under these procedures will be accomplished in one of three ways:

On-site collections using the secured facilities within our offices and trained collectors employed by:

Specialists Limited
800 Hastings Court
Suite 100
Traverse City, Michigan 49686
(616) 929-3129



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- ii. Neutral-site collections using the secured facilities within hotels, motels, or other public buildings wherein our collection-site personnel can control the access of and to the lavatories to be used for urine drug test collections. In such cases, the facilities will be inspected and secured by trained collectors employed by:

Specialists Limited
800 Hastings Court
Suite 100
Traverse City, Michigan 49686
(616) 929-3129

- iii. Clinical collections by existing health care professionals, doctors' offices, or clinics meeting the high quality standards of Specialists Limited. We have agreed with the clinic below to use their facility in cases where it may be cost prohibitive to have a Specialists Limited collector respond to our immediate needs.

Specialists Limited will assist the city in identifying and qualifying a local clinic. We need to know with whom you currently have an agreement to provide pre employment physical or workman's compensation examinations.

- b. **TRANSPORTATION:** We cannot allow any employee directed to test for either reasonable suspicion or post accident to continue to operate any commercial motor vehicle. Any case that involves reasonable suspicion or cause or post accident testing will require us to transport or arrange for transportation of our employees to and from the collection site. Should these tests results prove negative, we will return the employee to work. In cases where a positive test result is reported or the results are not immediately available, we will transport or arrange for transportation of the employee to their home or temporary place of residence.
- c. **REFUSAL** to submit to a required test under Federal and State regulation is prohibited. 'the primary purpose of these testing provisions is to deter the use and misuse of alcohol while working, immediately before reporting to work, or immediately following a reportable accident.

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d. OFF DUTY ALCOHOL USE: No employee, on-call, subject to call-in, or engaged in transporting away from City of Marine City owned or controlled property will consume any alcoholic beverage within four (4) hours of expected starting time or beginning a safety-sensitive function^o.

i. ANY EMPLOYEE called to work and having consumed alcohol within the four (4) hour period will advise their supervisor or dispatcher they are unable to report for work.

⇒ Any employee refusing to submit to a Preliminary Breath Test (PBT) or whose breath alcohol level measures .015 percent by State law, or .02 percent by Federal regulation, but less than .04 percent will be suspended from any further performance of any safety-sensitive function for not less than 24 hours The test result will be as measured by a PBT and confirmed by an Evidential Breath Test (EBT)

⇒ The employee who refuses to submit to PBT or EBT and was operating a commercial motor vehicle will be considered to have a BAL. of above .04 percent and is medically disqualified from operating a commercial motor vehicle until they can successfully pass a chemical analysis of breath.

⇒ Under the terms of 49 CFR, Part 382, Subpart A, § 382.211, No employer will allow a driver who refuses to submit to a required alcohol or controlled substance test to do or continue to do safety-sensitive functions.

ii. Breath Alcohol Level of .015 to .04 percent: A person, whether licensed or not, whose Breath contains .015 percent by State law, or .02 percent by Federal regulation but less than .04 percent by weight of alcohol will not operate a commercial motor vehicle. Any operator found operating a commercial motor vehicle in this condition is suspended from performance of any safety sensitive function for 24 hours.

Breath Alcohol Level of .041 and above: A positive PBT confirmed by an EBT for the presence of alcohol in the body at .041 percent or above by weight of alcohol while on duty, while reporting for duty, or within eight (8) hours after a reportable accident, will be suspended from further performance of any safety sensitive function



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for a period of not less than 24 hours. The supervisor observing the incident will interview the employee and invoke the following steps:

- iii. We will suspend the employee pending an assessment by a qualified and licensed substance abuse professional (SAP) to learn the degree of dependence and recommend the treatment required to rehabilitate the employee.

To be reinstated, an employee must successfully complete the treatment plan outlined by the SAP and agree to submit to follow-up testing consisting of not less than six (6) unannounced alcohol tests in the twelve months following completion of treatment.

The employee will be considered on suspension until the City of Marine City reviews the results of the assessment or the employee enrolls in or completes a supervised treatment program.

- iv. Supervisory Administered Alcohol Tests: Consistent with the Federal regulations and accompanying comments contained in the Federal Register, "any supervisor who makes the reasonable suspicion (for cause) determination is prohibited from conducting the preliminary breath test (PB71)." As a result, two supervisors must become involved before any driver is found to have violated our procedures resulting in a referral to a SAP.

Any supervisor making the reasonable suspicion (for cause) determination must have not less than sixty (60) minutes of training on the physical, behavioral, speech, and performance indicators of alcohol misuse.

Any supervisor administering an evidential breath test (EBT) must meet the requirements of Procedures for Transportation Workplace Drug and Alcohol Testing Programs specifically, and we quote from the Federal regulations: "(61(b) A BAT-qualified supervisor of an employee may conduct the alcohol test for that employee only if another BAT is unavailable to quickly do the test. A supervisor will not serve as a BAT for the employee in any circumstance prohibited by DOT regulation."



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14.5 EMPLOYMENT CONSIDERATION TESTING:

All safety-sensitive applicants must submit to and pass a urine drug screening test to be considered for employment. This clause also pertains to current employees transferring or being promoted to safety-sensitive functions. The prospective employer may waive drug testing" if any of the following conditions exist with the applicant.

- a. AN APPLICANT has undergone a drug test required by DOT regulations under part 40 within the preceding 30 days or
- b. The Applicant, while participating in that program, either
 - i. was tested for controlled substances within the preceding six months (from the date of application with the employer) or
 - ii. Participated in a random controlled substance testing program for the previous twelve months (from the date of application with the employer).
 - iii. The prospective employer must ensure that no previous employer of the applicant has any record of a previous positive test result or any other violation that would have been reported as a positive within the preceding six months.
 - iv. Part-time or seasonal employees may be exempted from pre employment testing only if they remain in the random selection pool while the City of Marine City does not employ them. Employees whose names we remove from the random selection pool of the City of Marine City will submit to and pass pre employment testing at the time they return to work for the City of Marine City

14.6 POST ACCIDENT TESTING:

Any employee involved in a reportable vehicle accident while operating any vehicle owned or operated by the City of Marine City will be required to submit to a urine drug screen or Evidential Breath Test. By definition, City of Marine City considers an accident reportable if the results reflect any of the following situations.

- a. **FATALITY:** The accident results in the death of any human being.
- b. **CITATION:** The investigating law enforcement agency cites a safety-sensitive employee who was operating a commercial motor vehicle



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involved in the accident. The citation must be for a moving violation resulting from the accident. In addition, one of the following two conditions must be met in order to require a drug and alcohol test.

- i. Any vehicle or heavy equipment involved in the accident is unable to be driven from the scene under its own power and must be towed from the scene of the accident.
 - ii. Any person sustains an injury as a result of the accident. The injury must be severe enough as to require first-aid treatment away from the scene of the accident.
- c. DUTY PROCEDURES: This provision- applies to any employee operating any City of Marine City-controlled vehicles or performing any other safety sensitive function.

14.7 RANDOM and PERIODIC SELECTION:

All affected employees will submit to a urine drug screen at the time of their regularly scheduled, employment-related, physical examination until our random selection process has been in effect for one (1) year. We must also have tested 50 percent of our affected employees.

- a. RANDOM SELECTION: we include all of our regulated employees in casual selections of employees to undergo unannounced urine drug screens and alcohol tests. We call such casual selections random tests and Specialists Limited will conduct selection from a pool of eligible workers included in a consortium regulated by Specialists Limited. Selection will be based upon:
 - i. A casual or random draw of those employees required by Federal regulation to undergo testing. These employees' names will be cross-referenced to a pool containing the employees' complete social security numbers, drivers' license number of other unique number of all regulated employees.
 - ⇒ Random Drug Tests will equal not less than 50 percent of all employees listed within the pool
 - ⇒ Random Alcohol Tests will equal not less than 25 percent of all employees listed within the pool for at least the first year of operation.



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- ii. Random test selections will be accomplished using a scientifically valid, computer-based random number generator matching the employee's social security, driver's license, or other unique identifying number. In addition, our random selection process ensures
- iii. Each employee within the pool has an equal chance of being selected for either of both tests.
- iv. All random test selections will be accomplished reasonably throughout the calendar year.
- v. Any employee notified by us of his or her selection under random testing immediately stops performance of any safety-sensitive function and proceeds directly to the designated collection site. The employee notified of their selection will not be permitted to drive a commercial motor vehicle to the collection site. That is considered performing a safety-sensitive function.
- vi. Any employee selected for alcohol testing under our random testing provision understands that they may only be tested within two (2) hours before they're ready to start performing their safety-sensitive function. In addition, alcohol testing may be accomplished during performance of their safety-sensitive function, or within two hours after they've completed performance of their safety-sensitive function'.
 - ⇒ If industry-wide positive levels exceed more than one (1) percent for two years running, the random alcohol testing rate will increase to fifty (50) percent.
 - ⇒ If industry-wide levels are below one (1) percent positives for two years running, the random alcohol rate will fall to ten (10) percent.

14.8 REASONABLE SUSPICION or FOR CAUSE TESTING:

Any employee whose performance suggests that they are unfit for duty and are possibly using or abusing drugs or alcohol will be subject to a drug or alcohol screening test.

- a. **JUSTIFICATION OF REASONABLE SUSPICION TESTING:** A trained supervisor may insist on a reasonable suspicion drug or alcohol test any time



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he or she has a valid and supportable reason to believe that the employee's actions, behavior, appearance, or symptoms suggest the use or abuse of illegal or unauthorized drugs and/or alcohol. The trained supervisor must document factual incidents of reasonable suspicion (for cause). A trained supervisor is one who has received not less than 60 minutes of initial training in detecting the signs and symptoms of drug use and 60 minutes in detecting the signs and symptoms of alcohol use and abuse.

- b. DRUG OR ALCOHOL SCREENING TESTS: we will require approved tests of a specific employee, or group of employees, anytime The City of Marine City, based upon the factual observations of a trained supervisor, can document that such testing may be appropriate
- c. Employees and, employers alike are required by Federal regulation to comply fully with the provisions stated under reasonable suspicion.

14.9 RETURN O DUTY TESTING

Any employee enrolled in a treatment program or successfully completing a rehabilitation program because of a previously administered and reported positive drug or an alcohol test as required by the DOT will:

- a. SUBMIT to and pass a breath alcohol test administered within two (2) hours before resuming their safety-sensitive function", and
- b. RESULTS of the breath alcohol test must be less than .02 percents.
- c. SUBMIT to and pass a urine drug screen administered with reportable results reported to the City of Marine City before h~ employee can resume performance of safety-sensitive function, and
- d. RESULTS of the urine drug screen must indicate a verified negative for any of the five substances previously identified.

14.10 FOLLOW-UP TESTING

- a. Employee's band to have violated either our administrative procedures and/or existing Federal regulations by experiencing a positive alcohol breath test or urine drug screen must submit to an assess merit. The names, addresses, and telephone numbers of our recommended and recognized substance abuse professionals are indicated below.

Specialists limited will assist in the identification, qualification, and enlistment of substance abuse professionals in your immediate area. This



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process takes place while you are reviewing this policy and *11/be reflected in the final edition of the policy and procedures.

- b. Upon the employee's successful completion of the recommended treatment program, the Substance Abuse Professional must prescribe follow-up testing. Federal regulation has authorized such testing. Employees are required to submit to not less than six follow-up tests in the first year. Upon the direction of the SAP, testing may continue for up to a period of 60 months.
- c. Costs associated with substance abuse professional services, the recommended treatment program, return-to duty testing and follow-up testing are not the responsibility of the employer. Where possible, the employee may coordinate payment or reimbursement of such costs with our existing health care program.

14.11 SUPERVISORY ACTIONS:

Trained supervisors or management of the City of Marine City may take controlled substance and/or alcohol testing action if an employee shows any of the following symptoms:

- a. **PERFORMANCE:** If an employee is having an identifiable work performance problem, or
- b. **BEHAVIOR:** If an employee is displaying abnormal behavior that may be drug or alcohol-related, or
- c. **SPEECH:** If the employee is displaying speech signs or symptoms indicative of either drug or alcohol use, or
- d. **PHYSICAL:** If an employee displays indicators of chronic and withdrawal effects of controlled substance use, we may insist on a controlled substance urine screen but NOT an alcohol breath test.
- e. **REASONABLE SUSPICION:** If the supervisor thinks that action is appropriate for any combination of the reasons in Part VIII.



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- f. CONDUCT: If an employee displays conduct that may be violating this policy, the supervisor will:
- i. Interview the employee in a confidential manner stating his or her suspicions and ask the employee for an explanation. The supervisor will take all necessary steps to assure the employee of the confidentiality of the interview.
 - ii. Denials: We will ask that the employee submit to a urine drug screens or an analysis of breath to detect illegal drug use or alcohol. Refusal to submit to such a test is a violation of these procedures and Federal regulations. The supervisor will invite the employee to sign a consent release form authorizing performance of such tests. Refusal to sign either the drug test chain of custody or part 2 of the Breath Alcohol Test form is considered a positive test admission and appropriate disciplinary action can and will be taken.

Urine drug screens and/or evidential alcohol breath tests are accurate methods of detecting the presence or absence of illegal drugs or alcohol in a person's body under the terms of the Americans With Disabilities Act, employers covered by DOT regulations must require their employees to comply with those standards. In addition, the supervisor will:

- iii. Arrange for the collection of the sample within a reasonable time. The collection of the sample will be consistent with the guidelines established by the Department of Transportation and the Substance Abuse and Mental Health Services Administration (SAMHSAP').
 - ⇒ Reasonable, in this situation will be within two (2) hours from the incident, if possible.
 - ⇒ The supervisor, acting on behalf of City of Marine City will arrange for transportation to and from the collection site.
 - ⇒ If the test results show the employee is violating Federal regulations, the administration of the City of Marine City will suspend the employee from further performance of any safety-sensitive function pending a final determination of the case.
 - ⇒ In the event the split sample test shows a confirmed negative result or the results of the first test are overturned, we may

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reinstate the employee to duty. The test will be reported as a negative test and no reference to the original positive test may be included in the drivers' files, personnel files, or used by any supervisor for any reason.

iv. PRESCRIPTION DRUGS, legally taken following dosage instructions and by the person for whom the prescription was written are legal and will not result in a MRO-generated positive test result. Illegal drug use through fraudulent use of prescriptions or deliberate misuse of prescriptions creates health and safety concerns. Addiction often results from misusing, mixing or abusing prescription medications. As a result, we are making the following an inherent part of our procedures.

- ⇒ No person but the person for whom the physician prescribes the drug, will bring any prescription drugs onto City of Marine City-owned or controlled property. The drug may only be used in the manner, combination, and quantity prescribed.
- ⇒ Employees undergoing prescribed medical treatment with a controlled substance must adhere to the following guidelines.
 - Employees must report to their physician that they are, in fact, a safety-sensitive employee of The City of Marine City and request alternative non-influencing medications if appropriate and available. This includes elixirs or preparations containing alcohol.
 - In cases where the physician prescribes medications that may cause drowsiness or other limiting symptoms, the employee is required to report and list such medications to the City of Marine City
- ⇒ We cannot discipline any employee for properly using a prescription medication consistent with the physician's directions. The directions relative to use and any after-effects must be provided by the prescribing physician, NOT by recommendations of the pharmacist. There may be occasions where we may reassign an employee to non safety sensitive

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jobs while undergoing treatment and until the effects of the prescription have left the employee's body.

14.12 CONFIDENTIALITY:

All actions taken by The City of Marine City under the authority of these procedures will be taken to insure the confidentiality of the employees⁶⁵. Information related to investigations, possible employee violations, or drug or alcohol screening test results will be made available only on a strict "need-to-know" basic.

- a. RECORD RETENTION: We are required by Federal and State regulation, to retain all records consistent with the following schedules:
 - i. Five Years: the following records must be retained by us, or our program administrator Specialists Limited on our behalf, for a period of five years.
 - ⇒ Records of all employee alcohol tests with results of .02 or greater.
 - ⇒ Records of employees controlled substance tests with verified positive test results.
 - ⇒ Documentation of all refusals to submit to controlled substances tests or alcohol tests.
 - ⇒ Calibration documentation of breath alcohol testing devices used by our collection sites.
 - ⇒ Employee evaluations, assessments, and referrals.
 - ⇒ A copy of each calendar year's summary required under the US DOT Management Information System (MIS -Annual Report).
 - ii. Two Years: We and/or our program administrator, Specialists Limited, will retain all records related to the alcohol and controlled substance collection process and all employee education and supervisory training records.
 - iii. One Year: We and/or our program administrator, Specialists Limited, will retain all records of negative or canceled controlled



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substance test results and any alcohol tests with results less than 0.02 percent.

- b. **NEED-To-Know:** For the purposes of our procedures, "need-to-know" is limited to:
- i. In-house administrators designated by the appropriate level of management as the person responsible for maintaining and receiving record and reports, or
 - ii. Managers or supervisors acting for the administrator(s), or
 - iii. Auditors or Enforcement Officials of the U.S. Department of Transportation, Michigan Department of Transportation, Motor Carrier Division of the Michigan State Police, or
 - iv. Program Administrator's principal, Specialists Limited, or his designee, or
 - v. Medical Review Officer (MRO) responsible for interpreting the results of a urine drug screen, or
 - vi. Substance Abuse Professional (SAP) responsible for learning the extent and degree of addiction or dependance on alcohol resulting from a positive alcohol EBT or urine drug screen, and/or
 - vii. Employee Assistance Program (EAP) counselor responsible for treating or rehabilitating the employee.
- c. **CONFIDENTIAL DISCUSSIONS:** we will conduct all discussions with employees as privately as circumstance's permit.

14.13 SUSPENSIONS:

An employee who is found to have confirmed a positive illegal drug or an alcohol test result is to be suspended immediately from further performance of any safety-sensitive function.

- a. **POSITIVE TEST RESULTS:** We may condition suspensions and, sometimes, waive suspensions based upon satisfactorily completing a supervised drug or alcohol abuse treatment or counseling program.
- b. **NEGATIVE TEST RESULTS:** an employee suspected of drug or alcohol use passes the urine or breath analysis test, i.e., the results are negative, the



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employee will receive a confidential memorandum. A copy of the memorandum will also be placed in the employee's personnel file.

- i. Negative drug tests are those with no measurable amount of a controlled substance identifiable within the sample provided by the employee. Any sample with an identifiable trace of a controlled substance within the specimen will also be considered as a negative test if the trace level does not exceed the cutoff levels for those drugs identified within 49 CFR, Part 40.
- ii. Negative alcohol tests are those tests administered consistent with 49 CFR, Part 40 and whose results are measured at less than .04 percent breath alcohol as indicated by an evidential breath testing device.
- iii. Other alcohol tests measuring between .015 under State law or .02 percent under Federal regulation and .04 percent are not considered a reportable positive alcohol test. Employees testing within this range however, will be removed from further performance of their safety-sensitive function for a period of not less than 24-hours.

14.14 EMPLOYEE ASSISTANCE:

- a. The City of Marine City actively supports the Employee Assistance concept. The City of Marine City openly promotes and encourages the voluntary and confidential accessing of assistance with substance abuse problems by all employees. As a matter of policy, we provide our employees, support personnel, supervisors, and management with information regularly. This information includes the dangers of abuse, awareness, community and professional efforts, and community or private treatment availability.
- b. Employees testing positively for alcohol abuse and/or controlled substance use must undergo an assessment by a licensed and certified Substance Abuse Professional (S.A.P.) if they desire to keep their safety-sensitive position with The City of Marine City. The S.A.P. will determine whether or not further assistance is needed, will make a referral to an appropriate treatment provider when necessary and will case manage the treatment process from the beginning to its completion.
 - i. Employees testing positive for alcohol abuse and/or controlled substance use will be suspended from their safety-sensitive functions pending successful completion of all S.A.P. recommendations. Included are the substance abuse treatment plan and a return-to-duty test. Furthermore, such employees must comply with the S.A.P.



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recommended follow-up testing requirements once they have successfully completed the treatment plan.

- ii. Failure to successfully comply with the follow-up testing plan will result in further or permanent suspension from all safety-sensitive functions.
- c. The City of Marine City has designated the below your Substance Abuse Professional. Employees testing positive for alcohol abuse and/or controlled substance use will be referred to the following by The City of Marine City's Program Administrator:
 - d. ****Specialists Limited, Inc.** has established a list of pre-qualified S.A.P.s for your area. Leave this area blank unless The City of Marine City has a contractual relationship with an Employee Assistance Provider who will perform SAP functions for its employees. If The City of Marine City does not currently have an Employee Assistance Provider, Specialists Limited, Inc. will include the name of a pre-qualified SAP in this area of the finalized policy. If The City of Marine City does utilize an Employee Assistance
 - e. Provider please provide the name, address and telephone number of the EAP for inclusion in the final policy.**

14.15 RETURN TO WORK:

We may reinstate or return regulated safety-sensitive employees who prove recovery provided the employee can be properly insured and can be licensed according to State and Federal law or regulation.

- a. **CONTROLLED SUBSTANCE RECOVERY TESTING:** Employees recovering from a controlled substance abuse, or addiction will submit to unannounced urine drug screens at least six times in the first 12 months following the driver's return to
- b. **ALCOHOL RECOVERY TESTING:** Employees recovering from alcohol abuse or addiction will submit to unannounced evidential breath tests at least six times within the first year following return to work.
- c. **REGULATORY REQUIREMENTS:** The preceding returns to work and the U.S. Department regulates follow-up testing requirements of Transportation, Federal Highway Administration, under 49 CFR, Part 382 and the State of Michigan's Motor Carrier Safety Act (MMCSA). These

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procedures specifically address coverage of employees of local and state units of government, and drivers operating intrastate and interstate.



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d.

14.16 ACKNOWLEDGMENT and AGREEMENT

The City of Marine City is a Drug-Free Workplace. Under the terms of the Drug-Free Workplace Act and accompanying federal regulations covering the qualification of drivers and other employees, we are required to give you a copy of our policy and accompanying procedures.

Please read and sign below that

You have received a copy of our Policy and accompanying Administrative Procedures Governing Drug and Alcohol Use and Abuse,

- You have read it and been informed of its contents,
- You have had our procedures explained to you,
- You have had your questions regarding our procedures answered, and
- You agree to abide by our procedures in all respects

PLEASE NOTICE: The Federal Drug Free Workplace Act of 1988 requires you to acknowledge and agree to the above:

I acknowledge and agree that I am aware of The City of Marine City's current policy and administrative procedures regarding controlled substances and alcohol abuse. I also understand that I am required, by Federal regulation, to comply with The City of Marine City's policy and administrative procedures regarding the use of controlled substances and alcohol and that I am required to sign this document as a receipt that I have, in fact, received the policy and explanations. My employer is required to provide me with a copy of this signed receipt and to retain the original in my driver's or employee personnel file.

Acknowledged and Agreed:

Signature

Print your name here

Date



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15.0 SOCIAL SECURITY NUMBER PRIVACY POLICY

15.1 Policy

Pursuant to Michigan state law, it is the policy of the City of Marine City to protect the confidentiality of social security numbers. No person shall knowingly acquire, disclose, transfer, or unlawfully use the social security number of any employee or other individual unless in accordance with applicable state and federal law and the procedures and rules established by this policy.

15.2 Administrative Procedures/Rules

- a. Social Security Number Defined - As used in this policy, the term "social security number" includes both the entire nine-digit number and more than 4 sequential digits of the number.
- b. Public Display - Social security numbers shall not be placed on identification cards or badges, membership cards, permits, licenses, time cards, employee rosters, bulletin boards, or any other materials or documents that are publicly displayed. Documents, materials, or computer screens that display social security numbers or other sensitive information shall be kept out of public view at all times.
- c. Access to Social Security Numbers - Only persons authorized by the responsible department or other administrative unit head shall have access to information or documents that contain social security numbers.
- d. Mailed or Transmitted Documents - Documents containing social security numbers shall only be mailed or transmitted in the following circumstances:
 - i. State or federal law, rule, regulation, or court order or rule authorizes, permits, or requires that a social security number appear in the document.
 - ii. The document is sent as part of an application or enrollment process initiated by the individual whose social security number is contained in the document.
 - iii. The document is sent to establish, confirm the status of, service, amend, or terminate an account, contract, policy, or employee or health insurance benefit or to confirm the accuracy of a social security number of an individual who has an account, contract, policy, or employee or health insurance benefit.



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- iv. The document or information is a copy of a public record filed or recorded with the county clerk or register of deeds office and is mailed by that office to a person entitled to receive that record.
 - v. The document or information is a copy of a vital record recorded as provided by law and is mailed to a person entitled to receive that record.
 - vi. The document or information is mailed by or at the request of an individual whose social security number appears in the document or information or his or her parent or legal guardian.
 - vii. Documents containing social security numbers that are mailed or otherwise sent to an individual shall not reveal the number through the envelope window, nor shall the number be otherwise visible from outside the envelope or package.
 - viii. Social security numbers shall not be sent over the Internet or a computer system or network (e.g. through email) unless the connection is secure or the transmission is encrypted. No individual shall be required to use or transmit his or her social security number over the internet or a computer system, or to gain access to an internet website, computer system, or network (e.g. through e-mail) unless the connection is secure, the transmission is encrypted, or a password or other unique personal identification number or other authentication device is also required to gain access to the internet website or computer system or network.
- e. Storage and Disposal - All documents or files that contain social security numbers shall be stored in a physically secure manner. Social security numbers shall not be stored on computers or other electronic devices that are not secured against unauthorized access.

Documents or other materials containing social security numbers shall not be thrown away in the trash; they shall be discarded or destroyed only in a manner that protects their confidentiality, such as shredding.

- f. Information Collected - Social security numbers should only be collected where required by federal and state law or as otherwise permitted under the Michigan Social Security Number Privacy Act. If a unique identifier is needed, a substitute for the social security number shall be used.

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- g. Accountability - Any person who fails to comply with this policy shall be subject to discipline up to and including discharge.
- h. Policy Guidance - If any questions regarding social security number privacy and security should arise, contact the City Administration policy clarification and guidance.



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Revised: 1-21-2010

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16.0 Fraud Prevention Policy

- 16.1 **BACKGROUND:** - The Marine City fraud policy is established to facilitate the development of controls which will aid in the detection and prevention of fraud against the City of Marine City. It is the intent of the City of Marine City to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conducting of investigations.
- 16.2 **SCOPE OF POLICY:** - This policy applies to any fraud, or suspected fraud, involving employees as well as consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with the City of Marine City (also called the City). Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to the City.
- 16.3 **POLICY:** - Management is responsible for the detection and prevention of fraud, misappropriations, and other inappropriate conduct. Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Each member of the management team will be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity. Any fraud that is detected or suspected must be reported immediately to the City Manager, who coordinates all investigations with the Legal Counsel, Police Department and other affected areas, both internal and external. If the City Manager's Office is suspected of a fraudulent act, the **MAYOR** must be contacted immediately to coordinate the investigation.



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- 16.4 ACTIONS CONSTITUTING FRAUD: - The terms defalcation, misappropriation, and other fiscal wrongdoings refer to, but are not limited to:
- a. Any dishonest or fraudulent act
 - b. Forgery or alteration of any document or account belonging to the City
 - c. Forgery or alteration of a check, bank draft, or any other financial document
 - d. Misappropriation of funds, securities, supplies, or other assets
 - e. Impropriety in the handling or reporting of money or financial transactions
 - f. Profiteering as a result of insider knowledge of City activities
 - g. Disclosing confidential and proprietary information to outside parties
 - h. Disclosing to other persons securities activities engaged in or contemplated by the City
 - i. Accepting or seeking anything of material value from contractor's, vendors, or persons providing services/materials to the City. Exception: Gifts less than \$50 in value.
 - j. Destruction, removal or inappropriate use of records, furniture, fixtures, and equipment; and/or
 - k. Any similar or related inappropriate conduct
- 16.5 OTHER INAPPROPRIATE CONDUCT: - *Suspected improprieties* concerning an employee's moral, ethical, or behavioral conduct, should be resolved by departmental management and the City Manager's Office. If there is any question as to whether an action constitutes fraud, contact the City Manager's Office for guidance.
- 16.6 INVESTIGATION RESPONSIBILITIES: - The City Manager has the primary responsibility for the investigation of all suspected fraudulent acts as defined in the policy. If the investigation substantiates that fraudulent activities have occurred, the City Manager will issue reports to appropriate designated personnel and to the Board of Commissioners.

Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with the City Manager, Legal Counsel and the Board of



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Commissioners, as will final decisions on disposition of the case.

- 16.7 **CONFIDENTIALITY:** - The City Manager treats all information received *confidentially*. Any employee who suspects dishonest or fraudulent activity will notify the City Manager immediately, and ***should not attempt to personally conduct investigations or interviews/interrogations*** related to any suspected fraudulent act (see **REPORTING PROCEDURE** section below). Investigation results ***will not be disclosed or discussed*** with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect the City from potential civil liability.
- 16.8 **AUTHORIZATION FOR INVESTIGATING SUSPECTED FRAUD:** - Members of the Investigation Unit will have:
- a. Free and unrestricted access to all City records and premises, whether owned or rented; AND
 - b. The authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who may use or have custody of any such items or facilities when it is within the scope of their investigation.
- 16.9 **REPORTING PROCEDURES:** - Great care must be taken in the investigation of suspected improprieties or wrongdoings so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way.

An employee who discovers or suspects fraudulent activity will ***contact City Manager immediately***. The employee or other complainant may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be directed to the City Manager's Office or Legal Counsel. No information concerning the status of an investigation will be given out.



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The proper response to any inquiry is: "I am not at liberty to discuss this matter". *Under no circumstances* should any reference be made to "the allegation," "the crime," "the fraud," "the forgery," "the misappropriation," or any other specific reference.

- a. The reporting individual should be informed of the following:
 - i. Do not contact the suspected individual in an effort to determine facts or demand restitution.
 - ii. Do not discuss the case, facts, suspicions, or allegations with *anyone* unless specifically asked to do so by the City Manager or Legal Counsel.

16.10 **TERMINATION:** - If an investigation results in a recommendation to terminate an individual, the recommendation will be reviewed for approval by the City Manager's Office, Legal Counsel, and if necessary, by outside counsel, before any such action is taken. The decision to terminate an employee shall be made by the City Manager and the City Board of Commissioners.

16.11 **ADMINISTRATION:** - The City Manager is responsible for the administration, revision, interpretation, and application of this policy. The policy will be reviewed annually and revised as needed.



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17.0 Non-Contractual Employee Classification /Wage Table

**Marine City Non-Contractual Employee
Classification Wage/Reimbursement Table**

Dept	Classification / Description	Special Compensation	Hourly Rate Range	
			Min	Max
Fire				
	Note: Hourly rates apply to call responses. Average call length less than 2 hours.			
	1) All pay rates are set by the Marine City Fire Authority	N/A	N/A	N/A
Recreation				
	Recreation department head monthly cell phone stipend			
	1) (07-01-2008)	\$40.00	N/A	N/A
	2) Aquatic Supervisor - Temp P/T	N/A	\$ 12.00	\$ 15.00
	3) Aquatic Supervisor Asst - Temp P/T	N/A	\$ 9.00	\$ 13.75
	4) Lifeguard - Temp P/T	N/A	M/W	\$ 10.50
	5) Lifeguard Instructor II Certification (stipend)	N/A	\$ 1.50	N/A
	6) Playground / Art Supervisor - Temp P/T (Less than 3 yrs)	N/A	\$ 8.25	\$ 10.50
	7) Playground / Art Supervisor - Temp P/T (More than 3 yrs)	N/A	\$ 9.00	\$ 11.00
	8) Playground / Art Asst - Temp P/T (Less than 3 yrs)	N/A	M/W	\$ 9.00
	9) Playground / Art Asst - Temp P/T (More than 3 yrs)	N/A	M/W	\$ 9.00
	10) Bidy Ball Supervisor - Temp P/T	N/A	\$ 8.75	\$ 11.00
	11) Bidy Ball Head Coach - Temp P/T	N/A	\$ 8.25	\$ 10.00
	12) Bidy Ball Coach - Temp T/P	N/A	M/W	\$ 9.00
	13) Gym Supervisor - Temp T/P	N/A	M/W	\$ 10.00
	14) Recreation Director Asst.	N/A	M/W	\$ 10.00
Police				
	1) Police Chief monthly cell phone stipend	\$40.00	N/A	N/A
	2) Administrative Clerk - Temp P/T	N/A	\$ 13.50	\$ 16.00
	3) Officer - Temp P/T (See MCPD contract agreement)	N/A	N/A	N/A
	City ticket processing / tracking stipend (Per pay period-			
	4) Paid with city ticket proceeds only)	\$ 225.00	N/A	N/A
	5) Regular Part-Time Police Chief	N/A	\$ 32.00	\$ 37.00
DPW				
	1) Public Works Director monthly cell phone stipend	\$65.00	N/A	N/A
	2) General Lawn/Park Maintenance Crew Leader - Temp P/T	N/A	\$ 9.50	\$ 13.75
	3) General Lawn/Park Maintenance Labor - Temp P/T	N/A	M/W	\$ 8.50
	4) Utility Medium Equipment Operator - Temp P/T	N/A	\$ 17.00	\$ 22.00
	5) Utility Laborer - Temp P/T	N/A	\$ 10.00	\$ 16.00
	6) Regular Part-Time DPW Director	N/A	\$ 32.00	\$ 37.00

General Note:

M/W = Current year minimum wage guide lines

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**Marine City Non-Contractual Employee
Classification Wage/Reimbursement Table**

Dept	Classification / Description	Special Compensation	Hourly Rate Range	
			Min	Max
<i>Derk Office</i>				
	1) Clerk cell phone stipend	\$40.00	N/A	N/A
	2) Clerk - Election prep/execution (Stipend per Election Cycle paid at completion of each / 1-1-2008)	\$650.00	N/A	N/A
	3) Deputy Clerk Wage - Part-time status	N/A	\$ 12.00	\$ 16.00
	4) Deputy Clerk Wage - Fulltime status	N/A	\$ 10.00	\$ 14.00
	5) Deputy Clerk (Full/PT) - Election prep/execution (1 1/2 x Current hourly rate for hours worked)	N/A	N/A	N/A
	3) Regular Part-Time Clerk	N/A	\$ 21.00	\$ 26.00
<i>Treasurer's Office</i>				
	1) Treasurer cell phone stipend	\$40.00	N/A	N/A
	2) Deputy Treasurer	N/A	\$ 14.00	\$ 19.75
	3) Regular Part-Time Finance Dir/Treasurer	N/A	\$ 24.00	\$ 29.00
<i>City Managers Office</i>				
	1) City Manager cell phone stipend	\$40.00	N/A	N/A
	2) Administrative Service wage - Temp P/T	N/A	M/W	\$ 16.00
	3) Regular Part-Time City Manager	N/A	\$ 32.00	\$ 37.00
<i>Building Department</i>				
	1) Building department head monthly cell phone stipend	\$40.00	N/A	N/A
	2) Building Department Head	N/A	\$ 20.00	\$ 28.50

Notes:

- 1) Current minimum wage = \$7.40

General Note:

M/W = Current year minimum wage guide lines

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